

***Fairfield Township School District
Board of Education
Regular Meeting
December 17, 2015
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 Agenda
7:00 p.m. December 17, 2015

I. A. Call to Order

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

Ms. Smith read the public meeting announcement as follows- “ 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 13, 2015 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, Ms. Marge Neild, Ms. Robin Winrow, 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. Darlington Henry, Mr. Mark Henry, and Ms. Treemanisha Stewart were absent during the meeting.

II. READING AND APPROVAL OF THE MINUTES

1. Regular/Executive Meeting

Motion was made by Ms. Neild and seconded by Ms. Robin Winrow that the Board approve the minutes of the meeting noted below:

Regular Meeting: November 19, 2015

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

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

October 2015. 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. Neild and seconded by Ms. Mattie Gibbons-Peterson that the Board approve Financial Reports/Items 1, 2 and 3.

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

B. Financial Items

1. Approval of Bills

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

November 2015 Bill List (Attachment IVB1)	\$222,613.67
November 2015 Payroll	\$613,067.94
November 2015 Food Service	<u>\$ 38,828.47</u>
	\$ 874,510.08 - Total

Motion carried. Roll call was vote 4-0-1.
Ms. Kennedy abstained on payment to self

Motion carried. Roll call was vote 4-0-1.
Ms. Winrow abstained on payment to self

2. Resolution of Budgetary Transfers (Attachment IVB2)

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Neild for the board to approve the transfers in the attachment

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

3. June 30, 2014-2015 CAFR (Comprehensive Annual Financial Report)

Motion was made by Ms. Neild and seconded by Ms. Gibbons-Peterson for the Board to approve the 2014-2015 Audit Report as read and discussed.

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

4. Approval of the Interlocal Services Agreement (Attachment IVB4)

Motion was made by Ms. Neild and seconded by Ms. Gibbons-Peterson for the Board to approve the Interlocal Services Agreement for custodial services with Pittsgrove Township Board of Education for the period of January 1, 2016 through June 30, 2016 in the amount of \$115,940.75.

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

5. 2015-2016 Student Tuition Contract (Attachment IVB5)

Motion was made by Ms. Neild and seconded by Ms. Gibbons-Peterson for the Board to approve the following Behavior Disabilities class tuition contracts for the 2015-2016 school year, as attached.

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

6. 2015-2016 Stipend for Dr. Jones

Motion was made by Ms. Neild and seconded by Ms. Gibbons-Peterson for the Board to approve Dr. Jones for a \$5,000 stipend to be paid in two installments. The December 30th, 2015 payroll, and June 30th, 2016 payroll for the additional duties assigned

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

7. Special Education Medicaid Initiative (SEMI)

Motion was made by Ms. Winrow and seconded by Ms. Neild for the Board to approve the district's participation in Special Education Medicaid Initiative (SEMI) for the 2015-2016 year.

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

8. Title I Instructional Kindergarten Aides

Motion was made by Ms. Neild and seconded by Ms. Gibbons-Peterson for the Board to approve the following Kindergarten Aides for the 2015-2016 year retroactively from the start of the school year under the Title I grant as follows, salaries at 100% with FICA only benefits:

- Brittany Rugenus
- Michael Webster
- Whitney Benedetto
- Jillian Konschak
- Ragan Sims

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

9. Edu-Met Interactive Systems Co. Agreement (Attachment IVB9)

Motive made by Ms. Winrow and seconded by Ms. Neild for the Board to approve the agreement for the Edu-Met application software in the payroll and human resource module in the amount of \$10,000 to be paid in installment payments over the course of the 2015-2016 year.

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

10. Title I Instructional Teacher

Motive made by Ms. Winrow and seconded by Ms. Neild for the Board to approve the following Instructional Teacher for the 2015-2016 school year:

- William Young 85%

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

11. Home Instruction

Motion was made by Ms. Neild and seconded by Ms. Winrow for the Board to approve Home Instruction for Student I.D. #9846934166 for 10 hours per week, retroactive effective 11/16/15 for approximately 6 to 7 weeks.

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

V. REPORT OF THE INTERIM SUPERINTENDENT (12/17/2015)

The Interim Superintendent submits the following recommendations:

A. PERSONNEL

1. **Meeting (FYI)** – Staff members listed below will 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)
Ja'Shanna Jones-Booker	"RAC-7 Navigating PARCC Resources" – NJDOE – Galloway, NJ	12/17/2015 (Retroactive)
Sarah Ferrari	"RAC-7 Navigating PARCC Resources" – NJDOE – Galloway, NJ	12/17/2015 (Retroactive)
Lisa Niemi	"RAC-7 Navigating PARCC Resources" – NJDOE – Galloway, NJ	12/17/2015 (Retroactive)
Tracey Hayman	"RAC-7 Navigating PARCC Resources" – NJDOE – Galloway, NJ	12/17/2015 (Retroactive)
Reneé Ring	"RAC-7 Navigating PARCC Resources" – NJDOE – Galloway, NJ	12/17/2015 (Retroactive)
Janecia Smith	"Fiscal Requirements of Federal Funds" – NJDOE – Galloway, NJ	01/07/2016
Ja'Shanna Jones-Booker	"ECPA ELLI Early Childhood Meeting" – NJDOE – Clementon, NJ	01/26/2016
Monique Braxton	"ECPA ELLI Early Childhood Meeting" – NJDOE – Clementon, NJ	01/26/2016

2. Workshops

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Winrow 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)
Geraldine Lane	"Take Your Use of Interactive Whiteboards to the Next Level" – BER – Cherry Hill, NJ	\$265.66 (Registration & Mileage)	01/07/2016
Christine Crispin	"Increase Student Learning with the Best iPad Apps for Pre-K and Kindergarten Students" – BER – Cherry Hill, NJ	\$258.96 (Registration & Mileage)	01/21/2016
Janecia Smith	"4 th Annual USDA Food Conference" – NJDOE – New Brunswick, NJ	\$23.66 (Mileage Only)	01/21/2016
Ja'Shanna Jones	"School Safety and Security Plans – Minimum Requirements" – NJDOE – Galloway, NJ	\$24.30 (Mileage Only)	01/29/2016

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

3. Personnel Resignation (Attachment VA3)

Motion was made by Ms. Neild and seconded by Ms. Winrow for the Board to approve the resignation of Ashley Schilling, Confidential Secretary to the Superintendent. Mrs. Schilling is requesting an early release date of December 19, 2015, pending the availability of a replacement.

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

4. Family and Medical Leave (Attachment VA4)

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Winrow for the Board to approve an intermittent unpaid Federal Family Medical Leave for Janet Uebelacker, 1st Grade Teacher, beginning retroactively on November 20, 2015, not to exceed 60 days, the equivalent of 12 consecutive weeks, in a 12 month period. Ms. Uebelacker's available sick and personal time will be applied concurrent to her leave of absence, until exhausted.

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

5. Leave of Absence (Attachment VA5)

Motion was made by Ms. Neild and seconded by Ms. Gibbons-Peterson for the Board to approve an unpaid leave of absence for Dawn McQueen, Parent Liaison, beginning retroactively on December 1, 2015 to January 4, 2016, as attached.

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

6. Personnel Resignation (Attachment VA6)

Motion was made by Ms. Neild and seconded by Ms. Winrow for the Board to approve the resignation of Michael Webster, Part-Time Instructional Aide immediately effective December 5, 2015.

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

7. Physical Education & Health Teacher Appointment

Motion was made by Ms. Neild and seconded by Ms. Gibbons-Peterson for the Board to approve the appointment of Charles Carney as Physical Education & Health Teacher for the 2015-2016 school year, beginning on March 1, 2016 through June 30, 2016, at BA Step 1, \$50,627.00, pending the receipt of all necessary paperwork.

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

SCHOOL ACTIVITIES

1. Field/Class Trips (Attachment VB1)

Motion was made by Ms. Winrow and seconded by Ms. Neild for the Board to approve the following field trips as listed below:

Participants	Date/Time	Destination	Associated Cost	Purpose
3 rd & 4 th Grade Students	01/07/2016 9:00 a.m. to 2:30 p.m.	Franklin Institute	\$0.00 Admission \$50.00 Lunch Room Fee Transportation Requested	Students will be able to participate in hands on activities for virtually all of their academic science standards.
Honor Society & Student Council Members	05/18/2016 9:00 a.m. to 6:00 p.m.	Dutch Apple Dinner Theatre	\$996.00 Admission – financed through Student Activity Fund Transportation Requested	Enrichment for Honor Society and Student Council members, focus on academic, service and leadership.

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

2. School Fundraisers –

Motion was made by Ms. Winrow and second by Ms. Gibbons-Peterson for the Board to approve the following school fundraisers as listed below:

Contact Person (s)	Activity	Date	Purpose
Patricia Turner	2 nd -4 th Grade Dance	01/22/2016	Support the student activity fund – Admission \$1.00, Snacks \$0.25
Patricia Turner	5 th -8 th Grade Dance	01/29/2016	Support the student activity fund – Admission \$2.00, Snacks \$0.25

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

C. CURRICULUM / INSTRUCTION –

1. PARCC Update

The 2014-2015 PARCC results for Fairfield Township School are now available. Our plan for sharing that information with Board Members, Parents, Staff and Students is as follows:

- Administration and Staff will be trained on sharing the results.
- Administration and Staff will attend a workshop on December 17th and turnkey the information to faculty on Monday, December 22nd.
- There will be a Board presentation at the January 2016 meeting.
- Information for parents to better understand PARCC can be found on the Fairfield Township School website: <http://fairfield.k12.nj.us/parcc-information/>
- Students will receive individual PARCC results in January 2016.

2. Bilingual / ESL Three Year Program Plan (Attachment VC2)

Motion was made by Ms. Neild and seconded by Ms. Gibbons-Peterson for the Board to approve the revised Bilingual / ESL Three Year Program Plan, for 2014-2017, as attached, to reflect our current student enrollment.

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

3. Updated Five-Year Preschool Program Plan for 2014-2019 (Attachment)

Motion was made by Ms. Winrow and seconded by Ms. Gibbons-Peterson for the Board to approve the updated Five Preschool Program Plan for 2014-2019

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

D. STUDENT MATTERS –

1. First Marking Period Student Awards

Grade Level	K	1	2	3	4	5	6	7	8
Students with 100% Attendance									
Students on Honor Roll		34	19	15	18	13	7	15	24
Students on Principal's List		5	7	7	0	0	0	2	4

2. Student Progress Reports

Student Progress Reports will be distributed on December 23, 2015.

E. BUILDING USE –

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

Applicant	Activity	Admission Charge	Location	Date/Time
Janice Carter	PTA Jingle Bell Shop	\$0.00 Admission \$1.00-\$30.00 goods, products & services	Classroom D110	12/14/2015 through 12/18/2015 10:00 a.m. to 3:00 p.m. (Retroactive)
Patricia Turner	Delivery & Pick-up of Joe Corbi Fundraiser Items	\$0.00	Cafeteria	12/16/2015 2:00 p.m. to 6:30 p.m. (Retroactive)
Rachel Reinhart	Alpha Delta Kappa Monthly Meeting	\$0.00	Cafeteria	01/04/2016 6:00 p.m. to 9:30 p.m.
Patricia Turner	2 nd -4 th Grade Dance	\$1.00 Admission \$0.25 Snacks	Cafeteria	01/22/2016 3:10 p.m. to 4:45 p.m.
Patricia Turner	5 th -8 th Grade Dance	\$2.00 Admission \$0.25 Snacks	Cafeteria	01/29/2016 5:00 p.m. to 8:30 p.m.
Rachel Reinhart	Alpha Delta Kappa Monthly Meeting	\$0.00	Cafeteria	02/02/2016 6:00 p.m. to 9:30 p.m.
Stefanie Wheaton	FTEA Paint Night – Preschool Dedication Plaque Fundraiser	\$35.00 Admission	Cafeteria	02/05/2016 5:30 p.m. to 9:30 p.m.
Rachel Reinhart	Alpha Delta Kappa Monthly Meeting	\$0.00	Cafeteria	03/07/2016 6:00 p.m. to 9:30 p.m.

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

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

F. Assistant Principals' Report

Fairfield Township School
For the Month/Year: November, 2015

1. Student Attendance Percentage: 97%

12/17/2015

2. Instructional Staff Attendance Percentage: 94%

3. Enrollment Data:

Grades	PK	K	1	2	3	4	5	6	7	8	SC	Total
Prior Year	120	68	61	71	65	41	38	52	52	53	11	632
Prior Month	108	87	58	65	65	62	41	43	53	53	10	645
Current Month	107	80	55	64	65	63	42	42	55	54	9	636

4. Fire Drill Report:

November 4 2:30 PM

5. Active Shooter Drill:

November 20 9:35 AM

6. Professional Development and In-Service: None

7. Field Trips: None

8. Special Programs:

November 3	Color Day – Brown & Yellow	All Grades
November 4	Fall Make Up Picture Day	All Grades
November 12	PK Class Play	Preschool
November 17-18	Thanksgiving Activities	
November 18	Grandparents Thanksgiving Dinner	All Grades
November 21	School Dance	Grades 2-4
November 23-30	Scholastic Book Fair	All Grades

9. Discipline Report: (Attachment VF9)

10. Vandalism Report: None

11. Counselor Services for the Month:

Classroom Guidance Sessions: 2
Individual Counseling Sessions: 73
Group Sessions: 14
CST Staffing/Meeting: none
Parent Conference: November 23-24
Testing: 1

12. Supervision:

Tenured Teacher Classroom Evaluations: 10
Tenured Teacher Summative Evaluations: n/a
Non-Tenured Teacher Summative Evaluations: n/a
Support Staff Evaluation: 10

- 13. **Nurse's Report: (Attachment VF13)**
- 14. **Parent Teacher Organization Activities:**
November 16 – Meeting

Respectfully Submitted,

Dr. Ja'Shanna Jones-Booker
Assistant Principal

G. OTHER - NONE

Respectfully submitted,

Dr. James Ruffin, Jr., Interim Superintendent

VI. PUBLIC COMMENT – Non-Agenda Items

VII. COMMITTEE REPORTS

- A. **Committee Updates**
 - Finance**
 - Facilities and Future Planning**
 - Curriculum & Student Life**
 - Personnel/Policy**
 - Negotiations**
 - Liaison to Township**
 - Solicitor - Updates**
 - Board Secretary/Business Administrator - Updates**
 - Superintendent - Updates**

Policy Committee
POLICY CHANGE

- B. **Motion to Approve upon Final Reading the following policy: (Attachment VIIB)**

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Winrow at the recommendation of the Superintendent of Schools and the Policy Revision Committee of the Fairfield Township Board of Education, I move that the Fairfield Township Board of Education approve upon this final reading, the following policy. I further move that this policy shall supersede and replace all previously adopted policies of the Fairfield Township Board of Education upon adoption following the final reading, noting that the policy, as presented here, makes up the entirety of this policy and that any other policies formerly in force shall become null and void upon final adoption. I further move that this revised policy not be considered in force until final adoption.

➤ **Student Dress Code**

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

- C. **Motion to Approve upon First Reading the following policy: (Attachment VIIB)**

Motion was made by Ms. Neild and seconded by Ms. Winrow at the recommendation of the Superintendent of Schools and the Policy Revision Committee of the Fairfield Township Board of Education, I move that the

Fairfield Township Board of Education approve upon this first reading, the following policy. I further move that this policy shall supersede and replace all previously adopted policies of the Fairfield Township Board of Education upon adoption following the final reading, noting that the policy, as presented here, makes up the entirety of this policy and that any other policies formerly in force shall become null and void upon final adoption. I further move that this revised policy not be considered in force until final adoption.

Job Description Revision

- **Confidential Secretary/Substitute Registry**
- **Business Office Manager**
- **Twelve(12) Month Secretary**
- **Ten(10) Month Secretary**
- **Board Office Clerk**

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

VIII. DISCUSSION/PRESENTATION – NONE

ADDENDUM

1. Confidential Secretary

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Winrow for the board to approve the recommendation of the Interim Superintendent Tara Gould Willis as the 12 Month Confidential Secretary beginning December 28, 2015 at a salary of \$37,142 prorated, actual start date pending the results of background check and all other hiring requirements.

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

2. Preschool Enrollment

Motion by Ms. Winrow and seconded by Ms. Neild for the board to approve Shannon Brogen's son Peter to enroll into the Pre-School program for the 2015-2016 school year at the tuition rate of \$7,714 to be prorated for the 2015-2016 school year.

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

IX. EXECUTIVE SESSION – None

X. ADJOURNMENT

Motion was made by Ms. Neild and seconded by Ms. Winrow to adjourn the meeting at 7:45 p.m.

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