Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday October 16, 2018
Minutes – Regular Meeting – 289

CALL TO ORDER	TIME	7:02 P.M.

A **Regular Meeting** of the Springfield Township Board of Education will be held on **Tuesday, October 16, 2018** at **7:00 p.m.** in the Springfield Elementary School **Cafeteria/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

PRESENTATION OF THE PARCC HI-FIVER RECOGNITION – Mr. Vaughn presented awards to the "Hi-Fivers" who performed well on the PARCC test.

MOTION FOR FIVE MINUTE RECESS – MOVE BOE MEETING TO THE MEDIA CENTER	**TIME**	**7:17 P.M.**

********** *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, October 16, 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

RETURN TO ORDER	**TIME**	**7:26 P.M.**

COMMITTEE UPDATES

FINANCE & BUDGET COMMITTEE –
NEGOTIATIONS – Mr. Andrew Eaton stated that the Negotiations Committee met with the Fact Finder for a pre-fact-finding meeting and set a date for the Fact Finding Hearing.
SUSTAINABILITY COMMITTEE –

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

Resignation Letter from Casey DeJoseph, School Business Administrator

SUPERINTENDENT UPDATE & IMPORTANT DATES

Mr. Vaughn publicly acknowledged Northern Burlington's Future Farmers of America (FFA) group. He was impressed with their knowledge and poise. Springfield's own Jamie Specca is the Vice President of the state organization. Last week the school celebrated a Week of Respect; this week is Violence Awareness Week, students are leaving a positive footprint by scattering messages written on footprints throughout the hallways; next week is Red Ribbon Week for Drug Awareness; in two weeks the school will have their annual Halloween Parade which will take place at 1:45pm this year.

APPROVAL OF MINUTES

WORK SESSION MEETING - Wednesday, September 12, 2018
REGULAR MEETING - Tuesday, September 18, 2018
EXECUTIVE SESSION MEETING - Tuesday, September 18, 2018

********** *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

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)

Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday October 16, 2018
Minutes – Regular Meeting – 289

A. ACCEPTING ENROLLMENT STATISTICS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-289-064

RESOLUTION ACCEPTING ENROLLMENT STATISTICS
AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF SEPTEMBER 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 **SEPTEMBER 30, 2018**	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**

Month	Enrollment	Monthly Change
June 2018	220	
July 2018	219	-1
August 2018	228	+9

;and

September 2018	227	-1
October 2018		
November 2018		
December 2018		
January 2019		
February 2019		
March 2019		
April 2019		
May 2019		
June 2019		
July 2019		

NOW, 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 #18/19-289-065

RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT FOR THE MONTH OF SEPTEMBER 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 **SEPTEMBER 2018**:

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

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********** *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	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

CONTRACT ADMINISTRATION

A. <u>APPROVING THE PROFESSIONAL SERVICES CONTRACT FOR CONTINUING DISCLOSURE SERVICES</u>

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-289-076

RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD TO EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR THE SERVICES OF A CONTINUING DISCLOSURE AGENT AND CERTIFY A TRANSFER OF FUNDS

WHEREAS, N.J.S.A. 18A:18A-5 a.(1) provides for exceptions to the requirements for advertising of certain school contracts and professional services; and

WHEREAS, N.J.S.A. 18A:18A-2 (h.) defines "professional services" to mean services rendered or performed by a person authorized by law to practice as regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training. Professional services also means services rendered in the performance of work that is original and creative in character in a recognized field of artistic endeavor; and

WHEREAS, the Township of Springfield Board of Education recognizes the need for the professional services of a continuing disclosure agent; and

WHEREAS, the company, **Phoenix Advisors, LLC, 4 West Park Street, Bordentown, NJ 08505,** is duly qualified by experience and qualifications to perform the professional services stipulated in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington State of New Jersey, that the President and Secretary to the Board are hereby authorized to execute a contract for professional services with **Phoenix Advisors, LLC, Bordentown, NJ** in an amount not-to-exceed **eight hundred fifty dollars ($850), without additional authorization for the period from July 1, 2018 to June 30, 2019**; and

BE IT FINALLY RESOLVED, that pursuant to N.J.S.A. 18A:18A.5a(1) the Business Administrator/Secretary to the Board shall publish a legal notice of the award of this professional services contract and ensure that the awarding Resolution is available for public inspection at the Office of the Business Administrator/Secretary to the Board during normal business hours.

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CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
[redacted]	[redacted]	[redacted]
Account Number	11-000-230-332-000-410-0	
Account Title	ACCOUNT 2ND MRKT SRV	
Certification Date	October 4, 2018	
Beginning Balance		$0.00
Contract Encumbrance Account		(850.00)
Revised Balance		($850.00)
Transfer Fr Account Number	11-000-230-339-000-000-0	
Transfer Fr Account Title	GEN ADM OTH PUR SRV	
Transfer Fr Opening Balance	$2,466.00	

Transfer Fr/To Amount	($ 850.00)	$850.00
Transfer Fr Ending Balance	$1,616.00	
Ending Balance		$0.00

Fiscal Notes:

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B. <u>AMENDING THE RENEWAL AGREEMENT AND ADDENDUM FOR A FOOD SERVICE MANAGEMENT COMPANY</u>

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

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

RESOLUTION AUTHORIZING THE PRESIDENT AND SECRETARY TO THE BOARD TO AMEND A RENEWAL AGREEMENT AND ADDENDUM FOR A FOOD SERVICE MANAGEMENT COMPANY FOR THE <u>2018-2019</u> 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

WHEREAS, the School District and **Nutri-Serve Food Management, Inc.** shall work together to ensure a financially sound operation and shall guarantee financial results for the **2018-2019** school year; 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

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

MOTION TO SET ASIDE ITEM "B"

********** *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, October 16, 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

MOTION TO APPOVE ITEM "A"

********** *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, October 16, 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

FINANCE & BUDGET

A. APPROVING THE ANTICIPATED REVENUE REPORT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-289-054

RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD FOR THE MONTH OF SEPTEMBER 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 **SEPTEMBER 30, 2018** changes in anticipated revenue amounts and sources as noted on the submitted revenue report.

_____
Casey DeJoseph
Business Administrator/Board Secretary

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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-289-055

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 SEPTEMBER 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

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 **SEPTEMBER 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.

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-289-056

RESOLUTION CERTIFYING THAT NO ADVERTISED APPROPRIATION EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT FOR THE MONTH OF <u>SEPTEMBER 2018</u> ESTABLISHED PURSUANT TO PUBLIC LAW 2004, C. 73 AND RECOGNIZING THE SUBMISSION TO THE EXECTUVE 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 **<u>SEPTEMBER 2018</u>** 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-289-057

RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS
FOR THE MONTH ENDING SEPTEMBER 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 **SEPTEMBER 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		
				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		
					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
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-289-058

RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES AS OF SEPTEMBER 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;

; and

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	$2,800	$27,440	$11,442	28%
IDEA BSC	18-19	$68,410	$6,290	$22,400	$39,720	58%
IDEA PSD	18-19	$5,054	$0	$0	$5,054	100%
TITLE 2A	18-19	$7,593	$0	$148	$7,446	98%
TITLE 4A	18-19	$10,000	$1500	$0	$8,500	85%
REAP	18-19	$30,845	$15,515	$1,496	$13,835	45%

; 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.

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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-289-059

RESOLUTION PROVIDING FOR A SECRETARY TO THE BOARD'S MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS FOR THE MONTH OF SEPTEMBER 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 **SEPTEMBER 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.

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G. RATIFYING THE TRANSFER OF FUNDS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-289-060

RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR SEPTEMBER 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 **SEPTEMBER 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-289-061

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

WHEREAS, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period of **SEPTEMBER 19, 2018 to OCTOBER 16, 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 –	1	6919.08
10		FICA REIMBURSEMENT -	1	6920.66
10		FICA REIMBURSEMENT –		
		TOTAL FUND 10		
11	11-000-XXX	UNDISTRIBUTED EXPEND	40	38005.42
	11-150-XXX	REGULAR – HOME INS		
	11-190-XXX	REGULAR PROGRAM UNDISTR	14	5955.93
	11-213-XXX	RESOURCE ROOM		
	11-215-XXX	PRESCH. DISAB. PART-TIME		
	11-230-XXX	BASIC SKILLS/REMEDIAL		
	11-403-XXX	OTHER INSTR PROGRAMS	1	107.84
	11-999-XXX	POSTING ACCOUNTS		
	11-401-XXX	SCHOOL SPON COCURR		
11	11-000-291	HEALTH/RX PAYMENT	2	**61087.01**
		TOTAL FUND 11	**57**	**105156.20**
12	12-000-400	FACILITIES ACQUISTION		
		TOTAL FUND 12		
20	20-231-XXX	TITLE 1A	1	790.00

	20-250-XXX	IDEA BASIC	1	1260.00
	20-251-XXX	IDEA PRE-SCHOOL		
	20-270-XXX	TITLE 2A	1	147.50
	20-280-XXX	TITLE 4A		
	20-293-XXX	BCIP JIF		
	20-450-XXX	REAP	2	939.99
		TOTAL FUND 20	**5**	**3137.49**
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	**5**	**7090.33**
81	81-190-100	UNEMPLOYMENT TRUST		
		TOTAL FUND 81		
82	82-000-520	FLEXIBLE SPENDING		
		TOTAL FUND 82		
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%
Sep 2018	115392.02	0.00	115392.02	0.00%
Oct 2018		0.00		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	621830.75	0.00	621830.75	0.00%

; and

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

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
9/12/18	0073	0074	PAYROLL	74785.24
9/12/18	0073	0075	AGENCY WITHHOLDING	57648.79
			TOTAL	**132434.03**
9/26/18	0073	0074	PAYROLL	75536.10
9/26/18	0073	0075	AGENCY WITHHOLDING	57789.70
			TOTAL	**133325.8**

; and

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

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
	0075	0078	Unemployment Trust	
	0075	0078	Unemployment Trust	
9/14/18	0075	2178	Flexible Spending Account	189.38
9/26/18	0075	2178	Flexible Spending Account	189.38
9/27/18	0075	0073	Chapter 78	15075.10
	0075	0073	Chapter 78	
	0075	0073	Dental	
9/26/18	0073	0075	Back DCRP	166.99
	2178	0073	Due from FSA to Agency	

	0075	2178	Flexible Spending Account	
	2178	0073	Flexible Spending Account – Service Fee	
			TOTAL	**15620.85**

; 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 **SEPTEMBER 19, 2018 to OCTOBER 16, 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-289-062

RESOLUTION PROVIDING FOR THE BOARD OF EDUCATION'S MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS [BOARD SECRETARY'S REPORT] FOR THE MONTH OF SEPTEMBER 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.

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-289-063

RESOLUTION APPROVAL OF THE REPORT OF THE TREASURER OF SCHOOL MONIES FOR JULY & AUGUST 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 **JULY & AUGUST 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, October 16, 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

PERSONNEL & NEGOTIATIONS

A. APPROVING A PRACTICUM PLACEMENT FOR THE 2018-2019 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-289-066

RESOLUTION AUTHORIZING THE SUPERINTENDENT OF SCHOOLS TO APPROVE A PRACTICUM PLACEMENT PURSUANT TO POLICY #4122 FOR THE 2018-2019 SCHOOL YEAR

WHEREAS, the Township of Springfield Board of Education Policy #4122 indicates that the board of education recognizes its responsibility to provide opportunities for teachers in training; and

WHEREAS, the following internship/field observation/practicum placement candidate is recommended by the Superintendent:

Name / School	Cooperating Teacher	Effective Dates
Victoria Estronza Rowan University	Justin Schleider	1/8/2019 – 4/15/2019

NOW, THEREFORE BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Superintendent is hereby authorized to approve the above captioned clinical practice opportunity placement during the dates as listed.

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

B. APPROVING THE APPOINTMENT OF SUBSTITUTE POSITIONS FOR THE 2018-2019 SCHOOLYEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-289-067

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

Teachers	Aides	Secretaries	Nurses	Custodians
Colleen Donzi	Colleen Donzi			

; and

WHEREAS, the Superintendent of Schools has reviewed the qualifications of the individuals listed below and recommends approval to 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 above substitute positions are hereby approved.

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

C. ACCEPTING THE RESIGNATION OF THE SCHOOL BUSINESS ADMINISTRATOR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-289-068

RESOLUTION ACCEPTING THE RESIGNATION NOTICE OF A BUSINESS ADMINISTRATOR PCR #S: C-SBA001 / C-SBA002 / C-SBA003 FOR THE SPRINGFIELD TOWNSHIP SCHOOL

WHEREAS, the Superintendent of Schools received official resignation notice from **Casey DeJoseph, Business Administrator, Springfield Township School**; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above notification of resignation is hereby accepted effective **January 2, 2019**; and;

BE IT FURTHER RESOLVED that the posting of the vacancy is hereby authorized as per the following number:

VACANCY/NEW POSITION	CERTIFICATION REQUIREMENT	POSTING NUMBER
School Business Administrator	School Business Administrator's Certificate or Certificate of Eligibility	#18/19-C-SBA001

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

D. APPROVING THE APPOINTMENT OF THE INTERVENTION & REFERRAL SERVICES MEMBERS FOR THE 2018-2019 SCHOOLYEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-289-069

RESOLUTION APPOINTING THE INTERVENTION AND REFERRAL SERVICES (I & RS) MEMBERS FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT FOR THE 2018-2019 SCHOOL YEAR PURSUANT TO N.J.A.C. 6A:16-8

WHEREAS, District boards of education shall establish and implement a coordinated system in each school building in which general education students are served, for the planning and delivery of intervention and referral services that are designed to assist students who are experiencing learning,

behavior or health difficulties and to assist staff who have difficulties in addressing students' learning, behavior or health needs. District boards of education shall choose the appropriate multidisciplinary team approach for planning and delivering the services required under this subchapter; and

WHEREAS, the Superintendent of Schools makes the recommendation that the **I & RS Committee Designees** for the **2018-2019 school year** shall be:

Craig Vaughn, Superintendent/Principal
Rebecca Schweitzer, Social Worker
Cathryn Browning, Learning Disabled Teacher Consultant
Samantha Nims, Resource Center Teacher
Ashley Traino, 5th Grade Teacher
Heather Pence, 1st Grade Teacher

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, accepts the recommendation of the above appointed I & RS team members for the **2018-2019** school year.

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E. APPROVING A PRACTICUM PLCEMENT FOR 2019 YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-289-070

RESOLUTION AUTHORIZING THE SUPERINTENDENT OF SCHOOLS TO APPROVE A PRACTICUM PLACEMENT PURSUANT TO POLICY #4122 FOR THE 2019 YEAR

WHEREAS, the Township of Springfield Board of Education Policy #4122 indicates that the board of education recognizes its responsibility to provide opportunities for teachers in training; and

WHEREAS, the following field observation/practicum placement candidate is recommended by the Superintendent:

Name / School	Cooperating Teacher	Effective Dates
Julia Maclean Rowan University	Amy Angelastro	1/22/19 – 5/10/19; 9/3/19 – 12/18/19

NOW, THEREFORE BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Superintendent is hereby authorized to approve the above captioned clinical practice opportunity placement during the dates as listed.

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

********** *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, October 16, 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

A. <u>APPROVING TRAVEL AND RELATED EXPENSES FOR DISTRICT EMPLOYEES</u>

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-289-071

RESOLUTION APPROVING TRAVEL AND RELATED EXPENSE REIMBURSEMENT 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;

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

Employee Name	**Schweitzer, Rebecca**	**Schweitzer, Rebecca**	**Bencivengo, Jillian**	
District Assignment	Social Worker	Social Worker	Pre-School Teacher	
Travel Date(s)	5/8 & 5/9/2019	5/15/19	12/10/2018	
Travel Destination	BCSSSD Media Center	BCSSSD Media Center	Voorhees, NJ	
Travel Type	Car	Car	Car	
Sponsoring Entity	ESU /BC Prof Development	ESU /BC Prof Development	Bureau of Education & Research	
Event Description	Youth Mental Health First-Aid Core Course	Anxiety Strategies & Intervention for Students	Students Who Start School Behind	
Funding Source	CST WRKSHP REG	CST WRKSHP REG	STF TRAIN WRKSHP REG	
Account Series	11-000-219-500-050-208-0	11-000-219-500-050-208-0	11-000-223-500-050-280-1	
Registration Fee			$259.00	
Meal Allowance				
Mileage Estimate	$9.67	$4.83	$17.98	
Tolls & Other Transportation				
Hotel/Motel Rate				
Miscellaneous Exp (Parking)				
TOTAL	$9.67	$4.83	$276.98	

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 AVAILABILITY OF FUNDS

Category	Description	Amount
Expend Account Number	11-000-223-500-050-280-1	
Account Title	STF TRN WRKSHP REG	
Certification Date	October 4, 2018	
Beginning Balance		$5,324.01
Contract Encumbrance Amount		-276.98
Ending Balance		$5,047.03

Fiscal Notes:

Category	Description	Amount
Expend Account Number	11-000-219-500-050-208-0	
Account Title	CST WRKSHP REG	
Certification Date	October 5, 2018	
Beginning Balance		$340.00
Contract Encumbrance Amount		-14.50
Ending Balance		$325.50

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

B. <u>RESOLUTION ACKNOWLEDGING THE PRESENTATION OF THE 2018 PARCC SCORE REPORT</u>

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday October 16, 2018
Minutes – Regular Meeting – 289

RESOLUTION #18/19-RM-289-072

RESOLUTION ACKNOWLEGING THE PRESENTATION OF THE 2018 PARCC SCORE REPORT PURSUANT TO N.J.A.C. 6A:8-3.1

WHEREAS, The Quality Single Accountability Continuum (QSAC) is the New Jersey Department of Education's monitoring and evaluation system for public school districts. The system shifts the monitoring and evaluation focus from compliance to assistance, capacity-building and improvement. It is a single comprehensive accountability system that consolidates and incorporates the monitoring requirements of applicable state laws and programs and complements federally required improvements. The system focuses on monitoring and evaluating school districts in five key components that, based on research, have been identified to be key factors in effective school districts; and

WHEREAS, Section 1 of the (QSAC) requires that school districts make "Reports to the district board of education and the public on the performance of all students on the New Jersey standardized testing system (N.J.A.C. 6A:8-3.1)"; and

WHEREAS, the Chief School Administrator made a presentation to the Board of Education, at this regular monthly meeting, regarding the **2018** PARCC Score Report.

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington State of New Jersey, that the Board accepts that Chief School Administrator made a presentation of the **2018** PARCC Score Report; and

BE IT FINALLY RESOLVED that a certified copy of this Resolution and all presentation support documentation be available to demonstrate compliance with the QSAC evaluation of this element.

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

********** *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, October 16, 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

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 FIRST READING & INTRODUCTION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-289-073

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
Policy 8561	Procurement Procedures for School Nutrition Programs

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

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

B. APPROVE POLICIES & PROCEDURES UPON SECOND READING & ADOPTION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-289-074

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 & Reg 1613	Disclosure and Review of Applicant's Employment History
Policy & Reg 5561	Use of Physical Restraint and Seclusion Techniques for Students w/Disabilities
Reg 5512	Harassment, Intimidation, or Bullying Investigation Procedure **(ABOLISH)**

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

********** ********** **********.

MOTION TO SET ASIDE "A"

********** *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, October 16, 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	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					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

MOTION TO APPROVE "B"

********** *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, October 16, 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-289-075

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:

September 2018

Date / Time	9/14/18 1:48 pm	9/25/2018 2:18 pm	
Type of Drill	Fire Drill	Shelter in Place	
Duration of Drill	4 minutes 57 seconds	4 minutes 3 seconds	
Weather Conditions	Cloudy 70's	Cloudy 70'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.

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

Mr. Bucs asked if we are required to complete the tasks listed in the Comprehensive Maintenance Plan.

B. APPROVE THE SUBMISSION OF AN ANNUAL COMPREHENSIVE MAINTENANCE PLAN

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #18/19-RM-289-077

RESOLUTION APPROVING THE SUBMISSION
OF AN ANNUAL COMPREHENSIVE MAINTENANCE PLAN
PURSUANT TO N.J.A.C. 6:24-2.1 & N.J.A.C. 6:24-2.2

WHEREAS, N.J.A.C. 6:24-2.1 provides that each school district shall determine the required maintenance activities that pertain to each school facility in the district, and shall report these activities in its annual comprehensive maintenance plan; and

WHEREAS, N.J.A.C. 6:24-2.2(a) defines required maintenance expenditures as expenditures for required maintenance activities set forth in N.J.A.C. 6:24-2.1 shall qualify as investments in maintenance for purposes of calculating the maintenance factor (M) in N.J.S.A. 18A:7G-9 and such expenditures shall also be used to determine the required maintenance expenditure for the year prior to the filing year; and

WHEREAS, N.J.A.C. 6:24-2.2(b) describes the types of expenditures that qualify as required maintenance to include supplies and materials, contracted labor, and salaries of district employees who are exclusively dedicated to the performance of required maintenance activities, or for the payment of contracts for required maintenance; and

WHEREAS, N.J.A.C. 6:24-2.2©) provides that existing school facilities for which a district seeks State facilities aid pursuant to EFCFA for rehabilitation or alteration, the required maintenance expenditure shall equal two percent (2%) of its replacement cost over the previous ten (10) years; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the annual comprehensive maintenance plan is hereby approved; and

BE IT FURTHER RESOLVED that the Board of Education has been provided with a copy of the Annual Maintenance Budget Amount Worksheet per N.J.A.C. 6A:26A (Form M-1) and approves its submission; and

BE IT FURTHER RESOLVED that the following calculations are contained on the Form M-1 report:

School	Gross Building Area	Building Replacement Value	Prior Years Actual $ Current Year Budgeted Expenditures (See Detailed Sheet)	Minimum Annual Target Expenditure FY2019-2020	Anticipated Budget FY2019-2020
Elementary School	43,320	$ 6,194,760	$ 1,751,708	$ 12,390	$ 183,542

BE IT FURTHER RESOLVED that the Maximum Maintenance Reserve Amount is calculated as **two hundred forty seven thousand seven hundred ninety dollars ($247,790)** and the Current District Maintenance Reserve Amount is **fifty two thousand two hundred and twenty nine dollars ($52,229)** thus the Springfield Township School District can transfer up to **one hundred ninety five thousand five hundred sixty one dollars ($195,561)** to the Maintenance Reserve Account.

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

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

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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 we are waiting on reports from Carrier and the Insurance Company.

Recording Equipment Update – Mrs. DeJoseph provided an update – stated that she has heard back from a few districts about their process.

NEW BUSINESS MATTERS

Mr. Bucs asked about the chromebook replacement plan, if there were back-ups available, and whether or not his son could bring his own wireless mouse from home.
Mr. Vaughn responded – yes, we did start a plan for chromebook replacement; we replaced 6th grade this year and will cycle down, dependent upon the budget. He suggested that Mr. Bucs son notify his teacher that his chromebook is in need of repair, the teacher can submit a request in google for repair.
Mr. Ramalho asked what the transition plan is for the BA position, wanted to know what the actual process is.
Mr. Vaughn stated that he plans to arrange for an Interim BA to finish out the fiscal year.

Mr. Ramalho asked if there was any information being sent out to parents about flu season, since it is starting early this year.
Mr. Vaughn said there is a standard letter that he sends out, and he can send it out earlier this year.

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

None.

MOTION TO ADJOURN	**TIME**	**8:24 P.M.**

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

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6	Gary Walker			X					6

7	Jennifer Webb		X	X					7
8	Eric Eaton						X		8
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Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
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Respectfully submitted,

SPRINGFIELD TOWNSHIP
BOARD OF EDUCATION



_____
Casey DeJoseph
Secretary to the Board

{SEAL}