

***Fairfield Township School District  
Board of Education  
Regular Meeting Minutes  
July 13, 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. Michael Knox  
*Superintendent/Principal*  
  
Ms. Janecia Smith  
*School Business Administrator*  
  
Mr. Frank DiDomenico  
*Solicitor*

**Fairfield Township Board of Education Regular Meeting Minutes**

375 Gouldtown Woodruff Road  
Bridgeton, NJ 08302  
Regular Meeting Minutes  
7:00 p.m. July 13., 2017

**I. A. Call to Order**

The meeting was called to order at 7:00 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 5, 2017 caused to be posted at the Office of the Board of Education located at 375 Gould town Woodruff Rd, Bridgeton, New Jersey; sent to the SJ Times and Daily Journal; 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 Peterson, Ms. Marge Neild, Ms. Treemanisha Stewart, Ms. Alta Lloyd and Ms. Michelle Kennedy. Also present: School Business Administrator/Board Secretary Ms. Janecia Smith, Dr. Michael Knox Superintendent/Principal and Mr. Frank DiDomenico Board Solicitor. Ms. Ruth Butler, Ms. Robin Winrow, Mr. Mark Henry, and Mr. Darlington Henry 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:

June 01, 2017

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

June 21, 2017

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

**III. PUBLIC COMMENT /PRESENTATIONS**

**A. Public Comment – Agenda Items Only**

**B. Source for Teachers Presentation**

Source for Teachers will have a presentation at the Board Meeting on 7/13/17.

**C. Cumberland County Improvement Authority Presentation**

Jerry Valequez from Cumberland County Improvement Authority will be presenting at the Board Meeting on 7/13/17.

**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 **May, 2017**. The Board Secretary certifies that there are no changes in anticipated revenue amounts and sources for the month ending **May, 2017** and pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Business Administrator/Board Secretary certifies that as of **May, 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 May, 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 **May, 2017**. The Treasurer's Report and Secretary's Report are in agreement for the month of **May, 2017**.

\_\_\_\_\_  
Janecia Smith/ Business Administrator

\_\_\_\_\_  
Date

Motion was made by Ms. Peterson and seconded by Ms. Neild 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. Neild and seconded by Ms. Peterson 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.

<b>June 2017 Bill List (Attachment IVB1)</b>	<b>\$193,883.24</b>
<b>June 2017 Payroll</b>	<b>\$471,724.92</b>
<b>June 2017 Food Service</b>	<b>\$ 20,205.91</b>
	<b>\$685,814.07 - Total</b>

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

**2. Resolution of Budgetary Transfers (Attachment IVB2)**

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve the budgetary transfers and expenditure account transfers for the 2016-2017 school year in the attachment

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

**3. Duff & Phelps, LLC Fixed Asset Agreement (Attachment IVB3)**

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve the agreement between Duff & Phelps, Inc. and Fairfield Township School District for services described within this agreement. See Attachment (#) at a fee of \$1,000 for services listed in agreement.

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

**4. The Wright Choice (Attachment IVB4)**

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve the agreement between The Wright Choice professional medical staffing service for the 2017-2018 school year, pending board solicitor review.

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

**5. Jointure for Pupil Transportation (Attachment IVB5)**

Motion was made by Ms. Neild and seconded by Ms. Stewart that the Board approve the 2017-2018 Jointure for Pupil Transportation State Contracts, Joint Transportation Agreement and the Certified Participation Resolution agreement between Upper Deerfield Township Board of Education and Fairfield Township Board of Education in the amount of \$310,845 for transportation and \$19,018 for administration fees.

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

**6. Non- Resident Tuition Rates for F.T.B.O.E. Regular Programs**

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board to approve the 2017-2018 non- resident tuition rates as listed below:

<u>Grade Level</u>	<u>Amount</u>
Pre-K/K	\$ 6,201
Gr 1-5	\$ 8,945
Gr 6-8	\$10,876

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

**REPORT OF THE SUPERINTENDENT (07/13/17)**

The Superintendent submits the following recommendations:

**A. PERSONNEL**

**1. Workshops (Attachments A1&A2)**

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

*(Travel reimbursement will be given per negotiated contract.)*

<b>Name</b>	<b>Sponsor/Workshop/Location</b>	<b>Cost</b>	<b>Date(s)</b>
Ms. J. Burgess	Gloucester County Fire Academy 210 County House Rd. Clarksboro, NJ 08020	\$0.00 (Free)	8/1/17, 8/2/17 & 8/3/17
Ms. T. Hayman	NJ DOE Instructional Improvement System, edConnect NJ Rowan University 1400 Tanyard Rd. Sewell, NJ 08080	\$0.00 (Free)	8/17/17

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

**2. Tuition Student (A3)**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the request for a preschool student to enter Fairfield Township School for the 2017-2018 school year at the tuition rate of \$6,201 per year.

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

3. **Vice Principal:**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the appointment of Michelle Spaventa as a 12 month Vice Principal for the 2017-2018 school year beginning on or before August 1, 2017 at an annual salary of \$80,000 including benefits (Account #:11000240100103 & 11000221102) pending receipt of all necessary paperwork.

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

4. **Director of Student Services**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the appointment of Mr. John Walsh for the 12 month position of the Director of Student Services for the 2017-2018 school year starting on or before August 1, 2017 at an annual salary of \$80,000 including benefits (Account #: 11000219104) pending receipt of all necessary paperwork.

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

5. **Literacy Coach -Title II**

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve the appointment of Ms. Rene Ring as a 10 month Literacy Coach for the 2017-2018 school year, at an annual salary of \$79,002.00 based on contractual agreement including benefits, (Account #: 11-120-100-101) Grant funding pending all necessary paperwork.

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

6. **Math Coach-Title II**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the appointment of Ms. Tracy Hayman as a 10 month Math Coach for the 2017-2018 school year, at an annual salary of \$59,817.00 based on contractual agreement including benefits, (Account # 11-120-100-101) Grant funding pending all necessary all paperwork.

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

7. **Scholastic Academy Advisor (2 positions)**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the appointment of Ms. Renee' Ring and Ms. Tracy Hayman as the Scholastic Advisors for the 2017-2018 school year in the amount of \$900 per year per employee.

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

8. **Personal Resignation (Attachment A8 )**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the resignation of Tiffany VanHise, Art Teacher effective August 17, 2017.

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

9. **Art Teacher**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve to advertise internally and externally the open 10 month Art Teacher position.

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

10. **Rescind Assignment**

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve to rescind the Reassignment of Ms. Carter from the position of Early Childhood Secretary to the Confidential Secretary to the Child Study Team.

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

11. **Confidential Secretary to the Child Study Team**

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve to advertise internally and externally the open 10 month position for the Confidential Secretary to the Child Study Team.

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

12. **Advertisement for Early Childhood Secretary Position**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve to rescind the advertisement internally and externally for the advertisement for the Early Childhood Secretary position.

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

13. **Salary Increase (Attachment A13)**

Motion was made by Ms. Peterson and seconded by Ms. Stewart that the Board approve Ms. Mala Samaroo's request for a salary increase from \$28.87 per hour to \$40.00 per hour working 15.5 hr. per week 3.5 hr. from home.

**Motion carried.** Roll call was vote 4-1-0  
Ms. Lloyd voted no

14. **Carry Over Vacation Days**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the carry-over of the following vacation days from the 2016-2017 school year into the 2017-2018 school year:

- Ms. Latoya Jones 2.5 Vacation days
- Ms. Nyla Fussell 1 Vacation day

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

**15. District Strategic Plan 2017-2020 (See attachment A16)**

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve the District Strategic Plan 2017-2020.

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

**B. SCHOOL ACTIVITIES (Attachment B1, B2, B3 )**

**1. Field/Class Trips—TABLED 4<sup>TH</sup> GRADE ADVENTURE AQUARIUM**

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

Participants	Date/Time	Destination	Cost	Account #:	Purpose
Summer Bridge Program Trip	8/2/17 9:00 am to 1:15 pm	Philadelphia Insectarium & Butterfly Pavilion	\$663.00	20218100800	Exploring Bugs and the great outdoors.
4th Grade Students	11/17/17 8:50 am to 2:30 pm	Adventure Aquarium	\$1,136.50	11190100800	Students to examine and evaluate the interconnectedness of ecosystems

Summer Camp	8/9/17 9:00 am to 2:00 pm	Splash Zone	\$4,620	11190100890 Transportation to be taken out of the student Activity Fund	Analyze strategies to enhance character development in individual, group and team activities within the community setting.
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**Summer Bridge and Summer Camp Field Trips**

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

**C. CURRICULUM / INSTRUCTION**

**1. Early Childhood Summer Open House**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve Ms. Braxton, Ms. Brandon (Kindergarten), Ms. Pokrovsky (Preschool), and Ms. Wright (Preschool) to attend the Early Childhood Open House on 8/17/17 from 4:30 pm to 6:30 pm, and for their classrooms to be on display for incoming students and families to tour.

Teachers will be paid at a rate of \$28.75/hr. Ms. Braxton, Ms. Pokrovsky and Ms. Wright will be paid



from account #: 20218100800. Ms. Brandon will be paid from account #: 11110100101.

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

2. **Bilingual/ESL Three- Year Program Plan (Attachment C2)**

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve the attached proposals for the Bilingual/ESL Three Year Program Plan.

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

3. **Back to School Bash**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the Back to School Bash time change from 2:00-6:00 pm to 2:00 -5:00 pm that is to be held on August 24, 2017.

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

4. **Substitute Teacher for Summer Program**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve Mr. Young as a substitute for the for July 10, 2017-Aug Summer Program.

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

**D. Building/Maintenance (Attachment D1 & D2)**

Motion was made by Ms. Lloyd and seconded by Ms. Peterson that the Board approve the South Jersey Water Test Results.

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

**E. Assistant Principal's Report**

N/A

**F. OTHER**

1. **Motion to approve Board Goals established for 2017**

Motion was made by Ms. Peterson and seconded by Ms. Lloyd that the Board approve the following goals for 2017.

Board Goal Area #1: Training Development: Members of The Fairfield Township Board of Education will increase training development to attain Certified Board designation. This goal will be measured during 2017-2019.

Board Goal Area #2: Attendance: Members of The Fairfield Township Board of Education will work to have a board meeting attendance of 80% or higher. This goal will be measured during 2017-2018

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

**VI. PUBLIC COMMENT – 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 - Updates**

**Superintendent - Updates**

**Policy Committee**

**VIII. DISCUSSION/PRESENTATION**

**IX. EXECUTIVE SESSION**

Motion was made by Ms. Peterson and seconded by Ms. Stewart for the Board to enter Executive Session at 8:15pm for the purpose of matters dealing with personnel.

**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.
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 9:00pm minutes.

## ADDENDUM

### Personnel

#### Residency Attendance Officer

1. Motion was made by Ms. Lloyd and seconded by Ms. Stewart that the Board approve Darlene Orlando 2017 summer hours proposal (**Attachment 1A**)

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

#### Assistant Principal

2. Motion was made by Ms. Lloyd and seconded by Ms. Peterson that the Board approve Josh Hedgeman for the 2017-2018 school year as a 12 month Assistant Principal effective start date August 1, 2017, at an annual salary of \$80,000 with full benefits pending receipt of all necessary paperwork. Account# 11-000-240-103-20% & 20-218-200-103-80%

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

### Finance

#### 3. Person Interactive Science Product

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the agreement between Fairfield Township School District and Pearson Education, Inc. (**Attachment 3A**) in the amount of \$78,373.43 for the purchase of Science Textbook/Consumables. With 1<sup>st</sup> payment to be paid in 17/18 upon invoicing in the amount of \$39,186.72 and the 2<sup>nd</sup> payment in in 18/19 school year 8/31/18.

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

### X. ADJOURNMENT

Motion made by Ms. Peterson and second by Ms. Neild to adjourn meeting at 9:15 p.m.

**All in favor** 5-0-0