

***Fairfield Township School District
Board of Education
Regular Meeting
June 23, 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 Minutes
7:00 p.m. June 23, 2016

I. A. Call to Order –

The meeting was called to order at 7:05 pm. with the Board President, Ms. Kennedy presiding.

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 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, Mr. Darlington Henry, Ms. Marge Neild, Ms. Robin Winrow, Ms. Alta Lloyd, and Ms. Michelle Kennedy. Ms. Mattie Peterson arrived at 7:08 p.m., Ms. Treemanisha Stewart arrived at 7:10 p.m. Also present were: Interim Superintendent Dr. James Ruffin, District Solicitor Mr. Frank DiDomenico and School Business Administrator/Board Secretary Ms. Janecia Smith. Mr. Mark Henry was absent.

II. READING AND APPROVAL OF THE MINUTES

1. Regular/Executive Meeting –

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

Regular Meeting: May 26, 2016
Closed Session Meeting: May 12, 2016

Motion carried. Roll call was vote 4-3-0.
Ms. Butler, Mr. D. Henry, and Ms. Neild abstained.

EXECUTIVE SESSION

Motion was made by Ms. Winrow and seconded by Ms. Butler to enter Executive Session at 7:10 p.m. for the purpose of Personnel issue.

Motion carried. Roll call was vote 8-0-0

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.

Motion was made by Ms. Neild and seconded by Mr. D. Henry to end executive session and enter regular Session at 7:35 p.m.

Motion carried. Roll call was vote 8-0-0

III. PUBLIC COMMENT /PRESENTATIONS

A. Public Comment – Agenda Items Only - 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 **April, 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. Neild and seconded by Ms. Winrow that the board approve Financial Reports/Items 1, 2 and 3.

Motion carried. Roll call was vote 7-0-0.

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.

May 2016 Bill List (Attachment IVB1)	\$244,352.30
May 2016 Payroll	\$593,978.28
May 2016 Food Service	<u>\$ 28,185.01</u>
	\$866,515.59 - Total

Motion carried. Roll call was vote 7-1-0.
Ms. Kennedy abstained

2. Resolution of Budgetary Transfers (Attachment IVB2)

Motion was made by Ms. Winrow and seconded by Mr. D. 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 8-0-0.

3. Appointment of Professionals to the Board of Education

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve the following professionals for the 2016-2017 school year.

Board Solicitor:	Frank DiDomenico - 2016-2017
Auditor:	Nightlinger, Colavita and Volpa 2016-2017
Broker of Record:	Brown & Brown Benefit Advisors - 2016-2017
Technology Consultant:	PCS – April 2016 – June 2017
Policy Consultant:	Business & Communication Strategies, LLC (BCS) - 2016-2017
AHERA Consultant:	Ramm Enviromental – 2016-2017

Motion carried. Roll call was vote 8-0-0.

4. Appointment of Board Officials

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve to Appoint the following Board Officials for the 2016-2017 school year

Board Secretary	Janecia Smith, School Business Administrator
Qualified Purchasing Agent (\$29,000.00 Threshold)	Janecia Smith, School Business Administrator
Investment Officer	Janecia Smith, School Business Administrator
P.A.C.O. Public Agency Compliance Officer	Janecia Smith, School Business Administrator
Affirmative Action Officer/ Title IX Coordinator/ ADA Coordinator	Dr. Ja'Shanna Jones, Assistant Principal Pre K-8
504 Compliance Officer	Dr. Ja'Shanna Jones, Assistant Principal Pre K-8
Right To Know Officer, Integrated Pest Management, Asbestos Management, Safety & Health and Indoor Air Quality Coordinator	Ronald DiPietro, Maintenance Manager

**DCP&P Liaison
(Division of Child Protection
& Permanency)**

Ms. Mia Gould, Guidance Counselor

**Harassment, Intimidation
& Bullying Coordinator**

Dr. Ja'Shanna Jones, Assistant Principal Pre K-8

**Harassment, Intimidation
& Bullying Specialist**

Ms. Mia Gould, Guidance Counselor

Motion carried. Roll call was vote 8-0-0.

5. Bank Loan Application

Motion was made by Ms. Peterson and seconded by Mr. D. Henry that the board approve making a loan application to cover June 22, 2016 skipped state aid payment. Principal amount of \$144,299 at a fixed interest rate of 1.5% stated at \$96.19 with a repayment date of July 8, 2016 or \$114.24 with a repayment date of July 11, 2016 with Newfield National Bank with Business Administrator as signer on promissory note

Motion carried. Roll call was vote 8-0-0.

6. Use of State Contracts

Motion was made by Mr. D. Henry and seconded by Ms. Neild that the board approve to authorize the Procurement of Goods and Services by State Contract for the 2016-2017 School Year.

Motion carried. Roll call was vote 8-0-0.

7. Re-adoption of Purchasing Manual

Motion was made by Ms. Neild and seconded by Ms. Winrow that the board approve to re-adopt the Fairfield Township BOE Purchasing Manual for the 2016-2017 school year.

Motion carried. Roll call was vote 8-0-0.

8. Establishment and Maintenance of Petty Cash Funds

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve to have the School Business Administrator establish and maintain Petty Cash as follows for 2016-2017 school year.

Cash Account
School Business Administrator - \$250

Motion carried. Roll call was vote 8-0-0.

9. Appointment of Custodian of School Records

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the board approve to appoint Debra Clark as the **Custodian of School Records** for the 2016-2017 at a stipend rate of \$500 per annum and prorated. (NJSA 47:1A-5a)

Motion carried. Roll call was vote 8-0-0.

10. Re-adoption of Curriculum, Program, Services and Textbooks

Motion was made by Ms. Peterson and seconded by Ms. Butler that the board approve to re-adopt Curriculum, program, services and Textbooks as approved by the Board of Education, for the 2016-2017 School Year

Motion carried. Roll call was vote 8-0-0.

11. Re-adoption of Nursing Services & Program

Motion was made by Ms. Neild and seconded by Ms. Winrow that the board approve to re-adopt & Nursing Services & Programs as approved by the Board of Education for the 2016-2017 School Year.

Motion carried. Roll call was vote 8-0-0.

12. Resolution Adopting Permitted Pupil Records (N.J.A.C. 6:3-6.3 (a) 2

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the board approve to permit pupil records be collected annually that identify personal student data of name, address, date of birth, name of parents, citizenship, and sex; record of daily attendance; descriptions of pupil progress; history and status of physical health; records pursuant to rules and regulations adopted regarding the education of handicapped pupils; and all other records required by the State Board of Education.

Motion carried. Roll call was vote 8-0-0.

13. 2016-2017 Jointure for Pupil Transportation (Attachment IV B13)

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the board approve

CERTIFIED BOARD RESOLUTION

**APPROVAL AND PARTICIPATION RESOLUTION FOR THE
UPPER DEERFIELD JOINT PUPIL TRANSPORTATION CONSORTIUM
FOR THE 2016-2017 SCHOOL YEAR**

BE IT RESOLVED by the Board of Education of **Fairfield Township** as follows:

1. That the Fairfield Township School District Board of Education approves formation of a jointure with and authorizes the Upper Deerfield Board of Education to award a contract to Sheppard Bus Service, Inc for regular and preschool student transportation for the 2016-2017 school year and,
2. That the Fairfield Township School District Board of Education does hereby agree to pay the sum of \$301,952.00, plus any Fairfield Township mileage adjustments if assessed, due on the aforesaid contract for regular student transportation, said sum to be paid in ten equal monthly installments to the "Upper Deerfield Township Board of Education - Joint Pupil Transportation" account on or before the last day of the month prior to the month the same fall due and,
3. That the Fairfield Township Board of Education hereby authorizes the Upper Deerfield Township Board of Education to incur expenses, as recommended and approved by the Jointure Committee for Pupil Transportation, as the LEA Board of this jointure, for the administration of the program, including expenses for accounting, auditing, legal, financial administration, printing, advertising, and other miscellaneous expenses not to exceed 16.32% of the total expense or \$21,025.00 and,
4. That the Fairfield Township Board of Education will abide by the by-laws of the Upper Deerfield Township Joint Committee for Pupil Transportation and,
5. That the Fairfield Township Board of Education will monitor and enforce district specific daily transportation needs including but not limited to student addition/deletion, discipline, route changes, bus arrival/departure times, and district specific contractor needs.

By _____
Board President

I hereby certify that the foregoing Resolution was duly passed by the Board of Fairfield Township School District on _____, 2016.

By _____
Board Secretary (affix seal)

Motion carried. Roll call was vote 8-0-0.

14. Contract Paul's Commodity Hauling, Inc. (Attachment IVB14)

Motion was made by Ms. Winrow and seconded by Ms. Butler that the board approve the Service Agreement for services provided by Paul Commodity Hauling, Inc. at the cost listed (see attached)

Motion carried. Roll call was vote 8-0-0

15. C.E.P. Agreement and Policy Certification. NSLP (Attachment IVB15)

Motion was made by Ms. Peterson and seconded by Ms. Neild that the board approve the Agreement for 2016-2017 school year, (see attached)

Motion carried. Roll call was vote 8-0-0

16. Title II Instructor

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve the following Instructor under the Title II Grant for the 2015-2016 school year:

Cathy Kitzmiller at 100% beginning 11/1/2015 through 6/30/2016

Motion carried. Roll call was vote 8-0-0

17. Title I Parent Liaison

Motion was made by Ms. Peterson and seconded by Mr. D. Henry that the board approve the following individual as the parent liaison under Title I for the 2015-2016 school year:

Dawn McQueen at 100%

Motion carried. Roll call was vote 8-0-0

REPORT OF THE INTERIM SUPERINTENDENT (06/8/2016)

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 the following individuals to attend the workshops listed below:

(Travel reimbursement will be given per negotiated contract.)

Name	Sponsor/Workshop/Location	Cost	Date(s)
------	---------------------------	------	---------

Janecia Smith	NJASBO Conference	\$150.00	June 8,9,10
Dr. James Ruffin Janecia Smith	NCLB work session training	No Cost - a.m. session only	June 16, 2016

Motion carried. Roll call was vote 8-0-0

4. Course Approval

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board give approval for the following courses:

Name	Course Title	Semester	Location	Credits
Reef Bates	ECSE-502-02- The Sociocultural Context of Disability and Inclusive Education	Spring 2016	Mountclair University	3
Renee Ring	Curriculum-Program Evaluation & Student Assessment	Fall 2016	Fairleigh Dickerson	3
Wendy Krayner	Common Skills for Students w/disabilities	Spring 2016		3

Motion carried. Roll call was vote 8-0-0

5. Course Reimbursement Approval

Motion was made by Ms. Peterson and seconded by Ms. Neild that the board approve the following courses for reimbursement:

Name	Course Title	Semester	Location	Credits
Amy Young	Human Exceptionality	6/29/15	Rowan University	3

Motion carried. Roll call was vote 8-0-0

6. Family and Medical Leave (Attachment VA6)

Motion was made by Ms. Neild and seconded by Ms. Winrow that the board approve an unpaid Federal Family and Medical Leave for Tiffany VanHise beginning on October 7, 2016 and ending on or about November 23, 2016.

Motion carried. Roll call was vote 8-0-0

7. Salary Adjustment (Attachment VA 7)

Motion was made by Ms. Peterson and seconded by Ms. Neild that the board approve a salary adjustment for Kelly Vasquez from BA Step 13, \$68,472. to BA +30 Step 13, \$69,974. effective September 2016.

Motion carried. Roll call was vote 8-0-0

B. CURRICULUM / INSTRUCTION

1. 2016 Extended School Year Internship Program (Attachment VB1)

Motion was made by Ms. Peterson and seconded by Ms. Butler that the board approve the 2016 Extended School Year Internship Program as attached.

Motion carried. Roll call was vote 8-0-0

2. 2016 Preschool-Kindergarten Summer Bridge Internship Program (Attachment VB2)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve the 2016 Preschool-Kindergarten Summer Bridge Internship Program as attached.

Motion carried. Roll call was vote 8-0-0

3. 2016-2017 School Year Substitute Teachers

Motion was made by Ms. Peterson and seconded by Ms. Neild that the board approve the renewal of the following substitute teacher for the 2016-2017 school year at the rates currently listed on file.

Anderson, Merrill
Broom III, Milton
Broughton, Ariel
Brunley, Kristine

Cook, Marie
Dickerson, John
Fithian, Cynthia
Hemple, Donna
Herman, Karen
Padgett, Ashley
Patten, Eleanor
Prohwich, Ted
Scott, Thelma
Warner, Blair
White, Andrew
Zaccaria, Sandra
McCall, Tameka
Stanford Grady, Judy
Stewart, Jr, Edwin

Motion carried. Roll call was vote 8-0-0

4. 2016 Extended School Year Security Aides

Motion was made by Ms. Peterson and seconded by Mr. D. Henry that the board approve the following personnel as part-time School Security Aides for the duration of the 2016 Extended School Year program at an hourly rate of \$14.28

- Clayton Kelly
- Maurice Cobb, Jr.

Motion failed. Roll call was vote 3-0-5

5. 2016 Extended School Year Security Aides

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the board approve One part-time school security aide for the duration of the 2016 Extended School Year program at an hourly rate of \$14.28 to be paid out of preschool account.

Motion carried. Roll call was vote 8-0-0

6. 2016 Extended School Year Security Aides

Motion was made by Ms. Neild and seconded by Ms. Peterson that the board approve one school security aide on a substitute basis only for the duration of the 2016 Extended School Year program at an hourly rate of \$14.28 to be paid out of preschool account.

Motion carried. Roll call was vote 8-0-0

7. Request to Establish a New Program (Attachment VB4)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve the attached request to establish a new program.

Motion carried. Roll call was vote 8-0-0

D. STUDENT MATTERS

1. Extended School Year (Attachment VD1)

Motion was made by Ms. Peterson and seconded by Mr. D. Henry that the board approve the following students to attend the extended school year program at SCSSD as per attached schedule.

SID# 5080563781
SID# 4002504708
SID# 6446129926
SID# 8119436172
SID# 5189158330
SID# 7246707098
SID# 3917601672
SID# 7983182108

Motion carried. Roll call was vote 8-0-0

2. Extended School Year (Attachment VD1)

Motion was made by Ms. Peterson and seconded by Mr. D. Henry that the board approve the following students to attend the extended school year program at Fairfield Township as per child study team recommendations attached.

SID # 8453229116
SID # 9352132880
SID # 6225723994

Motion carried. Roll call was vote 8-0-0

3. Child Study Team Request: (VD3)

Motion was made by Ms. Peterson and seconded by Ms. Neild that the board approve the following students for Neurological Evaluation as per attached recommendation.

SID # 4042919675
SID # 6083861625

Motion carried. Roll call was vote 8-0-0

E. BUILDING USE –

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

Applicant	Activity	Admission Charge	Location	Date/Time
Terry Gould – Tri City Boxing	Amateur Boxing Fundraiser for Diabetes	Yes – No amount states	GYM	10/8/16

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

Motion carried. Roll call was vote 5-0-3
Ms. Peterson, Ms. Neild, and Ms. Winrow voted no

F. Assistant Principals' Report (Attachment VF8)

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

POLICY CHANGE

I. Motion to Approve upon Final Reading the following policy:

Motion was made by Ms. Neild and seconded by Ms. Winrow that the board approve the statement: At 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 final reading, the following policy. I further move that this policy shall supersede and replace all previously adopted policies of the Fairfield Township Board of Education upon adoption following the final reading, noting that the policy, as presented here, makes up the entirety of this policy and that any other policies formerly in force shall become null and void upon final adoption. I further move that this revised policy not be considered in force until final adoption.

- Health and Wellness Policy

Motion carried. Roll call was vote 8-0-0

II. Motion to approve changes to the attached policy (Attachment VIIC)

- Medical Marijuana Policy

Motion carried. Roll call was vote 8-0-0

VIII. DISCUSSION/PRESENTATION – None

ADDENDUM

A. Contract

1. Motion was made by Ms. Winrow and seconded by Mr. D. Henry that the board approve the Hopewell Township Board of Education agreement to provide Child Study Team Director services for **(50) days maximum**, in accordance with the applicable New Jersey Statutes, Regulations, and the rules and regulations of the State Board of Education, for the 2016--2017 school year. This agreement will begin on July 1, 2016, and will terminate on June 30, 2017. The cost of services paid by the Fairfield Township BOE to the Hopewell BOE shall be \$ 31,349 (Thirty One Thousand and Three Hundred Forty Nine dollars), and pending the review of the Fairfield Township Board of Education solicitor.

Motion carried. Roll call was vote 8-0-0

2. Motion was made by Ms. Neild and seconded by Ms. Winrow that the board approve the Hopewell Township Board of Education agreement to provide Child Study Team Extended School Year evaluation services (see attached), as needed, and pending the review of the Fairfield Township Board of Education solicitor. This agreement will begin on July 1, 2016, and will terminate on August 31, 2016

Motion carried. Roll call was vote 8-0-0

B. Personnel

1. Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve the appointment of Samantha Hug as a full-time School Psychologist for the 2016-2017 school, beginning on or before September 1, 2016 at the 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 8-0-0

2. Motion was made by Ms. Neild and seconded by Mr. D. Henry that the board approve the agreement of Rolanda Sykes as a Child Study Team LTDC services provider for the 2016-2017 school year beginning on or before September 1, 2016 at the hourly rate of \$65.00 and/or per evaluation fee of \$350.00, pending receipt of all necessary paperwork and the review of the Fairfield Township solicitor.

Motion carried. Roll call was vote 7-1-0
Ms. Winrow abstained

3. Motion was made by Ms. Neild and seconded by Mr. D. Henry that the board approve the agreement of Cheryl Evans Perry as a Child Study Team LTDC services provider for the 2016-2017 school year beginning on or before September 1, 2016, at the hourly rate of \$65.00 and/or per evaluation fee of \$350.00, pending receipt of all necessary paperwork.

Motion carried. Roll call was vote 8-0-0

4. Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve the agreement of Kasey Tomasso as a Child Study Team Social Worker services provider for the 2016-2017 school year beginning on or before September 1, 2016 at the hourly rate of \$44.08 per hour (7hours a day 3 day a week) not to exceed \$\$44441.60, pending receipt of all necessary paperwork and the review of the Fairfield Township Board of Education solicitor.

Motion carried. Roll call was vote 8-0-0

5. Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve Monica Ralph as Internship/School Psychologist. The period of time for her internship would be September 1, 2016- June 30, 2017, pending receipt of all necessary paperwork, and the review of the Fairfield Township Board of Education solicitor. She would receive a one-time \$2,000.00 stipend during her internship.

Motion carried. Roll call was vote 8-0-0

IX. ADJOURNMENT –

Motion made by Ms. Neild and second by Ms. Winrow to adjourn meeting at 8:45 p.m.

Motion carried. Roll call was vote 8-0-0