

***Fairfield Township School District
Board of Education
Regular Meeting Minutes
November 17, 2016
Fairfield Township School
Cafeteria at 7:00 P.M.***

Board of Education

Ms. Michelle Kennedy

President

Ms. Alta Lloyd

Vice-President

Ms. Ruth Butler

Ms. Mattie Gibbons-Peterson

Mr. Darlington Henry, Jr.

Mr. Mark Henry, Sr.

Ms. Marge Neild

Ms. Treemanisha Stewart

Ms. Robin Winrow

Administration

Dr. James Ruffin, Jr.

Interim Superintendent\Principal

Ms. Janecia Smith

School Business Administrator

Mr. Frank DiDomenico

Solicitor

Fairfield Township Board of Education
375 Gouldtown Woodruff Road
Bridgeton, NJ 08302
Regular Meeting Minutes Agenda
7:00 pm, November 17, 2016

I. Fairfield Township Board of Education Meeting

A. Call to Order

The meeting was called to order at 7:05 pm. with the Board President, Ms. Kennedy presiding.

Public Meeting Announcement - “ This is to advise the general public and to instruct that it be recorded in the Minutes that in compliance with Chapter 231 of the Public Laws of 1975, entitled the "Open Public Meetings Act," the Fairfield Board of Education on January 7, 2016 caused to be posted at the Office of the Board of Education located at 375 Gouldtown Woodruff Road, Bridgeton, New Jersey; sent to the SJ Times and Daily Journal; and faxed to the Office of the Municipal Clerk of Fairfield Township, and posted at the Post Office and Fairfield Township School, a meeting notice setting forth the time, date and location of this meeting.”

B. Flag Salute

Ms. Kennedy led the Flag salute

C. Roll Call

Members present at roll call: Ms. Mattie Gibbons-Peterson, Mr. Darlington Henry, Ms. Marge Neild, Ms. Alta Lloyd, and Ms. Michelle Kennedy. Also present were: Interim Superintendent Dr. James Ruffin, School Business Administrator/Board Secretary Ms. Janecia Smith.

Ms. Ruth Butler, Mr. Mark Henry, Ms. Treemanisha Stewart, and Ms. Robin Winrow were absent.

II. READING AND APPROVAL OF MINUTES

Motion was made by Ms. Peterson and seconded by Ms. Lloyd that the Board approve the minutes of the meetings noted below:

Regular Meeting: October 27, 2016

Executive Meeting October 27, 2016

Motion carried. Roll call was vote 3-2-0
 Mr. D. Henry abstained
 Ms. Kennedy abstained on regular 1-5.7 yes to the
 rest and executive

III. PUBLIC COMMENT\PRESENTATIONS

A. Public Comment – Agenda Items Only

B. NJ Quality Single Accountability Continuum (NJQSAC) Statement of Assurance – School Year 2016-17 Summary - Presented by Dr. Ruffin

IV. FINANCE & BUDGET

A. Board Secretary’s Report (Attachment IVA)

1. Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of **September, 2016**. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23-2.11 (c) 3 and those sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

2. Board Secretary in accordance with N.J.A.C. 6A:23 – 2.11 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

3. Board of Education Certification – pursuant to N.J.A.C. 6A:23 – 2.11 (c) 4, We certify that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23 – 2.11 (c) 3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Janecia Smith/ Business Administrator

Date

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve Financial Reports/Items 1, 2 and 3

Motion carried. Roll call was vote 5-0-0

B. Financial Items

1. Approval of Bills (Attachment IVB1)

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approves the payment of bills noted below.

October, 2016	Bill List	\$382,133.35
October, 2016	Payroll	\$450,329.89
October, 2016	Food Service	<u>\$ 42,119.47</u>
		<u>\$874,582.71</u>

Motion carried. Roll call was vote 5-0-0

2. Resolution of Budgetary Transfers (Attachment IVB2)

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Fairfield Township Board of Education, upon the recommendation of the Superintendent, hereby ratifies and affirms the transfers in line account in accordance with the list submitted

Motion carried. Roll call was vote 5-0-0

3. 2015-2016 I.D.E.A Final Report

Motion was made by Ms. Peterson and seconded by Mr. D. Henry for the Board to approve the 2015-2016 I.D.E.A. Final Report.

Motion carried. Roll call was vote 5-0-0

4. NJ QSAC Statement of Assurance School Year 2016-2017 (Attachment IVB3)

Motion was made by Ms. Peterson and seconded by Ms. Neild for the Board to approve the submittal of the Statement of Assurances (SOA) as Dr. Ruffin presented and hereby attested to the accuracy of the SOA responses.

Motion carried. Roll call was vote 5-0-0

5. F.T.B.O.E. Qualified Purchasing Agent

Motion was made by Ms. Neild and seconded by Ms. Peterson for the Board to approve Janecia Smith as the Qualified Purchasing Agent for the Fairfield Township School District for the 2016-2017 school year with the new threshold amount of \$40,000 N.J.S.A.18A-3

Motion carried. Roll call was vote 5-0-0

6. Days off before and after the holiday:

Motion was made by Ms. Peterson and seconded by Ms. Neild for the board to approve the following staff to use vacation time before or after the upcoming holiday November 24, 2016

- Truleene Hall 11/26/16 Vacation
- Kim Parker 11/23/16 Personal
- Janecia Smith 11/28/16 Vacation

Motion carried. Roll call was vote 5-0-0

7. Discard of Guitars

Motion was made by Ms. Neild and seconded by Ms. Peterson for the Board approves to discard 8 full sized guitars that are not in playable condition and would not be cost effective to repair. Some of the guitars have strings and will make sound, but none of them are in any condition to be played.

Motion carried. Roll call was vote 5-0-0

V. REPORT OF THE INTERIM SUPERINTENDENT \PRINCIPAL (11/17/2016)

A. PERSONNEL - NONE

1. Self-Assessment for Determining Grades (Attachment VA1)

Motion was made by Ms. Peterson and seconded by Mr. D. Henry that the Board approves the New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act 7/1/2015 – 6/30/2016:

Motion carried. Roll call was vote 5-0-0

2. Workshops

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approves the following individuals be approved to attend the workshops listed below:

Name	Sponsor\Workshop	Location	Cost	Mileage	Dates
M. Ralph	NJASP Winter Conference	Monroe Township, NJ	\$ 55.00	\$ -	12/9/2016
R. Bates	Applied Behavior Analysis	Cherry Hill, NJ	\$ 245.00	\$ -	1/9/2017
A. Best	BCASE Meeting	SCVTS Woodstown, NJ	\$ -	\$ -	11/9/2016
A. Best	NJASP Winter Conference	Monroe Township, NJ	\$ 175.00	\$ -	12/9/2016
D. Struss	Human Resources	Atlantic City, NJ	\$ 149.00	+ Mileage	12/8/2016
A. Best	Bark to Basics	Pineland Learning Center	\$ -	\$ -	10/25/2016
M. Ralph	Bark to Basics	Pineland Learning Center	\$ -	\$ -	10/25/2016
L. Neimi	Teaching Biology Using NESS	Rowan University	\$ 149.00	\$ -	12/15/2016
W. Krayner	Applied Behavior Analysis	Cherry Hill, NJ	\$ 245.00	+ Mileage	1/9/2017
C. Crispin	Enhancing Reading & Writing	Cherry Hill, NJ	\$ 245.00	+ Mileage	1/11/2017
J. Carr	IED Workshop	Cherry Hill, NJ	\$ -	\$ -	1/13/2016
R. Reinhart	Kindergarten Conference	Atlantic City, NJ	\$ 415.00	\$ -	02/27/17 - 02/28/17
S. Brandon	Kindergarten Conference	Atlantic City, NJ	\$ 415.00	\$ -	02/27/17 - 02/28/17
J. Conahey	Kindergarten Conference	Atlantic City, NJ	\$ 415.00	\$ -	02/27/17 - 02/28/17

(Travel reimbursement will be given per negotiated contract.)

Motion carried. Roll call was vote 5-0-0

3. Course Approval - NONE:

4. Employee Leave

Motion was made by Ms. Neild and seconded by Ms. Peterson that the board approve the following staff leave of absences in accordance to our FMLA policy:

Leave of Absence	Type of Leave	Leave Request	Time of Usage	Use of Sick Days	Unpaid Leave	Return Date
Jaclyn Conahey	FMLA	10/12/16-06/30/17	Intermittent	TBD	TBD	N\A

Deborah Dawson	FMLA	10/20/16-TBD	Without Pay	N\A	Entire Leave-TBD	TBD
Shelli Horowitz	FMLA	10/31/16-06/30/17	Intermittent	TBD	TBD	N\A

Motion carried. Roll call was vote 5-0-0

SCHOOL ACTIVITIES

B. CURRICULUM / INSTRUCTION –

1. Programs - None

2. School Fundraisers – None

3. Field/Class Trips

Motion was made by Ms. Peterson and seconded by Mr. D. Henry that the board approve the following field trips as listed below:

Participants	Date\Time	Destination	Purpose	Estimated Students	Cost
5th-8th Grades, Safety Patrol, Student Council, Honor Society	12/21/16	Margaret A. Winchester Center for the Blind Lane, Geraldine	Present information related to various holidays, play trivia games with clients.	25	1 Bus
6th Grade	12/09/16 9:20AM - 12:15PM	Shoprite DeTullio, Andrea	Dietitian will lead students through identifying healthy food choices while on a budget.	40	Admission Free, 1 Bus
Miscellaneous Students	12/21/16 10:30AM - 12:30PM	NJ Motor Sports Park-Coats for Kids Hunt, Darlene	To provide coats for students who are in need.	40	Admission Free + 1 Bus

Motion carried. Roll call was vote 5-0-0

C. STUDENT MATTERS

1. Home Instruction

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve the following students for home instruction due to medical reasons pending students return to school per doctor’s note.

SID#	Dates	Home Instructor
3201045851	10/28/16 - 12/02/16	Lisa Niemi
3691094178	11/16/16 - TBD	Toni Smith

Motion carried. Roll call was vote 5-0-0

D. BUILDING USE

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve the request for building use as indicated below:

Organization	Date of Event	Time of Event	Event
Fairfield Township PTA	12/12/16 - 12/16/16	10:00AM - 3:00PM	Jingle Bell Shop

If applicable, approval is contingent upon receipt of Proof of Insurance and all other necessary paperwork

Motion carried. Roll call was vote 5-0-0

E. Superintendent Awareness

Contact Person	Activity	Date	Purpose
Erica Wright	BoxTops for Education	12/02/16 - 06/30/17	Activity Fund
Bobbi Kukal	In lieu of teacher holiday gifts, donations can be made.	12/01/16 - 01/05/17	5th grade field trip fund
Dr. Jones	Toy and Food Drive	11/18/16 - 12/22/16	Support families and community members

F. Assistant Principals' Report-
Respectfully Submitted, Dr. Ja'Shanna Jones

G. School Nurse Report-
Respectfully Submitted, Ms. Diane Griffiths

VI. PUBLIC COMMENT – Non-Agenda Items

7:45pm Stephanie Wheaton: explanation of the changes to the Toy and Food Drives

VII. COMMITTEE REPORTS

A. Committee Updates

Finance

- Facilities and Future Planning
- Curriculum & Student Life
- Personnel/Policy
- Negotiations
- Liaison to Township
- Solicitor - Updates
- Board Secretary/BA Updates
- Superintendent - Updates
- Policy Committee

POLICY CHANGE-NONE

ADDENDUM

IXL Learning Subscription (Attachment IVB4)

- Motion was made by Ms. Peterson and seconded by Mr. D. Henry that the Board approve the IXL Learning subscription for site license for one year 2016-2017 for grades K-8th: total of 350 students for Math, ELA, and Science, Professional Development fee (\$495) will be waived. Total cost is \$5,950.

Account	Description	Amount
20-231-100-610	Title-I Supplies	\$5,950.00
20-231-100-610-RAC	Supplies RAC	

Motion carried. Roll call was vote 5-0-0

School Psychologist Consultant

- Motion was made by Ms. Peterson and seconded by Mr. D. Henry that the Board approves Samantha Hug to perform evaluations as a School Psychologist for services during the month of August 2016 at the hourly rate of \$65.00 and/or per evaluation fee of \$350.00. One-time payment.

Account	Description	Amount
11-000-216-320	Purchased Prof. Ed Services Related Services	\$1,400.00

Motion carried. Roll call was vote 5-0-0

Speech Therapy Consultant

- Motion was made by Ms. Peterson and seconded by Mr. D. Henry that the Board approves Lindsay Fiorani to perform Speech Therapy Summer sessions for 2 students 30 minutes per session for 10 sessions during the month of August 2016 at the hourly rate of \$70.00. One-time payment.

Account	Description	Amount
11-000-216-320	Purchased Prof. Ed Services Related Services	\$350.00

Motion carried. Roll call was vote 5-0-0

4. Salem County Special Services

Motion was made by Ms. Peterson and seconded by Mr. D. Henry that the Board approves a payment to Salem County Special Services for 2016-2017 Extended School Year for the following students from I.D.E.A. Grant Fund.

Account Number	Description	Amount
20-250-100-500	I.D.E.A Tuition	\$39,960.00

<u>Student</u>	<u>District</u>
#4042919675	Salem Co. Special Services
#4002504708	Salem Co. Special Services

#7983182108	Salem Co. Special Services
#6446129926	Salem Co. Special Services
#8119436172	Salem Co. Special Services
#7368223906	Salem Co. Special Services
#3917601672	Salem Co. Special Services
#7246707098	Salem Co. Special Services
#5080563781	Salem Co. Special Services
#5189158330	Salem Co. Special Services

Motion carried. Roll call was vote 5-0-0

5. Approval of Bills

Motion was made by Ms. Peterson and seconded by Mr. D. Henry that the Board approves payment to The Wright Choice, Team Reed Landscaping and Access Information.

Vendor	Account Number	Description	Amount
The Wright Choice	11-000-213-330	Purchased Prof. & Tech Serv.	\$18,144.75
Team Reed Landscaping	11-000-263-420	Cleaning Repair & Maintenance	\$ 8,245.00
Access Information Protected	11-000-251-340	Purchased Tech Services	\$ 984.81

Motion carried. Roll call was vote 5-0-0

Smart Boards

6. Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approves a purchase with Keyboard Consultant, Inc. for 11 smart boards in the amount not to exceed \$51,000.00. State contract number is available.

Vendor	Account Number	Description	Amount
Keyboard Consultant, Inc.	20-451-400-731-01	REAP Grant	\$50,992.00

Motion carried. Roll call was vote 5-0-0

7. Instructional Aide: Paul Villegas

Motion was made by Ms. Peterson and seconded by Mr. D. Henry that the Board approves Paul Villegas who is a part-time instructional aide to a full-time special education instructional aide in the amount of \$23,811 (pro-rated) effective December 1, 2016.

Motion carried. Roll call was vote 5-0-0

8. Business Office Consultant: Suzanne Fox-Abdill

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve Ms. Suzanne Fox-Abdill as a Business Office Consultant at the rate of \$40 per hour not to exceed \$320 per day or a total of \$4,000 from 11/21/2016 through 01/31/2017.

Motion carried. Roll call was vote 5-0-0

9. Fairfield Recreation

Motion was made by Ms. Peterson and seconded by Mr. D. Henry that the Board approve the Fairfield Township Recreational Department use of our facilities from November, 2016 through June, 2017 for township wrestling and basketball. Proper Certificate of Liability Insurance and the Fairfield Township Board Resolution has been received.

Motion carried. Roll call was vote 4-1-0
Ms. Peterson abstained

IX. EXECUTIVE SESSION

Motion to enter Executive Session at _____ p.m. for the purpose of _____.

Motion: Second:

Roll Call Ms. Butler, Ms. Gibbons-Peterson, Mr. D. Henry, Mr. M. Henry,
Ms. Kennedy, Ms. Lloyd, Ms. Neild, Ms. Stewart, Ms. Winrow

Resolution for Executive Session:

Whereas Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and whereas this public body is of the opinion that such circumstances presently exist. Now, therefore, be it resolved by the Fairfield Township Board of Education, County of Cumberland, State of New Jersey, as follows:

1. The public shall be excluded from discussion and action upon hereafter specified subject matters. They are:
 - a. Any matter which by express provision of federal law or state statute or rule of court shall be rendered confidential.
 - b. Matters dealing with Federal Funding.
 - c. Discussion of any materials, the disclosure of which would constitute an unwarranted invasion of individual privacy.
 - d. Matters dealing with collective bargaining.
 - e. Matters dealing with the sale or purchase of public land.
 - f. Discussion of any pending or anticipated litigation or contract negotiation.
2. It is anticipated at this time that above stated subject matter will be made public when confidentiality is no longer required.

This resolution shall take effect immediately. Approximate time _____ minutes.

X. ADJOURNMENT

Motion made by Ms. Neild and second by Mr. D. Henry to adjourn meeting at 8:30pm p.m.

Motion carried. Roll call was vote 5-0-0