

**Springfield Township Board of Education**  
**Jobstown, New Jersey 08041**  
**Tuesday, July 17, 2012**

**Work Session:** 7:00 - 7:15 p.m.

**Call to Order:** A **Regular Meeting** of the Springfield Township Board of Education was called to order by Mr. Specca on Tuesday, July 17, 2012, at 7:15 p.m. in the school library.

**Roll Call of Members:**

James Specca, President - present	John Megariotis - present
David Reinisch, Vice President - absent	Maggie Payne - present
John Ainsworth - present	Michael Ritterman - present
Lisa Giovanelli - present	Dennis Schmieder - present
Wil Klentzeris - present	

**Others present:**

Mrs. Edith Conroy, Mrs. Charmette Long-Vernon

**Public Notice:**

As per the Open Public Meetings Act, NJSA 10:4-6, notice of this regular meeting of the Springfield Township Board of Education to be held on Tuesday, July 17, 2012, at 7:15 p.m., in the library, in Jobstown, New Jersey, including the list of bills to be paid and any other business that may come before the Board of Education.

**Sent to:** Burlington County Times  
Board of Education Members  
Springfield Township Clerk

**Posted:** Springfield Township School  
Board of Education Office  
Springfield Twp Municipal Building, Jobstown, NJ

**Pledge of Allegiance:**

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

**Minutes:**

Request approval for the Minutes of the Tuesday, June 19, 2012 Regular Meeting.

**Motion: Giovanelli**

**Second: Payne**

**Approval: 7-0-1 (1-Abstain)**

Request approval for the Minutes of the Tuesday, June 19, 2012 Executive Session.

**Motion: Giovanelli**

**Second: Payne**

**Approval: 7-0-1 (1-Abstain)**

**PUBLIC COMMENT**

**Springfield Township Board of Education  
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*The public shall be reminded that they should attempt to resolve the problems and/or complaints through initial contact with the appropriate staff. Such matters should only be brought to the Board of Education after all avenues within the administrative chain of command have been exhausted. In addition, items regarding personnel should follow the chain of command and any comments could hold the resident and the Board of Education liable.*

**Public Comment #1:**

*At times, it may appear to members of our audience that the Board of Education takes action with very little, if any, comment and, in many cases, a unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter and is satisfied that it is ready to be presented to the Board of Education. The matter may have been previously referred to a Board committee for further consideration. When all are satisfied that it is ready for Board action, the agenda is delivered to Board members five days prior to their meeting. Board members preview the agenda items and discuss questionable items with the Superintendent or Business Administrator so that when they attend the meeting, there is usually no further need to question the issue. Only then is it voted upon as an action item at a public meeting.*

**SBA/BS'S REPORT**  
**PAYMENT OF BILLS:**  
**2011-2012**

**Lunchroom:**

06/21/2012 – Invoice #790061412 = \$1,978.64

06/28/2012 – Invoice #790062112 = \$1,141.30

**Total: \$3,119.94**

**Payroll:**

**2011-2012**

**Spr. Twp., BOE, Payroll Account-06/29/12 = \$85,976.30 (\$5,327.42FICA/\$1,245.93 MEDI)**

**2012-2013**

**Spr. Twp., BOE, Payroll Account-07/15/12 = \$33,333.73 (\$2,069.05 FICA/\$483.88 MEDI)**

**Bills & Claims**

**2011-2012**

Bills & Claims - \$73,591.08; \$7,842.99

**2012-2013**

Bills & Claims –\$40,465.09

Medical – \$633.20

Insurance - \$64,487.54

**Motion to approve payment of bills: Ainsworth      Second: Schmieder**

**Approval: 8-0**

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**Financial Reports:**

Request Board approval of Board Secretary and Treasurer's Report – May 2012

**Motion: Giovanelli**

**Second: Payne**

**Approval: 8-0**

Request Board approval of monthly transfer reports for May 2012. Documents provided to the Board by the Board Office showing budget line item reports for the period ending May 31, 2012 for certification.

**Motion: Giovanelli**

**Second: Ainsworth**

**Approval: 8-0**

**Approval – Appointment of District Purchasing Agent**

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$36,000), may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and

WHEREAS, 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$5,400) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Springfield Township Board of Education, pursuant to the statutes cited above hereby appoints Charmette Long-Vernon, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Springfield Township Board of Education, and

BE IT FURTHER RESOLVED that Charmette Long-Vernon is hereby authorized to award contracts on behalf of the Springfield Township Board of Education that are in the aggregate less than 15% of the bid threshold (currently \$5,400) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED that Charmette Long-Vernon is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Springfield Township Board of Education when contracts in the aggregate exceed 15% of the bid threshold (currently \$5,400) but are less than the bid threshold of \$36,000.

**Motion: Giovanelli**

**Second: Ainsworth**

**Approval: 8-0**

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**2012-2013 Purchasing Practices – Revised**

A motion is requested to approve the following *revised* purchasing practices:

- Purchasing Agent: Charmette Long-Vernon
- Authorization to award contracts up to bid threshold per Purchasing Agent authority **\$36,000** and set quote threshold **(\$5,400)**
- Procurement of Goods and Services through State Agencies (State Contracts)
- Payment of bills between Board Meetings authorized by the Business Administrator

**Motion: Giovanelli**

**Second: Ainsworth**

**Approval: 8-0**

**Approval – Authorization for Disposal of Obsolete Textbooks**

Be it resolved that the Springfield Township Board of Education declare the listing of obsolete textbooks surplus and authorize the School Business Administrator to dispose of these textbooks (see attached list).

**Motion: Giovanelli**

**Second: Payne**

**Approval: 8-0**

**SUPERINTENDENT’S REPORT**

**ENROLLMENT** *(as of July 2, 2012)*

	<u>11/12</u>	<u>12/13</u>
Kindergarten	36	27
Mrs. Carter	4	3
First Grade	30	33
Second Grade	28	30
Third Grade	38	28
Fourth Grade	43	38
Fifth Grade	51	43
Sixth Grade	52	51
Out of District Placement	3	3
<b>Total</b>	<b>285</b>	<b>256</b>

**Presentations-Superintendent:**

- Update on Teacher Evaluation System
- 2012 ESY Program
- Curriculum Revision

**Information Enclosed**

- Nurse’s Monthly Report – June 2012

**Important Dates**

- September 4 & 5, 2012 – Staff In-Service
- September 6, 2012 -- First Day of School

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**CONTRACT**

**1. Approval – Special Education Tuition Contract Agreement – Y.A.L.E. School**

It is recommended that the Board of Education approve the Mandated Tuition Contract for Students with Disabilities with the Y.A.L.E. School for the 2012-2013 school year.

**Motion: Giovanelli**

**Second: Schmieder**

**Approval: 8-0**

**2. 2012-2013 Professional Service Appointment**

A motion is requested to approve the following appointment:

- School Physician/Health Officer: **Virtua Medical Group (formerly Mt. Laurel Family Physicians)**

Retainer Fee: \$1,687.00 (no increase);

Student/Child Study Physicals: \$55.00 (no increase);

Employee Physical: \$80.00 (no increase);

Athletic Exam: \$11.00 (no increase).

**Motion: Giovanelli**

**Second: Payne**

**Approval: 8-0**

**GRANT**

**1. Approval – HIB Grant – Letter of Award**

It is recommended that the Board of Education accept the reduced HIB Grant award of \$265 to support implementation of the Anti-Bullying Bill of Rights Act.

**Motion: Payne**

**Second: Giovanelli**

**Approval: 8-0**

**POLICY**

**1. Approval – Revised School Curriculum – 2012-2013**

It is recommended that the Board of Education adopt the newly revised school curriculum for the 2012-2013 school year in the following areas:

K-6 Technology

Library (K-6)

Science (K-6)

Math (K-5)

**Motion: Schmieder**

**Second: Ainsworth**

**Approval: 8-0**

**2. Approval – First Reading of Strauss Esmay Policy Alert #197**

It is recommended that the Board of Education approve for first reading of Strauss Esmay Policy Alert #197:

Policy #0151 -- Organization Meeting (Revised) (Recommended)

Policy #0167 -- Public Participation in Board Meetings (Revised) (Recommended)

Policy #2361 -- Acceptable Use of Computer Networks/Computers and Resources (Revised) (Mandated)

Policy #2431.4 -- Prevention and Treatment of Sports-Related Concussions and Head Injuries -- (Revised) (Mandated)

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Regulation #R2431.4 -- Prevention and Treatment of Sports-Related Concussions and Head Injuries -- (Revised) (Mandated)

Policy #2622 -- Pupil Assessment (Revised) (Mandated)

Policy #6470 -- Payment of Claims (Revised) (Mandated)

**Motion: Giovanelli**

**Second: Ainsworth**

**Approval: 8-0**

**PERSONNEL**

**1. Approval - Appointment of Custodian-2012-2013 School Year**

It is recommended that the Board of Education appoint John Webster, Jr. as school custodian of the Springfield Township Elementary School for the period of July 1, 2012 through June 30, 2013, at an annual salary of \$17,736.00, (12 month, Step 1, \$14.78 hr., 5 hrs/day). (Candidate needs to successfully complete a criminal background check.)

**Motion: Megariotis**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**2. Approval – Reappointment - Substitute Teachers - 2012-2013 School Year**

It is recommended that the Board of Education approve the reappointment of the following substitute teachers for the 2012-2013 school year:

Mrs. Christine Alpin, Ms. Deborah Bear, Mrs. Wendy Bogle, Mr. Michael Bradley, Mr. Chason Brown, Ms. Hillary Bryce, Ms. Jean Coffelt, Ms. Kristina Connors, Mr. Glenn Daehnke, Mr. Richard Dallman, Mrs. Janene Decker, Mrs. Joyce DeGraff-Eugene, Mrs. Roxanne Dowell, Ms. Cara Edine, Ms. Ashley Forsyth, Mrs. Michele Guenther, Mr. Francis Henry, Ms. Nanda Hensch, Ms. Lea Hess, Ms. Amy Hoyer, Mrs. Mariarta Inguaggiato, Mrs. Marie Kelly, Mrs. Claire Kerr, Ms. Julia Kirchner, Ms. Danielle Kochie, Mrs. Robin Kolb, Mrs. Mary Jane Kominkiewicz, Mrs. Ann Kuni, Ms. Jamie MacFarland, Ms. Rhonda Marcantonio, Mrs. Lori Marchetti, Mr. John McMenamin, Ms. Brenda Meyers, Mr. Thomas Migliaccio, Mrs. Michelle Mingin, Mr. John Misiano, Mr. Misoyianis, Ms. Jessica Moran, Ms. Laura Moyer, Mr. Kevin Muni, Mrs. Cindy Norman, Mr. Thomas O'Brien, Mr. Denny Ogradnick, Ms. Marina Olsen, Ms. Stacie Paczkowski, Ms. Rachelle Quick, Mr. Damien Rafalowski, Mrs. Nosheen Rana, Ms. Noel Reed, Mr. Edward Roesch, Mrs. Melisa Schuessler, Mr. Carl Schwartz, Mrs. Nuzhat Shaheen, Ms. Elizabeth Simpkins, Mr. Robert Sinclair, Jr., Mrs. Dawn Shook, Mrs. Roberta Smith, Mrs. Dianne Stelljes, Mrs. Judith Sweet, Mrs. Eleni Vayas-Cuty, Mr. Carl White, Mr. Shawn Williams.

**Motion: Megariotis**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

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**3. Approval – Reappointment - Substitute Nurses - 2012-2013 School Year**

It is recommended that the Board of Education approve the reappointment of the following substitute nurses for the 2012-2013 school year:

Mrs. Christine Chismar, Mrs. Christine Fitzpatrick, Mrs. Rachel Glickel, Mrs. Karen Miller, Mrs. Kathleen Patrizi, Ms. Nicole Schaible, Mrs. Diane Talbert

**Motion: Megariotis**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**4. Approval – Reappointment - Substitute Educational Assistants, Cafeteria, Playground, Bus Aides - 2012-2013 School Year**

It is recommended that the Board of Education approve the reappointment of the following substitute educational assistants, cafeteria, playground, bus aides for the 2012-2013 school year:

Mrs. Christine Fort, Mrs. Heather Schwarzwald

**Motion: Megariotis**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**5. Acceptance – Resignation – Music Teacher**

The Board of Education accepts, with regret, the resignation of Madeline Zacharkow as music teacher, effective June 30, 2012 (see letter).

**Motion: Megariotis**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**6. Approval – Pre-Emergent Hiring Authority**

Resolved, that the Board of Education grants the Superintendent pre-emergent hiring authority for the remainder of July and August 2012. The Board of Education will ratify approval at its September 18, 2012 Board Meeting.

**Motion: Schmieder**

**Second: Ainsworth**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**7. Approval – Revision in Hours - Special Education Extended Year Program – 2012**

It is recommended that the Board of Education approve the revision in the number of hours for the following staff members for the 2012 Special Education Extended Year Program which runs Monday through Thursday:

<b>Staff Member</b>	<b>Position</b>	<b>No. of Hours</b>	<b>Rate of Pay</b>	<b>Dates</b>
Denise Buffa	Aide	Additional .30	\$18.17	7/9-26/2012
Karen Wassall	Bus Driver	Additional .30	\$18.17	7/9-8/9/2012

**Motion: Payne**

**Second: Ritterman**

**Roll Call Vote: All Yes**

**Approval: 8-0**

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**8. Approval - Appointment of Custodian-2012-2013 School Year - REVISED**

It is recommended that the Board of Education appoint John Webster, Jr. as school custodian of the Springfield Township Elementary School for the period of July 1, 2012 through June 30, 2013, at an annual salary of \$14,189.00, (12 month, Step 1, \$14.78 hr., 4 hrs/day). (Candidate needs to successfully complete a criminal background check.)

**Motion: Megariotis**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**9. Approval – Substitute Nurse – 2012 Extended School Year Program**

It is recommended that the Board of Education approve Kathy Patrizi as substitute nurse for one day for the 2012 Extended School Year Program.

**Motion: Ainsworth**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**10. Approval - Appointment of Music Teacher/Vocal and Instrumental – 2012-2013 School Year**

It is recommended that the Board of Education approve the appointment of Ms. Rachel Smith as a Music Teacher/Vocal and Instrumental for the 2012-2013 school year, BA - .7 at Step 1, \$35,868.70, with benefits (pending candidate's successful completion of all certification paperwork and a criminal background check).

**Motion: Ainsworth**

**Second: Payne**

**Roll Call Vote: All Yes**

**Approval: 8-0**

**FIELD TRIP**

**1. Approval - Field Trip – 2012-2013 School Year**

It is recommended that the Board of Education approve the following field trip for the 2012-2013 school year:

Thursday, October, 2012 - Grade 2, **The Academy of Natural Sciences**, Philadelphia, PA; 9:00 a.m.-3:00 p.m. (Mrs. Batchler, Mrs. Traino, Mrs. Carter, School Nurse)

**Motion: Payne**

**Second: Giovanelli**

**Approval: 8-0**

**OTHER**

**1. Travel Approval**

**Schedule #1** – list of staff travel with costs relating to workshop fees, lodging, meals and mileage reimbursement.

**Schedule #2** – list of staff travel with cost of mileage reimbursement only-copies in packet.



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Upon the recommendation of the Superintendent, the Board pre-approves any staff travel represented on current lists.

**Motion: Payne**

**Second: Giovanelli**

**Approval: 8-0**

**2. Travel Approval – Revised**

**Schedule #1** – list of staff travel with costs relating to workshop fees, lodging, meals and mileage reimbursement.

Upon the recommendation of the Superintendent, the Board pre-approves any staff travel represented on current lists.

**Motion: Payne**

**Second: Giovanelli**

**Approval: 8-0**

**OTHER**

**1. Approval – Bus Routes for the 2012-2013 School Year**

It is recommended that the Board of Education approve the bus routes for the 2012-2013 school year.

**Motion: Giovanelli**

**Second: Payne**

**Approval: 8-0**

**OLD BUSINESS:**

John Ainsworth requested that contracts that are expiring within the next three months be forwarded to the Board Committee for review.

**NEW BUSINESS:**

New Jersey School Boards Convention, October 23-25, 2012, Atlantic City

**Public Comment #2:**

**Motion to Enter Executive Session: Time: 7:42 p.m.**

**Purpose:** School Improvement Plan/Personnel

**Motion: Giovanelli**

**Second: Ritterman**

**Approval: 8-0**

**Motion to return to Regular Session: Time: 8:10 p.m.**

**Motion: Giovanelli**

**Second: Payne**

**Approval: 8-0**

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**Motion to Adjourn: \_\_\_\_\_**

**Time: 8:22 p.m.**

**Motion: Payne**

**Second: Giovanelli**

**Approval: 8-0**

Respectfully submitted,

Charmette Long-Vernon  
School Business Administrator/Board Secretary