

*Fairfield Township School District
Board of Education
Regular Meeting Minutes
April 28, 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

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
7:00 p.m. April 28, 2016

I. A. Call to Order

The meeting was called to order at 7:00 pm. with the Board Vice-President, Ms. Lloyd presiding.

Ms. Smith read the 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 15, 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. Lloyd led the Flag salute.

1. Roll Call

Members present at roll call: Ms. Mattie Gibbons-Peterson, Mr. Mark Henry, Ms. Treemanisha Stewart, Ms. Robin Winrow and Ms. Alta Lloyd. Also present were: Interim Superintendent Dr. James Ruffin and School Business Administrator/Board Secretary Ms. Janecia Smith. Ms. Michelle Kennedy Ms. Ruth Butler, Mr. Darlington Henry and Ms. Marge Neild were absent during the meeting.

II. READING AND APPROVAL OF THE MINUTES

1. Regular/Executive Meeting

Motion was made by Ms. Peterson and seconded by Mr. Mark Henry that the Board approve the minutes of the meeting noted below:

Regular Meeting:	March 24, 2016
Special Meeting :	March 17, 2016

Motion carried. Roll call was vote 3-2-0
Ms. Treemanisha Stewart, and Ms. Robin Winrow abstained

III. PUBLIC COMMENT /PRESENTATIONS

A. Public Comment – Agenda Items Only - None

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 **February, 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. Winrow and seconded by Ms. Peterson 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

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

March 2016 Bill List (Attachment IVB1)	\$249,244.80
March 2016 Payroll	\$607,846.00
March 2016 Food Service	<u>\$ 32,789.31</u>
	\$889,880.11 - Total

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

2. Resolution of Budgetary Transfers (Attachment IVB2)

Motion was made by Ms. Winrow and seconded by Mr. Mark Henry that the Board approve the budgetary transfers in the attachment.

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

3. 2016-2017 Service Agreement with “BCS” (Attachment IVB3)

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve the 2016-2017 Policy Consultation Service Agreement with “BCS” as attached

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

**4. 2015-2016 Service Agreement with “Hopewell Township Board of Education”
(Attachment IVB4)**

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve the 2016-2017 CST Consultation Hopewell Service Agreement with attachment

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

5. Contract Grant Service Agreement (Attachment IVB5)

Motion was made by Ms. Winrow and seconded by Mr. Mark Henry that the board approve the Service Agreement for services provided by Gretchen Elhassani to make application for the 21st Century grant in the amount of \$450.00 (see attached)

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

6. Home Instruction

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve Home Instruction for Student I.D. #1667705435 for 10 hours per week, retroactive effective 04/11/16 for the remainder of the 2015-2016 school year.

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

7. Bank Loan Application

Motion was made by Ms. Winrow and seconded by Peterson that the board approve making a loan application to cover June, 2016 skipped state aid payment or payments which ever apply with Newfield Bank with superintendent as signer on promissory note

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

V. REPORT OF THE INTERIM SUPERINTENDENT (04/28/2016)

The Interim Superintendent submits the following recommendations:

A. PERSONNEL

1. Meeting (FYI) –

Motion was made by Ms. Winrow and seconded by Peterson that the board approve Staff members listed below to attend the following meetings at no mileage or registration cost to the district. However, a substitute teacher may be required:

Name	Workshop/Location	Date(s)
Lisa Niemi	“Cumberland Curriculum Consortium” – Upper Deerfield School – Rosenhayne, NJ	05/04/2016
Lisa Niemi	“Cumberland Curriculum Consortium” – Stow Creek School – Bridgeton, NJ	06/01/2016
Carol Novick	“NJ TESOL Spring Conference” – Hyatt Regency – New Brunswick, NJ	06/01/2016

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

2. **Workshops**

Motion was made by Ms. Peterson and seconded by Winrow that the board approve the recommendation that the following individuals be approved to attend the workshops listed below:

(Travel reimbursement will be given per negotiated contract.)

Name	Sponsor/Workshop/Location	Cost	Date(s)
Janecia Smith	“EPP” – Double Tree – Mt. Laurel, NJ	\$32.05 (Mileage Only)	04/12/2016 (Retroactive)
Debbie Clark	“EPP” – Double Tree – Mt. Laurel, NJ	\$32.05 (Mileage Only)	04/12/2016 (Retroactive)
Janecia Smith	“Food Service Training” – NJDA – Trenton, NJ	\$39.06 (Mileage Only)	04/20/2016 (Retroactive)
Dr. Ja’Shanna Jones	“Title I Training” – EIRC – Mullica Hill, NJ	\$7.84 (Mileage Only)	04/25/2016 (Retroactive)
Debbie Clark	“Administration Assistant Program” – NJASBO – Mt. Laurel, NJ	\$27.40 (Mileage Only)	05/10/2016
Dr. James Ruffin	“Spring Leadership Conference”- NJASA- Caesars – Atlantic City, NJ	\$607.20 (Mileage & Registration)	05/11/2016 05/12/2016 05/13/2016

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

3. **Personnel Resignation – Attachment VA3**

Motion was made by Ms. Winrow and seconded by Ms. Stewart that the board approve the resignation of Tara Gould-Willis, Confidential Secretary to the Superintendent. Mrs. Gould-Willis is requesting an early release date of May 13, 2016.

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

4. **Substitute Teachers**

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the board approve the following long term Substitute Teacher for 7th/8th Grade Special Education retroactively starting April 6, 2016 for the remainder of the 2015-2016 school year at the listed rate of pay per day:

- Merrill Anderson - \$100.00 per day

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

5. **Reappointment of Tenured Certified Staff (Attachment VA5)**

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the board approve the attached tenured teaching staff members be reappointed for the 2016-2017 school year beginning 09/01/2016, at their current step and salary per the collective bargaining agreement.

Motion carried. Roll call was vote 5-1-0
Ms. Stewart abstained to Colson and voted yes to the rest on the list

6. **Reappointment of Non-Tenured Certified Staff (Attachment VA6)**

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the board approve the attached non-tenured teaching staff members, completing their **third** year in the district be reappointed for the 2016-2017 school year beginning 09/01/2016, at their current step and salary per the collective bargaining agreement. Additionally, it is recommended that they are approved for tenure status beginning on their starting anniversary date.

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

7. **Reappointment of Non-Tenured Certified Staff (Attachment VA7)**

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve the attached non-tenured teaching staff members, completing their **second** year in the district be reappointed for the 2016-2017 school year beginning 09/01/2016, at their current step and salary per the collective bargaining agreement.

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

8. **Reappointment of Non-Tenured Certified Staff (Attachment VA8)**

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve the attached non-tenured teaching staff members, completing their **first** year in the district be reappointed for the 2016-2017 school year beginning 09/01/2016, at their current step and salary per the collective bargaining agreement.

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

9. **Reappointment of Support Staff (Attachment VA9)**

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve the following support staff members be reappointed for the 2016-2017 school year, beginning September 1, 2016 and ending June 30, 2017, at the noted salary.

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

10. **Reappointment of Non-Tenured Administrative Staff (Attachment VA10)**

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve the following non-tenured administrative staff members completing their **third** year in the district be reappointed for the 2016-2017 school year, at the noted salary.

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

11. **Reappointment of Non-Tenured Administrative Staff (Attachment VA11)**

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the board approve the following non-tenured administrative staff members be reappointed for the 2016-2017 school year, beginning July 1, 2016 and ending June 30, 2017, at the noted salary.

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

12. **Reappointment of Support Staff (Attachment VA12)**

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve the following support staff members be reappointed for the 2016-2017 school year, beginning September 1, 2016 and ending June 30, 2017 or beginning July 1, 2016 and ending June 30, 2017, determined by whether they are 10 month or 12 month employees at the noted step and salary per the collective bargaining agreement.

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

13. **Reappointment of Support Staff (Attachment VA13)**

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve the following support staff members be reappointed for the 2016-2017 school year, beginning July 1, 2016 and ending June 30, 2017, at the noted salary.

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

14. **Reappointment of Part-Time Support Staff (Attachment VA14)**

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve the following part-time support staff members be reappointed for the 2016-2017 school year, beginning September 1, 2016 and ending June 30, 2017 or beginning July 1, 2016 ending June 30, 2017, determined by whether they are 10 month or 12 month employees, at the noted part-time hourly rate.

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

15. **2016 Title I Extended School Year Teacher-In-Charge**

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the board approve the following personnel as Teacher-In-Charge for the 2016 Title I Extended School Year Program at \$28.75 per hour:

➤ Lisa Niemi

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

16. **2016 Title I Extended School Year School Nurse**

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the board approve the following personnel as School Nurse for the 2016 Title I Extended School Year Program at the applicable rate_____:

- Diane Griffiths

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

17. **2016 Title I Extended School Year Instructors**

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve the Following personnel as Instructors for the 2016 Title I Extended School Year Program at \$28.75 per hour:

- Reef Bates
- Jennifer Beckwith
- Shannon Brogen
- Jennifer Burgess
- Jaclyn Conahey
- Andrea DeTullio
- Joshua Hall
- Darlene Hunt
- Mary Johnson
- Wendy Kraye
- Lori Oswald
- Patricia Turner
- Erika Wright

Motion carried. Roll call was vote 5-1-0
Ms. Stewart abstained for Erika Wright and voted yes to the rest on the list.

18. **2016 Title I Extended School Year Program and Preschool-Kindergarten Summer Bridge Program Substitute Teachers**

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve the following personnel as Substitute Instructors for the 2016 Title I Extended School Year Program and Preschool-Kindergarten Summer Bridge Program at \$28.75 per hour, as needed:

- Christine Crispin
- Jasmine Evans
- Cynthia Fithian
- Jillian Konschak
- Ian Maier

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

19. **2016 Preschool-Kindergarten Summer Bridge Program Teacher-In-Charge**

Motion was made by Winrow and seconded by Ms. Peterson that the board approve the following personnel as Teacher-In-Charge for the 2016 Preschool-Kindergarten Summer Bridge Program at \$28.75 per hour:

- Monique Braxton

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

20. **2016 Preschool-Kindergarten Summer Bridge Program Instructors**

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve the following personnel as Instructors for the 2016 Preschool-Kindergarten Summer Bridge Program at \$28.75 per hour:

- Shamia Brandon
- Sarah Holmstrom
- Melanie Norbury

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

21. **2016 Preschool-Kindergarten Summer Bridge Program Instructional and Bus Aides**

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the board approve the following personnel as Instructional and Bus Aides for the 2016 Preschool-Kindergarten Summer Bridge Program at the rate listed:

- Leeann Perry – hourly contractual rate
- Shelli Horowitz – hourly contractual rate
- Maria Lopez – hourly contractual rate

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

22. **Substitute Caller**

Motion was made by Ms. Winrow and seconded by Mr. Mark Henry that the board approve Janice Carter to perform the duties of the Substitute Registry effective 5/2/2016 until 6/30/2016. Due to substitute calling conducted outside of normal contractual hours, it is recommended during the 2015-2016 school year when students are in session, the Board of Education approves a \$10 per diem stipend during the days substitutes are called.

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

23. **Interim Confidential Secretary**

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the board approve Mala Samaroo to perform the duties of the Confidential Secretary effective 5/16/2016 until 6/30/2016 at the applicable per diem rate not to exceed \$6,000.00.

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

B. SCHOOL ACTIVITIES

1. **Field/Class Trips** – N/A

2. School Fundraisers –

Motion was made by Mr. Mark Henry and seconded by Ms. Winrow that the board approve the following school fundraisers as listed below:

Contact Person (s)	Activity	Date	Purpose
Patricia Turner/ Darlene Hunt	Mother/s Day Dessert including program by Student Council and Honor Society	05/04/2016	To support student activity fund for Graduation
Patricia Turner/ Darlene Hunt	Father’s Day Dessert including activities to Honor “Dad”	05/18/2016	To support student activity fund for Graduation

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

C. CURRICULUM / INSTRUCTION

1. Extended School Year and Preschool-Kindergarten Bridge Summer Programs (Attachment VC1)

It is recommended that the Board approve the Extended School Year and Preschool-Kindergarten Bridge Summer Programs as attached.

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

D. STUDENT MATTERS – N/A

E. BUILDING USE

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

Applicant	Activity	Admission Charge	Location	Date/Time
Patricia Turner	Mother’s Day Dessert Night	\$2.00	Cafeteria	5/4/2016 3:30pm-8:00pm
Patricia Turner	Father’s Day Dessert Night	\$2.00	Cafeteria	5/18/2016 3:30pm-8:00pm

*****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

F. Assistant Principals’ Report

Fairfield Township School
For the Month/Year: March 2016

1. Student Attendance Percentage: 97%

2. Enrollment Data:

Grades	PK	K	1	2	3	4	5	6	7	8	SC	Total
Prior Year	120	68	63	70	66	41	41	50	53	52	11	635
Prior Month	108	78	55	66	62	63	43	43	53	57	9	637
Current Month	109	77	54	68	62	65	44	41	54	56	10	640

3. Fire Drill Report:

March 1 2:30 PM

4. Shelter in Place:

March 11 2:31 PM

5. School Bus Emergency Evacuation Drill Report:

April 13 8:40 AM

6. Professional Development and In-Service:

March 16

7. Field Trips:

March 3 & 4	Please Touch Museum	Pre-School
March 23	Philadelphia Zoo	Grades 1 & 2
March 22-24	Stokes Preservation	Grade 8

8. Special Programs:

March 3	Spring Picture Day	All Grades
March 7-21	PARCC Information	Parents
March 18	Color Day (Green)	All Grades
March 15-23	Book Fair	All Grades

9. Discipline Report: Attachment VF8

Attached

10. Vandalism Report: N/A

Attached

11. Counselor Services for the Month:

Classroom Guidance Sessions:
 Individual Counseling Sessions:

Group Sessions:
CST Staffing/Meeting:
Parent Conference:
Testing:

12. Supervision:

Tenured Teacher Classroom Evaluations:
Tenured Teacher Summative Evaluations:
Non-Tenured Teacher Summative Evaluations:
Support Staff Evaluation:

13. Nurses Report: Attachment VF12

Attached

14. Parent Teacher Organization Activities:

None to report.

Respectfully Submitted,

Dr. Ja'Shanna Jones-Booker
Assistant Principal

G. Other

Respectfully submitted,

Dr. James Ruffin, Jr., *Interim Superintendent*

VI. PUBLIC COMMENT – Non-Agenda Items - None

VII. COMMITTEE REPORTS

A. Committee Updates

Finance – Ms. Winrow updated the board on the finance committee meeting
Creating more revenue in the district

Facilities and Future Planning

Curriculum & Student Life – 8th grade dialogue date was given and a summary of the program

Personnel/Policy -

Negotiations – Ms. Winrow updated the board on next meeting date, proposals will be given to each parties involved.

Liaison to Township

Solicitor -

Board Secretary/Business Administrator -

Superintendent -

B. Policy Committee

Board discussed new signs to be placed on the fields regarding: “No Pets or Animals allowed”, “No parking on the grass”

VIII. DISCUSSION/PRESENTATION – NONE

ADDENDUM

1. Summer Food Service Program Application (See Attachment 1)

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the board approve the Summer Food Service Program Application to begin 7/5/16 through 8/11/16

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

2. Board Office Clerk (See Attachment 2)

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve the recommendation of the Interim Superintendent that the board approve Truleene Hall as the full-time 12 Month Board Office Clerk beginning May 16, 2016 at a salary of \$41,000 prorated through June 30, 2016, and with no salary increase in 2016-2017, actual start date pending the results of background check and all other hiring requirements.

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

Unexpended Capital Project Fund Reserve and Bank Cap Resolution

- 3.** Motion was made by Ms. Winrow and seconded by Ms. Peterson for resolution as follows: WHEREAS, there exists an unexpended balance of \$119,856 in the Capital Projects Fund that originated from a bond-financed projects that has been completed ; and WHEREAS, State statute permits a Board of Education to direct such remaining funds to pay existing debt service, NOW THEREFORE, BE IT RESOLVED that the Fairfield Township Board of Education elects to transfer for a total of \$119,856 from the Capital Projects Fund to the Debt Service Fund for purposes of debt payment in the 2016-2017 School year and any deficiency in debt service 2015-2016 school year and the remaining balance for any additional capital project fund deficiency.

Motion that the board approve the following resolution:

WHEREAS, the Fairfield Township Board of Education is desirous to use banked cap in the amount of \$50,522 as allowed by N.J.A.C. 6A:23A10 to offset regular programs of instruction that support a through and efficient education using textbooks, curriculum guides, purchase professional services, transportation and salaries for education and instruction

THEREFORE, BE IT FURTHER RESOLVED that the above said need will completed by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time.

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

4. Building Use of School Facilities (See Attachment 3)

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

Applicant	Activity	Admission Charge	Location	Date/Time
Darlene Hunt and Mary Johnson	Fairfield Twp. School Cotillion	\$0.00 Admission \$5.00 cost per item for pictures	Cafeteria, parking Lot needed	5/13/16 5:00 p.m. to 9:00 p.m.

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

IX. EXECUTIVE SESSION - None

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.

IX. ADJOURNMENT-

Motion made by Ms. Winrow and second by Ms. Peterson to adjourn meeting at 7:55 p.m.

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