

<b>CALL TO ORDER</b>	<b>TIME</b>	<b>7:00 P.M.</b>
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A **Regular Meeting** of the Springfield Township Board of Education will be held on **Tuesday, May 15, 2018** at **7:00 p.m.** in the Springfield Elementary School **Media Center**.

<b>PUBLIC NOTICE</b>
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“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.

<b>PLEDGE OF ALLEGIANCE</b>
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The President will lead the Board and the assemblage in the Pledge of Allegiance.

<b>ROLL CALL OF BOARD MEMBERS AND STAFF</b>
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	Board of Education Member	Present	Late	Absent	
1	Joseph Bucs	X			1
2	Kristen Lippincott, Vice President	X			2
3	Andrew Eaton	X			3
4	Gregory Madia	X			4
5	Michael Ramalho			X	5
6	Gary Walker	X			6
7	Jennifer Webb	X			7
8	Eric Eaton	X			8
9	Wade Hale, President	X			9

**Others present:**

- Craig Vaughn, Chief School Administrator
- Casey DeJoseph, School Business Administrator / Board Secretary
- Joe Knewasser, Interim Educational Facilities Manager
- Kim Hannigan, Interim Supervisor of Curriculum

<b>SCHOOL AND COMMUNITY PRESENTATIONS</b>
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NONE

<b>COMMITTEE UPDATES</b>
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FINANCE & BUDGET COMMITTEE –

NEGOTIATIONS – Mr. Andrew Eaton provided a power point presentation with an update on the status of negotiations. He stated that overall he was disappointed, underwhelmed, and the process has been fruitless thus far. He stated that he cannot say anything positive came out of the mediation session. Mr. Hale asked for the time table and Mr. Eaton replied that we would likely not be assigned a fact-finder until August or September.

**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.*

Ms. Sandi Secouler, STEA President, stated that the STEA and the BOE hadn't presented anything different than their last offer of 0%, 0%, 0% with ten additional days added to the school year without any additional salary.

Ms. Cheryl Bucko asked about the health insurance and stated that she thought the rates were locked in for a full year, she believed that the switch to the SHIF from SHBP was presented as being locked in for a year.

Carol Melman – she asked if healthcare was outside of the 2% cap and asked how far apart the BOE and the STEA were on negotiations; she also asked about longevity as she didn't understand it. Mr. Hale responded longevity is additional pay based on time worked in the district.

**CORRESPONDENCE**

Four items of correspondence is in the drive:

1. Letter from Mrs. Wassall

**SUPERINTENDENT UPDATE & IMPORTANT DATES**

Mr. Vaughn provided the following highlights:

Last week was the school's night out at the Trenton Thunder game; last Thursday Home & School hosted their staff appreciation luncheon; today was the annual Spelling Bee, the two winners would be invited to the June meeting. Next Tuesday is the Spring Concert; next Thursday is the 6<sup>th</sup> graders trip to NYC; June 2<sup>nd</sup> will be the date of the June Frolic.

**APPROVAL OF MINUTES**

**WORK SESSION - Wednesday, April 11, 2018**  
**REGULAR MEETING - Tuesday, April 17, 2018**  
**BUDGET HEARING - Wednesday, April 25, 2018**

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

**IT IS HEREBY CERTIFIED** that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 15, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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

**SUPERINTENDENT’S REPORT (ENROLLMENT & HIB REPORT)**

**A. ACCEPTING ENROLLMENT STATISTICS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-251**

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

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

**WHEREAS,** the Board of Education also relies on accurate enrollment counts for such reports as the Application for State School Aid Report, the annual Budget Statements, the annual December 1<sup>st</sup> 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 <b>April 30, 2018</b>	Difference
11-105-100-101-101-105	Pre-School Regular	14	20	+6
11-110-100-101-101-110	Kindergarten	28	23	-5
11-120-100-101-101-401	First Grade	25	24	-1
11-120-100-101-101-402	Second Grade	28	26	-2
11-120-100-101-101-403	Third Grade	31	26	-5
11-120-100-101-101-404	Fourth Grade	25	29	+4
11-120-100-101-101-405	Fifth Grade	34	26	-8
11-130-100-101-101-406	Sixth Grade	45	32	-13
11-212-100-101-101-100	Multiple Disabled	4	7	+3
11-215-100-101-101-100	Pre-School Disabled PT	3	6	+3
11-000-100-56X-60X-XXX	Out-of-District Placement	2	2	0
	<b>TOTAL</b>	<b>239</b>	<b>221</b>	<b>-18</b>

;and

Month	Enrollment	Monthly Change
June 2017	239	
July 2017	215	-24
August 2017	218	+3
September 2017	218	0
October 2017	218	0
November 2017	218	0
December 2017	217	-1
January 2018	219	+2
February 2018	221	+2
March 2018	220	-1
April 2018	221	+1
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.

**B. APPROVING MONTHLY HIB REPORT**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-135-252**

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

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

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

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

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

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

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

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

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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, May 15, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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

<b>CONTRACT ADMINISTRATION</b>
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**A. APPROVING AN INTERLOCAL AGREEMENT WITH RIVERTON BOE**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-250**

**APPROVING AN INTER-LOCAL SERVICES AGREEMENT BETWEEN  
THE BOARD OF EDUCATION OF THE RIVERTON SCHOOL DISTRICT AND THE  
BOARD OF EDUCATION OF SPRINGFIELD TOWNSHIP**

**WHEREAS**, this agreement is effective the 1<sup>st</sup> day of September, 2018, between the Board of Education of the Riverton School District, a body corporate of the State of New Jersey, having its principal offices located at 600 Fifth Street, Riverton, Burlington County, State of New Jersey, (hereinafter referred to as "Riverton") and the Board of Education of Springfield Township, Jacksonville-Jobstown Road, Jobstown, Burlington County, State of New Jersey (hereinafter referred to as "Springfield"); and

**WHEREAS**, in accordance with the Inter-local Services Act, N.J.S.A. 40:8A-1, et., municipal bodies, authorities and school districts desiring to provide or perform services on behalf of each other may do so by contract; and

**WHEREAS**, Springfield is in a position to provide LDTC services to the Riverton School District; and

**WHEREAS**, these LDTC services will be provided by Springfield to the Riverton School District and it is the parties intention to memorialize this arrangement by entering into this Inter-local Services Agreement and to establish the services being provided and the payments to be made by the parties hereto for said services; and

**WHEREAS**, by Springfield providing these services to the respective school district, cost savings will be effectuated; and

**WHEREAS**, the parties hereto deem it appropriate to and desire to enter into formal Inter-local Services Agreement for the providing of such services and the payment therefore by the respective parties.

**WHEREAS**, in consideration of the mutual terms, conditions and covenants herein, it is agreed by and between the parties as follows:

A. Springfield's Responsibilities and Obligations

1. Springfield will provide on-site LDTC Services to Riverton by providing one certified LDTC for a period of up to eight days per month, September 2018 through June 2019.
2. LDTC services shall be based upon the length of day currently specified by the agreement between the Springfield Township Education Association and the Springfield Township Board of Education (6.75 hours per day for the current negotiated contract).
3. In collaboration with Riverton, Springfield will develop a calendar of dates outlining when LDTC services will be provided; this calendar shall provide one fixed day per week with two additional days per month available in response to the needs of the Riverton district.
4. Springfield shall provide a monthly invoice to Riverton based upon the submission of completed, verified (via signature by Riverton administration) timesheets.

B. Riverton Responsibilities and Obligations

- a. Riverton shall pay Springfield the costs for the services provided, as estimated in the chart attached hereto and identified as Schedule "A," on a monthly basis. Payment shall be based upon the submission of completed, verified (via signature by Riverton administration) timesheets.
- b. The parties recognize and agree that the estimated cost projections outlined in Schedule "A" are reasonable and necessary for the services being provided by Springfield and may be subject to change depending upon an increase or decrease in the total number of days serviced.

C. Miscellaneous

- a. If any clause, sentence, paragraph, section or part of this Agreement is determined to be invalid by a Court of competent jurisdiction then such judgment shall not affect, impair or invalidate the remainder thereof but shall be limited to clause, sentence, paragraph, section or part thereof.
- b. Failure of any party to either provide services or make payments as called for in this Agreement shall give the other party the right to cancel this Agreement upon sixty (60) days written notice of such default and the failure of the party to cure same within ten (10) days of receipt of said notice.

**SCHEDULE "A"  
ESTIMATED COST PROJECTION**

SCHOOL DISTRICT	2018-2019 COST
Riverton	Per diem = \$468.19 (\$93,638 / 200)
	Estimated total cost - \$468.19 X 80 days = \$37,455.20

**B. APPROVING A TECHNICAL SERVICE AGREEMENT FOR INSTANT ALERT SERVICES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-271**

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO  
THE BOARD TO EXECUTE A TECHNICAL SERVICE AGREEMENT  
FOR INSTANT ALERT SERVICES  
WITH HONEYWELL INTERNATIONAL INC.  
FROM JULY 1, 2018 ENDING JUNE 30, 2019**

**WHEREAS,** N.J.S.A. 18A:18A-14.2 provides that any board of education may contact or lease provide electronic data processing services for the board of education of another school district, and may undertake with such other board of education the joint operation of electronic data processing of their several official records and other information relative to their official activities, services and responsibilities; and

**WHEREAS,** the Township of Springfield Board of Education, Burlington County, has developed a contractual relationship with **Honeywell International Inc., 115 Tabor Road, P.O. Box 318 Morris Plains, NJ 07950** pursuant to N.J.S.A. 18A:18A-14.2 and wishes to adopt said contract as a cost effective way to provide basic electronic data processing for the district.

**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 agreement, for the period of **July 1, 2018 to June 30, 2019**, with the **Honeywell International Inc.**

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**CERTIFICATION OF AVAILABILITY OF FUNDS**

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-190-100-340-050-210-0	
Account Title	UNDIST INSTANT ALERT SRV	
Certification Date	May 4, 2018	
Beginning Balance		\$830.00
Contract Encumbrance Account		-\$682.00
Ending Balance		\$148.00

Fiscal Notes:

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**C. APPROVING A PROFESSIONAL SERVICES CONTRACT FOR OCCUPATIONAL THERAPY SERVICES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION



# RESOLUTION #17/18-RM-135-272

## RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD TO EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR THE SERVICES OF AN OCCUPATIONAL THERAPIST

**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 an occupational therapist; and

**WHEREAS,** the company, **Heartland Rehabilitation Services, 212 North Broadway, Pennsville NJ 08070**, is duly qualified by experience and qualifications to perform the professional services stipulated in this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington State of New Jersey, that the President and Secretary to the Board are hereby authorized to execute a contract for professional services with **Heartland Rehabilitation Services, Pennsville NJ** in an amount not-to-exceed **twenty two thousand five hundred dollars (\$22,500)**, without additional authorization for the period from **July 1, 2017 to June 30, 2018**; and

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

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### CERTIFICATION OF AVAILABILITY OF FUNDS

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-216-340-050-421-0	
Account Title	OCCUP THRPY SRV	
Certification Date	May 4, 2018	
Beginning Balance		\$22,500.00
Contract Encumbrance Account		(\$22,500.00)
Ending Balance		\$0.00

Fiscal Notes:

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**D. APPROVING A PROFESSIONAL SERVICES CONTRACT FOR PHYSICAL THERAPY SERVICES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-273**

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD TO EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR THE SERVICES OF A PHYSICAL THERAPIST**

**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 physical therapist; and

**WHEREAS,** **Pediatric Therapeutic Services, 525 Fayette Street, Conshohocken PA 19428,** are duly qualified by experience and qualifications to perform the professional services stipulated in this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington State of New Jersey, that the President and Secretary to the Board are hereby authorized to execute a contract for professional services with **Pediatric Therapeutic Services, Conshohocken PA** in an amount not-to-exceed **ten thousand dollars (\$10,000)** for the period from **July 1, 2018 to June 30, 2019;** and

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

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**CERTIFICATION OF AVAILABILITY OF FUNDS**

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-216-340-050-422-0	
Account Title	PHYS THRPHY SRV	
Certification Date	May 4, 2018	
Beginning Balance		\$10,000.00
Contract Encumbrance Account		(\$10,000.00)
Ending Balance		\$0.00

Fiscal Notes:

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Casey DeJoseph  
Business Administrator/Board Secretary

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**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.

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

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**E. APPROVING A PROFESSIONAL SERVICES CONTRACT FOR SUBSTITUTE NURSING SERVICES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-274**

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD TO EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR SUBSTITUTE NURSING SERVICES WITH BAYADA PEDIATRICS FOR THE 2018-2019 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 substitute nursing; and

**WHEREAS,** **BAYADA PEDIATRICS, 521 Fellowship Road, Mt Laurel NJ 08054,** 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 **BAYADA PEDIATRICS of Mt Laurel, New Jersey**, in an amount not-to-exceed **fifty five dollars (\$55)** per hour; 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.

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**CERTIFICATION OF AVAILABILITY OF FUNDS**

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-213-100-050-104-0	
Account Title	NURSE SUB PAY	
Certification Date	May 4, 2018	
Beginning Balance		\$2,750.00
Contract Encumbrance Account		(2,750.00)
Ending Balance		\$0.00

Fiscal Notes:

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Casey DeJoseph  
Business Administrator/Board Secretary

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**F. APPROVING A PROFESSIONAL SERVICES CONTRACT FOR AUDITING SERVICES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-275**

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD TO  
EXECUTE A PROFESSIONAL SERVICES CONTRACT  
FOR THE SERVICES OF A BOARD AUDITOR  
TO CERTIFY COMPLIANCE WITH REQUIREMENTS FOR INCOME TAX  
PURSUANT TO N.J.A.C. 6A: 23A-4.2**

**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 board auditor to comply with provisions of N.J.A.C. 6A:23A-4.2; and

**WHEREAS,** **Holman, Frenia, Allison P.C., 618 Stokes Road, Medford, New Jersey 08055,** 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 audit and filing services with the **Holman, Frenia, Allison P.C., Medford, New Jersey,** in an amount not-to-exceed **eighteen thousand dollars and five hundred (\$18,500)** for the **2018-2019** 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.

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**CERTIFICATION OF AVAILABILITY OF FUNDS**

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-230-332-000-402-0	
Account Title	ACCOUNTANT AUDIT SRV	
Certification Date	May 4, 2018	
Beginning Balance		\$18,500.00
Contract Encumbrance Account		(18,500.00)
Ending Balance		\$0.00

Fiscal Notes:

**G. APPROVING A TECHNICAL SERVICE AGREEMENT FOR STAFF MANAGEMENT SERVICES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-276**

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO  
 THE BOARD TO EXECUTE A TECHNICAL SERVICE AGREEMENT  
 FOR STAFF MANAGEMENT SERVICES  
 WITH THE GENESIS EDUCATIONAL SERVICES, INC.  
 FROM JULY 1, 2018 ENDING JUNE 30, 2019**

**WHEREAS,** N.J.S.A. 18A:18A-14.2 provides that any board of education may contact or lease provide electronic data processing services for the board of education of another school district, and may undertake with such other board of education the joint operation of electronic data processing of their several official records and other information relative to their official activities, services and responsibilities; and

**WHEREAS,** the Township of Springfield Board of Education, Burlington County, has developed a contractual relationship with **Genesis Educational Services, Inc., 300 Buckelew Avenue, Suite #201, Jamesburg, New Jersey**, pursuant to N.J.S.A. 18A:18A-14.2 and wishes to adopt said contract as a cost effective way to provide basic electronic data processing for the district.

**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 agreement, for the period of **July 1, 2018 to June 30, 2019**, with the **Genesis Educational Services, Inc.**

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**CERTIFICATION OF AVAILABILITY OF FUNDS**

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-221-500-050-450-0	
Account Title	CUR/INST GENESIS STF SRV	
Certification Date	May 4, 2018	
Beginning Balance		\$5,000.00
Contract Encumbrance Account		-\$5,000.00
Ending Balance		\$0.00

Fiscal Notes:

\_\_\_\_\_  
Casey DeJoseph  
Business Administrator/Board Secretary

\*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*

**H. APPROVING A TECHNICAL SERVICE AGREEMENT FOR STUDENT INFORMATION SERVICES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-277**

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO  
THE BOARD TO EXECUTE A TECHNICAL SERVICE AGREEMENT  
FOR STUDENT INFORMATION SERVICES  
WITH THE GENESIS EDUCATIONAL SERVICES, INC.  
FROM JULY 1, 2018 ENDING JUNE 30, 2019**

**WHEREAS,** N.J.S.A. 18A:18A-14.2 provides that any board of education may contact or lease provide electronic data processing services for the board of education of another school district, and may undertake with such other board of education the joint operation of electronic data processing of their several official records and other information relative to their official activities, services and responsibilities; and

**WHEREAS,** the Township of Springfield Board of Education, Burlington County, has developed a contractual relationship with **Genesis Educational Services, Inc., 300 Buckelew Avenue, Suite #201, Jamesburg, New Jersey**, pursuant to N.J.S.A. 18A:18A-14.2 and wishes to adopt said contract as a cost effective way to provide basic electronic data processing for the district.

**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 agreement, for the period of **July 1, 2018 to June 30, 2019**, with the **Genesis Educational Services, Inc.**

\*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*

**CERTIFICATION OF AVAILABILITY OF FUNDS**

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-211-500-050-450-0	
Account Title	ATTEND GENESIS STDNT SRV	
Certification Date	May 4, 2018	
Beginning Balance		\$7,065.00
Contract Encumbrance Account		-\$7,700.00
Ending Balance		\$635.00

Fiscal Notes:

\_\_\_\_\_  
Casey DeJoseph  
Business Administrator/Board Secretary

\*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*

**I. AUTHORIZE EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR SCHOOL PSYCHOLOGY SERVICES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-278**

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD TO EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR THE SERVICES OF A SCHOOL PSYCHOLOGIST FOR 2018-2019**

**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 **school psychologist**; and

**WHEREAS,** **Alan Kotzen, Ph.D., 41 Glenfield Drive, Richboro PA 18954,** 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 audit and filing services with the, in an amount not-to-exceed **two thousand five hundred dollars (\$2,500)** for the period of **July 1, 2018 to June 30, 2019**; 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.

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**CERTIFICATION OF AVAILABILITY OF FUNDS**

CATEGORY	DESCRIPTION	AMOUNT
Account Number	20-250-200-390-050-372-0	
Account Title	IDEA BSC PSYCH SRV	
Certification Date	May 4, 2018	
Beginning Balance		2500.00
Contract Encumbrance Account		-2500.00
Ending Balance		0.00

Fiscal Notes:

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**J. APPROVING A PROFESSIONAL SERVICES CONTRACT FOR OCCUPATIONAL AND EMPLOYEE HEALTH SERVICES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-279**

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD TO EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR OCCUPATIONAL AND EMPLOYEE HEALTH SERVICES FOR THE 2018-2019 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 At Work Occupational Health Services, 895 Rancocas Road, Westampton, NJ 08060**, 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 At Work Occupational Health Services, Westampton NJ** for the **2018-2019** 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.

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**K. APPROVING AN INTERLOCAL AGREEMENT WITH NORTHERN BURLINGTON REGIONAL FOR TECHNOLOGY SERVICES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-283**

**APPROVING AN INTER-LOCAL SERVICES AGREEMENT BETWEEN THE BOARD OF EDUCATION OF THE NORTHERN BURLINGTON COUNTY REGIONAL SCHOOL DISTRICT AND BOARD OF EDUCATION OF CHESTERFIELD TOWNSHIP AND BOARD OF EDUCATION OF MANSFIELD TOWNSHIP AND BOARD OF EDUCATION OF SPRINGFIELD TOWNSHIP**

**WHEREAS**, this agreement is effective to the 1<sup>st</sup> day of July, 2018, between the Board of Education of the Northern Burlington County Regional School District, a body corporate of the State of New Jersey, having its principal offices located at 160 Mansfield Road East, Mansfield Township, Burlington County, State of New Jersey, (hereinafter referred to as "Northern Burlington") and Board of Education of Chesterfield Township, 295 Bordentown-Chesterfield Road, Chesterfield Township, Burlington County, State of New Jersey (hereinafter referred to as "Chesterfield") and Board of Education of Mansfield Township, 200 Mansfield Road as Mansfield Township, Burlington County, State of New Jersey (hereinafter referred to as "Mansfield") and Board of Education of Springfield Township, Jacksonville Road, Jobstown, Burlington County, State of New Jersey (hereinafter referred to as "Springfield"); and

**WHEREAS**, in accordance with the Inter-local Services Act, N.J.S.A. 40:8A-1, et., municipal bodies, authorities and school districts desiring to provide or perform services on behalf of each other may do so by contract; and

**WHEREAS**, Northern Burlington has been and remains in a position to provide technical services to other parties to this Agreement which are constituent school districts of the Regional School District operated by Northern Burlington; and

**WHEREAS**, these technical and support services have been provided by Northern Burlington to the various school districts on an informal basis for a number of years and it is the parties intention to memorialize this informal arrangement by entering into this Inter-local Services Agreement and to establish the services being provided and that payments to be made by the parties hereto for said services; and

**WHEREAS**, by Northern Burlington providing these services to the respective school districts, cost savings will be effectuated; and

**WHEREAS**, the parties hereto deem it appropriate to and desire to enter into formal Inter-local Services Agreement for the providing of such services and the payment therefore by the respective parties.

**WHEREAS**, in consideration of the mutual terms, conditions and covenants herein, it is agreed by and between the parties as follows:

D. Northern Burlington's Responsibilities and Obligations

5. Northern Burlington will provide on-site support to Chesterfield by providing at least one technician per day, one day per week, eight hours per day, fifty weeks per year, including transportation. Further, Northern Burlington will provide an entry level support person for 16 hours per week fifty weeks per year. Additional support shall be provided as deemed necessary by the Northern Burlington's Technology Director and agreed to by Chesterfield at an additional fee. Said additional fee shall be agreed upon by both parties using a cost basis of \$50 per hour.
6. Northern Burlington will provide on-site support to Mansfield by providing at least one technician per day, two days per week, eight hours per day, fifty weeks per year, including transportation. Further, during the summer months, Northern Burlington will provide entry level support person(s) for 40 hours per week, for eight weeks. Additional support shall be provided as deemed necessary by the Northern Burlington's Technology Director and agreed to by Mansfield at an additional fee. Said additional fee shall be agreed upon by both parties using a cost basis of \$50 per hour.
7. Northern Burlington shall provide on-site support to Springfield by providing at least one service technician, one day per week, eight hours per day, fifty weeks per year, transportation included. Additional support shall be provided as deemed necessary by the Northern Burlington's Technology Director and agreed to by Springfield at an additional fee. Said additional fee shall be agreed upon by both parties using a cost basis of \$50 per hour.
8. Northern Burlington shall provide emergency response to the other parties by telephone, email, cell phone or other personal response as necessary.
9. Northern Burlington shall provide the services of a service technician who shall be a qualified professional and familiar with each contact point.
10. Northern Burlington shall provide parts and supplies necessary to maintain the technical systems of the various parties through its own facilities or providing assistance with

vendors who would supply same directly to the parties.

11. Northern Burlington shall host, maintain and administer e-mail addresses for all permanent staff members within the Regional School District which comprises the schools operated by Northern Burlington, Mansfield and Springfield.
12. If requested, Northern Burlington will host, maintain and administer a web server for use by all web pages of the Regional School District including the parties hereto. Webmaster program design, support, and consultation shall be available from Northern Burlington at an additional fee. Said additional fee shall be agreed upon by both parties using a cost basis of \$50 per hour.
13. Northern Burlington shall provide internet content filtering with appropriate software or hardware.
14. Northern Burlington shall provide email filtering on stand-alone server with appropriate software or hardware.
15. Northern Burlington shall provide masked/server exposure to the internet through the Network Address Translation (NAT) behind Cisco Firewall or equivalent. In addition, software upgrades and hardware replacements shall be provided.
16. Northern Burlington shall provide continuous WAN/LAN network monitoring and bandwidth utilization reports.
17. Northern Burlington shall provide coordination/problem resolution with carrier/provider on all aspects relative to the WAN/Internet connections through the Northern Burlington Regional Technology Director.

E. Chesterfield, Mansfield, and Springfield Responsibilities and Obligations

- a. Each of the above named school districts shall promptly pay Northern Burlington the costs for the services provided on an annual basis as estimated in the chart attached hereto and identified as Schedule "A". Payment shall be made to Northern Burlington in ten (10) equal consecutive monthly installments commencing on August 31<sup>st</sup> of each year and continuing until May 31<sup>st</sup> of each year.
- b. The parties recognize and agree that the estimated cost projections outlined in Schedule "A" are reasonable and necessary for the equipment and services being provided by Northern Burlington and may be subject to change depending upon an increase in costs or unanticipated contingencies associated with each school district's respective program.

F. Miscellaneous

- a. If any clause, sentence, paragraph, section or part of this Agreement is determined to be invalid by a Court of competent jurisdiction then such judgment shall not affect, impair or invalidate the remainder thereof but shall be limited to clause, sentence, paragraph, section or part thereof
- b. Failure of any party to either provide services or make payments as called for in this Agreement shall give the other party the right to cancel this Agreement upon sixty (60) days written notice of such default and the failure of the *party* to cure same within ten (10) days of receipt of said notice.
- c. This Agreement is extended each July 1 by mutual consent unless provided sixty days advance written notice of intent to cancel this IN WITNESS WHEREOF, and intending to be legally bound, the parties have caused this Agreement to be duly signed, sealed and executed by their respective proper officials as of the day and year first written above.

**SCHEDULE "A"**

**ESTIMATED COST PROJECTION**

<b>SCHOOL DISTRICT</b>	<b>2018-19 COST</b>	<b>2019-20 COST</b>	<b>2020-21 COST</b>
Chesterfield	\$72,100	\$74,500	\$81,500
Mansfield	\$101,500	\$106,300	\$111,100
Springfield	\$55,000	\$57,500	\$59,750

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**L. APPROVING AN EDUCATIONAL SERVICES CONTRACT WITH BURLINGTON COUNTY EDUCATIONAL SERVICES UNIT FOR LDTC SERVICES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-284**

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE BUSINESS ADMINISTRATOR/SECRETARY TO THE BOARD TO EXECUTE A CONTRACT FOR EDUCATIONAL SERVICES WITH THE BURLINGTON COUNTY EDUCATIONAL SERVICES UNIT FOR THE 2018-2019 SCHOOL YEAR**

**WHEREAS**, certain students of the Township of Springfield School District have Individualized Education Programs (hereinafter "I.E.P.") which requires the Township of Springfield Board of Education to purchase educational services from certain qualified professionals; and

**WHEREAS**, the **EDUCATIONAL SERVICES UNIT, Burlington County Special Services School District, 20 Pioneer Boulevard, Westampton, New Jersey 08060**, is duly qualified and experienced to provide the required services at the rates below indicated

**CHILD STUDY TEAM SERVICES**

<b>SERVICE PROVIDED</b>	<b>IN COUNTY</b>	<b>OUT OF COUNTY</b>
Counselor	\$76/hour \$475/day BLOCK RATE*	\$88.00/hour
Learning Disabilities Teacher/Consultant		
Psychologist		
Social Worker		
	*NOTICE* No Show Charges will apply: Hourly Services - One (1) hour at contract rate	

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the President and Business Administrator/Board Secretary are hereby authorized to execute a contract for services.

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**CERTIFICATION OF AVAILABILITY OF FUNDS**

Category	Description	Amount
Name of Account	CST BCSSSD PUR LDTC SRV	
Account Number	11-000-219-390-050-370-0	
Certification Date	May 4, 2018	
Beginning Balance		53,500.00
Contract Encumbrance Amount		-53,500.00
Ending Balance		0.00

Fiscal Notes:

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**M. APPROVING THE RENEWAL AGREEMENT FOR DENTAL INSURANCE**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-286**

**RESOLUTION AUTHORIZING THE PRESIDENT AND BOARD SECRETARY  
TO ENTER INTO AN AGREEMENT  
FOR A DENTAL INSURANCE PROGRAM**

**WHEREAS,** the Township of Springfield Board of Education is required by the terms and conditions of contracts with collective bargaining units and individual employees to provide dental insurance coverage; and

**WHEREAS,** a recommendation has been made by the Board of Education's health benefits consultant, Brown & Brown, to renew the contract with the present dental insurance carrier, **HORIZON HEALTHCARE DENTAL/PUBLIC EMPLOYER TRUST, Post Office Box 1710, Newark NJ 07101-1938;** 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 Board Secretary are hereby authorized to enter into a **one (1) year** agreement for a dental insurance program with **Horizon Healthcare Dental/Public Employer Trust** at the same level of benefits and methods of administration as previously existed under the following **two (2) year** rate structure effective **July 1, 2018 and guaranteed through June 30, 2019:**

Coverage Type	Single	Husband/Wife	Parent/Child	Family
Monthly Rate	\$51.37	\$92.58	\$92.58	\$137.22

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<b>MOTION TO SET ASIDE LETTER "M" FROM CONTRACT ADMINISTRATION</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, May 15, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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

<b>MOTION TO SEPARATE/TABLE LETTERS "G &amp; H" UNTIL JUNE</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, May 15, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

5	Michael Ramalho						X		5
6	Gary Walker			X					6
7	Jennifer Webb				X				7
8	Eric Eaton			X					8
9	Wade Hale, President			X					9

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

Mrs. Webb asked if there was a separation clause and asked Mr. Bucs if he felt that approving tonight would affect getting answers in the coming weeks. She stated that either way we will have to approve these next month. Mr. Andrew Eaton asked if the question was related to the storage/audit of data.

**MOTION TO APPROVE LETTERS "A - F" AND "I - L"**

\*\*\*\*\* 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, May 15, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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

**MOTION APPROVE LETTER "M"**

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

**IT IS HEREBY CERTIFIED** that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 15, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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

<b>FINANCE &amp; BUDGET</b>
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**A. APPROVING THE PAYMENT OF MEDICAL COVERAGE WAIVERS FOR THE 2017-18 SCHOOL YEAR AND RATIFYING A TRANSFER OF FUNDS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

## **RESOLUTION #17/18-RM-135-285**

**RESOLUTION APPROVING THE PAYMENT OF MEDICAL COVERAGE WAIVERS  
 FOR THE 2017-18 SCHOOL YEAR  
 PURSUANT TO ARTICLE VII – INSURANCE, SECTION E. OF THE AGREEMENT BETWEEN  
 THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION  
 AND THE SPRINGFIELD TOWNSHIP EDUCATION ASSOCIATION [IN PART]  
 AND NEW JERSEY STATE EMPLOYEES HEALTH BENEFITS PROGRAM [IN PART]  
 AND RATIFYING A TRANSFER OF FUNDS**

**WHEREAS** the State of New Jersey, Department of Treasury, Division of Pensions and Benefits, Form HA-0109-0510p provides that employees in the School Employees State Health Benefits Program may elect to waive medical and prescription benefits under the provisions that the “payment may not be more than 25% of the amount saved by the employer because of the waiver or \$5,000, whichever is less”; and

**WHEREAS** Article VII – Insurance, Section E of the agreement between the Springfield Township Board of Education and the Springfield Township Education Association, provides that an employee eligible for medical and prescription coverage may elect to waive medical and prescription benefits under the provisions that the employee “may elect to accept a payment equal to 35% of the PPO premium for which they are eligible in lieu of medical coverage and/or a payment of 35% of the premium for which they are eligible in lieu of prescription coverage.”; and

**WHEREAS** the employees of the Springfield Township Board of Education were enrolled for six months under the State Health Benefits Program and six months under the School’s Health Insurance Fund program; and



LAST NAME	FIRST NAME	SHIF	SHBP	TOTAL
Bifulco	Bobbi Jo	\$5,750.79	\$2,500.00	\$8,250.79
Buffa	Denise	\$4,021.06	\$0.00	\$4,021.06
Csolak	Bridget	\$5,750.79	\$2,500.00	\$8,250.79
Kolev	Wendy	\$4,021.06	\$2,500.00	\$6,521.06
Nims	Samantha	\$2,010.54	\$0.00	\$2,010.54
Ricciani	Joann	\$5,750.79	\$2,500.00	\$8,250.79
Roats	Theresa	\$2,010.54	\$1,448.00	\$3,458.54
Schleider	Justin	\$5,750.79	\$0.00	\$5,750.79
Sepessy	Patricia	\$4,021.06	\$0.00	\$4,021.06
Weaver	Chelsie	\$2,010.54	\$0.00	\$2,010.54
		\$41,097.96	\$11,448.00	\$52,545.96
	<b>TOTAL</b>	<b>\$52,545.96</b>		

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Business Administrator is hereby authorized to issue payment as above detailed in the **May 30, 2018** pay period.

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**CERTIFICATION OF AVAILABILITY OF FUNDS**

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-291-290-000-000-0	
Account Title	UNDIST OTH EMPLY BNFT	
Certification Date	April 27, 2018	
Beginning Balance		47251.00
Contract Encumbrance Account		-52545.96
Revised Balance		-5294.96
Transfer Fr Account Number	11-000-291-270-000-511-0	
Transfer Fr Account Title	UNDIST M/P BNFT 120000	
Transfer Fr Opening Balance	243469.23	
Transfer Fr/To Amount	-5294.96	5294.96
Transfer Fr Ending Balance	238174.27	
Ending Balance		0.00

Fiscal Notes:

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Casey DeJoseph  
Business Administrator/Board Secretary

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**B. APPROVING THE ANTICIPATED REVENUE REPORT**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-253**

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

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

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

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

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

\_\_\_\_\_  
Casey DeJoseph  
Business Administrator/Board Secretary

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-254**

**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 APRIL 2018**

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

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

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

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

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

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

Account #	PO #	Vendor #	Liquidated	Paid	Excess	%
None						

**Springfield Township Board of Education  
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<b>Reason For Excess:</b>
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; and

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

\*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*

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

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-255**

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

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

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

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

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

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

\*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*

**E. CERTIFYING THE EWEG REIMBURSEMENT REQUESTS**

**Springfield Township Board of Education  
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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION#17/18-RM-135-256**

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

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

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

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

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

YEAR	ACCT	GRANT	FUNC	OBJ	DESCRIPTION	AMOUNT	TOTAL
17-18	231	TITLE1A	100	101	SALARIES OF TEACHERS		0
				610	GENERAL SUPPLIES		0
					<b>TOTAL 100 SERIES</b>		<b>0</b>
			200	200	PERSONAL SRV EMP BENEF		0

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				500	OTHER PURCHASED SERVICES		0
					<b>TOTAL 200 SERIES</b>		<b>0</b>
					<b>MONTHLY TOTAL</b>		<b>0</b>
17-18	250	IDEA BSC	100	565	TUIT COUNTY SPEC SERV		0
				565	TUIT COUNTY SPEC SERV (ESY)		0
					<b>TOTAL 100 SERIES</b>		<b>0</b>
			200	300	PURCH PROF/TECH SVS		0
					<b>TOTAL 200 SERIES</b>		<b>0</b>
					<b>MONTHLY TOTAL</b>		<b>0</b>
17-18	251	IDEA PSD	100	565	TUIT COUNTY SPEC SERV		0
					<b>TOTAL 100 SERIES</b>		<b>0</b>
					<b>MONTHLY TOTAL</b>		<b>0</b>
17-18	270	TITLE 2A	200	300	PURCH ED/PROF/TECH SVS		0
					<b>TOTAL 200 SERIES</b>		<b>0</b>
					<b>MONTHLY TOTAL</b>		<b>0</b>

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17-18	270	TITLE 4A	200	600	PURCH ED/PROF/TECH SVS		0
					<b>TOTAL SERIES</b>		<b>0</b>
					<b>MONTHLY TOTAL</b>		<b>0</b>
17-18	450	REAP	200	300	PURCH ED/PROF/TECH SVS		0
					<b>TOTAL 200 SERIES</b>		<b>0</b>
17-18	450	REAP	200	500	OTHER PRCH SVS		0
					<b>TOTAL 500 SERIES</b>		<b>0</b>
					<b>MONTHLY TOTAL</b>		<b>0</b>
					<b>TOTAL - ALL GRANTS</b>		<b>0</b>

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**REIMBURSEMENT SUMMARY**

GRANT PROGRAM	YEAR	TOTAL FUNDS AVAILABLE	EXPENDITURES TO DATE	PRESENT ENCUMB	REMAIN BALANCE
TITLE1A	17-18	41776	16569	3071	22137
IDEA BSC	17-18	70140	60164	12010	0
IDEA PSD	17-18	5037	1120	0	3917
TITLE 2A	17-18	10119	6599	0	3520

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TITLE 4A	17-18	10000	10000	0	0
REAP	17-18	27725	20264	747	6715
TOTAL		164797	114716	15828	36289

74 Fiscal Note:

75  
 76 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of  
 77 Burlington, State of New Jersey, that Board certifies the EWEG submissions as above listed.  
 78

79 \*\*\*\*\*                    \*\*\*\*\*                    \*\*\*\*\*

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 83 **F. APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES**

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 85 TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

86  
 87 **RESOLUTION #17/18-RM-135-257**

88  
 89 **RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES**  
 90 **AS OF APRIL 30, 2018 FOR THE 2017-2018 PROGRAM YEAR**  
 91 **PURSUANT TO BOARD OF EDUCATION STANDARD OPERATING PROCEDURE 3-003**  
 92 **TO MONITOR THE % OF EXPENDITURE TO CONTROL CARRY-OVER WAIVER REQUESTS**  
 93 **UNDER GUIDANCE OF THE NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM**  
 94 **FISCAL MANAGEMENT - RESTRICTED REVENUES**

95  
 96 **WHEREAS,** Standard Operating Procedure 3-003 provides for the mechanism for Board of Education  
 97 monitoring of restricted revenue expenditure levels as the Board of Education must ensure that restricted  
 98 revenue accounts must be appropriated and fully expended in a timely manner and in accordance with  
 99 grant allocations/budgets; and

100  
 101 **WHEREAS,** the New Jersey Quality Single Accountability Continuum (NJQSAC) - District  
 102 Performance Review - D. Restricted Revenues - Sections 1.b. and 1.d provide the following guidance:

- 103  
 104 1.b. Grant funds are spent as budgeted. Amendments and budget modifications are  
 105 completed for changes that exceed the applicable threshold (entitlement grants - lesser  
 106 of 10% or \$50,000; discretionary grants - lesser of 10% or \$10,000;



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107           1.d.    At least 85 percent of the ESSA and IDEA grant funds are expended in one year. For  
 108                    Title I, a waiver to carry over more than 15% has not been requested within the last three  
 109                    years;

110 ; and

111  
 112 **WHEREAS,** the Business Administrator/Secretary to the Board reports the following:  
 113

GRANT	YEAR	CURRENT APPROPR	TOTAL EXPENDED	TOTAL ENCUMBERED/CARRYOVER	UNEXPENDED DOLLAR BALANCE	UNEXPENDED PERCENT BALANCE
TITLE 1A	17-18	41776	16568.18	3070.86	22136.96	53%
IDEA BSC	17-18	70140	60164	12010	0.00	0%
IDEA PSD	17-18	5037	1120	0	3917	78%
TITLE 2A	17-18	10119	6598.20	0	3520.80	20%
TITLE 4A	17-18	10000	10000	0	0	0%
REAP	17-18	27725	20263.62	746.58	5871.52	22%

114  
 115 ; and

116  
 117 **WHEREAS,** the following Board of Education comments and/or discussion was had, if any, on the  
 118 matter of this Resolution:  
 119

120 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of  
 121 Burlington, State of New Jersey, that the above summary represents the monthly certification of grant  
 122 expenditures for the program year **2017-2018** Every Student Succeeds Act, IDEA Part B, REAP Grant;  
 123 and

124  
 125 **BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be forwarded to the  
 126 responsible staff and said staff shall provide the Board of Education with a detailed explanation for any  
 127 grants that will exceed the fifteen percent (15%) waiver amount at the end of the program year.  
 128

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10		FICA REIMBURSEMENT – MARCH 30	1	7064.85
10		FICA REIMBURSEMENT – APRIL 15	1	7064.85
10		FICA REIMBURSEMENT –		
		<b>TOTAL FUND 10</b>		<b>14129.7</b>
11	11-000-XXX	UNDISTRIBUTED EXPEND	33	50399.70
	11-150-XXX	REGULAR – HOME INS		
	11-190-XXX	REGULAR PROGRAM UNDISTR	8	3045.18
	11-213-XXX	RESOURCE ROOM		
	11-215-XXX	PRESCH. DISAB. PART-TIME		
	11-230-XXX	BASIC SKILLS/REMEDIAL		
	11-403-XXX	OTHER INSTR PROGRAMS		
	11-999-XXX	POSTING ACCOUNTS		
	11-401-XXX	SCHOOL SPON COCURR		
11	11-000-291	HEALTH/RX PAYMENT	2	62920.09
		<b>TOTAL FUND 11</b>	<b>41</b>	<b>113319.79</b>
12	12-000-400	FACILITIES ACQUISTION		
		<b>TOTAL FUND 12</b>		
20	20-231-XXX	TITLE 1A		
	20-250-XXX	IDEA BASIC	3	2586.00
	20-251-XXX	IDEA PRE-SCHOOL	1	2093.04
	20-270-XXX	TITLE 2A		
	20-280-XXX	TITLE 4A		
	20-450-XXX	REAP	1	746.58
		<b>TOTAL FUND 20</b>	<b>8</b>	<b>5425.62</b>
30	30-000-XXX	UNDIST EXPENDITURE		
		<b>TOTAL FUND 30</b>		
40	40-701-510	INTEREST ON BONDS		
		<b>TOTAL FUND 40</b>		
62	62-910-310	SCHOOL NUTRITION		
		<b>TOTAL FUND 62</b>		
81	81-190-100	UNEMPLOYMENT TRUST		
		<b>TOTAL FUND 81</b>		
82	82-000-520	FLEXIBLE SPENDING		
		<b>TOTAL FUND 82</b>		
90	90-000-100	PAYROLL/AGENCY		
		<b>TOTAL FUND 90</b>		
95	95-40X-210	STUDENT ACTIVITY	1	80.14
		<b>TOTAL FUND 95</b>	<b>1</b>	<b>80.14</b>

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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:

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DATE	ACCT #	PAYEE	AMOUNT
<b>TOTAL</b>			

215 ; and

216

217 **WHEREAS,** the New Jersey Quality Single Accountability Continuum (hereinafter “NJQSAC”), District  
 218 Performance Review, B. Financial and Budgetary Control, Section j. requires that “Manual checks  
 219 represent less than one percent of the checks issued on an annual basis (interfund payments are  
 220 excluded from this requirement.). The following table monitors the issuance of manual checks as a  
 221 percentage of checks issued to ensure compliance with NJQSAC:  
 222

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	103569.64	0.00	103569.64	0.00%
Dec 2017	202321.15	0.00	202321.15	0.00%
Jan 2018	162783.69	0.00	162783.69	0.00%
Feb 2018	121175.70	0.00	121175.70	0.00%
Mar 2018	122682.65	0.00	122682.65	0.00%
Apr 2018	118825.55	0.00	118825.55	0.00%
May 2018	0.00	0.00	0.00	0.00%
Jun 2018	0.00	0.00	0.00	0.00%
<b>TOTAL</b>	1106959.27	0.0	1106959.27	0.00%

223 ; and

224

225 **WHEREAS,** the below bank transfer(s) are for payroll and agency accounts during the month of  
 226 **APRIL 2018** for the following:  
 227

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
4/10/18	0073	0074	PAYROLL	78723.41
4/10/18	0073	0075	AGENCY WITHHOLDING	58950.98
			<b>TOTAL</b>	<b>137674.39</b>
4/24/18	0073	0074	PAYROLL	78723.41

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4/24/18	0073	0075	AGENCY WITHHOLDING	58516.08
			<b>TOTAL</b>	<b>137239.49</b>

228 ; and

229

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

232

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
	0075	0078	Unemployment Trust	
4/17/18	0075	0078	Unemployment Trust	2334.22
4/12/18	0075	2178	Flexible Spending Account	30.00
4/12/18	0075	2178	Flexible Spending Account	159.38
	0075	0073	Chapter 78 Catch Up	
4/26/18	0075	0073	Chapter 78	41.22
4/26/18	0075	0073	Chapter 78	14117.06
	0073	0075	TPAF Shortage	
	2178	0073	Due from FSA to Agency	
4/24/18	0075	2178	Flexible Spending Account	30.00
4/24/18	0075	2178	Flexible Spending Account	159.38
			<b>TOTAL</b>	<b>16871.26</b>

233 ; and

234

235 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of  
 236 Burlington, State of New Jersey, that payment of bills on **APRIL 18, 2018 to MAY 15, 2018** check register  
 237 are hereby authorized; and

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

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

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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

248

**RESOLUTION #17/18-RM-135-261**

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

252

253

**FOR THE MONTH OF APRIL 2018 PURSUANT TO N.J.A.C. 6A:23-2:11.c)**

254

**Springfield Township Board of Education**  
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255  
256 **WHEREAS,** the New Jersey Administrative Code, Title 6, Chapter 23, requires that certain monthly  
257 certifications be demonstrated as to the budgetary line item accounts; and  
258

259 **WHEREAS,** the Board of Education must certify that, to the best of its knowledge, no major account or  
260 fund has been over expended and that sufficient funds are available to meet the Springfield Township  
261 School District's financial obligations for the remainder to the **2017-2018** Fiscal Year; and  
262

263 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of  
264 Burlington, State of New Jersey that a certification are hereby given, after review of the Line Item Status  
265 Report, and upon consultation with the appropriate District officials, to the best of its knowledge no major  
266 account or fund has been over expended in violation of New Jersey statutes and code.  
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270 **J. APPROVING THE TREASURER OF SCHOOL MONIES REPORT FOR FEBRUARY & MARCH**

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273 TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION  
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275 **RESOLUTION #17/18-RM-135-262**

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277 **RESOLUTION APPROVAL OF THE REPORT OF THE**  
278 **TREASURER OF SCHOOL MONIES FOR FEBRUARY & MARCH 2018**  
279 **PURSUANT TO N.J.S.A. 18A:17-36**

280  
281 **WHEREAS,** N.J.S.A. 18:4-14 mandates that all public school districts utilize an accounting system  
282 that is consistent with generally accepted accounting principles; and  
283

284 **WHEREAS,** the Report of the Treasurer of School Monies serves as a mechanism that allows the  
285 treasurer to meet the requirements mandated by N.J.S.A. 18A:17-36 as it provides for an independent  
286 accounting of all cash transactions for a given period of time; and  
287

288 **WHEREAS,** Amy Lerner, Springfield Township Treasurer of School Monies, has submitted the  
289 attached report which has been distributed, reviewed and accepted by the Board of Education; and  
290

291 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of  
292 Burlington, State of New Jersey, that the **FEBRUARY & MARCH 2018** Report of the Treasurer of School  
293 Monies is hereby accepted and approved.  
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**Springfield Township Board of Education  
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**K. APPROVING THE TREASURER OF SCHOOL MONIES REPORT FOR DECEMBER & JANUARY**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-086-213a**

**RESOLUTION APPROVAL OF THE REPORT OF THE  
TREASURER OF SCHOOL MONIES FOR DECEMBER 2017 & JANUARY 2018  
PURSUANT TO N.J.S.A. 18A:17-36**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the **DECEMBER 2017 & JANUARY 2018** Report of the Treasurer of School Monies is hereby accepted and approved.

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**L. APPROVING TRAVEL & RELATED EXPENDITURE AMOUNTS FOR FY 2018-19**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-107-263**

**RESOLUTION APPROVING FY 2018-2019 TRAVEL & RELATED EXPENDITURE AMOUNTS  
PURSUANT TO P.L. 2005 C. 132 AS DEFINED IN N.J.C.A. 6A:23B-1.1**

**WHEREAS,** N.J.C.A. 6A:23B-1.2 provides that “each district board of education or charter school board of trustees shall establish in the annual school budget a maximum expenditure amount that may be allotted to travel and expense reimbursement; and



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**WHEREAS,** N.J.C.A. 6A:23B-1.2 further provides that “each district board of education or charter school board of trustees shall ensure through its policy and procedures that all travel by its employees and board members is educationally necessary and fiscally prudent, and shall include the requirement that all travel and expense reimbursement:

1. Are directly related to and within the scope of the employee or board member current responsibilities;
2. Are for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;
3. Are in compliance with State travel reimbursement guidelines as established by the Department of Treasury

; and

**WHEREAS,** N.J.C.A. 6A:23B-1.2 further provides that “any district board of education or charter school board of trustees that violates its established maximum travel expenditure as set forth in N.J.C.A. 6A:23B-1.2 (b), or that otherwise is not in compliance with travel limitations may be subject to sanctions by the Commissioner as authorized including reduction in State aid in an amount equal to any excess expenditure; and

**WHEREAS,** the Board of Education determines that the below **2018-2019** budgeted line item amounts shall serve as travel and expense maximums for the upcoming budget year pursuant to N.J.C.A. 6A:23B-1-1:

Account Series	Account Description	Maximum Amount
11-000-219	CST WRKSHP REG	\$500
11-000-223	STF DEVL P WRKSHP REG	\$11,800
11-000-230	BOE WRKSHP REG	\$2,000
11-000-240	BUS OFF WRKSHP REG	\$750
11-000-251	BUS OFF REG BUS TRVL	\$100
20-231-200	T1A READ RECOV SRV 8/9	\$5,439
	<b>TOTAL MAXIMUM AMOUNT</b>	<b>\$20,589</b>

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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 maximum travel and related expense reimbursement amounts are approved for the **2018-2019** school year; and

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369 **BE IT FURTHER RESOLVED** that the Business Administrator/Secretary to the Board shall report monthly  
 370 expenditures against the established **2018-2019** maximum amounts to provide assurance that the  
 371 maximum amounts have not been exceeded.

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 375 **M. APPROVING THE 2018-19 SCHEDULE OF LOCAL AND DEBT SERVICE TAX LEVY**  
 376 **PAYMENTS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-264**

**RESOLUTION APPROVING THE 2018-19 SCHEDULE  
 REQUESTING CURRENT FUND AND DEBT SERVICE LOCAL TAX LEVY AMOUNTS  
 FROM THE TOWNSHIP OF SPRINGFIELD AND  
 APPROVING MONTHLY REQUISITION FOR TAXES  
 FOR THE 2018-19 SCHOOL YEAR**

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 383 **WHEREAS,** the tax levy certified by the Commissioner of the Department of Education for the **2018-**  
 384 **2019** school year, exclusive of debt service requirements, needed to meet the obligations of the Township  
 385 of Springfield Board of Education is **three million two hundred sixty two thousand two hundred**  
 386 **thirteen dollars (\$3,262,213)** as certified by the Secretary to the Board and the Municipal Clerk; and

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 393 **WHEREAS,** the Township of Springfield is hereby requested to place in the hands of the Treasurer of  
 394 School Monies the following monthly amounts by the 15th of each month in accordance with the following  
 395 schedule:  
 396

PAYMENT MONTH	PAYMENT AMOUNT
July 2018	\$271,851
August 2018	\$271,851
September 2018	\$271,851
October 2018	\$271,851
November 2018	\$271,851
December 2018	\$271,851
January 2019	\$271,851
February 2019	\$271,851
March 2019	\$271,851
April 2019	\$271,851
May 2019	\$271,851
June 2019	\$271,851

**Springfield Township Board of Education  
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<b>TOTAL</b>	<b>\$3,262,213</b>
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397  
 398 **WHEREAS,** the debt service tax levy, certified by the Commissioner of the Department of Education  
 399 for the **2018-2019** school year debt service requirements, needed to meet the obligations of the Township  
 400 of Springfield Board of Education is **two hundred eighty eight thousand five hundred sixty nine**  
 401 **dollars (\$288,569)** as certified by the Secretary to the Board and the Municipal Clerk; and  
 402

403 **WHEREAS,** the Township of Springfield is further requested to place in the hands of the Treasurer of  
 404 School Monies by the **15th day of July 2018** and by the **15th day of January 2019** the annual amount  
 405 necessary to satisfy the debt service local tax levy as certified by the Secretary to the Board and the  
 406 Municipal Clerk in accordance with the following schedule:  
 407  
 408

PAYMENT MONTH	PAYMENT AMOUNT
July 2018	\$222,947
January 2019	\$65,622
<b>TOTAL</b>	<b>\$288,569</b>

409  
 410 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of  
 411 Burlington, State of New Jersey, that the following consolidated payment schedule for local tax levy for  
 412 **2018-2019** is hereby requested for payment from the Township of Springfield in the combined total of  
 413 **three million five hundred fifty thousand seven hundred eighty two dollars (\$3,550,782).**  
 414

PAYMENT MONTH	CURRENT FUND PAYMENT SUB- TOTAL	DEBT SERVICE PAYMENT SUBTOTAL	MONTHLY TOTAL
July 2017	\$271,851	\$222,947	\$494,798
August 2017	\$271,851	°	\$271,851
September 2017	\$271,851	°	\$271,851
October 2017	\$271,851	°	\$271,851
November 2017	\$271,851	°	\$271,851
December 2017	\$271,851	°	\$271,851
January 2018	\$271,851	\$65,622	\$337,473
February 2018	\$271,851	°	\$271,851
March 2018	\$271,851	°	\$271,851
April 2018	\$271,851	°	\$271,851
May 2018	\$271,851	°	\$271,851
June 2018	\$271,851	°	\$271,851
<b>TOTAL</b>	<b>\$3,262,213</b>	<b>\$288,569</b>	<b>\$3,550,782</b>

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**Springfield Township Board of Education  
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**N. APPROVING THE TAX-SHELTER ANNUITY ARRANGEMENTS FOR THE 2018-19 SCHOOL YEAR**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-265**

**RESOLUTION AUTHORIZING TAX-SHELTER ANNUITY ARRANGEMENTS  
FOR THE 2018-2019 SCHOOL YEAR  
AND DESIGNATING THE COMPANIES TO PROVIDE THE SERVICES  
SUBJECT TO THE INTERNAL REVENUE CODE - SECTION 403(B)  
AND THE SUPPLEMENTAL ANNUITY COLLECTIVE TRUST OF NEW JERSEY**

**WHEREAS,** a tax-sheltered annuity arrangement as provided under section 403(b) of the Internal Revenue Code is a retirement income vehicle enabling School District employees as described in section 501(c)(3) of the Internal Revenue Code to defer taxation on retirement saving to future years; and

**WHEREAS,** under the tax-sheltered annuity plan an employee enters into a salary reduction agreement with the School District so that the salary reported to the Internal Revenue Service is reduced by the amount of the contributions. When the funds are withdrawn at retirement or separation, the contributions and earning are subject to federal taxation as ordinary income; and

**WHEREAS,** any full-time employee desiring participation in a tax sheltered annuity shall request same, in writing to the private plans of the following companies:

COMPANY	ADDRESS
AXA Equitable - Equi-Vest	Unit Annuity Collections PO Box 13463 Newark, NJ 07188-0463
Lincoln Investment Planning, LLC	218 Glenside Ave Wyncote, PA 19095
Prudential Insurance Co of America	PO Box 945999 Atlanta, GA 30394-5999
Colonial Life	PO Box 1365 Columbia, SC 29202-1365

443  
444 ; and  
445

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
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446 **WHEREAS,** the private plans for the School District in the **2018-2019** school year shall be limited to the  
 447 above companies recognized in the Resolution. Applications for private plans received after this approval  
 448 shall be returned to the sender; and  
 449

450 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of  
 451 Burlington, State of New Jersey, that the above cited private plans shall be the companies able to make  
 452 arrangements for tax sheltered annuity plans for the **2018-2019** school year.  
 453

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 456 **O. AUTHORIZING THE DEPOSITORY OF SCHOOL DISTRICT FUNDS**  
 457

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-266**

**RESOLUTION AUTHORIZING THE DEPOSITORY OF SCHOOL DISTRICT FUNDS  
 AND AMENDING THE SIGNATORIES THERETO**

460  
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 465 **WHEREAS,** N.J.S.A. 18A:17-34 provides for the Board of Education to designate certain depositories  
 466 of school moneys; and  
 467

468 **WHEREAS,** it may be required from time to time to re-designate signatories to said accounts of such  
 469 deposited school moneys; and  
 470

471 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of  
 472 Burlington, State of New Jersey, that the **Beneficial Bank, 305 Bordentown-Chesterfield Road,**  
 473 **Chesterfield, NJ 08515** and the **State of New Jersey Cash Management Fund, Post Office Box**  
 474 **290, Trenton NJ 08625-0290** shall be the depositories for school district funds for accounts known as:  
 475

Name of Account	Account Number	Signatories
GENERAL ACCOUNT	XXXXXX0073	Wade Hale President Kristen Lippincott Vice President Craig Vaughn Superintendent of Schools Casey M. DeJoseph Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
	Any 2 of 5	

**Springfield Township Board of Education  
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PAYROLL ACCOUNT	XXXXXX0074  Any 2 of 3	Craig Vaughn Superintendent of Schools Casey M. DeJoseph Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
PAYROLL AGENCY ACCOUNT	XXXXXX0075  Any 2 of 3	Craig Vaughn Superintendent of Schools Casey M. DeJoseph Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
CAFETERIA ACCOUNT	XXXXXX0076  Any 2 of 3	Craig Vaughn Superintendent of Schools Casey M. DeJoseph Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
STUDENT ACTIVITY ACCOUNT	XXXXXX0077  Any 2 of 3	Craig Vaughn Superintendent of Schools Casey M. DeJoseph Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
UNEMPLOYMENT TRUST ACCOUNT	XXXXXX0078  Any 2 of 3	Craig Vaughn Superintendent of Schools Casey M. DeJoseph Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
CAPITAL RESERVE ACCOUNT	XXXXXX0079  Any 2 of 3	Craig Vaughn Superintendent of Schools Casey M. DeJoseph Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
FLEXIBLE SPENDING ACCOUNT	XXXXXX2178  Any 2 of 3	Craig Vaughn Superintendent of Schools Casey M. DeJoseph Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
2015 REFERENDUM	XXXXXX5660	Craig Vaughn Superintendent of Schools

**Springfield Township Board of Education  
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	Any 2 of 3	Casey M. DeJoseph Business Administrator/Board Secretary Amy S. Lerner Treasurer of School Monies
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476  
 477 **BE IT FURTHER RESOLVED** that the Custodian/Treasurer of said account is and shall be **Amy S**  
 478 **Lerner** and that all disbursements for said account shall be made by instruments duly signed by the  
 479 above designated officials of the Township of Springfield School District; and  
 480

481 **BE IT FINALLY RESOLVED** that only one of the required signatures shall be a facsimile.  
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 485 **P. APPROVING THE 2018-2019 NON-RESIDENT TUITION RATES**  
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487 TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION  
 488

489 **RESOLUTION #17/18-RM-135-267**

490 **RESOLUTION ESTABLISHING THE 2018-2019 NON-RESIDENT TUITION RATES**  
 491 **PURSUANT TO N.J.A.C. 6A:23-3 AND POLICY 5111.01**  
 492  
 493

494 **WHEREAS,** N.J.A.C. 6A:23-3 regulates the determination of tuition rates for regular public schools;  
 495 and  
 496

497 **WHEREAS,** the term “actual cost per student” for determining the tuition rate or rates for a given year  
 498 referred to in N.J.S.A. 18A:38-19 and 18A:46-21 means the local cost per student in average daily  
 499 enrollment, based upon audited expenditures for that year for the purpose for which the tuition rate is  
 500 being determined and consistent with the grade/program categories in N.J.S.A. 18A:7F-13 and 18A7F-19,  
 501 that is, regular education classes: preschool and kindergarten, grades one through five, grades six  
 502 through eight, and grades nine through twelve; and special class programs as defined in N.J.A.C. 6A:14-  
 503 4.7; and  
 504

505 **WHEREAS,** the following tuition rates for **2018-2019** based upon the **2018-2019** School Budget  
 506 Statement are as follows:  
 507

Category	Actual Cost Per Student
Kindergarten	\$19,602
Grades 1-5	\$20,775
Grades 6	\$17,559

**Springfield Township Board of Education  
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508  
509 **WHEREAS**, Policy 5111.01 states that “Tuition for all enrolled nonresident students in grades  
510 kindergarten through six shall be according to a schedule set forth by resolution of the Board that may be  
511 modified by resolution on an annual basis”. The following tuition rates for 2018-2019 based upon Policy  
512 5111.01 are as follows:  
513

Category	Tuition Rate
Kindergarten	\$19,602
Grades 1-5	\$20,775
Grades 6	\$17,559

514  
515 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of  
516 Burlington, State of New Jersey, that the above tuition rates are established for the 2018-2019 school  
517 year.  
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521 **Q. APPROVING THE 2018-2019 PRE-SCHOOL TUITION RATES**

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524 **TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION**

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526 **RESOLUTION #17/18-RM-135-288**

527  
528 **RESOLUTION ESTABLISHING THE 2018-2019 PRE-SCHOOL TUITION RATES**

529  
530 **WHEREAS**, N.J.A.C. 6A:23-3 regulates the determination of tuition rates for regular public schools;  
531 and  
532

533 **WHEREAS**, the term “actual cost per student” for determining the tuition rate or rates for a given year  
534 referred to in N.J.S.A. 18A:38-19 and 18A:46-21 means the local cost per student in average daily  
535 enrollment, based upon audited expenditures for that year for the purpose for which the tuition rate is  
536 being determined and consistent with the grade/program categories in N.J.S.A. 18A:7F-13 and 18A7F-19,  
537 that is, regular education classes: preschool and kindergarten, grades one through five, grades six  
538 through eight, and grades nine through twelve; and special class programs as defined in N.J.A.C. 6A:14-  
539 4.7; and  
540

541 **WHEREAS**, the following tuition rates for 2018-2019 based upon the 2018-2019 School Budget  
542 Statement are as follows:  
543



**Springfield Township Board of Education  
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Category	Actual Cost Per Student
Pre-School	\$19,602

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546

**WHEREAS,** The following tuition rates for **2018-2019** are as follows:

Category	Tuition Rate
Pre-School	\$2,614

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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 tuition rates are established for the **2018-2019** school year.

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<b>MOTION TO SET ASIDE LETTER “R”</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, May 15, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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<b>MOTION TO APPROVE LETTERS “A – Q”</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, May 15, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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

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<b>MOTION TO APPROVE LETTER “R”</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, May 15, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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

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<b>PERSONNEL &amp; NEGOTIATIONS</b>
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**A. APPROVING THE RENEWAL OF ANNUAL CONTRACTS FOR NON-ALIGNED EMPLOYEES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-268**

**RESOLUTION APPROVING THE AUTHORIZATION TO THE  
 RENEWAL OF ANNUAL CONTRACTS  
 FOR NON-ALIGNED STAFF POSITIONS  
 FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT  
 FOR THE 2018-2019 FISCAL YEAR**

**WHICH TERM IS UNDERSTOOD TO RUN FROM JULY 1, 2018 to JUNE 30, 2019**

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**WHEREAS,** the below listed individuals shall be offered contracts for the 2018-2019 school year:

**RENEWAL OF NON-ALIGNED PERSONNEL**

Name	Position	FT / PT	Salary 18/19
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DeJoseph, Casey	Business Administrator	FT	\$85,000**
Dudley, Cassidy	Confidential Administrative Assistant to the Superintendent	FT	\$49,921
Stewart, Julie	Confidential Assistant to the School Business Administrator	FT	\$47,344
Vaugh, Craig	Chief School Administrator	FT	\$125,000**

\*\* Contract amounts are tentative pending negotiation.

**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 is directed to notify the individuals above mentioned by May 15 and that contracts shall be offered and executed for each approved individual.

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**B. APPROVING THE APPOINTMENT OF SCHOOL DISTRICT STAFF FOR THE ESY PROGRAM**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-269**

**RESOLUTION APPROVING THE APPOINTMENT OF SCHOOL DISTRICT STAFF TO THE EXTENDED YEAR PROGRAMS**

**WHEREAS,** the 2018-2019 budget statement contains funds for extended year programs for special needs students; and

**WHEREAS,** the Superintendent of Schools has posted for the positions and makes the following recommendations for appointment:

Staff	Position	Hours	Days	Total Hours	Rate of Pay	Comp Total	Account #
Michelle Rodi	OT	4.00	3	12.00	\$73.44	881	
TBD	PT	2.00	3	6.00	\$82.37	494	11-000-216
JoAnn Riccianni	Nurse	4.50	15	67.5	\$40	2700	11-000-213
Bridget Csolak	Speech	4.00	5	20.0	\$40	800	11-000-216
JoAnn Riccianni	Nurse	4.50	15	67.5	\$40	2700	11-000-213
TBD	Bus/Van	60.00		60.0	\$20	1200	11-000-270

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Patricia Carter	MD Tchr	4.25	10	42.5	\$40	1700	11-212-100
Annette Capra	MD IA/TA		9	43.5	\$20	870	11-212-100
Sandra Secouler	RC Tchr	4.25	10	42.5	\$40	1700	11-213-100
Samantha Nims	RC Tchr	4.25	10	42.5	\$40	1700	11-213-100
Heather Schwarzwald	RC IA/TA		9	43.5	\$20	870	11-213-100
Kristin Pollack	RC IA/TA		9	43.5	\$20	870	11-213-100
Rochelle Guevara	RC IA/TA		9	43.5	\$20	870	11-213-100
Jillian Bencivengo	PSD Tchr	4.25	15	60.0	\$40	2400	11-215-100
Denise Buffa	PSD IA/TA		9	43.5	\$20	870	11-215-100
						17,626	

649 ; and

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651 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of  
 652 Burlington, State of New Jersey that the above appointments are hereby approved.

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657 **C. AMENDING AND APPROVING THE APPOINTMENT OF A CONFIDENTIAL ASSISTANT**  
 658 **TO THE BUSINESS ADMINISTRATOR**

659 TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

660 **RESOLUTION #17/18-RM-135-287**

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**RESOLUTION THE AMENDING AND APPROVING THE APPOINTMENT  
 OF A CONFIDENTIAL ASSISTANT TO THE SCHOOL BUSINESS  
 ADMINISTRATOR/ACCOUNTS PAYABLE & PAYROLL SPECIALIST  
 FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT  
 FOR THE 2017-2018 SCHOOL YEAR  
 AND AUTHORIZING RETROACTIVE PAYMENT**

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

**WHEREAS,** the following recommendation is being made by the Superintendent of Schools in consultation with the Business Administrator:

<b>NAME:</b>	Julia T. Stewart
--------------	------------------

**Springfield Township Board of Education  
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<b>STEP ON SCALE:</b>	N/A
<b>ADDITIONAL COMPENSATION</b>	N/A
<b>ANNUAL COMPENSATION LEVEL:</b>	\$47,344.00
<b>POSITION CONTROL NUMBER:</b>	FF-CAB0001 & FF-CAB0002
<b>FULL TIME EQUIVALENT:</b>	1.00
<b>EFFECTIVE DATE:</b>	May 1, 2018

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Jersey 1 <sup>st</sup> Classification	New Jersey Resident
Health Care Coverage	Full Coverage
Pension System Enrollment	PERS
Annual Sick Leave Allocation	10.0
Annual Personal Leave Allocation	3.0
Annual Vacation Leave Allocation	10.0
Annual Emergency Leave Allocation	1.0

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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.

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**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]
5/1/2018	47,344.00	24	1,972.67	4	7,890.68				7,890.68

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**CERTIFICATION OF AVAILABILITY OF FUNDS – 2017-2018**

**Springfield Township Board of Education  
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CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-251-105-000-101-2	
Account Title	BUS ACCTS PAY SAL	
Certification Date	May 10, 2018	
Beginning Balance		\$7,890.68
Contract Encumbrance Account		-\$4,583.36
Revised Balance		\$3,307.32
Transfer Fr Account Number	11-000-251-105-000-101-0	
Transfer Fr Account Title	BUS PAYRL CLK SAL	
Transfer Fr Opening Balance	\$4,732.00	
Transfer Fr/To Amount	-\$3,307.32	-\$3,307.32
Transfer Fr Ending Balance	\$1,424.68	
Ending Balance		\$0.00

Notes:

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**D. AMENDING AND APPROVING THE APPOINTMENT RENEWAL OF ANNUAL CONTRACTS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-289**

**RESOLUTION APPROVING AND AMENDING RESOLUTION #17/18-RM-107-246:  
 THE AUTHORIZATION TO THE RENEWAL OF ANNUAL CONTRACTS  
 FOR CERTAIN CERTIFIED AND NON-CERTIFIED STAFF POSITIONS  
 FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT  
 FOR THE 2018-2019 FISCAL YEAR  
 WHICH TERM IS UNDERSTOOD TO RUN FROM JULY 1, 2018 to JUNE 30, 2019**

**WHEREAS**, N.J.S.A. 18A:27-3 provides that teaching staff members may be employed and their salaries fixed and determined, under contracts, by a board of education for the period from July 1 of the year in which such board shall organize to the succeeding June 30, notwithstanding that the fiscal year of the district or of the municipality in which it is located is the calendar year; and

**WHEREAS**, the below listed individuals' renewed contracts shall be amended as follows for the **2018-2019** school year:

Name	Position	FT / PT	Step 17/18	Salary 17/18
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**Springfield Township Board of Education  
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Shook, Dawn	Teacher	<del>FT -PT -56</del>	BA Step 1 +27	<del>\$56,550 \$31,668</del>
Guevara, Rochelle	Teacher Assistant	PT 4.25 hours	Step 1	<del>\$13,520 \$12,168</del>
Pollack, Kristin	Teacher Assistant	PT 4.25 hours	Step 1	<del>\$12,320 \$11,087</del>
<b>Wassall, Karen</b>	<b>Teacher Assistant</b>	<b>FT 6.75 hours</b>	<b>Step 8</b>	<b>\$22,885</b>

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**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Superintendent of Schools is directed to notify the individuals above mentioned by May 15 and that contracts shall be offered and executed for each approved individual.

**BE IT FINALLY RESOLVED** that all contract amounts are tentative pending negotiation of a successor agreement.

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**E. AMENDING AND ADOPTING A JOB DESCRIPTION FOR THE CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE CHIEF SCHOOL ADMINISTRATOR**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-292**

**RESOLUTION ADOPTING & AMENDING A JOB DESCRIPTION  
 FOR THE CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO THE  
 CHIEF SCHOOL ADMINISTRATOR  
 FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT**

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

**WHEREAS,** the following job description has been revised and recommended to the Township of Springfield Board of Education:

**Springfield Township Public School District Board of Education**

**Job Description**

**CONFIDENTIAL EXECUTIVE ADMINISTRATIVE ASSISTANT**



**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday May 15, 2018  
Minutes – Regular Meeting – 135**

**TO THE CHIEF SCHOOL ADMINISTRATOR JOB DESCRIPTION**

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

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

**JOB DESCRIPTION:** Executive Administrative Assistant – Confidential Agent  
HR/Benefits Coordinator – Confidential Agent

**POSITION CONTROL ROSTER NUMBER: FF-CAP002**

**QUALIFICATIONS:**

1. High school diploma; secretarial training
2. Substantial experience in general or school office work as determined by the Board of Education
3. Knowledge of automated office equipment and excellent word processing and secretarial skills
4. Strong analytical, communication, and human relations skills
5. Required to pass criminal background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Superintendent

**SUPERVISES:** Secretarial and clerical staff assigned to the superintendent’s office related to district programs, projects, and activities

**JOB GOAL:** To serve as the superintendent’s Confidential Executive Administrative Assistant; supervise all administrative secretarial duties in the superintendent’s office and coordinate school-level and districtwide administrative activities.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the superintendent and principal.
2. Performs all secretarial and confidential work as assigned by the superintendent.
3. Supervises the activities of all other secretarial and clerical personnel assigned to the superintendent’s office to government and education office community.

**Springfield Township Board of Education**  
**Jobstown, NJ 08041**  
**Tuesday May 15, 2018**  
**Minutes – Regular Meeting – 135**

- 791 4. Supervises and assists in the preparation of all correspondence and reports emanating from the  
792 superintendent's office.
- 793 5. Maintains on-going personnel records for all certified staff.
- 794 6. Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming  
795 and outgoing correspondence.
- 796 7. Places and receives telephone calls and records messages for the superintendent.
- 797 8. Maintains a schedule of appointments for the superintendent and makes arrangements for  
798 conferences, meetings, and interviews.
- 799 9. Oversees the hiring of substitute teachers; receives applications; verifies their credentials and  
800 prepares substitute teacher lists for board of education approval.
- 801 10. Acts as the liaison between the superintendent and administrative staff in screening and routing  
802 inquiries and requests.
- 803 11. Assists the superintendent in compiling data and preparing reports required by law, administrative  
804 code, and board of education policy.
- 805 12. Oversees the compilation and distribution of curriculum data and improvement of instruction.
- 806 13. Coordinates data and compiles reports for local, state, and federal offices and special grant  
807 programs.
- 808 14. Compiles and records data related to student and staff attendance and personnel records.
- 809 15. Assists in the preparation of the reorganization salaries and movement on guides; maintains district  
810 tenure list.
- 811 16. Maintain employee health and dental benefit deductions, health benefit in lieu waiver payments, and  
812 changes in employee coverage; coordinate Open Enrollment period.
- 813 17. Coordinate enrollment periods and deduction changes with additional insurance and retirement  
814 accounts. Serve as a liaison with outside representatives.
- 815 18. Enroll and maintain employee information in the NJ pension system.
- 816 19. Report and act as a liaison for any worker's compensation cases.
- 817 20. Performs any other duties that shall be assigned by the superintendent.

818  
819 **TERMS OF EMPLOYMENT:** Compensation and work hours subject to mutual agreed of the employee  
820 and the Board of Education. All initial conditions of employment subject to the "New Hire Terms and  
821 Conditions Agreement".

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823 **EVALUATION:** Performance will be evaluated annually in accordance with the provisions of the  
824 Board of Education's policy on evaluation of non-certified staff.

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826 **DATE APPROVED:** September 21, 2004  
827 **UPDATED:** December 21, 2004; March 7, 2005  
828 **REVISED:** April 30, 2018  
829

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday May 15, 2018  
Minutes – Regular Meeting – 135**

830 **LEGAL REFERENCES:**

- 831  
832 N.J.S.A. 18A:6-7.1 through 7.5 Criminal history records  
833 N.J.S.A. 18A:16-1 Officers and employees in general  
834 N.J.S.A. 18A:16-2 Physical examinations; requirements  
835 N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees  
836 N.J.S.C. 6:3-4A Requirements of physical examinations

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838 **Dated Adopted by the Board of Education:** May 15, 2018

839 **Revised:**

840  
841 ***NOW, THEREFORE, BE IT RESOLVED*** that the above job description and/or amendments is/are hereby  
842 approved.

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846 **F. AMENDING AND ADOPTING A JOB DESCRIPTION FOR THE CONFIDENTIAL**  
847 **ASSISTANT TO THE BUSINESS ADMINISTRATOR**

848 TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

849 **RESOLUTION #17/18-RM-135-293**

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851 **RESOLUTION ADOPTING & AMENDING A JOB DESCRIPTION**  
852 **FOR THE CONFIDENTIAL ASSISTANT TO THE**  
853 **SCHOOL BUSINESS ADMINISTRATOR**  
854 **FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT**  
855

856 **WHEREAS,** Township of Springfield Board of Education maintains job descriptions for positions within  
857 the School District and there are instances where reorganization of positions are warranted and also  
858 where job duties and qualifications are required to be amended; and

859  
860 **WHEREAS,** the following job description has been revised and recommended to the Township of  
861 Springfield Board of Education:

862 **Springfield Township Public School District Board of Education**

863 **Job Description**

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867 **CONFIDENTIAL ASSISTANT TO THE**  
868 **SCHOOL BUSINESS ADMINISTRATOR**

**Springfield Township Board of Education**  
**Jobstown, NJ 08041**  
**Tuesday May 15, 2018**  
**Minutes – Regular Meeting – 135**

**ACCOUNTS PAYABLE / PAYROLL SPECIALIST JOB DESCRIPTION**

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

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

**JOB DESCRIPTION:** Accounts Payable Specialist – Confidential Agent  
Payroll Specialist – Confidential Agent

**POSITION CONTROL ROSTER NUMBER:** FF-CAB0001  
**POSITION CONTROL ROSTER NUMBER:** FF-CAB0002

**QUALIFICATIONS:**

6. High school diploma
7. Experience in clerical accounting work, all aspects of the purchasing process and the ability to maintain and post accounts accurately
8. Knowledge of bookkeeping principles and practices and the ability to apply these principles to work situations
9. Ability to perform arithmetical computations accurately and rapidly
10. Ability to deal with the public calmly, tactfully and courteously
11. Competency with computers
12. Able to manage and integrate multiple software programs
13. Proficient in the use of Excel
14. Required to pass criminal background check

**REPORTS TO:** Business Administrator/Secretary to the Board

**JOB GOAL:** To efficiently process all accounts payable and to ensure accurate and timely satisfaction of School District obligations

**ACCOUNTS PAYABLE PERFORMANCE RESPONSIBILITIES:**

21. Recording on computer and filing of purchase orders, receipts, bills, invoices, reports and records, which are the provinces of the business office, in accordance with State law, Board policy and administrative directives

**Springfield Township Board of Education**  
**Jobstown, NJ 08041**  
**Tuesday May 15, 2018**  
**Minutes – Regular Meeting – 135**

- 910 22. Preparing bills for payment, verification of invoices and collecting necessary evidence of the  
911 proper delivery of purchased items  
912 23. Maintaining files on purchases, paying all invoices, and any other matters deemed appropriate by the  
913 Business Administrator  
914 24. Post hand checks and receipts for various funds  
915 25. Monitors all purchase orders to determine correctness of information, price extensions, account  
916 designation and other required information and submits for approval  
917 26. Cooperates with auditors and provides information to them as requested by the School Business  
918 Administrator  
919 27. Provides advance warning of potential over-expenditures of budgeted fund  
920 28. Maintains fixed asset accounting system using computerized processes provided in the vendor  
921 support package  
922 29. Will monitor transfer of fixed assets from location to location  
923 30. Will record cafeteria receipts in the manual control system to ensure accurate general ledger postings  
924 31. Assists in the establishment and maintenance of record archives in the area of accounts  
925 payable/receivable and fixed asset accounting in accordance with regulatory mandates  
926 32. Process bank deposits  
927 33. Serve as the liaison with food service management and process free and reduced lunch applications  
928 34. Complete direct certification and verification in the SNEARS system  
929 35. Collect and record tuition payments for preschool and non-residents  
930 36. Responsible for reconciling student activity accounts; process payments for field trips, yearbook, etc.  
931 37. Performs any other duties that shall be assigned by the Business Administrator

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933 **PAYROLL PERFORMANCE RESPONSIBILITIES:**

- 934  
935 1. Process payroll every 15<sup>th</sup> and 30<sup>th</sup> of the month  
936 2. Check timesheets and enter them into the payroll software  
937 3. Make any necessary changes to voluntary deductions, taxes, and direct deposits  
938 4. Advise the Business Administrator of the amounts to be transferred from the general account to the  
939 payroll & agency accounts to cover disbursements and to verify that transfer amounts are accurate  
940 5. Make the necessary agency payments and maintain payroll agency subsidiary ledger  
941 6. Review & complete the quarterly IROC report  
942 7. Reconcile the quarterly tax payments  
943 8. Process W2s every January  
944 9. Every August-complete the NJEA August import to update all NJEA Deductions.  
945 10. Maintain unemployment trust fund accounting  
946 11. Maintain the flexible spending fund accounting  
947 12. Conduct quarterly payroll encumbrance verification worksheet  
948 13. Assist in the development and implementation of paperless payroll functions  
949 14. Performs any other duties that shall be assigned by the Business Administrator

**Springfield Township Board of Education**  
**Jobstown, NJ 08041**  
**Tuesday May 15, 2018**  
**Minutes – Regular Meeting – 135**

950 **TERMS OF EMPLOYMENT:** Compensation and work hours subject to mutual agreed of the employee  
951 and the Board of Education. All initial conditions of employment subject to the “New Hire Terms and  
952 Conditions Agreement”.

953  
954 **EVALUATION:** Performance will be evaluated annually in accordance with the provisions of the  
955 Board of Education’s policy on evaluation of non-certified staff.

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957 **DATE APPROVED:** June 22, 2016

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959 **REVISED:** April 30, 2018

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961 **LEGAL REFERENCES:**  
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963 N.J.S.A. 18A:6-7.1 through 7.5 Criminal history records  
964 N.J.S.A. 18A:16-1 Officers and employees in general  
965 N.J.S.A. 18A:16-2 Physical examinations; requirements  
966 N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees  
967 N.J.S.C. 6:3-4A Requirements of physical examinations

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969 **Dated Adopted by the Board of Education:** May 15, 2018

970 **Revised:**  
971  
972 ***NOW, THEREFORE, BE IT RESOLVED*** that the above job description and/or amendments is/are hereby  
973 approved.

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975 \*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*  
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977 **G. AMENDING THE RETIREMENT NOTICE OF AN EDUCATIONAL ASSISTANT**

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979 **Amended 5/15/2018**

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981 TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION  
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**RESOLUTION #17/18-RM-051-191a**

**RESOLUTION AMENDING THE RETIREMENT NOTICE  
OF AN EDUCATIONAL ASSISTANT – PCR #: W-TAPSD1  
FOR THE SPRINGFIELD TOWNSHIP SCHOOL**

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**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday May 15, 2018  
 Minutes – Regular Meeting – 135**

989 **WHEREAS,** the Superintendent of Schools received official retirement notice from **Karen Wassall,**  
 990 **Educational Assistant, Springfield Township School**

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 992 ; and

993  
 994 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of  
 995 Burlington, State of New Jersey, that the above notification of retirement is hereby accepted effective  
 996 **July 31, 2018** **June 30, 2018**; and

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

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VACANCY/NEW POSITION	CERTIFICATION REQUIREMENT	POSTING NUMBER
Educational Assistant	None	#17/18-051-192

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**CERTIFICATION OF ACCUMULATED SICK LEAVE PAYMENT**

YEARS OF SERVICE	ACCUMULATED SICK	ACCUMULATED PERSONAL	TOTAL	PER DIEM RATE	TOTAL PAYOUT
14 Years and 5 Months	56.75	3	200	\$25	\$1,493.75

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\* Maximum Days Payout = 200  
 \*This information is based on time taken as of **February 2, 2018**.

**BE IT FINALLY RESOLVED** that the Business Administrator/Board Secretary shall budget the sum of five thousand dollars (\$5,000) for this payout.

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**H. ACCEPTING THE RESIGNATION OF A PT CUSTODIAN**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-291**

RESOLUTION ACCEPTING THE RESIGNATION NOTICE

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday May 15, 2018  
Minutes – Regular Meeting – 135**

**OF A PT CUSTODIAN – PCR #: BB-SC0001  
FOR THE SPRINGFIELD TOWNSHIP SCHOOL**

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**WHEREAS**, the Superintendent of Schools received official resignation notice from **Nicholas DiNatale, PT Custodian, Springfield Township School**; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above notification of resignation is hereby accepted effective **May 14, 2018**; and;

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

VACANCY/NEW POSITION	CERTIFICATION REQUIREMENT	POSTING NUMBER
PT CUSTODIAN	NONE	#17/18-BB-SC0001

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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, May 15, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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

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**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday May 15, 2018  
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<b>CURRICULUM &amp; TECHNOLOGY</b>
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None.

<b>POLICIES &amp; PROCEDURES</b>
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**A. APPROVE POLICIES & PROCEDURES UPON FIRST READING & INTRODUCTION**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-282**

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**RESOLUTION APPROVING BOARD OF EDUCATION  
 2017/2018 POLICY, BYLAWS AND REGULATION REVISIONS  
UPON FIRST READING AND INTRODUCTION**

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**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.

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**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

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

File Code	Name
Policy & Reg 1550	Equal Employment/Anti-Discrimination Practices (M) (Revised)
Policy & Reg 5350	Student Suicide Prevention (M) (Revised)
Policy 5533	Student Smoking (M) (Revised)
Policy & Reg 5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)
Policy 8462	Reporting Potentially Missing or Abused Children (M) (Revised)
Policy 8561	Procurement Procedures for School Nutrition Programs (New)

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday May 15, 2018  
 Minutes – Regular Meeting – 135**

Bylaw 0174	Legal Services
Policy 5512	Harassment, Intimidation, & Bullying (M)

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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

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<b>MOTION TO TABLE POLICY 1<sup>ST</sup> READS UNTIL JUNE</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, May 15, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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

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**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday May 15, 2018  
Minutes – Regular Meeting – 135**

<b>FACILITIES, SECURITY &amp; TRANSPORTATION</b>
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**A. APPROVE MONTHLY FIRE & SECURITY DRILLS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-280**

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

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

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

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

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

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

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

; and

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

April 2018

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**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday May 15, 2018  
 Minutes – Regular Meeting – 135**

<b>Date / Time</b>	4/11/18 1:27 pm	4/18/2018 1:58 pm	
<b>Type of Drill</b>	Fire Drill	Shelter in Place/AED Response	
<b>Duration of Drill</b>	1 minute 32 seconds	8 minutes 16 seconds	
<b>Weather Conditions</b>	Sunny 50's	Sunny 50's	
<b>Participants</b>	Students/Staff	Students/Staff	
<b>Drill Supervisor</b>	C. Vaughn	C. Vaughn	

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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 it hereby certifies that the above monthly fire and school security drills have been conducted in accordance with N.J.S.A. 18A:41-1.

\*\*\*\*\*                      \*\*\*\*\*                      \*\*\*\*\*

**B. RETROACTIVELY APPROVING APPLICATIONS FOR USE OF FACILITIES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-281**

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

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

**WHEREAS**, the below listed entities have filed a "Facilities Use Application" and the necessary documentation has been submitted and reviewed by the Chief School Administrator and he recommends approval:

<b>ORGANIZATION/GROUP</b>	<b>DATE</b>	<b>TIME</b>	<b>ACTIVITY</b>	<b>AREA</b>
Dovetail Presentations	May 10, 2018	12:45 – 2:30 pm	No Bully Magic Show	Gym

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday May 15, 2018  
Minutes – Regular Meeting – 135**

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ORGANIZATION/GROUP	DATE	TIME	ACTIVITY	AREA
Learn Thru Movement	May 16, 2018	3:15 – 7:00 pm	Prof. Development	Gym

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

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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, May 15, 2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New Jersey.

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

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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

<b>UNFINISHED BUSINESS MATTERS</b>
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Mr. Vaughn provided an update on the status of the 93 wing roof.  
Mr. Bucs inquired about the information from the mayor regarding Springfield's enrollment at NBC. NBC's reported enrollment was 193, Mr. Vaughn replied that a formal enrollment count is based on ASSA data as of October 15<sup>th</sup>; there were 218 including pre-school.

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<b>NEW BUSINESS MATTERS</b>
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Mr. Vaughn brought up the need to discuss District Goals for the 2018-19 school year. There are six options available, we usually go with the top three. Mr. Vaughn stated his preference would be #1 – the gardening program, which feeds nicely into Northern’s agricultural program, which also would be a benefit IF the school choice program ever opens, we will have a program we can sell. #2 ELA – which takes advantage of our Interim Supervisor of Curriculum’s talents. #3 Math / Core Competency; Mr. Eaton asked for the timeline, Mr. Vaughn stated that June or July as this decision drives most of what Ms. Hannigan and Mr. Vaughn do over the summer.

<b>PUBLIC COMMENT #2– SHALL NOT EXCEED THIRTY (30) MINUTES</b>
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Ms. Andrea Batchler commented on waivers, stating that she used to be one of those people, if you had to pay for each of those employee’s benefits it would be more expensive for the district, so she sees waivers as a win-win for everyone.

Lauren Kessler asked why the assistants or secretaries are getting raises. Mr. Vaughn replied that their positions and responsibilities have been reorganized upon the Payroll Clerk’s resignation, therefore the job descriptions and responsibilities have been amended as such.

Carol Melvin – asked if the district were to change vendors from Genesis, who owns the data; Mr. Bucs responded. She also asked why there is a resolution for the taxes if negotiations are ongoing. Mr. Hale stated that the tax levy has to be set. Ms. Melvin expressed her interest in the district goals for math and stated that her child has non-verbal learning disabilities and has suffered because of that.

<b>MOTION TO ENTER CLOSED EXECUTIVE SESSION</b>	<b>TIME</b>	<b>8:21 P.M.</b>
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**A. AUTHORIZING THE BOARD TO MEET IN CLOSED EXECUTIVE SESSION**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #17/18-RM-135-290**

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**RESOLUTION AUTHORIZING THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION  
TO MEET IN CLOSED EXECUTIVE SESSION**

**Springfield Township Board of Education  
Jobstown, NJ 08041  
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**PURSUANT TO THE NEW JERSEY OPEN PUBLIC MEETINGS ACT  
PUBLIC LAW 1975, c.231**

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1234 **WHEREAS,** N.J.S.A. 10:4-6 et seq provides that a public body may hold a closed session under  
1235 certain statutory exceptions to the New Jersey Open Public Meetings Act with a general description of the  
1236 exceptions being as follows:

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1238 1. items forbidden by specific legal action  
1239 2. right to receive federal funds  
1240 3. invasion of individual privacy  
1241 4. collective bargaining negotiations  
1242 5. purchase/lease/acquisition of real property  
1243 6. items where immediate disclosure would impair public safety  
1244 7. investigation of violations of law  
1245 8. attorney-client privilege  
1246 9. terms and conditions of employment/personnel matters  
1247 10. penalty or loss of license to an individual  
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1249 **WHEREAS,** the President of the Board of Education has determined that such a circumstance exists  
1250 which warrants a closed executive session under **item #9** as above indicated and that the conducting of a  
1251 closed executive session was duly authorized by the adoption of this Resolution. The subject to be  
1252 discussed is as follows:

**Employment/Personnel Matters**

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1257 **NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of  
1258 Burlington, State of New Jersey, pursuant to N.J.S.A. 10:4-6 et seq, that it meet in executive session  
1259 closed to the public for the discussion of a matter which falls under a statutory exception to the New  
1260 Jersey Open Public Meetings Act and that said closed session will be held on **Tuesday, May 15, 2018;**  
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1263 **BE IT FURTHER RESOLVED** the closed executive session discussions will pertain to the above  
1264 mentioned items and that the minutes of the closed executive session will be disclosed after the Board of  
1265 Education takes formal action or after the reason for the discussions in closed session no longer exists.  
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Wade Hale, President

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Casey DeJoseph  
Business Administrator

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1276 Mr. Vaughn accepted the resignation of a PT custodian. He discussed the details of the custodian's  
1277 resignation.  
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\*\*\*\*\* *CERTIFICATION OF THE BOARD SECRETARY* \*\*\*\*\*

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1282 **IT IS HEREBY CERTIFIED** that the foregoing Resolution was duly adopted by the Springfield Township  
1283 Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 15,**  
1284 **2018** in the **Media Center** at the Springfield School, 2146 Jacksonville-Jobstown Road, Jobstown, New  
1285 Jersey.  
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	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs	X		X					1
2	Kristen Lippincott, Vice President			X					2
3	Andrew Eaton			X					3
4	Gregory Madia			X					4
5	Michael Ramalho						X		5
6	Gary Walker			X					6
7	Jennifer Webb		X	X					7
8	Eric Eaton			X					8
9	Wade Hale, President			X					9

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting  
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<b>MOTION TO RETURN FROM EXEC &amp; ADJOURN</b>	<b>TIME</b>	<b>8:50 P.M.</b>
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\*\*\*\*\* *CERTIFICATION OF THE BOARD SECRETARY* \*\*\*\*\*

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	Board of Education Member	Mtn	Snd	Yea	Nay	Abn	Abs	Nvt*	
1	Joseph Bucs	X		X					1
2	Kristen Lippincott, Vice President			X					2
3	Andrew Eaton			X					3



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4	Gregory Madia		X	X					4
5	Michael Ramalho						X		5
6	Gary Walker			X					6
7	Jennifer Webb			X					7
8	Eric Eaton			X					8
9	Wade Hale, President			X					9

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Respectfully submitted,

SPRINGFIELD TOWNSHIP  
 BOARD OF EDUCATION

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Casey DeJoseph  
 Secretary to the Board

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