

***Fairfield Township School District
Board of Education
Regular Meeting Minutes
December 15, 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
7:00 pm, December 15, 2016

I. Fairfield Township Board of Education Meeting

A. Call to Order

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. Ruth Butler, 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.

Mr. Darlington Henry, Mr. Mark Henry, Ms. Treemanisha Stewart, and were absent.

II. READING AND APPROVAL OF MINUTES

Regular Meeting: November 17, 2016

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

III. PUBLIC COMMENT\PRESENTATIONS

A. Public Comment – Agenda Items Only

**B. Presentation on June 30, 2016 Comprehensive Annual Financial Report:
Janecia Smith, CPA,QPA**

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approve Comprehensive Annual Financial Report

Motion tabled. Roll call was vote 6-0-0

**C. Presentation with Food Service After School Feeding Program
Ms. Briana Lyons**

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, 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 6-0-0

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.

November, 2016	Bill List	\$ 199,650.69
November, 2016	Payroll	\$ 467,598.98
November, 2016	Food Service	<u>\$ 37,087.09</u>
		\$ 704,336.76

Motion carried. Roll call was vote 6-0-0

2. Resolution of Budgetary Transfers (Attachment IVB2)

Motion was made by Ms. Winrow and seconded by Ms. Peterson 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 and any amounts in excess of 10% pending county approval

Motion carried. Roll call was vote 6-0-0

3. June 30, 2016 CAFR- (Synopsis included as Attachment IVB3)

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board approve the 2015-2016 Audit report as read and discussed.

Motion tabled. Roll call was vote 6-0-0

4. Corrective Action Plan for the Audit- (Attachment IVB4)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board to approve the 2015-2016 Corrective Action Plan.

Motion tabled. Roll call was vote 6-0-0

5. Upcycle Disposals (Attachment IVB5)

Motion was made by Ms. Neild and seconded by Ms. Winrow that the Board to approve Upcycle LLC remove, transport, and recycle at no charge to the district technology equipment no longer operational

Motion carried. Roll call was vote 6-0-0

6. Special Education Medicaid Initiative (SEMI)

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board approve the district's participation in Special Education Medicaid Initiative (SEMI) for the 2016-2017 year.

Motion carried. Roll call was vote 6-0-0

7. 2016-2017 Student Tuition Contracts (Out-of-District)

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board approve the following tuition contract for the 2016-2017 school year with the description and amount listed below:

<u>Student</u>	<u>District</u>	<u>Amount</u>
#1160141287	Deerfield Township School	\$33,116.00

Motion carried. Roll call was vote 6-0-0

8. Updated Five Year Pre-School Program Plan and Pre-School Year Budget (Attachment IVB8)

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board approve the updated 2014-2019 Five Year Pre-School Program Plan and 2017-2018 Pre-School Budget.

Motion carried. Roll call was vote 6-0-0

V. REPORT OF THE INTERIM SUPERINTENDENT\PRINCIPAL (12/15/2016)

A. PERSONNEL:

1. Employment of Monica Ralph (Attachment VA1):

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the Board approve the hiring of Ms. Monica Ralph as a full-time School Psychologist December 16, 2016 through June 30, 2017 at the prorated salary of \$57,627.

Account #11-000-219-100-101 80% Account #20-218-200-104 20%

Motion carried. Roll call was vote 6-0-0
Effective Start Date: 1/3/17

2. Resignation: Nicole Pietronudo (Attachment VA2)

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the resignation of Nicole Pietronudo from her position as Special Education Teacher for 6th through 8th grade BD class; last day will be 12/23/2016.

Motion carried. Roll call was vote 6-0-0

3. Position Reassignment: Reef Bates

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board approve to reassign Mr. Reef Bates from In-class Support Teacher to a Special Education Teacher for 6th through 8th grade BD class effective 01/03/17-06/30/17; salary will remain the same \$50,627.
Account #11-209-100-101

Motion carried. Roll call was vote 6-0-0

4. Mathematics Coach: Lisa Neimi

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve to hire Lisa Neimi as the Mathematics coach in accordance with the Title II grant for approximately 150 hours for the remainder of the 2016-17 school year. 20-272-200-104

Motion failed. Roll call was vote 1-0-5
Ms. Peterson, Ms. Neild, Ms. Winrow, Ms. Lloyd
and Ms. Kennedy voted no.

5. Language Arts Coach: Renee Ring

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve to hire Renee Ring as the Language Arts coach in accordance with the Title II grant for approximately 150 hours for the remainder of the 2016-17 school year. 20-272-200-104

Motion carried. Roll call was vote 6-0-0

6. Workshops (Attachments VA6)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approve the following individuals to attend the workshops:

Name	Sponsor\Workshop	Location	Cost	Mileage	Dates	Account Number
A. DeTullio	Death of Dinosaurs/Birth of Fossil Park	Rowan University	\$149.00	\$0	1/23/17	20-231-200-500

B. Devine	Enhance Your Reading and Writing Instruction	Cherry Hill, NJ	\$245.00	\$0	1/11/17	20-231-200-500
T. Hickman	Formative Assessment with technology	Rowan University	\$149.00	\$0	12/20/16	20-231-200-500
J. Smith	NJASBO	Mt. Laurel, NJ	\$75.00	\$31.50	12/08/16	11-000-251-890

(Travel reimbursement will be given per negotiated contract.)

Motion carried. Roll call was vote 6-0-0

7. Employee Leave

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the following staff leave of absences:

Leave of Absence	Type of Leave	Leave Request	Time of Usage	Use of Sick Days	Unpaid Leave	Return Date
TV	Extending FMLA	01/27/17-06/30/17	FMLA	0	11/21/16-06/30/2017	9/1/2017
MJ	FMLA	12/05/16-01/02/17	Sick	15	N/A	1/3/2017
KS	FMLA	10/17/16-06/30/17	Intermittent	TBD	TBD	TBD
EW	Extended Leave	11/29/16-12/23/16	Sick	19	N/A	12/23/2016

Motion carried. Roll call was vote 6-0-0

SCHOOL ACTIVITIES

B. CURRICULUM / INSTRUCTION –

1. Revised and/or updated Curriculum:

Motion was made by Ms. Neild and seconded by Ms. Butler that the Board approve the revised and/or updated:

- Mathematics curriculum for the 2016-2017 school year.
- Health and Physical Education curriculum for the 2016-2017 school year.
- World Language curriculum for the 2016-2017 school year.

Motion carried. Roll call was vote 6-0-0

2. School Improvement Plan: (Attachment VB2)

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve the School Improvement Plan, including the budget for the 2016-17 school year.

Motion carried. Roll call was vote 6-0-0
With exception to Saturday program.

3. Field/Class Trips (Attachments VB3)

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the following field trips:

Participants	Date\Time	Destination	Purpose	Estimated Students	Cost	Account Number
5th & 6th Grade	01/25/17	Levoy Theater	Students will better understand the Civil Rights and Dr. MLK speech through visual arts.	115	3 Busses needed, Admission paid for by Student Activity Fund \$575	11-000-270-512
	11:45AM - 2:00PM	Kulal, Bobbi				
3rd Grade	01/03/17	Franklin Institute	Utilize hands on activities that foster science based questions and inquisition, recalling on lessons.	117	3 Busses, \$25 Lunchroom, Admission is free for Title I Schools	11-000-270-512
	9:00AM - 2:30PM	Burgess, Jennifer				
7th -8th Grade	01/06/17	Stockton University-Tween Tech	Tween Tech is a conference designed to develop girls interest and self-confidence in STEM	15	1 Bus & \$375 Admission	11-000-100-890
	7:00AM-3:00PM	Niemi, Lisa				
Boys Basketball	Away Basketball Games 3:30PM-6:00PM	Athletics	12/20/16 Bus to Port Norris Middle School, 01/17/17 Bus to Myron Powell School, 02/10/17 Bus to Lakeside Middle School, 02/21/16 Bus to Woodruff School, 02/23/16 Bus to Port Norris Middle School, 02/27/16 Bus to Hopewell Crest School	TBD	Bus	11-000-270-512

Motion carried. Roll call was vote 6-0-0

C. STUDENT MATTERS

1. Home Instruction:

Motion was made by Ms. Neild and seconded by Ms. Peterson 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
800242	12/15/16-02/15/17	Lauri Hassen
7924374747	11/28/16-12/10/16	Andrea DeTullio

Motion carried. Roll call was vote 6-0-0

D. Building Use: None

- E. Interim Superintendent Awareness-**
- 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

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

VII. POLICY CHANGE-NONE

ADDENDUM

Superintendent

A. PERSONNEL

1. Interim Superintendent/Principal Work Week

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve Resolution for Dr. James Ruffin, Interim Superintendent/Principal to work in the district Monday's and Thursday's only, effective the week of January 2, 2017. In the event Monday falls on a holiday, Tuesday will be the designated day. In the event a County meeting or Consortium Superintendent meeting is held on a day other than Monday or Thursday that day will substituted for the Monday or Thursday of that week. All other perimeters outlined in the contract approved on October 27, 2016 will remain in effect.

Motion carried. Roll call was vote 6-0-0

2. Designee for Inclement Weather

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve Resolution to designate Dr. Ja'Shanna Jones-Booker as the Administrator working with Stakeholders to close school during the 2016-2017 school year in the event of inclement weather.

Motion carried. Roll call was vote 6-0-0

3. School Fundraisers (A)

Motion was made by Ms. Neild and seconded by Ms. Winrow that the Board approve Resolution to amend approved School Fundraisers from September 22, 2016 Board

meeting (Attachment VB2) to include wearing of Jeans with the following activities, and allow teacher and staff participation at \$1.00 per activity, with proceeds deposited into Student Activity Account, supporting 6th Grade Field Trips.

- Sports Team Day – 12/9/2016 (Retro)
- Twin Day – 3/31/2017
- Dress Like a Teacher Day – 5/5/2017

Motion carried. Roll call was vote 6-0-0

4. School Fundraiser (B)

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve Resolution to amend approved School Fundraiser from September 22, 2016 board meeting (Attachment VB2) to extend the end date from 10/20/2016 to 2/15/2017, with proceeds deposited into Student Activity Account, supporting 6th Grade Field Trips.

- Jaguar T-Shirt Sale
- \$10 – Short Sleeve
- \$12 – Long Sleeve
- \$20 – Hooded Sweatshirt

Motion carried. Roll call was vote 6-0-0

5. School Fundraisers (C)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approve additional School fundraisers to include wearing Jeans for Students, Teachers, and Staff participation at \$1.00 per activity, with proceeds deposited into Student Activity Account.

- Jeans day with school uniform top – 1/27/17
- Jeans day with school uniform top – 2/24/17
- School Pride Day (wear your Jaguar t-shirt/sweatshirt, or any Blue or Gold t-shirt/sweatshirt) – 4/28/2017

Motion carried. Roll call was vote 6-0-0

6. Dr. Ruffin Assistant Principal/Interim Superintendent Adjustment

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the Board approve Resolution to deduct \$825 from Dr. James Ruffin on pay date 1/15/17, due to the alignment of Assistant Principal/Interim Superintendent contract and Interim Superintendent contract, which was board approved at the October 27, 2016 board meeting.

Motion carried. Roll call was vote 6-0-0

7. Medical Leave for Board Member

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the Board approve Mr. Mark Henry for medical leave during the months of September, 2016 through November, 2016.

Motion carried. Roll call was vote 6-0-0

8. Dr. Jones ETS payment

Motion was made by Ms. Peterson and seconded by Ms. Butler that the Board approve payment to Dr. Jones for reimbursement in the amount of \$371.35 for educational leadership testing for SSA # 6021

Motion carried. Roll call was vote 6-0-0

9. Days off Before and After the Holiday:

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approve the following staff to use vacation time before or after the upcoming holiday December 25, 2016

JaShanna Jones 12/29/16, half day – 12/30/16 - full day
Vacation
Janecia Smith 12/29/16, half day – 12/30/16 - half day
Vacation

Motion carried. Roll call was vote 6-0-0

10. Building Use

Motion was made by Ms. Lloyd and seconded by Ms. Winrow that the Board approve amending the motion on 11/17/2016

Organization	Date of Event	Time of Event	Event
Fairfield Township PTA	Amend Motion from 11/17/16 to extend the Jingle Bell Shop 1 more day to 12/19/16	10:00AM - 3:00PM	Jingle Bell Shop

Motion carried. Roll call was vote 6-0-0

11. POLICY CHANGE

Motion to Approve upon Final Reading the following policy:

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approves the following additions

Holidays/Vacations

Policy number# 4252.1

- a) Add - Lincoln's Birthday (or the day preceding President's Day if that is a school holiday)/President's Day
- b) Add – Day after Thanksgiving
- c) If school is in session, or if an in-service day is planned on one of the above days, another day shall be determined by the Superintendent of Schools and the Board of Education.
- d) If a holiday falls on a scheduled day off, the preceding or following scheduled day shall be granted as a holiday. The preceding or following day for the observance of the holiday shall be determined by the Superintendent of Schools and the Board of Education.
- e) When school is closed for students, all certificated and non-certificated employees' work schedule shall be determined by the Superintendent of Schools and the Board of Education.

Motion carried. Roll call was vote 6-0-0

12. **Designated Holidays**

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approve December 26th, 27th, 28th as holidays for the non-certificated staff for the 2016-2017 school year.

Motion carried. Roll call was vote 6-0-0

13. **Pajama Day**

Motion was made by Ms. Neild and seconded by Ms. Winrow that the Board approve Pre-K through 2nd grade teachers to wear appropriate PJ's for event on 12/23/16.

Motion carried. Roll call was vote 6-0-0

VIII. 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. Winrow and second by Ms. Neild to adjourn meeting at 8:10pm.

Motion carried. Roll call was vote 6-0-0