

***Fairfield Township School District
Board of Education
Regular Meeting
June 25, 2015
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
Mr. Darlington Henry, Jr.
Mr. Mark Henry, Sr.
Ms. Marge Neild
Ms. Treemanisha Stewart
Ms. Robin Winrow

Administration

Dr. Wanda Carter
Superintendent

Mr. Herbert Schectman
Interim 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 25, 2015

I. A. Call to Order

The meeting was called to order at 7:04pm. 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 13, 2015 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.

C. Roll Call

Members present at roll call were: Ms. Gibbons, Mr. Darlington Henry, Ms. Stewart, Ms. Winrow, Ms. Lloyd, and Ms. Kennedy. Also present were: Superintendent/Principal Dr. Wanda Carter and Interim School Business Administrator/Board Secretary Mr. Herbert Schectman, and Solicitor Mr. Frank DiDomenico. Members absent: Ms. Butler, Mr. Mark Henry, and Ms. Neild.

II. READING AND APPROVAL OF THE MINUTES

1. Regular Meeting

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

Regular Meeting: May 28, 2015

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

Abstained: Ms. Stewart

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 months of **April 2015 & May 2015**. 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.

Motion was made by Ms. Lloyd and seconded by Ms. Gibbons that the Board approve Financial Reports/Items 1, 2 and 3.

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

B. Financial Items

1. Approval of Bills

Motion was made Ms. Gibbons and seconded by Ms. Winrow that the Board approve the payment of bills noted below.

May 2015 Bill List (Attachment IVB1)	\$198,358.37
May 2015 Payroll	\$592,678.54
May 2015 Food Service	<u>\$ 37,247.04</u>
	\$ 828,283.95 - Total

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

2. Resolution of Budgetary Transfers (Attachment IVB2)

Motion was made by Ms. Gibbons and seconded by Ms. Winrow resolved that the Fairfield Township Board of Education, upon the recommendation of the Superintendent, hereby ratifies and affirms the transfers in line accounts in accordance with the list submitted through June 17, 2015.

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

3. 2014-2015 Out-Of-District Placement

Motion was made by Ms. Gibbons and seconded by Ms. Winrow that it is recommended that the board approve the request for the out of district placement for the following students to attend the SCSSSD – Daretown Campus at an annual rate of \$37,850.00.

- SID #7983182108
- SID #7368223906

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

4. 2015-2016 Interlocal Service Agreement for GCA Services Group-Custodial Services (Attachment IVB4)

Motion was made by Ms. Gibbons and seconded by Ms. Winrow that the Board approve the Interlocal Services Agreement for custodial services with Pittsgrove Township Board of Education effective July 1, 2015 through November 30, 2015 in the amount of \$92,665.51.

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

5. **2015-2016 Jointure for Pupil Transportation (Attachment IVB5)**

CERTIFIED BOARD RESOLUTION

**APPROVAL AND PARTICIPATION RESOLUTION FOR THE
UPPER DEERFIELD JOINT PUPIL TRANSPORTATION CONSORTIUM
FOR THE 2015-2016 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 student transportation for the 2015-2016 school year and,
2. That the Fairfield Township School District Board of Education does hereby agree to pay the sum of \$304,023.00, plus any Fairfield Township mileage adjustments if assessed, due on the aforesaid contract for 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 16.16% of the total expense or \$16,959.00 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 _____, 2015.

By _____
Board Secretary (affix seal)

Motion was made by Ms. Gibbons and seconded by Ms. Winrow to approve the above resolution. Motion carried. Roll call vote was 6-0-0.

6. Replacement of HVAC Unit

Motion made by Ms. Lloyd and seconded by Ms. Winrow to accept the proposal from Phillips McDade to replace an HVAC Unit in “B Wing” at a cost not to exceed \$9,760.00.

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

7. Renovation of Gym Floor

Motion was made by Ms. Lloyd and seconded by Ms. Winrow to accept the proposal from Jack Devine Floor Company to renovate the gymnasium floor with separate doorway flooring and replacement of logo at a cost not to exceed \$16,100.00.

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

8. Replacement of Cafeteria Equipment

Motion was made by Ms. Lloyd and seconded by Ms. Gibbons to accept the proposal from Don J. Urie Assoc., Inc. to replace current Ovens and steamers with a Hydrovection oven at a cost not to exceed \$28,032.00.

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

V. REPORT OF THE SUPERINTENDENT (06/25/2015)

The Superintendent submits the following recommendations:

A. PERSONNEL

1. Meeting (FYI) – Staff members listed below will attend the following meetings at no mileage or registration cost to the district. However, a substitute teacher may be required:

Name	Workshop/Location	Date(s)
Mia Gould	“Region 6 McKinney-Vento Grant Meeting” - Bridgeton School District - Bridgeton, NJ	06/09/2015 (Retroactive)

2. Business Administrator/Board Secretary Appointment and Contract (Attachment VA2)

Motion was made by Ms. Gibbons and seconded by Ms. Lloyd that it is recommended that the Board approve the appointment and attached employment contract for Janecia Smith, as School Business Administrator / Board Secretary effective July 1, 2015 through June 30, 2016, at an annual salary of \$91,000.00.

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

3. Extracurricular Activity Club Proposals (Attachment VA3)

Motion was made by Ms. Gibbons and seconded by Ms. Winrow that it is recommended that the Board approve the creation of the following Extracurricular Activity Club at an annual stipend amount of \$900.00, pending that all requirements of a Club/Activity are met, including 10 student attendees per meeting and a minimum of 20 meetings per school year:

- Chess Club

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

4. Home Instructors

Motion was made by Ms. Winrow and seconded by Ms. Gibbons that it is recommended that the Board approve the following personnel as Home Instructors as needed for the 2014-2015 school year at an hourly rate of \$28.75, effective retroactively beginning June 10, 2015:

- Kathleen Poolake
- Reneé Ring

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

5. 2015 Title I Extended School Year Program and Preschool-Kindergarten Summer Bridge Program Substitute Teachers

Motion was made by Ms. Gibbons and seconded by Ms. Winrow that it is recommended that the Board approve the following personnel as Substitute Instructors for the 2015 Title I Extended School Year Program and Preschool-Kindergarten Summer Bridge Program at \$28.75 per hour, as needed:

- Lori Oswald

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

6. Course Reimbursement Approval

Motion was made by Ms. Gibbons and seconded by Ms. Winrow that it is recommended that the Board approve the following courses for reimbursement:

Name	Course Title	Semester	Location	Credits
Maria Lopez	“Inclusive Early Childhood / Elementary Classroom”	Spring 2015	Montclair State University	1
Maria Lopez	“Clinical Experience I Inclusive Early Childhood / Elementary Classroom”	Spring 2015	Montclair State University	2
Maria Lopez	“Science & Technology Early Childhood / Elementary Classroom”	Spring 2015	Montclair State University	3

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

7. Family Medical Leave (Attachment VA7)

Motion was made by Ms. Gibbons and seconded by Mr. Darlington Henry that it is recommended that the Board approve an intermittent Federal Family Medical Leave for Tiffany Pritchett, Art Teacher, beginning on September 1, 2015, not to exceed 60 days, the equivalent of 12 consecutive weeks, in a 12 month period. Ms. Pritchett’s available sick and personal time will be applied concurrent to her leave of absence, until exhausted.

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

8. Family Medical Leave (Attachment VA8)

Motion was made by Ms. Gibbons and seconded by Ms. Winrow that it is recommended that the Board approve an unpaid Federal Family Medical Leave for Morgan Wurtzel, 4th Grade Teacher, beginning retroactively on June 16, 2015 and not to exceed 12 weeks.

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

9. Personnel Resignation (Attachment VA9)

Motion was made by Ms. Gibbons and seconded by Mr. Darlington Henry that it is recommended that the Board approve the resignation of Marybeth Franckle, Preschool Teacher, effective June 30, 2015.

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

10. Personnel Termination (Attachment VA10)

Motion was made by Ms. Stewart and seconded by Ms. Gibbons to table the termination of employment, as attached. Being brought up in the Executive Session.

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

11. Personnel Termination

Motion was made by Ms. Winrow and seconded by Mr. Darlington Henry that it is recommended that the Board rescinds its previous offer of employment and is giving her 60 days' notice effective immediately.

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

B. SCHOOL ACTIVITIES – NONE

C. CURRICULUM / INSTRUCTION –

1. Summer Language Arts Literacy Curriculum Revision and Writing Proposal (Attachment VC1)

Motion was made by Ms. Gibbons and seconded by Mr. Darlington Henry that it is recommended that the Board approve the Summer Language Arts Literacy Curriculum Revision and Writing Proposal as attached.

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

D. STUDENT MATTERS – NONE

E. BUILDING USE –

Motion was made by Ms. Winrow and seconded by Ms. Gibbons that it is recommended that the Board approve the request for building use as indicated below:

Applicant	Activity	Admission Charge	Location	Date/Time
Jonathan Griffin Basileus – Omega Psi Phi Fraternity, Inc.	Blood Drive	\$0.00	Gymnasium	07/01/2015 2:00 p.m. to 8:30 p.m.

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

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

F. ASSISTANT PRINCIPALS’ REPORT

Fairfield Township School
For the Month/Year: May 2015

1. Student Attendance Percentage: 98%

2. Enrollment Data:

Grades	PK	K	1	2	3	4	5	6	7	8	SC	Total
Prior Year	120	65	74	61	39	42	49	54	55	56	5	620
Prior Month	120	69	63	71	65	41	40	49	55	54	13	640
Current Month	120	69	62	71	67	42	40	48	55	52	12	638

3. Fire Drill Report:

May 5 2:30 PM

4. Shelter in Place:

May 22 2:30 PM

5. Professional Development and In-Service:

May 15 Staff Development

6. Field Trips:

May 8 Lockheed Martin Grade 8

7. Special Programs:

May 6 Mother’s Day Desserts All Grades
 May 13 ECAC Meeting Grade PK
 May 20 Father’s Day Desserts All Grades
 May 22 Color Day – Red, White & Blue All Grades

8. **Discipline Report: (Attachment VF8)**
9. **Vandalism/HIB Report: (Attachment VF9)**
10. **Counselor Services for the Month:**
 Individual Counseling Sessions: 57
 Group Sessions: 6
 Parent Conference: 13
 Testing:
 Overseen the administration of PARCC & NJ Ask (Regular/ Make-up)
 Set up each testing sessions
 Review and input student data into Pearson
 Inventory all materials
 Generate Rosters (3-8)
 Testing Schedules (3-8)
 Room Assignments (3-8)
 Unpack, Organize & Label test booklets, answer folders, manipulative/ reference sheets
 Pack and Organize test booklets for return shipment
 Transfers-In/ Out
 Generate a cum folder
 Sent records
 Request records
 File individual forms in prepared folder in the guidance office

 Record keeping
 8th grade end of year activities:
 Banquet
 Diplomas
 Cap & Gowns
 DCP&P (formerly DYFS) contact: 9
11. **Supervision:**
 All staff has received all formal evaluations for the year.
 Tenured Teacher Summative Evaluations: 11
 Non-Tenured Teacher Summative Evaluations: 7
12. **Nurse's Report: (Attachment VF12)**
13. **Parent Teacher Organization Activities:**
 May 13 PTA Meeting

Respectfully Submitted,

Dr. Ja'Shanna Jones
Assistant Principal

Mr. Jeffrey Ortman
Assistant Principal

G. OTHER - NONE

Respectfully submitted,

Dr. Wanda Carter, *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

B. Motion to Approve upon Final Reading the following policy: (Attachment VIIB1) (Attachment VIIB2) (Attachment VIIB3) (Attachment VIIB4) (Attachment VIIB5) (Attachment VIIB6) (Attachment VIIB7) (Attachment VIIB8)

Motion was made by Ms. Gibbons and seconded by Ms. Winrow that it is the recommendation of the Superintendent of Schools and the Policy Revision Committee of the Fairfield Township Board of Education, to move that the Fairfield Township Board of Education approve upon this final reading, the following policies. It is further moved that this 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, makes up the entirety of this policy and that any other policies formerly in force shall become null and void upon final adoption. It is further moved that this revised policies not be considered in force until final adoption.

- **Independent Educational Evaluations**
- **Evaluation of Individual Student Progress**
- **Wellness & Nutrition**
- **Equal Educational Opportunity**
- **Travel Expenses**
- **Service Animals**
- **Secondary Bond Market – Continuing Disclosure Commitments**
- **Direct Deposit of Payroll**

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

VIII. DISCUSSION/PRESENTATION – NONE

IX. ADDENDUM ITEMS

1. Appointment of Board Official

Motion was made by Ms. Gibbons and seconded by Ms. Winrow to appoint the following Board Official for 2015-2016 school year:

Board Secretary Janecia Smith, School Business Administrator

Qualified Purchasing Agent (\$36,000.00 Threshold) Janecia Smith, School Business Administrator

Investment Officer Janecia Smith, School Business Administrator

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

2. Extended School Year Rescission

Motion was made by Ms. Gibbons and seconded by Ms. Winrow for the Board to rescind approval for the following student to attend the Extended School Year Program at SCSSSD – Cumberland Campus at a tuition rate of \$4,310.00 based on the recommendation of the Child Study Team and at the parent’s request:

- SID #3917601672 (1:1 Nurse) (Bus – Shared nurse)

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

3. 2015-2016 School Calendar Revision (Attachment 3)

Motion was made by Ms. Gibbons and seconded by Mr. Darlington Henry that it is recommended that the Board approve the attached revised 2015-2016 school calendar.

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

4. Rescission of 2015-2016 Extracurricular Advisory/Coaching Positions (Attachment 4)

Motion was made by Mr. Darlington Henry and seconded by Ms. Gibbons for the Board to approve the rescission of the Extracurricular Advisory / Coaching Stipend Positions for the 2015-2016 school year as previously approved May 28, 2015, as attached.

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

5. 2015 Title I Summer School Program Internees

Motion was made by Ms. Gibbons and seconded by Ms. Winrow that it is recommended that the Board approve the following 8th grade graduate students as Interns for the 2015 Title I Summer School Program:

- SID #: 9652290420
- SID #: 9770513205
- SID #: 9950753418
- SID #: 9690204670
- SID #: 7832606772

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

6. 2015 Preschool-Kindergarten Summer Bridge Program Internees

Motion was made by Mr. Darlington Henry and seconded by Ms. Gibbons that it is recommended that the Board approve the following 8th grade graduate student as Intern for the 2015 Preschool-Kindergarten Summer Bridge Program:

- SID #: 4356622559

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

7. 2015 Preschool-Kindergarten Summer Bridge Program Instructional and Bus Aide

Motion was made by Ms. Stewart and seconded by Mr. Darlington Henry that it is recommended that the Board approve the following personnel as Instructional and Bus Aide for the 2015 Preschool-Kindergarten Summer Bridge Program at the rate listed:

- Leeann Perry – hourly contractual rate

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

8. Home Instructor

Motion was made by Ms. Winrow and seconded by Mr. Darlington Henry that it is recommended that the Board approve the following personnel as Home Instructor, as needed, at an hourly rate of \$28.75, beginning July 6, 2015 through August 28, 2015, for student SID #: 8453229116, as recommended in student's IEP:

- Reneé Ring

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

9. 2015 Title I Extended School Year Program and Preschool-Kindergarten Summer Bridge Program Substitute Teachers

Motion was made by Ms. Gibbons and seconded by Ms. Winrow that it is recommended that the Board approve the following personnel as Substitute Instructors for the 2015 Title I Extended School Year Program and Preschool-Kindergarten Summer Bridge Program at \$28.75 per hour, as needed:

- Jamie Vitagliano

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

X. EXECUTIVE SESSION

Motion was made by Ms. Gibbons and seconded by Mr. Darlington Henry to enter Executive Session at 7:20 p.m. for the purpose of Collective Bargaining.

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 45 minutes.

X. ADJOURNMENT

Motion was made by Ms. Winrow and seconded by Mr. Darlington Henry to adjourn the meeting at 8:59pm.

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

No- Ms. Lloyd

Meeting adjourned at 8:59 pm.

Respectfully Submitted,

Herbert Schectman
Interim Business Administrator/Board Secretary