

***Fairfield Township School District
Board of Education
Regular Meeting Minutes
March 9, 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. James Ruffin, Jr.
Interim Superintendent\Principal

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 pm, March 9, 2017

I. Fairfield Township Board of Education Meeting

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 5, 2017 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: Ms. Ruth Butler, Ms. Mattie Gibbons-Peterson, Ms. Marge Neild, Ms. Treemanisha Stewart, Ms. Robin Winrow Ms. Alta Lloyd and Ms. Michelle Kennedy. Also present were: Interim Superintendent Dr. James Ruffin, Board solicitor Mr. Frank DiDomenico and School Business Administrator/Board Secretary Ms. Janecia Smith. Mr. Darlington Henry and Mr. Mark Henry were absent during the meeting.

II. READING AND APPROVAL OF MINUTES

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

Regular Minutes: February 16, 2017

Motion carried. Roll call was vote 6-0-1
Ms. Mattie Peterson abstained Feb. 16, 2017

Executive Minutes: February 17, 2017

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

III. PUBLIC COMMENT\PRESENTATIONS

A. Public Comment – Agenda Items Only

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

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 7-0-0

B. Financial Items

1. Approval of Bills (Attachment IVB1)

Motion was made by Ms. Peterson and seconded by Ms. Butler that the board approve the payment of bills noted below.

February, 2017	Bill List	\$ 663,557.75
February, 2017	Payroll	\$ 464,776.23
February, 2017	Food Service	\$ 38,385.56
	Total	\$1,166,719.54

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

2. Resolution of Budgetary Transfers (Attachment IVB2)

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board of Education, upon the recommendation of the Superintendent, hereby ratifies and affirms the transfers in line account in accordance with the list submitted and any amounts in excess of 10% pending county approval

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

3. Source4Teachers Agreement (IVB3)

Motion was made by Ms. Peterson and seconded by Ms. Stewart that the Board approves the agreement with Source4Teachers from April, 2017 through June, 2017 to support certified Teacher and Paraprofessional substitute staffing in an amount of \$36,742 pending contract review approval of the board solicitor.

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

4. Commodity Resale Agreement for Motor Fuels with Cumberland County (Attachment IVB4)

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the Board approves the service agreement effective March 23, 2016 through April 8, 2021 for use of the motor fuel system at a rate of the sum of the contract cost which the county pays for motor fuels plus an administrative service charge of \$0.015 per gallon on the amount of motor fuel actually supplied to the board each month.

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

5. (SIG) School Improvement Grant Program (Cohort 4R) 11-1460-050/Agreement #17000531(Attachment IVB5)

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board to approve acceptance of the SIG grant award in the amount of \$174,043 effective agreement start date 1/1/2017 through 8/31/2017.

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

REPORT OF THE INTERIM SUPERINTENDENT (03/09/17)

The Interim Superintendent submits the following recommendations:

A. PERSONNEL:

1. Workshops (Attachment VA1)

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

Name	Sponsor\Workshop	Location	Cost	Mileage	Dates
M. Ralph	NJ ASK Training	Mt. Laurel, NJ	\$ -	\$ -	3/16/2017
J. Webster	NGSS Curriculum	Deerfield School	\$ -	\$ -	4/7/2017
C. Novick	NJTESOL Conference	New Brunswick, NJ	\$ -	\$ -	5/31/17 & 6/1/17
M. Samaroo	Google Educator Boot Camp	Stockton University	\$ -	\$ -	3/28/17 & 3/29/17
J. Smith	Annual NJASBO Convention	Atlantic City, NJ	\$275.00	\$ -	6/7/17 - 6/9/17
R. Ring	NJASK Training	Mt. Laurel, NJ	\$ -	\$ -	6/16/2017

(Travel reimbursement will be given per negotiated contract.)

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

2. Course Reimbursement (Attachment VA2)

Motion was made by Ms. Neild and seconded by Ms. Winrow that the Board approve to reimburse Ms. Rachel Reinhart for completing her Administration & Supervision in Special Education in the Fall, 2015 at Rowan University in the amount of \$1,600.00.

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

3. Course Approval (Attachment VA3)

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

W. Krayner	Administration & Supervision in Special Education	Summer\2017	Rowan University	Class previously approved on the 1/12/17 board meeting for Spring\2017, Rowan cancelled the class.
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Motion carried. Roll call was vote 7-0-0

B. SCHOOL ACTIVITIES

1. Field/Class Trips (Attachment VB1)

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

Participants	Date\Time	Destination	Purpose	Estimated Students	Cost
Safety Patrol	06/06/17	Six Flags Great Adventure	Safety, model leadership skills, problem solving strategies and the use of effective communication skills.	25	Tickets paid with Student Activity Funds, Bussing Only
	8AM - 8PM	Lane, Geraldine			
4 Pre-K Classes	04/26/17	Cape May Zoo	Children will learn fun animal facts and information about habitats.	60	Admission Free, Bussing Only
4 Pre-K Classes	04/28/17	Cape May Zoo	Children will learn fun animal facts and information about habitats.	60	Admission Free, Bussing Only

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

2. School Fundraisers – (Attachment VB2)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve the following school fundraisers as listed below:

Contact Person	Activity	Date	Purpose
Andrea DeTullio	Chick-Fil-A	4/4/2017	Spirit Night @ Chick-Fil-A, Cumberland. Proceeds will go towards 6th grade field trips and activities.

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

Academic Fair - TABLED

Andrea DeTullio	Academic Fair	5/16/2017	Science Fair, Geography Fair, Mathematics Door Contest, Cultural Fair, Ice Cream Social. \$3 to purchase a science fair board. All proceeds will go to the science club.
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C. CURRICULUM / INSTRUCTION – N/A

D. STUDENT MATTERS N/A

E. BUILDING USE (See Attachment VB2) - TABLED

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

Science Club	5/12/2017-5/17/2017	9am-8pm	Academic Fair
	Science Fair, Geography Fair, Mathematics Door Contest, Cultural Fair, Ice Cream Social. \$3 to purchase a science fair board. All proceeds will go to the science club.	5/16/17 6pm-7:30pm Open to families and community members	

F. Assistant Principals' Report

Fairfield Township School

For the Month/Year: February 2017

1. Student Attendance Percentage: 95%

2. Enrollment Data:

Grades	PK	K	1	2	3	4	5	6	7	8	SC	Total
Prior Year	108	78	55	66	62	63	43	43	53	57	9	637
Prior Month	108	57	77	51	55	60	62	32	37	46	12	597
Current Month	107	57	74	53	53	63	65	38	39	49	14	612

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|--|-----------------------------|--------------------|
| 3. Fire Drill Report: | February 23 | 2:30 p.m. |
| 4. Shelter in Place: | February 17 | 10:30 a.m. |
| 5. Professional Development and In-Service: | February 3 | |
| 6. Field Trips: | February 23-24 | Adventure |
| 6. Aquarium PK | | |
| 7. Special Programs: | | |
| February 1 | ECAC Meeting | PK & Kind. |
| February 1 – 14 | Candy Grams | All Grades |
| February 10 | Color Day (Pink, Red) | All Grades |
| February 12 | 100 Day Celebration | Kindergarten |
| February 15 | CAP Presentations | Students/Parents |
| February 21 | Black History Presentation | Grades 3-8 |
| February 24 | Awards Assembly | All Grades |
| February 28 | Black History Presentations | Grades 1-8/Parents |
| February 28 | Skating Party Incentive | Grades K-8 |
| 8. Discipline Report: | | Attached |
| 9. Vandalism Report\HIB Report : (Attachment VF9) | | Attached |

- 10. Counselor Services for the Month:**
Classroom Guidance Sessions:
Individual Counseling Sessions:
Group Sessions:
CST Staffing/Meeting: CST Parent Advisory Meeting
Parent Teacher Conference: February 7 & 8 All Grades
Testing:
- 11. Supervision:**
Tenured Teacher Classroom Evaluations: 7
Tenured Teacher Summative Evaluations: N/A
Non-Tenured Teacher Summative Evaluations: 1
Support Staff Evaluation:
- 12. Nurses Report: (Attachment VF12)** Attached
- 13. Parent Teacher Organization Activities:**
February 16, 2017/CCCYC Focus Group

Motion:

Second:

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

G. OTHER

1. Revised School Calendar 2016-2017: (Attachment VG1)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve the following revised 2016-17 school calendar to make up for the February 9, 2016 snow day.

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

2. 2017-2018 School Calendar: (Attachment VG2)

Motion was made by Ms. Winrow and seconded by Ms. Butler that the board approve the 2017-2018 school calendar.

Motion carried. Roll call was vote 7-0-0
Note: Notes and Holidays need to change (typo)

VI. COMMITTEE ACTIONS

A. Policy Updates: N/A

B. Committee Reports

Finance

Facilities and Future Planning

Curriculum & Student Life

Personnel/Policy

Negotiations
Liaison to Township
Solicitor - Updates
Board Secretary/Business Administrator - Updates
Superintendent - Updates

Motion: Second:

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

VIII. PUBLIC COMMENT – None

IV. EXECUTIVE SESSION

Motion was made by Ms. Winrow and seconded by Ms. Neild to enter Executive Session at 7:39pm for the purpose of FTEA Grievance and Litigation update.

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

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:
 - FTEA Grievance Personnel
 - Litigation update
 - 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 60 minutes.

Addendum

A. Maintenance Manager: Ron DiPietro

Motion was made by Ms. Lloyd and seconded by Ms. Neild that the Board approve Ronald DiPietro for a salary adjustment of \$5,000 effective 3/1/17.
11-000-263-100

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

B. Business Office Consultant: Suzanne Fox-Abdill

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board approves Ms. Suzanne Fox-Abdill as a Business Office Consultant at the rate of \$40 per hour not to exceed \$320 per day or a total of \$4,000.

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

C. Parent Liaison: LaToyia Jones (Attachment C)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approves to hire LaToyia Jones as a Parent Liaison beginning on March 16, 2017 through June 30, 2017 at the prorated salary of \$33,000 including Benefits, pending the receipt of all necessary paperwork. Salary paid out of the School Improvement Grant. 20-292-200-173

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

D. Social Worker: Jami Leyman (Attachment D)

Motion was made by Ms. Peterson and seconded by Ms. Stewart that the board approve Jami Leyman for the position of Social Worker beginning on March 16, 2017 through June 30, 2017, 1 day per week at \$44.08 per hour, pending the receipt of all necessary paperwork. 11-000-211-100

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

E. Residency\Attendance Officer: Darlene Orlano (Attachment E)

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the board approve Darlene Orlano for the position of Residency\Attendance Officer beginning on March 16, 2017 through June 30, 2017 not to exceed 20 hours per week at the rate of \$12.00 per hour, pending the receipt of all necessary paperwork.
11-000-211-171

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

F. Pre-School Teacher: Jasmine Evans (Attachment F)

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the board approve Jasmine Evans for the position of Pre-School teacher beginning on March 16, 2017 through June 30, 2017 at the prorated salary of \$50,627 BA01 pending the receipt of all necessary paperwork. 20-218-100-101

2015-2016 Salary will be adjusted if applicable after contracts are ratified

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

G. Policy Updates:

Motion was made by Ms. Winrow and seconded by Ms. Peterson to approve the first reading: (Attachment G)

The Fairfield Township Board of Education, Superintendent of Schools and the Policy Committee move to approve the first reading of the following policies.

Policy	Series	Policy Number
Special Education	6000	6171.4
*DELETE*Bylaws of the Board of Education, Taping of Meetings	9000	9326.2

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

H. Leave of Absence (Attachment H)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approve the following employee's leave of absence.

Leave of Absence	Type of Leave	Leave Request	Time of Usage	Use of Sick\Personal Days	Unpaid Leave	Return Date
Laurie Hassen	Intermittent FMLA	TBD	Sick	TBD	TBD	TBD

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

I. Board Member Leave of Absence: Darlington Henry

Motion was made by Ms. Neild and seconded by Ms. Lloyd that the Board approve Board Member, Darlington Henry for a leave of absence, retroactively from January 2017 through April 2017, due to personal reasons.

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

J. Job Description (Attachment J)

Motion was made by Ms. Neild and seconded by Ms. Lloyd that the Board approve the following job description:

- Confidential Secretary

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

K. Termination of Employee

Motion was made by Ms. Neild and seconded by Ms. Butler that the Board approve the termination of Dawn McQueen, Parent Liaison.

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

L. Advertise for Positions

Motion was made by Ms. Neild and seconded by Ms. Lloyd that the Board approved to advertise for the following position:

- P/T Title I

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

X. ADJOURNMENT

Motion made by Ms. Winrow and second by Ms. Neild to adjourn meeting at 8:30p.m.

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