

***Fairfield Township School District
Board of Education
Regular Meeting
February 25, 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 Agenda
7:00 p.m. February 25, 2016

I. A. Call to Order

The meeting was called to order at 7:00 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 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. Kennedy led the Flag salute

1. Roll Call

Members present at roll call: Ms. Ruth Butler, Ms. Mattie Gibbons-Peterson, Ms. Robin Winrow, Ms. Alta Lloyd, and Ms. Michelle Kennedy. Mr. Darlington Henry arrived at 7:05 p.m. Also present were: Interim Superintendent Dr. James Ruffin, School Business Administrator/Board Secretary Ms. Janecia Smith and District Solicitor Mr. Frank DiDomenico. Ms. Treemanisha Stewart, Ms. Marge Neild, Mr. Mark Henry were absent during the meeting.

II. READING AND APPROVAL OF THE MINUTES

1. Regular/Executive Meeting

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

Regular Meeting:	January 28, 2016
Special Meeting Closed Session:	February 11, 2016

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

III. PUBLIC COMMENT /PRESENTATIONS

A. Public Comment – Agenda Items Only - None

B. Presentations - 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 **December, 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. Peterson and seconded by Ms. Winrow 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

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

January 2016 Bill List (Attachment IVB1)	\$191,769.72	
January 2016 Payroll	\$582,911.11	
January 2016 Food Service	\$ <u>35,173.84</u>	
	\$809,854.67	- Total

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 Board approve the budgetary transfers in the attachment

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

3. Tuition Contracts 2015 – 2016

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the Board approve the following homeless tuition contract beginning on December, 2015 for the 2015-2016 school year.

<u>Student</u>	<u>District</u>	<u>Amount</u>
#1850817657	Haleyville Mauricetown School District	\$12,185.00
#6559743992	Haleyville Mauricetown School District	\$12,185.00

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

4. Cumberland County Homeless Agreement

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the Board approve the agreement between Cumberland County School Districts listed below and Fairfield Township School District opting not to seek tuition or any other additional cost related to **in-district**

educational service for any resident student determined to be homeless at the time the student enrolls from another Cumberland County District listed in attachment.

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

5. American Appraisal Fixed Asset Agreement(Attachment #)

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the board approve the agreement between American Appraisal Associates, Inc. and Fairfield Township School District for consulting services described within this agreement See Attachment(#) at a fee of \$3,950 for services listed in agreement

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

6. Bus Aide Payment

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the board approve a bus aid for the Cumberland County Educational Cooperative Transportation route for student # _____ for the 2015-2016 school year at a rate of \$30 per day effective 2/19/16 through 6/30/16

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

V. REPORT OF THE INTERIM SUPERINTENDENT (02/25/2016)

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)
Andrea DeTullio	“Curriculum Consortium” –Cumberland County Consortium- Deerfield Township, NJ	02/03/2016 (Retroactive)
Bobbi Kukal	“PARCC Integration Workshop w/Consortium” – Cumberland County Consortium – Deerfield Township, NJ	02/05/2016 (Retroactive)
Carol Novice	“ACCESS 2.0” - Fairfield Township, NJ	02/11/2016 (Retroactive)
Mia Gould	“McKinney-Vento 102” – Region 8 McKinney-Vento- Bridgeton, NJ	02/17/2016 (Retroactive)
Tracey Hayman	“Vertical Articulation – Math w/Consortium” – Cumberland County Consortium – Hopewell, NJ	02/25/2016 (Retroactive)
Andrea DeTullio	“Curriculum Consortium” –Cumberland County Consortium- Deerfield Township, NJ	02/29/2016
Dr. James Ruffin	“Test Coordinator Training – PARCC Training” Salem County Community College Salem, NJ	02/29/2016
Renee Ring	“Test Coordinator Training – PARCC Training” – Cumberland County College Vineland, NJ	03/01/2016
Mia Gould	“Test Coordinator Training – PARCC Training” – Cumberland County College Vineland, NJ	03/01/2016
Ja’Shanna Jones	“District Test Coordinator PARCC” – Forsgate Country Club Monroe Twp., NJ	03/08/2016

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

2. Workshops

Motion was made by Ms. Winrow and seconded by Mr. Darlington Henry to approve the following individuals attend the workshops listed below:

(Travel reimbursement will be given per negotiated contract.)

Name	Sponsor/Workshop/Location	Cost	Date(s)
Barbara Devine	“Improve Behaviors and Increase Learning” – BER – Cherry Hill, NJ	\$239.00 (Registration Only)	03/02/2016
Ronald DiPietro	“NJBAG Expo/Conference” – Harrah’s Resort – Atlantic City, NJ	\$191.99 (Mileage/Registration)	03/14/2016 03/15/2016 03/16/2016

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

3. Personnel Resignation – N/A

4. Family and Medical Leave – (Attachment VA4)

Motion was made by Ms. Peterson and seconded by Ms. Butler to approve the request of Jamie Prentiss for maternity leave effective on or before April 11, 2016

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

5. Leave of Absence – N/A

B. SCHOOL ACTIVITIES

1. Field/Class Trips – N/A

It is recommended that the Board approve the following field trips as listed below:

Participants	Date/Time	Destination	Associated Cost	Purpose
N/A				

2. School Fundraisers – (Attachment VB2)

Motion was made by Ms. Peterson and seconded by Ms. Winrow to approve the following school fundraisers as listed below:

Contact Person (s)	Activity	Date	Purpose
Patricia Turner/Andrea DeTullio	Masquerade Dance	04/15/2016	To support student council, honor society, and graduation

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

C. CURRICULUM / INSTRUCTION – N/A

D. STUDENT MATTERS

1. Second Marking Period Student Awards

Grade Level	K	1	2	3	4	5	6	7	8
Students with 100% Attendance	17	14	21	18	22	13	11	15	17
Students on Principal’s List**	N/A	9	8	9	10	1	0	1	4
Students on Honor Roll**	N/A	21	21	18	25	9	7	8	17

***Kindergarten report cards do not reflect Honor Roll and Principal List criteria.*

2. Motion was made by Ms.Winrow and seconded by Ms.Peterson to approve student SID# **2051192431** to attend Fairfield Township School’s Behavioral Disabilities Program for the remainder of the 2015-2016 school year.

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

E. BUILDING USE

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

Applicant	Activity	Admission Charge	Location	Date/Time
Patricia Turner	5-8 Grade Dance	\$5.00	Cafeteria	4/15/16 5pm-8:30pm
Stefanie Wheaton	8 th Grade Trip Informational Meeting	\$0.00	Cafeteria	2/29/16 6pm-7pm

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

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

F. Assistant Principals’ Report

Fairfield Township School
For the Month/Year: January 2016

1. Student Attendance Percentage: 98%

2. Enrollment Data:

Grades	PK	K	1	2	3	4	5	6	7	8	SC	Total
Prior Year	120	67	62	69	67	40	39	51	55	53	10	633

Prior Month	107	80	55	65	65	63	43	42	52	55	9	636
Current Month	107	80	54	66	64	64	43	43	52	57	9	639

3. Fire Drill Report:

January 7 2:30 PM

4. Lockdown Drill:

January 21 2:00 PM

5. Professional Development and In-Service:

January 15

6. Field Trips:

January 7 Franklin Institute Grades 3 & 4

7. Special Programs:

January 5-30 Mitten & Hat Drive All Grades
 January 22 Color Day (Blue & White) All Grades
 January 29 Winter Dance Grades 5-8

8. Discipline Report: (Attachment VF8)

9. Vandalism Report: N/A

10. Counselor Services for the Month:

Classroom Guidance Sessions: 2
 Individual Counseling Sessions: 67
 Group Sessions: 9
 CST Staffing/Meeting: 3
 Parent Conference: 4
 Testing: 0

11. Supervision:

Tenured Teacher Classroom Evaluations: 15
 Tenured Teacher Summative Evaluations: N/A
 Non-Tenured Teacher Summative Evaluations: 2
 Support Staff Evaluation: 1

12. Nurses Report: (Attachment VF12)

13. Parent Teacher Organization Activities:

January 14 PTA Meeting

Respectfully Submitted,

Dr. Ja'Shanna Jones-Booker

G. Other - School Calendar 2016-2017: (Attachment VG)

- 1.) Motion was made by Ms. Winrow and seconded by Ms. Butler that the board approve the 2016-2017 school calendar
- 2.) Motion for the board to approve Monday, June 13, 2016 as the last day of school for students, Tuesday, June 14, 2016 as a staff only classroom clean-up day and Wednesday, June 15, 2016 as a full day in-service and last day of school for teachers to replace the snow day (Monday, January 25, 2016).

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

Respectfully submitted,

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

VI. PUBLIC COMMENT – Non-Agenda Items

VII. COMMITTEE REPORTS

A. Committee Updates

Finance - Ms. Winrow updated the board of the release of the state aid revenue numbers.

Facilities and Future Planning

Curriculum & Student Life

Personnel/Policy

Negotiations

Liaison to Township

Solicitor - Updates

Board Secretary/Business Administrator - Updates

Superintendent - Updates

B. Policy Committee

Motion to Approve upon First Reading the following policies:

(Attachment VIIB1/ Attachment VIIB2)

A motion was made by Mr. Darlington Henry and seconded by Ms. Winrow to accept 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 policies. I further move that these policies shall supersede and replace all previously adopted policies of the Fairfield Township Board of Education upon adoption following the final reading, noting that these policies, as presented here, makes up the entirety of these policies and that any other policies formerly in force shall become null and void upon final adoption. I further move that these revised policies not be considered in force until final adoption.

1. Marijuana Policy

2. Student Dress Code Policy

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

VIII. DISCUSSION/PRESENTATION – NONE

IX. EXECUTIVE SESSION

Motion by Ms. Winrow and seconded by Ms. Peterson to enter Executive Session at 7:30 p.m. for the purpose of Student matters and the Grievance process.

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

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 30 minutes.

ADDENDUM

1. 2015-2016 Student Tuition Contract

Motion by Ms. Peterson and seconded by Ms. Butler to approve the following Behavior Disabilities class tuition contracts for the 2015-2016 school year in an amount to be paid to the district at a rate of \$33,116 prorated.

Student ID# 8877110492
Student ID# 8465235789
Student ID# 1976325909

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

2. **Personnel Appointment**

- A. Motion by Ms. Winrow and seconded by Ms. Butler to approve the appointment of Tischira Meade as PreK Instructional Aide for the 2015-2016 school year, beginning on March 1, 2016 through June 30, 2016, at BA Step 1, \$26,801, pro-rated, pending the receipt of all necessary paperwork.

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

- B. Motion by Ms. Winrow and seconded by Ms. Peterson to approve the appointment of Jasmine Evans as Kindergarten Instructional Aide for the 2015-2016 school year, beginning on March 1, 2016 through June 30, 2016, at BA Step 1, \$26,801, pro-rated, pending the receipt of all necessary paperwork and subject to the available grant funding.

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

- C. Motion by Ms. Winrow and seconded by Ms. Butler to approve the appointment of Angela Grone as Special Education Teacher (Self-Contained) for the 2015-2016 school year, beginning on March 1, 2016 through June 30, 2016, at MA Step 1, \$54,012, pro-rated, pending the receipt of all necessary paperwork.

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

3. **IDEA Grant 2015-2016**

Motion by Ms. Winrow and seconded by Ms. Peterson to approve accepting the funds of the 2015-2016 IDEA Grant in the amount of \$200,613.00.

IDEA Basic	-	200,067.00
IDEA Preschool	-	5,546.00
		<u>205,613.00</u>

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

X. **ADJOURNMENT**

Motion made by Ms. Winrow and second by Ms. Butler to adjourn meeting at 7:45 p.m.

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