

*Fairfield Township School District  
Board of Education  
Regular Meeting  
March 24, 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 Agenda**  
**7:00 p.m. March 24, 2016**

**I. A. Call to Order**

The meeting was called to order at 7:00 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. Mattie Gibbons-Peterson, Mr. Darlington Henry, Mr. Mark Henry, Ms. Alta Lloyd, and Ms. Michelle Kennedy. Also present were: School Business Administrator/Board Secretary Ms. Janecia Smith and District Solicitor Mr. Frank DiDomenico. Ms. Treemanisha Stewart arrived at 7:15 p.m., Ms. Ruth Butler, Ms. Marge Neild, and Ms. Robin Winrow were absent during the meeting.

**II. READING AND APPROVAL OF THE MINUTES**

**1. Regular/Executive Meeting**

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

Regular Meeting: February 25, 2016  
Special Meeting Closed Session: February 25, 2016

**Motion carried.** Roll call was vote 4-1-0  
Mr. Mark Henry abstained

**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 **January, 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. Peterson and seconded by Ms. Lloyd 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. Peterson and seconded by Ms. Lloyd that the Board approve the payment of bills noted below.

<b>February 2016 Bill List (Attachment IVB1)</b>	<b>\$ 772,614.01</b>
<b>February 2016 Payroll</b>	<b>\$ 596,363.04</b>
<b>February 2016 Food Service</b>	<b>\$ 46,434.19</b>
	<b><u>\$1,415,411.24 - Total</u></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 Mr. Darlington Henry that the Board approve the budgetary transfers in the attachment.

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

**3. Child Study Team Shared Services (Attachment IVB3)**

Motion was made by Ms. Peterson and seconded by Mr. Mark Henry to approve Effective April 1, 2016 Child Study Team (CST) shared services agreement with Hopewell Crest School District for the remainder of the 2015-2016 school year. These services will include but not be limited to the CST Director, school psychologist, social worker, and Learning Disabilities Teacher Consultant (LDTC) services required to return out-of district Fairfield students to Fairfield Township School District and monitor the transition of Salem County Special Services School CST services. The approved services will not exceed \$7,040.96 (4 x \$1,760.24).

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

**4. Parental Involvement in Title I Program (Attachment)**

Motion was made by Ms. Peterson and seconded by Mr. Mark Henry to approve the existing policy for the Parental Involvement in Title I # 6015 for the 2015-2016 school year with any updates.

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

**5. 2015 NCLB Title IA / Title IIA Amendment**

Motion was made by Ms. Peterson and seconded by Mr. Mark Henry to approve the 2015 NCLB Title IA / Title IIA amendment for the Fairfield Township Board of Education budget in the amounts of \$ 365,534 and \$76,867.

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

**6. Gloucester, Cumberland, Salem School Districts Joint Insurance Fund( Attachment XX)**

Motion was made by Ms. Peterson and seconded by Mr. Mark Henry to approve the GCSSD JIF Membership Renewal effective July 1, 2016. This renewal is for a **three-year term. Resolution as follows: Please see attachment (XXX)**

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

**7. Systems For Education (Attachment XXX)**

Motion was made by Ms. Peterson and seconded by Mr. Mark Henry to approve **Oncourse Systems for Education** to provide the tracking systems as follows for the 2016-2017 school year:

- Student Information System Module
- Lesson Planner Module
- Curriculum Builder Module
- Student Stats Module
- Special Education Module

- Evaluate Module

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

**V. REPORT OF THE INTERIM SUPERINTENDENT (03/24/2016)**

The Interim 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:

<b>Name</b>	<b>Workshop/Location</b>	<b>Date(s)</b>
Renee Ring	“PARCC Test Coordinator Training” – Cumberland County College – Vineland, NJ	03/01/2016 (Retroactive)
Mia Gould	“PARCC Test Coordinator Training” – Cumberland County College – Vineland, NJ	03/01/2016 (Retroactive)
Dr. Ja’Shanna Jones	“District Test Coordinator PARCC” – Forsgate Country Club – Monroe Twp, NJ	03/08/2016 (Retroactive)
Lisa Niemi	“NGSS/STEM Implementation Workshop” – Pearson – Mt. Laurel, NJ	03/18/2016 (Retroactive)
Andrea DeTullio	“NGSS/STEM Implementation Workshop” – Pearson – Mt. Laurel, NJ	03/18/2016 (Retroactive)
Renee Ring	“NJASK Science STC Training” – Measurement Inc. - Mt. Laurel, NJ	03/24/2016 (Retroactive)
Mia Gould	“DTC NJASK Training” – Mt. Laurel Hotel – Mt. Laurel, NJ	03/24/2016 (Retroactive)
Dr. Ja’Shanna Jones	“The Pyramid and Positive Behavior Support Training” – Camden County Education - Clementon, NJ	04/04/2016 and 04/05/2016
Lisa Niemi	“Cumberland Curriculum Consortium” – Hopewell Crest School – Hopewell Twp, NJ	04/06/2016
Kelly Vazquez	“MSP Grant PD” – Azeez Center - Woodbine, NJ	04/07/2016

2. **Workshops**

Motion was made by Ms. Peterson and seconded by Mr. Mark Henry to 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)
Jaclyn Conahey	"Part 2 – Pyramid & PBS Training" – NJDOE – Trenton, NJ	\$94.74 (Mileage Only)	04/20/2016 and 04/22/2016

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

3. **Substitute Teachers**

Motion was made by Ms. Peterson and seconded by Mr. Mark Henry to approve the following Substitute Teacher(s) for the remainder of the 2015-2016 school year at the listed rate of pay per day, pending the receipt of all necessary paperwork:

- Milton Broom III - \$90.00 per day
- Darlene Orlano - \$100.00 per day

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

4. **Bus Aides**

Motion was made by Mr. Mark Henry and seconded by Ms. Peterson to approve the following PreK Aide (Tischira Meade) as a bus aide for Frog 1 in the PM and Kindergarten Aide (Jasmine Evans) to provide substitute coverage in the AM and PM for Frog Buses 1, 2, and 3 when needed. **The substitute bus aides will be compensated at their hourly rate of pay.**

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

**B. SCHOOL ACTIVITIES**

1. **Field/Class Trips** –

Motion was made by Ms. Peterson and seconded by Mr. Mark Henry to approve the following field trips as listed below:

<b>Participants</b>	<b>Date/Time</b>	<b>Destination</b>	<b>Associated Cost</b>	<b>Purpose</b>
PreK	4/28/2016 through 4/29/2016 Depart: 9:45 a.m. Return: 2:00 p.m.	Cape May Zoo	\$240.00 (\$60.00/bus for parking 2 buses/day)	SWBAT learn about animal habitats, food, and animal names and characteristics. SWBAT learn about zookeepers' roles/duties. It will expand the learning of community buildings and landmarks related to building theme.
5 <sup>th</sup> -8 <sup>th</sup> Grade Safety Patrol	6/7/2016 Depart: 8:00 a.m. Return: 8:00 p.m.	Six Flags Great Adventure	\$929.70 (Admission, bus parking, and processing)	9.1.8 Model leadership skills implement problem solving strategies use effective communication skills in face-to-face interactions. 9.3.8 Careers 2.1.6 Safety features

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

2. **School Fundraisers** –

Motion was made by Ms. Peterson and seconded by Mr. Mark Henry to approve the following school fundraisers as listed below:

<b>Contact Person (s)</b>	<b>Activity</b>	<b>Date</b>	<b>Purpose</b>
Patricia Turner	School Dance	04/29/2016	To support student council activity fund
Erika Wright	Project A+ by Tyson	4/2016 – 6/2016	To raise money for the student activity fund

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

**C. CURRICULUM / INSTRUCTION**

Motion was made by Ms. Peterson and seconded by Mr. Darlington Henry to approve Lou Warren Groomes from EIRC to conduct the state required PreK Math and Science training to align and update curriculum and practices on Friday, May 13, 2016 at a cost of \$900.00.

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

**D. STUDENT MATTERS – N/A**

**E. BUILDING USE**

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

Applicant	Activity	Admission Charge	Location	Date/Time
Patricia Turner	1-2 Grade Dance	\$1.00	Cafeteria	4/29/16 3:15pm-5:00pm
Rachel Reinhart	Monthly Meeting	\$0.00	Library	4/4/2016 6pm-9:30pm
Rachel Reinhart	Monthly Meeting	\$0.00	Library	5/2/2016 6pm-9:30pm

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

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

**F. Assistant Principals' Report**

**Fairfield Township School**  
**For the Month/Year: February 2016**

**1. Student Attendance Percentage: 97%**

**2. Enrollment Data:**

Grades	PK	K	1	2	3	4	5	6	7	8	SC	Total
Prior Year	120	66	63	69	67	41	40	50	54	54	10	634
Prior Month	107	80	54	66	64	64	43	43	52	57	9	639
Current Month	108	78	55	66	62	63	43	43	53	57	9	637

**3. Fire Drill Report:**

February 22                      2:25 PM

**4. Shelter in Place:**

**5. Professional Development and In-Service:**

February 1

**6. Field Trips:**

February 18-19                      Adventure Aquarium                      PK

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**7. Special Programs:**

February 10	Fashion Show	PK
February 12	Color Day (Red)	All Grades
February 12	100 Day Celebration	Kindergarten
February 17	Diversity Assembly	K-4
February 25	Spelling Bee	PK & K
February 11	Awards Assembly	All Grades
February 29	Black History Presentations	Kindergarten

**8. Discipline Report: (Attachment VF8)**

Attached

**9. Vandalism Report: N/A**

**10. Counselor Services for the Month:**

Classroom Guidance Sessions: N/A  
Individual Counseling Sessions: 63  
Group Sessions: 22  
CST Staffing/Meeting: CST Parent Advisory Meeting  
Parent Conference: 14  
Testing: 2

**11. Supervision:**

Tenured Teacher Classroom Evaluations: 30  
Tenured Teacher Summative Evaluations: N/A  
Non-Tenured Teacher Summative Evaluations: N/A  
Support Staff Evaluation: 30

**12. Nurses Report: (Attachment VF12)**

Attached

**13. Parent Teacher Organization Activities:**

None

**Respectfully Submitted,**

**Dr. Ja'Shanna Jones-Booker**  
*Assistant Principal*

**G. Other – Additional School Day**

Motion was made by Ms. Peterson and seconded by Mr. Darlington Henry to approve Friday, June 10, 2016 as a half a day for students, Monday, June 13, 2016 as a half a day for students, Tuesday, June 14, 2016 as a half a day for students and the last day of school, Wednesday, June 15, 2016 as a full day in-service and Professional Development day (On-Course) for teachers to replace the snow day (Monday, January 25, 2016) and Thursday, June 16, 2016 as a classroom clean-up and last day of school for teachers to replace the well malfunction day).

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

**Respectfully submitted,**

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

**VI. PUBLIC COMMENT – Non-Agenda Items**

Ms. Cynthia Mosely of 72 West Ave., Bridgeton N.J  
Wanted to congratulate the Board of Education for making application to the 21<sup>st</sup> Century Grant.

**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**

**B. Policy Committee**

**Motion to Approve upon Final Reading the following policy:**  
**(Attachment VIIB1/ Attachment VIIB2)**

Motion was made by Ms. Peterson and seconded by Mr. Darlington Henry to 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.

1. Marijuana Policy

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

**Motion to Approve upon First Reading the following policies:**  
**(Attachment VIIB1/ Attachment VIIB2)**

Motion was made by Ms. Peterson and seconded by Mr. Darlington Henry to approve 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 first reading, the following policies. I further move 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 these policies, as presented here, makes up the entirety of these policies and that any other policies formerly in force shall become null and void upon final adoption. I further move that these revised policies not be considered in force until final adoption.

1. Student Dress Code Policy –

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

### VIII. DISCUSSION/PRESENTATION – None

### IX. EXECUTIVE SESSION - None

Motion to enter Executive Session at \_\_\_\_\_ p.m. for the purpose of \_\_\_\_\_

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

#### 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 \_\_\_\_\_ minutes.

### X. ADJOURNMENT

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Motion made by Ms. Peterson and second by Mr. Mark Henry to adjourn meeting at 7:30 p.m.

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