

CALL TO ORDER	TIME	7:00 P.M.
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A **Regular Meeting** of the Springfield Township Board of Education will be held on **Tuesday, October 17, 2017** 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 will 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	Andrew Eaton			X	1
2	Wade Hale, Vice President	X			2
3	Kristen Lippincott	X			3
4	Gregory Madia		7:01		4
5	Michael Ramalho	X			5
6	James Specca			X	6
7	Gary Walker			X	7
8	Jennifer Webb	X			8
9	Joseph Bucs, President	X			9

Others present:

- Craig Vaughn, Chief School Administrator
- Casey DeJoseph, School Business Administrator / Board Secretary
- Asia Michael, Assistant Principal
- Shawn Dennis, Educational Facilities Manager

SCHOOL AND COMMUNITY PRESENTATIONS

Mrs. Michael gave a presentation which detailed our 2017 PARCC performance. For 2017 our test scores were higher than the previous year, and we out performed compared with other school districts within the state and cross-state categories.

Mr. Vaughn and Mrs. Michael acknowledged and awarded our top performing students, now known as “Hi-Fivers.” The “Hi-Fivers” received a golden ticket for a special movie and pizza night on Friday, November 17th.

MOTION TO TAKE A TEN MINUTE RECESS	TIME	7:25 P.M.
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***** **CERTIFICATION OF THE BOARD SECRETARY** *****

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, October 17, 2017** 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	Andrew Eaton						X		1
2	Wade Hale, Vice President			X					2
3	Kristen Lippincott		X	X					3
4	Gregory Madia	X		X					4
5	Michael Ramalho			X					5
6	James Specca						X		6
7	Gary Walker						X		7
8	Jennifer Webb			X					8
9	Joseph Bucs, 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	7:35 P.M.
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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 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.

Statements are limited to two, three minute time periods for a total of six minutes on any one topic. Public Comment #1 is reserved for agenda specific comments or statements and shall not exceed thirty (30) minutes. Public Comment #2 is for general comments or statements.

CORRESPONDENCE

Four items of correspondence are in the drive:

1. QSAC Statement of Assurance
2. Mrs. Michael's PARCC Score presentation

SUPERINTENDENT UPDATE & IMPORTANT DATES

Mr. Vaughn discussed the success of our student counsel elections and thanked Mr. Hale for allowing us to use an actual voting booth during our school election; he also pointed out that a few of our newly "elected" student counsel members were among the recipients of our prestigious "Hi-Fiver" awards

APPROVAL OF MINUTES

WORK SESSION MEETING - Wednesday, September 13, 2017

EXECUTIVE SESSION - Wednesday, September 13, 2017

REGULAR MEETING - Tuesday, September 19, 2017

SPECIAL MEETING - Monday, September 25, 2017

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

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1	Andrew Eaton					X			1
2	Wade Hale, Vice President			X					2
3	Kristen Lippincott			X					3
4	Gregory Madia	X		X					4
5	Michael Ramalho		X	X					5
6	James Specca					X			6
7	Gary Walker					X			7
8	Jennifer Webb					X			8
9	Joseph Bucs, 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 #17/18-RM-290-087

**RESOLUTION ACCEPTING ENROLLMENT STATISTICS
 AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF SEPTEMBER 2017**

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, 2017	Count September 30, 2017	Difference
11-105-100-101-101-105	Pre-School Regular	14	22	+10
11-110-100-101-101-110	Kindergarten	28	23	-5
11-120-100-101-101-401	First Grade	25	23	-2
11-120-100-101-101-402	Second Grade	28	24	-4
11-120-100-101-101-403	Third Grade	31	26	-5
11-120-100-101-101-404	Fourth Grade	25	30	+5
11-120-100-101-101-405	Fifth Grade	34	27	-7
11-130-100-101-101-406	Sixth Grade	45	31	-14
11-212-100-101-101-100	Multiple Disabled	4	8	+4
11-215-100-101-101-100	Pre-School Disabled PT	3	2	-1
11-000-100-56X-60X-XXX	Out-of-District Placement	2	1	-1
	TOTAL	229	218	-20

;and

Month	Enrollment	Monthly Change
June 2017	239	
July 2017	215	-24
August 2017	218	+3
September 2017	218	0
October 2017		
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		
April 2018		
May 2018		
June 2018		
July 2018		

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.

TOWNSHIP OF SPRINGFIELD
BOARD OF EDUCATION

Joseph M. Bucs, President

ATTEST:

Casey DeJoseph
Business Administrator/Board Secretary

B. APPROVING MONTHLY HIB REPORT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-290-094

**RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT
FOR THE MONTH OF SEPTEMBER 2017
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 2017**:

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	Andrew Eaton					X			1
2	Wade Hale, Vice President		X	X					2
3	Kristen Lippincott			X					3
4	Gregory Madia	X		X					4
5	Michael Ramalho			X					5
6	James Specca					X			6
7	Gary Walker					X			7
8	Jennifer Webb					X			8
9	Joseph Bucs, 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. AUTHORIZE APPROVAL OF MEMBERSHIP RENEWAL IN BCIPJIF

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-081

RESOLUTION APPROVING THE MEMBERSHIP RENEWAL IN THE

**BURLINGTON COUNTY INSURANCE POOL
JOINT INSURANCE FUND**

(BCIP JIF)

WHEREAS, the **Springfield Township BOE** hereinafter referred to as “Board”, is a member of the Burlington County Insurance Pool Joint Insurance Fund, hereinafter referred to as “JIF”, and has reviewed the Bylaws and Plan of Risk Management of the JIF; and

WHEREAS, the Board believes in the safety of its employees and the public who participate in the life of the Board; **and**

WHEREAS, the Board agrees with the risk management disciplines inherent to membership in said JIF which are explicit in the JIF’s Bylaws and Risk Management Program; and

WHEREAS, the Board agrees that the statement below is consistent with its own philosophy:

“It is the goal of the Burlington County Insurance Pool Joint Insurance Fund (JIF) and its member Boards of Education to achieve the best and most practical degree of freedom from accidents and/or injuries. The JIF and its members also endeavor to insure that all employees are provided with a safe and healthy environment, free from any recognized hazard as defined by applicable local, state, and federal regulations. Loss prevention, which is the responsibility of the Board, should succeed in providing a safe, healthful and pleasant working environment.” and,

WHEREAS, the JIF is a legally authorized and constituted joint insurance fund as permitted by Chapter 108, Laws of 1983 (N.J.S.A. 18A:18B-1 et.seq.), and has operated successfully on behalf of area school districts since its formation on July 1, 1984; and

WHEREAS, the statutes regulating the conduct of the JIF contain elaborate safeguards concerning the safe and efficient administration of the public interest entrusted to said JIF; and

WHEREAS, the Board has determined that continued participation as a member of the JIF is in the Board’s best interest;

NOW THEREFORE, BE IT RESOLVED that the Board hereby agrees to renew its membership in the JIF for a three year membership term which shall commence on **July 1, 2018**, at 12:01 a.m.; and

BE IT FURTHER RESOLVED, that the Board will participate in all lines of coverage the JIF provides as defined by the JIF’s Risk Management Program, which are generally described herein as follows:

1. Workers’ Compensation and Employers’ Liability
2. General Liability and Automobile Liability
3. Educator’s Legal Liability, including Employment Practices Liability
4. Property Damage, including Automobile Physical Damage
5. Employee Dishonesty (Crime) Insurance
6. Boiler & Machinery/Equipment Breakdown
7. Cyber Liability
8. Violent and Malicious Acts
9. Pollution and Mold Legal Liability
10. Disaster Management Services
11. Unmanned Aerial Systems Liability
12. Student Accident on an Annual Elective Basis

BE IT FURTHER RESOLVED, that the Board appoints **Casey DeJoseph** as its Delegate to the JIF and empowers said Delegate to; exercise the voting rights provided in the JIF’s Bylaws to Delegates in a manner which best protects the Board and JIF, to implement and strengthen the Board’s safety and risk management efforts, to participate fully and with efficiency in the JIF to comply with all conditions of membership as defined

in the JIF Bylaws and Risk Management Program, and to execute all agreements, including but not limited to an Indemnity & Trust Agreement in order to implement membership by the Board in the JIF.

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

B. AUTHORIZE EXECUTE AGREEMENT WITH BCSSSD/BCIT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-091

**RESOLUTION AUTHORIZING THE PRESIDENT AND
THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
TO EXECUTE A SPECIAL EDUCATION TUITION CONTRACT AGREEMENT
FOR COUNTY SPECIAL SERVICES DISTRICTS
WITH THE BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT BOARD OF EDUCATION
FOR THE 2017-2018 SCHOOL YEAR SPECIAL EDUCATION PROGRAMMING
FULL YEAR SPECIAL EDUCATION PROGRAMMING SCHOOL YEAR
FOR THE BELOW PUPIL(S) PURSUANT TO APPLICABLE NEW JERSEY STATUTES**

WHEREAS, certain students of the Township of Springfield School District have individualized education programs which requires the Township of Springfield Board of Education to purchase educational services from an approved receiving school district pursuant to applicable New Jersey statutes and rules and regulations of the New Jersey State Board of Education; and

WHEREAS, the **Burlington County Special Services School District**, is a New Jersey Department of Education approved receiving district school as a special education service provider for **classified** pupil(s) able to provide the educational services for the **school year** beginning on **September 6, 2017** and

WHEREAS, the following student(s) shall be provided the educational services at the tuition costs as detailed:

Student ID#	Service Provided	Cost Per Pupil	Total Pupils	Total Cost
SB	Disabled Educational Services School Year Program	38,474	1	\$38,474
TOTAL				\$38,474

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 AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	20-250-100-565-050-601-0	
Account Title	IDEA BSC TUITSY PSD 7/8	
Certification Date	October 6, 2017	
Beginning Balance		38474.00
Contract Encumbrance Account		-38474.00
Ending Balance		0.00

Fiscal Notes:

Casey DeJoseph
Business Administrator/Board Secretary

C. AUTHORIZE APPOINTMENT OF SHIF FUND COMMISSIONER

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-092

RESOLUTION APPOINTING THE BUSINESS ADMINISTRATOR/BOARD SECRETARY AS THE SCHOOLS HEALTH INSURANCE FUND (“SHIF”) FUND COMMISSIONER FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT

WHEREAS, the **Springfield Township Board of Education** hereinafter referred to as “Board”, is a member of the Schools Health Insurance Fund, hereinafter referred to as “SHIF”, and;

WHEREAS, the Board hereby appoints **Casey DeJoseph** as Fund Commissioner to the Schools Health Insurance Fund, effective January 1, 2018 to represent the Springfield Township Board of Education, and;

NOW THEREFORE, BE IT RESOLVED that the Board hereby agrees to appoint **Casey DeJoseph** as Fund Commissioner to the Schools Health Insurance Fund, effective January 1, 2018 to represent the Board.

D. AUTHORIZE EXECUTE AGREEMENT WITH VIRTUA MEDICAL GROUP

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-095

RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD TO EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR OCCUPATIONAL AND EMPLOYEE HEALTH SERVICES FOR THE 2017-2018 SCHOOL YEAR

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 physician for occupational and employee health services; and

WHEREAS, **Virtua Medical Group, 301 Lippincott Drive, Suite 410, Marlton, NJ 08053**, is duly qualified by experience and qualifications to perform the professional services stipulated in this Resolution; and

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 **Virtua Medical Group, Marlton, NJ** for the **2017-2018** school year; and

BE IT FURTHER 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.

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

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

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2	Wade Hale, Vice President	X		X					2
3	Kristen Lippincott			X					3
4	Gregory Madia		X	X					4
5	Michael Ramalho			X					5
6	James Specca						X		6

7	Gary Walker						X		7
8	Jennifer Webb						X		8
9	Joseph Bucs, 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 #17/18-RM-290-097

**RESOLUTION APPROVING THE ANTICIPATED REVENUE REPORT
OF THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD
FOR THE MONTH OF SEPTEMBER 2017 PURSUANT TO N.J.A.C. 6:23-2.11(c)2**

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

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

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

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

Pursuant to N.J.S.A. 6:20-2.11(c)2, I report the following **SEPTEMBER 30, 2017** changes in anticipated revenue amounts and sources as noted on the submitted revenue report.

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

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-098

**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 2017

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that attached **SEPTEMBER 2017** 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.

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

Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday September 19, 2017
Minutes – Regular Meeting – 262

1 **C. CERTIFYING THAT NO ADVERTISED APPROPRIATION EXCEEDS THE TEN PERCENT**
2 **(10%) TRANSFER LIMIT**
3
4

5 TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION
6

7 **RESOLUTION #17/18-RM-290-099**
8

9 **RESOLUTION CERTIFYING THAT NO ADVERTISED APPROPRIATION**
10 **EXCEEDS THE TEN PERCENT (10%) TRANSFER LIMIT**
11 **FOR THE MONTH OF SEPTEMBER 2017**
12 **ESTABLISHED PURSUANT TO PUBLIC LAW 2004, C. 73**
13 **AND RECOGNIZING THE SUBMISSION TO THE EXECUTIVE COUNTY BUSINESS OFFICIAL**
14 **A REQUEST FOR APPROVAL OF THE TRANSFER THAT EXCEED TEN PERCENT**
15

16 **WHEREAS**, Public Law 2004, C. 73 requires New Jersey Department of Education Commissioner
17 approval of transfers in any general fund account greater than ten percent (10%) on a cumulative basis;
18 and
19

20 **WHEREAS**, a report has been developed by the School District’s accounting software vendor, Asbury
21 Park Computer Center and said report is attached herein; and
22

23 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
24 Burlington, State of New Jersey, that attached SEPTEMBER 2017 monthly transfer report detailing the
25 percentage change in transfers is hereby approved; and
26

27 **BE IT FINALLY RESOLVED** that a copy of the report shall be placed in the permanent minutes of the
28 Board of Education.
29

30 ***** ***** *****
31

**Springfield Township Board of Education
 Jobstown, NJ 08041
 Tuesday September 19, 2017
 Minutes – Regular Meeting – 262**

D. CERTIFYING THE EWEG REIMBURSEMENT REQUESTS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION#17/18-RM-290-100

**RESOLUTION CERTIFYING THE EWEG REIMBURSEMENT REQUESTS
FOR THE MONTH ENDING SEPTEMBER 30, 2017**

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, 2017** for review and certification; and

YEAR	ACCT	GRANT	FUNC	OBJ	DESCRIPTION	AMOUNT	TOTAL
17-18	231	TITLE1A	100	101	SALARIES OF TEACHERS		
				610	GENERAL SUPPLIES		
					TOTAL 100 SERIES		
			200	200	PERSONAL SRV EMP BENEF		

**Springfield Township Board of Education
 Jobstown, NJ 08041
 Tuesday September 19, 2017
 Minutes – Regular Meeting – 262**

				500	OTHER PURCHASED SERVICES		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		
17-18	250	IDEA BSC	100	565	TUIT COUNTY SPEC SERV		
				566	TUIT PRIV HAND IN STATE		
					TOTAL 100 SERIES		
			200	300	PURCH PROF/TECH SVS		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		
17-18	251	IDEA PSD	100	565	TUIT COUNTY SPEC SERV		
					TOTAL 100 SERIES		
					MONTHLY TOTAL		
17-18	270	TITLE 2A	200	300	PURCH ED/PROF/TECH SVS		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		
17-18	270	TITLE 4A			PURCH ED/PROF/TECH SVS		

**Springfield Township Board of Education
 Jobstown, NJ 08041
 Tuesday September 19, 2017
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					TOTAL SERIES		
					MONTHLY TOTAL		
17-18	450	OTH FED	200	300	PURCH ED/PROF/TECH SVS		
					TOTAL 200 SERIES		
					MONTHLY TOTAL		
					TOTAL - ALL GRANTS		

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REIMBURSEMENT SUMMARY

GRANT PROGRAM	YEAR	TOTAL FUNDS AVAILABLE	EXPENDITURES TO DATE	PRESENT ENCUMB	REMAIN BALANCE
TITLE1A	17-18	41776.00	0.00	0.00	41776.00
IDEA BSC	17-18	70140.00	0.00	0.00	70140.00
IDEA PSD	17-18	5037.00	0.00	0.00	5037.00
TITLE 2A	17-18	8975.00	0.00	0.00	8975.00
TITLE 4A	17-18	10000.00	0.00	0.00	10000.00
OTH FED	17-18	0.00	0.00	0.00	0.00
TOTAL			0.00	0.0	

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70 Fiscal Note:

71

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

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**Springfield Township Board of Education
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E. APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-101

**RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES
 AS OF SEPTEMBER 30, 2017 FOR THE 2017-2018 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 NCLB 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	17-18	41776	1556	0	40220	97%
IDEA BSC	17-18	70140	7620	0	62520	90%
IDEA PSD	17-18	5037	0	0	5037	100%

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TITLE 2A	17-18	8975	0	0	8975	100%
TITLE 4A	17-18	10000	0	0	10000	100%
REAP	17-18	27725	0	0	27725	100%

110
111 ; and

112
113 **WHEREAS**, the following Board of Education comments and/or discussion was had, if any, on the
114 matter of this Resolution:

115
116 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
117 Burlington, State of New Jersey, that the above summary represents the monthly certification of grant
118 expenditures for the program year 2017-2018 No Child Left Behind, IDEA Part B, REAP Grant; and

119
120 **BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be forwarded to the
121 responsible staff and said staff shall provide the Board of Education with a detailed explanation for any
122 grants that will exceed the fifteen percent (15%) waiver amount at the end of the program year.

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124 ***** ***** *****

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

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131 TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

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133 **RESOLUTION #17/18-RM-290-102**

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135 **RESOLUTION PROVIDING FOR A SECRETARY TO THE BOARD'S**
136 **MONTHLY CERTIFICATION OF BUDGETARY LINE ITEM STATUS**
137 **FOR THE MONTH OF SEPTEMBER 2017**
138 **PURSUANT TO N.J.A.C. 6:20-2.13(d) AND N.J.S.A. 18A:22.8.1**

139
140 **WHEREAS**, the New Jersey Administrative Code, Title 6, Chapter 20, requires that certain monthly
141 certifications be demonstrated as to the budgetary line item accounts; and

142
143 **WHEREAS**, the certification of the Secretary to the Board must demonstrate that no budgetary line
144 item account, which are understood by the rule to be the advertised section of the New Jersey
145 Department of Education prescribed budget, has obligations and contractual orders which exceed annual
146 appropriations for said line item accounts in accordance with the Monthly Line Item Budget Report; and

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147
148 **WHEREAS**, the following Board of Education comments and/or discussion was had, if any, on the
149 matter of this Resolution:
150

151 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
152 Burlington, State of New Jersey that the below certification are hereby acknowledged and accepted as
153 compliance with N.J.A.C. 6:20-2.13(d) and N.J.S.A. 18A:22.8.1.
154

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

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

156
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159
160 Pursuant to N.J.S.A. 6:20-2.13(d), I certify that as of **SEPTEMBER 30, 2017** no budgetary line item
161 account has obligations and payments, understood as contractual orders, which in total exceed the
162 amount appropriated by the Township of Springfield Board of Education pursuant to N.J.S.A. 18A:22-8
163 and N.J.S.A. 18A:22-8.1.
164

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168 **G. RATIFYING THE TRANSFER OF FUNDS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-103

**RESOLUTION RATIFYING THE TRANSFER OF FUNDS FOR SEPTEMBER 2017
PURSUANT TO N.J.S.A. 18A:22-8**

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177 **WHEREAS**, N.J.S.A. 18A:22-8, designates the Superintendent of Schools to approve transfers among
178 line items between meetings of the Board of Education; and
179

180 **WHEREAS**, it became necessary to transfer funds among certain line items between the monthly
181 meetings of in the month of **SEPTEMBER 2017**, recorded as adjustments according to the attached
182 report, so as to provide for the thorough and efficient education of Springfield Township School District
183 pupils; and
184

185 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
186 Burlington, State of New Jersey, that the attached transfers are hereby ratified.
187

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

**Springfield Township Board of Education
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H. AUTHORIZING PAYMENT OF BILLS

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-104

**RESOLUTION AUTHORIZING THE PAYMENT OF BILLS
 OF THE GENERAL ACCOUNTS AS CONTAINED
 ON THE CHECK REGISTER FOR OCTOBER 17, 2017
 AND ALL BANK/WIRE TRANSFERS FOR THE MONTH OF SEPTEMBER 2017**

WHEREAS, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period of **SEPTEMBER 20, 2017 to OCTOBER 17, 2017**; 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 – 9/1/17 – 9/15/17		7126.13
10		FICA REIMBURSEMENT – 9/16/17 – 9/30/17		7118.10
		TOTAL FUND 10		
11	11-000-XXX	UNDISTRIBUTED EXPEND	37	34533.20
	11-150-XXX	REGULAR – HOME INS		0.00
	11-190-XXX	REGULAR PROGRAM UNDISTR	16	18226.77
	11-213-XXX	RESOURCE ROOM	1	138.60
	11-215-XXX	PRESCH. DISAB. PART-TIME	1	276.39
	11-230-XXX	BASIC SKILLS/REMEDIAL		0.00
	11-403-XXX	OTHER INSTR PROGRAMS		0.00
	11-999-XXX	POSTING ACCOUNTS		0.00
				53174.96
11	11-000-291	SESHBP PAYMENT – 09/13/2017	1	71692.08
		TOTAL FUND 11		124867.04
12	12-000-400	FACILITIES ACQUISTION	0	
		TOTAL FUND 12	0	
20	20-231-XXX	TITLE 1A	1	310.00
	20-250-XXX	IDEA BASIC	1	1680.00
	20-251-XXX	IDEA PRE-SCHOOL	0	
	20-270-XXX	TITLE 2A	0	
	20-450-XXX	REAP	0	
		TOTAL FUND 20	2	1990.00

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30	30-000-XXX	UNDIST EXPENDITURE	0	
		TOTAL FUND 30	0	
40	40-701-510	INTEREST ON BONDS	0	
		TOTAL FUND 40	0	
62	62-910-310	SCHOOL NUTRITION	0	
		TOTAL FUND 62	0	
81	81-190-100	UNEMPLOYMENT TRUST	0	
		TOTAL FUND 81	0	
82	82-000-520	FLEXIBLE SPENDING	1	
		TOTAL FUND 82	0	
90	90-000-100	PAYROLL/AGENCY	0	
		TOTAL FUND 90	0	
95	95-40X-210	STUDENT ACTIVITY	0	
		TOTAL FUND 95	0	

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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
9/19/2017	11-000-261	EASTAMPTON BOE	300.00
9/21/2017	95-40X-210	STONEY BROOK	183.50
9/21/2017	95-40X-210	FRANKLIN INSTITUTE	554.00
9/28/2017	95-40X-210	CAMP OCKANICKON	3478.00
9/28/2017	95-40X-210	BOOK FAIR	3349.50
	95-40X-210		0.00
	95-40X-210		0.00
	95-40X-210	TOTAL	7865.00

213 ; and

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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 2017	146954.08	0.00	146954.08	0.00%
Aug 2017	149875.76	0.00	149875.76	0.00%
Sep 2017	93422.21	0.00	93422.21	0.00%
Oct 2017	126857.04	0.00	126857.04	0.00%
Nov 2017	0.00	0.00	0.00	0.00%
Dec 2017	0.00	0.00	0.00	0.00%
Jan 2018	0.00	0.00	0.00	0.00%
Feb 2018	0.00	0.00	0.00	0.00%
Mar 2018	0.00	0.00	0.00	0.00%

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Apr 2018	0.00	0.00	0.00	0.00%
May 2018	0.00	0.00	0.00	0.00%
Jun 2018	0.00	0.00	0.00	0.00%
TOTAL	517109.09	0.0	517109.09	0.00%

221 ; and

222

223 **WHEREAS,** the below bank transfer(s) are for payroll and agency accounts during the month of
 224 **SEPTEMBER 2017** for the following:

225

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
9/12/2017	0073	0074	PAYROLL	74354.71
9/12/2017	0073	0075	AGENCY WITHHOLDING	61393.42
			TOTAL	
9/26/2017	0073	0074	PAYROLL	80823.46
9/26/2017	0073	0075	AGENCY WITHHOLDING	62888.36
			TOTAL	

226 ; and

227

228 **WHEREAS,** the Board of Education wishes to authorize interfund bank transfers during the month of
 229 **SEPTEMBER 2017** for the following:

230

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
	0075	0078	Unemployment Trust	
	0075	0078	Unemployment Trust	
9/14/2017	0075	2178	Flexible Spending Account	30.00
9/14/2017	0075	2178	Flexible Spending Account	127.50
	0075	0073	Chapter 78 Catch Up	0.00
9/28/2017	0075	0073	Chapter 78	15625.80
	0073	0075	TPAF Shortage	0.00
	6705	0073	Change Order Fund 30 Turf Repair	0.00
9/28/2017	0075	2178	Flexible Spending Account	30.00
9/28/2017	0075	2178	Flexible Spending Account	127.50
			TOTAL	15,940.80

231 ; and

232

233 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
 234 Burlington, State of New Jersey, that payment of bills on **SEPTEMBER 20, 2017 to OCTOBER 17, 2017**
 235 check register are hereby authorized; and

236

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

239

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241

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

Springfield Township Board of Education
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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-105

**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 2017 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 **2017-2018** 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. APPROVE TREASURER'S REPORT

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-106

**RESOLUTION APPROVAL OF THE REPORT OF THE
TREASURER OF SCHOOL MONIES FOR JULY AND AUGUST 2017
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

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288
289 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
290 Burlington, State of New Jersey, that the **JULY AND AUGUST 2017** Report of the Treasurer of School
291 Monies is hereby accepted and approved.
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294 ***** ***** *****
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296 **K. APPROVE DIRECTING DISTRIBUTION OF BCIPJIF FUNDS**

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION
RESOLUTION #17/18-RM-290-080
FOR THE 2017-2018 SCHOOL YEAR
RESOLUTION DIRECTING THE DISTRIBUTION
OF THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION
NET RETURNED SURPLUS FUNDS HELD IN TRUST BY THE
BURLINGTON COUNTY INSURANCE POOL JOINT INSURANCE FUND

WHEREAS, the Springfield Township Board of Education, hereinafter referred to as BOARD, participated as a member district of the Burlington County Insurance Pool, Inc. (also known as the Burlington County Insurance Pool and Burlington County Insurance Pool Joint Insurance Fund), hereinafter referred to as FUND, for one or more of the FUND fiscal year beginning July 1, 2004, 2005, 2006, 2007, 2008 and/or 2011; and

WHEREAS, the FUND is a statutory filed school district joint insurance fund as defined in N.J.S.A. 18A:18B1-10 et seq.; and

WHEREAS, the BOARD joined the FUND knowing that membership carries with it joint and several liability with all other member districts for each year of the BOARD's membership; and

WHEREAS, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any available statutory surplus will be released by the FUND; and

WHEREAS, the BOARD understands that the FUND's Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any projected deficit will be declared as an additional assessment due to the FUND; and

WHEREAS, the BOARD understands that Available Statutory Surplus is defined to be the amount of money in excess of the projected value of claims by line of coverage, plus an actuarially determined value for Incurred-But-Not-Reported claims, subject to the surplus reserve calculations as defined in N.J.A.C. 11:15-4.6 et seq and subject to review and approval by the Department of Banking and Insurance, State of New Jersey, prior to release by the Board of Trustees of the FUND; and

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333
334 **WHEREAS**, the BOARD understands that it remains jointly and severally liable into perpetuity despite the
335 earlier release of Available Statutory Surplus due to the possibility that a FUND year wherein a return of
336 Statutory Surplus has been duly authorized could later be presented with a claim for which it could be
337 responsible causing a demand for an additional assessment from each participating member district of
338 that FUND year; and

339
340 **WHEREAS**, the BOARD understands that it remains jointly and severally liable into perpetuity despite the
341 earlier collection of an additional assessment due to the possibility that a FUND year wherein an
342 additional assessment has been duly authorized could later be presented with a need for additional
343 assessments from each participating member district of that FUND year; and

344
345 **WHEREAS**, the BOARD recognizes its Share of Available Statutory Surplus authorized to be released by
346 the FUND is as shown below:

347
348 Dollar amounts of Surplus by FUND Fiscal Year
349 Released by the FUND’s Board of Trustees – Valued as of June 30, 2016 Financial Position
350

Fund Fiscal Year	Total FUND Release	BOARD’s Share
July 1, 2005 to June 30, 2006	\$150,000	\$542
July 1, 2006 to June 30, 2007	\$150,000	\$479
July 1, 2007 to June 30, 2008	\$100,000	\$304
July 1, 2008 to June 30, 2009	\$100,000	\$307
July 1, 2011 to June 30, 2012	\$300,000	\$974
July 1, 2012 to June 30, 2013	\$200,000	\$597
Subtotal Current Distribution	\$1,000,000	\$3,203
Aggregate Excess Loss Contingency Fund (Optional Distribution)	\$4,069,079	\$3,189
Total Distribution Available	\$5,069,079	\$6,391

351 ; and

352
353 **WHEREAS**, the BOARD understands that its options for directing the distribution of its net share of
354 released Statutory Surplus to be as follows:
355

- 356 1. Direct the FUND to forward a check for the BOARD’s full share to the BOARD,
- 357 2. Direct the FUND to apply the BOARD’s share to the BOARD’s 2015-2016 premium in the next
358 FUND fiscal year (N.J.A.C. 11:15-4.21(e)) (**current FUND members only**),
- 359 3. Direct the FUND to apply the BOARD’s share to the FUND’s Aggregate Excess Loss
360 Contingency Fund, which provides both current member districts and former member districts
361 with an available individual contingency balance for use in satisfying any possible need for a
362 supplemental assessment for any year they were a member and an annual capacity to use all or
363 a portion of a member district’s available balance in offsetting future premiums, or
- 364 4. Direct the FUND to apportion the BOARD’s share as a stated dollar amount among options 1,
365 2, & 3 above such that the sum total of allocated dollars equals the amount of the Total
366 Distribution available to the BOARD as noted above.

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367
 368 **NOW THEREFORE**, the BOARD directs the FUND to distribute the BOARD’s share of its Net Distribution
 369 as follows (**check the one box that applies**):
 370

- 371 Forward a check in the full amount to the BOARD.
- 372 Apply the full amount to the BOARD’s next 2015-2016 premium (**current FUND members**
- 373 **only**),
- 374 **X Apply the full amount to the BOARD’s share of the FUND’s Aggregate Excess Loss**
- 375 **Contingency Fund.**
- 376 Distribute the full amount among options 1, 2 & 3 as follows:

377
 378 **Option 1 - \$_____ , Option 2 - \$_____ , Option 3 - \$_____ .**
 379
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MOTION TO POSTPONE APPROVAL OF ITEM “K”
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***** *CERTIFICATION OF THE BOARD SECRETARY* *****

382
 383
 384 **IT IS HEREBY CERTIFIED** that the foregoing Resolution was duly adopted by the Springfield Township
 385 Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, October 17,**
 386 **2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New
 387 Jersey.
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 390

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

391 Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting
 392 Not Voting due to Conflict. Quorum = 5
 393

MOTION TO VOTE ON ITEMS “A – J”
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***** *CERTIFICATION OF THE BOARD SECRETARY* *****

**Springfield Township Board of Education
Jobstown, NJ 08041
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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 17, 2017** 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	Andrew Eaton						X		1
2	Wade Hale, Vice President	X		X					2
3	Kristen Lippincott			X					3
4	Gregory Madia		X	X					4
5	Michael Ramalho			X					5
6	James Specca						X		6
7	Gary Walker						X		7
8	Jennifer Webb						X		8
9	Joseph Bucs, President			X					9

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

APPROVAL OF ITEMS “A – J”

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, October 17, 2017** 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	Andrew Eaton						X		1
2	Wade Hale, Vice President			X					2
3	Kristen Lippincott		X	X					3
4	Gregory Madia	X		X					4
5	Michael Ramalho			X					5
6	James Specca						X		6
7	Gary Walker						X		7
8	Jennifer Webb						X		8
9	Joseph Bucs, President			X					9

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

**Springfield Township Board of Education
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PERSONNEL & NEGOTIATIONS

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A. AMENDING RESOLUTION #17/18-RM-262-078 (PT IA POSITION)

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-078a

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**RESOLUTION THE APPROVING THE APPOINTMENT
OF A PART-TIME INSTRUCTIONAL ASSISTANT
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
FOR THE 2017-2018 SCHOOL YEAR**

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

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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

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

NAME:	Shelley Guevara
STREET ADDRESS:	2721 Monmouth Road Jobstown, NJ
TOWN ZIP CODE:	8041
STEP ON SCALE:	Step 1
ADDITIONAL COMPENSATION	\$1200 (Prof Dev Stipend for 60 College Credits)
ANNUAL COMPENSATION LEVEL:	\$13,520
POSITION CONTROL NUMBER:	W-TAMD03
FULL TIME EQUIVALENT:	0.63

**Springfield Township Board of Education
 Jobstown, NJ 08041
 Tuesday September 19, 2017
 Minutes – Regular Meeting – 262**

EFFECTIVE DATE:	September 20, 2017 October 2, 2017
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Jersey 1 st Classification	New Jersey Resident
Health Care Coverage	N/A
Pension System Enrollment	DCRP
Annual Sick Leave Allocation	10.0
Annual Personal Leave Allocation	3.0
Annual Vacation Leave Allocation	0.0
Annual Emergency Leave Allocation	2.5

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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 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

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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]
10/2/17	13520	20	676.00	18	12168.00	0	0.00	0.00	12168.00

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CERTIFICATION OF AVAILABILITY OF FUNDS – 2017-2018

**Springfield Township Board of Education
 Jobstown, NJ 08041
 Tuesday September 19, 2017
 Minutes – Regular Meeting – 262**

466

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-212-100-106-050-101-0	
Account Title	MD IA SAL	
Certification Date	September 15, 2017	
Beginning Balance		29,703.75
Contract Encumbrance Account		-12168.00
Ending Balance		17,535.75

Notes:

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 Casey DeJoseph
 Business Administrator/Board Secretary

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B. AMENDING RESOLUTION #17/18-RM-262-079 (PT IA POSITION)

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-079a

**RESOLUTION THE APPROVING THE APPOINTMENT
 OF A PART-TIME INSTRUCTIONAL ASSISTANT
 FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT
 FOR THE 2017-2018 SCHOOL YEAR**

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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:	Kristin Pollack
STREET ADDRESS:	733 Juliustown Georgetown Road Jobstown, NJ

**Springfield Township Board of Education
 Jobstown, NJ 08041
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TOWN ZIP CODE:	08041
STEP ON SCALE:	Step 1
ADDITIONAL COMPENSATION	N/A
ANNUAL COMPENSATION LEVEL:	\$12,319.54
POSITION CONTROL NUMBER:	W-TAMD04
FULL TIME EQUIVALENT:	0.63
EFFECTIVE DATE:	September 20, 2017 October 2, 2017

498

Jersey 1 st Classification	New Jersey Resident
Health Care Coverage	N/A
Pension System Enrollment	DCRP
Annual Sick Leave Allocation	10.0
Annual Personal Leave Allocation	3.0
Annual Vacation Leave Allocation	0.0
Annual Emergency Leave Allocation	2.5

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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 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

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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

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CERTIFICATION OF PAYROLL ACCOUNT

**Springfield Township Board of Education
 Jobstown, NJ 08041
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-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]
10/2/17	12319.54	20	615.97	18	11087.46	0	0.00	0.00	11087.46

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CERTIFICATION OF AVAILABILITY OF FUNDS – 2017-2018

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-212-100-106-050-101-0	
Account Title	MD IA SAL	
Certification Date	September 15, 2017	
Beginning Balance		40791.00
Contract Encumbrance Account		-11087.46
Ending Balance		29703.54

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Notes:

 Casey DeJoseph
 Business Administrator/Board Secretary

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C. APPROVAL OF MENTOR ASSIGNMENTS AND COMPENSATION FOR 2017-2018 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-082

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**APPROVING THE MENTOR ASSIGNMENTS AND
 COMPENSATION FOR THE 2017-2018 SCHOOL YEAR
 PURSUANT TO N.J.A.C. 6A:9B-8.4**

WHEREAS, the School District mentoring plan has been developed in accordance with all the above mentoring program regulations for non-tenured teachers in their first year of employment, as specified in N.J.A.C. 6A:9B-8.4, including but not limited to, the following:

**Springfield Township Board of Education
 Jobstown, NJ 08041
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545
 546 All non-tenured teachers in their first year of employment receive a comprehensive induction to school
 547 district policies and procedures
 548 All non-tenured teachers in their first of employment receive individualized supports and activities
 549 All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility in Advance Standing)
 550 have a one-on-one mentor upon beginning their contracted teaching assignment.
 551 All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility in Advance Standing)
 552 participate in a one-year mentoring program.
 553 Each mentor teacher holds a teacher certificate, has at least three years of experience and has taught
 554 full-time for at least two years within the last five years.
 555 The mentor teacher does not serve as their mentee's direct supervisor nor conduct evaluations of
 556 teachers.
 557 Each mentor teacher demonstrates a record of success in the classroom, according to the stipulations in
 558 N.J.A.C. 6A:9-8.4(e)4 regarding summative evaluation ratings.*
 559 Each mentor teacher completes a comprehensive mentor training program that includes, at a minimum,
 560 training on the school district's teaching evaluation rubric and practice instrument, * the N.J. Professional
 561 Standards for Teachers, the Common Core State Standards, classroom observation skills, facilitating
 562 adult learning and leading reflective conversations about teaching practice.
 563 The district mentoring has been submitted to the district board of education for review and fiscal impact.
 564 The district mentoring plan has been shared with each school improvement panel.
 565 Mentoring time is logged and mentor payments are handled through the district office.
 566
 567 WHEREAS, the following mentor assignments are being recommended by the Superintendent of
 568 Schools:
 569

NON-TENURE TCHR	MENTORING TCHR	ACCOUNT NUMBER	STIPEND AMOUNT
Bryan Warner	Kelly Linton	11-000-223-390-050-127-0	\$275.00

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CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-223-390-050-127-0	
Account Title	STF TRAIN MENTOR SRV	
Certification Date	October 2, 2017	
Beginning Balance		286.00
Contract Encumbrance Account		-275.00
Revised Balance		11.00
Transfer Fr Account Number		
Transfer Fr Account Title		
Transfer Fr Opening Balance		
Transfer Fr/To Amount		
Transfer Fr Ending Balance		

**Springfield Township Board of Education
 Jobstown, NJ 08041
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Ending Balance		11.00
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575 Fiscal Notes:

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 Casey DeJoseph
 Business Administrator/Board Secretary

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D. APPROVAL OF AM & PM BUS AIDE ASSIGNMENTS

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-083

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**RESOLUTION APPROVING THE CHIEF SCHOOL ADMINISTRATOR’S
 RECOMMENDATION FOR THE CERTAIN 2017-2018 HOURLY POSITIONS
 FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT**

594 **WHEREAS,** the Chief School Administrator has identified the need for the below hourly positions for
 595 the 2017-2018 school year and recommends approval to the Board of Education:

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Appointment of AM & PM Bus Aides

Employee	Time / Duration	Rate
Shelly Guevara	AM route – 45 minutes	\$20 per hour
Karen Wassall	PM route – 45 minutes	\$20 per hour

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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 above hourly positions are hereby approved.

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**E. APPOINTING THE INTERVENTION & REFERRAL SERVICES MEMBERS (IR&S) FOR THE 2017-
 2018 SCHOOL YEAR**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday September 19, 2017
Minutes – Regular Meeting – 262**

RESOLUTION #17/18-RM-290-088

**RESOLUTION APPOINTING THE INTERVENTION AND REFERRAL SERVICES (I & RS) MEMBERS
FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT FOR THE 2016-2017 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 **2017-2018 school year** shall be:

Craig Vaughn, Superintendent/Principal
Asia Michael, Director of Curriculum
Rebecca Schweitzer, Social Worker
Susan Skinner, Learning Disabled Teacher Consultant
Cathryn Browning, Basic Skills/Gifted & Talented Teacher
Samantha Nims, Resource Center Teacher
Ashley Traino, 5th 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 2017-2018 school year.

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F. APPROVAL OF SUBSTITUTE EMPLOYEES FOR THE 2017-2018 SCHOOL YEAR

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-107

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

**Springfield Township Board of Education
 Jobstown, NJ 08041
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654 **WHEREAS,** the Superintendent of Schools is vested with the authority to recommend the hiring of
 655 certain personnel within the School District and that substitute teachers, aides, secretaries, nurses,
 656 special education aides are such personnel
 657

Teachers	Aides	Secretaries	Nurses
Mary Jane Sprague	Leslie Shinn-Brewer		
Laura Sadowski	Mary Jane Sprague		
Margaret Smith	Laura Sadowski		
	Margaret Smith		

658
 659 ; and

660
 661 **WHEREAS,** the Superintendent of Schools has reviewed the qualifications of the individuals listed
 662 below and recommends approval to the Board of Education; and
 663

664 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
 665 Burlington, State of New Jersey, that the above substitute positions are hereby approved.
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 672 **G. APPROVING THE POSTING OF A PART-TIME CUSTODIAL POSITION FOR THE 2017-2018**
 673 **SCHOOL YEAR**
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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-108

**RESOLUTION ADOPTING AND/OR AMENDING A JOB DESCRIPTION AND
 AUTHORIZING POSTING FOR A
 PART-TIME CUSTODIAN FOR THE 2017-2018 SCHOOL YEAR**

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Springfield Township Board of Education
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684 **WHEREAS,** Township of Springfield Board of Education maintains job descriptions for positions within
685 the School District and there are instances where new positions are warranted and also where job duties
686 and qualifications are required to be amended; and

Springfield Township School District
2146 Jacksonville-Jobstown Road
Jobstown NJ 08041-2007

691
692 **JOB DESCRIPTION: CUSTODIAN**

693
694 **POSITION CONTROL ROSTER NUMBER: BB-SC0001**

695 **QUALIFICATIONS:**

- 696
697
- 698 1. Minimum experience as determined by the Board of Education
 - 699 2. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and
700 ventilation; proper handling of hazardous materials
 - 701 3. Ability to read, write, and communicate effectively
 - 702 4. Must pass all physical and medical tests required by the Board of Education
 - 703 5. Required to pass criminal background check
 - 704 6. Proof of U.S. citizenship or legal resident alien status
 - 705 7. Maintain a valid driver's license

706
707 **REPORTS TO:** Facilities Manager or designee

708
709 **JOB GOAL:** To provide a safe, clean, and comfortable school environment

710
711 **PERFORMANCE RESPONSIBILITIES:**

- 712
- 713 1. Opens/closes the building each day as directed and necessary to ensure the safety and operation of
714 the building. Determines, before leaving, that all doors and windows are secured, and all lights,
715 (except those left on for safety reasons), are turned off.
 - 716 2. Performs custodial duties related to keeping the building and premises, including sidewalks,
717 driveways, and play areas neat and clean at all times.
 - 718 3. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the
719 season and to ensure economical use of fuel, water, and electricity.
 - 720 4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the
721 hours of building occupancy.
 - 722 5. Cleans and dusts classrooms, offices, library, faculty room, and work areas daily; empties
723 wastebaskets in these areas.
 - 724 6. Cleans corridors after each school day, and during the day when their condition requires it.
 - 725 7. Cleans and sanitizes bathroom fixtures daily, and replenishes paper and soap supplies as needed.
 - 726 8. Cleans and sanitizes all drinking fountains daily.
 - 727 9. Cleans cafeteria dining areas after use.
 - 728 10. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways, and parking areas as necessary.
 - 729 11. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.

Springfield Township Board of Education
Jobstown, NJ 08041
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- 730 12. Keeps the grounds free from rubbish and debris.
731 13. Cleans chalkboards daily.
732 14. Moves furniture or equipment within the building as required for various activities and as directed by
733 the Facilities Manager.
734 15. Complies with all laws and procedures for the storage and disposal of trash, waste, and debris.
735 16. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and
736 reporting major repair needs promptly to the Facilities Manager.
737 17. Cleans all windows on both the inside and outside as scheduled.
738 18. Keeps all floors in a clean and attractive condition and in a good state of preservation.
739 19. Performs groundskeeping chores including grass-cutting, tree-trimming, leaf-raking, and removal of
740 litter, to maintain the grounds in a safe and attractive condition.
741 20. Performs related duties as assigned.
742

743 **TERMS OF EMPLOYMENT:** Work hours are 4:00 – 9:00 p.m., equal to 5 hours daily, Monday –
744 Friday. The rate of compensation is to be determined, in alignment with the STEA (Springfield Township
745 Education Association) Agreement. All initial conditions of employment subject to the “New Hire Terms
746 and Conditions Agreement”.

747
748 **EVALUATION:** Performance will be evaluated annually in accordance with the provisions of the
749 Board of Education’s policy on evaluation of non-certified staff.

750
751 **DATE APPROVED:** October 17, 2017

752
753 **REVISED:**

754
755 **LEGAL REFERENCES:**

756 N.J.S.A. 18A:6-7.1 through 7.5 Criminal history records
757 N.J.S.A. 18A:16-1 Officers and employees in general
758 N.J.S.A. 18A:16-2 Physical examinations; requirements
759 N.J.S.A. 18A:16-3 Tenure of janitorial employees
760 N.J.S.A. 18A:16-4.1 Rules and regulations governing janitorial employees
761 N.J.S.A. 18A:36-3 Display of flag
762 N.J.S.A. 18A:41-1 Fire drills
763 N.J.S.A. 18A:41-2 Fire and smoke doors closed
764 N.J.S.A. 34:5A-1 et seq. N.J. worker and community Right to Know Act
765 N.J.S.A. 34:7-1 License necessary
766 N.J.A.C. 6:8-4.9(a)6 Health and safety
767 N.J.A.C. 6:8-4.9(a)7 Comprehensive maintenance plan
768 N.J.A.C. 6:8-4.9(a)7ii(6) School visits
769 N.J.A.C. 6:22-7.4 Long-range facilities plans
770 N.J.A.C. 6:29-7.4 Requirements of physical examinations
771 N.J.A.C. 12:100-4.2 Adoption by reference
772 Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030
773 Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.
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**Springfield Township Board of Education
 Jobstown, NJ 08041
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776 **NOW, THEREFORE, BE IT RESOLVED** that the above job description and/or amendments is/are hereby
 777 approved.

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CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-262-110-000-100-0	
Account Title	CUST SAL	
Certification Date	October 13, 2017	
Beginning Balance		
Contract Encumbrance Account		
Revised Balance		
Transfer Fr Account Number		
Transfer Fr Account Title		
Transfer Fr Opening Balance		
Transfer Fr/To Amount		
Transfer Fr Ending Balance		
Ending Balance		

Fiscal Notes:

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, October 17, 2017** 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	Andrew Eaton						X		1
2	Wade Hale, Vice President		X	X					2
3	Kristen Lippincott			X					3
4	Gregory Madia	X		X					4
5	Michael Ramalho			X					5
6	James Specca						X		6
7	Gary Walker						X		7
8	Jennifer Webb						X		8
9	Joseph Bucs, 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

**Springfield Township Board of Education
Jobstown, NJ 08041
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CURRICULUM & TECHNOLOGY

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A. APPROVAL OF TRAVEL AND RELATED EXPENSES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-290-084

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**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**

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

- 816
- 817 [1] training and seminars which means all regularly scheduled, formal residential and non-
818 residential training functions, conducted at a hotel, motel, convention center, residential
819 facility, or at any educational institution or facility;
 - 820 [2] conventions and conferences which means general programs, sponsored by professional
821 associations on a regular basis. Which address subjects of particular interest to a school
822 district or are convened to conduct association business. The primary purpose of
823 employee attendance at conferences and conventions is the development of new skills
824 and knowledge or the reinforcement of those skills and knowledge in a particular field
825 related to school district operations. These are distinct from formal staff training and
826 seminars, although some training may take place at such events;
 - 827 [3] regular school district business which means all regular official business travel, including
828 attendance at meetings, conferences and any other gathering which are not covered by
829 the definitions included in other section of P.L. 2007, c.53;
 - 830 [4] retreats which means meetings with school district employees and school board
831 members, held away from the normal work environment at which organizational goals
832 and objectives are discussed. If available, school district facilities shall be utilized for this
833 type of event.

834 ; and

835

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

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**Springfield Township Board of Education
 Jobstown, NJ 08041
 Tuesday September 19, 2017
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839 **WHEREAS,** each district board of education shall maintain separate accounting for school district
 840 travel expenditures as necessary, to ensure compliance with the school district's maximum travel
 841 expenditure amount. This may include, but need not be limited to, a separate offline accounting of such
 842 expenditures or expanding the school district's accounting system. The tracking system shall be
 843 sufficient to demonstrate compliance with P.L. 2007, c.53 and Board of Education Policy #6471, and shall
 844 provide auditable information;

845
 846 **WHEREAS,** the below listing has been submitted for approval by the Board of Education:
 847

Employee Name	Craig Vaughn	Justin Schleider	Rebecca Schweitzer
District Assignment	Superintendent	Phys Ed	CST/SW
Travel Date(s)	October 24, 2017	November 17, 2017	December 1, 2017
Travel Destination	Atlantic City, NJ	King of Prussia, PA	Toms River, NJ
Travel Type	Car	Car	Car
Sponsoring Entity	NJ School Boards	PSA AHPERD	PESI
Event Description	NJ School Board Convention	PS AHPERD State Convention	Anxiety in the Classroom
Funding Source	BOE WRKSHP REG	STF TRIN WRKSHP REG	CST WRKSHP REG
Account Series	11-000-230-585-000-208-0	11-000-223-500-050-280-2	11-000-219-500-050-208-0
Registration Fee			99.00
Meal Allowance			
Mileage Estimate	38.13	28.83	10.23
Tolls & Other Transportation			
Hotel/Motel Rate			
Miscellaneous Exp (Parking)	10.00		
TOTAL	48.13	28.83	109.23

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Employee Name	Asia Michael	Jonathan Luyber	Sandra Secouler	Patty Sepessy
District Assignment	Director of Curriculum	4 th Grade	6 th Grade	6 th Grade
Travel Date(s)	October 24-25, 2018	October 24-25, 2018	December 6, 2017	December 6, 2017

**Springfield Township Board of Education
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Travel Destination	Princeton, NJ	Princeton, NJ	Jamesburg, NJ	Jamesburg, NJ
Travel Type	Car	Car	Car	Car
Sponsoring Entity	NJSTA & NJSELA	NJSTA & NJSELA	Association of Math Teachers	Association of Math Teachers
Event Description	New Jersey Science Convention	New Jersey Science Convention	AMTNJ Math Conference	AMTNJ Math Conference
Funding Source	REAP PUR SRV 7/8	REAP PUR SRV 7/8	STF TRIN WRKSHP REG	STF TRIN WRKSHP REG
Account Series	20-450-200-300-050-120-0	20-450-200-300-050-120-0	11-000-223-500-050-280-2	11-000-223-500-050-280-2
Registration Fee	295.00	295.00	179.00	179.00
Meal Allowance				
Mileage Estimate	35.34	35.34	9.30	
Tolls & Other Transportation				
Hotel/Motel Rate				
Miscellaneous Exp (Parking)				
TOTAL	330.34	330.34	188.30	179.00

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Employee Name	Asia Michael	Cathryn Browning	Catherine Weir
District Assignment	Director of Curriculum	BSIP K-6	BSIP K-6
Travel Date(s)	January 25-26, 2018	March 20, 2018	March 20, 2018
Travel Destination	Atlantic City, NJ	Mount Holly, NJ	Mount Holly, NJ
Travel Type	Car	Car	Car
Sponsoring Entity	NJASA Technology	BCPDI	BCPDI
Event Description	Techspo '18	BCPDI – Effective Reading Instruction	BCPDI – Effective Reading Instruction
Funding Source	STF TRIN WRKSHP REG		
Account Series	11-000-223-500-050-280-2		

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Registration Fee	425.00		
Meal Allowance	10.00		
Mileage Estimate	42.16		
Tolls & Other Transportation	7.50		
Hotel/Motel Rate	99.00		
Miscellaneous Exp (Parking)	15.00		
TOTAL	598.66	0.00	0.00

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

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

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

**TOWNSHIP OF SPRINGFIELD
 BOARD OF EDUCATION**

Joseph M. Bucs, President

ATTEST:

 Casey DeJoseph
 Business Administrator/Board Secretary

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

CERTIFICATION OF AVAILABILITY OF FUNDS

Category	Description	Amount
Expend Account Number	11-000-230-585-000-208-0	

**Springfield Township Board of Education
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Account Title	BOE WRKSHP REG	
Certification Date	October 2, 2017	
Beginning Balance		172.00
Contract Encumbrance Amount		-48.13
Ending Balance		123.87

Fiscal Notes:

 Casey DeJoseph
 Business Administrator/Board Secretary

CERTIFICATION OF AVAILABILITY OF FUNDS

Category	Description	Amount
Expend Account Number	11-000-223-500-050-280-2	
Account Title	STF TRAIN WRKSHP REG	
Certification Date	October 2, 2017	
Beginning Balance		1868.77
Contract Encumbrance Amount		-28.83
Ending Balance		1839.94

Fiscal Notes:

 Casey DeJoseph
 Business Administrator/Board Secretary

CERTIFICATION OF AVAILABILITY OF FUNDS

Category	Description	Amount
Expend Account Number	11-000-219-500-050-208-0	
Account Title	CST WRKSHP REG	
Certification Date	October 2, 2017	

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Beginning Balance		500.00
Contract Encumbrance Amount		-109.23
Ending Balance		390.77

Fiscal Notes:

 Casey DeJoseph
 Business Administrator/Board Secretary

CERTIFICATION OF AVAILABILITY OF FUNDS

Category	Description	Amount
Expend Account Number	11-000-223-500-050-280-2	
Account Title	STF TRAIN WRKSHP REG	
Certification Date	October 2, 2017	
Beginning Balance		1839.94
Contract Encumbrance Amount		-598.66
Ending Balance		1241.28

Fiscal Notes:

 Casey DeJoseph
 Business Administrator/Board Secretary

CERTIFICATION OF AVAILABILITY OF FUNDS

Category	Description	Amount
Expend Account Number	11-000-223-500-050-280-2	
Account Title	STF TRAIN WRKSHP REG	
Certification Date	October 2, 2017	
Beginning Balance		1241.28
Contract Encumbrance Amount		-367.30
Ending Balance		873.98

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**Springfield Township Board of Education
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920 Fiscal Notes:

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Casey DeJoseph
Business Administrator/Board Secretary

CERTIFICATION OF AVAILABILITY OF FUNDS

Category	Description	Amount
Expend Account Number	20-450-200-300-050-120-0	
Account Title	REAP PUR SRV 7/8	
Certification Date	October 6, 2017	
Beginning Balance		27725.00
Contract Encumbrance Amount		-330.34
Ending Balance		27394.66

932 Fiscal Notes:

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Casey DeJoseph
Business Administrator/Board Secretary

B. APPROVAL OF TRAVEL AND RELATED EXPENSES

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-093

**RESOLUTION ACKNOWLEDGING THE PRESENTATION OF THE 2017 PARCC SCORE REPORT
PURSUANT TO N.J.A.C. 6A:8-3.1**

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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

**Springfield Township Board of Education
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954 applicable state laws and programs and complements federally required improvements. The system
 955 focuses on monitoring and evaluating school districts in five key components that, based on research,
 956 have been identified to be key factors in effective school districts; and
 957

958 **WHEREAS**, Section 1 of the (QSAC) requires that school districts make “Reports to the district board of
 959 education and the public on the performance of all students on the New Jersey standardized testing
 960 system (N.J.A.C. 6A:8-3.1)”; and
 961

962 **WHEREAS**, the Director of Curriculum made a presentation to the Board of Education, at this regular
 963 monthly meeting, regarding the **2017** PARCC Score Report.
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965 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
 966 Burlington State of New Jersey, that the Board accepts that Director of Curriculum and Instruction made
 967 presentation of the **2017** PARCC Score Report; and
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969 **BE IT FINALLY RESOLVED** that a certified copy of this Resolution and all presentation support
 970 documentation be available to demonstrate compliance with the QSAC evaluation of this element.
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***** *CERTIFICATION OF THE BOARD SECRETARY* *****

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 977 **IT IS HEREBY CERTIFIED** that the foregoing Resolution was duly adopted by the Springfield Township
 978 Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, October 17,**
 979 **2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New
 980 Jersey.
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	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Andrew Eaton						X		1
2	Wade Hale, Vice President			X					2
3	Kristen Lippincott		X	X					3
4	Gregory Madia	X		X					4
5	Michael Ramalho			X					5
6	James Specca						X		6
7	Gary Walker						X		7
8	Jennifer Webb						X		8
9	Joseph Bucs, 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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**Springfield Township Board of Education
 Jobstown, NJ 08041
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POLICIES & PROCEDURES

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A. APPROVE POLICY AND REGULATION AMENDMENTS UPON SECOND READING & ADOPTION

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-085

**RESOLUTION APPROVING BOARD OF EDUCATION
 2017/2018 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
P & R 7100	Long Range Facilities Planning
P & R 7101	Educational Adequacy of Capital Projects
P & R 7102	Site Selection and Acquisition
P7130	School Closing
P7130.1	Disposition of Property
P7130.2	Disposition of Land
P7130.3	Disposition of Personal Property
P7130.4	Disposition of Federal Property

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. APPROVE POLICY AND REGULATION AMENDMENTS UPON FIRST READING & INTRODUCTION

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**Springfield Township Board of Education
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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION
RESOLUTION #17/18-RM-290-086

**RESOLUTION APPROVING BOARD OF EDUCATION
 2017/2018 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 3411	Placement on Guide Step
Policy 3412	Placement on Guide Column
Policy 4411	Placement on Guide Step

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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 first reading and introduction; and

C. APPROVE THE NJ QSAC STATEMENT OF ASSURANCE FOR 2017-2018

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION
RESOLUTION #17/18-RM-290-090

RESOLUTION APPROVING THE NEW JERSEY QUALITY SINGLE ACCOUNTABILITY

**Springfield Township Board of Education
Jobstown, NJ 08041
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**CONTINUUM AND STATEMENT OF ASSURANCE 2017-2018 SCHOOL YEAR
PURSUANT TO N.J.A.C.6A:30-3.2**

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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

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 “Statement of Assurance” (hereinafter the “SOA”) for the **2017-2018** school year. The SOA is a supplemental accountability tool that all district staff will complete annually. Completion of the SOA should be a collaborative effort with ley 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 SOA will become part of the School District’s NJQSAC review for the year in which the School District is monitored.

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**Springfield Township Board of Education
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MOTION TO SEPARATE AND TABLE ITEM B

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, October 17, 2017** 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	Andrew Eaton						X		1
2	Wade Hale, Vice President	X		X					2
3	Kristen Lippincott			X					3
4	Gregory Madia		X	X					4
5	Michael Ramalho			X					5
6	James Specca						X		6
7	Gary Walker						X		7
8	Jennifer Webb						X		8
9	Joseph Bucs, 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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MOTION TO VOTE ON ITEMS A & C

***** *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, September 19, 2017** in the **Cafeteria** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

**Springfield Township Board of Education
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6	James Specca						X		6
7	Gary Walker						X		7
8	Jennifer Webb						X		8
9	Joseph Bucs, 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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FACILITIES, SECURITY & TRANSPORTATION
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A. APPROVE FACILITIES USE REQUESTS

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-089

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

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

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

ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
Home & School Association	9/12,10/10,11/14,1/9, 2/13,3/13,4/10, 5/7 ,6/12	6-8:30 pm	Meeting	Library

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ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
Home & School Association	10/13/17 & 3/9/18	4:30 - 9:30 pm	5 th & 6 th Grade Dance	Gymnasium

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ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
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**Springfield Township Board of Education
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1146	Home & School Association	1/12/18		Kid's Bingo	MPR
	ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
1147	Home & School Association	12/4 – 12/9	9am – 12pm	Holiday Shop	Library
	ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
1148	Home & School Association	12/1 – 12/2	8am -2pm	Breakfast w/Santa & Winter Carnival	Gym, MPR, Kitchen
	ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
1149	Home & School Association	2/9/18	3:30 – 9:30pm	Someone Special Dance	Gymnasium
	ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
1150	Home & School Association	4/20/17		Outdoor Movie Night	Athletic Field
	ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
1151	Home & School Association	6/2/18	8am-8pm	June Frolic	Athletic Field, Gym, MPR, Parking Lot
	ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
1152	Mrs. Batchler	6/8/18	8:15 -11am	Author's Tea	Room 6
	ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
1153	Girl Scouts Troop 25735 of Springfield	3 rd Thursday of each month, starting 9/21/17 until 5/17/17	5:30-8:30pm	Meetings	Cafeteria
	ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA

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Springfield Recreation Basketball	November 2017 – March 2018	3:20 -9 pm (weekdays) 8am-6pm (weekends)	Basketball	Gymnasium
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ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
Asia Michael	10/26/17	4:30-6pm	Peer Group Meeting	Media Center

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ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
Asia Michael	2/27/18	8:30am-3:30pm	Regional Science Collaboration	Media Center

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ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
Chris Poulos	10/20/2017	12:45-2:45pm	Assembly	Gymnasium

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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 attached list of "Facilities Use Applications" is hereby approved.

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B. APPROVE MONTHLY FIRE & SECURITY DRILLS

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

RESOLUTION #17/18-RM-290-096

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

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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

**Springfield Township Board of Education
 Jobstown, NJ 08041
 Tuesday September 19, 2017
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1179 **WHEREAS**, all teachers of all schools, whether occupying buildings of one or more stories, shall keep
 1180 all doors and exits of their respective rooms and buildings unlocked during the school hours, except
 1181 during an emergency lockdown or an emergency lockdown drill; and
 1182

1183 **WHEREAS**, during the academic year, schools are required to hold a minimum of two of each of the
 1184 following security drills: Active Shooter; Evacuation (non-fire); Bomb Threat; and Lockdown; and
 1185

1186 **WHEREAS**, districts are required to annually submit the “Security Drill Statement of Assurance:
 1187 provided by the Department of Education to their county office of education by June 30 of each year; and
 1188

1189 **WHEREAS**, the “Security Drill Record Form” provided by the Department of Education shall be
 1190 completed by all schools and retained at the district level. The following information is required:
 1191

- 1192 1. Date and time;
- 1193 2. Type (specify what was drilled);
- 1194 3. Duration;
- 1195 4. Weather conditions;
- 1196 5. Participants (i.e. students, staff, faculty, law enforcement, fire);
- 1197 6. Brief description of what occurred and procedures followed.

1198 ; and
 1199

1200 **WHEREAS**, the following is a summary table of the fire and school security drills recently conducted in
 1201 the School District:
 1202

September 2017

Date / Time	9/22/2017 2:29pm	9/27/2017 10:12am	
Type of Drill	Fire Drill	Lockdown	
Duration of Drill	63 seconds	7 minutes 32 seconds	
Weather Conditions	Sunny 80's	Cloudy 70's	
Participants	Students/Staff	Students/Staff	
Drill Supervisor	C. Vaughn/S. Dennis	C. Vaughn/S. Dennis	

1203 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of
 1204 Burlington, State of New Jersey, that it hereby certifies that the above monthly fire and school security
 1205 drills have been conducted in accordance with N.J.S.A. 18A:41-1.
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***** *CERTIFICATION OF THE BOARD SECRETARY* *****

1211 **IT IS HEREBY CERTIFIED** that the foregoing Resolution was duly adopted by the Springfield Township
 1212 Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, October 17,**
 1213 **2017** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New
 1214 Jersey.
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**Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday September 19, 2017
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	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Andrew Eaton						X		1
2	Wade Hale, Vice President			X				X	2
3	Kristen Lippincott		X	X					3
4	Gregory Madia			X					4
5	Michael Ramalho	X		X					5
6	James Specca						X		6
7	Gary Walker						X		7
8	Jennifer Webb						X		8
9	Joseph Bucs, 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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UNFINISHED BUSINESS MATTERS

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NEW BUSINESS MATTERS

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

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NONE

MOTION TO REOPEN BOARD FORUM

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, October 17, 2017** 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	Andrew Eaton						X		1

**Springfield Township Board of Education
Jobstown, NJ 08041
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2	Wade Hale, Vice President			X				X	2
3	Kristen Lippincott		X	X					3
4	Gregory Madia	X		X					4
5	Michael Ramalho			X					5
6	James Specca						X		6
7	Gary Walker						X		7
8	Jennifer Webb						X		8
9	Joseph Bucs, 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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REOPENED BOARD FORUM

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Mr. Madia provided a Communications Sub-Committee meeting update. The Communications committee developed some ideas relating to communication with the public and believe that providing a “State of the Board” letter with notable topics of discussion and important items will help engage the public. A quarterly update, summary letter, “executive summary of the Board,” and a link to the Board’s update page were all ideas that the committee feels would help highlight items of importance and reach members of the community that may not be in the “parents circle.” The committee is trying to develop ways to reach the community through social media, email, etc.

MOTION ADJOURN	TIME:	8:20 PM
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***** *CERTIFICATION OF THE BOARD SECRETARY* *****

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, October 17, 2017** 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	Andrew Eaton			X					1
2	Wade Hale, Vice President	X		X					2
3	Kristen Lippincott			X					3
4	Gregory Madia			X					4
5	Michael Ramalho						X		5
6	James Specca		X	X					6

**Springfield Township Board of Education
 Jobstown, NJ 08041
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7	Gary Walker			X					7
8	Jennifer Webb			X					8
9	Joseph Bucs, President			X					9

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

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Respectfully submitted,

SPRINGFIELD TOWNSHIP
 BOARD OF EDUCATION

 Casey DeJoseph
 Secretary to the Board

{SEAL}