

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday November 20, 2018
Minutes – Regular Meeting – 324**

CALL TO ORDER	TIME	7:01 P.M.
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A **Regular Meeting** of the Springfield Township Board of Education will be held on **Tuesday, November 20, 2018** at **7:00 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	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] Casey DeJoseph, School Business Administrator / Board Secretary
[] Joe Knewasser, Interim Educational Facilities Manager
[] Kim Hannigan, Interim Supervisor of Curriculum

SCHOOL AND COMMUNITY PRESENTATIONS

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Mr. Schleider presented an overview of video recording equipment. The equipment utilized records through the Zoom program/platform and costs approximately \$1500 brand new.

COMMITTEE UPDATES

FINANCE & BUDGET COMMITTEE – None
NEGOTIATIONS – None
SUSTAINABILITY COMMITTEE – None

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.

None

CORRESPONDENCE

None

SUPERINTENDENT UPDATE & IMPORTANT DATES

Mr. Vaughn stated that last week the school held parent-teacher conferences. Over the past week and a half the Student Council has been operating their “Gobble Grams” fundraiser which raised \$299. Last Friday the school hosted the PARCC Hi-Fivers pizza and movie night; the annual Thanksgiving Feast took place today, and the turkey was a big hit. Tomorrow will be the Thanksgiving entertainment assembly/ December 1st Home & School will be hosting their annual Breakfast with Santa and Vendor Blender.

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APPROVAL OF MINUTES

WORK SESSION MEETING - Wednesday, October 10, 2018
REGULAR MEETING - Tuesday, November 20, 2018
EXECUTIVE SESSION MEETING - Wednesday, January 3, 2018
EXECUTIVE SESSION MEETING - Wednesday, March 14, 2018
EXECUTIVE SESSION MEETING - Tuesday, March 27, 2018
EXECUTIVE SESSION MEETING - Wednesday, May 9, 2018
EXECUTIVE SESSION MEETING - Tuesday, August 21, 2018
EXECUTIVE SESSION MEETING - Wednesday, September 12, 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, November 20, 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					2
3	Andrew Eaton			X					3
4	Gregory Madia	X		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-324-078

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

**Springfield Township Board of Education
Jobstown, NJ 08041
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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>October 31, 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	22	-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	31	+5
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	227	+7

;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		
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.

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B. APPROVING THE MONTHLY HIB REPORT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-324-079

**RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT
FOR THE MONTH OF OCTOBER 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

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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 **OCTOBER 2018**:

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

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

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

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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					2
3	Andrew Eaton			X					3
4	Gregory Madia	X			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
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CONTRACT ADMINISTRATION

A. AMENDING THE RENEWAL AGREEMENT AND ADDENDUM FOR A FOOD SERVICE MANAGEMENT COMPANY

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-198-349a

**Springfield Township Board of Education
Jobstown, NJ 08041
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**RESOLUTION AUTHORIZING THE PRESIDENT AND SECRETARY TO THE BOARD
TO AMEND A RENEWAL AGREEMENT AND ADDENDUM
FOR A FOOD SERVICE MANAGEMENT COMPANY
FOR THE 2018-2019 SCHOOL YEAR
PURSUANT TO N.J.S.A. 18A:18A-42.1 AND 7CFR PARTS 210.16 & 210.21**

WHEREAS, the Township of Springfield Board of Education desires to continue to provide food service for the District through the award of a food service management contract pursuant to N.J.S.A. 18A:18A-42.1 and 7CFR Parts 210.16 and 210.21; and

WHEREAS, N.J.S.A. 18A:18A-42.1 provides that a food service management contract may be renewed yearly for not more than four (4) additional years upon a finding by the Board of Education that the services are being performed in an effective and efficient manner; however, if a Board of Education elects to renew an existing contract with a food service management company, the terms and conditions of the existing contract shall remain substantially unchanged. At the time of renewal, any price increase shall not exceed the published Index Rate as defined in New Jersey Public Procurement Law of 1999, Chapter 440; the renewal fee shall not exceed the changes in the Index Rate for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed; and

WHEREAS, Nutri-Serve Food Management, Inc., Post Office Box 297, 4431 Route 130 South, Burlington NJ 08016 general support services allowance and management fees shall not exceed **eight thousand nine hundred sixty seven dollars and fifty cents (\$8,967.50)** per school year during the period of the agreement. This will be divided into forty two (42) weekly payments; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, hereby authorizes a one (1) year renewal of the agreement for food service management with **Nutri-Serve Food Management, Inc.** for the 2018-2019 school year.

CERTIFICATION OF THE PUBLIC AGENCY COMPLIANCE OFFICER

IT IS HEREBY CERTIFIED that the awarded company/firm has been served with all proper notification regarding the requirements of Public Law 1975, c.127, and that the Township of Springfield Board of Education directs that the executed notice be made part of the project, service or procurement contract which is the subject of this award.

Casey DeJoseph
Public Agency Compliance Officer
Business Administrator/Secretary to the Board

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

**Springfield Township Board of Education
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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					2
3	Andrew Eaton			X					3
4	Gregory Madia	X		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

FINANCE & BUDGET

A. APPROVING THE ANTICIPATED REVENUE REPORT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-324-084

**RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT
OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
FOR THE MONTH OF OCTOBER 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.

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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 OCTOBER 31, 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-324-085

**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 OCTOBER 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 increased 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

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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 **OCTOBER 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						

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-324-086

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

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NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that attached **OCTOBER 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.

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D. CERTIFYING THE EWEG REIMBURSEMENT REQUESTS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION#18/19-RM-324-087

**RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS
FOR THE MONTH ENDING OCTOBER 31, 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 **OCTOBER 31, 2018** for review and certification; and

YEAR	ACCT	GRANT	FUNC	OBJ	DESCRIPTION	AMOUNT	TOTAL
18-19	231	TITLE1A	100	101	SALARIES OF TEACHERS		

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				610	GENERAL SUPPLIES		
					TOTAL 100 SERIES		
			200	200	PERSONAL SRV EMP BENEF		
				500	OTHER PURCHASED SERVICES		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		
18-19	250	IDEA BSC	100	565	TUIT COUNTY SPEC SERV		
				565	TUIT COUNTY SPEC SERV (ESY)		
					TOTAL 100 SERIES		
			200	300	PURCH PROF/TECH SVS		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		
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		

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					MONTHLY TOTAL		
18-19	270	TITLE 4A	200	600	PURCH ED/PROF/TECH SVS		
					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		
					TOTAL 500 SERIES		
					MONTHLY TOTAL		
					TOTAL - ALL GRANTS		

REIMBURSEMENT SUMMARY

GRANT PROGRAM	YEAR	TOTAL FUNDS AVAILABLE	EXPENDITURES TO DATE	PRESENT ENCUMB	REMAIN BALANCE
TITLE1A	18-19	\$41,762	\$2,880	\$27,440	\$11,442
IDEA BSC	18-19	\$68,410	\$6,290	\$22,400	\$39,720
IDEA PSD	18-19	\$5,054	\$0	\$0	\$5,054
TITLE 2A	18-19	\$7,593	\$0	\$148	\$7,446

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TITLE 4A	18-19	\$10,000	\$1,500	\$0	\$8,500
REAP	18-19	\$30,845	\$15,515	\$1496	\$13,835
TOTAL	18-19	\$163,664	\$26,185	\$51,484	\$85,997

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.

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E. APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-324-088

**RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
AS OF OCTOBER 31, 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;

; 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	\$7,744	\$22,863	\$11,157	27%
IDEA BSC	18-19	\$68,410	\$41,993	\$21,440	\$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	\$1500	\$1500	\$7000	70%
REAP	18-19	\$30,845	\$16,455	\$5,893	\$8,497	28%

; 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 above summary represents the monthly certification of grant expenditures for the program year 2018-2019 Every Student Succeeds Act, IDEA Part B, REAP Grant; and

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

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-324-089

RESOLUTION PROVIDING FOR A SECRETARY TO THE BOARD'S

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**MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS
FOR THE MONTH OF OCTOBER 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 OCTOBER 31, 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-324-090

**RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR OCTOBER 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 OCTOBER 2018, recorded as adjustments according to the attached report,

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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-324-091

**RESOLUTION AUTHORIZING THE PAYMENT OF BILLS
OF THE GENERAL ACCOUNTS AS CONTAINED
ON THE CHECK REGISTER FOR NOVEMBER 20, 2018
AND ALL BANK/WIRE TRANSFERS FOR THE MONTH OF OCTOBER 2018**

WHEREAS, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period of OCTOBER 17, 2018 to NOVEMBER 20, 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 –		6920.66
10		FICA REIMBURSEMENT -	1	6920.66
10		FICA REIMBURSEMENT –		
		TOTAL FUND 10		
11	11-000-XXX	UNDISTRIBUTED EXPEND	39	37,703.14
	11-150-XXX	REGULAR – HOME INS		
	11-190-XXX	REGULAR PROGRAM UNDISTR	15	5,698.70
	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	2	72,938.05
		TOTAL FUND 11		116,339.89
12	12-000-400	FACILITIES ACQUISTION		

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		TOTAL FUND 12		
20	20-231-XXX	TITLE 1A	3	1,267.02
	20-250-XXX	IDEA BASIC	2	1,840.00
	20-251-XXX	IDEA PRE-SCHOOL		
	20-270-XXX	TITLE 2A		
	20-280-XXX	TITLE 4A	1	1,500.00
	20-293-XXX	BCIP JIF		
	20-450-XXX	REAP	4	3,303.66
		TOTAL FUND 20	10	7,910.68
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	1	18.80
		TOTAL FUND 81	1	18.80
82	82-000-520	FLEXIBLE SPENDING	1	16.00
		TOTAL FUND 82	1	16.00
90	90-000-100	PAYROLL/AGENCY		
		TOTAL FUND 90	4	4423.01
95	95-40X-210	STUDENT ACTIVITY		
		TOTAL FUND 95		

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
		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%

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Sep 2018	115392.02	0.00	115392.02	0.00%
Oct 2018	124285.37	0.00	124285.37	0.00%
Nov 2018		0.00		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	746116.12	0.00	746116.12	0.00%

; and

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

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
10/10/18	0073	0074	PAYROLL	76640.20
10/10/18	0073	0075	AGENCY WITHHOLDING	58536.30
			TOTAL	135176.5
10/24/18	0073	0074	PAYROLL	75809.72
10/24/18	0073	0075	AGENCY WITHHOLDING	58265.81
			TOTAL	134075.53

; and

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

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
11/2/18	0075	0078	Unemployment Trust	1972.39
11/2/18	0075	0078	Unemployment Trust	353.41
10/10/18	0075	2178	Flexible Spending Account	189.38
10/24/18	0075	2178	Flexible Spending Account	189.38
10/29/18	0075	0073	Chapter 78	15075.10
	0075	0073	Chapter 78	0
	0075	0073	Dental	0
	0073	0075	Back DCRP	166.99
	0075	0073	Agency Correction	1222.61
	0075	2178	Flexible Spending Account	0
	2178	0073	Flexible Spending Account – Service Fee	0
			TOTAL	19169.26

; 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 **OCTOBER 17, 2018 to NOVEMBER 20, 2018** check register are hereby authorized; and

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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-324-092

**RESOLUTION PROVIDING FOR THE BOARD OF EDUCATION'S
MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS
[BOARD SECRETARY'S REPORT]
FOR THE MONTH OF OCTOBER 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 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-324-093

**RESOLUTION APPROVAL OF THE REPORT OF THE
TREASURER OF SCHOOL MONIES FOR SEPTEMBER & OCTOBER 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

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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 **SEPTEMBER & OCTOBER 2018** Report of the Treasurer of School Monies is hereby accepted and 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, November 20, 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	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

PERSONNEL & NEGOTIATIONS

A. APPROVING THE APPOINTMENT OF AN INTERIM SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

Springfield Township Board of Education
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RESOLUTION #18/19-RM-324-080

**RESOLUTION THE APPROVING THE APPOINTMENT
OF AN INTERIM SCHOOL BUSINESS ADMINISTRATOR / BOARD SECRETARY
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
FOR THE 2018-2019 SCHOOL YEAR**

WHEREAS, a vacancy was created in the position of pursuant to the resignation of the incumbent; and

WHEREAS, the position was duly posted in accordance with the provisions of the Agreement Between the Springfield Township Board of Education and the Springfield Township Education Association; and

WHEREAS, the following recommendation is being made by the Superintendent of Schools:

NAME:	Arlene Biesiada
ANNUAL COMPENSATION:	\$500 / per day
EFFECTIVE DATE:	JANUARY 2, 2019

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above appointment is hereby approved as above indicated.

CERTIFICATION OF PAYROLL ACCOUNT

-1- DATE START	-2- ANNUAL PAY	-3-	-4- PERIOD RATE [B2/C2]	-5- PAY PERIODS	-6- PERIOD TOTAL [D2XE2]	-7- PAY DAYS	-8- PER DIEM RATE	-9- PER DIEM TOTAL [G2XH2]	-10- ANNUAL PRO-RATED TOTAL [F2+I2]
							\$500		

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CERTIFICATION OF AVAILABILITY OF FUNDS – 2017-2018

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-251-100-000-103-0	
Account Title	BUS ADM SAL	
Certification Date	November 6, 2018	
Beginning Balance		38958.34
Contract Encumbrance Account		-34500.00
Ending Balance		4458.34

Notes:

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

B. RETROACTIVELY APPROVING THE APPOINTMENT OF PART TIME CUSTODIAN

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-324-081

**RESOLUTION RETROACTIVELY APPROVING THE APPOINTMENT
OF A PART-TIME CUSTODIAN
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
FOR THE 2018-2019 SCHOOL YEAR**

WHEREAS, a vacancy was created in the position of pursuant to the resignation of the incumbent; and

WHEREAS, the position was duly posted in accordance with the provisions of the Agreement Between the Springfield Township Board of Education and the Springfield Township Education Association; and

WHEREAS, the following recommendation is being made by the Superintendent of Schools:

NAME:	Chelsea Swangler
STEP ON SCALE:	Step 1
ADDITIONAL COMPENSATION	N/A
ANNUAL COMPENSATION LEVEL:	\$19,553.13

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POSITION CONTROL NUMBER:	BB-SC0001
FULL TIME EQUIVALENT:	0.625
EFFECTIVE DATE:	November 5, 2018

Jersey 1 st Classification	New Jersey Resident
Health Care Coverage	N/A
Pension System Enrollment	DCRP
Annual Sick Leave Allocation	10.0 8
Annual Personal Leave Allocation	3.0 2
Annual Vacation Leave Allocation	10.0 7
Annual Emergency Leave Allocation	2.5

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above appointment is hereby approved as above indicated.

EMPLOYEE HIRING MANDATORY ITEM CHECK LIST

-1- Completed Physical	-2- TB Test Certificate	-3- Fingerprint Clearance	-4- Emergent Hire Form	-5- Black Seal License	-6- Right To Know Training	-7- Laboratory Compliance Training	-8- Driver License Check	-9- Hepatitis B Series
TBS	TBS	TBS	TBS	NR	NR	NR	NR	NR
				Custodial Only		Science Only	Bus/Van Only	High Risk Only

Legend: SB = Submitted NS = Not Submitted NR = Not Required TBS = To Be Scheduled TBO = To Be Obtained

Required Before Start of Employment = Items 1, 2, 3 or 4, 8 [bus/van only]
Required Within 1 Year = Item 5

CERTIFICATION OF PAYROLL ACCOUNT

-1- DATE START	-2- ANNUAL PAY	-3- 	-4- PERIOD RATE [B2/C2]	-5- PAY PERIODS	-6- PERIOD TOTAL [D2XE2]	-7- PAY DAYS	-8- PER DIEM RATE	-9- PER DIEM TOTAL [G2XH2]	-10- ANNUAL PRO-RATED TOTAL [F2+I2]

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CERTIFICATION OF AVAILABILITY OF FUNDS – 2017-2018

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-262-110-000-100-0	
Account Title	CUST SAL	
Certification Date		
Beginning Balance		
Contract Encumbrance Account		
Ending Balance		

Notes:

Casey DeJoseph
Business Administrator/Board Secretary

***** *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, November 20, 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					2
3	Andrew Eaton			X					3
4	Gregory Madia	X		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

CURRICULUM & TECHNOLOGY

**Springfield Township Board of Education
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A. APPROVING TRAVEL AND RELATED EXPENSES FOR DISTRICT EMPLOYEES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-324-082

**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 and objectives are discussed. If available, school district facilities shall be utilized for this type of event.

; and

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

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

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

Employee Name	Browning, Cathryn	Browning, Cathryn	Weir, Catherine	Carter, Patricia
District Assignment	LDTC	LDTC	Basic Skills	Basic Skills
Travel Date(s)	11/13/18	3/26/19	12/6/18	12/6/18
Travel Destination	BCSSSD	BCSSSD	Mount Laurel, NJ	Mount Laurel, NJ
Travel Type	Car	Car	Car	Car
Sponsoring Entity	BCPD	BCPD	Pearson	Pearson
Event Description	Meeting Needs of Special Ed Parents	Essential Skills Sensory Processing, Motor Coordination, Visual Perception	K-12 Literacy Symposium	K-12 Literacy Symposium
Funding Source				
Account Series				
Registration Fee				
Meal Allowance				
Mileage Estimate				
Tolls & Other Transportation				
Hotel/Motel Rate				
Miscellaneous Exp (Parking)				
TOTAL	0	0	0	0

Employee Name	Hannigan, Kim			
District Assignment	Curriculum			
Travel Date(s)	11/30/18			
Travel Destination	Somerset, NJ			
Travel Type	Car			
Sponsoring Entity	Columbia University			
Event Description	Units of Study in Reading and the NJ ELA Exam: Honing Methods & Curriculum			

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Funding Source	STF TRN CSA WRKSHP			
Account Series	11-000-223-500-050-280-0			
Registration Fee	165.00			
Meal Allowance				
Mileage Estimate	14.57			
Tolls & Other Transportation				
Hotel/Motel Rate				
Miscellaneous Exp (Parking)				
TOTAL	179.57			

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.

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

B. RESOLUTION APPROVING THE ADOPTION OF CURRICULUM

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-324-083

**RESOLUTION APPROVING THE ADOPTION OF CURRICULUM PURSUANT TO
SUB-CHAPTER 3. IMPLEMENTATION OF THE CORE CURRICULUM CONTENT STANDARDS
N.J.A.C. 6A:8-3.1 CURRICULUM AND INSTRUCTION
AND BOARD OF EDUCATION POLICY 2200
UPON THE RECOMMENDATION OF THE SUPERINTENDENT OF SCHOOLS**

WHEREAS, N.J.A.C. 6A:8-3.1(a) provides that district boards of education shall ensure that curriculum and instruction are designed and delivered in such a way that all students are able to demonstrate the knowledge and skills specified by the Core Curriculum Content Standards (the "CCCS") and shall ensure that appropriate instructional adaptations are designed and delivered for students with disabilities, for ELLs, and for students who are gifted and talented; and

WHEREAS, all curriculum development, implementation, and evaluation must be approved by the Superintendent of Schools; and

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WHEREAS, the courses of study have been developed, evaluated, reviewed and/or revised in cooperation with Springfield Township School District administrators, appropriate staff and/or staff committees; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that below curriculum is hereby revised in accordance with N.J.A.C. 6A:8-3.1 and approved:

Course	Adoption of Revised Curriculum	Grade Level
21 st Century Life & Careers	11/20/18	K-6

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

***** *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, November 20, 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					2
3	Andrew Eaton			X					3
4	Gregory Madia	X		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

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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.

A. APPROVE POLICIES & PROCEDURES UPON SECOND READING & ADOPTION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-324-094

**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
Policy 8561	Procurement Procedures for School Nutrition Programs

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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

B. ACCEPT & APPROVE SUBMISSION OF THE NJ QSAC DISTRICT PERFORMANCE REVIEW FOR THE 2018-2019 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-324-095

**RESOLUTION ACCEPTING & APPROVING THE SUBMISSION OF THE NEW JERSEY
QUALITY SINGLE ACCOUNTABILITY CONTINUUM
DISTRICT PERFORMANCE REVIEW FOR THE 2018-2019 SCHOOL YEAR**

WHEREAS, N.J.A.C.6A:30-1.1 establishes rules to implement the New Jersey Quality Single Accountability Continuum (hereinafter “NJQSAC”) system, as required by N.J.S.A. 18A:7A-3, for evaluating and monitoring all public school districts in the State of New Jersey. NJQSAC is designed to be a single, comprehensive accountability system that consolidates and incorporates the monitoring requirements of applicable State and Federal programs. NJQSAC is also intended to compliment, and serve in part to implement, Federal requirements; and

WHEREAS, under NJQSAC, public school districts are evaluated in five key component area of school district effectiveness:

1. Instruction and Program
2. Personnel
3. Fiscal Management
4. Operations
5. Governance

; and

WHEREAS, the evaluation is to determine the extent to which public school districts are providing a thorough and efficient education; and

WHEREAS, under NJQSAC the standards and criteria by which public school districts are evaluated will assess actual achievement, progress toward proficiency, local capacity to operate without State intervention, and the need for support and assistance provided by the State. Once a public school district is identified as requiring assistance in one or more of the five areas of school district effectiveness, the Department and the public school district will work collaboratively to improve public school district performance in those targeted areas; and

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday November 20, 2018
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NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Springfield Township School District submits the NJQSAC and "District Performance Review" (hereinafter the "DPR") for the **2018-2019** school year. Completion of the DPR should be a collaborative effort with key administrators and staff responsible for the instruction and program, fiscal management, governance, personnel and operations; and

BE IT FURTHER RESOLVED that both the Superintendent of Schools and the Board of Education affirm information in the document submitted. The DPR will become part of the School District's NJQSAC review for the year in which the School District is monitored.

C. READOPT ALL EXISTING POLICIES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-324-096

**RESOLUTION ADOPTING ALL EXISTING POLICIES
OF THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION**

WHEREAS, N.J.S.A. 1A:2-1 provides a board of education with the power to effectuate action whenever under any provision of Title 18A the validity of the action of any person, official, board or body is made dependent upon the approval or disapproval, consent or refusal to consent or determination of, or is to be exercised pursuant to any rule to be made by, any other person, official, board or body, the latter shall have power to approve or disapprove, consent to refuse to consent, to make such determination or promulgate any such rule, notwithstanding that power is not specifically conferred thereby or by any other provision of this Title; and

WHEREAS, the Township of Springfield Board of Education has promulgated policies consistent with authority granted pursuant to Title 18A and other relevant New Jersey and United States statutes, rules and regulations which is entitled "Springfield Township Board of Education Policy Manual; and

WHEREAS, the Board of Education wishes to adopt all existing district policies for the period from the **2018-2019** school year subject to any revisions or modifications as are made pursuant to Board of Education Policy #9311 - "Formulation, Adoption and Amendment of Policies"; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that all existing district policies and policies of the New Jersey School Boards Association are hereby adopted for the **2018-2019** school year

D. APPROVE POLICIES PROCEDURES UPON FIRST READING & INTRODUCTION

Springfield Township Board of Education
Jobstown, NJ 08041
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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-324-100

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

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 first reading for revisions to the, which include:

File Code	Name
Regulation 2624	Grading System

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

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

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday November 20, 2018
Minutes – Regular Meeting – 324**

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, November 20, 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		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

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

FACILITIES, SECURITY & TRANSPORTATION

A. APPROVE MONTHLY FIRE AND SCHOOL SECURITY DRILLS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-324-097

**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

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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:

October 2018

Date / Time	10/11/18 1:41 pm	10/23/2018 1:38 pm	
Type of Drill	Lockdown	Fire Drill	
Duration of Drill	3 minutes 48 seconds	2 minutes 32 seconds	
Weather Conditions	Cloudy 70's	Sunny 60'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.

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

B. APPROVE & CERTIFY COMPLETION OF ROUTINE BUS EMERGENCY DRILLS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-324-098

**RESOLUTION CERTIFYING THAT SCHOOL BUS EMERGENCY DRILLS
HAVE BEEN CONDUCTED IN ACCORDANCE WITH N.J.A.C. 6A:27-11.2**

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WHEREAS, N.J.A.C. 6A:27-11.2 requires that school administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school and that all other students shall receive school bus evacuation at least once within the school year; and

WHEREAS, the school bus driver and bus aide shall participate in the emergency exit drills; and

WHEREAS, drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity; and

WHEREAS, drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but not limited to, the following:

1. Date of the drill
2. Time of day the drill was conducted
3. School Name
4. Location of the drill
5. Route number(s) included in the drill
6. Name of school principal, or person(s) assigned, who supervised the drill

; and

WHEREAS, the following is a summary table of the recent school bus evacuation drills conducted in the School District:

Bus Evacuation Drills

Spring 2018

Date	Time	Duration	School Name	Location	Bus	Supervisors
4/9/2018	7:44AM	1:12	Springfield Twp.	Front Circle	1	Craig Vaughn
4/9/2018	7:49AM	1:43	Springfield Twp.	Front Circle	2	Craig Vaughn
4/9/2018	7:46AM	2:03	Springfield Twp.	Front Circle	3	Craig Vaughn
4/9/2018	7:54AM	1:08	Springfield Twp.	Front Circle	4	Craig Vaughn
4/9/2018	7:52AM	1:41	Springfield Twp.	Front Circle	5	Craig Vaughn

Fall 2018

Date	Time	Duration	School Name	Location	Bus	Supervisors
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10/16/2018	7:46AM	1:05	Springfield Twp.	Front Circle	1	Craig Vaughn
10/16/2018	7:51AM	1:26	Springfield Twp.	Front Circle	2	Craig Vaughn
10/16/2018	7:48AM	2:05	Springfield Twp.	Front Circle	3	Craig Vaughn
10/16/2018	7:53AM	1:37	Springfield Twp.	Front Circle	4	Craig Vaughn
10/17/2018	7:52AM	1:59	Springfield Twp.	Front Circle	5	Craig 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 school bus emergency evacuation drills have been conducted in accordance with N.J.A.C. 6A:27-11.2.

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

C. APPROVING THE AMENDMENT OF A LONG RANGE FACILITIES PLAN

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-324-099

**RESOLUTION APPROVING THE AMENDMENT
OF A LONG RANGE FACILITIES PLAN
PURSUANT TO N.J.A.C. 6:26-2.1 & N.J.A.C. 6:26-2.2**

WHEREAS, N.J.A.C. 6:26-2.1 provides that each school district shall amend its Long Range Facilities Plan at least once every five years and shall detail the school district's school facilities and plan for meeting the facilities need during the ensuing five years; and

WHEREAS, N.J.A.C. 6:26-2.1(f) provides that at any time a district may submit an amendment to an approved LRFP for review and approval by the Commissioner; and

WHEREAS, N.J.A.C. 6:26-2.1(g) provides that a school district's LRFP shall remain in effect until and amended LRFP is approved; and

WHEREAS, The following list of projects have been added to the existing LRFP:

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Parking Lot Replacement (mill and paving of asphalt parking lot, approximate work area of 50,000 square feet) with a quoted cost of approximately \$115,000

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the amendment to the district's Long Range Facilities Plan 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, November 20, 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					2
3	Andrew Eaton			X					3
4	Gregory Madia	X		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

UNFINISHED BUSINESS MATTERS

Roof Update – No change, and no other updates at this time. This item will remain on the agenda until it has been resolved.

HVAC Update – Mrs. DeJoseph provided an update, stated that the reimbursement checks from the insurance company have been received. We should plan to schedule the repairs.

Mr. Vaughn publicly thanked Mrs. DeJoseph for her efforts and hard work on the HVAC issues.

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1178

NEW BUSINESS MATTERS

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Mr. Andrew Eaton wants to explore a policy on remote voting. Mr. Vaughn stated that he will reach out to Strauss Esmay for a sample policy and can survey other districts about their voting procedures. Mr. Andrew Eaton stated he would also see what information he can find out. Mr. Walker asked if the Board already had a policy on recording; Mr. Hale responded yes, we have a current policy.

PUBLIC COMMENT #2– SHALL NOT EXCEED THIRTY (30) MINUTES
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Justin Schleider commented that the Board should decide if they wanted to move forward with purchasing the recording equipment before spending time researching a remote voting policy.

MOTION TO ADJOURN	TIME	7:37 P.M.
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CERTIFICATION OF THE BOARD SECRETARY

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1	Joseph Bucs						X		1
2	Kristen Lippincott, Vice President			X					2
3	Andrew Eaton			X					3
4	Gregory Madia	X		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

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Respectfully submitted,

SPRINGFIELD TOWNSHIP
BOARD OF EDUCATION



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Casey DeJoseph
Secretary to the Board

{SEAL}