

SPRINGFIELD BOARD OF EDUCATION
Springfield, New Jersey

MISSION STATEMENT

The Springfield Board of Education is committed to providing high quality, efficient educational programs through which all students achieve the New Jersey Core Curriculum Contents Standards. Every effort is made to ensure that the district's certificated and support personnel are among the best in their fields.

The staff and Board of Education are dedicated to maintaining excellence in the delivery of child-centered educational programs. Very simply stated, in Springfield...SCHOOLS ARE FOR KIDS!

Regular Meeting December 3, 2018

A. Call to Order and Statement by Board President Scott Silverstein

President's Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on January 8, 2018.

B. Roll Call: Mrs. Robin Cornelison, Mr. Scott Donner, Mrs. Laura Gamarekian, Mr. Marc Miller, Mr. Hector Munoz, Mrs. Kristy Rubin, Mrs. Jacqueline Shanes, Mrs. Hilary Turnbull, Mr. Scott Silverstein

C. Closed Session

1. SUGGESTED MOTION: "I move to suspend the rules of the order of business of the Regular Meeting and adjourn to closed conference session for the reasons contained in the following resolution:"

RESOLUTION

"WHEREAS the Board of Education must discuss subjects concerning matters protected by Attorney/Client privilege which are not appropriate subjects to be discussed in a public meeting and which are within the exemptions permitted to be discussed and acted upon in private session pursuant to P.L. 1975 Chapter 231, it is therefore

RESOLVED that the aforesaid subjects shall be discussed in private session by this Board and the administrative staff and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for non-disclosure no longer exist."

Closed Conference Items

1. Matters protected by Attorney/Client privilege

D. Reconvene from Closed Conference

1. SUGGESTED MOTION: "I move approval to reconvene to the Regular Meeting Agenda of the Board of Education."

- E. Pledge of Allegiance
- F. Communications
- G. SUGGESTED MOTION: “I move to approve the following minutes:
Regular Meeting - November 19, 2018
- H. Superintendent Report
 - 1. Student/Staff Recognitions
District Holiday Greeting Card Winners Presentation
 - 2. Kinful Update
 - 3. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
 - 4. Building Usage Request
 - 5. Fund Raiser Request
 - 6. Fieldtrip Request
 - 7. Contracts PL2015, Chapter 47

SUGGESTED MOTION: “I move to accept and approve the Superintendent’s Report as presented.”

- I. Public Input of Items of the Agenda of the Regular Meeting

It is the policy of this Board that inappropriate comments regarding specific individuals should not be made during the public portion of this meeting. Members of the public should be advised that to the extent they defame any employee of this district or member of this community, the Board disclaims any liability if you are involved in a civil suit for defamation.

- J. Finance Committee – Mr. Donner

- 1. SUGGESTED MOTION: “I move to approve the Board Secretary’s Report dated October 31, 2018 and that it be received and placed on file.”
- 2. SUGGESTED MOTION: “I move to approve the Treasurer’s Report dated October 31, 2018 and that it be received and placed on file.”
- 3. SUGGESTED MOTION: “Pursuant to N.J.A.C. 6:20-2.13 (e) and after review of the Board Secretary’s and Treasurer’s monthly financial reports and upon consultation with the appropriate district officials, I move the Board certify that to the best of its knowledge as of October 31, 2018 no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.13 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.”

- K. School Government Committee – Mr. Miller

- 1. SUGGESTED MOTION: “At the recommendation of the Superintendent, I move approval of the appointment of personnel on the attachment.”
(Attachment A)

ROLL CALL VOTE

I so recommend M.D.

2. SUGGESTED MOTION: “At the recommendation of the Superintendent, I move approval of the attached job description for Assistant to the School Business Administrator.”
(Attachment A1)

ROLL CALL VOTE I so recommend M.D.

3. SUGGESTED MOTION: “At the recommendation of the Superintendent, I move approval of the attached personnel travel for Professional Development.”
(Attachment B)

ROLL CALL VOTE I so recommend M.D.

4. SUGGESTED MOTION: “At the recommendation of the Superintendent, I move that the Board of Education approve Special Education request for Related Services/Placements on the attachment.” (Attachment C)

ROLL CALL VOTE I so recommend M.D.

5. SUGGESTED MOTION: “Move that, the Board of Education affirms the HIB Report previously presented at the following Board meeting:
November 19, 2018.”

ROLL CALL VOTE I so recommend M.D.

6. SUGGESTED MOTION: “At the recommendation of the Superintendent, I move approval of the attached personnel for following courses as being eligible for Tuition Grant reimbursement and applicable for advancement on the guide.”
(Attachment D)

ROLL CALL VOTE I so recommend M.D.

7. SUGGESTED MOTION: “I move approval to accept the following donation to be utilized in the Springfield School District for the purpose of:

<u>Company/Organization</u>	<u>Purpose</u>	<u>Worth (less than \$500/more than \$500)</u>
1. Marie Madden	Donation	Less than \$500

(Assortment of children’s VHS tapes \$250.00)

ROLL CALL VOTE I so recommend M.D.

L. Open Public Session

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M. New Business

N. Old Business

O. Adjournment

Upcoming Meetings:

1. Regular Meeting – December 17, 2018 at 7:30 PM in the IMC at JDHS
- 2a. Reorg. Meeting – January 7, 2019 at 7:30 PM in the IMC at JDHS
- 2b. Regular Meeting – January 7, 2019 at 7:30 PM in the IMC at JDHS

SPRINGFIELD PUBLIC SCHOOLS								
PERSONNEL								
Last Name	First Name	Position	Location	Guide/Step	Salary	Replacement/ Renewal/New	Additional Information	Effective Date
Certified Staff								
Adams	Christopher	Math Teacher	JDHS	--	\$1,147.46	--	S.G.Coverage	11/5/2018-11/30/2018
Belgrad	Tatiana	Math Teacher	JDHS	--	\$1,700.30	--	S.G.Coverage	11/5/2018-11/30/2018
Powers	MaryEllen	Math Teacher	JDHS	--	\$1,924.12	--	S.G.Coverage	11/5/2018-11/30/2018
Zale	Allison	Math Teacher	JDHS	--	\$1,122.34	--	S.G.Coverage	11/5/2018-11/30/2018
Dillard	Gillian	PD Academy	District	--	56.62/hr.	--	--	12/1/2018-6/30/2019
Schmidt	Linda	PD Academy	District	--	56.62/hr.	--	--	12/1/2018-6/30/2019
Kinney	Kendra	PD Academy	District	--	56.62/hr.	--	--	12/1/2018-6/30/2019
Ging	Jessica	PD Academy	District	--	56.62/hr.	--	--	12/1/2018-6/30/2019
Substitute/Home Instructor/Volunteer								
Pignatore	Dana	Substitute Teacher	District	--	--	Renewal	--	11/1/2018-6/30/19
Jacobs	Janet	Sustitute Aide	District	--	--	New	--	11/1/2018-6/30/2019
Martinez	Jennifer	Home Instructor	District	--	--	Renewal	--	9/1/2018-6/30/2019
Davitt	Sarah	Substitute Secretar	District	--	--	New	--	12/4/2018-12/31/2018
Non-Certificated								
Tawfik	Faten	PD Academy	District	--	56.62/hr.	--	--	12/1/2018-6/30/2019
Davitt	Sarah	Confidential Secretar	District	--	\$50,000.00	Replacement SC	--	1/1/2019-6/30/2019
Before and After School Program/Childcare								
" A school district or charter schoolmay employ....for a period not to exceed 90 days pending review by the school district providing all the following are Applicant complied with providing list								
School district has no knowledge or information that the applicant would be required to dsclse under the law								
School district determines special or emergent circumstances exist that justify the temporary employment of this applicant"								
Springfield Board of Education Regular Meeting - December 3, 2018								

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

Central Office Administration

TITLE: ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR

QUALIFICATIONS:

1. Minimum: Bachelor Degree – Accounting, Finance, or related field
2. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
2. Knowledge of accepted business practices, laws and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning, or is willing and able to study and attend training to gain this knowledge
3. Minimum experience as determined by the board
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Demonstrated organizational, communication and interpersonal skills
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

REPORTS TO: Business Administrator / Board Secretary

SUPERVISES: Business Operations Staff

JOB GOAL:

To assist the Business Administrator in managing the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

PERFORMANCE RESPONSIBILITIES:

Payroll

1. Maintain employee attendance records
2. Maintain all employee demographic, salary and deduction information
3. Enter hourly timesheets, substitutes, overtime, and extra stipend information and generate semi-monthly payroll for the district
4. Generate payroll reports with accompanying reports
5. Distribute payroll checks/stubs
6. Prepare semi-monthly, monthly, and quarterly reports for Federal, State and County Agencies
7. Prepares all reporting on employee deductions, record deposits and disbursements and reconcile payroll agency account
8. Responsible for the distribution, completion and maintenance of all employee forms including health, pension, contributory insurance, loans, tax shelters, union dues, credit union, and all other allowable payroll deductions per contract
9. Prepares and distributes W2's and reconciles all payroll reports for fiscal and calendar years
10. Maintains a well-organized up to date filing system

11. Familiarity with school district budget accounts
12. Responsible for health benefits enrollments and billings
13. Responsible for verification of employment
14. Maintains confidentiality as required and appropriate

Budget and Finance

1. Accurately maintain employees' personnel/payroll records, prepare semi-monthly payroll, and provide necessary reports as required by statute.
2. Assists in the oversight of the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Also assists with implementing hospitalization, major medical and other types of board-approved employee benefit plans.
3. Assists the business administrator/board secretary in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.
4. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
5. Assists the BA in auditing claims, invoices and demands against the board.
6. Assists the BA in keeping records of the investment of board funds in accordance with statute and board policy.

Record Keeping/Reporting

1. Assists in developing and updating policies for all aspects of the school business operation.
2. Assists the BA / board secretary in maintaining the records and papers of the board, and makes public records available for public inspection.
3. Maintains a log of general correspondence and drafts responses to inquiries.
4. Attends meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.

Board Responsibilities

1. When assigned, attends district school board meetings and speaks on assigned topics.

Miscellaneous

1. Performs such other duties as may be assigned by the business administrator / board secretary.

TERMS OF EMPLOYMENT: Twelve months. Contract terms and salary to be determined by the board.

annual evaluation: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by:

Date:

Revised:

Legal References:

<u>N.J.S.A. 18A:4-14</u>	Uniform system of bookkeeping for all school districts
<u>N.J.S.A. 18A:6-7.1-7.5</u>	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A. 18A:12</u>	School Ethics Act
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:17-1</u>	Removal, etc., of secretaries, assistant secretaries, school business administrators and business managers during terms of office
<u>N.J.S.A. 18A:17-2</u>	Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees
<u>N.J.S.A. 18A:17-13</u>	Assistant and acting secretaries; appointment, powers and duties
<u>N.J.S.A. 18A:17-14</u>	Clerks in the secretary's office
<u>N.J.S.A. 18A:18A</u>	Public School Contract Law
<u>N.J.S.A. 18A:19</u>	Expenditure of Funds; Audit and Payment of Claims
<u>N.J.S.A. 18A:22</u>	Budget and Appropriations
<u>N.J.S.A. 18A:33</u>	Facilities in general
<u>N.J.S.A. 18A:39</u>	Transportation to and from schools
<u>N.J.S.A. 19:60</u>	School election
<u>N.J.S.A. 47:1A</u>	Public access to government records
<u>N.J.A.C. 6A:9B-11.7</u>	School business administrator
<u>N.J.A.C. 6A:23A</u>	Fiscal accountability, efficiency and budgeting procedures
<u>N.J.A.C. 6A:26</u>	Educational facilities
<u>N.J.A.C. 6A:26-2</u>	Long range facilities plans
<u>N.J.A.C. 6A:26-3</u>	Capital project review
<u>N.J.A.C. 6A:27</u>	Student transportation
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>N.J.A.C. 6A:32</u>	District operations
<u>N.J.A.C. 6A:32-3.2</u>	Requirements for the code of ethics for district board of education members and charter school board of trustees

CONFERENCES/CONVENTIONS/WORKSHOPS								
2018-2019								
LAST NAME	FIRST NAME	SCHOOL	DESCRIPTION	LOCATION	Funding	DATE	AMOUNT	BOE APPROVED
Doring	William	JDHS	ServSafe Certification	Paramus, NJ		12/10/18	170.00	12/3/18

**Special Education Request
Related Services/OOD Placements**

Attachment (C)

1. RELATED SERVICES REQUEST

<u>Vendor</u>	<u>Related Service</u>	<u>Rate</u>	<u>Hours/days/weeks</u>	<u>Term</u>	<u>Student</u>
Educational Services Commission of NJ Piscataway, NJ	Home Instruction	\$48.00/hr	Per IEP	2018-19SY	
Livingston Educational Center, LLC Short Hills NJ	Educational Evals	\$850-\$1250 +\$150 report	Per IEP	2018-19SY	

2. OUT OF DISTRICT PLACEMENT REQUEST

<u>School/Placement</u>	<u>Student</u>	<u>Tuition</u>	<u>Term</u>	<u>Comments</u>
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**Tuition Grants
Spring 2019**

Crystal Best

ELAD 622 -School Finance

Graduate

For approval at the December 3, 2018 BOE Meeting