

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

<b>CALL TO ORDER</b>	<b>TIME</b>	<b>6:35 P.M.</b>
----------------------	-------------	------------------

A **Regular Meeting** of the Springfield Township Board of Education will be held on Tuesday, May 17, 2016 at 6:30 p.m. in the Springfield Elementary School Library.

<b>ROLL CALL OF BOARD MEMBERS AND STAFF</b>
---

	Board of Education Member	Present	Late	Absent	
1	Joseph Bucs	X			1
2	Andrew Eaton, Vice President	X			2
3	Wade Hale	X			3
4	Kristen Lippincott	X			4
5	Michael Ramalho	X			5
6	Dennis Schmieder	X			6
7	James Specca	X			7
8	Jennifer Webb	X			8
9	Gregory Madia, President	X			9

**Others present:**

- [ X ] Craig Vaughn, Chief School Administrator
- [ X ] Bruce Benedetti, School Business Administrator / Board Secretary
- [ ] Asia Michael, Assistant Principal
- [ X ] Shawn Dennis, Educational Facilities Manager [ ]

<b>PUBLIC NOTICE</b>
----------------------

“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>
-----------------------------

The President will lead the Board and the assemblage in the Pledge of Allegiance.

<b>SCHOOL AND COMMUNITY PRESENTATIONS</b>
---

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

**PUBLIC COMMENT #1 – SHALL NOT EXCEED THIRTY (30) MINUTES**

*Before a matter is placed on the agenda, Administration has thoroughly reviewed it. Board Members preview the agenda items five days prior to the meeting and discuss questionable items with the Superintendent.*

*The Springfield Township BOE welcomes public comment during our public meetings. Public comment is not a question and answer session. Notwithstanding, members of the Administration and/or Board members may, with approval, choose to answer questions raised during public comment periods. If a response is requested, please provide your contact information on the sign-in sheet or contact the Administration separately. Statements are limited to two, three minute time periods for a total of six minutes on any one topic. Public Comment #1 is reserved for agenda specific comments or statements and shall not exceed thirty (30) minutes. Public Comment #2 is for general comments or statements.*

**CORRESPONDENCE**

*Mr. Schmieder departed after the School/Community Presentations.*

**SUPERINTENDENT’S REPORT – PUPIL ENROLLMENT & HIB REPORT**

**A. ACCEPTING ENROLLMENT STATISTICS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-059**

**RESOLUTION ACCEPTING ENROLLMENT STATISTICS  
 AS PART OF THE REPORT OF THE SUPERINTENDENT OF SCHOOLS AS OF APRIL 2016**

**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

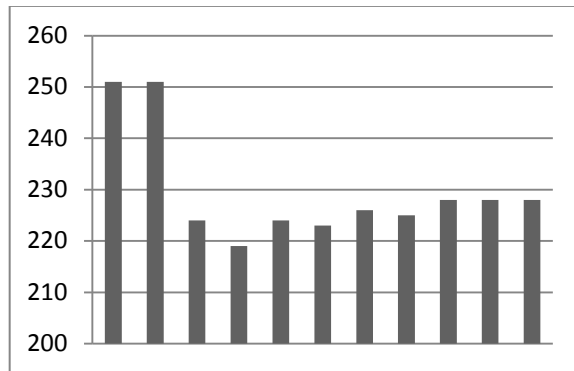
**WHEREAS**, the Superintendent of Schools has received and compiled school registers from each of the schools in the School District which have been cross-checked with active home room rosters and Child Study Team class listings with the resulting summary table being generated:

Expense Account #	Grade Level/Program	Count June 30, 2015	Count April 30, 2016	Difference
11-105-100-101-101-105	Pre-School Regular	0	0	0
11-110-100-101-101-110	Kindergarten	32	25	-7
11-120-100-101-101-401	First Grade	29	25	-4
11-120-100-101-101-402	Second Grade	26	28	2

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

11-120-100-101-101-403	Third Grade	35	24	-11
11-120-100-101-101-404	Fourth Grade	37	33	-4
11-120-100-101-101-405	Fifth Grade	36	40	4
11-130-100-101-101-406	Sixth Grade	39	32	-7
11-212-100-101-101-100	Multiple Disabled	5	5	0
11-215-100-101-101-100	Pre-School Disabled PT	12	14	2
11-000-100-56X-60X-XXX	Out-of-District Placement	0	2	2
	<b>TOTAL</b>	<b>251</b>	<b>228</b>	<b>-23</b>

Month	Enrollment	Monthly Change
June 2015	251	No Change
vJuly 2015	251	No Change
August 2015	224	-27
September 2015	219	-5
October 2015	224	5
November 2015	223	-1
December 2015	226	3
January 2016	225	-1
February 2016	228	3
March 2016	228	No Change
April 2016	228	No Change
May 2016		
June 2016		



;and

**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 THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-137-230-057**

**RESOLUTION APPROVING THE MONTHLY HARASSMENT, INTIMIDATION & BULLYING REPORT  
FOR THE MONTH OF APRIL 2016  
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

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

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 2016**:

School Location	# of Cases Reported	# of Cases Confirmed
<b>Springfield Elementary School</b>	1	0

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

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was(were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 17, 2016** in the Library 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	Andrew Eaton, Vice President		X	X					2
3	Wade Hale			X					3
4	Kristen Lippincott			X					4
5	Michael Ramalho			X					5
6	Dennis Schmieder						X		6
7	James Specca			X					7
8	Jennifer Webb			X					8

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

9	Gregory Madia, 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 =

<b>SUPERINTENDENT’S UPDATE</b>
--------------------------------

**Information Enclosed**

- Curriculum & Instruction Report
- Technology Report
- Budget/Finance Report
- Personnel/Policy Report
- Nutri-Serve Cafeteria Report
- Nurse’s Report
- Suspension Report

<b>IMPORTANT DATES</b>
------------------------

May 18, 2016	Kindergarten Screening
May 19, 2016	Kindergarten Screening
May 24, 2016	Mrs. Traino’s 2 <sup>nd</sup> Grade Author’s Tea Spring Concert-7:00 p.m.
May 25, 2016	4 <sup>th</sup> Grade NJASK Science Testing
May 27, 2016	School Closed-Staff Professional Development
May 30, 2016	School Closed-Memorial Day
June 1, 2016	4 <sup>th</sup> Grade NJASK Science Make-Up Testing
June 7, 2016	Preschool Graduation
June 8, 2016	Board of Education Work Session- 6:30 p.m.
June 9, 2016	Kindergarten End of Year Celebration
June 10, 2016	6 <sup>th</sup> Grade Sending Dance-NBC Middle School
June 14, 2016	Home and School Meeting-7:00 p.m.
June 15, 2016	6 <sup>th</sup> Grade Graduation-6:00 p.m.
June 16, 2016	6 <sup>th</sup> Grade End of Year Celebration-Hosted by Home & School
June 17, 2016	Academic Achievement/Principal’s List Awards Ceremony Last Day of School
June 21, 2016	Board of Education Meeting-6:30 p.m.

<b>APPROVAL OF MINUTES</b>
----------------------------

April 13, 2016 Work Session Meeting

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

April 13, 2016 Closed Executive Session  
April 19, 2016 Regular Monthly Meeting  
April 26, 2016 Budget Hearing

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

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was(were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 17, 2016** in the Library 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	Andrew Eaton, Vice President			X					2
3	Wade Hale	X		X					3
4	Kristen Lippincott		X	X					4
5	Michael Ramalho			X					5
6	Dennis Schmieder						X		6
7	James Specca			X					7
8	Jennifer Webb			X					8
9	Gregory Madia, 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 =

<b>CONTRACT ADMINISTRATION</b>
--------------------------------

**A. EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR THE SERVICES OF A FINANCIAL ADVISOR OF RECORD**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-251-041**

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD TO EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR THE SERVICES OF A FINANCIAL ADVISOR OF RECORD**

**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.

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

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 financial advisor, with the dissolution of the previous financial advisor organization; and

**WHEREAS,** **Arcacia Financial Group, Inc., Four Greentree Center, Suite 206, 13000 Lincoln Drive West, Marlton NJ 08053,** is duly qualified by experience and qualifications to perform the professional services as required of a Financial Advisor; 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 **Arcacia Financial Group, Inc., Marlton, New Jersey,** in accordance with the stipulated fee schedule for the **2016-2017** school year; and

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

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

**CERTIFICATION OF THE 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.

\_\_\_\_\_  
Bruce M. Benedetti  
Public Agency Compliance Officer  
Business Administrator/Secretary to the Board

**B. EXECUTE A TECHNICAL SERVICE AGREEMENT FOR STUDENT INFORMATION SERVICES WITH THE GENESIS EDUCATIONAL SERVICES, INC.**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-137-RM-252-044**

**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, 2016 ENDING JUNE 30, 2017**

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

**AND APPROVING A TRANSFER OF FUNDS**

**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, 2016 to June 30, 2017**, with the **Genesis Educational Services, Inc.**

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

**CERTIFICATION OF AVAILABILITY OF FUNDS**

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-190-100-340-450-100	
Account Title	UNDIST GENESIS PUR SRV	
Certification Date	May 4, 2016	
Beginning Balance		\$12,500.00
Contract Encumbrance Account		-\$13,990.52
Revised Balance		-\$1,490.52
Transfer Fr Account Number	11-000-211-100-102-111	
Transfer Fr Account Title	ATTEND OFF SAL	
Transfer Fr Opening Balance	\$6,857.00	
Transfer Fr/To Amount	-\$1,490.52	\$1,490.52
Transfer Fr Ending Balance	\$5,366.48	
Ending Balance		\$0.00

Fiscal Notes:

\_\_\_\_\_  
Bruce M. Benedetti  
Business Administrator/Board Secretary

**C. EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR THE SERVICES OF A BOARD SOLICITOR**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-047**



**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

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

**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 solicitor; and

**WHEREAS,** **Robert Muccilli, Esq., Capehart Scatchard, Laurel Corporate Center, 8000 Midlantic Drive, Suite 300S, Mount Laurel, New Jersey 08054,** 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, **Robert Muccilli, Esq, Capehart Scatchard, Mount Laurel, New Jersey,** in an amount not-to-exceed **fourteen thousand six hundred three dollars (\$14,603) for the period from July 1, 2016 to June 30, 2017;** and

**BE IT FURTHER RESOLVED** that billings shall be limited to contacts and inquiries from the designated contact persons listed on Standard Operating Procedure SOP-5-002. Monthly billings from any persons other than those designated in SOP5-002 shall not be eligible for compensation. The designated contact persons are as follows:

**Superintendent of Schools [Chief School Administrator]  
President - Springfield Township Board of Education  
[Matters related to the Chief School Administrator]  
Business Administrator/Secretary to the Board [School Business Official]**

**BE IT FURTHER RESOLVED** that all requests for legal opinions/advice shall be made in writing by the authorized person, and the Board Solicitor reply shall also be written; 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.

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

**CERTIFICATION OF AVAILABILITY OF FUNDS**

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

Category	Description	Amount
Name of Account	LEGAL BRD SOLICITOR SRV	
Account Number	11-000-230-331-214-111	
Certification Date	May 4, 2016	
Beginning Balance		
Contract Encumbrance Amount		-\$14,603
Ending Balance		\$0.00

Fiscal Notes:

\_\_\_\_\_  
 Bruce M. Benedetti  
 Business Administrator/Secretary to the Board

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

**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.

\_\_\_\_\_  
 Bruce M. Benedetti  
 Public Agency Compliance Officer  
 Business Administrator/Secretary to the Board

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

**CERTIFICATION OF RECEIPT OF POLITICAL CONTRIBUTION DISCLOSURE FORM**

IT IS HEREBY CERTIFIED that the awarded company/firm has submitted to the Board of Education a "Chapter 271 Political Contribution Disclosure" not later than ten (10) days prior to the award of this contract.

\_\_\_\_\_  
 Bruce M. Benedetti  
 Public Agency Compliance Officer  
 Business Administrator/Secretary to the Board

**D. EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR SUBSTITUTE NURSING SERVICES WITH BAYADA PEDIATRICS**

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-213-050**

**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 2016-2017 SCHOOL YEAR  
AND APPROVING A TRANSFER OF FUNDS/NEW LINE ITEM ACCOUNT**

**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.

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

**CERTIFICATION OF AVAILABILITY OF FUNDS**

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-213-300-401-103	
Account Title	NURSE SUB PUR SRV	
Certification Date	May 5, 2016	
Beginning Balance		\$0.00

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

Contract Encumbrance Account		-\$495.00
Revised Balance		- \$495.00
Transfer Fr Account Number	11-000-213-100-104-103	
Transfer Fr Account Title	NURSE SUB PAY	
Transfer Fr Opening Balance	\$500.00	
Transfer Fr/To Amount	-\$495.00	\$495.00
Transfer Fr Ending Balance	\$5.00	
Ending Balance		\$0.00

Fiscal Notes:

\_\_\_\_\_  
 Bruce M. Benedetti  
 Interim Business Administrator/Board Secretary

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

**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.

\_\_\_\_\_  
 Bruce M. Benedetti  
 Public Agency Compliance Officer  
 Business Administrator/Secretary to the Board

**E. EXECUTE A TECHNICAL SERVICE AGREEMENT FOR COMMODITY HAULING SERVICES WITH PAUL'S COMMODITY HAULING INC**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-137-RM-252-052**

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO  
 THE BOARD TO EXECUTE A TECHNICAL SERVICE AGREEMENT  
 FOR COMMODITY HAULING SERVICES WITH PAUL'S COMMODITY HAULING INC  
 FROM JULY 1, 2016 ENDING JUNE 30, 2017**

**WHEREAS,** the School District requires the services of a freight forwarding company for the pick-up and delivery to the Springfield Elementary School of certain food commodities; and

**WHEREAS,** Paul's Commodity Hauling, Inc., 938 Union Road, Mullica Hill NJ 08062 is duly qualified to perform said services.

**WHEREAS,** the following are the detailed specifications of the commodity hauling services:

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

1. Cost is \$2.95 per case
2. Minimum per charge school trip of \$95.00 when there are less than thirty (33) cases.
3. Fuel surcharges will not apply unless diesel prices fluctuate to \$4.25 per gallon.

Diesel prices \$4.25 - \$4.99	Delivery Surcharge 4-5
Diesel prices \$5.00 - \$5.99	Delivery Surcharge 6-8
Diesel prices above \$6.00	Delivery Surcharge 9-10

4. In instance of more than one delivery after the primary school, there is a split charge of \$15.00 per school with 15 cases or more. *Please Note: splits are available for less cases at a \$20.00 split charge per school.*
5. No charge for Paul's Commodity Hauling stacking commodities on available cleared locations.
6. All deliveries shall be made between the hours of 8:30 AM and 4:00 PM, Monday through Friday.
7. Modifications to permanent delivery dates are mandatory by the state to be on the institution's letter head in writing, and have a signature of approval by the school's Business Administrator and mailed to the state prior to delivery date change.
8. Please forward cafeteria school manager's updates via email-\*necessary for bad weather conditions.

***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, 2016 to June 30, 2017**, with the **Paul's Commodity Hauling, Inc., Mullica Hill NJ.**

**F. EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR THE SERVICES OF A BOARD AUDITOR TO CERTIFY COMPLIANCE WITH REQUIREMENTS FOR INCOME TAX**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-056**

**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 AND APPROVING A TRANSFER OF FUNDS/NEW LINE ITEM ACCOUNT**

**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.

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

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 **five hundred dollars (\$500)** for the **2015-2016** school year; and

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

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

**CERTIFICATION OF AVAILABILITY OF FUNDS**

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-230-332-421-112	
Account Title	ACCOUNTANT W-CERT SRV	
Certification Date	May 9, 2016	
Beginning Balance		\$0.00
Contract Encumbrance Account		(\$ 500.00)
Revised Balance		(\$ 500.00)
Transfer Fr Account Number	11-000-230-331-000-000	
Transfer Fr Account Title	LEGAL BOARD SOL SRV	
Transfer Fr Opening Balance	\$6,545.62	
Transfer Fr/To Amount	(\$ 500.00)	\$500.00
Transfer Fr Ending Balance	\$6,045.62	
Ending Balance		\$0.00

Fiscal Notes:

\_\_\_\_\_  
 Bruce M. Benedetti  
 Business Administrator/Board Secretary

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

**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

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

the executed notice be made part of the project, service or procurement contract which is the subject of this award.

\_\_\_\_\_  
Bruce M. Benedetti  
Public Agency Compliance Officer  
Business Administrator/Secretary to the Board

**G. EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR THE SERVICES OF A PHYSICAL THERAPIST**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-063**

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

**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 **eight thousand eight hundred dollars (\$8,800) for the period from July 1, 2016 to June 30, 2017**; 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.

\*\*\*\*\*

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

**CERTIFICATION OF AVAILABILITY OF FUNDS**

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-216-340-422-137	
Account Title	PHYS THRPY SRV	
Certification Date	May 10, 2016	
Beginning Balance		\$6,464.00
Contract Encumbrance Account		(\$8,800.00)
Revised Balance		(\$2,336.00)
Transfer Fr Account Number		
Transfer Fr Account Title		
Transfer Fr Opening Balance	\$30,000.00	
Transfer Fr/To Amount	(\$2,336.00)	\$2,336.00
Transfer Fr Ending Balance	\$27,664.00	
Ending Balance		\$0.00

Fiscal Notes:

\_\_\_\_\_  
 Bruce M. Benedetti  
 Business Administrator/Board Secretary

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

**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.

\_\_\_\_\_  
 Bruce M. Benedetti  
 Public Agency Compliance Officer  
 Business Administrator/Secretary to the Board

**H. APPROVING THE EXECUTION OF A TUITION CONTRACT FOR A NON-RESIDENT STUDENT**

**RESOLUTION #15/16-RM-137-230-064**

**RESOLUTION APPROVING THE EXECUTION OF A TUITION CONTRACT  
 FOR A NON-RESIDENT STUDENT TO ATTEND KINDERGARTEN  
 FOR THE 2016-2017 SCHOOL YEAR IN ACCORDANCE WITH POLICY 5111.01  
 AND THE ARGREEMENT BETWEEN THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION  
 AND THE SPRINGFIELD TOWNSHIP EDUCATION ASSOCIATION**



**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

**WHEREAS,** Policy 5111.01 states that “Tuition for all enrolled nonresident students in grades kindergarten through six shall be according to a schedule set forth by resolution of the Board that may be modified by resolution on an annual basis”. The following tuition rates for 2016-2017 based upon Policy 5111.01 are as follows:

Category	Tuition Rate
Kindergarten	\$4,000
Grades 1-6	\$4,500
Multiple Disabled - Kindergarten	\$4,000
Multiple Disabled – Grades 1-6	\$4,500

**WHEREAS,** ARTICLE XIX, STUDENT TUITION, provides that “Bargaining unit members who live outside of Springfield Township and wish to have their children attend Springfield Township School will pay seventy five percent (75%) of the regular established tuition rate; and

**WHEREAS,** student LM will be entering kindergarten in the upcoming school year and the tuition rate shall be three thousand dollars (\$3000); and

**NOW, THEREFORE, BE IT RESOLVED** that the Springfield Township Board of Education, County of Burlington, State of New Jersey, hereby authorizes the President and Board Secretary to execute a tuition agreement at the tuition rate above cited.

**APPROVAL OF RESOLUTIONS A, B, D, E, F, G**

\*\*\*\*\*

*CERTIFICATION OF THE BOARD SECRETARY*

\*\*\*\*\*

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was(were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 17, 2016** in the Library 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	Andrew Eaton, Vice President		X	X					2
3	Wade Hale			X					3
4	Kristen Lippincott			X					4
5	Michael Ramalho			X					5
6	Dennis Schmieder						X		6
7	James Specca	X		X					7
8	Jennifer Webb			X					8

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

9	Gregory Madia, 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 =

**APPROVAL OF RESOLUTION C**

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

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was(were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 17, 2016** in the Library 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	Andrew Eaton, Vice President			X					2
3	Wade Hale	X			X				3
4	Kristen Lippincott			X					4
5	Michael Ramalho			X					5
6	Dennis Schmieder						X		6
7	James Specca		X	X					7
8	Jennifer Webb			X					8
9	Gregory Madia, President			X					9

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

**APPROVAL OF RESOLUTION H**

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

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was(were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 17, 2016** in the Library 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	Andrew Eaton, Vice President			X					2
3	Wade Hale	X		X					3
4	Kristen Lippincott			X					4
5	Michael Ramalho			X					5
6	Dennis Schmieder						X		6
7	James Specca		X	X					7
8	Jennifer Webb			X					8
9	Gregory Madia, President			X					9

Legend: Mtn = Motion; Snd = Second; Aye = Aye; Nay = Nay; Abn = Abstain; Abs = Absent; Nvt = Not Voting

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

Not Voting due to Conflict. Quorum =

<b>FINANCE &amp; BUDGET</b>
-----------------------------

**A. RESOLUTION APPROVING THE 2016-2017 SCHEDULE REQUESTING CURRENT FUND AND DEBT SERVICE LOCAL TAX LEVY AMOUNTS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-251-039**

**RESOLUTION APPROVING THE 2016-2017 SCHEDULE  
 REQUESTING CURRENT FUND AND DEBT SERVICE LOCAL TAX LEVY AMOUNTS  
 FROM THE TOWNSHIP OF SPRINGFIELD AND  
 APPROVING MONTHLY REQUISITION FOR TAXES  
 FOR THE 2016-2017 SCHOOL YEAR**

**WHEREAS,** the tax levy certified by the Commissioner of the Department of Education for the **2016-2017** school year, exclusive of debt service requirements, needed to meet the obligations of the Township of Springfield Board of Education is **three million two hundred forty thousand eight hundred thirty eight dollars (\$3,240,838)** as certified by the Secretary to the Board and the Municipal Clerk; and

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

PAYMENT MONTH	PAYMENT AMOUNT
July 2016	\$270,074
August 2016	\$270,069
September 2016	\$270,069
October 2016	\$270,069
November 2016	\$270,069
December 2016	\$270,069
January 2017	\$270,074
February 2017	\$270,069
March 2017	\$270,069
April 2017	\$270,069
May 2017	\$270,069
June 2017	\$270,069
<b>TOTAL</b>	<b>\$3,240,838</b>

**WHEREAS,** the debt service tax levy, certified by the Commissioner of the Department of Education for the **2016-2017** school year debt service requirements, needed to meet the obligations of the Township of Springfield Board of Education is **two hundred ten thousand five hundred forty six dollars (\$210,546)** as certified by the Secretary to the Board and the Municipal Clerk; and

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

**WHEREAS,** the Township of Springfield is further requested to place in the hands of the Treasurer of School Monies by the **15th day of July 2016** and by the **15th day of January 2017** the annual amount necessary to satisfy the debt service local tax levy as certified by the Secretary to the Board and the Municipal Clerk in accordance with the following schedule:

PAYMENT MONTH	PAYMENT AMOUNT
July 2016	\$105,273
January 2017	\$105,273
<b>TOTAL</b>	<b>\$210,546</b>

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the following consolidated payment schedule for local tax levy for **2016-2017** is hereby requested for payment from the Township of Springfield in the combined total of **three million four hundred fifty one thousand three hundred eighty four dollars (\$3,451,384)**.

PAYMENT MONTH	CURRENT FUND PAYMENT SUB-TOTAL	DEBT SERVICE PAYMENT SUBTOTAL	MONTHLY TOTAL
July 2016	\$270,074	\$105,273	\$375,347
August 2016	\$270,069		\$270,069
September 2016	\$270,069		\$270,069
October 2016	\$270,069		\$270,069
November 2016	\$270,069		\$270,069
December 2016	\$270,069		\$270,069
January 2017	\$270,074	\$105,273	\$375,347
February 2017	\$270,069		\$270,069
March 2017	\$270,069		\$270,069
April 2017	\$270,069		\$270,069
May 2017	\$270,069		\$270,069
June 2017	\$270,069		\$270,069
<b>TOTAL</b>	<b>\$3,240,838</b>	<b>\$210,546</b>	<b>\$3,451,384</b>

**B. ENDORSING THE PROPOSED BUDGET AND APPROVING PARTICIPATION IN THE BURLINGTON COUNTY PROFESSIONAL DEVELOPMENT INSTITUTE**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-137-RM-223-043**

**RESOLUTION ENDORSING THE PROPOSED BUDGET AND APPROVING PARTICIPATION IN  
THE BURLINGTON COUNTY PROFESSIONAL DEVELOPMENT INSTITUTE  
FOR THE 2016-2017 SCHOOL YEAR**

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

**WHEREAS,** the Township of Springfield Board of Education finds that participation in the Burlington County Professional Development Institute (BCPDI) continues to be an effective means to share ideas and provide a variety of training, support services and professional development for School District staff; and

**WHEREAS,** the project will continue to offer an avenue to maximize resources and coordinate county wide workshops, in addition to individual district offerings through the use of inclusion hours. Workshop topics are generated by the participating districts and the use of inclusion hours are based on individual district needs; and

**WHEREAS,** funding for participation in the BCPDI comes from an annual assessment of the participating school districts' October 15<sup>th</sup> ASSA pupil count ; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey hereby endorses the proposed budget and approves participation in the Burlington County Inclusion Project for the **2016-2017** School Year; and

**BE IT FURTHER RESOLVED** that the Interim Business Administrator is hereby authorized to execute the appropriate "Participation Registration Form"; and

**BE IT FINALLY RESOLVED** that the amount to be budgeted for the **2016-2017** school year is **one dollar and thirty-five cents (\$1.35)**, per resident student based on the **October 2015** ASSA total resident enrollment of **two hundred twenty two (222)** or **two hundred ninety nine dollars and seventy cents (\$299.70)**.

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

**CERTIFICATION OF AVAILABILITY OF FUNDS**

Category	Description	Amount
Name of Account	BCPDI PUR SRV	
Account Number	11-000-223-390-213-139	
Certification Date	May 4, 2016	
Beginning Balance		
Contract Encumbrance Amount		-\$299.70
Revised Balance		- \$299.70
Transfer Fr Account Title	STF DEVL P WRKSHP REG	
Transfer Fr Account Number	11-000-223-500-280-138	
Transfer Fr Beginning Balance		\$4,000.00
Transfer To/Fr Amount		-\$299.70
Transfer Fr Ending Balance		\$3,700.30

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

Ending Balance		\$0.00
----------------	--	--------

Fiscal Notes:

---

Bruce M. Benedetti  
Interim Business Administrator/Board Secretary

**C. APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-251-046**

**RESOLUTION APPROVING THE MONTHLY CERTIFICATION OF GRANT EXPENDITURES  
AS OF APRIL 30, 2015 FOR THE 2015-2016 PROGRAM YEAR  
PURSUANT TO BOARD OF EDUCATION STANDARD OPERATING PROCEDURE 3-003  
TO MONITOR THE % OF EXPENDITURE TO CONTROL CARRY-OVER WAIVER REQUESTS  
UNDER GUIDANCE OF THE NEW JERSEY QUALITY SINGLE ACCOUNTABILITY CONTINUUM  
FISCAL MANAGEMENT - RESTRICTED REVENUES**

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

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

- 1.b. Grant funds are spent as budgeted. Amendments and budget modifications are completed for changes that exceed the applicable threshold (entitlement grants - lesser of 10% or \$50,000; discretionary grants - lesser of 10% or \$10,000;
- 1.d. At least 85 percent of the NCLB and IDEA grant funds are expended in one year. For Title I, a waiver to carry over more than 15% has not been requested within the last three years;

; and

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

GRANT	GAAP ACCT	YEAR	CURRENT APPROPR	TOTAL EXPENDED	TOTAL ENCUMBERED /CARRYOVER	UNEXPENDED DOLLAR BALANCE	UNEXPENDED PERCENT BALANCE
TITLE 1A	20-231	15-16	19478	1200	1200	17078	13%
IDEA BSC	20-250	15-16	73030	64439.32	8590.68	0	0%

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

IDEA PSD	20-251	15-16	5030	5030	0	0	0%
TITLE 2A	20-270	15-16	4893	4893	0	0	0%
REAP	20-450	15-16	25180	22780	2400	0	0%
TOTAL			127611	98342.32	12190.68	17078	13%

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above summary represents the monthly certification of grant expenditures for the program year **2015-2016** No Child Left Behind, IDEA Part B, and REAP; and

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

**D. MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-251-051**

**RESOLUTION PROVIDING FOR THE BOARD OF EDUCATION'S  
MONTHLY CERTIFICATION ON BUDGETARY MAJOR ACCOUNT/FUND STATUS  
FOR THE MONTH ENDING APRIL 30, 2016 PURSUANT TO N.J.A.C. 6A:23-2:11.c)**

**WHEREAS**, the New Jersey Administrative Code, Title 6, Chapter 23, requires that certain monthly certifications be demonstrated as to the budgetary line item accounts; and

**WHEREAS**, the Board of Education must certify that, to the best of its knowledge, no major account or fund has been over expended and that sufficient funds are available to meet the Springfield Township School District's financial obligations for the remainder to the **2015-2016** fiscal year; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey that a certification are hereby given, after review of the Line Item Status Report, and upon consultation with the appropriate District officials, to the best of its knowledge no major account or fund has been over expended in violation of New Jersey statutes and code.

**E. ESTABLISHING THE 2016-2017 TUITION RATES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-221-036**

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

**RESOLUTION ESTABLISHING THE 2016-2017 TUITION RATES  
PURSUANT TO N.J.A.C. 6A:23-3 AND POLICY 5111.01**

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

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

**WHEREAS,** the following tuition rates for **2016-2017** based upon the **2016-2017** School Budget Statement are as follows:

Category	Tuition Rate
Kindergarten	\$17,629
Grades 1-5	\$20,260
Grades 6	\$19,713
Multiple Disabled	\$125,901 <sup>1</sup>

<sup>1</sup> Adjustment from 1 student to 5 students results in a revised tuition rate of \$25,180.

**WHEREAS,** Policy 5111.01 states that “Tuition for all enrolled nonresident students in grades kindergarten through six shall be according to a schedule set forth by resolution of the Board that may be modified by resolution on an annual basis”. The following tuition rates for **2016-2017** based upon Policy 5111.01 are as follows:

Category	Tuition Rate
Kindergarten	\$4,000
Grades 1-6	\$4,500
Multiple Disabled - Kindergarten	\$4,000
Multiple Disabled – Grades 1-6	\$4,500

**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 **2016-2017** school year.

**F. APPROVING THE CONSTRUCTION FUND BILL LIST**



**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

**RESOLUTION#15-16-RM-137-251-053**

**RESOLUTION APPROVING THE CONSTRUCTION FUND BILL LIST  
UNDER DEPARTMENT OF EDUCATION PROJECT # 5010-050-14-1001  
FOR THE MAY 17, 2016 BOARD OF EDUCATION MEETING**

**WHEREAS**, the New Jersey Department of Education approved an unbundled construction project for renovations to the Springfield Township Elementary School under Project # 5010-050-14-1001 and the New Jersey Schools Development Authority under SDA Project # 5010-050-14-050-G3DY joined in the funding of said Project; and

**WHEREAS**, the Board of Education wishes to authorize payment of construction related bills and to track detailed spending for purposes of Section 15 Grant reimbursement; and

**WHEREAS**, the below bills for services have been submitted to and reviewed by the Interim Business Administrator:

Vendor Description	Vendor #	Description Goods/Services	Opening Balance	Payment	Ending Balance
Horizon Environmental	3820	Asbestos Sampling	\$460.00	-\$460.00	\$ 0.00
New Road Construction	3915	Construction Management Services	\$41,947.00	-\$8,000.00	\$33,947.00
Spieziele Architectural	3904	Architecture/Engineering	\$38,512.86	-\$499.55	\$38,013.31
Framan Mechanical Inc.	TBD	HVAC Construction Contractor	\$3,883,391.00	-\$187,910.00	\$3,695,481.00
TOTAL				(\$196,869.55)	

**WHEREAS**, the following is a summary table of the full, to date expenses and the available balances:

Expenditure Account #	Account Title	Budget	Expended	Encumber	Available	Payment
30-000-400-340-378-015	CNSTRCT MNGR SRV	115250.00	-73303.00	-41947.00	0.00	-8000.00
30-000-400-390-310-015	PRINT SRV	2500.00	-2500.00	-0.00	0.00	0.00
30-000-400-390-369-015	CNTRCT ANALYS SRV	5250.00	-2900.00	-0.00	2,350.00	0.00
30-000-400-390-377-015	FINANCE ADVR SRV	10000.00	-10000.00	-0.00	0.00	0.00
30-000-400-390-398-015	AHERA PUR SRV	460.00	0.00	-460.00	0.00	-460.00
30-000-400-390-401-015	ARCH/ENGR SRV	257352.22	-218839.36	-0.00	38,512.86	-499.55
30-000-400-390-474-015	BOND LEGAL SRV	13561.93	-13561.93	-0.00	0.00	0.00
30-000-400-450-929-015	BOILER RPR SRV	314130.72	-314130.72	-0.00	0.00	0.00
30-000-400-450-931-015	HVAC RPR SRV	3883391.00	0.00	-3883391.00	0.00	-187910.00
30-000-400-450-948-015	ROOF RPR SRV	295489.00	-293320.00	-0.00	2,169.00	0.00
30-000-400-450-949-015	WINDOW RPR SRV	432783.00	0.00	-432783.00	0.00	0.00
30-000-400-450-952-015	SECURITY RPR SRV	200000.00	0.00	-0.00	200,000.00	0.00
30-000-400-450-949-015	WINDOW RPR SUP	5904.00	-5902.16	-0.00	1.84	0.00
30-000-400-890-426-015	FEES & LIC EXP	1496.00	-1316.00	-0.00	180.00	0.00
30-000-400-890-444-015	CREDITS AVAIL BAL	9180.00	0.00	-0.00	9,180.00	0.00
30-000-400-890-555-015	SPRNKLR DEDUCT	37500.00	0.00	-0.00	37,500.00	0.00
30-000-400-890-666-015	SDA GRANT EXP	31250.00	0.00	-0.00	31,250.00	0.00
30-000-400-890-931-015	SOFT HVAC EXP	516082.01	0.00	-0.00	516,082.01	0.00
30-000-400-890-949-015	SOFT WINDOW EXP	83726.12	-27000.44	-0.00	56,725.68	0.00
30-000-400-890-952-015	SOFT SECURITY EXP	50000.00	0.00	-0.00	50,000.00	0.00
		6,265,306.00	-962,773.61	-4,358,581.00	943,951.39	-196,869.55

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

***NOW, THEREFORE, BE IT RESOLVED*** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above payments for the construction project for renovations to the Springfield Township Elementary School are hereby approved.

**G. AUTHORIZING THE 2016-2017 APPROPRIATION OF FUNDS TO THE MAINTENANCE RESERVE ACCOUNT**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-252-055**

**RESOLUTION AUTHORIZING THE 2016-2017 APPROPRIATION OF FUNDS  
TO THE MAINTENANCE RESERVE ACCOUNT  
PURSUANT TO N.J.A.C. 6A:23A-14-2**

***WHEREAS***, N.J.A.C. 6A:23A-14.2 (a), Maintenance Reserve, “that a district board of education shall establish, by resolution, a maintenance reserve account to be used to implement required maintenance for school district’s facilities. The district is prohibited from using such funds for routine or capital maintenance”; and

***WHEREAS***, N.J.A.C. 6A:23A-14.2 (c) states that “A district board of education or board of school estimate, as appropriate, may increase the balance in the maintenance reserve account in accordance with GAAP, and such account is subject to annual audit pursuant to N.J.S.A. 18A:23-1 et seq; and

***WHEREAS***, the Board of Education wishes to approve a **seventy five thousand dollar (\$75,000)** transfer to the Maintenance Reserve effective **July 1, 2016**.

***NOW, THEREFORE, BE IT RESOLVED*** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Interim Business Administrator shall appropriate the **seventy five thousand dollar (\$75,000)** amount dedicated to the Maintenance Reserve listed on the Recapitulation of Balances in the **2016-2017** Budget Statement.

**H. APPROVING TRAVEL AND RELATED EXPENSE REIMBURSEMENT**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-137-223-058**

**RESOLUTION APPROVING TRAVEL AND RELATED EXPENSE REIMBURSEMENT  
FOR SPRINGFIELD TOWNSHIP SCHOOL DISTRICT EMPLOYEES  
PURSUANT TO P.L. 2007, C.53 AND BOARD OF EDUCATION POLICY #6471**

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

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

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

; and

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

**WHEREAS,** each district board of education shall maintain separate accounting for school district travel expenditures as necessary, to ensure compliance with the school district’s maximum travel expenditure amount. This may include, but need not be limited to, a separate offline accounting of such expenditures or expanding the school district’s accounting system. The tracking system shall be sufficient to demonstrate compliance with P.L. 2007, c.53 and Board of Education Policy #6471, and shall provide auditable information;

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

Employee Name	Jamie DeMinco	Heather Pence			
District Assignment	1 <sup>st</sup> Grade	1 <sup>st</sup> Grade			
Travel Date(s)	05/23/16	05/23/16			
Travel Destination	Rutgers Campus Piscataway NJ	Rutgers Campus Piscataway NJ			
Travel Type	Automobile	Automobile			
Sponsoring Entity	Rutgers University	Rutgers University			
Event Description	NGSS Mini- Series	NGSS Mini-Series			
Funding Source	Current	Current			
Account Series	11-000-223-500	11-000-223-500			
Registration Fee	50.00	50.00			

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

Meal Allowance	0.00	0.00			
Mileage Estimate	27.40	0.00			
Tolls & Other Transportation	3.00	0.00			
Hotel/Motel Rate	0.00	0.00			
Miscellaneous Exp (Parking)	0.00	0.00			
<b>TOTAL</b>	<b>80.40</b>	<b>50.00</b>			

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

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

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

**CERTIFICATION OF AVAILABILITY OF FUNDS**

Category	Description	Amount
Expend Account Number	11-000-223-500-000-000	
Account Title	STF TRAIN OTH SRV	
Certification Date	May 9, 2016	
Beginning Balance		3,752.65
Contract Encumbrance Amount		(130.40)
Ending Balance		3,622.25

Fiscal Notes:

\_\_\_\_\_  
Bruce M. Benedetti  
Interim Business Administrator/Board Secretary

**I. AUTHORIZING THE PAYMENT OF BILLS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-252-054**

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

**RESOLUTION AUTHORIZING THE PAYMENT OF BILLS  
OF THE GENERAL ACCOUNTS AS CONTAINED  
ON THE CHECK REGISTER FROM APRIL 22, 2016 TO MAY 18, 2016  
AND ALL BANK/WIRE TRANSFERS FOR THE MONTH OF APRIL 2016**

**WHEREAS**, the Business Administrator/Secretary to the Board has submitted a computer printout of the checks registered for payment for the period **April 22, 2016 to May 18, 2016**; and

**WHEREAS**, this a summary table of check register that is provided in the addendum section of the subject minutes:

<b>FUND</b>	<b>EXPENSE</b>	<b>DESCRIPTION</b>	<b># OF INVOICES</b>	<b>AMOUNT</b>
10	10-141	FICA REIMBURSEMENT	1	7661.36
11	11-000-100	TUITION INSTRUCTION	0	0.00
	11-000-211	ATTENDANCE SERVICES	1	3149.29
	11-000-213	HEALTH SERVICES	2	2963.90
	11-000-216	SPEECH & RELATED SERVICES	3	7534.46
	11-000-218	GUIDANCE SERVICES	1	1892.62
	11-000-219	CHILD STUDY TEAM SERVICES	1	1415.57
	11-000-221	IMPROVEMENT OF INSTRUCTION SERVICES	1	2170.53
	11-000-222	EDUCATIONAL MEDIA SERVICES	1	3659.50
	11-000-223	INSTRUCTIONAL STAFF TRAINING	0	0.00
	11-000-230	GENERAL ADMINISTRATION	2	5308.33
	11-000-240	SCHOOL ADMINISTRATION	2	3584.73
	11-000-251	CENTRAL BUSINESS SERVICES	3	4128.35
	11-000-252	INFORMATION TECHNOLOGY SERVICES	0	0.00
	11-000-261	MAINTENANCE SCHOOL FACILITIES	4	5348.07
	11-000-262	CUSTODIAL SERVICES	2	4174.00
	11-000-266	SECURITY SERVICES	0	0.00
	11-000-270	TRANSPORTATION SERVICES	2	417.37
	11-000-291	UNALLOCATED EMPLOYEE BENEFITS	2	2261.34
	11-105-100	PRE-SCHOOL INSTRUCTION	1	2649.50
	11-110-100	KINDERGARTEN INSTRUCTION	2	7264.00
	11-120-100	GRADE 1-5 INSTRUCTION	2	42573.55
	11-130-100	GRADE 6 INSTRUCTION	1	9105.45
	11-150-100	REGULAR HOME INSTRUCTION	0	0.00
	11-190-100	UNDISTRIBUTED INSTRUCTION	3	10174.01
	11-212-100	MULIPLE DISABLED INSTRUCTION	1	3420.00
	11-213-100	RESOURCE CENTER INSTRUCTION	4	12119.85
	11-215-100	PRE-SCHOOL DISABLED INSTRUCTION	0	0.00
	11-219-100	SPECIAL EDUCATION HOME INSTRUCTION	0	0.00
	11-230-100	BASIC SKILLS INSTRUCTION	1	6872.60
	11-403-100	ENRICHMENT INSTRUCTION	0	0.00
			43	142187.02

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

				142187.02
		SESHBP APRIL PAYMENT		63956.07
				206143.09
12	12-000-400	FACILITIES ACQUISITION	0	0.00
20	20-231-XXX	TITLE 1A	0	0.00
	20-250-XXX	IDEA BASIC	1	5011.23
	20-251-XXX	IDEA PRE-SCHOOL	0	0.00
	20-270-XXX	TITLE 2A	0	0.00
	20-450-XXX	REAP	0	0.00
				5011.23
82	82-000-520	FLEXIBLE SPENDING	2	13.00

**WHEREAS**, the Board of Education wishes to authorize payment of said bills and to ratify the prior payment of obligations through the issuance of **current fund** hand checks for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
			None	
			<b>TOTAL</b>	

; and

**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** bank transfers during the month of **April 2016** for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT

; and

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

MONTH	BILL LIST \$	MANUAL CK \$	TOTAL CK \$	MANUAL CK %
Jul 2015				
Aug 2015				

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

Sep 2015				
Oct 2015				
Nov 2015				
Dec 2015				
Jan 2016				
Feb 2016				
Mar 2016	118681.41	0.00	118681.41	0.00%
Apr 2016	129835.26	0.00	129835.26	0.00%
May 2016	147198.25	0.00	147198.25	0.00%
Jun 2016	0.00	0.00	0.00	0.00%
<b>TOTAL</b>				0.00%

; and

**WHEREAS**, the below bank transfer(s) are for payroll and agency accounts during the month of **April 2016** for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
04/12/2016	0073	0074	PAYROLL	82096.66
04/12/2016	0073	0075	AGENCY WITHHOLDING	50202.11
			<b>TOTAL</b>	<b>132298.77</b>
04/28/2016	0073	0074	PAYROLL	83580.06
04/28/2016	0073	0075	AGENCY WITHHOLDING	60475.94
			<b>TOTAL</b>	<b>144056.00</b>

; and

**WHEREAS**, the Board of Education wishes to authorize interfund bank transfers during the month of **April 2016** for the following:

DATE	FR ACCT #	TO ACCT #	PAYEE	AMOUNT
04/12/2016	0073	0076	CAFETERIA - STATE LUNCH	92.59
04/12/2016	0073	0076	CAFETERIA - STATE LUNCH	123.90
04/12/2016	0073	0076	CAFETERIA - FED BREAKFAST	989.71
04/12/2016	0073	0076	CAFETERIA - FED LUNCH	2424.33
04/26/2016	0073	0076	CAFETERIA - STATE LUNCH	25.63
04/26/2016	0073	0076	CAFETERIA - STATE LUNCH	78.01
04/26/2016	0073	0076	CAFETERIA - STATE LUNCH	79.64
04/26/2016	0073	0076	CAFETERIA - FED BREAKFAST	790.14
04/26/2016	0073	0076	CAFETERIA - FED LUNCH	1794.89
04/26/2016	0073	0076	CAFETERIA - FED LUNCH	1859.18
04/26/2016	0073	0076	CAFETERIA - HHFKA LUNCH	103.56
04/26/2016	0073	0076	CAFETERIA - STATE LUNCH	76.86
04/26/2016	0073	0076	CAFETERIA - FED LUNCH	2043.54
04/27/2016	0073	0076	CAFETERIA - STATE LUNCH	76.86
04/27/2016	0073	0076	CAFETERIA - HHFKA LUNCH	103.56
04/27/2016	0073	0076	CAFETERIA - FED LUNCH	1859.18

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

04/28/2016	0075	2178	FLEXIBLE SPENDING - WEIR	200.00
04/28/2016	0075	2178	FLEXIBLE SPENDING - CARTER	340.00

; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that payment of bills on the **April 22, 2016 to May 18, 2016** check register are hereby authorized; and

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

**APPROVAL OF RESOLUTIONS A-D & F-I**

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

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was(were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 17, 2016** in the Library 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	Andrew Eaton, Vice President			X					2
3	Wade Hale			X					3
4	Kristen Lippincott			X					4
5	Michael Ramalho			X					5
6	Dennis Schmieder						X		6
7	James Specca		X	X					7
8	Jennifer Webb			X					8
9	Gregory Madia, 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 =

**APPROVAL OF RESOLUTION E**

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

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was(were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 17, 2016** in the Library 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	Andrew Eaton, Vice President			X					2
3	Wade Hale	X		X					3



**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

4	Kristen Lippincott			X					4
5	Michael Ramalho			X					5
6	Dennis Schmieder						X		6
7	James Specca			X					7
8	Jennifer Webb			X					8
9	Gregory Madia, 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 =

<b>PERSONNEL &amp; NEGOTIATIONS</b>
-------------------------------------

**A. APPOINTING THE BUSINESS ADMINISTRATOR/BOARD SECRETARY AS THE DISTRICT QUALIFIED PURCHASING AGENT**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-137-RM-251-016**

**RESOLUTION APPOINTING THE BUSINESS ADMINISTRATOR/BOARD SECRETARY  
AS THE DISTRICT QUALIFIED PURCHASING AGENT  
FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT  
AND THAT THE SUBJECT RESOLUTION IS IDENTIFIED WITH THE SPONSOR CODE Y**

**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, 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 fifteen percent (15%) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that **Bruce M. Benedetti** is hereby appointed as the District Qualified Purchasing Agent for the Township of Springfield School District for the period of time from **July 1, 2016 to June 30, 2017** and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Springfield Township Board of Education; and

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

**BE IT FURTHER RESOLVED** that Bruce M. Benedetti, District Qualified Purchasing Agent, is hereby authorized to award contracts on behalf of the Springfield Township Board of Education that are less than fifteen percent (15%) of the bid threshold without soliciting competitive quotations; and

**BE IT FURTHER RESOLVED** that Bruce M. Benedetti, District Qualified Purchasing Agent, is hereby authorized to seek competitive quotations, when applicable and practicable, when contracts in the aggregate exceed fifteen percent (15%) of the bid threshold but less than the bid threshold; and

**BE IT FINALLY RESOLVED** that no additional compensation shall be granted above that provided to the subject employee by his appointment as the certified Interim School Business Administrator.

**B. APPROVING THE ANNUAL APPOINTMENT OF THE SECRETARY TO THE BOARD AND DESIGNATING SAID APPOINTMENT AS THE BOARD OF EDUCATION'S AUTHORIZED REPRESENTATIVE**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-017**

**RESOLUTION APPROVING THE ANNUAL APPOINTMENT OF THE  
SECRETARY TO THE BOARD AND DESIGNATING SAID APPOINTMENT  
AS THE BOARD OF EDUCATION'S AUTHORIZED REPRESENTATIVE  
PURSUANT TO N.J.S.A. 18A:17-5**

**WHEREAS**, N.J.S.A. provides that a Board of Education shall appoint a board secretary for a term to expire not later than June 30 of the calendar year next succeeding that in which the board of education shall have been organized, but he shall continue to serve after the expiration of his term until his successor is appointed and qualified; and

**WHEREAS**, **Bruce M. Benedetti, 265 Delaware Avenue, Roebling NJ 08554**, serves as the incumbent Secretary to the Board and that the Board of Education wishes to reappoint said individual in accordance with N.J.S.A. 18A:17-5; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that **Bruce M. Benedetti** shall be reappointed as Secretary to the Board for the **2016-2017** school year and to designate him as the authorized representative of the Board of Education thus investing the duties and responsibilities provided by statute to said position; and

**BE IT FURTHER RESOLVED** that no additional compensation shall be granted above that provided to the subject employee by his appointment as the certified Interim School Business Administrator.

**C. DESIGNATING THE BUSINESS ADMINISTRATOR/BOARD SECRETARY AS THE PUBLIC AGENCY COMPLIANCE OFFICER**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

**RESOLUTION #15/16-RM-137-230-018**

**RESOLUTION DESIGNATING THE BUSINESS ADMINISTRATOR/BOARD SECRETARY  
AS THE PUBLIC AGENCY COMPLIANCE OFFICER  
FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT**

**WHEREAS,** N.J.A.C. 17:27-3.5 and subsection 6(f) of Public Law 1975, c.127 requires that each public agency of the State of New Jersey annually designate an existing officer or employee as its Public Agency Compliance Officer; and

**WHEREAS,** "public agency" means any State, county, municipality or other political subdivision of New Jersey, or any agency of or authority created by any of the foregoing; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that **Bruce M. Benedetti** is hereby designated as the Public Agency Compliance Officer for the Township of Springfield School District for the period of time from **July 1, 2016 to June 30, 2017**; and

**BE IT FURTHER RESOLVED** that the Public Agency Compliance Officer shall be responsible for ensuring the District's compliance in accordance with N.J.A.C. 17:27-3.5 and that there shall be no additional compensation granted to the incumbent in his capacity as Interim School Business Administrator for the designation and that the New Jersey Department of the Treasury, Affirmative Action Office, shall be notified of the designation.

**D. EXECUTE A PROFESSIONAL SERVICES CONTRACT FOR THE SERVICES OF A TREASURER OF SCHOOL MONIES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-117-230-019**

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO THE BOARD TO EXECUTE A  
PROFESSIONAL SERVICES CONTRACT  
FOR THE SERVICES OF A TREASURER OF SCHOOL MONIES  
AND APPROVING A TRANSFER OF FUNDS/NEW LINE ITEM ACCOUNT**

**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.

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

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 treasurer of school monies; and

**WHEREAS,** **Amy Lerner** is duly qualified by experience and qualifications to perform the professional services stipulated in this Resolution; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington State of New Jersey, that the President and Secretary to the Board are hereby authorized to execute a contract for professional services with **Amy Lerner** in an amount not-to-exceed **five thousand four hundred seventy dollars (\$5,470)** for the period of time from **July 1, 2016 to June 30, 2017**, and

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

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

**CERTIFICATION OF AVAILABILITY OF FUNDS**

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-230-100-102-112	
Account Title	TREASURER PAY	
Certification Date	May 4, 2016	
Beginning Balance		\$0.00
Contract Encumbrance Account		-\$5,470.00
Revised Balance		-\$5,470.00
Transfer Fr Account Number	11-000-211-100-102-111	
Transfer Fr Account Title	ATTEND OFF SAL	
Transfer Fr Opening Balance	\$5,366.48	
Transfer Fr/To Amount	-\$5,366.48	\$5,366.48
Transfer Fr Ending Balance	\$0.00	
Transfer Fr Account Number	11-000-251-890-314-112	
Transfer Fr Account Title	BUS ADM DUES	
Transfer Fr Opening Balance	\$1,089.00	
Transfer Fr/To Amount	-\$103.52	\$103.52
Transfer Fr Ending Balance	\$985.48	
Ending Balance		\$0.00

Fiscal Notes:

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

---

Bruce M. Benedetti  
Interim Business Administrator/Board Secretary

**E. APPROVING INDOOR AIR QUALITY DESIGNEE**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-261-020**

**RESOLUTION APPROVING INDOOR AIR QUALITY DESIGNEE  
FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT  
PURSUANT TO N.J.A.C. 12:100-13**

**WHEREAS**, pursuant to N.J.A.C. 12:100-13 an employer shall identify a designated person who is given the responsibility to assure compliance with N.J.A.C. 12:100-13 and assure that the designated person is familiar with the requirements of this subchapter and that the designated person shall assure that Code requirements are implemented and documented; and

**WHEREAS**, the Superintendent of Schools makes the recommendation that the Indoor Air Quality Designee for the **2016-2017** school year shall be the **Educational Facilities Manager**; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, accepts the recommendation of the Superintendent of Schools that **Shawn Dennis, Educational Facilities Manager**, be appointed as the **Indoor Air Quality Designee** for the Township of Springfield School District for the period of time from **July 1, 2016 to June 30, 2017**; and

**BE IT FURTHER RESOLVED** that there shall be no additional compensation granted to the incumbent in his/her capacity as **Educational Facilities Manager** for the designation as **Indoor Air Quality Designee**.

**F. APPROVING THE OF THE DISTRICT HOMELESS LIAISON**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-021**

**RESOLUTION APPROVING THE RECOMMENDATION  
OF THE SUPERINTENDENT OF SCHOOLS  
FOR THE APPOINTMENT OF THE DISTRICT HOMELESS LIAISON  
FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT  
PURSUANT TO N.J.A.C. 6:3-8-5**

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

**WHEREAS,** N.J.A.C. 6:3-8.5 provides that a district homeless liaison shall be appointed who shall have the responsibility for all homeless children who reside temporarily in the school district as well as those who were residents of the district when they became homeless; and

**WHEREAS,** the Superintendent of Schools makes the recommendation that the **District Homeless Liaison** for the 2016-2017 school year shall be **Rebecca Schweitzer**; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, accepts the recommendation of the Superintendent of Schools that **Rebecca Schweitzer** be appointed as the **District Homeless Liaison** for the Township of Springfield School District for the period of time from **July 1, 2016 to June 30, 2017**; and

**NOW, THEREFORE, BE IT RESOLVED** that there shall be no additional compensation granted to the incumbent in her capacity as **Social Worker** for the designation as the **District Homeless Liaison**.

**G. APPOINTING THE CUSTODIAN OF GOVERNMENT RECORDS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-022**

**RESOLUTION APPOINTING THE CUSTODIAN OF GOVERNMENT RECORDS  
FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT**

**WHEREAS,** N.J.S.A. 47:1A-1.1, "The Open Public Records Act" (OPRA) 18A:18A-2 provides that any government record that has been made, maintained or kept on file in the course of the official business by any State, local or regionally funded agency, including school boards, should be available for review and/or purchase; and

**WHEREAS,** N.J.S.A. 47:1A-1.1 et seq. stipulates that a Custodian of Government Records shall be officially designated by formal action of a public agency's director or governing body; and

**WHEREAS,** any member of the public seeking to inspect public records of the Springfield Township School District shall make application in writing on the "Application to View or Obtain Copies of Springfield Township School District Governmental Record" which identifies the record or records sought to be inspected and/or copied; and

**WHEREAS,** such inspection shall be made only at reasonable times during regular business hours and without interference with the conduct of the affairs of the office or other place where such records are kept or maintained within seven (7) days of the request; provided, however, that in the event that said records are not readily available or research is necessary to supply the information sought, the Custodian shall have at least two (2) weeks to comply with the request; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that **Bruce M. Benedetti, Interim Business Administrator**, is hereby appointed as the Custodian of Government Records for the Township of Springfield School District for the period of time

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

from **July 1, 2016 to June 30, 2017** and is duly assigned the authority, responsibility and accountability for the review and/or copying of public records; and

**BE IT FINALLY RESOLVED** that no additional compensation shall be granted above that provided to the subject employee by his appointment as the Custodian of Government Records

**H. APPROVING THE APPOINTMENT OF AN ATTENDANCE OFFICER**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-023**

**RESOLUTION APPROVING THE APPOINTMENT OF AN ATTENDANCE OFFICER  
OF THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT  
PURSUANT TO N.J.S.A. 18A:38-32**

**WHEREAS**, N.J.S.A. 18A:38-32 provides that the board of education of each school district shall appoint a suitable number of qualified persons to be designated as attendance officers and shall affix their compensation; and

**WHEREAS**, the Superintendent of Schools recommends **Asia Michael** for appointment to the position of Attendance Officer.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that a contract shall be issued for the **Attendance Officer** for the **period of time from July 1, 2016 to June 30, 2017**.

**NOW, THEREFORE, BE IT RESOLVED** that there shall be no additional compensation granted to the incumbent in her capacity as **Director of Curriculum** for the designation as the **Attendance Officer**.

**I. APPOINTING AN INTEGRATED PEST MANAGEMENT COORDINATOR**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-261-024**

**RESOLUTION APPOINTING AN INTEGRATED PEST MANAGEMENT COORDINATOR  
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT  
PURSUANT TO THE NEW JERSEY SCHOOL INTEGRATED PEST MANAGEMENT ACT OF 2002**

**WHEREAS**, the New Jersey School Integrated Pest Management Act of 2002 requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides; and

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

**WHEREAS,** the Board of Education wishes designate an integrated pest management coordinator who shall be responsible for the implementation of the school integrated pest management policy; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that **Shawn Dennis, Educational Facilities Manager**, is hereby appointed as **Integrated Pest Management Coordinator** for the **2016-2017** school year; and

**BE IT FURTHER RESOLVED** that the Integrated Pest Management Coordinator shall be responsible for ensuring the School District's compliance with the New Jersey School Integrated Pest Management Act of 2002; and

**BE IT FINALLY RESOLVED** that there shall be no additional compensation granted to the incumbent in his capacity as **Educational Facilities Manager** for the designation as the **Integrated Pest Management Coordinator**.

**J. APPROVING AHERA COORDINATOR DESIGNEE**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-261-025**

**RESOLUTION APPROVING AHERA COORDINATOR DESIGNEE  
FOR THE TOWNSHIP OF SPRINGFIELD SCHOOL DISTRICT  
PURSUANT TO 40 CFR PART 763 SUBPART E**

**WHEREAS,** pursuant to the Code of Federal Regulations (CFR) 40 Part 763.84 Subpart E, each local education agency shall ensure that the certain activities and requirements for recordkeeping, training, notifications and warnings are completed as specified in the asbestos management plan and that the agency shall designate a person, who shall receive adequate training to perform duties to ensure that requirements under this section are properly implemented; and

**WHEREAS,** the Superintendent of Schools makes the recommendation that the AHERA Coordinator Designee for the **2016-2017** school year shall be the **Educational Facilities Manager**; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, accepts the recommendation of the Superintendent of Schools that **Shawn Dennis, Educational Facilities Manager**, be appointed as the **AHERA Coordinator Designee** for the Township of Springfield School District for the period of time from **July 1, 2016 to June 30, 2017**; and

**BE IT FURTHER RESOLVED** that there shall be no additional compensation granted to the incumbent in his capacity as **Educational Facilities Manager** for the designation as **AHERA Coordinator Designee**.

**K. APPROVING THE DESIGNATION OF A BOARD PARLIAMENTARIAN**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION



**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

**RESOLUTION #15/16-RM-137-230-026**

**RESOLUTION APPROVING THE DESIGNATION OF A BOARD PARLIAMENTARIAN  
PURSUANT TO BOARD OF EDUCATION POLICY 9325 TO 9325.3**

**WHEREAS,** pursuant to Board Policy 9325.2 - Parliamentary Procedure, “regular and special meetings will be conducted in accordance with Robert’s Rules of Procedure”. In questions concerning procedure, the Board President shall rule after consulting the rules; and

**WHEREAS,** to assist the Board President in the determination on any and all parliamentary inquiries the Board of Education wishes to appoint a Board Parliamentarian; and

**WHEREAS,** according to Robert’s Rules of Order - Appointed Officers or Consultants - the duties for the Board Parliamentarian shall be as follows:

1. The president, knowing in advance the business to come before the assembly, should confer with the parliamentarian before the meetings open, and during recess, in order to anticipate any problems that may arise and to avoid, as much as he can, frequent consultation during meetings. There is no set rule for the number of additional functions a parliamentarian may be asked to perform;
2. During a meeting the work of the parliamentarian should be limited to giving advice to the chair and, when requested, to any other member. It is also the duty of the parliamentarian - as inconspicuously as he can - to call the attention of the chair to any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm. Only on the most involved matters should the parliamentarian actually be called upon to speak; and the practice should be avoided if at all possible. The parliamentarian should be seated next to the chair, so as to be convenient for consultation in a low voice, but the chair should try to avoid checking with the parliamentarian too frequently or obviously. After the parliamentarian has expressed an opinion on a point, the chair has the duty to make the final ruling and, in doing so, has the right to follow the advice of the parliamentarian, or to disregard it,
3. In the event that there remains a question on any parliamentary inquiry which is not finalized as a result of the deliberations of the president and the parliamentarian, the matter shall be referred to the Board Solicitor for a determination. The matter before the Board shall be tabled pending the determination of the Board Solicitor.

; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the **Bruce M. Benedetti, Interim Business Administrator**, shall be hereby appointed as Board Parliamentarian for the 2016-2017 school year.

**L. DESIGNATING THE APPOINTMENT OF AN AMERICANS WITH DISABILITIES (ADA) COORDINATOR**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

**RESOLUTION #15/16-RM-137-230-045**

**RESOLUTION DESIGNATING THE APPOINTMENT  
OF AN AMERICANS WITH DISABILITIES (ADA) COORDINATOR**

**WHEREAS,** If a public entity has fifty (50) or more employees, it is required to designate at least one(1) responsible employee to coordinate Americans with Disabilities Act (hereinafter “ADA”) compliance. A government entity may elect to have more than one (1) ADA Coordinator. Although the law does not refer to this person as an ADA Coordinator, this term is commonly used in state and local governments across the country; and

**WHEREAS,** the ADA Coordinator is responsible for coordinating the efforts of the government entity to comply with Title II and investigating any complaints that the entity has violated Title II. The name, office address, and telephone number of the ADA Coordinator must be provided to interested persons; and

**WHEREAS,** the Superintendent of Schools recommends the appointment of **Asia Michael** as **Americans with Disabilities Coordinator** for the 2016-2017 school year; 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 recommendation of **Asia Michael** as **Americans with Disabilities Coordinator** for the 2016-2017 school year is hereby approved; and

**BE IT FINALLY RESOLVED** that the designee shall serve in the capacity without additional compensation above her contracted salary for the functions of the position.

**M. DESIGNATING AN AFFIRMATIVE ACTION OFFICER – EMPLOYMENT AND CONTRACT PRACTICES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-060**

**RESOLUTION DESIGNATING AN AFFIRMATIVE ACTION OFFICER  
– EMPLOYMENT AND CONTRACT PRACTICES  
SPRINGFIELD TOWNSHIP SCHOOL DISTRICT PURSUANT TO N.J.A.C. 6:4-1.1 ET SEQ.  
AND BOARD OF EDUCATION POLICY 1550  
FOR THE 2016-2017 SCHOOL YEAR**

**WHEREAS,** N.J.A.C. 6:4-1.3 requires that each local school district designate a member of its professional staff as the affirmative action officer to coordinate and implement the district's efforts to comply. The progress of the district in complying shall be reported by the superintendent to the board of education as it shall require; and

**WHEREAS,** Policy 1550 details the responsibilities required for the administration of the Affirmative Action Program as it is particular to Employment and Contract Practices.

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that Craig Vaughn, Chief School Administrator, is hereby designated as the Affirmative Action Officer; and

**BE IT FURTHER RESOLVED** that there shall be no additional compensation granted to the incumbent in his capacity as **Chief School Administrator** for the designation as **Affirmative Action Officer – Employment and Contract Practices** for the **2016-2017** school year.

**N. DESIGNATING AN AFFIRMATIVE ACTION OFFICER – INSTRUCTIONAL PROGRAMS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-061**

**RESOLUTION DESIGNATING AN AFFIRMATIVE ACTION OFFICER – INSTRUCTIONAL PROGRAMS  
 SPRINGFIELD TOWNSHIP SCHOOL DISTRICT PURSUANT TO N.J.A.C. 6:4-1.1 ET SEQ.  
 AND BOARD OF EDUCATION POLICY 1550  
 FOR THE 2016-2017 SCHOOL YEAR**

**WHEREAS**, N.J.A.C. 6:4-1.3 requires that each local school district designate a member of its professional staff as the affirmative action officer to coordinate and implement the district's efforts to comply. The progress of the district in complying shall be reported by the superintendent to the board of education as it shall require; and

**WHEREAS**, the Superintendent of Schools recommends the approval of the designation of the below individual as the School District's **Affirmative Action Officer – Instructional Programs** for the **2016-2017** school year.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the **Director of Curriculum** is hereby designated as the **Affirmative Action Officer – Instructional Programs** ; and

**BE IT FURTHER RESOLVED** that there shall be no additional compensation granted to the incumbent in his capacity as **Director of Curriculum** for the designation as **Affirmative Action Officer – Instructional Programs**.

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

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was(were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 17, 2016** in the Library 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	Andrew Eaton, Vice President			X					2
3	Wade Hale			X					3

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

4	Kristen Lippincott			X					4
5	Michael Ramalho			X					5
6	Dennis Schmieder						X		6
7	James Specca		X	X					7
8	Jennifer Webb			X					8
9	Gregory Madia, 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>POLICY &amp; PROCEDURES</b>
--------------------------------

**A. ADOPTING BOARD OF EDUCATION CURRENT OPERATING PROCEDURES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-027**

**RESOLUTION ADOPTING BOARD OF EDUCATION  
CURRENT OPERATING PROCEDURES**

**WHEREAS,** Springfield Township Board of Education has developed operational procedures to compliment Board of Education Bylaws and its Policy Manual; and

**WHEREAS,** the Board of Education wishes to re-adopt its Current Operating Procedures as an action of the annual reorganization of the Board of Education; and

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, the Current Operating Procedures of the Board of Education are hereby re-adopted for the **2016-2017** school year.

**B. ADOPTING ALL EXISTING POLICIES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-029**

**RESOLUTION ADOPTING ALL EXISTING POLICIES  
OF THE SPRINGFIELD TOWNSHIP BOARD OF EDUCATION**

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

**WHEREAS,** N.J.S.A. 1A:2-1 provides a board of education with the power to effectuate action whenever under any provision of Title 18A the validity of the action of any person, official, board or body is made dependent upon the approval or disapproval, consent or refusal to consent or determination of, or is to be exercised pursuant to any rule to be made by, any other person, official, board or body, the latter shall have power to approve or disapprove, consent to refuse to consent, to make such determination or promulgate any such rule, notwithstanding that power is not specifically conferred thereby or by any other provision of this Title; and

**WHEREAS,** the Township of Springfield Board of Education has promulgated policies consistent with authority granted pursuant to Title 18A and other relevant New Jersey and United States statutes, rules and regulations which is entitled "Springfield Township Board of Education Policy Manual; and

**WHEREAS,** the Board of Education wishes to adopt all existing district policies for the period from the **2016-2017** school year subject to any revisions or modifications as are made pursuant to Board of Education Policy #9311 - "Formulation, Adoption and Amendment of Policies"; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that all existing district policies and policies of the New Jersey School Boards Association are hereby adopted for the **2016-2017** school year.

**C. ACKNOWLEDGING ADHERENCE WITH THE SCHOOL ETHICS ACT AND CODE OF ETHICS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-049**

**RESOLUTION ACKNOWLEDGING ADHERENCE WITH  
THE SCHOOL ETHICS ACT AND CODE OF ETHICS  
PURSUANT TO N.J.A.C. 6A:30 AND 6:3 AND N.J.S.A. 18A:12-24.1**

**WHEREAS,** the State of New Jersey Board of Education regulations require local boards of education to meet to discuss the ethics laws at a regularly scheduled public meeting; and

**WHEREAS,** each Board of Education must discuss the School Ethics Act and the Code of Ethics at a regularly scheduled public meeting and annually adopt policies and procedures regarding training in understanding the Code of Ethics; and

**WHEREAS,** each Board of Education member shall sign an acknowledgment of receipt that she/he has read and become familiar with the Code of Ethics; and

**WHEREAS,** copies of N.J.S.A. 18A:12-24 and N.J.A.C. 6A:30 and 6:3, the New Jersey School Board Member Code of Ethics, and the New Jersey School Boards Association training materials were distributed to every Board Member; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the School Ethics Act and Code of Ethics were reviewed and accepted by

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

each member of the Board of Education as evidenced by the executed “Acknowledgment of Receipt” by each member which is kept on file in the Administration Building of the Township of Springfield Board of Education.

**D. APPROVING ALL EXISTING BARGAINING UNIT AGREEMENTS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-030**

**RESOLUTION APPROVING ALL EXISTING BARGAINING UNIT AGREEMENTS  
WITHIN THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT  
AND THAT THE SUBJECT RESOLUTION IS IDENTIFIED WITH THE SPONSOR CODE Y**

**WHEREAS,** the Board of Education has recognized the collective bargaining units within the Springfield Township School District as the exclusive and sole representative for certain classes of employees; and

**WHEREAS,** the Board of Education wishes to approve the existing, in-force agreement with the **Springfield Township Education Association (Agreement Term Expiration Date: June 30, 2017)**

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above existing collective bargaining unit agreement is hereby approved.

**E. RECOGNIZING EXISTING BARGAINING UNITS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-031**

**RESOLUTION RECOGNIZING EXISTING BARGAINING UNITS  
WITHIN THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT  
IN ACCORDANCE WITH CHAPTER 123, PUBLIC LAWS OF 1974**

**WHEREAS,** the Board of Education has recognized certain collective bargaining units within the Springfield Township School District as the exclusive and sole representative for certain classes of employees; and

**WHEREAS,** the Board of Education wishes to approve the existing recognitions of the following collective bargaining unit:

**Springfield Township Education Association**

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above collective bargaining units are hereby approved for the **2016-2017** school year and that membership in each respective unit shall be governed by the Recognition section of each contract agreement.

**F. AUTHORIZING THE PAYMENT OF BILLS BETWEEN MONTHLY MEETINGS THROUGH THE ISSUANCE OF MANUAL CHECKS**

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-251-032**

**RESOLUTION AUTHORIZING THE PAYMENT OF BILLS BETWEEN MONTHLY MEETINGS  
THROUGH THE ISSUANCE OF MANUAL CHECKS**

**WHEREAS,** manual checks may only be written for emergency and exception purposes with the nature of the emergency or exception being adequately documented; and

**WHEREAS,** the Business Administrator/Secretary to the Board shall develop a standard operating procedure to address aspects and issues on the payment of bills between public meetings of the Board of Education; and

**WHEREAS,** the issuance of manual checks between public meetings of the Board of Education shall be limited to the extent possible so as to comply with the New Jersey Quality Single Accountability Continuum (hereinafter “NJQSAC”), District Performance Review, B. Financial and Budgetary Control, Section j. which requires that “Manual checks represent less than one percent of the checks issued on an annual basis (Interfund payments are excluded from this requirement.).

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Board of Education authorizes the payment of bills between monthly meetings as above detailed.

**G. AUTHORIZING THE USE OF FACSIMILE SIGNATURES**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-R-033**

**RESOLUTION AUTHORIZING THE USE OF FACSIMILE SIGNATURES  
FOR THE 2016-2017 SCHOOL YEAR**

**WHEREAS,** New Jersey case law has held that a facsimile signature was valid. The decision stated that as long as there is no express statutory requirement of an original signature, no evidence of fraud, and no evidence of any other wrongdoing, then admittance of the facsimile signature is acceptable and valid as an original; and

**WHEREAS,** the Board of Education authorizes the Superintendent of Schools, the Treasurer of School Monies and/or the Business Administrator/Secretary to the Board, to prepare and utilize a facsimile signature, in lieu of their manual signature, and to affix such facsimile signature to any of the following instruments: checks; drafts; warrants; vouchers; or other instruments for the payment of money and necessary or desirable in connection with the withdrawal of Board of Education funds for and on its behalf. The individuals specified above may affix their manual or facsimile signature to the instruments identified so long as they continue to act as such officers/employees. The use of facsimile signatures is expressly approved by the Board of Education. Said checks, drafts, warrants, vouchers, or other instruments for the payment of money may be drawn or relate to the

**Springfield Township Board of Education**  
**Jobstown, NJ 08041**  
**Tuesday, May 17, 2016**  
**Agenda – Regular Meeting**

accounts of the School District with the various financial institutions (depositories/banks) with which the School District conducts business; and

**WHEREAS**, the Board of Education directs that the financial institutions (depositories/banks), with which the School District does business, are authorized and requested to accept, honor, cash, pay or transfer, without limit as to the amount or without further inquiry, checks bearing the authorized signature(s) as provided by the immediately preceding paragraph whether tendered in payment of an individual obligation or deposited in the account of the School District. The Business Administrator/Secretary to the Board is directed to provide written notice of the adoption of any facsimile signature to the depository from which funds are to be withdrawn, which notice shall include a description of the device to be used, a specimen of such facsimile signature; and

**WHEREAS**, facsimile signature is defined to include, but is not limited to, the reproduction of any authorized signature by a metal plate or by a photographic, photostatic, mechanical device or rubber stamp signature. The actual facsimile signature should be maintained under the care, custody and control of the Business Administrator/Secretary to the Board and, as further precaution, all checks must be entered into the check register; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Board of Education approves the use of facsimile signatures for the **2016-2017** school year as above stipulated.

**H. ADOPTING A MINIMUM CHART OF ACCOUNTS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-R-034**

**RESOLUTION ADOPTING A MINIMUM CHART OF ACCOUNTS  
CONSISTENT THROUGHOUT THE BUDGET, THE ACCOUNTS AND  
THE FINANCIAL REPORTS OF EACH FUND  
PURSUANT TO N.J.C.A. 6:20-2A.2(M)**

**WHEREAS**, N.J.C.A.6-20-2A. (m) provides that “a common terminology and classification shall be used consistently throughout the budget, the accounts and the financial reports of each fund. District boards of education shall adopt a chart of accounts prepared in conformity with established guidelines; and

**WHEREAS**, the Board of Education wishes to adopt “The Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools” and any modifications made by administrative action of the New Jersey Department of Education pursuant to annual budgetary guidelines; and

**WHEREAS**, N.J.C.A.6-20-2A. (m) 3. requires that “any modifications to the chart of accounts adopted by the district board of education must conform to guidelines as established in N.J.C.A.6-20-2A. (m); and

**WHEREAS**, The Board of Education, pursuant to N.J.C.A.6A:23-2.1, the uniform system of financial bookkeeping and reporting is fully consistent with the “generally accepted accounting principles (GAAP) as set forth in the Codifications of Government Accounting and Financial Reporting Standards, Original Pronouncements, 2004, published by the Governmental Accounting Standards Board (GASB); and



**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the minimum chart of accounts above cited is hereby adopted for the **2016-2017** budget year.

**I. ACCEPTING THE REPORT OF THE SECRETARY TO THE BOARD ON THE REVIEW OF PROCEDURES REGARDING THE OVEREXPENDITURE OF FUNDS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-035**

**RESOLUTION ACCEPTING THE REPORT OF THE SECRETARY TO THE BOARD  
ON THE REVIEW OF PROCEDURES REGARDING THE OVEREXPENDITURE OF FUNDS  
FOR THE 2016-2017 SCHOOL YEAR**

**WHEREAS,** N.J.A.C.6:20-2A provides for the informing of the Board of Education regarding the procedures that should exist to control against the over-expenditure of budgeted appropriations; and

**WHEREAS,** in order to meet a said requirement, the Secretary to the Board submits the following Report to be reviewed and accepted by the Board of Education:

**Report of the Secretary to the Board  
Review of Procedures Regarding Over-expenditure of Funds**

In accordance with N.J.A.C. 6:20-2A.10, Over-expenditure of Funds, a district board of education shall implement controls over budgeted appropriations as follows:

1. No encumbrance or expenditure (liability or payment) shall be approved which when added to the total of existing encumbrances and expenditures exceeds the amount appropriated by the district board of education in the applicable line item account established pursuant to the minimum chart of accounts referenced in N.J.A.C. 6:20-2A.2(m)1. A line item account is defined as the lowest (most specific) level of detail in the appropriation/expenditure classification.

2. When a district board of education adopts an expanded chart of accounts pursuant to N.J.A.C. 6:20-2A.2(m)2, such district board of education shall adopt a policy concerning the controls over appropriations for line item accounts which exceed the minimum level of detail established pursuant to N.J.A.C. 6:20-2A.2(m)1. If a district board of education fails to adopt such a policy, the restrictions contained in (a)1 above shall apply to line item accounts which exceed the minimum level of detail.

3. A district board of education may transfer amounts necessary to effectuate the approval of encumbrances or expenditures prohibited in

(a) 1 and 2 above from line item accounts with available appropriation balances. These transfers shall be made prior to the approval of such encumbrances or expenditures and shall be made in accordance with N.J.S.A. 18A:22-8.1 and 18A:22-8.2.

**Springfield Township Board of Education**  
**Jobstown, NJ 08041**  
**Tuesday, May 17, 2016**  
**Agenda – Regular Meeting**

(b) A district board of education anticipating an over-expenditure in either the current expense, capital outlay or debt service funds as designated in N.J.A.C. 6:20-2A.2(c)1 shall proceed in the following manner:

1. The district board of education shall direct the chief school administrator to immediately notify the county superintendent of schools, of the following:

- I. The projected amount of the over-expenditure;
- ii. The reason or reasons for the projected over-expenditure; and
- iii. The action being taken by the district board of education to avoid the projected over-expenditure.

2. The county superintendent shall immediately notify the Commissioner, in writing, if the projected amount of the over-expenditure exceeds five percent of the district's current expense budget or \$100,000, whichever is lower.

3. The county superintendent shall immediately investigate to determine if the corrective action being taken by the district board of education is sufficient to avoid an over-expenditure. If necessary, the county superintendent shall assist the district board of education in determining what further corrective action can be taken, or request assistance from the Division of Finance.

4. The county superintendent shall immediately notify the Commissioner, in writing, should it appear that an over-expenditure may occur and the district board of education is not taking adequate action to avoid an over-expenditure.

(c) A district board of education secretary shall report to the district board of education, at each regular meeting, the amounts appropriated, expended and transferred into or out of an item of appropriation, for each item of appropriation shown on the budget form prepared in accordance with N.J.S.A. 18A:22-8. This report shall be in addition to the report required by N.J.S.A. 18A:17-9.

(d) A district board of education shall obtain a certification from the district board of education secretary each month that no line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of (a) above. If a violation has occurred, the district board of education shall by resolution either transfer amounts among line items and/or from free balance or direct the district board of education secretary or the chief school administrator, as appropriate, to transfer amounts among line items and/or from free balance to eliminate the line item account deficit(s). If the latter option is selected, the appropriate official shall provide a detailed report of the amounts transferred into and out of the affected line item account(s) or free balance for the board's ratification at the next regularly scheduled meeting. As applicable, the secretary's certification or detailed account of all transfers and the board's ratification, when this option is selected, shall be reflected in the minutes of the board. All transfers shall be subject to the restrictions contained in N.J.S.A. 18A:22-8.1 and 18A:22-8.2.

(e) A district board of education, after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, shall certify in the minutes of the board each month that no major account or fund has been over-expended in violation of (b) above and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. If the board is unable to make such a certification, the board shall direct the chief school administrator to initiate the steps outlined in (b) above and such directive shall be reflected in the minutes of the board.

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above outlined Report has been reviewed and accepted.

**J. ADOPTING BOARD OF EDUCATION BYLAWS**

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-028**

**RESOLUTION ADOPTING BOARD OF EDUCATION BYLAWS  
PURSUANT TO POLICY SECTION 0000**

**WHEREAS,** Springfield Township Board of Education Policy Manual section 0000 details the role of the Board of Education as it pertains to its limits of authority, powers, purposes, duties, and its relationships with pupils, staff and community; and

**WHEREAS,** the Board of Education wishes to re-adopt the bylaws as an action of the annual reorganization of the Board of Education.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, the Bylaws of the Board of Education are hereby re-adopted for the 2016-2017 school year.

**K. AUTHORIZING TAX-SHELTER ANNUITY ARRANGEMENTS**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-042**

**RESOLUTION AUTHORIZING TAX-SHELTER ANNUITY ARRANGEMENTS  
FOR THE 2016-2017 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

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

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

; and

**WHEREAS,** the private plans for the School District in the 2016-2017 school year shall be limited to the above companies recognized in the Resolution. Applications for private plans received after this approval shall be returned to the sender; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above cited private plans shall be the companies able to make arrangements for tax sheltered annuity plans for the 2016-2017 school year.

**L. APPROVING A STANDARD OPERATING PROCEDURE - PURCHASING - SECTION 5-001**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-137-230-054**

**RESOLUTION APPROVING A STANDARD OPERATING PROCEDURE  
FOR THE ENCODING OF BOARD OF EDUCATION RESOLUTIONS  
PURCHASING - SECTION 5-001  
AS PART OF AT STANDARD OPERATING PROCEDURES MANUAL  
PURSUANT TO N.J.A.C. 6A:23A-6.6**

**WHEREAS,** N.J.A.C.6A:23A-6.6 "Standard Operating Procedures for Business Functions" provides that by July 1, 2009, each school district and county vocational school district shall establish SOPs for each task of function of the business operation for the district"  
; and

**WHEREAS,** the "SOP manual shall include sections on each routine task of function of the following areas:

1. Accounting including general ledger, accounts payable, account receivable, payroll and fixed assets and year-end procedures for each
2. Cash management

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

3. Budget development and administration including task such as authorization of transfers and overtime
4. Position control
5. Purchasing including such tasks as preparation of requisitions, approval of purchase orders and encumbering of funds, bid and quote requirements and verification of receipt of goods and services
6. Facilities including administration of work and health and safety
7. Security
8. Emergency preparedness
9. Risk management
10. Transportation
11. Food service
12. Technology systems
13. Information management”; and

**WHEREAS,** the Board of Education wishes to create a coding system for all actions of the Board of Education that are recorded as resolutions; and

**WHEREAS,** the standard operating procedure is as follows:

SPRINGFIELD TOWNSHIP BOARD OF EDUCATION STANDARD OPERATING & INTERNAL CONTROL PROCEDURES
---

Procedure Area	Business Office
Procedure Description	Legal Services Accounting & Payment
Reference Number	SOP 5-001
Date BOE Approval	May 17, 2016
Revision Date(s)	

**Authority For Legal Services Contact**

N.J.A.C. 6A:23-5 requires the establishment of procedures to ensure the prudent use of legal services by employees and board of education members and the tracking of the use of those services that should include:

- A limitation on the number of contact persons with authority to request services or advice from contracted legal counsel
- Criteria or guidance to prevent the use of legal counsel unnecessarily for management decisions or readily available information contained in district materials such as policies, administrative regulations or guidance available through profession materials
- A provision that request for legal services be made in writing and shall be maintained on file in the district offices and a process to determine whether the request warrants legal advice or if legal advice is necessary
- A provision to maintain a log of all legal counsel contact including name of legal counsel contacted, date or contact, issue discussed and length of contact. Legal bills shall be compared to the contact log and any variance shall be investigated and resolved

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

**Designation of Contact Person(s)**

In order to minimize the cost of legal services and to ensure appropriate internal controls, the Board of Education will authorize the below persons as designated legal services contact persons for the School District:

**Superintendent of Schools [Chief School Administrator]  
President - Springfield Township Board of Education  
[Matters related to the Chief School Administrator]  
Business Administrator/Secretary to the Board [School Business Official]**

The designated persons shall ensure that contracted legal counsel is not contacted unnecessarily for management decisions or readily available information contained in district materials such as Board of Education policies, administrative regulations, standard operating procedures, or guidance available through professional source materials.

**Legal Inquiries**

If legal advice is requested by anyone other than the three designated persons above listed, a request for legal advice shall be made in writing and shall be maintained on file in the administrative office. The designated person(s) will determine whether the request warrants legal advice or if the information can be obtained internally without contacting legal counsel.

The written communication can, and should be whenever possible, be in the form of an email. Any and all supporting documentation, justifying the request for legal services contact, shall be forwarded to the designated person. The supporting documentation shall be forwarded to the designated person so that a comprehensive understanding of the legal inquiry can be made which would justify contacting legal counsel.

The designated person(s) shall create a distinct inquiry tracking code to be used until the matter is resolved. The form of the inquiry code shall be as follows:

Designated Person Code	Initial Inquiry Date	Inquiry Sequence Number
------------------------	----------------------	-------------------------

Examples of an inquiry tracking codes would be:

CSA06/21/16-001  
SBA06/21/16-001  
BOE06/21/16-001

Each designated person shall have a list of distinct inquiry sequence numbers.

**Inquiry Documentation & Billings**

The attached log of all legal counsel contacts shall be maintained by the designated person(s). The log shall include an inquiry code, name legal counsel contacted, date of telephone, personal or email contact and the length of contact if telephone or personal contact. All legal bills received from legal counsel shall be compared to the contact log for verification of billing details. Any variance between the billing and inquiry log shall be investigated and resolved prior payment being made. All legal invoices shall contain the inquiry tracking code for each billable item.

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

**Payments for Legal Services**

Payments for legal services will comply with payment requirements and restrictions pursuant to N.J.S.A. 18A-19-1 et seq as follows:

- Advance payments are prohibited
- Services to be provided shall be described in detail in the annual contract for services
- Invoices for payment shall itemize the services provided for the billing period
- All invoice billing detail shall contain the inquiry tracking number
- Payment shall only be provided for services actually provided and completely detailed

**Annual Budget Maximum**

The Board of Education will annually establish, prior to the budget preparation, a maximum dollar limit for each type of legal service. In the event it becomes necessary to exceed the established maximum dollar limit for legal services, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount. Any increase shall be approved, in advance for expenditures over the existing maximum, by a resolution of the Board of Education.

**Procurement of Legal Services**

Contracts for legal services will be issue by the Board of Education in a deliberative and efficient manner such as through a request for proposals based on cost and other specified factors or another comparable process that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. Contracts for legal services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.

**LEGAL SERVICES CONTACT LOG**

<b>Designated Person</b>	<input type="checkbox"/> Chief School Administrator <input type="checkbox"/> School Business Official <input type="checkbox"/> President - BOE
--------------------------	--

Inquiry Tracking Code	Legal Counsel Contacted	Date of Contact	Issue Discussed	Length of Contact





**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

establish procedures to implement this bylaw which shall include an action plan for the rational development of policies and their regular review; appropriate policy goal-setting; a process for evaluation of district and school progress toward or achievement of policy goals; and appropriate standards of measurement and criteria for judging such progress; and

**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. Note: First reading means the first time the policy is presented, not the first time a policy is approved in its final form; and

**WHEREAS,** the following is the second reading, introduction and first reading was held at the regular monthly meeting of the Board of Education on **April 19, 2016**, for revisions to the following policies listed below, which include:

FILE CODE	NAME
P 0164	Conduct of Board Meeting
P 0167	Public Participation in Board Meetings
P 0168	Recording Board Meetings
P 2422	Health & Physical Education
P&R 5111	Eligibility of Resident/Nonresident Students
P&R 5310	Health Services
P&R 5330.01	Administration of Medical Marijuana
P&R 8462	Reporting Potentially Missing or Abused Children
P 8550	Outstanding Food Service Charges

;and

**NOW, THEREFORE, BE IT RESOLVED** that the policies and/or amendments included in the said policies and regulation listed above, are hereby approved upon second reading and adoption.

**APPROVAL OF RESOLUTIONS A-C & F-L**

\*\*\*\*\*

*CERTIFICATION OF THE BOARD SECRETARY*

\*\*\*\*\*

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was(were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 17, 2016** in the Library 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	Andrew Eaton, Vice President			X					2
3	Wade Hale	X		X					3
4	Kristen Lippincott			X					4
5	Michael Ramalho			X					5
6	Dennis Schmieder						X		6

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

7	James Specca			X					7
8	Jennifer Webb			X					8
9	Gregory Madia, 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 =

**APPROVAL OF RESOLUTION D & E**

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

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was(were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 17, 2016** in the Library 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	Andrew Eaton, Vice President			X					2
3	Wade Hale	X		X					3
4	Kristen Lippincott			X					4
5	Michael Ramalho			X					5
6	Dennis Schmieder						X		6
7	James Specca			X					7
8	Jennifer Webb							X	8
9	Gregory Madia, 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 =

**APPROVAL OF RESOLUTION M**

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

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was(were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 17, 2016** in the Library 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	Andrew Eaton, Vice President		X	X					2
3	Wade Hale			X					3
4	Kristen Lippincott			X					4
5	Michael Ramalho			X					5
6	Dennis Schmieder						X		6
7	James Specca			X					7
8	Jennifer Webb	X		X					8

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

9	Gregory Madia, President								9
---	--------------------------	--	--	--	--	--	--	--	---

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

<b>FACILITIES, SECURITY &amp; TRANSPORTATION</b>
--

**A. EXECUTE A JOINT TRANSPORTATION AGREEMENT WITH THE NORTHERN BURLINGTON REGIONAL HIGH SCHOOL**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-137-RM-252-045**

**RESOLUTION AUTHORIZING THE PRESIDENT AND THE SECRETARY TO  
THE BOARD TO EXECUTE A JOINT TRANSPORTATION AGREEMENT  
WITH THE NORTHERN BURLINGTON REGIONAL HIGH SCHOOL  
FOR THE REMAINDER OF THE 2015-2016 SCHOOL YEAR  
AND APPROVING A TRANSFER OF FUNDS**

**WHEREAS,** A joint transportation agreement is a contract between two or more boards of education providing jointly for the transportation of students to and from any school(s), within or outside the district or county; and

**WHEREAS,** the below 2016-2017 Joint Transportation Agreement will serve as approval of the proposed Agreement between the Northern Burlington Regional High School [Host] and the Springfield Township School District [Joiner]:

**STATE OF NEW JERSEY – DEPARTMENT OF EDUCATION  
Office of Student Transportation  
2016-2017 Joint Transportation Agreement**

Host District	Northern Burlington Regional High School	County	Burlington
Joiner District	Springfield Township School District	County	Burlington

Pursuant to official action taken at the meetings of the boards of education which are parties to this agreement, it is agreed that the host district will provide transportation services as specified herein for joiner district students in accordance with all applicable laws, rules and regulations governing student transportation.

Students may be added or deleted as mutually agreed upon, according to the terms of any existing contract and as approved by the participating boards of education.

It is understood and agreed by the parties to this agreement that the host district is not responsible for the transportation contractor’s failure to provide the services agreed upon herein, but will make every reasonable effort to provide alternate services should such failure occur.

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Tuesday, May 17, 2016  
 Agenda – Regular Meeting**

The joiner district agrees to pay the host district the sum specified herein which may be adjusted based on changes to the route. The cost to the joiner district will be based on actual costs.

PER DIEM	DAYS	SUB-TOTAL	ADM FEE 5%	TOTAL
\$42.54	35	\$1,488.90	\$74.44	\$1,563.34

**Host District Board of Education**

President \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature)

Secretary \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature)

**Joiner District Board of Education**

President \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature)

Secretary \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature)

**For county use only – Additional Comments (if necessary):**

**Host District Executive County Superintendent Approval**

Executive County Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature)

Copy of jointure  
 Version 1/2016

**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 the above Joint Transportation Agreement.

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

**CERTIFICATION OF AVAILABILITY OF FUNDS**

CATEGORY	DESCRIPTION	AMOUNT
----------	-------------	--------

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

Account Number	11-000-270-515-000-000	
Account Title	TRANS SPEC ED JOINTURE	
Certification Date	May 4, 2016	
Beginning Balance		\$0.00
Contract Encumbrance Account		-\$1,563.34
Revised Balance		-\$1,563.34
Transfer Fr Account Number	11-000-270-160-000-000	
Transfer Fr Account Title	TRANS PAY	
Transfer Fr Opening Balance		\$7,291.72
Transfer Fr/To Amount		-\$1,563.34
Transfer Fr Ending Balance		\$5,728.38
Ending Balance		\$0.00

Fiscal Notes:

\_\_\_\_\_  
Bruce M. Benedetti  
Business Administrator/Board Secretary

**B. APPROVING USAGE OF FACILITIES**

Be it resolved that the Springfield Township Board of Education approve the following use of facility requests, as indicated below, for the 2015-2016 school year:

<b>Library</b>		
Dates	Time	Person in Charge
5/3/16, 5/10/16, 5/17/16, 5/24/16, 5/31/16	3:30 PM – 5:00 PM	Sarah Maybury

<b>Gymnasium</b>		
Dates	Time	Person in Charge
6/16/16	1:20 – 3:30	Kathy Stizza

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

IT IS HEREBY CERTIFIED that the foregoing Resolution(s) was(were) duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 17, 2016** in the Library 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	Andrew Eaton, Vice President			X					2
3	Wade Hale			X					3
4	Kristen Lippincott		X	X					4

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

5	Michael Ramalho			X					5
6	Dennis Schmieder						X		6
7	James Specca	X		X					7
8	Jennifer Webb			X					8
9	Gregory Madia, 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 =

<b>OLD BUSINESS MATTERS</b>
-----------------------------

1. There was a general discussion on the status of the disabled bus. Further discussion was had regarding the procedures for control and transportation of students. The Interim Business Administrator will review and report.
2. Board Member Webb commented on the Home and School Bingo Night she recently attended. She was impressed with the quality of the event and suggested that some recognition would be in order. The Superintendent would review and report.

<b>NEW BUSINESS MATTERS</b>
-----------------------------

1. Discussion of District Goals for the 2016-2017 School Year

<b>PUBLIC COMMENT #2- SHALL NOT EXCEED THIRTY (30) MINUTES</b>
--

Motion was made, with second, to conduct a closed session for personnel matters. The session began at 8:02PM.

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

IT IS HEREBY CERTIFIED that the foregoing motion was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 17, 2016** in the Library 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	Andrew Eaton, Vice President			X					2
3	Wade Hale			X					3
4	Kristen Lippincott			X					4
5	Michael Ramalho			X					5
6	Dennis Schmieder						X		6
7	James Specca	X		X					7

**Springfield Township Board of Education  
Jobstown, NJ 08041  
Tuesday, May 17, 2016  
Agenda – Regular Meeting**

8	Jennifer Webb			X					8
9	Gregory Madia, President								9

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

<b>MOTION TO ADJOURN</b>	<b>TIME</b>	<b>9:30 P.M.</b>
--------------------------	-------------	------------------

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

IT IS HEREBY CERTIFIED that the foregoing motion was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Regular Meeting held on Tuesday, May 17, 2016** in the Library 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	Andrew Eaton, Vice President			X					2
3	Wade Hale			X					3
4	Kristen Lippincott			X					4
5	Michael Ramalho			X					5
6	Dennis Schmieder						X		6
7	James Specca	X		X					7
8	Jennifer Webb			X					8
9	Gregory Madia, 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 =

SPRINGFIELD TOWNSHIP  
BOARD OF EDUCATION

\_\_\_\_\_  
Bruce M. Benedetti  
Secretary to the Board