

**Springfield Township Board of Education  
 Jobstown, NJ 08041  
 Wednesday, June 29, 2016  
 Agenda – Special Meeting**

<b>CALL TO ORDER</b>	<b>TIME:</b>	<b>6:00PM</b>
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A **Special Meeting** of the Springfield Township Board of Education will be held on **Wednesday, June 29, 2016** at **6:00 p.m.** in the Springfield Elementary School **Faculty Room**.

<b>ROLL CALL OF BOARD MEMBERS AND STAFF</b>
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	Board of Education Member	Present	Late	Absent	
1	Joseph Bucs	X			1
2	Andrew Eaton, Vice President	X			2
3	Wade Hale	X			3
4	Kristen Lippincott	X			4
5	Michael Ramalho			X	5
6	Dennis Schmieder		6:20		6
7	James Specca	X			7
8	Jennifer Webb	X			8
9	Gregory Madia, President	X			9

**Others present:**

- Craig Vaughn, Chief School Administrator
- Bruce Benedetti, School Business Administrator / Board Secretary
- Shawn Dennis, Educational Facilities Manager
- Asia Michael, Assistant Principal
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<b>PUBLIC NOTICE</b>
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"The New Jersey Open Public Meetings Law was enacted to insure the right to the public to have advance notice of and attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon." Pursuant to the provisions of this act, the Springfield Township Board of Education has caused notice of this meeting to be publicized by having the date, time and place thereof sent to: The Burlington County Times, Springfield Township Clerk, Board of Education members, and posted in the Springfield Township Board of Education Office and Springfield Township Municipal Building.

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

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<b>PUBLIC COMMENT #1 – SHALL NOT EXCEED THIRTY (30) MINUTES</b>
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*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.*

<b>CONTRACT ADMINISTRATION</b>
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**A. AUTHORIZING EXECUTION OF A CHANGE ORDER [INCREASE/DECREASE] NUMBER D&W-4 WITH THE DOOR & WINDOW REPLACEMENT CONTRACTOR**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15-16-RM-180-251-100**

**RESOLUTION AUTHORIZING THE BUSINESS ADMINISTRATOR/  
 SECRETARY TO THE BOARD  
 AS AUTHORIZED REPRESENTATIVE OF THE  
 SPRINGFIELD TOWNSHIP BOARD OF EDUCATION  
 TO EXECUTE A CHANGE ORDER [INCREASE/DECREASE] NUMBER D&W-4  
 WITH THE DOOR & WINDOW REPLACEMENT CONTRACTOR  
 FOR THE STATE PROJECT #5010-050-14-1001-G04 - SPRINGFIELD SCHOOL  
 AND APPROVING A TRANSFER OF FUNDS**

**WHEREAS,** the New Jersey Department of Education made a final determination of eligibility for the costs of **renovations to the Springfield School** pursuant to N.J.S.A. 18A:7G-5 and N.J.A.C. 6A:26-3.6 under project number 5010-050-14-1001-G04; and

**WHEREAS,** the Project Architect, Spiezle Architectural Group, and the Construction Manager, New Road Construction Management, have recommended the following change order for approval of the Board of Education:

<b>Jersey Architectural Door &amp; Supply Inc.</b>	<b>Contract for General Construction Door and Window Replacement</b>

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Change Order Initiated: June 9, 2016	Change Order Number: <b>D&amp;W-4</b>
Provide material and labor for JADS additional electrical locks, contacts and retrofit labor for doors and four year warranty type maintenance (parts and labor).	\$43,271.90
<b>Lump Sum Change Order Amount</b>	<b>\$43,271.90</b>
Original Contract Sum	\$432,783.00
Net Change Orders Previously Authorized	\$34,621.75
Contract Sum Prior To This Change Order	\$467,404.75
Contract Sum Increase/(Decrease) This Change Order	\$43,271.90
New Contract Price After This Change Order	\$510,676.65
Contract Time Adjustment For This Change Order	0.00

**WHEREAS;** total number of change orders executed for a particular contract shall not cause the originally awarded contract price to be exceeded by more than 20 percent unless otherwise authorized by these rules. If proposed change orders do exceed the 20 percent limitation of (a)9 above, no work shall be performed or purchases made until the procedures of N.J.A.C. 5:30-11.9 have been completed. If the governing body determines issuance of the change order is not justifiable, a new contract shall be executed in accordance with the Local Public Contracts Law. This percentage of change orders to base contract, with the approval of this Resolution, is as follows:

ORIGINAL CONTRACT	TOTAL CHANGE ORDERS TO DATE	CHANGE ORDER PERCENTAGE
\$432,783.00	\$77,893.65	<b>18.00%</b>

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the Business Administrator/Secretary to the Board is hereby authorized to execute the above detailed change order as **D&W-3**; and

**BE IT FURTHER RESOLVED** that the Business Administrator/Secretary to the Board shall make the required, if any, transfer of funds to affect the above change order and to increase/decrease the existing purchase order to reflect the change order amount.

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**CERTIFICATION OF AVAILABILITY OF FUNDS**

Category	Description	Amount
Name of Account	DOOR & WINDOW RPR SRV	
Account Number	30-000-400-450-949-015	
Certification Date	June 27, 2016	

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Beginning Balance		0.00
Contract Encumbrance Amount		-\$43,271.90
Ending Balance		-\$43,271.90
Transfer Fr Account Number	11-000-400-890-949-015	
Transfer Fr Account Title	SOFT WINDOW EXP	
Transfer Fr Beginning Balance	\$48,294.37	
Transfer Amount	-\$43,271.90	\$43,271.90
Transfer Fr Ending Balance	\$5,022.47	
Ending Balance		0.00

Fiscal Notes:

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

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

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Springfield Township Board of Education, by the vote below indicated, at the **Special Meeting held on Wednesday, June 29, 2016** in the **Faculty Room** 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	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 MATTERS</b>
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**A. ACCEPTING THE RESIGNATION OF THE CONFIDENTIAL SECRETARY TO THE SUPERINTENDENT OF SCHOOLS**

**Springfield Township Board of Education**  
**Jobstown, NJ 08041**  
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TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-180-230-103**

**RESOLUTION ACCEPTING A RESIGNATION NOTICE  
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT  
AND AUTHORIZING THE POSTING OF A VACANCY FOR**

**WHEREAS**, the Superintendent of Schools received correspondence on **June 29, 2016** from **Amy Jo Shafer, Confidential Assistant to the Superintendent of Schools**, resigning her position with the Springfield Township School District; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above notification of resignation is hereby accepted, effective **July 29, 2016**; and

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

<b>Vacancy/New Position</b>	<b>Certification Requirement</b>	<b>Posting Number</b>
Confidential Assistant to the Superintendent of Schools	None	#15/16-103-CSASEC-RPL

**B. ACCEPTING THE RESIGNATION OF THE CONFIDENTIAL SECRETARY TO THE SCHOOL BUSINESS ADMINISTRATOR**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-180-251-104**

**RESOLUTION ACCEPTING A RESIGNATION NOTICE  
FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT  
AND AUTHORIZING THE POSTING OF A VACANCY FOR**

**WHEREAS**, the Superintendent of Schools received correspondence on **June 29, 2016** from **Noor Stoin, Confidential Assistant to the School Business Administrator**, resigning her position with the Springfield Township School District; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above notification of resignation is hereby accepted, effective **June 30, 2016**; and

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

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Vacancy/New Position	Certification Requirement	Posting Number
Confidential Assistant to the School Business Administrator	None	#15/16-104-ACCTPAY-RPL

**C. APPROVING THE APPOINTMENT OF AN ACCOUNTS PAYABLE CLERK**

TOWNSHIP OF SPRINGFIELD BOARD OF EDUCATION

**RESOLUTION #15/16-RM-180-251-102**

**RESOLUTION APPROVING THE APPOINTMENT  
 OF A PART-TIME CONFIDENTIAL ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR/  
 ACCOUNTS PAYABLE CLERK FOR THE SPRINGFIELD TOWNSHIP SCHOOL DISTRICT  
 FOR THE 2016-2017 SCHOOL YEAR  
 AND APPROVING A TRANSFER OF FUNDS**

**WHEREAS,** a vacancy was created in the position of **part-time (FTE .80) Confidential Assistant to the School Business Administrator (Accounts Payable Clerk) [FF-CAB0001]** pursuant to a vacancy beginning the **FY2016-2017** school year; and

**WHEREAS,** the position was duly posted in accordance with the provisions of the Agreement Between the Springfield Township Board of Education and the Springfield Township Education Association; and

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

<b>NAME:</b>	Julia T. Stewart
<b>STREET ADDRESS:</b>	41 Powell Place Road
<b>TOWN ZIP CODE:</b>	Tabernacle NJ 08088
<b>STEP ON SCALE:</b>	Not Applicable
<b>ANNUAL COMPENSATION LEVEL:</b>	\$27,500
<b>POSITION CONTROL NUMBER:</b>	FF-CAB0001
<b>EFFECTIVE DATE:</b>	July 25, 2016

Jersey 1 <sup>st</sup> Classification	New Jersey Resident
Health Care Coverage	Full Coverage
Pension System Enrollment	PERS
Annual Sick Leave Allocation	10.0
Annual Personal Leave Allocation	2.5
Annual Vacation Leave Allocation	8.0

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**NOW, THEREFORE, BE IT RESOLVED** by the Township of Springfield Board of Education, County of Burlington, State of New Jersey, that the above appointment is hereby approved as above indicated.

**EMPLOYEE HIRING MANDATORY ITEM CHECK LIST**

-1- Completed Physical	-2- TB Test Certificate	-3- Fingerprint Clearance	-4- Emergent Hire Form	-5- Black Seal License	-6- Right To Know Training	-7- Laboratory Compliance Training	-8- Driver License Check	-9- Hepatitis B Series
TBS	TBS	TBS	TBS	NR	NR	NR	NR	NR
				Custodial Only		Science Only	Bus/Van Only	High Risk Only

Legend: SB = Submitted NS = Not Submitted NR = Not Required TBS = To Be Scheduled TBO = To Be Obtained

**Required Before Start of Employment = Items 1, 2, 3 or 4, 8 [bus/van only]**  
Required Within 1 Year = Item 5

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**CERTIFICATION OF PAYROLL ACCOUNT**

-1- DATE START	-2- ANNUAL PAY	-3-	-4- PERIOD RATE [B2/C2]	-5- PAY PERIODS	-6- PERIOD TOTAL [D2XE2]	-7- PAY DAYS	-8- PER DIEM RATE	-9- PER DIEM TOTAL [G2XH2]	-10- ANNUAL PRO-RATED TOTAL [F2+I2]
7-25-16	\$27500	24	\$1145.83	22	\$25208.26	5	\$114.58	\$572.90	\$25781

**CERTIFICATION OF AVAILABILITY OF FUNDS – 2016-2017**

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-222-100-105-178	
Account Title	MEDIA SEC SAL	
Certification Date	June 29, 2016	
Beginning Balance		\$19,757.00
Contract Encumbrance Account		-\$20,625.00
Revised Balance		(\$ 868.00)
Transfer Fr Account Number	11-000-222-300-452-178	
Transfer Fr Account Title	MEDIA PUR SRV	
Transfer Fr Opening Balance		\$18,000.00
Transfer Fr/To Amount		-\$868.00
Transfer Fr Ending Balance		\$17,132.00
Ending Balance		\$0.00

CATEGORY	DESCRIPTION	AMOUNT
Account Number	11-000-251-100-102-112	

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Account Title	BUS OFF SEC SAL	
Certification Date	June 29, 2016	
Beginning Balance		\$4,939.00
Contract Encumbrance Account		-\$5,156.00
Revised Balance		(\$ 217.00)
Transfer Fr Account Number	11-000-251-610-201-112	
Transfer Fr Account Title	BUS OFF SUP	
Transfer Fr Opening Balance	\$3,000.00	
Transfer Fr/To Amount	-\$217.00	\$217.00
Transfer Fr Ending Balance	\$2,783.00	
Ending Balance		\$0.00

Fiscal Notes:

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

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

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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					7
8	Jennifer Webb		X	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>PUBLIC COMMENT #2– SHALL NOT EXCEED THIRTY (30) MINUTES</b>
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<b>RESOLUTION TO ADJOURN</b>	<b>TIME</b>	<b>7:14PM</b>
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\*\*\*\*\*                      *CERTIFICATION OF THE BOARD SECRETARY*                      \*\*\*\*\*



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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	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 =*

SPRINGFIELD TOWNSHIP  
 BOARD OF EDUCATION

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