

***Fairfield Township School District
Board of Education
Regular Meeting Minutes
January 11, 2018***

***Fairfield Township School
Library/Media Center 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. Robin Winrow

Ms. Erica Goodwin

Administration

Dr. Michael Knox

Superintendent/Principal

Ms. Janecia Smith

School Business Administrator

Mr. Frank DiDomenico

Solicitor

Fairfield Township Board of Education Regular Meeting Agenda

375 Gouldtown Woodruff Road
Bridgeton, NJ 08302
Regular Meeting Agenda
7:00 p.m. January 11, 2018

I. A. Call to Order

The meeting was called to order at 7:15 pm. with the Board President, Ms. Michelle Kennedy. 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 7, 2018 caused to be posted at the Office of the Board of Education located at 375 Gouldtown Woodruff Rd, Bridgeton, New Jersey; sent to the SJ Times and Daily Journal and posted on the Fairfield Township School website; a meeting notice setting forth the time, date and location of this meeting.”

B. Flag Salute - Ms. Kennedy led the Flag salute

Members present at roll call: Ms. Gibbons-Peterson, Ms. Neild, Ms. Goodwin, Ms. Lloyd, and Ms. Kennedy. Also present: School Business Administrator/Board Secretary Ms. Janecia Smith, Dr. Michael Knox Superintendent/Principal and Mr. Frank DiDomenico Board Solicitor. Ms. Butler, Mr. D. Henry, Mr. M. Henry, and Ms. Winrow were absent.

II. READING AND APPROVAL OF THE MINUTES

1. Regular/Executive Meeting

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

Regular Meeting Minutes: December 14, 2017

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

III. PUBLIC COMMENT /PRESENTATIONS

A. Public Comment – Agenda Items Only - None

IV. FINANCE & BUDGET

A. Board Secretary’s Report (Attachment 1)

1. Board Secretary's Report pursuant to N.J.A.C. 6A:23A-16.10(c) 2, for the month of **November, 2017**. The Board Secretary certifies that there are no changes in anticipated revenue amounts and sources for the month ending **November, 2017** and pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Business Administrator/Board Secretary certifies that as of **November, 2017** no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Fairfield Township Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2, and no budgetary line item account has been over-expended in violation of line item account has been over expended in violation of N.J.A.C. 6A: 23A-16.10(c)4.

2. Board of Education Certification – pursuant to N.J.A.C. 6A:23A-16.10(c)4,the Fairfield Township Board of Education certify that as of **November, 2017** and after review of the secretary's monthly financial report (appropriations section) as presented 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:23A-16.10(a)1, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3. Treasurer's Report, in accordance with 18A:22-8.1 and 18A:22-8.2, for the month of **November, 2017**. The Treasurer's Report and Secretary's Report are in agreement for the month of **November, 2017**.

Janecia Smith/ Business Administrator

Date

Motion was made by Ms. Peterson and seconded by Ms. Lloyd that the Board approves 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. Lloyd that the Board approve the payment of bills noted below and that the Business Administrator be authorized to process additional invoices for payment for the current fiscal year with Board confirmation at the next regular meeting.

Dec.	2017 Bill List (Attachment 2)	\$310,732.58
Dec.	2017 Payroll	\$513,300.08
Dec.	2017 Food Service	<u>\$ 43,313.87</u>
Total		<u>\$867,346.53</u>

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

2. Resolution of Budgetary Transfers (Attachment 3)

Motion was made by Ms. Lloyd and seconded by Ms. Peterson for the board to approve the budgetary transfers and expenditure account transfers for the 2017-2018 school year in the attachment.

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

3. SIG Cohort 4/4R - Solicitation to increase FY-18 Year 2 of 5 Allocation

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the SIG budget solicitation agreement submitted for the School Improvement Grant in the amount of \$206,696 for increase changes for a total \$643,541

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

4. 2017-18 IDEA Amendment 1(Attachment 4)

Motion was made by Ms. Peterson and seconded by Ms. Lloyd that the Board approve the 2017-18 IDEA /Pre-School Amendment 1 for the Fairfield Township Board of Education budget in the amounts of \$11,195 includes carryover.

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

5. June 30, 2017 CAFR

Motion was made by Ms. Peterson and seconded by Ms. Lloyd that the Board approve the 2016-2017 Audit Report as read and discussed.

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

6. June 30, 2017 C.A.P.(Attachment 5)

Motion was made by Ms. Peterson and seconded by Ms. Lloyd that the Board approve the Corrective Action Plan for the 2016-2017 audit report.

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

Board Member Leave of Absence: Darlington Henry

Motion was made by Ms. Peterson and seconded by Ms. Lloyd that the Board approve Board Members, Mr. Darlington Henry and Ms. Robin Winrow for a leave of absence, retroactively from January 11, 2017 through March 20, 2018, due to personal and medical reasons.

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

REPORT OF THE SUPERINTENDENT (January 11, 2018)

The Superintendent submits the following recommendations:

A. PERSONNEL

1. Workshops (Attachments A)

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

(Travel reimbursement will be given per negotiated contract.)

<i>Name</i>	<i>Sponsor/Workshop/Location</i>	<i>Cost</i>	<i>Date(s)</i>
K. Poolake T. Hayman	Multiplying and Dividing Techniques Rowan University Stem Center	Registration:\$149.00 pp Total Cost : \$298.00	3/15/18
J. Spotto/E. Sindoni J. Hall/S. Brogen S. Ferrari/M. Wurtzel L. Niemi J. Carr	Vertical Articulation Content Area Meetings Cumberland Regional High School Content area meetings will be held from Teachers will meet with other teachers if their content and grade level from other schools in the county.	\$0.00	1/3/18-DA and Music 1/4/18-Math 1/8/18-ELA 1/17/18-Science 1/18/18-Social Studies 1:00 pm-2:30 pm
Erica Wright	NJ Conference for Pre K Teachers SDE Atlantic City, NJ	Registration: \$244.00 + mileage =\$27.28 Total Cost=\$271.28	2/26/18
Jennifer Pokrovsky	NJ Conference for Pre K Teachers SDE Atlantic City, NJ	Registration: \$244.00 + mileage=\$28.09 Total Cost=\$272.00	2/27/18
Kelly Sturdivant Renee Ring	PARCC Mandatory Training DTS & STC Training Atlantic City, NJ	\$0.00 Mileage only=\$33.79	3/8/18
Kelly Bertonazzi	McKinney Vento Training Part 2 Inspira Fitness Connection Sherman Ave. Vineland, NJ	\$0.00	1/23/18

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Janecia Smith	NJASBO Legal Update	Mileage only=\$31.50	1/18/18
Monique Braxton	NJASCD Early Childhood Summit 12 Centre Drive Monroe Township, NJ 08831	\$145.00	2/5/18
LaToyia Jones Nyla Fussell	Positive Action Newark Public Schools Dr. Allred Will discuss Positive Action Program and it's proven effectiveness	\$0.00	1/10/18

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

2. Teacher Tuition Reimbursement (Attachment B)

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board Approve the following course enrollments:

Name/Position	Course/Location/Credits	Date	Reimbursement Amount	Board Approval Date
Jennifer Burgess 3rd Grade Teacher	Survey of Mild Learning Disabilities Stockton University Fall 2016 3 Credits	Fall 2016	\$800.00	9/22/16

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

3. Teacher Course Approval (Attachments C)

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the following course enrollments for the 2017-2018 school year.

Name/Position	Course/Location	Date	Cost	Purpose
Jennifer Burgess 3rd Grade Teacher	Methods of Teaching ESL/BE Stockton University 3 Credits	1/16/18-5/5/18 Spring Semester	\$694.80 per Credit Total Cost Requested=\$800.00	Historical Foundation of ESL & BE, current research on effective methodologies trends and best practices.
Wendy Kraye ICS	Research Seminar in Special Ed. Rowan University 3 Credits	1/16/18-5/5/18	\$675.00 Per Credit Total Cost Requested=\$1600.00	Continuation of research project outlining problem conducting appropriate research, study and writing comprehensive review of results. SELN 10601

Andrea DeTullio	Principles of Math Cumberland County College 3 Credits	12/19/17-1/21/18	171.33 per credit +My Math Lab Subscription Total Cost=\$617.95	Problem solving approach will be used to explore set theory,logic,probability,statistics,consumer math and geometric concepts.
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Motion carried. Roll call was vote 5-0-0

4. Leave of Absence (Attachments D) -

Motion was made by Ms. Neild and seconded by Ms. Peterson to approve the following employees leave of absence

<u>Name</u>	<u>Type of Leave</u>	<u>Date</u>	<u>Type of Day Usage</u>
Josh Hedgeman	Leave without Pay	1/2/18-2/13/18	Leave without Pay
Angela Best	NJFLA	2/6/18-3/30/18	Leave Without Pay

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

<u>Name</u>	<u>Type of Leave</u>	<u>Date</u>	<u>Type of Day Usage</u>
Kim Parker	FMLA- Intermittent	12/19/17-6/30/18	12/19-12/21-Vacation Days All other Days-Without pay
Maria Lopez	FMLA Intermittent	1/2/18-6/30/18	Sick Days
Bobbie Ahl	FMLA-Intermittent	12/6/17-6/30/18	Critical Illness Days Sick Days

Motion was made by Ms. Neild and seconded by Ms. Peterson to Table the names below:
Kim Parker , Maria Lopez and Bobbie Ahl were **TABLED**

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

5. Days off before and/or after a holiday

Motion was made by Ms. Peterson and seconded by Ms. Neild to approve the following days off before and/or after a holiday:

- Janecia Smith- 1/12/18 & 1/16/18

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

6. **Basketball Coaches (Attachment E)**

Motion was made by Ms. Neild and seconded by Ms. Peterson to approve Mr. Levi Feeney as a Girls Basketball Coach and Mr. Hall as the Boys Basketball Coach for the 2017-2018 school year in the stipend amount of \$900.00 each

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

7. **SIG After School Program**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve Ms. Melanie Norbury as a Substitute Teacher for the SIG After School Program. Teachers (Instructors) will be paid at the hourly rate of \$28.75. **Account #:** 20-460-100-100-01

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

8. **Advertise to Hire SIG After School Program Instructors Internally & Externally**

Motion was made by Ms. Peterson and seconded by Ms. Lloyd that the Board approve to advertise to hire internally and externally 6 After School Program Instructors. **Account #:** 20-460-100-100-01

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

9. **Media Arts & Production Club**

Motion was made by Ms. Neild and seconded by Ms. Lloyd to approve for a Media Arts and Production Club . The Club will be for 6th-8th Grade Students, 2 days a week from 3:30-5:00 pm. Stipend in the amount of \$900.00 will be paid to Club Advisor.

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

B. SCHOOL ACTIVITIES

1. **Field/Class Trips**

N/A

2. **School Fundraisers (Attachments F)**

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve the following school fundraisers as listed below:

Contact Person(s)	Activity	Date/Time	Purpose
E. Wright	Adventure Aquarium Parents will be given a code to purchase tickets for the aquarium at a discounted price. At the end of the 2 month selling period, the school will receive a check of \$5.00 for every ticket purchased. Anticipated Profit=\$100.00	2/1/18-4/1/18	Funds raised will be used to enhance technology equipment for Preschool

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

3. Extra Curricular Activities (Attachments G) - TABLED

It is recommended that the Board approve the following extra curricular activities:

Contact Person(s)	Activity	Date/Time	Cost
C. Carney	Elementary Intramural Sports Club Grades 3-5 (Fitness, basketball, soccer, floor hockey, & softball)	Thursday & Friday- 2 x week 3:30 pm-4:30 pm	\$900.00 Stipend

Motion: Second:

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

4. Elementary Advisor Advertisement

Motion was made by Ms. Neild and seconded by Ms. Peterson to advertise for Elementary Advisor for grades 3rd-5th.

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

C. CURRICULUM / INSTRUCTION:

N/A

D. Building Use (Attachments H)

Motion was made by Ms. Neild and seconded by Ms. Peterson that the board approve the Building Use for the following activities:

Applicant	Activity	Cost	Location	Date/Time
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L. Niemi	The Trial of Goldilocks Play Presented by Cumberland Regional H.S. Grades: K-4	\$0.00	Gymnasium	1/18/18 1:00 pm
M. Braxton	ECAC Meeting (Discuss events for the year. Invite Community participants and gather ideas to make the Pre K program better)	\$0.00	Cafeteria	1/18/18 2/22/18
L. Feeney	Cumberland County College Women's Head Coach Speaker (Ashley Durham) Ms.Durham will go over basketball drills, speak about Cumberland County College & their basketball program, etc..	\$0.00	Gymnasium	1/18/18 3:4 pm-5:00 pm
M. Braxton	Valentines Day Party PreSchool & K Parents will be invited to attend	\$0.00	Classrooms	2/16/18 1:30-2:45

*****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. Assistant Principal Reports_For the Month/Year: January 2018

1. Student Attendance Percentage :

ASSISTANT PRINCIPAL (PreK-4) REPORT

1. Enrollment Data Pre K to 4:

Grades	PK	K	1	2	3	4	Total
Prior Year	106	60	77	51	56	61	411
Prior Month	107	49	54	63	52	63	388
Current Month	111	49	53	63	53	41	370

2. **Professional Development and In-Service:**

12/1/17-Staff In Service

3. **Field Trips:**

12/12/17-A Christmas Carol-Grade 2

Special Programs:

- 12/20/17-Holiday Party
- 12/22/17-Visit from Santa Claus
- 12/23/17-Polar Express Pajama Day

- 4. **Discipline Report: (Attachment I)**
- 5. **Vandalism Report\ HIB Report: N/A**

Supervision/Evaluation Update:

- Pre-Conferences #:
- Observations #:
- Post-Conferences #:
- Walkthroughs #:
- SGO's -**

ASSISTANT PRINCIPAL (5-8) REPORT

1. Enrollment Data (5-8):

Grades	5	6	7	8	Total
Prior Year	65	38	38	47	188
Prior Month	52	63	32	41	188
Current Month	52	63	32	39	186

2. **Professional Development and In-Service:**

- New Jersey Leaders2Leaders Academy: December 11
- Cumberland County Curriculum Consortium: December 19

3. **Field Trips:**

Special Programs:

Wendy's Night Fundraiser: December 5
 Reggie Dabbs Assembly and Family Night: December 7
 Holiday STEM Night: December 14
 Spirit Week: December 18-22
 Candy Gram Sale: December 4-20

- 4. **Discipline Report: (Attachment I)**
- 5. **Vandalism Report\ HIB Report: N/A**
- 6. **Supervision/Evaluation:**
 Pre-Conferences #: 1
 Observations #: 2
 Post-Conferences #: 3
 Walkthroughs #: 18

Director of Student Services (Special Education) REPORT

Enrollment Data (Special Education):

Grades	SE	Total
Prior Year	79	79
Prior Month	78	78
Current Month	78	78

Professional Development and In-Service:

Field Trips: N/A

Vandalism Report\ HIB Report: 1 HIB reported and investigated for the month of December

Homeless Student Report:

- One family transferred in from another school district, and was previously homeless there. The family since moved into permanent housing in Bridgeton; and is currently worked into educational stability for the remainder of the year
- One family transportation arrangements reworked multiple times, transportation details required rearrangement and collaboration with transportation company

- Missing Family – CHILDREN FOUND; parent whereabouts unknown - grandparent requested records but needs custody for records release or have new school request records; never filled out paperwork under McKinney-Vento even though they are homeless, no request from new school as of yet

- All families in transition were helped out with food and gifts for the Holidays

- Community Resources provided to all families in need as they come up

- Number of Students Currently in Transition: 17

(No new families in transition were added or deleted this month)

Counselor Reports

	Individual	In Class sessions	Group	Peer Mediation	Meetings & Frequency	I &RS	504's
Guidance Counselor	48	0	7	4	4 (state reporting/new registration mtg.) 20 -30 min	3	2

	Initial Meeting	Re-Evaluation	Eligibility Meetings	Annual Reviews	Evaluation Plans	Transitions	Assessments
Child Study Team	0	3	2	5	6	1	2

Fire Drill Date: December 5 2:41 pm

Lockdown Drill Date: December 20 2:05pm

Supervision/Evaluation:

Pre-Conferences #: 4

Observations #: 4

Post-Conferences #: 4

Walkthroughs #: 23

F. Attendance Residency Report: (Attachment J)

Prepared by Ms. Orlando

G. Nurse's Report (Attachment K)

Prepared by Ms. Griffiths

H. SIG Updates

1. Project Director Monthly Report (Attachment L)

Prepared by Latoya Jones

2. Parent Liaison Report (Attachment M)

Prepared by Nyla Fussell

3. Data Analyst Report (Attachment N)

Prepared by Levi Feeney

4. Donations

Motion was made by Ms. Lloyd and seconded by Ms. Peterson that the board accept and approve the following donations that were made to Fairfield Township School:

<u>Sponsor/Donor</u>	<u>Date</u>	<u>Amount</u>	<u>Type</u>	<u>Thank you Letter Mailed</u>
MotorSports Park	12/1/17	N/A	Coats, Scarves, Hats, Gloves	12/4/17
Gouldtown Fire Co.	12/11/17	N/A	Christmas Gifts	12/11/17
Trinity Church	12/14/17	N/A	Vegetables/Salads	12/14/17
Cumberland County Health Dept.	12/15/17	N/A	2 Gift Baskets/2 \$50.00 Shoprite Gift Cards	12/15/17
Toys for Tots	12/18/17	N/A	Total of 29 Toys	12/18/17
Trinity Church	12/20/17	N/A	Christmas Gifts (Toys for 5 Students)	12/20/17
Ms. Cynthia Mosley	12/20/17	N/A	Christmas Baskets (2 Ha baskets w/trimmings)	12/20/17
Angle Edwards	12/21/17	N/A	Christmas Baskets (15 boxes of food)	12/22/17

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

I. Technology Report (Attachment O)

Prepared by Mala Samaroo

J. Building and Grounds Report (Attachment P)

Prepared by Ron DiPietro

VI. PUBLIC COMMENT – Non-Agenda Items - None

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

Superintendent

Policy Committee

VIII. DISCUSSION/PRESENTATION

IX. EXECUTIVE SESSION

Motion by Ms. Lloyd and seconded by Ms. Neild

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

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.

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

All in favor 5-0-0