

***Fairfield Township School District  
Board of Education  
Regular Meeting Minutes  
May 11, 2017  
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. Michael Knox  
*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, May 11, 2017

I. Fairfield Township Board of Education Meeting

A. Call to Order

The meeting was called to order at 7:10 p.m. with the Board President, Ms. Kennedy presiding.

Ms. Smith read the public meeting announcement as follows 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 Peterson, Ms. Marge Neild, Ms. Treemanisha Stewart, Ms. Alta Lloyd and Ms. Michelle Kennedy. Also present: School Business Administrator/Board Secretary Ms. Janecia Smith, Dr. Michael Knox Superintendent/Principal, Ms. Robin Winrow, Mr. Mark Henry, and Mr. Darlington Henry were absent.

II. **READING AND APPROVAL OF MINUTES**

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

**Regular Minutes:** April 13, 2017

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

**Special Minutes:** April 27, 2017

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

**III. PUBLIC COMMENT\PRESENTATIONS-NONE**

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

\_\_\_\_\_  
Janecia Smith/ Business Administrator

\_\_\_\_\_  
Date

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approves Financial Reports/Items 1, 2 and 3

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

**B. Financial Items**

**1. Approval of Bills (Attachment IVB1)**

Motion was made by Ms. Neild and seconded by Ms. Lloyd that the Board approves the payment of bills noted below.

<b>April, 2017</b>	<b>Bill List</b>	<b>\$ 129,552.14</b>
<b>April, 2017</b>	<b>Payroll</b>	<b>\$ 472,537.08</b>
<b>April, 2017</b>	<b>Food Service</b>	<b>\$ 34,372.19</b>
	<b>Total</b>	<b>\$ 636,461.41</b>

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

**2. Resolution of Budgetary Transfers (Attachment IVB2)**

Motion was made by Ms. Neild and seconded by Ms. Lloyd that the Fairfield Township 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 6-0-0

**3. 2016-2017 Student Tuition Contracts Homeless**

Motion was made by Ms. Neild and seconded by Ms. Peterson for the Board to approve the following out- of-district tuition contracts with Hopewell Twp. School District for homeless students for the 2016-2017 school year as listed below 11-000-100-561:

Student ID# 7787376540, \$1,145.70 per month  
Student ID# 2196716990, \$1,145.70 per month

Student ID# 9048373167, \$1,164.80 per month  
Student ID# 3892137317, \$1,164.80 per month

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

**4. 2016-2017 ESY Student Tuition Contracts (Out-of-District)**

Motion was made by Ms. Peterson and seconded by Ms. Stewart that the Board approve the following ESY out- of-district tuition tentative contracts for the 2016-2017 school year with the description and amount listed below:

SID	School	ESY Dates	One on One Aide	Cost	Expense Account Number
4042919675	SCSSSD-Cumberland	7/10/17-8/17/17			11-000-100-565
8453229116	Fairfield Twp. School	7/5/17-8/10/17		\$0	N\A
4002504708	SCSSSD-Cumberland	7/10/17-8/17/17			11-000-100-565
6446129926	SCSSSD-Upper Pitts (S.County Vo-tech)	7/10/17-8/17/17			11-000-100-565
7800767734	Fairfield Twp. School	7/5/17-8/10/17	Aide	N\A	N\A
9352132880	Fairfield Twp. School	7/5/17-8/10/17		\$0	N\A
8119436172	SCSSSD-Cumberland	7/10/17-8/17/17	Aide	\$7,950.00	11-000-100-565
5939794877	Fairfield Twp. School	7/5/17-8/10/17		\$0	N\A
9987654224	Fairfield Twp. School	7/5/17-8/10/17		\$0	N\A
1914163054	Fairfield Twp. School	7/5/17-8/10/17		\$0	N\A
1210935014	Fairfield Twp. School	7/5/17-8/10/17		\$0	N\A

1633152171	Fairfield Twp. School	7/5/17-8/10/17		\$0	N\A
7215763034	Fairfield Twp. School	7/5/17-8/10/17		\$0	N\A
3917601672	Currently Homeschool		Yes + Bus one on one aide		N\A

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

**5. Food Service Equipment**

Motion was made by Ms. Neild and seconded by Ms. Lloyd for the Board approve to award Food Service Equipment Bid # FTBOE-17-01 to Urie Don Associates in the amount of\$71,227.95 with one additional food counter in the amount of\$8,825 and one additional display case in the amount of\$3,520.95, additional installation charges may occur for the two added for the 2016-2017 school year.

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

**6. Summer Food Program 2017(Attachment 6A)**

Motion was made by Ms. Neild and seconded by Ms. Butler that the Board approve USDA Summer Food Service Program/Summer Meals Program.

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

**7. Food Service Commodity Hauling (Attachment 7A)**

Motion was made by Ms. Neild and seconded by Ms. Butler that the Board approve Paul’s Commodity Hauling, Inc. for the 2017-2018 school year.

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

**8. Authorization for Short Term Borrowing**

Motion was made by Ms. Neild and seconded by Ms. Lloyd that the Board approve making a loan application to cover June, 2017 skipped state aid payment or payments which ever apply with Newfield Bank with Business Administrator as signer on promissory note.

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

**9. Donations To Fairfield Township School 8<sup>th</sup> Grade Awards Recognition (Attachment 9A)**

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve the donations for the 8<sup>th</sup> Grade Awards Recognition for 2016-2017 school year. The amount donated shall be deposited into the student activity account and distributed as an award in the form of a gift certificate.

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

**10. Annual items**

**1. Designation of Official Newspaper(s)**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve to adopt South Jersey Times as the official newspaper and the Daily Journal and the Atlantic City Press as alternate newspaper, and the district website for the 2017-2018 school year.

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

**2. Designation of Depository and signatures for signing of school warrants.**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve to designate the following accounts and the signatures required for each account with designated depositories: OceanFirst Bank.

Account	Signatures
a. General Fund Account (3 of 4 Signatures)	Board President, Board Vice President, Board Sec, Superintendent/Principal
b. Payroll Agency (2 of 4 Signatures)	Board President, Board Vice President, Board Sec, Superintendent/Principal
c. Payroll (2 of 4 Signatures)	Board President, Board Vice President, Board Sec, Superintendent/Principal
d. Student Activity Accounts (2 of 4 Signatures)	Board Sec, Superintendent/Principal, Assistant Principal Pre K-4, Assistant Principal/ Curriculum 5-8
e. Cafeteria (2 of 4 Signatures)	Board President, Board Vice President, Board Sec, Superintendent/Principal
f. Capital Reserve (3 of 4 Signatures)	Board President, Board Vice President, Board Sec, Superintendent/Principal
g. School Facility Project (3 of 4 Signatures)	Board President, Board Vice President, Board Sec, Superintendent/Principal
h. Investment (3 of 4 Signatures)	Board President, Board Vice President, Board Sec, Superintendent/Principal

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

**4. Appointment of Solicitor to the Board of Education**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board appoint Frank DiDomenico as the Board Solicitor for the 2017-2018 school year at the rate of \$135 per hour.

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

**5. Appointment of Auditors**

Motion was made by Ms. Lloyd and seconded by Ms. Neild that the Board appoint the firm of Nightlinger, Colavita and Volpa as the School Board Auditors for the 2017-2018 school year at the rate of \$14,138 per year.

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

**6. Appointment of Insurance Broker of Record**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board appoint Gloucester, Salem, and Cumberland County School District Joint Insurance Funds as the Insurance Broker of Record for the 2017-2018 school year.

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

**7. Indemnity and Trust Agreement**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund Indemnity and Trust Agreement for the 2017-2018 school year. In the amount of \$ 94,126.

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

**8. Appointment of School Physician/Medical Inspector**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board appoint Robert Patitucci as the school physician prorated for the 2016-2017 school year and for the 2017-2018 school year at a cost of \$1,500 per year.

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

**9. Appointment of Broker of Record for Benefits**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board appoint Brown & Brown Benefit Advisors as the Broker of Record for Benefits for the 2017-2018 school year at no cost to the district.

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

**10. Appointment of Policy Consultant**

Motion was made by Ms. Peterson and seconded by Ms. Lloyd that the Board appoint Business & Communication Strategies, LLC (BCS) as the Board of Education policy consultant for the 2017-2018 school year at the rate of \$50.00 per hour.

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

**11. Appointment of ADHERA consultant**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board appoint Ramm Environmental as the ADHERA consultant for the 2016-2017 and the 2017-2018 school year at the rate of \$250 per year.

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

**12. Appointment of School Officials**

Motion was made by Ms. Neild and seconded by Ms. Butler that the Board appoint the following Board Officials for the 2017-2018 school year.

Board Secretary Administrator	Janecia Smith, School Business
Purchasing Agent, (\$40,000 Threshold) Administrator	Janecia Smith, School Business
Investment Officer Administrator	Janecia Smith, School Business
P.A.C.O.-Public Agency Compliance Officer Administrator	Janecia Smith, School Business
Right To Know Officer Manager	Ronald DiPietro, Maintenance
Integrated Pest Management, Asbestos Management Manager	Ronald DiPietro, Maintenance Manager Ronald DiPietro, Maintenance
Safety & Health and Indoor Air Quality Coordinator Manager	Ronald DiPietro, Maintenance Manager Ronald DiPietro, Maintenance

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

**13. Use of State Contracts**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve to Authorize the Procurement of Goods and Services by State Contract for the 2017-2018 school year.

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

**14. State Contract Vendors**

Motion was made by Ms. Lloyd and seconded by Ms. Neild that the Board approve to authorize the use of NJ State Contracts for the procurement of goods and services with the following vendors:

W.B. Mason	KDI	School Specialty
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Dell  
Verizon Wireless  
Pitney Bowes

CDW  
Verizon  
Toshiba

Pearson Inc.

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

**15. Re-adoption of Purchasing Manual**

Motion was made by Ms. Lloyd and seconded by Ms. Neild that the Board re-adopt the Fairfield Township BOE Purchasing Manual for 2017-2018 school year.

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

**16. Establishment and Maintenance of Petty Cash Funds**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approves to have the School Business Administrator establish and maintain Petty Cash as follows for 2017-2018 school year.

Cash Account - School Business Administrator - \$250

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

**17. Appointment of Custodian of Records**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board appoint Janecia Smith as the Custodian of Records for the 2017-2018 school year.

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

**18. Re-adoption of Curriculum, Program, Services and Textbooks**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board re-adopt curriculum, program, services and textbooks as approved by the Board of Education, for the 2017-2018 School Year.

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

**19. Resolution Adopting Permitted Pupil Records (N.J.A.C. 6:3-6.3 (a) 2 6A:32.7)**

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board Resolve 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 6-0-0

**V. REPORT OF THE SUPERINTENDENT (05/11/17)**

The Superintendent submits the following recommendations:

**A. PERSONNEL:**

**1. Workshops (Attachment VA1)**

Motion was made by Ms. Neild and seconded by Ms. Lloyd that the Board approve the following individuals to attend the workshops listed below:

Name	Sponsor\Workshop	Location	Cost	Mileage	Dates
D. Orlando	Implementing Home Visits	Vineland, NJ	\$ - 0	\$ - 0	6/8/2017

*(Travel reimbursement will be given per negotiated contract.)*

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

**2. Personnel Retirement: (Attachment VA2)**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the retirement of Ms. Patricia Turner, 7<sup>th</sup> & 8<sup>th</sup> Grade Literacy Teacher, effective June 30, 2017.

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

**3. Dr. Ja'Shanna Jones Resignation: (Attachment VA3)**

Motion was made by Ms. Neild and seconded by Ms. Lloyd that the Board approve the resignation from Dr. Ja'Shanna Jones, Assistant Principal effective June 30, 2017.

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

**4. Rebecca Eddy Resignation (Attachment VA4)**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the resignation from Rebecca Eddy, PreK Aide effective June 30, 2017.

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

**5. Instructional Aide**

Motion was made by Ms. Neild and seconded by Ms. Butler that the Board approve to hire Olivia Taylor an Instructional Aide for the remainder of the 2016-2017 school year effective 5/16/17 through 6/30/17 at the prorated salary of \$26,801 BA01. (Pending all required documentation and negotiations)

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

**6. Teacher Renewal:**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the following Teachers for the 2017-18 school year.  
(Pending the final approval step in negotiations)

Last Name	First Name
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Aguirre	Eduardo
Asselta	Darlene
Bates	Reef
Beals	Shawna
Becker	Kelley
Beckwith	Jennifer
Best	Angela
Brandon	Shamia
Brogen	Shannon
Burgess	Jennifer
Carney	Charles
Carr	John
Conahey	Jaclyn
Crispin	Christine
Davis	Patricia
Dawson	Deborah
DeTullio	Andrea
Evans	Jasmine
Ferrari	Sarah
Griffiths	Diane
Grone	Angela
Hall	Joshua
Hassan	Lauri
Hayman	Tracey
Holmstrom	Sarah
Hunt	Darlene
Ingersoll	Deborah
Johnson	Mary
Kitzmiller	Cathy
Krayer	Wendy
Kukal	Bobbi
Lane	Geraldine
McKnight-Braxton	Monique
Miglio-McCall	Bonnie
Milder	Samantha
Niemi	Lisa
Norbury	Melanie
Novick	Carol
Oswald	LoriBeth
Pokrovsky	Jennifer
Poolake	Kathleen

Prentiss	Jamie
Ralph	Monica
Reinhart	Rachel
Ring	Renee
Smith	Toni
Spotto	James
Stretch	Kathleen
Uebelacker	Janet
VanHise	Tiffany
Vazquez	Kelley
Vitagliano	Jamie
Webster	Joanne
Wheaton	Stephanie
Wright	Erika
Wurtzel	Morgan
Young	Amy
Young	William
Zarbo	Eileen

**Motion carried.** Roll call was vote 5-0-1  
Ms. Stewart abstained to Ms. E. Wright

**7. Support Renewal:**

Motion was made by Ms. Peterson and seconded by Ms. Lloyd that the Board approve the following support staff for the 2017-18 school year.

(Pending the final approval step in negotiations)

Last Name	First Name	Position	Term
Ahl	Bobbie	Aide	10 Month
Blacksten	Paula	Aide	10 Month
Carter	Janice	Pre-K - 4th Grade Secretary	12 Month
Ceaser	Nicole	Aide	10 Month
DiPietro	Ronald	Maintenance	12 Month
Grant	Althea	Aide	10 Month
Hall	Truleene	Payroll	12 Month
Horowitz	Shelli	Aide	10 Month
Jones	LaToyia	Parent Liaison	12 Month
Kelly	Clayton	Security Office	10 Month
Lollie	Valerie	5th - 8th Grade Secretary	10 Month
Lopez	Maria	Aide	10 Month
Maier	Ian	Aide	10 Month

Meade	Tischira	Aide	10 Month
Orlano	Darlene	Attendance\Residency Officer	10 Month
Parker	Kim	Business Office - Clerk	12 Month
Perry	Leeann	Aide	10 Month
Rugenus	Brittany	Aide	10 Month
Samaroo	Mala	Technology	12 Month
Sindoni	Elaine	Aide	10 Month
Snodgrass	Cynthia	Child Study Team Secretary	12 Month
Struss	Donna	Conf. Sec. to the Superintendent	12 Month
Taylor	Olivia	Aide	10 Month
Valentine	Shellie	Aide	10 Month
Villegas	Paul	Aide	10 Month

**Motion carried.** Roll call was vote 6-0-0 (yes) to all support staff except Donna Struss , Roll call vote (No) 0-6-0

**8. Administration Renewal: None**

**9. 2017 Title I Extended School Year Staff:**

Motion was made by Ms. Neild and seconded by Ms. Butler that the Board approve the following staff for the Title I Extended School Year:

Title I			
13 Teachers	1 Nurse	1 Teacher In Charge	Substitutes
Wendy Krayner	Diane Griffiths	Darlene Hunt	Stephanie Wheaton
Jennifer Burgess			Geraldine Lane
Rachel Reinhart			Kelly Vazquez
Jasmine Evans			Sarah Ferrari
Jennifer Beckwith			
Mary Johnson			
Erika Wright			
Toni Smith			
Bonnie McCall			
Reef Bates			
Joshua Hall			
Lori Beth Oswald			
John Carr			

Program Duration: 7/5/17 to 8/10/17 (6 weeks)\*  
 4 days per week - Monday through Thursday, 8:30 a.m. to 2:30 p.m.  
 Program Set Up Dates: 6/29/17, 9:00 a.m. to 3:00 p.m. (required)  
 Program Close Out Date: 8/10/17, 9:00 a.m. to 12:00 p.m. (required)  
 \$28.75 per hour \*Times, dates and program requirements are subject to change  
 Account # 20-231-100-101 (Pending the final approval step in negotiations)

**Motion carried.** Roll call was vote 5-0-1  
 Ms. Stewart abstained to Ms. E. Wright

**10. 2017 Extended School year**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the following staff for the Extended School Year.

Extended School Year	
Teacher	Aide
Mary Johnson	Nicole Ceasar
Laurie Hassan	

Program Duration: 7/5/17 to 8/10/17 (6 weeks)\*  
 4 days per week - Monday through Thursday, 8:30 a.m. to 2:30 p.m.  
 Program Set Up Dates: 6/29/17, 9:00 a.m. to 3:00 p.m. (required)  
 Program Close Out Date: 8/10/17, 9:00 a.m. to 12:00 p.m. (required)  
 Teachers \$28.75 per hour \*Times, dates and program requirements are subject to change  
 Account # 20-250-100-101 Teachers (Pending the final approval step in negotiations)  
 Account #20-218-100-106 Aides to be paid at their individual per diem hourly contracted rate

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

**11. 2017 Summer Bridge Program**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the following staff for the Summer Bridge Program:

Summer Bridge Program			
3 Teachers	3 Aides	1 Teacher In Charge	Substitute
Melanie Norbury	Althea Grant	Shamia Brandon	Geraldine Lane
Sarah Holmstrom	Shelli Horowitz		
Jennifer Pokrovsky	Maria Lopez		

Program Duration: 7/10/17 to 8/3/17 (4 weeks)\*  
 4 days per week - Monday through Thursday, 8:45 a.m. to 1:15 p.m.  
 Program Set Up Dates: 7/5/17 and 7/6/17, 9:00 a.m. to 12:00 p.m. (required)

Program Close Out Date: 8/2/17, 1:15 a.m. to 3:15 p.m. (required)

Account # 20-218-100-101 Teachers

Account # 20-218-100-106 Aides

Teachers \$28.75 per hour \*Times, dates and program requirements are subject to change  
(Pending the final approval step in negotiations) Aides to be paid at their individual per diem  
hourly contracted rate

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

**12. Child Study Team Summer Hours**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve summer hours for School Psychologist and Child Study Team Psychologist at \$28.75 per hour, up to a total of 10 days per Psychologist during the months of July and August from 8:40am-3:40pm. (Pending the final approval step in negotiations)

- Angela Best, CST Psychologist Account # 11-000-219-104 100%
- Monica Ralph, School Psychologist Account # 11-000-219-104 80%, 20-218-200-104 20%

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

**13. Coach Summer Work (Attachment VA11)**

Motion was made by Ms. Peterson and seconded by Ms. Lloyd that the Board approve summer work for Curriculum Coaches at \$28.75 per hour, not to exceed 48 hours/\$1,380 per coach during the months of July and August. (Pending the final approval step in negotiations)

- Renee Ring, ELA Coach - Account #20-270-200-100
- Tracey Hayman, Math Coach – Account #20-270-200-100

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

**14. Division of Child Protection and Permanency**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board appoint Ms. Monica Ralph, School Psychologist as the DCP&P Liaison (Division of Child Protection and Permanency) for the 2016-17 school year, at no additional cost.

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

**15. Harassment Intimidation and Bullying Coordinator**

Motion was made by Ms. Neild and seconded by Ms. Lloyd that the Board appoint Dr. Michael Knox, Superintendent/Principal as the Harassment, Intimidation and Bullying Coordinator for the 2016-17 school year, at no additional cost.

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

**16. Voluntary Reassignment**

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

- Elaine Sindoni to cover Art for the remainder of the 2016-2017 school year. Effective 5/3/17 at the pro-rated salary of BA01 \$50,672.
- Debra Emery to cover Janet Uebelacker for the remainder of the 2016-2017 school year. Effective 5/3/17, no salary change.

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

**17. Days off before and after the holiday:**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve the following staff to use vacation time before or after the upcoming holiday May 29, 2017.

- Donna Struss 05/30/17 Vacation
- Janecia Smith 05/30/17 Vacation

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

**18. Carry-Over Vacation Days (Attachment VA16)**

Motion was made by Ms. Peterson and seconded by Ms. Neild that the Board approve the carry-over of the following vacation days from the 2016-2017 school year into the 2017-2018 school year:

- |                 |           |                    |           |
|-----------------|-----------|--------------------|-----------|
| • Janice Carter | 3.50 Days | • Ron DiPietro     | 5.00 Days |
| • Truleene Hall | 5.00 Days | • Cindy Snodgrass  | 3.00 Days |
| • Kim Parker    | 1.00 Day  | • Dr. Michael Knox | 4.00 Days |
| • Janecia Smith | 2.50 Days | • Mala Samaroo     | 5.00 Days |
| • Donna Struss  | 5.00 Days |                    |           |

**Motion carried.** Roll call was vote 6-0-0 (yes) to carry-over vacation days for all except to Donna Struss using vacation time, Roll call vote (No) 0-6-0 to Donna Struss

**19. Advertise for Positions**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approve to advertise for the following positions:

- Director of Special Services (with supervisor/principal and LDTC certification preferred)
- Social Worker (with LDTC certification preferred)
- Guidance Counselor
- Speech and Language Therapist – Part-time
- School Treasurer of Monies-Part-time
- Assistant Principal
- 2-Special Education One on One Aides
- 1-PreKindergarten Aide



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

**20. Cumberland County Association of School Administrators**

Motion was made by Ms. Neild and seconded by Ms. Lloyd that the Board approve for Dr. Michael Knox to become a member of the Cumberland County Association of School Administrators for the 2016-2017 (prorated) and 2017-2018 school year. \$150.00 each year. 11-000-230-590

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

**21. Security for Summer Programs**

Motion was made by Ms. Neild and seconded by Ms. Butler that the Board approve Mr. Clayton Kelly to work security for the summer program at \$14.77 per hour.

Account # 20-218-200-104

Account # 11-000-266-100

Program Duration: 7/10/17 to 8/3/17 (4 weeks)\*

4 days per week - Monday through Thursday, 8:45 a.m. to 1:15 p.m.

Program Set Up Dates: 7/5/17 and 7/6/17, 9:00 a.m. to 12:00 p.m. (required)

Program Close Out Date: 8/2/17, 1:15 a.m. to 3:15 p.m. (required)

Times, dates and program requirements are subject to change. (Pending the final approval step in negotiations)

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

**B. SCHOOL ACTIVITIES:**

**1. School Fundraisers – (Attachment VB1)**

Motion was made by Ms. Peterson and seconded by Ms. Butler that the Board approve the following school fundraisers as listed below:

Contact Person	Activity	Date	Purpose
Andrea DeTullio	T-Shirt Sale	6/7/2017	6th Grade Students will sell t-shirts for Field Day with a \$1.50 profit each. Funds raised will purchase Field Day Awards.

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

**C. CURRICULUM / INSTRUCTION:**

**1. Donation from Alpha Delta Kappa International Women Educator's Organization,**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board accept a donation from Alpha Delta Kappa International Women Educator's Organization, Chi Chapter donating 2 award winning books to our school library.

- Freedom in Congo Square
- Dragons Love Tacos

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

**2. New-Interactive Science Curriculum for the 2017-2018 school year.**

**D. STUDENT MATTERS:**

**1. Out of District Placements/Home Instruction:**

Motion was made by Ms. Neild and seconded by Ms. Lloyd that the Board approve the below listed out of district student placements:

SID#	Dates	Home Instructor
6523099195	4/3/17-05/14/17	Professional Education Services
6523099195	05/15/17-07/13/17	Shamia Brandon
5011016847	04/13/17-05/14/17	Professional Education Services
5011016847	05/15/17-06/19/17	Toni Smith

Teachers \$28.75 per hour (Pending the final approval step in negotiations)

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

**E. BUILDING USE (Attachment VE1)**

**1. Building Events:**

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

Organization	Date of Event	Time of Event	Event
Staff\Students	6/7/2017	During School Hours	Olympic Themed Field Day
8 <sup>th</sup> Grade Committee	6/7/2017	6PM-8PM	8th Grade Banquet
Police Unity Tour	5/9/2017	1:30PM-2:00PM	Police Unity Tour-100 Police Officers will be going past our school on their 300 mile journey to Washington, DC. Fairfield will line the streets with American Flags and Posters showing UNITY.
Popsicles with Parents PreK	5/19/2017	2:00PM	Early Childhood Department to celebrate Mother's Day and Father's Day with a cool treat and fun with your child.
Popsicles with Parents Kindergarten	6/2/2017	1:45	Kindergarten to celebrate Mother's Day and Father's Day with a cool treat and fun with your child.

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

**F. Assistant Principals' Report (Attachment VF1)**

**Fairfield Township School**

**For the Month/Year: April 2017**

**1. Student Attendance Percentage: 95%**

**2. Enrollment Data:**

Grades	PK	K	1	2	3	4	5	6	7	8	SC	Total

<b>Prior Year</b>	107	78	54	67	61	65	44	41	53	57	10	637
<b>Prior Month</b>	106	54	72	53	52	62	64	36	38	49	14	600
<b>Current Month</b>	107	55	72	53	51	62	62	37	38	47	11	595

- 3. **Fire Drill Report:** April 27, 2017 02:25 PM
- 4. **Shelter in Place:** April 20, 2017 12:05 PM
- 5. **Professional Development and In-Service:** None
- 6. **Field Trips:**
  - April 10-12 Stokes Camp Grade 8
  - April 10 Philadelphia Zoo Grade 2
  - April 26 & 28 Cape May Zoo Pre-K
  - April 28 Rutgers University Grade 6
  - April 29 Johnson's Corner Farm
  - Kindergarten
  
- 7. **Special Programs:**
  - April 21 Color Day – Pink/Purple All
  - Grades
  - April 27 Take Your Child to Work Day All
  - Grades
- 8. **Discipline Report:** Attached
- 9. **Vandalism Report(HIB Report: Findings)** 1 Investigation 0
- 10. **Counselor Services for the Month:**
- 11. **Supervision:**
  - Teacher Classroom Evaluations: 13 Evaluations
- 12. **Nurses Report:** Attached
- 13. **Parent Teacher Organization Activities:** No report
- 14. **Parent Liaison Report, April:** Attached
- 15. **Attendance, Residency, & Registration Report, April:** Attached

**G. OTHER**

**1. 2017-2018 School Calendar: (Attachment VG1)**

Motion was made by Ms. Peterson and seconded by Ms. Lloyd that the Board approve the 2017-2018 school calendar.

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

**2. “STELLAR” ELL Achievement at Rowan Program: (Attachment VG2)**

Motion was made by Ms. Neild and seconded by Ms. Stewart that the Board approve STELLAR ELL Achievement at Rowan Program

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

**VI. COMMITTEE ACTIONS**

**1. Policy Updates:**

Motion was made by Ms. Lloyd and seconded by Ms. Neild that the Board approve upon First Reading of the following policy: (Attachment VI1)

The Fairfield Township Board of Education, Superintendent of Schools and the Policy Committee move to approve the first reading of the following policies. Upon the final reading, these policies shall supersede and replace all previously adopted policies of the Fairfield Township Board of Education. Upon final adoption, these policies, as presented here, make up the entirety of the policies and that any other policies formerly in force shall become null and void.

Policy	Series	Policy Number
Meals on Credit / Charged Meals	3000	3542.46

**Motion carried.** Roll call was vote 5-1-0  
Ms. Stewart voted no.

**2. Motion to Approve upon Final Reading of the following policy: (Attachment VI2)**

Motion was made by Ms. Neild and seconded by Ms. Lloyd that the Board approve the Fairfield Township Board of Education, Superintendent of Schools and the Policy Committee move to approve the final reading of the following policies. Upon the final reading, these policies shall supersede and replace all previously adopted policies of the Fairfield Township Board of Education. Upon final adoption, these policies, as presented here, make up the entirety of the policies and that any other policies formerly in force shall become null and void.

Policy	Series	Policy Number
Organizational Chart-Administration	2000	2120

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

**3. 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**

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

**VIII. EXECUTIVE SESSION**

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. Stewart, Ms. Neild, Ms. Winrow, Ms. Lloyd, Ms. Kennedy

**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.

**ADDENDUM**

**Superintendent**

**A. PERSONNEL**

**1. Project Director**

Motion was made by Ms. Neild and seconded by Ms. Lloyd that the Board approve LaToyia Jones as a full-time, twelve month Project Director for the (SIG) School Improvement Grant Cohort 4/4R effective 5/16/17 in the amount of \$65,000 per year with health benefits in line with district policy prorated. Position is funded by SIG grant.

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

**2. Advertise Position**

Motion was made by Ms. Neild and seconded by Ms. Butler that the Board approves advertising internally until position is filled for FTBOE approved extracurricular activity positions for 2017-2018

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

**3. Advertise Position - SIG**

Motion was made by Ms. Neild and seconded by Ms. Lloyd that the Board approves advertising for a full-time twelve (12) month Parent Liaison for (SIG – School Improvement Grant). Position is funded by SIG grant.

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

**4. ELL Parent Meeting**

Motion was made by Ms. Neild and seconded by Ms. Lloyd that the Board approves an ELL parent meeting to be held on May 22, 2017 @ 6:30 p.m.

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

**5. Career Day**

Motion was made by Ms. Neild and seconded by Ms. Peterson that the Board approves Career Day on June 1, 2017 from 8.50 a.m. to 3:00 p.m. for all grade levels.

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

**B. FINANCE**

**1. E-rate Contract**

Motion was made by Ms. Neild and seconded by Ms. Butler that the Board approves awarding PCS the contract to provide internal connection equipment and services in the amount of \$75,732.01 for the 2017-2018 years. Expenses qualify as Category 2 equipment and service under the e-rate program for approximately 75-80 % reimbursement to the district. Account number 11-000-252-330.

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

**2. Sound Equipment**

Motion was made by Ms. Neild and seconded by Ms. Lloyd that the Board approves **Improving Business Technology** to provide equipment and service for installing school stage sound equipment for the 2016-2017 school year to be completed before June 14, 2017 in the amount of \$3,922. Account number 11-000-252-500 and 11-000-252-610.

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

**IX. ADJOURNMENT**

Motion made by Ms. Neild and second by Ms. Lloyd to adjourn meeting at 8:10 p.m.

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