

**Springfield Township Board of Education
Jobstown, NJ 08041
Meeting Minutes
Tuesday, March 17, 2015**

Call to Order: A **Regular Meeting** of the Springfield Township Board of Education was called to order by Mr. Eaton on Tuesday, March 17, 2015 at 6:30 p.m. in the school library.

Roll Call of Members:

Andrew Eaton, President-present	Kristen Lippincott-present
Gregory Madia, Vice President-present	Michael Ritterman-present
Joseph Bucs-present	Dennis Schmieder-present
Christopher Corbo-departed 7:28 pm/returned 8:00 pm	James Specca-present
Wade Hale-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, March 17, 2015 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 will lead the Board and the assemblage in the Pledge of Allegiance.

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.

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Public Comment #1: *(Not to exceed 30 minutes)*

1. Mrs. A. Batchler made comments regarding the educational growth in Springfield during the past three years.

2. Mrs. S. Bauma announced her retirement and well wishes for the school. Mr. Eaton said a few words acknowledging Mrs. Bauma's retirement and her dedication to the school for the past 20 years.

Correspondence

Letter of Retirement from Shirlee Bauma dated February 14, 2015

Letter of Resignation from Edith Conroy dated March 16, 2015

REPORTS: *(Estimated time: 15 minutes)*

SBA/BS'S REPORT

Food Service – Profit/Loss

- January Profit/(Loss): (\$1,010.25)
- Year-to-Date Profit/(Loss): (\$4,763.25)

Springfield Referendum Vote

On Tuesday, March 10, 2015, the Springfield Township Board of Education held a Referendum Vote. The results were as follows:

Public Question #1	Voters	Percentage
Yes	335	71.73%
No	132	28.27%
Total	467	100.0%
Public Question #2	Voters	Percentage
Yes	293	62.88
No	173	37.12
Total	466	100.0%

SUPERINTENDENT'S REPORT

ENROLLMENT *(as of March 2, 2015)*

	<u>13/14</u>	<u>14/15</u>
Pre-School	-	12
Kindergarten	25	32
Mrs. Carter	6	6
First Grade	28	28
Second Grade	34	26
Third Grade	32	33

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Fourth Grade	33	36
Fifth Grade	40	36
Sixth Grade	48	39
Out-of-District Placement	5	0
Total	251	248

Superintendent's Update

Read Across America and PARCC Testing Update

Information Enclosed

- School Nurse's Monthly Report – February 2015
- HIB Report – March 2015
- Suspension Report – March 2015

Important Dates

March 19, 2015 – NHS Students Reading Visit

March 20, 2015 -- Report Cards Go Home

-- Home & School 5th & 6th Grade Dance

March 24, 2015 – Early Dismissal/Staff Professional Development

March 25, 2015 -- 6th Grade Parent/Teacher Orientation at Northern-6:30 p.m.

March 30, 2015 – Academic Achievement/Principal's List Awards Ceremony

ACTION ITEMS: *(Estimated time: 15 minutes)*

1. MINUTES

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

- a. Minutes of the Wednesday, February 11, 2015 Work Session
- b. Minutes of the Wednesday, February 11, 2015 Executive Session
- c. Minutes of the Wednesday, February 18, 2015 Regular Meeting
- d. Minutes of the Wednesday, February 18, 2015 Executive Session

Motion: Schmieder

Second: Corbo

Roll Call Vote: All Yes

Approval: 9-0

2. FINANCE/FACILITIES

Based on the recommendation of the Superintendent, I move that the following financial/facilities 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 **January 2015**.

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Approve the Business Administrator's monthly report of transfers for **January 2015** as itemized documenting transfers in accordance with N.J.S.A. 18A:22-9.1.

Approve the **January 2015** A-149 schedule delineating account activity and account reconciliation.

Approve the Food Service Bill List and Bank Reconciliation for the period **January 2015**.

Approve the Student Activity Bill List and Bank Reconciliation for the period **January 2015**.

Approve the Unemployment Trust Bill List and Bank Reconciliation for the period **January 2015**.

Approve the Agency Bill List and Bank Reconciliation for the period **January 2015**.

Approve the Payroll Bills lists for **February 27, 2015 and March 13, 2015**.

Approve the issuance of warrants (checks) for the payment of the items on the Accounts Payable Bills List (including payroll) for **March 2015** in the amount of \$434,047.59.

Motion: Madia

Second: Corbo

Roll Call Vote: All Yes

Approval: 9-0

b. Approval – Field Trips

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

April 2015 – **Cultural Hispanic Show/College of St. Elizabeth** – Grade 6

June 2015 – **Grounds for Sculpture** – Grade 5

Motion: Madia

Second: Corbo

Roll Call Vote: All Yes

Approval: 9-0

c. Approval - Use of Facility

It is recommended that the Board of Education approve use of the facility as listed below:

Girl Scouts; Mondays & Wednesdays; Cafeteria and Art Room (on occasion); 6:00 to 8:30 p.m.; Person-in-Charge: Christina Drum/
Tracie Reinisch

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Motion: Madia **Second: Corbo**
Roll Call Vote: All Yes
Approval: 9-0

d. Approval - Travel

As per District Policy 6471 – School District Travel, all written travel requests include a justification and brief statements that include the primary purpose for the travel and the key issues that will be addressed at the event and their relevance to improving instruction or the operation of the school district. Schedule #1 – The Board pre-approves any staff travel represented on current lists of staff travel with costs relating to workshop fees, lodging, meals and mileage reimbursement.

Motion: Madia **Second: Corbo**
Roll Call Vote: All Yes
Approval: 9-0

e. Approval - Termination of Contract - Physical Therapy Services

It is recommended that the Board of Education regrettably accept the termination of contract for physical therapy services from Lauren McWhirk, effective April 11, 2015.

Motion: Madia **Second: Corbo**
Roll Call Vote: All Yes
Approval: 9-0

f. Approval – Independent Consultant’s Agreement – Physical Therapy Services

It is recommended that the Board of Education approve the agreement for independent consultant services for Physical Therapy provided by Clare M. Fannon for the period March 18, 2015 through July 31, 2015 at a rate of \$50 per hour per 30 minute session.

Motion: Madia **Second: Corbo**
Roll Call Vote: All Yes
Approval: 9-0

g. Approval - 2015-2016 District Calendar

It is recommended that the Board of Education approve the District calendar for the 2015-2016 school year.

Motion: Madia **Second: Corbo**
Roll Call Vote: All Yes
Approval: 9-0

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h. Adoption of Tentative Budget - 2015-2016

**Travel and Related Expense Reimbursement
2015-2016**

WHEREAS, the Springfield Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$30,000 for all staff and board members.

**Adoption of Tentative Budget
2015-2016**

BE IT RESOLVED, that the tentative budget be approved for the 2015-2016 School Year using the 2015-2016 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

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	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2015-16 Total Expenditures	4,798,722	76,887	0	4,875,609
Less: Anticipated Revenues	<u>1,326,473</u>	<u>76,887</u>	<u>0</u>	<u>1,403,360</u>
Taxes to be Raised	<u>3,472,249</u>	<u>0</u>	<u>0</u>	<u>3,472,249</u>

And to advertise said tentative budget in the Burlington County Times in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in the Springfield Elementary School Cafeteria, Jobstown, New Jersey, on April 28, 2015, at 6:30 p.m. for the purpose of conducting a public hearing on the budget for the 2015-2016 School Year.

Motion: Specca

Second: Madia

**Roll Call Vote: Yes-Eaton/Lippincott/Madia/Ritterman/Schmieder/
Specca**

No- Bucs/Hale

Approval: 6-2-0 (Corbo-Absent)

- i. Approval – Resolution of the Board of Education of the Township of Springfield in the County of Burlington, New Jersey Authorizing the Execution, Delivery and Implementation of the *Educational Facilities Construction and Financing Act Section 15 Implementation Agreements* with the New Jersey Schools Construction Corporation**

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF SPRINGFIELD IN THE COUNTY OF BURLINGTON, NEW JERSEY (not less than a majority of the full membership of the Board concurring) AS FOLLOWS:

1. The Board of Education of the Township of Springfield in the County of Burlington, New Jersey (the “Board” when referring to the governing body, and the “School District” when referring to the legal entity or the territorial boundaries governed by the Board) submitted a bond proposal to the voters of the School District at the special school election of March 10, 2015.
2. The voters of the School District approved the following two bond proposals at such election:

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BOND PROPOSAL I (Infrastructure & Site Improvements)

The Board of Education of the Township of Springfield in the County of Burlington, New Jersey is authorized: (a) to undertake various site improvements and renovations at the Springfield Township Elementary School; (b) to acquire any associated equipment for such improvements; (c) to appropriate \$5,799,531 for such improvements funded, in part, with a grant from the State of New Jersey in the amount of \$2,072,312; and (d) to issue bonds of the School District in the amount of \$3,727,219.

The final eligible costs of the projects approved by the New Jersey Commissioner of Education are \$5,137,031. The proposed improvements do not include school facility construction elements in addition to the facilities efficiency standards developed by the Commissioner of Education or not otherwise eligible for State support pursuant to N.J.S.A. 18A:7G-5(g).

Proposal II (Air Conditioning)

(Bond Proposal No. II will only go into effect if Bond Proposal No. I is approved by the voters at this election.)

The Board of Education of the Township of Springfield in the County of Burlington, New Jersey is authorized: (a) to install air conditioning at the Springfield Elementary School and acquire any associated equipment; (b) to appropriate \$565,750 for such improvements funded, in part, with a grant from the State of New Jersey in the amount of \$188,800; (c) to issue bonds in the amount of \$376,950; and (d) to transfer funds between the two bond proposals.

The final eligible costs of the projects approved by the New Jersey Commissioner of Education are \$515,750. The proposed improvements do not include school facility construction elements in addition to the facilities efficiency standards developed by the Commissioner of Education or not otherwise eligible for State support pursuant to N.J.S.A. 18A:7G-5(g).

Interpretive Statement

If both bond proposals are approved, the Board of Education will be authorized to undertake \$6,365,281 of site improvements and renovations at the Springfield Elementary School funded with grants from the State of New Jersey in the amount of \$2,261,112 and bonds of the School District in the amount of \$4,104,169. The total amount of the final eligible costs for both bond proposals is \$5,652,781.

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3. The schools and the improvements and renovations made to each of the schools identified in the bond proposal are hereinafter referred to as the "School Facilities Projects."
4. The Board is in receipt of an *Educational Facilities Construction and Financing Act Section 15 Implementation Agreement* (the "Grant Agreement or Agreement") and is hereby **authorizing execution and delivery of the Grant Agreement** to the New Jersey Schools Development Authority (the "Authority or NJSDA") in substantially the form submitted at this meeting with such changes approved by counsel for each of the School Facilities Projects. The Agreement will finance State Project Number 5010-050-14-1001-G04, awarded pursuant to a "Final Eligible Cost" letter from the New Jersey Department of Education, dated February 26, 2014. The scope of those improvements consists of general improvements to the Springfield Elementary School. The Board President, the Superintendent of Schools, or the Business Administrator/Board Secretary, or their respective successors, are hereby authorized to make the necessary applications required by the NJSDA and to execute and to deliver the Agreements on behalf of the Board in substantially the forms submitted at this meeting with such changes as may be approved by counsel, and the execution of such agreements by such officer or officers shall be conclusively deemed proof of such approvals.
5. The Board hereby approves **Delegation of Authority to (the) School Business Administrator for supervision of the School Facilities Project** and authorizes such administrator to execute and deliver the Agreements to the NJSDA.
6. The Board President, the Superintendent of Schools, or the Business Administrator/Board Secretary, or their respective successors, and such other appropriate representatives of the Board as may be requested by the aforesaid officer or officers are hereby authorized to take all actions necessary for the implementation of the Agreement and the School Facilities Projects.
7. This resolution shall take effect immediately.

MOTION: Bucs

SECOND: Specca

The foregoing resolution was adopted by the following vote:

AYES: All Yes

NAYS: None

APPROVAL: 8-0 (Corbo-Absent)

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8. PERSONNEL

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

a. Approval – Acceptance – Retirement of Instructional Assistant

Resolved, that the Board of Education regrestfully accepts the retirement of Shirlee Bauma, effective the last day of school in June 2015, after 20 years of service.

Motion: Specca Second: Hale

Roll Call Vote: All Yes

Approval: 8-0 (Corbo-Absent)

b. Approval – Payment for Additional Hours

It is recommended that the Board of Education approve payment for additional hours for a school field trip scheduled for April 16, 2015 for the following staff member:

Staff Member	No. of Hours	Rate of Pay	Total
Marisela Millerline	5.5 hours	\$36.33	\$199.82

Motion: Specca Second: Hale

Roll Call Vote: All Yes

Approval: 8-0 (Corbo-Absent)

c. Approval – Appointment – Morning Bus Aide Position

It is recommended that the Board of Education approve Virginia Grupp as a morning bus aide for the remainder of the 2014-2015 school year at the negotiated contract rate of \$18.17 per hour.

Motion: Specca Second: Hale

Roll Call Vote: All Yes

Approval: 8-0 (Corbo-Absent)

d. Approval – Appointment of Grade Three Leave Replacement Position

It is recommended that the Board of Education approve Dawn Shook as the grade three leave replacement, starting date of March 18, 2015, (who has successfully completed a criminal background check) for an approximate timeframe of 35 days at a daily rate of \$256.40.

Motion: Specca Second: Hale

Roll Call Vote: All Yes

Approval: 8-0 (Corbo-Absent)

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e. Approval – Acceptance – Resignation of Superintendent/Principal

Resolved, that the Board of Education regretfully accepts the resignation of Edith Conroy, Superintendent/Principal, effective June 30, 2015.

Motion: Specca

Second: Hale

Roll Call Vote: All Yes

Approval: 8-0 (Corbo-Absent)

UNFINISHED BUSINESS

1. Mr. Bucs provided an update regarding the Ad Hoc Student Data Privacy Committee. Mr. Bucs informed the BOE that documents will be posted in google drive.

NEW BUSINESS

None

Public Comment #2: *(Not to exceed 30 minutes)*

1. Mrs. S. Secouler spoke on behalf of the staff thanking Mrs. Conroy for her contributions to the school and to wish her luck on her future endeavors.
2. Mrs. A. Batchler commented about the budget, the need to go up to 2% tax levy, and the uncertainty regarding a replacement for Mrs. Conroy.

Motion to Enter Executive Session: Time: 8:02 p.m.

Purpose: Personnel

Motion: Specca

Second: Bucs

Approval: 9-0

Motion to return to Regular Session: Time: 8:32 p.m.

Motion: Specca

Second: Ritterman

Approval: 9-0

Motion to adjourn: Time: 8:32 p.m.

Motion: Specca

Second: Ritterman

Approval: 9-0

Respectfully submitted,

Christina Moskal
School Business Administrator/Board Secretary