

***Fairfield Township School District
Board of Education
August 4th Special Meeting
(Regular Meeting
August 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 Meeting Minutes

375 Gouldtown Woodruff Road

Bridgeton, NJ 08302

Special Meeting Minutes

7:00 p.m. August 4, 2016 includes July 28, 2016 agenda

I. A. Call to Order

The meeting was called to order at 7:05 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: Mr. Darlington Henry, Ms. Marge Neild, Ms. Robin Winrow, Ms. Alta Lloyd, and Ms. Michelle Kennedy. Also present were: Interim Superintendent Dr. James Ruffin arrived at 7:15 p.m., School Business Administrator/Board Secretary Ms. Janecia Smith. Mr. Mark Henry, Ms. Ruth Butler, Ms. Mattie Peterson, Ms. Treemanisha Stewart were absent.

II. READING AND APPROVAL OF THE MINUTES

1. Regular/Executive Meeting

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

Regular Meeting: June 23, 2016

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

III. PUBLIC COMMENT /PRESENTATIONS

A. Public Comment – 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 **May, 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. Winrow and seconded by Ms. Neild that the board approve 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. Winrow and seconded by Ms. Neild 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.

June 2016 Bill List (Attachment IVB1)	\$272,227.83
June 2016 Payroll	\$612,832.99
June 2016 Food Service	<u>\$ 23,888.02</u>
	\$908,948.84 - Total

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

2. Resolution of Budgetary Transfers (Attachment IVB2)

Motion was made by Ms. Winrow and seconded by Mr. Darlington Henry that the board approve the budgetary transfers and expenditure account transfers for the 2015-2016 school year in the attachment

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

3. KDI Copier Contract

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve Keystone Digital Image (KDI) for a five year contract (2016-2021) for Copiers pending state contract number. This contract has been reviewed by the board solicitor. (**Attachment IVB3**)

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

4. IDEA Application

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve the IDEA application for the 2016-2017 school year in the amount as follows:

IDEA Basic	\$194,821
IDEA Pre-School	\$ 5,637

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

V. REPORT OF THE INTERIM SUPERINTENDENT (07/28/2016)

The Interim Superintendent submits the following recommendations:

A. PERSONNEL

1. Workshops

Motion was made by Ms. Neild and seconded by Ms. Winrow that the board approve to attend the workshops listed below:

(Travel reimbursement will be given per negotiated contract.)

Name	Sponsor/Workshop/Location	Cost	Date(s)
Dr. Jones Booker	SIG Grant Info Session Academy Annex, Media Center, Piscataway, NJ.	\$41.23	6/22/16

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

2. Family and Medical Leave (Attachment VA2)

Motion was made by Ms. Neild and seconded by Ms. Winrow that the board approve Ms.Poolake for requested disability time, Family Medical leave and unpaid child care leave as requested beginning September 30, 2016 and returning January 16, 2017.

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

3. School Psychologist:

Motion was made by Ms. Winrow and seconded by Ms. Neild to approve the appointment of Angela Best as a full-time School Psychologist for the 2016-2017 school year, beginning on or before September 1, 2016 at an annual salary of \$57,627 including benefits, pending receipt of all necessary paperwork including the National Certification for School Psychologist.

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

4. Personal Resignation (Attachment VA4) - TABLED

Motion was made by Ms. Neild and seconded by Ms. Winrow that the board approve the resignation of Debra Clark, Accounts Payable effective August 19, 2016.

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

5. Personal Resignation (Attachment VA5)

Motion was made by Ms. Neild and seconded by Ms. Winrow that the board approve the resignation of Maurice E. Cobb, Part-Time Security, effective July 14, 2016.

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

B. SCHOOL ACTIVITIES

1. Field/Class Trips

Motion was made by Ms. Winrow and seconded by Ms. Neild to approve the following field trips as listed below:

Participants	Date/Time	Destination	Purpose
Grade 1-8 All ESY students who meet requirements.	08/10/16 9:15 a.m. to 5:00 p.m.	Splash Zone	Student will compose grade appropriate writing samples describing their experiences. Students will observe simple machines and Newton' s Laws of motion in action.

Summer Bridge Program Trip PK, Early Childhood.	08/04/16 10:00 am to 2:00 pm	Insectarium Institute	Summer Bridge Program trip to culminate Bug Study.
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Motion carried. Roll call was vote 5-0-0

C. CURRICULUM / INSTRUCTION

1. **Early Childhood Summer Open House (Attachment VC1)**

Motion was made by Ms. Winrow and seconded by Ms. Neild to approve the 2016 Budget Proposal for Early Childhood Summer Open House as attached.

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

2. **Character Education Curriculum (Attachment VC2)**

Motion was made by Ms. Winrow and seconded by Ms. Neild to approve the attached proposals for development of Character Education Curriculum for the 2016-2017 school year.

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

3. **Professional Development Plan (Attachment VC3)**

Motion was made by Ms. Winrow and seconded by Mr. Darlington Henry to approve the attached professional development plan.

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

4. **Request to Establish a New Program – Before and After Care (Attachment VC4)**

Motion was made by Ms. Winrow and seconded by Mr. Darlington Henry to approve the attached request to establish a new program for 2016-2017 school year as attached.

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

5. **Professional Development Proposal for PBS (Attachment VC5)**

Motion was made by Ms. Winrow and seconded by Ms. Neild to approve the attached proposal for PBS Professional Development Training.

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

D. DONATIONS

Motion was made by Ms. Winrow and seconded by Mr. Darlington Henry to approve at no cost to the district computer donations from the Pleasantville School District.

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

E. Assistant Principals' Report (Attachment VE8)

Respectfully Submitted,

Dr. Ja'Shanna Jones
Assistant Principal

G. OTHER - NONE

Respectfully submitted,

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

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/Business Administrator - Updates**
 - Superintendent - Updates**

Policy Committee

VIII. DISCUSSION/PRESENTATION

Fairfield Township Board of Education Regular Meeting Agenda

375 Gouldtown Woodruff Road Bridgeton, NJ 08302

Regular Meeting 7:00 p.m. June 28, 2016

ADDENDUM

A. FINANCIAL ITEMS

1. Extended School Year (Attachment A1)

Motion was made by Ms. Winrow and seconded by Ms. Neild to approve the attached extended school year agreement at total estimated cost \$4,440 between Fairfield Township School District and Salem County Special Services School District.

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

2. Food Service (Attachment A2)

Motion was made by Ms. Winrow and seconded by Ms. Neild to approve the attached resolution required by N.J. Administrative Code. The private school creative achievement Academy, LLC is **not** required to charge District students for any paid or reduced meals furnished directly or indirectly by CAA to them for the 2016-2017 school year at no cost to FTBOE district

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

1. Website Upgrade (Attachment I 3)

Motion was made by Ms. Winrow and seconded by Mr. Darlington Henry that the board approve the attached proposal to upgrade the Fairfield Township School District Website at a cost of \$1775.00.

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

2. Speech Rehab, LLC (Attachment I 4)

Motion was made by Ms. Winrow and seconded by Mr. Darlington Henry that the board approve the attached contract between Speech Rehab Services, LLC and the Fairfield Township School at a cost of \$77.25 per hour.

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

3. The Wright Choice, LLC (Attachment I 5)

Motion was made by Ms. Winrow and seconded by Ms. Neild to approve the attached contract between The Wright Choice, LLC and The Fairfield Township School District at the rates listed in the attached rate schedule.

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

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

A. PERSONNEL

1. Motion was made by Ms. Winrow and seconded by Ms. Neild to approve the posting for the following positions:
 - a. Administrative Assistant: Child Study Team

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

- b. Academic Coach: Math
- c. Academic Coach: Language Arts

Motion failed. Roll call was vote 1-0-4
Mr. Henry voted yes,
Ms. Neild, Ms. Winrow, Ms. Kennedy, Ms. Lloyd, voted no

2. Motion was made by Ms. Winrow and seconded by Mr. Henry to **TABLE** b & c for further discussion

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

3. Internship: (Attachment II A 2)

Motion was made by Ms. Winrow and seconded by Ms. Neild to approve Monica Ralph as a School Psychologist intern for the 016-2017 school year at an annual stipend of \$2,000.00 to be paid bi-weekly.

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

4. Full-Time Security Position

Motion was made by Ms. Winrow and seconded by Ms. Neild to approve the position of Full-Time Security for the 2016-2017 school year for 7 hours/day at a rate of \$14.55/hour with no benefits.

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

5. School Psychologist:

Motion was made by Ms. Winrow and seconded by Ms. Neild for the board to approve the appointment of Angela Best as a full-time School Psychologist for the 2016-2017 school year, beginning on or before September 1, 2016 at an annual salary of \$57,627 including benefits, pending receipt of all necessary paperwork including the National Certification for School Psychologist.

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

6. Re-assignment : Fifth Grade

Motion was made by Ms. Winrow and seconded by Ms. Neild for the board to approve the motion to re-assign Amy Young to the Fifth Grade classroom.

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

7. Re-assignment: BD Classroom

Motion was made by Ms. Winrow and seconded by Ms. Lloyd for the board to approve the motion to re-assign Mia Gould to the 6th -9th grade Behavioral Disabilities classroom.

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

8. Re-assignment: BD Classroom

Motion was made by Ms. Winrow and seconded by Ms. Neild for the board to approve the motion to re-assign Kathleen Stretch to the 3rd -5th Grade Behavioral Disabilities classroom.

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

. Medical Leave

9. Motion was made by Ms. Winrow and seconded by Ms. Neild for the board to approve the medical leave for Debra Clark Beginning July 25, 2016 and ending on August 15, 2016.

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

10. Personal Resignation (Attachment VA4) – p.5 of regular agenda

Motion was made by Ms. Neild and seconded by Ms. Winrow that the board approve the resignation of Debra Clark, Accounts Payable effective August 15, 2016.

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

B. SCHOOL ACTIVITIES

1. Extracurricular Advisory/Coaching Positions:

Motion was made by Ms. Winrow and seconded by Ms. Neild for the board to approve the following Advisory/Coaching positions for the 2016-2017 school year. **Note: Ten or more students are required to be enrolled and participate in a club (submit weekly attendance sheets) in order for stipend to be awarded. Advisors/coaches must submit a narrative including goals and objectives for their clubs followed by an end of the year report in order to be awarded stipend.**

2016-2017 Extracurricular Advisory/Coaching Positions	
Basketball Coach Boys	\$900

Basketball Coach Girls	\$900
Track Coach Boys	\$900
Track Coach Girls	\$900
Cheerleading Coach	\$900
Softball Coach	\$900
Chess Club Advisor	\$900
Honor Society Advisor	\$900
Music Production Club	\$900
Performing Arts Club (2)	\$900
Cross County Boys	\$900
Cross Country Girls	\$900
Scholastic Academy Advisor (2)	\$900
School safety Patrol	\$900
Science Club Advisor (2)	\$900
Student Council Advisor	\$900

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

2. Request to Establish a New Program: (Attachment II B2)

Motion was made by Ms. Neild and seconded by Ms. Winrow for the board to approve the establishment of the following special education programs:

- a. Multiple Disabilities Classroom (K-3)
- b. Behavioral Disabilities Classroom (3-5)

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

C. CURRICULUM / INSTRUCTION

1. STUDENT MATTERS

1. Child Study Team Request:

Motion was made by Ms. Winrow and seconded by Ms. Neild for the board to approve a motion to provide ESY Services not to exceed 10 hours to the following students per their IEP's.

- SID: 8453229116 - Speech and Occupational Therapy
- SID: 9352132880 - Speech and Occupational Therapy

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

9. BUILDING USE

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

Applicant	Activity	Admission Charge	Location	Date/Time
Youth Love Movement Janet Jenkins	Walk against hunger at the Fairfield Township School's Track and also the field for a musical ban and food vending	None	Fairfield Township School Track	September 10 th , 2016 9:00am-12:00pm
Alpha Delta Kappa Jaclyn Conahey	Monthly Meeting	None	Library	4/3/17 5:30 to 9:30 pm
Tri-City Boxing Terry Gould	Amateur Boxing Fundraiser for Diabetes	Yes	GYM	10/8/16 5:00pm- 9:00pm
Omega Psi Phi Fraternity American Red Cross	Blood Drive	None	Cafeteria	10/7/2016 2:00pm – 10:00 pm
Alpha Delta Kappa Jaclyn Conahey	Monthly Meeting	None	Library	5/1/17 5:30 to 9:30 pm
Alpha Delta Kappa Jaclyn Conahey	Monthly Meeting	None	Library	3/6/17 5:30 to 9:30 pm
Alpha Delta Kappa Jaclyn Conahey	Monthly Meeting	None	Cafeteria	2/6/17 5:30 to 9:30 pm
Alpha Delta Kappa Jaclyn Conahey	Monthly Meeting	None	Library	1/9/17 5:30 to 9:30 pm
Alpha Delta Kappa Jaclyn Conahey	Monthly Meeting	None	Cafeteria	12/5/16 5:30 to 9:30 pm
Alpha Delta Kappa Jaclyn Conahey	Monthly Meeting	None	Library	11/7/2016 5:30 to 9:30 pm
Alpha Delta Kappa Jaclyn Conahey	Monthly Meeting	None	Library	10/3/16 5:30 to 9:30 pm
Alpha Delta Kappa Jaclyn Conahey	Monthly Meeting	None	Library	9/12/16 5:30 to 9:30 pm

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

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

I. Policy Committee

1. JOB DESCRIPTION REVISION

Motion to Approve upon Final Reading the following policies: (Attachment III 1a), (Attachment III 1b)

Motion was made by Ms. Winrow and seconded by Ms. Neild for the board to approve the recommendation of Superintendent to move that the Fairfield Township Board of Education approve upon

this final reading, the following policies. 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.

For Job Descriptions:

- **Business Office Manager**
- **Board Office Clerk**

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

Motion made by Ms. Winrow and second by Mr. Henry for restroom occurrence at 7:50 p.m.

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

Motion made by Ms. Winrow and seconded by Mr. Henry to re-enter regular session at 7:54 p.m.

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

X. ADJOURNMENT

Motion made by Ms. Neild and second by Ms. Winrow to adjourn meeting at 8:00 p.m.

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