

Springfield Township Board of Education
Jobstown, NJ 08041
Tuesday, July 15, 2014
Meeting Minutes

Call to Order: A **Regular Meeting** of the Springfield Township Board of Education was called to order by Mr. Reinisch on Tuesday, July 15, 2014, at 6:38 p.m. in the school library.

Roll Call of Members:

David Reinisch, President-present	Lisa Giovanelli-present
Michael Ritterman, Vice President-arrived at 7:03 p.m.	Gregory Madia-present
Joseph M. Bucs-present	Dennis Schmieder-present
Christopher Corbo-absent	James Specca-present
Andrew B. Eaton-present	

Others present:

Edith Conroy, Christina Moskal

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 15, 2014 at 6:30 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.

1. Minutes

Based on the recommendation of the Superintendent, I move that the following Minutes be approved:

- a. Minutes of the Tuesday, June 17, 2014 Regular Meeting.
- b. Minutes of the Tuesday, June 17, 2014 Executive Session.

Motion: Schmieder

Second: Specca

Roll Call Vote: All Yes

Approval: 7-2 (Corbo/Ritterman-Absent)

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PUBLIC COMMENT

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. Please be advised, neither School Board Members nor Administration shall engage the audience in dialogue or attempt to respond to a particular comment at that time. However, the appropriate Administrator or Board Representative will issue a reply in a timely manner. If a response is requested, please provide your contact information on the sign-in sheet or contact the Administration separately. Public Comment #1 is reserved for agenda specific comments or statements. Public Comment #2 is for general comments or statements.

Public Comment #1:

None

Correspondence

Letter of Resignation from Rachel Smith dated June 19, 2014

2. FINANCE

Based on the recommendation of the Superintendent, I move that the following financial action(s) be approved:

a. Payment of Bills and Financial Reports:

Approve the report of the Board Secretary and the monthly certification that no budgetary line item has been over-expended in violation of N.J.A.C. 6A:23-1-22 for **May 2014**.

Approve the Business Administrator's monthly report of transfers for **May 2014** as itemized documenting transfers in accordance with N.J.S.A. 18A:22-9.1.

Approve the **May 2014** A-149 schedule delineating account activity and account reconciliation.

Approve the Food Service Bill List and Bank Reconciliation for the period **May 2014**.

Approve the Student Activity Bill List and Bank Reconciliation for the period **May 2014**.

Approve the Unemployment Trust Bill List and Bank Reconciliation for the period **May 2014**.

Approve the Agency Bill List and Bank Reconciliation for the period **May 2014**.

Approve the Payroll Bills list for **July 15, 2014**.

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Approve the issuance of warrants (checks) for the payment of the items on the Accounts Payable Bills List (including payroll) for **July 2014** in the amount of \$136,616.85.

Motion: Giovanelli

Second: Specca

Roll Call Vote: All Yes

Approval: 7-2 (Corbo/Ritterman-Absent)

b. Approval – Authorization for Disposal/Sale/Donation of Library Books and Textbooks/Workbooks

Be it resolved that the Board of Education approve the disposal/sale/donation of the listing of library books, due to their condition, age or appropriateness, and student textbooks and workbooks which are not aligned with the most current standards and curriculum.

Motion: Giovanelli

Second: Specca

Roll Call Vote: All Yes

Approval: 7-2 (Corbo/Ritterman-Absent)

c. Approval – BCJIF Surplus Distribution

**Resolution Directing the Distribution of the
Springfield Township Board of Education
Net Returned Surplus Funds Held in Trust by the
BURLINGTON COUNTY INSURANCE POOL JOINT INSURANCE FUND**

WHEREAS, the Springfield Township Board of Education, hereinafter referred to as BOARD, participated as a member district of the Burlington County Insurance Pool, Inc. (also known as the Burlington County Insurance Pool and Burlington County Insurance Pool Joint Insurance Fund), hereinafter referred to as FUND, for one or more of the FUND fiscal year beginning July 1, 1995, 1996, 1997, 1998, 2004, 2005, 2006, 2007 and/or 2008, **and**

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

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

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

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

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

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

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

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

Dollar amounts of Surplus by FUND Fiscal Year
Released by the FUND's Board of Trustees – Valued as of June 30, 2013
Financial Position

Fund Fiscal Year	Total FUND Release	BOARD's Share
July 1, 1995 to June 30, 1996	\$100,000	\$923
July 1, 1996 to June 30, 1997	\$100,000	\$917
July 1, 1997 to June 30, 1998	\$100,000	\$826
July 1, 1998 to June 30, 1999	\$100,000	\$672
July 1, 2004 to June 30, 2005	\$100,000	\$372
July 1, 2005 to June 30, 2006	\$100,000	\$361
July 1, 2006 to June 30, 2007	\$100,000	\$319
July 1, 2007 to June 30, 2008	\$100,000	\$304
July 1, 2008 to June 30, 2009	\$200,000	\$614
Subtotal Current Distribution	\$1,000,000	\$5,308
Aggregate Excess Loss Contingency Fund (Optional Distribution)	\$3,498,138	\$11,683
Total Distribution Available	\$4,498,138	\$16,991

and

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

1. Direct the FUND to forward a check for the BOARD's full share to the BOARD,
2. Direct the FUND to apply the BOARD's share to the BOARD's 2014-2015 premium in the next FUND fiscal year (N.J.A.C. 11:15-4.21(e)) (**current FUND members only**),
3. Direct the FUND to apply the BOARD's share to the FUND's Aggregate Excess Loss Contingency Fund, which provides both current member districts and former member districts with an available individual contingency balance for use in satisfying any possible need for a supplemental assessment for any year they were a member and an annual capacity to use all or a portion of a member district's available balance in offsetting future premiums, **or**
4. Direct the FUND to apportion the BOARD's share as a stated dollar amount among options 1, 2, & 3 above such that the sum total of allocated dollars equals the amount of the Total Distribution available to the BOARD as noted above.

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

- Forward a check in the full amount to the BOARD.
- Apply the full amount to the BOARD's next 2014-2015 premium (**current FUND members only**),
- Apply the full amount to the BOARD's share of the FUND's Aggregate Excess Loss Contingency Fund.
- Distribute the full amount among options 1, 2 & 3 as follows:
Option 1 - \$_____, Option 2 - \$_____, Option 3 - \$_____.

Motion: Giovanelli

Second: Specca

Roll Call Vote: All Yes

Approval: 7-2 (Corbo/Ritterman-Absent)

SBA/BS's REPORT

Food Service – Profit/Loss

- May 2014 Profit/(Loss): \$ 14.59
- Year-to-Date Profit/(Loss): (\$2,346.74)

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SUPERINTENDENT’S REPORT

ENROLLMENT *(as of July 2, 2014)*

	<u>13/14</u>	<u>14/15</u>
Pre-School	-	8
Kindergarten	25	27
Mrs. Carter	6	4
First Grade	28	26
Second Grade	34	28
Third Grade	32	33
Fourth Grade	33	32
Fifth Grade	40	34
Sixth Grade	48	38
<u>Out-of-District Placement</u>	<u>5</u>	<u>0</u>
Total	251	230

Superintendent’s Update

1. There will be an advertisement for the Preschool Program in the Register News and the Burlington County Times.

2. Professional Development Update: Administration will be engaging in a book club for professional development. In addition, six teachers will be attending the DIVE Program in Lawrenceville this summer. The new Supervisor of Curriculum and Instruction, Mr. Acampora, worked to develop the DIVE Program in his prior district. Because of Mr. Acampora’s work towards creating the program, the district is allowing our staff members to attend free of charge.

Information Enclosed

- School Nurse’s Monthly Report – June 2014

Important Dates

August 12, 2014 - Board of Education Work Session; 6:30 p.m.
 August 19, 2014 - Board of Education Regular Meeting; 6:30 p.m.

3. CURRICULUM AND PROGRAM

Based on the recommendation of the Superintendent, I move that the following curriculum and program action(s) be approved:

a. Approval – Application for Dual Use of Educational Space – 2014-2015

It is recommended that the Board of Education approve the Application for Dual Use of Educational Space for Basic Skills Instruction for the 2014-2015 school year.

Motion: Giovanelli

Second: Eaton

Roll Call Vote: All Yes

Approval: 7-2 (Corbo/Ritterman-Absent)

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b. Approval – English Language Services Three-Year Program Plan 2014-2017

It is recommended that the Board of Education approve the submission of the English Language Services Three-Year Program Plan, 2014-2017.

Motion: Giovanelli Second: Eaton

Roll Call Vote: All Yes

Approval: 7-2 (Corbo/Ritterman-Absent)

4. PERSONNEL

Based on the recommendation of the Superintendent, I move that the following personnel action(s) be approved:

a. Acceptance – Resignation of Music Teacher Position

Resolved, that the Board of Education regrettably accepts the resignation of Ms. Rachel Smith, Music Teacher, effective June 30, 2014.

Motion: Giovanelli Second: Specca

Roll Call Vote: All Yes

Approval: 7-2 (Corbo/Ritterman-Absent)

b. Approval – Appointment of Special Education Teacher – 2014-2015

It is recommended that the Board of Education approve the appointment of Samantha Pestridge as a special education teacher for the 2014-2015 school year, BA-Step 2 at a salary of \$51,680 (pending successful completion of fingerprinting and criminal background check).

Motion: Giovanelli Second: Specca

**Roll Call Vote: Yes – Bucs/Giovanelli/Madia/Reinisch/Schmieder/
Specca**

Abstain -- Eaton

Approval: 6-2-1 (Corbo/Ritterman-Absent; Eaton-Abstain)

c. Approval -- Disability Leave – 2014-2015 School Year

It is recommended that the Board of Education approve a disability leave for Ashley Traino for the period November 24, 2014 through March 2, 2015 using permitted accumulated sick leave days as well as benefits of the New Jersey and Federal Family Medical Leave Acts.

Motion: Giovanelli Second: Specca

Roll Call Vote: All Yes

Approval: 7-2 (Corbo/Ritterman-Absent)

d. Approval – Appointment of Long-Term Substitute Teacher for Disability Leave

It is recommended that the Board of Education approve the appointment of Stacey Wharton as a long-term substitute teacher for special education (Disability Leave: Erica McIntyre) beginning September 2, 2014 through June 18, 2015 at BA-Step 1, \$51,280 prorated; not eligible for benefits (pending successful completion of fingerprinting and criminal background check).

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Motion: Giovanelli **Second: Specca**
Roll Call Vote: All Yes
Approval: 7-2 (Corbo/Ritterman-Absent)

e. Approval – Sidebar Letter of Agreement between the Springfield Education Association and the Springfield Board of Education: Summer Hours 2014

It is recommended that the Board of Education approve the Sidebar Letter of Agreement: Summer Hours 2014 to the Collective Negotiations Agreement 2011-2014.

Motion: Giovanelli **Second: Specca**
Roll Call Vote: All Yes
Approval: 7-2 (Corbo/Ritterman-Absent)

f. Approval – Reappointment of Substitute Teachers – 2014-2015

It is recommended that the Board of Education approve the reappointment of the following substitute teachers for the 2014-2015 school year:

Mrs. Christine Alpin, Mrs. Anitha Aravind, Mr. Jose Avila, Ms. Deborah Bear, Miss Morgan Carlin, Mrs. Caron Cheatom, Mrs. Lourdes Chiong, Ms. Jean Coffelt, , Mr. Glenn Daehnke, Mrs. Joyce DeGraff-Eugene, , Mrs. Randi Gross, Mrs. Maria Hughes, Mrs. Mariarta Inguaggiato, Mr. Parazee Isom, Mrs. Pauline Karadis, Mrs. Claire Kerr, Mrs. Robin Kolb, Mrs. Mary Jane Kominkiewicz, Mrs. Sherie Lake, Ms. Leah Mangus, Mrs. Michelle Mingin, Mr. George Misoyianis, , Mrs. Heidelinde Nitka, Mr. Denny Ogradnick, Mr. Christopher Perry, Ms. Rachelle Quick, , Mrs. Charmaine Ramos, Mrs. Nosheen Rana, Ms. Noel Reed, Mr. Edward Roesch, Ms. Terry Russell, Mrs. Elizabeth Sabin, Mrs. Nuzhat Shaheen, Ms. Elizabeth Simpkins, Mr. Robert Sinclair, Jr., Mrs. Dawn Shook, Mrs. Tara Smith, Mrs. Dianne Stelljes, Mrs. Judith Sweet, Mrs. Patricia Towhey, Mrs. Dorothy Varela, Mrs. Margaret Zola

Motion: Giovanelli **Second: Specca**
Roll Call Vote: All Yes
Approval: 7-2 (Corbo/Ritterman-Absent)

g. Approval – Reappointment of Substitute Nurses – 2014-2015

It is recommended that the Board of Education approve the following substitute nurses for the 2014-2015 school year:

Mrs. Christine Chismar, Mrs. Christine Fitzpatrick, Mrs. Fatma Flynn, Mrs. Rachel Glickel, Mrs. Susan Gower, Mrs. Valla Klettke, Mrs. Kathleen Patrizi, Ms. Nicole Schaible

Motion: Giovanelli **Second: Specca**
Roll Call Vote: All Yes
Approval: 7-2 (Corbo/Ritterman-Absent)

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h. Approval – Reappointment of Substitute Educational Assistants, Cafeteria, Playground, Bus Aides – 2014-2015

It is recommended that the Board of Education approve the following substitute aides for the 201-2015 school year:

Mrs. Christine Fort, Mrs. Heather Schwarzwaldler and Mrs. Anitha Aravind

Motion: Giovanelli **Second: Specca**

Roll Call Vote: All Yes

Approval: 7-2 (Corbo/Ritterman-Absent)

i. Approval – Custodial Staff Substitute Rate of Pay – 2014-2015

It is recommended that the Board of Education approve the following custodial staff as a substitute custodian at their regular hourly rate of pay:

Staff Member	Rate of Pay
Luis Lopez	\$17.66
John Webster	\$15.28

Motion: Giovanelli **Second: Specca**

Roll Call Vote: All Yes

Approval: 7-2 (Corbo/Ritterman-Absent)

j. Approval – Appointment of Bus Driver – 2014-2015

It is recommended that the Board of Education approve the appointment of Karen Wassall as bus driver for the 2014-2015 school year at an hourly rate of \$17.80.

Motion: Giovanelli **Second: Specca**

Roll Call Vote: All Yes

Approval: 7-2 (Corbo/Ritterman-Absent)

k. Approval – Appointment of Substitute Bus Driver – 2014-2015

It is recommended that the Board of Education approve the appointment of Denise Buffa as substitute bus driver for the 2014-2015 school year at an hourly rate of \$17.80.

Motion: Giovanelli **Second: Specca**

Roll Call Vote: All Yes

Approval: 7-2 (Corbo/Ritterman-Absent)

5. POLICY

Based on the recommendation of the Superintendent, I move that the following policy action(s) be approved:

a. Approval – First Reading – Policy #3283 and #4283

It is recommended that the Board of Education approve for first reading the following new policies prepared by Strauss Esmay:

Policy #3283 Electronic Communications Between NEW
Teaching Staff Members and Students

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Motion to adjourn: _____ Time: 7:20 p.m.
Motion: Ritterman Second: Giovanelli
Approval: 8-1 (Corbo-Absent)

Respectfully submitted,

Christina Moskal
School Business Administrator/Board Secretary