

*Fairfield Township School District
Board of Education
Regular Meeting Minutes
May 26, 2016
Fairfield Township School
Cafeteria at 7:00 P.M.*

Board of Education

Ms. Michelle Kennedy
President
Ms. Alta Lloyd
Vice-President
Ms. Ruth Butler
Ms. Mattie Gibbons-Peterson
Mr. Darlington Henry, Jr.
Mr. Mark Henry, Sr.
Ms. Marge Neild
Ms. Treemanisha Stewart
Ms. Robin Winrow

Administration

Dr. James Ruffin, Jr.
Interim Superintendent

Ms. Janecia Smith
School Business Administrator

Mr. Frank DiDomenico
Solicitor

Fairfield Township Board of Education
375 Gouldtown Woodruff Road
Bridgeton, NJ 08302
Regular Meeting Minutes
7:00 p.m. May 26, 2016

I. A. Call to Order

The meeting was called to order at 7:00 pm. 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 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. Mark Henry, Ms. Treemanisha Stewart, Ms. Robin Winrow, Ms. Alta Lloyd, and Ms. Michelle Kennedy. Also present were: Interim Superintendent Dr. James Ruffin, School Business Administrator/Board Secretary Ms. Janecia Smith. Ms. Ruth Butler, Mr. Darlington Henry, Ms. Marge Neild, were absent during the meeting.

II. READING AND APPROVAL OF THE MINUTES

1. Regular/Executive Meeting

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

Regular Meeting: April 28, 2016

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

Special Meeting: May 9, 2016

Special Meeting Closed Session: May 12, 2016

Motion carried. Roll call was vote 5-1-0
Mr. Mark Henry abstained on May 9, and 12, 2016.

III. PUBLIC COMMENT /PRESENTATIONS

1. 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 **March, 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. Winrow and seconded by Ms. Peterson that the Board approve Financial Reports/Items 1, 2 and 3.

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

B. Financial Items

1. Approval of Bills

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

April 2016 Bill List (Attachment IVB1)	\$147,754.25
April 2016 Payroll	\$593,666.73
April 2016 Food Service	<u>\$ 53,588.95</u>
	\$795,009.93 - Total

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

2. Resolution of Budgetary Transfers and Adjustments (Attachment IVB2)

Motion was made by Mr. Mark Henry and seconded by Ms. Winrow that the Board approve the budgetary transfers and expenditure adjustments in the attachment

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

PRESENTATIONS -

CAP – Title I – Dr. James Ruffin and Janecia Smith
CAP – Food Service – Janecia Smith

3. June 30, 2014-2015 Division of Food and Nutrition CAP (Corrective Action Plan) (Attachment IVB4)

Motion was made by Mr. Mark Henry and seconded by Ms. Peterson that the Board approve the 2014-2015 Corrective Action Plan which was read and discussed

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

4. June 30, 2014-2015 Title I CAP (Corrective Action Plan) (Attachment IVB4)

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board approve the Title I July 1, 2014 – March 9, 2016 Corrective Action Plan which was read and discussed

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

5. Food Service Management Services

Motion was made by Ms. Peterson and seconded by Mr. Mark Henry that the Board approve the new the food service management contract with Nutri-Serv Food Management, Inc. at a flat fee of \$28,280.00 for the 2016-2017 school year.

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

6. Xtel Communication Contract (Attachment IVB 6)

Motion was made by Ms. Winrow and seconded by Mr. Mark Henry that the Board approve the contract with Xtel Communications for the 2016-2017 school years in an amount of \$2,253.80 per month pending e-rate review and board attorney review.

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

7. Donations To Fairfield Township School 8th Grade Awards Recognition

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board approve the donation for the 8th Grade Awards Recognition (See Attached). 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

V. REPORT OF THE INTERIM SUPERINTENDENT (05/26/2016)

The Interim Superintendent submits the following recommendations:

A. PERSONNEL

1. Course Approval

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

Name	Course Title	Semester	Location	Credits
Reef Bates	ECSE502-02 – The Sociocultural Context of Disability and Inclusive Education	Spring	Montclair State University	3

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

2. Summer Office Hours

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board approve the Summer Office Hours of Monday through Thursday, 8:00 a.m. to 4:00 p.m., effective July 1, 2016 through August 27, 2016 in an effort to lower our energy costs. Administration will adjust employee schedules to ensure that weekly contractual hours are met by 12 month staff.

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

C. CURRICULUM / INSTRUCTION

1. Extended School Year and Preschool-Kindergarten Bridge Summer Programs (Attachment VC1)

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the Board approve the Extended School Year and Preschool-Kindergarten Bridge Summer Programs as attached.

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

D. STUDENT MATTERS – N/A

**Regular Meeting Minutes
May 26, 2016**

April 22	Johnson's Corner Farm	Grade 1
April 28 & 29	Cape May Zoo	PreK
April 29	Johnson's Corner Farm	Kindergarten

7. Special Programs:

April 15	Color Day – Pink/Purple	All Grades
April 15	Masquerade Ball	Grades 5-8
April 22	Spring Dance	Grades 3-4
April 28	Take Your Child to Work Day	All Grades
April 29	Spring Dance	Grades 1-2

8. Discipline Report: (Attachment VF8)

9. Vandalism Report: (Attachment VF9)

10. Counselor Services for the Month:

Classroom Guidance Sessions:
Individual Counseling Sessions:
Group Sessions:
CST Staffing/Meeting:
Parent Conference:
Testing:

11. Supervision:

Tenured Teacher Classroom Evaluations: 20
Tenured Teacher Summative Evaluations:
Non-Tenured Teacher Summative Evaluations: 10
Support Staff Evaluation:

12. Nurses Report:

Attached

13. Parent Teacher Organization Activities:

No report

Principal's Signature

Date

Respectfully Submitted,

Dr. Ja'Shanna Jones-Booker
Assistant Principal

G. **Other**

Respectfully submitted,

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

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

VII. **COMMITTEE REPORTS**

A. **Committee Updates**

Finance

Facilities and Future Planning

Curriculum & Student Life

Personnel/Policy

Negotiations

Liaison to Township

Solicitor - Updates

Board Secretary/Business Administrator - Updates

Superintendent - Updates

B. **Policy Committee**

POLICY CHANGE

A. **Motion to Approve upon First Reading the following policy: (Attachment VIIA)**

Motion was made by Ms. Lloyd and seconded by Ms. Peterson that the Board approve the policy change as follows: 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 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 the policies, as presented here, make 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.

➤ **Wellness & Nutrition**

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

VIII. **DISCUSSION/PRESENTATION – NONE**

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ADDENDUM

A. Personnel

1. Child Study Team Job Descriptions: (Attached)

Motion was made by Mr. Mark Henry and seconded by Ms. Winrow that the Board approve job descriptions for the following Child Study Team positions:

- i. School Psychologist (Attachment A1i)
- ii. School Social Worker (Attachment A1ii)
- iii. Learning Disabilities Teacher – Consultant (Attachment A1iii)

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

B. SCHOOL ACTIVITIES

1. T-Shirt Sale

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board approve the sale of Fairfield Township School District T-Shirts for the 5th and 6th grade Olympic-themed field day scheduled for June 8, 2016. This event is an end of the year reward for students that is aligned to the NJCCS social studies curriculum and designed to increase school spirit and teamwork. Students and teachers will pre-order their T-shirts for \$5.00 each. The t-shirts are not mandatory so students can participate in field day without purchasing shirts. The T-shirts are sold shirts at “cost, there is no cost to the district, or any profit being made from the T-shirt sale.

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

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.

IX. ADJOURNMENT

Motion made by Ms. Peterson and second by Ms. Winrow to adjourn meeting at 8:40 p.m.

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