

***Fairfield Township School District
Board of Education
Regular Meeting Minutes
January 12, 2017
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, January 12, 2017

I. Fairfield Township Board of Education Meeting

A. Call to Order

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

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 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

Flag salute was led by Ms. Lloyd

C. Roll Call

Members present at roll call: Mr. Darlington Henry, Ms. Mattie Gibbons-Peterson, Ms. Marge Neild, Ms. Robin Winrow and Ms. Alta Lloyd. Ms. Michelle Kennedy arrived at 7:10pm. Also present were: Interim Superintendent Dr. James Ruffin, School Business Administrator/Board Secretary Ms. Janecia Smith and the Board Solicitor. Ms. Ruth Butler, Mr. Mark Henry, Ms. Treemanisha Stewart, and were absent

II. READING AND APPROVAL OF MINUTES

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

Regular Meeting:	November 17, 2016
	December 15, 2016
	January 5, 2017
Special Meeting	January 5, 2017

Motion carried. Roll call was vote 4-0-2
Ms. Winrow and Mr. D. Henry abstained to
Dec and Jan minutes.

PUBLIC COMMENT\PRESENTATIONS

A. Public Comment – Agenda Items Only

- B. Presentation Solar Energy**
- Presentation Insight**
- Presentation Source4Teachers**

IV. FINANCE & BUDGET

A. Board Secretary’s Report (Attachment IVA)

1. Board Secretary’s Report pursuant to N.J.A.C. 6A:23A-16.10(c) 2, for the month of **November, 2016**. The Board Secretary certifies that there are no changes in anticipated revenue amounts and sources for the month ending **November, 2016** and pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Business Administrator/Board Secretary certifies that as of **November, 2016** 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, 2016** 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, 2016**. The Treasurer’s Report and Secretary’s Report are in agreement for the month of **November, 2016**.

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. Winrow and seconded by Ms. Neild that the Board approves the payment of bills noted below.

December, 2016	Bill List	\$ 351,063.74
December, 2016	Payroll	\$ 467,092.68
December, 2016	Food Service	\$ <u>36,888.94</u>
	Total	\$ 855,045.36

Motion carried. Roll call was vote 5-0-1

2. Resolution of Budgetary Transfers (Attachment IVB2)

Motion was made by Ms. Peterson and seconded by Ms. Winrow 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. NCLB Title I and Title II Amendment

Motion was made by Ms. Neild and seconded by Ms. Winrow that the Board approve the amendment to the NCLB grant in the amount of \$462,497 for the 2016-2017 school year.

- Title I \$400,260
- Title II \$ 62,237

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

4. Title I Salaries

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approve the following Title I employee salary allocations for the 2016-2017 school year.

<u>Employee</u>	<u>Salary</u>	<u>Title I</u>	<u>Percentage</u>
William Young	\$54,327	\$46,172	85%

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

5. Title IIA Salaries

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approves the following Title IIA Staff Coaching salary allocation for the 2016-2017 school year.

<u>Employee</u>	<u>Salary</u>	<u>Title II</u>	<u>Percentage</u>
Renee Ring	\$73,712	\$23,588	32%
Tracy Hayman	\$56,727	\$18,153	32%

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

6. School Improvement Grant -

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve to accept the recommendation for funding by the School Improvement Grant Program Cohort 4R # 17-SG11-H03 pending final approval of actual grant award contract.

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

V. REPORT OF THE INTERIM SUPERINTENDENT\PRINCIPAL (01/12/17)

A. PERSONNEL:

1. Employment of Tracy Hayman:

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve Tracy Hayman as the Mathematics coach in accordance with the Title II grant for approximately 150 hours, at \$28.75 per hour, pending contract negotiations, for the remainder of the 2016-17 school year. 20-272-200-104

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

2. Workshops (Attachments VA6)

Motion was made by Ms. Neild and seconded by Ms. Peterson that the board approve the following to attend workshops and turnkey workshop information to teachers and staff within the district, if applicable.

Name	Sponsor\Workshop	Location	Cost	Mileage	Dates	Account Number
M. Braxton	Pre-Kindergarten Conference	Atlantic City, NJ	\$249.00	\$0.00	2/27/2017	20-270-200-500
M. Braxton	Early Childhood Summit	Monroe Township, NJ	\$145.00	\$57.97	1/23/2017	20-218-100-500
G. Lane	Google Tools Workshop	Cherry Hill, NJ	\$245.00	\$0.00	2/1/2017	20-218-100-500
B. Devine	Early Intervention Strategies	Cherry Hill, NJ	\$245.00	\$0.00	2/13/2017	20-218-100-500
J. Pokrovsky	Early Intervention Strategies	Cherry Hill, NJ	\$245.00	\$0.00	2/13/2017	20-218-100-500
W. Krayner	Accelerate the Learning of Students with Special Needs	Long Branch, NJ	\$245.00	\$29.45	2/27/2017	11-000-223-580
D. Struss	FMLA Compliance	Wilmington, DE	\$249.00	\$20.83	01/27/2017	11-000-230-890
J. Smith	NJASBO-Legal Program	Mt. Laurel, NJ	\$75.00	\$31.50	01/24/2017	11-000-251-592

(Travel reimbursement will be given per negotiated contract.)

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

3. Employee Leave

Motion was made by Ms. Peterson and seconded by Ms. Winrow 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
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Erica Wright	Extended Leave- (Updated)	11/29/16-01/25/17	Sick	35	N/A	01/26/17
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Motion carried. Roll call was vote 6-0-0

SCHOOL ACTIVITIES

B. CURRICULUM / INSTRUCTION – None

1. Field/Class Trips (Attachments VB3)

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

Participants	Date\Time	Destination	Purpose	Estimate d Students	Cost	Account #
8th Grade	2/16/2017 9:15am - 3:00PM	Energy & Environmental Resource Center-L. Neimi, J. Carr, P. Turner, S. Wheaton, S. Milder	Students will complete hands- on activities to gain practical understanding of nuclear energy and climate change.	47	2 Busses	11-000-270-512
Boys Basketball	1/30/17, 1/31/17, 2/2/17, 2/3/17	Hopewell Crest School	Basketball Tournament	15	1 Bus Each Day Tournament Fee \$75.00	11-402-100-500

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

2. Tuition (Attachments VB4)

Motion was made by Ms. Neild and seconded by Ms. Winrow that the Board approve the following employees to register for the following courses:

Name	Course	Semester	Location	Credits	Account#
J. Burgess	EDUC 6133091 Leading Instruction and Program	Spring\2017	Stockton University	3	11-000-291-280
K. Vazquez	EDUC 6133091 Leading Instruction and Program	Spring\2017	Stockton University	3	11-000-291-280
K. Becker	EDUC 6133091 Leading Instruction and Program	Spring\2017	Stockton University	3	11-000-291-280
W. Krayner	Administration & Supervision in Special Education	Spring\2017	Rowan University	3	11-000-291-280

(Approval required prior to registration for the course. Upon submission of appropriate documentation of completion, candidate may be eligible to receive a maximum up to \$1,600 annually for the 2016-17 school year payable one calendar year after completion provided the teacher is still an official employee of the district.)

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

C. STUDENT MATTERS

1. Home Instruction: None

D. Building Use: None

E. School Events: (Attachment VEI)

1. Motion was made by Ms. Winrow and seconded by Mr. D. Henry that the Board approve the following school events:

Activity	Date	Purpose
Box Tops for Education	2016-17 School year	Student Activity Funds
Jaguar Spirit Week	1/23/17 through 1/27/17	\$2 per student and employee for the week to participate in the activities.-Proceeds to the Student Activity Fund.

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

F. Interim Superintendent Awareness-

- G. Assistant Principals' Report-**
Respectfully Submitted, Dr. Ja'Shanna Jones

- H. 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

B. POLICY CHANGE

1. Motion to approve upon first reading of the following policy: (Attachment VIIB1)

Policy	Series	Policy #
Nepotism-Support Personnel	4000	4212.8
Organizational Chart-Administration	2000	2120
Evaluation of the Superintendent of Schools-Administration	2000	2131
Free or Reduced-Price Lunches\Breakfasts\Milk-Business & Non-Instructional Operations	3000	3542.31
Evaluation of the Business Administrator-Administration	2000	2055
Chain of Command-Bylaws of the Board of Education	9000	9326.3
Nonresident Students-Students	5000	5118
Family Leave-Support Personnel	4000	4252.3
Arrest Reporting Requirements for Certificated Staff Members-Instructional Personnel	4000	4117.27
Arrest Reporting Requirements for Certificated Staff Members-Support Personnel	4000	4217.27

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. Motion to approve upon second reading of the following policy: (Attachment VIIB2)

Policy	Series	Policy #
Travel Expenses-Business & Non-Instructional Operations	3000	3335
Nepotism-Instructional Personnel	4000	4112.8
Suspension & Expulsion\Pupil Due Process-Students	5000	5114

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

ADDENDUM

Financial Items

A. Appointment of Delegates

Cumberland County School Boards Association

Delegate: Michelle Kennedy

New Jersey School Boards Association

Assembly: Michelle Kennedy

Alternate: Treemanisha Stewart

Education Cooperative

Delegate: Michelle Kennedy

B. Appointment of Committees & Chairs

Finance Committee

Chair: Ms. Robin Winrow

Member: Mattie Gibbons-Peterson Member: Ms. Ruth Butler

Facilities and Future Planning Committee

Chair: Ms. Marge Neild

Member: Mr. Darlington Henry Member: Ms. Alta Lloyd

Curriculum and Student Life Committee

Chair: Ms. Treemanisha Stewart

Member: Ms. Mattie Gibbons-Peterson Member: Mr. Mark Henry

Personnel/ Policy Committee

Chair: Ms. Marge Neild

Member: Ms. Robin Winrow Member: Ms. Alta Lloyd

Negotiations Committee

Chair: Ms. Robin Winrow

Member: Ms. Ruth Butler Member: Mr. Mark Henry

Liaison to Township Committee

Chair: Mr. Darlington Henry

C. Special Education Teacher (Attachment C)

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the Board approves Darlene Asselta as a Special Education Teacher in the amount of \$50,627 (pro-rated) Step 1. 11-209-100-101

**2015-2016 Salary will be adjusted pending negotiations

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

D. Learning Disability Teacher Consultant (Attachment D)

Motion was made by Ms. Neild and seconded by Ms. Winrow that the Board approves Alphefia Blount as the Learning Disability Teacher Consultant in the amount of \$65 per hour and \$350 per evaluation. **Subject to contract review**

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

E. Long Term Substitute

Motion was made by Ms. Neild and seconded by Ms. Winrow that the Board approves to hire Christi Dudzieck as a Long Term Substitute at the pro-rated salary of \$50,627 effective January 13, 2017 through March 31, 2017 covering a 5th grade classroom. Ms. Dudzieck will continue as a substitute for the remainder of the 2016-17 school year.

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

F. Policy (Attachment G)

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board to approve upon the final reading of the following policies:

1st Reading	2nd Reading	Policy	Series	Policy Number
01/05/17	1/12/2017	Student Dress Code	5000	5132

Motion for the board to approve that the Fairfield Township Board of Education approve upon this final reading. It is further moved 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 the policies, as presented here, make up the entirety of these policies and that any other policies formerly in force shall become null and void upon final adoption. It is further moved that these revised policies not be considered in force until final adoption.

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

G. Business Office Consultant: Suzanne Fox-Abdill

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board to approve Ms. Suzanne Fox-Abdill as a Business Office Consultant at the rate of \$40 per hour not to exceed \$320 per day or a total of \$4,000.

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

VIII. EXECUTIVE SESSION

Motion was made by Ms. Winrow and seconded by Ms. Neild to enter Executive Session at 8:45pm p.m. for the purpose of _____.

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 up to 30 minutes.

X. ADJOURNMENT

Motion made by Ms. Winrow and second by Ms. Peterson to adjourn meeting
at 9:50 p.m.

All in Favor: Yes 6-0-0