

CALL TO ORDER	TIME	7:02 P.M.
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A **Regular Meeting** of the Springfield Township Board of Education was held on **Tuesday, December 18, 2018** at **7:02 p.m.** in the Springfield Elementary School **Media Center**.

PUBLIC NOTICE

"The New Jersey Open Public Meetings Law was enacted to insure the right to the public to have advance notice of and attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon." Pursuant to the provisions of this act, the Springfield Township Board of Education has caused notice of this meeting to be publicized by having the date, time and place thereof sent to: The Burlington County Times, Springfield Township Clerk, Board of Education members, and posted in the Springfield Township Board of Education Office and Springfield Township Municipal Building.

PLEDGE OF ALLEGIANCE

The President lead the Board and the assemblage in the Pledge of Allegiance.

ROLL CALL OF BOARD MEMBERS AND STAFF

	Board of Education Member	Present	Late	Absent	
1	Joseph Bucs	X	(left at 7:30)		1
2	Kristen Lippincott, Vice President	X			2
3	Andrew Eaton	X			3
4	Gregory Madia			X	4
5	Michael Ramalho			X	5
6	Gary Walker	X			6
7	Jennifer Webb	X			7
8	Eric Eaton			X	8
9	Wade Hale, President	X			9

Others present:

[X] Craig Vaughn, Chief School Administrator
[X] Arlene Biesiada, School Business Administrator / Board Secretary
[] Joe Knewasser, Interim Educational Facilities Manager
[] Kim Hannigan, Interim Supervisor of Curriculum

SCHOOL AND COMMUNITY PRESENTATIONS

C.J. Scarborough, 2nd grade, was recognized as a poster contest winner for his 2018 NJ Agricultural Society poster.

Presentation of Electronic Violence & Vandalism / HIB Report for Reporting Period 2 (2017-18 Schoolyear) There were no incidents or suspensions this period.

COMMITTEE UPDATES

FINANCE & BUDGET COMMITTEE – Mr. Bucs reported on the meeting with the auditors this evening. The audit will not be finalized until sometime next year because of changes with the State.

NEGOTIATIONS – Mr. Eaton reported that there will be a fact finding meeting on January 22.

SUSTAINABILITY COMMITTEE – Mrs. Lippincott reported that Mr. Vaughn has joined a State Advocacy Group consisting of over 60 districts in 14 counties that have had a reduction in State Funding.

PUBLIC COMMENT #1 – SHALL NOT EXCEED THIRTY (30) MINUTES

Before a matter is placed on the agenda, Administration has thoroughly reviewed it. Board Members preview the agenda items five days prior to the meeting and discuss questionable items with the Superintendent.

The Springfield Township BOE welcomes public comment during our public meetings. Public comments will only be permitted during the public comment periods at the beginning and end of each Board meeting. Each public comment period shall be limited to thirty minutes unless extended by a majority vote of the Board members present. Statements are limited to two, three minute time periods for a total of six minutes on any one topic.

Public comment is not a question and answer session. Notwithstanding, members of the Administration and/or Board members may, with approval, choose to answer questions raised during public comment periods. If a response is requested, please provide your contact information on the sign-in sheet or contact the Administration separately.

Mr. Nick Russo, 105 Columbus Jobstown Rd. asked if there was a policy on paid advertising. It may be a way to bring additional funding into the school district.

Mrs. Jennifer Smith, 435 Lewistown Rd. asked if the second grade teacher has been selected. Mr. Vaughn reported that the candidate will be approved tonight as a sub and made permanent at the January 15th board meeting. Mrs. Smith also has submitted suggestions on sustainability.

Mr. Bucs thanked Mrs. Webb for her service on the Board.

Mr. Andrew Eaton also wished to thank Mrs. Webb for her service to the Board.

Mr. John Flynn invited the public to the Juliustown Methodist Church candlelight service on December 23, at 7:00 PM

CORRESPONDENCE

Mr. Vaughn received a letter of resignation from Mrs. Weaver, 2nd grade teacher.

SUPERINTENDENT UPDATE & IMPORTANT DATES

Mr. Vaughn spoke about the winter concert that was held on December 11th. There will be an early dismissal on Friday, December 21. The Board's reorganization meeting will take place on January 2nd.

APPROVAL OF MINUTES

WORK SESSION MEETING - Wednesday, November 14, 2018

REGULAR MEETING - Tuesday, November 20, 2018

EXECUTIVE SESSION MEETING - Wednesday, November 14, 2018

CERTIFICATION OF THE BOARD SECRETARY

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, December 18, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs						X		1
2	Kristen Lippincott, Vice President		X	X					2
3	Andrew Eaton			X					3
4	Gregory Madia						X		4
5	Michael Ramalho						X		5
6	Gary Walker			X					6
7	Jennifer Webb	X		X					7
8	Eric Eaton						X		8
9	Wade Hale, President			X					9

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
 Not Voting due to Conflict. Quorum = 5

SUPERINTENDENT'S REPORT (ENROLLMENT & HIB REPORT)

A. ACCEPTING ENROLLMENT STATISTICS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-352-102

RESOLUTION ACCEPTING ENROLLMENT STATISTICS AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF NOVEMBER 2018

WHEREAS, the Board of Education recognizes the importance of maintaining accurate registers for all students enrolled in the Springfield Township School District; and

WHEREAS, the Board of Education also relies on accurate enrollment counts for such reports as the Application for State School Aid Report, the annual Budget Statements, the annual December 1st Special Education Report, Fall Enrollment Report and the Average Daily Attendance Report; and

WHEREAS, the Superintendent of Schools has received and compiled school registers from each of the schools in the School District which have been cross-checked with active home room rosters and Child Study Team class listings with the resulting summary table being generated:

Expense Account #	Grade Level/Program	Count June 30, 2018	Count <u>November 30, 2018</u>	Difference
11-105-100-101-101-105	Pre-School Regular	20	18	-2
11-110-100-101-101-110	Kindergarten	23	38	+15
11-120-100-101-101-401	First Grade	24	23	+ 1
11-120-100-101-101-402	Second Grade	25	28	+3
11-120-100-101-101-403	Third Grade	26	25	-1
11-120-100-101-101-404	Fourth Grade	29	28	-1
11-120-100-101-101-405	Fifth Grade	26	32	+6
11-130-100-101-101-406	Sixth Grade	32	26	-6
11-212-100-101-101-100	Multiple Disabled	7	4	-3
11-215-100-101-101-100	Pre-School Disabled PT	6	5	-1
11-000-100-56X-60X-XXX	Out-of-District Placement	2	2	0
	TOTAL	220	229	+9

;and

NOW,

Month	Enrollment	Monthly Change
June 2018	220	
July 2018	219	-1
August 2018	228	+9
September 2018	227	-1
October 2018	227	0
November 2018	229	+2
December 2018		
January 2019		
February 2019		
March 2019		
April 2019		
May 2019		
June 2019		
July 2019		

THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above enrollment report is hereby accepted upon the certification of the Superintendent of Schools.

B. APPROVING THE MONTHLY HIB REPORT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-352-103

**RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT
FOR THE MONTH OF NOVEMBER 2018
PURSUANT TO BOARD OF EDUCATION POLICY 5512**

WHEREAS, the Springfield Township Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying; and

WHEREAS, harassment, intimidation or bullying is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the students property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for the student by interfering with the students education or by severely or pervasively causing physical or emotional harm to the student; and

WHEREAS, the results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:

1. Any services provided;
2. Training established;
3. Discipline imposed; or
4. Other action taken or recommended by the chief school administrator; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Superintendent of Schools reports the results of the following harassment, intimidation or bullying incidents for the month of NOVEMBER 2018:

School Location	# of Cases Reported	# of Cases Confirmed
Springfield Elementary School	0	0

***** ***** *****
***** **CERTIFICATION OF THE BOARD SECRETARY** *****

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, December 18, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs						X		1
2	Kristen Lippincott, Vice President		X	X					2
3	Andrew Eaton			X					3
4	Gregory Madia						X		4
5	Michael Ramalho						X		5
6	Gary Walker			X					6
7	Jennifer Webb	X		X					7
8	Eric Eaton						X		8
9	Wade Hale, President			X					9

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
Not Voting due to Conflict. Quorum = 5

CONTRACT ADMINISTRATION

FINANCE & BUDGET

A. APPROVING THE ANTICIPATED REVENUE REPORT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-352-104

**RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT
OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
FOR THE MONTH OF NOVEMBER 2018 PURSUANT TO N.J.A.C. 6:23-2.11(c)2**

WHEREAS, the New Jersey Administrative Code, Title 6, Chapter 20, requires that the board secretary report monthly to the board of education changes in anticipated revenue amounts and sources; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the attached revenue statement reports change in anticipated revenue is hereby acknowledged and accepted as compliance with N.J.A.C. 6:20-2.11(c)2.

***** ***** *****
**MONTHLY CERTIFICATION OF THE SECRETARY TO THE BOARD
REPORT ON CHANGES IN ANTICIPATED REVENUE**

Pursuant to N.J.S.A. 6:20-2.11(c)2, I report the following **NOVEMBER 30, 2018** changes in anticipated revenue amounts and sources as noted on the submitted revenue report.

Casey DeJoseph
Business Administrator/Board Secretary

***** ***** *****

**B. CERTIFYING THAT ANY REMITTANCE TO PURCHASE ORDERS GREATER THAN THE
APPROVED PURCHASE ORDER AMOUNT**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-352-105

**RESOLUTION CERTIFYING THAT ANY REMITTANCE TO PURCHASE ORDERS
GREATER THAN THE APPROVED PURCHASE ORDER AMOUNT SHALL BE DETAILED
THROUGH THE APPROVAL OF THE MONTHLY CREDIT/DISBURSEMENT REPORT
PURSUANT TO N.J.A.C. 6A:23A-6.10
AND THAT THE BELOW REPORT IS FOR THE MONTH OF NOVEMBER 2018**

WHEREAS, N.J.A.C.6A:23A-6.10 provides that “a school district and county vocational school board shall adopt a policy establishing the approval process for any remittance of payment for invoice amounts greater than the approved purchase order; and

WHEREAS, the policy shall require the Business Administrator/Secretary to the Board to identify and investigate, if necessary, the reason for any increase to a purchase order. If it is found that such an increase is warranted, the Business Administrator/Secretary to the Board shall either approve a revision to the original purchase order with the reason noted, approve the issuance of a supplemental purchase order for the difference, or cancel the original purchase order and issue a new purchase order. If it is found that such an increase is not warranted, the purchase order shall be canceled and the goods returned. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or a bid award price; and

WHEREAS, the Business Administrator/Secretary to the Board shall review, on a monthly basis, edits/change reports, in particular the Credit/Disbursement Report, listing all payments made in excess of the originally approved purchase order amount to ensure that all payments are properly made are properly authorized prior to the commitment of any bill list disbursements; and

WHEREAS, a Credit-Disbursement Report has been developed by the School District’s accounting software vendor, Asbury Park Computer Center, and said report is attached herein which details any changes in purchase order amounts; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that attached **NOVEMBER 2018** Credit-Disbursement Report detailing the changes is hereby approved and that any and all adjustments against Board of Education obligations therein enumerated for equipment, material and supplies, furnished and delivered and for work done and performed and certified as correct by the Secretary of the Board of Education, and when funds are available; and

BE IT FURTHER RESOLVED that the following summary details any and all adjustments to purchase orders disbursed during the month:

Account #	PO #	Vendor #	Liquidated	Paid	Excess	%
None						

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Reason For Excess:

; and

BE IT FINALLY RESOLVED that a copy of the above Report shall be placed in the permanent minutes of the Board of Education.

C. CERTIFYING THAT NO ADVERTISED APPROPRIATION EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-352-106

**RESOLUTION CERTIFYING THAT NO ADVERTISED APPROPRIATION
EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT
FOR THE MONTH OF NOVEMBER 2018**

**ESTABLISHED PURSUANT TO PUBLIC LAW 2004, C. 73
AND RECOGNIZING THE SUBMISSION TO THE EXECUTIVE COUNTY BUSINESS OFFICIAL
A REQUEST FOR APPROVAL OF THE TRANSFER THAT EXCEED TEN PERCENT**

WHEREAS, Public Law 2004, C. 73 requires New Jersey Department of Education Commissioner approval of transfers in any general fund account greater than ten percent (10%) on a cumulative basis; and

WHEREAS, a report has been developed by the School District's accounting software vendor, Asbury Park Computer Center and said report is attached herein; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that attached NOVEMBER 2018 monthly transfer report detailing the percentage change in transfers is hereby approved; and

BE IT FINALLY RESOLVED that a copy of the report shall be placed in the permanent minutes of the Board of Education.

D. CERTIFYING THE EWEG REIMBURSEMENT REQUESTS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

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RESOLUTION#18/19-RM-352-107

**RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS
FOR THE MONTH ENDING NOVEMBER 30, 2018**

WHEREAS, when the district is a sub-grantee of grants awarded by the Federal government to the State of New Jersey the district shall submit reimbursement requests using the Electronic Web-Enabled Grant (EWEG) System. Expenditures must be supported by documentation at the sub-grantee level. Documentation for salary expenditures will be according to the applicable federal circular. Expenditures must be for allowable costs. Expenditures must be related to the sub-grantee's cost objectives. Expenditures will be reviewed to determine that:

- A. Adequate description of expenditures is provided;
- B. No new budget category is created; and
- C. Reimbursement does not exceed the allowable threshold for an amendment as a result of cumulative transfers among expenditure categories; and

WHEREAS, Reimbursement requests will be certified by the board as being in accordance with approved grant applications as evidenced by the review of a monthly disbursement report. EWEG reimbursement requests will meet New Jersey Department of Education time lines and deadlines; and

WHEREAS, the Business Administrator/Secretary to the Board has submits to the Board the following summary for the period ending **NOVEMBER 30, 2018** for review and certification; and

YEAR	ACCT	GRANT	FUNC	OBJ	DESCRIPTION	AMOUNT	TOTAL
18-19	231	TITLE1A	100	101	SALARIES OF TEACHERS		
				610	GENERAL SUPPLIES		
					TOTAL 100 SERIES		
			200	200	PERSONAL SRV EMP BENEF	1267	1267
				500	OTHER PURCHASED SERVICES		

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					TOTAL 200 SERIES		
					MONTHLY TOTAL		1267
18-19	250	IDEA BSC	100	565	TUIT COUNTY SPEC SERV	1840	1840
				565	TUIT COUNTY SPEC SERV (ESY)		
					TOTAL 100 SERIES		
			200	300	PURCH PROF/TECH SVS		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		1840
18-19	251	IDEA PSD	100	565	TUIT COUNTY SPEC SERV		
					TOTAL 100 SERIES		
					MONTHLY TOTAL		
18-19	270	TITLE 2A	200	300	PURCH ED/PROF/TECH SVS		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		
18-19	270	TITLE 4A	200	600	PURCH ED/PROF/TECH SVS		

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					TOTAL SERIES		
					MONTHLY TOTAL		
18-19	450	REAP	200	300	PURCH ED/PROF/TECH SVS		
					TOTAL 200 SERIES		
18-19	450	REAP	200	500	OTHER PRCH SVS	2359	2359
					TOTAL 500 SERIES		
					MONTHLY TOTAL		2359
					TOTAL - ALL GRANTS		5466

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REIMBURSEMENT SUMMARY

GRANT PROGRAM	YEAR	TOTAL FUNDS AVAILABLE	EXPENDITURES TO DATE	PRESENT ENCUMB	REMAIN BALANCE
TITLE1A	18-19	\$41,762	\$9,011	\$21,595	\$11,156
IDEA BSC	18-19	\$68,410	\$44,833	\$19,600	\$3,977
IDEA PSD	18-19	\$5,054	\$0	\$0	\$5,054
TITLE 2A	18-19	\$7,593	\$542	\$0	\$7,050

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TITLE 4A	18-19	\$10,000	\$3,000	\$0	\$7,000
REAP	18-19	\$30,846	\$19,758	\$2,590	\$8,497
TOTAL	18-19	163,665	\$77,144	\$43,785	\$42,736

Fiscal Note:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that Board certifies the EWEG submissions as above listed.

E. APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-352-108

**RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
AS OF NOVEMBER 30, 2018 FOR THE 2018-2019 PROGRAM YEAR
PURSUANT TO BOARD OF EDUCATION STANDARD OPERATING PROCEDURE 3-003
TO MONITOR THE % OF EXPENDITURE TO CONTROL CARRY-OVER WAIVER REQUESTS
UNDER GUIDANCE OF THE NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM
FISCAL MANAGEMENT - RESTRICTED REVENUES**

WHEREAS, Standard Operating Procedure 3-003 provides for the mechanism for Board of Education monitoring of restricted revenue expenditure levels as the Board of Education must ensure that restricted revenue accounts must be appropriated and fully expended in a timely manner and in accordance with grant allocations/budgets; and

WHEREAS; the New Jersey Quality Single Accountability Continuum (NJQSAC) - District Performance Review - D. Restricted Revenues - Sections 1.b. and 1.d provide the following guidance:

- 1.b. Grant funds are spent as budgeted. Amendments and budget modifications are completed for changes that exceed the applicable threshold (entitlement grants - lesser of 10% or \$50,000; discretionary grants - lesser of 10% or \$10,000;
- 1.d. At least 85 percent of the ESSA and IDEA grant funds are expended in one year. For Title I, a waiver to carry over more than 15% has not been requested within the last three years;

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106 ; and
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WHEREAS, the Business Administrator/Secretary to the Board reports the following:

GRANT	YEAR	CURRENT APPROPR	TOTAL EXPENDED	TOTAL ENCUMBERED/ CARRYOVER	UNEXPENDED DOLLAR BALANCE	UNEXPENDED PERCENT BALANCE
TITLE 1A	18-19	\$41,762	\$9,011	\$21,595	\$11,156	26%
IDEA BSC	18-19	\$68,410	\$44,833	\$19,600	\$3,977	6%
IDEA PSD	18-19	\$5,054	\$0	\$0	\$5,054	100%
TITLE 2A	18-19	\$7,593	\$543	\$0	\$7,050	93%
TITLE 4A	18-19	\$10,000	\$3,000	\$0	\$7000	70%
REAP	18-19	\$30,845	\$19,758	\$2,590	\$8,497	27%

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111 ; and
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WHEREAS, the following Board of Education comments and/or discussion was had, if any, on the matter of this Resolution:

116 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
117 Burlington, State of New Jersey, that the above summary represents the monthly certification of grant
118 expenditures for the program year **2018-2019** Every Student Succeeds Act, IDEA Part B, REAP Grant;
119 and

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121 **BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be forwarded to the
122 responsible staff and said staff shall provide the Board of Education with a detailed explanation for any
123 grants that will exceed the fifteen percent (15%) waiver amount at the end of the program year.

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127 **F. PROVIDING FOR A SECRETARY TO THE BOARD'S MONTHLY CERTIFICATION OF**
128 **BUDGETARY LINE ITEM STATUS**

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131 TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

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RESOLUTION #18/19-RM-352-109

**RESOLUTION PROVIDING FOR A SECRETARY TO THE BOARD'S
MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS
FOR THE MONTH OF NOVEMBER 2018
PURSUANT TO N.J.A.C. 6:20-2.13(d) AND N.J.S.A. 18A:22.8.1**

WHEREAS, the New Jersey Administrative Code, Title 6, Chapter 20, requires that certain monthly certifications be demonstrated as to the budgetary line item accounts; and

WHEREAS, the certification of the Secretary to the Board must demonstrate that no budgetary line item account, which are understood by the rule to be the advertised section of the New Jersey Department of Education prescribed budget, has obligations and contractual orders which exceed annual appropriations for said line item accounts in accordance with the Monthly Line Item Budget Report; and

WHEREAS, the following Board of Education comments and/or discussion was had, if any, on the matter of this Resolution:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the below certification are hereby acknowledged and accepted as compliance with N.J.A.C. 6:20-2.13(d) and N.J.S.A. 18A:22.8.1.

**MONTHLY CERTIFICATION OF THE SECRETARY TO THE BOARD
BUDGETARY LINE ITEM STATUS**

Pursuant to N.J.S.A. 6:20-2.13(d), I certify that as of **NOVEMBER 30, 2018** no budgetary line item account has obligations and payments, understood as contractual orders, which in total exceed the amount appropriated by the Township of Springfield Board of Education pursuant to N.J.S.A. 18A:22-8 and N.J.S.A. 18A:22-8.1.

G. RATIFYING THE TRANSFER OF FUNDS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-352-110

**Springfield Township Board of Education
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**RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR NOVEMBER 2018
PURSUANT TO N.J.S.A. 18A:22-8**

WHEREAS, N.J.S.A. 18A:22-8, designates the Superintendent of Schools to approve transfers among line items between meetings of the Board of Education; and

WHEREAS, it became necessary to transfer funds among certain line items between the monthly meetings of in the month of **NOVEMBER 2018**, recorded as adjustments according to the attached report, so as to provide for the thorough and efficient education of Springfield Township School District pupils; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the attached transfers are hereby ratified.

H. AUTHORIZING PAYMENT OF BILLS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-352-111

**RESOLUTION AUTHORIZING THE PAYMENT OF BILLS
OF THE GENERAL ACCOUNTS AS CONTAINED
ON THE CHECK REGISTER FOR DECEMBER 18, 2018
AND ALL BANK/WIRE TRANSFERS FOR THE MONTH OF NOVEMBER 2018**

WHEREAS, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period of **NOVEMBER 21, 2018 to DECEMBER 18, 2018**; and

WHEREAS, this a summary table of check register that is provided in the addendum section of the subject minutes:

FUND	EXPENSE	DESCRIPTION	# OF INVOICES	AMOUNT
10		FICA REIMBURSEMENT –		6,920.66
10		FICA REIMBURSEMENT -		6,920.66
10		FICA REIMBURSEMENT –		
		TOTAL FUND 10		13,841.32
11	11-000-XXX	UNDISTRIBUTED EXPEND		173,466.59
	11-150-XXX	REGULAR – HOME INS		

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	11-190-XXX	REGULAR PROGRAM UNISTR		3,285.86
	11-213-XXX	RESOURCE ROOM		
	11-215-XXX	PRESCH. DISAB. PART-TIME		
	11-230-XXX	BASIC SKILLS/REMEDIAL		
	11-403-XXX	OTHER INSTR PROGRAMS		
	11-999-XXX	POSTING ACCOUNTS		
	11-401-XXX	SCHOOL SPON COCURR		
11	11-000-291	HEALTH/RX PAYMENT		
		TOTAL FUND 11		176,752.45
12	12-000-400	FACILITIES ACQUISITION		
		TOTAL FUND 12		
20	20-231-XXX	TITLE 1A		
	20-250-XXX	IDEA BASIC		1,820.00
	20-251-XXX	IDEA PRE-SCHOOL		
	20-270-XXX	TITLE 2A		
	20-280-XXX	TITLE 4A		
	20-293-XXX	BCIP JIF		
	20-450-XXX	REAP		279.70
		TOTAL FUND 20		2099.70
40	40-701-510	INTEREST ON BONDS		
		TOTAL FUND 40		
60	60-XXX-XXX	SUMMER CAMP		
		TOTAL FUND 60		
62	62-910-310	SCHOOL NUTRITION		
		TOTAL FUND 62		
81	81-190-100	UNEMPLOYMENT TRUST		
		TOTAL FUND 81		
82	82-000-520	FLEXIBLE SPENDING		
		TOTAL FUND 82		8.00
90	90-000-100	PAYROLL/AGENCY		
		TOTAL FUND 90		
95	95-40X-210	STUDENT ACTIVITY		
		TOTAL FUND 95		8.00

WHEREAS, the Board of Education wishes to authorize payment of said bills and to ratify the prior payment of obligations through the issuance of **current fund hand checks** for the following:

DATE	ACCT #	PAYEE	AMOUNT

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		TOTAL	

; and

WHEREAS, the New Jersey Quality Single Accountability Continuum (hereinafter “NJQSAC”), District Performance Review, B. Financial and Budgetary Control, Section j. requires that “Manual checks represent less than one percent of the checks issued on an annual basis (interfund payments are excluded from this requirement.). The following table monitors the issuance of manual checks as a percentage of checks issued to ensure compliance with NJQSAC:

MONTH	BILL LIST \$	MANUAL CK \$	TOTAL CK \$	MANUAL CK %
Jul 2018	340808.63	0.00	340808.63	0.00%
Aug 2018	165630.10	0.00	165630.10	0.00%
Sep 2018	115392.02	0.00	115392.02	0.00%
Oct 2018	124285.37	0.00	124285.37	0.00%
Nov 2018	178,860.15	0.00	178860.15	0.00%
Dec 2018		0.00		0.00%
Jan 2019		0.00		0.00%
Feb 2019		0.00		0.00%
Mar 2019		0.00		0.00%
Apr 2019		0.00		0.00%
May 2019		0.00		0.00%
Jun 2019		0.00		0.00%
TOTAL	924976.27	0.00	924,976.27	0.00%

; and

WHEREAS, the below bank transfer(s) are for payroll and agency accounts during the month of **NOVEMBER 2018** for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
	0073	0074	PAYROLL	77,811.53
	0073	0075	AGENCY WITHHOLDING	58,363.45
			TOTAL	136,174.98
	0073	0074	PAYROLL	77,511.13
	0073	0075	AGENCY WITHHOLDING	58,327.85
			TOTAL	135,838.98

; and

WHEREAS, the Board of Education wishes to authorize interfund bank transfers during the month of **NOVEMBER 2018** for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
	0075	0078	Unemployment Trust	353.41

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0075	0078	Unemployment Trust	1972.39
0075	2178	Flexible Spending Account	189.38
0075	2178	Flexible Spending Account	
0075	0073	Chapter 78	15,075.10
0075	0073	Chapter 78	0
0075	0073	Dental	0
0073	0075	Back DCRP	
0075	0073	Agency Correction	
0075	2178	Flexible Spending Account	189.390
2178	0073	Flexible Spending Account – Service Fee	0
		TOTAL	17,779.66

; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that payment of bills on **NOVEMBER 21, 2018 to DECEMBER 18, 2018** check register are hereby authorized; and

BE IT FURTHER RESOLVED that the Board of Education ratifies to prior issuance of the above listed hand check(s) and transfer(s).

I. PROVIDING FOR THE BOARD OF EDUCATION'S MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-352-112

**RESOLUTION PROVIDING FOR THE BOARD OF EDUCATION'S
MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS
[BOARD SECRETARY'S REPORT]
FOR THE MONTH OF NOVEMBER 2018 PURSUANT TO N.J.A.C. 6A:23-2:11.c)**

WHEREAS, the New Jersey Administrative Code, Title 6, Chapter 23, requires that certain monthly certifications be demonstrated as to the budgetary line item accounts; and

WHEREAS, the Board of Education must certify that, to the best of its knowledge, no major account or fund has been over expended and that sufficient funds are available to meet the Springfield Township School District's financial obligations for the remainder to the **2018-2019** Fiscal Year; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that a certification are hereby given, after review of the Line Item Status

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Report, and upon consultation with the appropriate District officials, to the best of its knowledge no major account or fund has been over expended in violation of New Jersey statutes and code.

J. APPROVING THE TREASURER REPORTS FOR THE MONTH OF JULY & AUGUST 2018

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-352-113

RESOLUTION APPROVAL OF THE REPORT OF THE
TREASURER OF SCHOOL MONIES FOR NOVEMBER 2018
PURSUANT TO N.J.S.A. 18A:17-36

WHEREAS, N.J.S.A. 18:4-14 mandates that all public school districts utilize an accounting system that is consistent with generally accepted accounting principles; and

WHEREAS, the Report of the Treasurer of School Monies serves as a mechanism that allows the treasurer to meet the requirements mandated by N.J.S.A. 18A:17-36 as it provides for an independent accounting of all cash transactions for a given period of time; and

WHEREAS, Amy Lerner, Springfield Township Treasurer of School Monies, has submitted the attached report which has been distributed, reviewed and accepted by the Board of Education; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the NOVEMBER 2018 Report of the Treasurer of School Monies is hereby accepted and approved.

Motion was made by Mrs. Webb, seconded by Mr. Eaton to remove this motion since there was no Treasurer's report. Ayes, Lippincott, Andrew Eaton, Gary Walker, Jennifer Webb and Wade Hale.

TOWNSHIP OF SPRINGFIELD BOARD OF
EDUCATION

RESOLUTION #18/19-RM-352-114

**Springfield Township Board of Education
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RESOLUTION TO RENEW SCHOOLS HEALTH INSURANCE FUND

WHEREAS, a number of school boards in the State of New Jersey have joined together to form the SCHOOLS HEALTH INSURANCE FUND hereafter referred to as "SHIF", as permitted N.J.S.A. 18A:18B-1 et seq., and;

WHEREAS, the SHIF has received approval by the Commissioner of the Department of Banking and Insurance on August 10, 2015;

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a school board joint insurance fund;

WHEREAS, the governing body of Springfield Twp. Board of Education, hereinafter referred to as "SCHOOL BOARD" has determined that membership in the SHIF is in the best interest of said SCHOOL BOARD.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the SCHOOL BOARD hereby agrees as follows:

- i. SCHOOL BOARD shall become a member of the SHIF for the period outlined in the SCHOOL BOARD's Indemnity and Trust Agreement.**
- ii. SCHOOL BOARD will participate in the following type (s) of coverage (s):**
 - a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the SHIF's Bylaws, and the SHIF's Plan of Risk Management.**
- iii. SCHOOL BOARD accepts and approves the SHIF's Bylaws and agrees to be bound by the terms thereof.**
- iv. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.**
- v. SCHOOL BOARD agrees to commit to the four principles of the SHIF which are:**
 - a.) A long term philosophy on rates.**
 - b.) A willingness to work with bargaining units to achieve plan design changes.**
 - c.) Professional management with stability and commitment.**
 - d.) Rating structure based on actuarial numbers.**

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BE IT FURTHER RESOLVED that the governing body of the SCHOOL BOARD is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the SHIF as required by the SHIF's Bylaws, and to deliver these documents to the SHIF's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the SCHOOL BOARD by the SHIF.
- ii. Receipt by the SHIF of a Resolution from the SCHOOL BOARD accepting SCHOOL BOARD's SHIF assessment.
- iii. Approval by the Commissioner of the New Jersey Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.

ADOPTED: _____

BY: _____
BOARD PRESIDENT

ATTEST:

BOARD SECRETARY

SCHOOLS HEALTH INSURANCE FUND

INDEMNITY AND TRUST AGREEMENT

THIS AGREEMENT made this 18th day of December, 2018, in the County of Burlington, State of New Jersey, by and Between the SCHOOLS HEALTH INSURANCE FUND referred to as "SHIF" and the governing body of the Springfield Township School District, a duly constituted Board of Education, hereinafter referred to as "SCHOOL BOARD".

WITNESSETH:

WHEREAS, the governing bodies of various school boards within the State of New Jersey, have elected to form a joint insurance fund as defined in N.J.A.C. 11:15-5.2, and as such an entity is authorized and described in N.J.S.A. N.J.S.A. 18A:18B-1 et. seq. and the administrative regulations promulgated pursuant thereto; and

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WHEREAS, the SCHOOL BOARD has agreed to become a member of the SHIF in accordance with and to the extent provided for in the Bylaws of the SHIF and in consideration of such obligations and benefits to be shared by the membership of the SHIF;

NOW THEREFORE, it is agreed as follows:

1. The SCHOOL BOARD accepts the SHIF's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of said Bylaws and the pertinent statutes and administrative regulations pertaining to same.
2. The SCHOOL BOARD agrees to participate in the SHIF with respect to health insurance, as defined in N.J.S.A. 17B:17-4, and as authorized in the SCHOOL BOARD's resolution to join.
3. The SCHOOL BOARD agrees to become a member of the SHIF and to participate in the health insurance coverages offered for an initial period, (subject to early release or termination pursuant to the Bylaws), such membership to commence on January 1, 2019 and ending on December 31, 2021 at 12:01 AM provided, however, that the SCHOOL BOARD may withdraw at any time subsequent to the delivery of ninety (90) day prior written notice of the intent to withdraw to the SHIF as provided in the Bylaws.
4. The SCHOOL BOARD certifies that it has never defaulted on payment of any claims if self-insured and has not been cancelled for non-payment of insurance premiums for a period of at least two (2) years prior to the date of this Agreement.
5. In consideration of membership in the SHIF, the SCHOOL BOARD agrees (i) that it shall jointly and severally assume and discharge the liability of each and every member of the SHIF for the periods during which the SCHOOL BOARD is a member of the SHIF, (ii) acknowledges that the SCHOOL BOARD and all other members of the SHIF, as a condition of membership in the SHIF, have executed and delivered an Indemnity and Trust Agreement similar to this Agreement and (iii) by the execution of this Agreement the full faith and credit of the SCHOOL BOARD is pledged to the punctual payment of any sums which shall become due to the SHIF in accordance with the Bylaws thereof, this Agreement or any applicable Statute. However, nothing herein shall be construed as an obligation of the SCHOOL BOARD for claims and expenses that are not covered by the SHIF, or for that portion of any claim or liability not within the SCHOOL BOARD's retained limit or in an amount which is in excess of the SHIF's limit of coverage.
6. If the SHIF in the enforcement of any part of this Agreement shall incur necessary expenses or become obligated to pay attorney's fees and/or court costs, the SCHOOL BOARD agrees to reimburse the SHIF for all such reasonable expenses, fees, and costs, inclusive of attorney fees, on demand.

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7. The SCHOOL BOARD and the SHIF agree that the SHIF shall hold all moneys in excess of the SCHOOL BOARD's retained loss fund paid by the SCHOOL BOARD to the SHIF as fiduciaries for the benefit of SHIF claimants all in accordance with N.J.A.C. 11:15-5.1 et seq.

8. The SHIF shall establish and maintain Claims Trust Accounts for the payment of health insurance claims in accordance with N.J.S.A. N.J.S.A. 18A:18B-1 et seq., and N.J.A.C. 11:15-5.13 and such other statutes and regulations as may be applicable. More specifically, the aforementioned Trust Accounts shall be utilized solely for the payment of claims, allocated claim expense and stop loss insurance or reinsurance premiums for each risk or liability as follows:

- a) Employer contributions to group health insurance
- b) Employee contributions to contributory group health insurance
- c) Employer contributions to contingency account
- d) Employee contributions to contingency account
- e) Other trust accounts as required by the Commissioner of Insurance

9. Notwithstanding the terms of paragraph 8, above, to the contrary, the SHIF shall not be required to establish separate trust accounts for employee contributions provided the SHIF provides a plan in its Bylaws or Risk Management Plan for the recording and accounting of employee contributions of each member.

10. Each SCHOOL BOARD who shall become a member of the SHIF shall be obligated to execute an Indemnity and Trust Agreement similar to this Agreement. Each SCHOOL BOARD, by the execution and delivery of an Indemnity and Trust Agreement agrees to be jointly and severally bound with each other member of the SHIF who executes and delivers an Indemnity and Trust Agreement to the terms and conditions set forth in said Indemnity and Trust Agreement.

ADOPTED: _____

BY: _____
BOARD PRESIDENT

ATTEST:

By: _____
BOARD SECRETARY

**Springfield Township Board of Education
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***** **CERTIFICATION OF THE BOARD SECRETARY** *****

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, December 18, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs						X		1
2	Kristen Lippincott, Vice President		X	X					2
3	Andrew Eaton			X					3
4	Gregory Madia						X		4
5	Michael Ramalho						X		5
6	Gary Walker			X					6
7	Jennifer Webb	X		X					7
8	Eric Eaton						X		8
9	Wade Hale, President			X					9

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
Not Voting due to Conflict. Quorum = 5

PERSONNEL & NEGOTIATIONS

A. APPROVING THE APPOINTMENT OF SUBSTITUTES FOR THE 2018-19 SCHOOLYEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-352-115

**RESOLUTION APPROVING THE SUPERINTENDENT OF SCHOOLS'
RECOMMENDATION FOR THE SUBSTITUTE POSITIONS
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT**

WHEREAS, the Superintendent of Schools is vested with the authority to recommend the hiring of certain personnel within the School District and that substitute teachers, aides, secretaries, nurses, special education aides are such personnel

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508

Teachers	Aides	Secretaries	Custodians
Rachel Lawrence			
Dawn McIntyre			
Danielle Arino			

509

510 ; and

511

512 **WHEREAS,** the Superintendent of Schools has reviewed the qualifications of the individuals listed
513 below and recommends approval to the Board of Education; and

514

515 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
516 Burlington, State of New Jersey, that the above substitute positions are hereby approved.

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521

***** *CERTIFICATION OF THE BOARD SECRETARY* *****

522

523 **IT IS HEREBY CERTIFIED** that the foregoing Resolution was set aside by the Springfield Township
524 Board of Education due to lack of quorum by the vote below indicated, at the **Regular Meeting held on**
525 **Tuesday, December 18, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-
526 Jobstown Road, Jobstown, New Jersey.

527

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs						X		1
2	Kristen Lippincott, Vice President		X	X					2
3	Andrew Eaton			X					3
4	Gregory Madia						X		4
5	Michael Ramalho						X		5
6	Gary Walker			X					6

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7	Jennifer Webb	X				X			7
8	Eric Eaton						X		8
9	Wade Hale, President			X					9

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
Not Voting due to Conflict. Quorum = 5

CURRICULUM & TECHNOLOGY

A. APPROVING TRAVEL AND RELATED EXPENSES FOR DISTRICT EMPLOYEES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-352-116

**RESOLUTION APPROVING TRAVEL AND RELATED EXPENSE REIMBURSEMENT
& RETROACTIVELY APPROVING TRAVEL & RELATED EXPENSES
FOR SPRINGFIELD TOWNSHIP SCHOOL DISTRICT EMPLOYEES
PURSUANT TO P.L. 2007, C.53 AND BOARD OF EDUCATION POLICY #6471**

WHEREAS, Public Law 2007, c.53 provides for the regulation of travel expenditures which are those costs paid by the school district using local, State, or federal funds, whether directly by the school district or by employee reimbursement, for travel by school district employees and district board of education members, to the following four types of travel events:

- [1] training and seminars which means all regularly scheduled, formal residential and non-residential training functions, conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility;
- [2] conventions and conferences which means general programs, sponsored by professional associations on a regular basis. Which address subjects of particular interest to a school district or are convened to conduct association business. The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge or the reinforcement of those skills and knowledge in a particular field related to school district operations. These are distinct from formal staff training and seminars, although some training may take place at such events;
- [3] regular school district business which means all regular official business travel, including attendance at meetings, conferences and any other gathering which are not covered by the definitions included in other section of P.L. 2007, c.53;
- [4] retreats which means meetings with school district employees and school board members, held away from the normal work environment at which organizational goals

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566 and objectives are discussed. If available, school district facilities shall be utilized for this
567 type of event.
568 ; and
569

570 **WHEREAS,** a board of education implemented Policy #6471 which regulates travel expenditures for
571 School District employees and school board members that are in accordance with P.L. 2007, c.53;
572

573 **WHEREAS,** each district board of education shall maintain separate accounting for school district
574 travel expenditures as necessary, to ensure compliance with the school district's maximum travel
575 expenditure amount. This may include, but need not be limited to, a separate offline accounting of such
576 expenditures or expanding the school district's accounting system. The tracking system shall be
577 sufficient to demonstrate compliance with P.L. 2007, c.53 and Board of Education Policy #6471, and shall
578 provide auditable information;
579

580 **WHEREAS,** the below listing has been submitted for approval by the Board of Education:
581

Employee Name	Vaughn, Craig	Chavez, Marlo		
District Assignment	Superintendent	World Language Teacher		
Travel Date(s)	April 4, 2019	February 26, 2019		
Travel Destination	Trenton, NJ	Mount Laurel, NJ		
Travel Type	Car	Car		
Sponsoring Entity	NJSBA	BER.org		
Event Description	NJSBA "Are You Future Ready" Workshop	World Language Classroom – Making Best Use of Free Google Tools		
Funding Source	STF TRAIN CSA WORKSHOP	STF TRAIN WORKSHOP		
Account Series	11-000-223-500-050-280-0	11-000-223-500-050-280-1		
Registration Fee	0	269.00		
Meal Allowance				
Mileage Estimate	14.26			
Tolls & Other Transportation				
Hotel/Motel Rate				
Miscellaneous Exp (Parking)				

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TOTAL	14.26	269.00		
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WHEREAS, the following Board of Education comments and/or discussion was had, if any, on the matter of this Resolution:

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above delineated travel expenses are hereby approved.

***** *CERTIFICATION OF THE BOARD SECRETARY* *****

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, December 18, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs						X		1
2	Kristen Lippincott, Vice President	X		X					2
3	Andrew Eaton		X	X					3
4	Gregory Madia						X		4
5	Michael Ramalho						X		5
6	Gary Walker			X					6
7	Jennifer Webb			X					7
8	Eric Eaton						X		8
9	Wade Hale, President			X					9

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
Not Voting due to Conflict. Quorum = 5

POLICIES & PROCEDURES

Mrs. Webb reviewed the code and in her non-legal opinion she would recommend that Nutri-Serve review the policy and ask if that is what they follow.
Mr. Bucs asked if we can hold a vendor accountable for policy.

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A. APPROVE POLICIES & PROCEDURES UPON SECOND READING & ADOPTION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-352-117

**RESOLUTION APPROVING BOARD OF EDUCATION
2018/2019 POLICY, BYLAWS AND REGULATION REVISIONS
UPON SECOND READING AND ADOPTION**

WHEREAS, the procedures shall conform, in all respects, to the bylaws of the Board of Education concerning agenda and meetings. The procedures shall provide a means whereby all interested parties in the school community may submit proposals for additions and amendments to the school district governance manual, and may contribute opinions and information for the Board's consideration.

WHEREAS, the policy coordinator shall ascertain any conflicts between proposed and existing policies and bring them to the attention of the Board of Education at the first reading of the draft. Policies may be adopted on second reading by a majority vote of the members of the Board of Education present and voting or may be further revised until consensus is reached; and

WHEREAS, the following is the second reading for revisions to the, which include:

File Code	Name
Regulation 2624	Grading System

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NOW, THEREFORE, BE IT RESOLVED that the policies and/or amendments included in the said policies and regulation listed above, are hereby approved upon **second reading and adoption**; and

CERTIFICATION OF THE BOARD SECRETARY

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, December 18, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs						X		1
2	Kristen Lippincott, Vice President		X	X					2
3	Andrew Eaton			X					3
4	Gregory Madia						X		4
5	Michael Ramalho						X		5
6	Gary Walker			X					6
7	Jennifer Webb	X		X					7
8	Eric Eaton						X		8
9	Wade Hale, President			X					9

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
Not Voting due to Conflict. Quorum = 5

FACILITIES, SECURITY & TRANSPORTATION

A. APPROVE MONTHLY FIRE AND SCHOOL SECURITY DRILLS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-352-118

**Springfield Township Board of Education
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**RESOLUTION CERTIFYING THAT MONTHLY FIRE AND SCHOOL SECURITY DRILLS
HAVE BEEN CONDUCTED IN ACCORDANCE WITH N.J.S.A. 18A:41-1**

WHEREAS, N.J.S.A. 18A:41-1 requires that school administrators shall organize and conduct at least one fire drill and one school security drill each month within the schools hours, including any summer months during which the school is open for instructional programs; and

WHEREAS, all teachers of all schools, whether occupying buildings of one or more stories, shall keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill; and

WHEREAS, during the academic year, schools are required to hold a minimum of two of each of the following security drills: Active Shooter; Evacuation (non-fire); Bomb Threat; and Lockdown; and

WHEREAS, districts are required to annually submit the “Security Drill Statement of Assurance: provided by the Department of Education to their county office of education by June 30 of each year; and

WHEREAS, the “Security Drill Record Form” provided by the Department of Education shall be completed by all schools and retained at the district level. The following information is required:

1. Date and time;
2. Type (specify what was drilled);
3. Duration;
4. Weather conditions;
5. Participants (i.e. students, staff, faculty, law enforcement, fire);
6. Brief description of what occurred and procedures followed.

; and

WHEREAS, the following is a summary table of the fire and school security drills recently conducted in the School District:

November 2018

Date / Time	11/16/18 2:41 pm	11/29/2018 2:06 pm	
Type of Drill	Bomb Threat	Fire Drill	
Duration of Drill	6 minutes 58 seconds	2 minutes 43 seconds	
Weather Conditions	Cloudy 50's	Sunny 40's	
Participants	Students/Staff	Students/Staff	
Drill Supervisor	C. Vaughn	C. Vaughn	

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that it hereby certifies that the above monthly fire and school security drills have been conducted in accordance with N.J.S.A. 18A:41-1.

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-352-122

**RESOLUTION APPROVING CERTAIN APPLICATIONS
FOR USE OF FACILITIES OF THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT**

WHEREAS, the Board of Education makes available to the general public the use of certain school facilities under administrative controls and rules and regulations; and

WHEREAS, the below listed entities have filed a "Facilities Use Application" and the necessary documentation has been submitted and reviewed by the Business Administrator/ Secretary to the Board and she recommends approval:

ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
All for Kidz, Inc.	01/31/2019	1–3:45 pm	Assembly	Gymnasium

Motion By Mr. Eaton, seconded by Mrs. Webb, to amend this motion to include Springfield Rec for soccer, basketball and baseball from January, 2019 through June, 2019 due to receipt of the certificate of insurance. Upon roll call vote, Yea, Lippincott, Andrew Eaton, Walker, Webb and Hale. Nays: none. Abs.: Bucs, Madia, Ramalho, E. Eaton.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that the attached list of "Facilities Use Applications" is hereby approved.

***** *CERTIFICATION OF THE BOARD SECRETARY* *****

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, December**

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 18, 2018
Minutes – Regular Meeting – 352**

747 **18, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown,
748 New Jersey.
749

	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs						X		1
2	Kristen Lippincott, Vice President		X	X					2
3	Andrew Eaton			X					3
4	Gregory Madia						X		4
5	Michael Ramalho						X		5
6	Gary Walker			X					6
7	Jennifer Webb	X		X					7
8	Eric Eaton						X		8
9	Wade Hale, President			X					9

750 Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
751 Not Voting due to Conflict. Quorum = 5
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UNFINISHED BUSINESS MATTERS

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759 Mrs. Lippincott suggested Mr. Vaughn delay the installation of the film on the doors until the
760 district receives money from the security bond. Mr. Vaughn stated that there is another bill that
761 would require districts to install a silent alarm and panic button that would be tied in to the local
762 police station. Mr. Vaughn also reported that the audio equipment has been ordered.
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NEW BUSINESS MATTERS

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 18, 2018
Minutes – Regular Meeting – 352**

774

PUBLIC COMMENT #2– SHALL NOT EXCEED THIRTY (30) MINUTES

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Mrs. Jennifer Smith asked the status of the sustainability committee. Mr. Vaughn replied that it is still at the Board level committee and they will set dates for the public.

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Mr. Russo is looking into starting an Education Foundation.

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MOTION TO ADJOURN

TIME

8:00

P.M.

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CERTIFICATION OF THE BOARD SECRETARY

789

790

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, December 18, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs						X		1
2	Kristen Lippincott, Vice President		X	X					2
3	Andrew Eaton			X					3
4	Gregory Madia						X		4
5	Michael Ramalho						X		5
6	Gary Walker								6
7	Jennifer Webb	X		X					7
8	Eric Eaton						X		8
9	Wade Hale, President			X					9

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
Not Voting due to Conflict. Quorum = 5

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Respectfully submitted,

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SPRINGFIELD TOWNSHIP

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday December 18, 2018
Minutes – Regular Meeting – 352**

BOARD OF EDUCATION

Arlene Biesiada
Secretary to the Board

{SEAL}