

***Fairfield Township School District  
Board of Education  
Regular Meeting  
November 19, 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-Peterson

Mr. Darlington Henry, Jr.

Mr. Mark Henry, Sr.

Ms. Marge Neild

Ms. Treemanisha Stewart

Ms. Robin Winrow

**Administration**

Dr. Wanda Carter  
*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. November 19, 2015**

**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 as follows- “ 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: Ms. Ruth Butler, Ms. Mattie Gibbons-Peterson, Ms. Marge Neild, Ms. Robin Winrow, Ms. Alta Lloyd, and Ms. Michelle Kennedy. Mr. Darlington Henry arrived at 7:05 p.m. Also present were: School Business Administrator/Board Secretary Ms. Janecia Smith. Mr. Mark Henry, and Ms. Treemanisha Stewart were absent during the meeting.

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

**1. Regular/Executive Meeting**

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

Regular Meeting: October 22, 2015

**Motion carried.** Roll call was vote 5-2-0.  
Mr. Henry and Ms. Winrow abstained

Executive Meeting: September 10, 2015

**Motion carried.** Roll call was vote 4-3-0.  
Ms. Butler, Mr. Henry and Ms. Winrow 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 **September 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.

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

\_\_\_\_\_  
Date

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

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

**B. Financial Items**

**1. Approval of Bills**

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

<b>Payment #2 Project# 14074</b>	<b>\$ 34,300.00</b>
<b>October 2015 Bill List (Attachment IVB1)</b>	<b>\$184,532.44</b>
<b>October 2015 Payroll</b>	<b>\$561,968.88</b>
<b>October 2015 Food Service</b>	<b><u>\$ 38,832.56</u></b>
	<b>\$819,633.88 - Total</b>

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

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

Motion was made by Ms. Neild and seconded by Ms. Winrow for the board to approve the transfers in the attachment

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

3. **Soccer Referee**

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Butler to approve Jillian Korschak retro-active as a soccer referee for the 2015-2016 school year not to exceed a \$22.00 payment.

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

V. **REPORT OF THE SUPERINTENDENT (11/19/2015)**

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:

<b>Name</b>	<b>Workshop/Location</b>	<b>Date(s)</b>
Deborah Dawson	“Alternative Proficiency Assessment (APA) Training” – Fairfield Township School – Bridgeton, NJ	10/27/2015 (Retroactive)
Ron DiPietro	“2015 NJASBO Convention” – NJASBO – Atlantic City, NJ	10/27/2015 & 10/28/2015 (Retroactive)
Janecia Smith	“2015 NJASBO Convention” – NJASBO – Atlantic City, NJ	10/27/2015, 10/28/2015 & 10/29/2015 (Retroactive)
Morgan Wurtzel	“Alternative Proficiency Assessment (APA) Training” – Fairfield Township School – Bridgeton, NJ	11/04/2015 (Retroactive)
Ja’Shanna Jones	“The Pyramid and Positive Behavior Support Training Session 1” – NJDOE – Clementon, NJ	12/14/2015
Ja’Shanna Jones	“The Pyramid and Positive Behavior Support Training Session 2” – NJDOE – Clementon, NJ	12/15/2015

2. **Workshops**

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. D. Henry that the following individuals be approved to attend the workshops listed below:

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

Name	Sponsor/Workshop/Location	Cost	Date(s)
a. Debra Clark	“Affordable Care Act” – NJASBO – Mt. Laurel, NJ	\$27.40 (Mileage Only)	12/01/2015
b. Janecia Smith	“Affordable Care Act” – NJASBO – Mt. Laurel, NJ	\$27.40 (Mileage Only)	12/01/2015
c. Reneé Ring	“Guided Math Conference” – BER – Cherry Hill, NJ	\$399.00 (Registration Only)	12/01/2015 & 12/02/2015
d. Rachel Reinhart	“Best Practices in Teaching and Assessing Elementary Math” – Rowan University – Glassboro, NJ	\$135.00 (Registration Only)	12/08/2015
e. Shamia Brandon	“Help Students Be More Successful in Meeting Your State Writing Standards in Grades K-2” – BER – Cherry Hill, NJ	\$256.36 (Registration & Mileage)	12/11/2015
f. Debra Clark	“Reading Secretary / Treasurer’s Report” – NJASBO – Mt. Laurel, NJ	\$27.40 (Mileage Only)	12/14/2015
g. Tiffany VanHise	“Practical Strategies to Implement Project Based Learning” – BER – Cherry Hill, NJ	\$266.28 (Registration & Mileage)	12/15/2015

**Motion carried.** Roll call vote was 7-0-0.  
for letter a,b,f

**Motion carried.** Roll call vote was 6-0-1.  
for letter d  
Ms. Gibbons-Peterson voted no

**Motion failed for letter c,e,g**  
Roll call vote was 0-0-7.  
Ms. Butler, Ms. Gibbons-Peterson, Mr. Henry, Ms. Neild, Ms. Winrow, Ms. Lloyd,  
and Ms. Kennedy voted no

**3. Substitute Teachers**

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

- Cynthia Fithian - \$100.00 per day
- Suzanne Stillings - \$90.00 per day

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

**4. Part-Time Instructional Aide Appointment**

Motion was made by Ms. Neild and second by Ms. Winrow for the Board to approve the appointment of Michael Webster as Part-Time Instructional Aide for the 2015-2016 school year, beginning on or around November 23, 2015 through June 30, 2016, at \$15.00 per hour prorated, for a maximum of 27.5 hours per week, pending receipt of all necessary paperwork.

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

5. **Part-Time Instructional Aide Appointment**

Motion was made by Ms. Butler and second by Ms. Winrow for the Board to approve the appointment of Michael Webster as Part-Time Instructional Aide for the 2015-2016 school year, beginning on or around November 23, 2015 through June 30, 2016, at \$15.00 per hour prorated, for a maximum of 27.5 hours per week, pending receipt of all necessary paperwork.

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

6. **2015-2016 Title I After School Enrichment Program Substitute Instructors**

Motion was made by Ms. Butler and second by Ms. Winrow for the Board to approve the following personnel as Substitute Instructors for the 2015-2016 Title I After School Enrichment Program, as needed, at an hourly rate of \$28.75:

- Geraldine Lane

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

7. **2015-2016 Home Instructors**

Motion was made by Ms. Neild and second by Ms. Winrow for the Board to approve following personnel as Home Instructor(s), as needed, for the 2015-2016 school year at an hourly rate of \$28.75:

- Morgan Wurtzel

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

8. **Family Medical Leave (Attachment VA8)**

Motion was made by Ms. Neild and second by Ms. Winrow for the Board to approve an intermittent unpaid Federal Family Medical Leave for Shawna Beals, 2<sup>nd</sup> Grade Teacher, beginning retroactively on November 9, 2015, not to exceed 60 days, the equivalent of 12 consecutive weeks, in a 12 month period. Ms. Beals' available sick and personal time will be applied concurrent to her leave of absence, until exhausted.

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

9. **Business/Board Office Hours**

Motion was made by Ms. Neild and second by Ms. Winrow for the Board to approve normal working hours for the district's Business/Board Office from 8:00 a.m. to 4:00 p.m., Monday through Friday.

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

**SCHOOL ACTIVITIES**

**1. Field/Class Trips (Attachment VB1)**

Motion was made by Ms. Lloyd and seconded by Ms. Winrow for the Board to approve the following field trips as listed below:

<b>Participants</b>	<b>Date/Time</b>	<b>Destination</b>	<b>Purpose</b>
3 <sup>rd</sup> Grade	12/02/2015 9:15 a.m. to 11:45 a.m.	Cumberland County College – Musical Production	Students will demonstrate active listening skills at a performance.
40 Students – All Grade Levels	12/04/2015 10:30 a.m. to 12:30 p.m.	Coats for Kids – NJ Motorsport Park	Students will have an opportunity to receive a free coat for the upcoming winter season.
25 Safety Patrol, Honor Society & Student Council Members	12/16/2015 10:00 a.m. to 12:00 p.m.	Margaret Winchester Center for the Blind	Students will perform community service for the residents of the center.
Kindergarten & 1 <sup>st</sup> Grade	12/22/2015 9:00 a.m. to 2:30 p.m.	Franklin Institute	Students will begin to demonstrate an understanding of the interrelationships among fundamental concepts in the physical life and Earth systems sciences.
Preschool 4 Classes	02/18/2016 9:00 a.m. to 2:00 p.m.	Adventure Aquarium	Students will explore animals in the habitats they live in, students will observe and compare where different animals live.
Preschool 4 Classes	02/19/2016 9:00 a.m. to 2:00 p.m.	Adventure Aquarium	Students will explore animals in the habitats they live in, students will observe and compare where different animals live.
1 <sup>st</sup> Grade	04/22/2016	Johnson’s Corner Farm	Students will recall information about plants and seeds by attending the “Farm School Tour” and planting their own seeds to bring home.

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

**2. School Fundraisers –**

Motion was made by Mr. D. Henry and second by Ms. Neild for the Board to approve the following school fundraisers as listed below:

<b>Contact Person (s)</b>	<b>Activity</b>	<b>Date</b>	<b>Purpose</b>
Bobbi Kukal	5 <sup>th</sup> Grade Field Trip Contributions	12/01/2015 through 01/05/2016	In lieu of teacher holiday gifts, students and parents can make a contribution to the 5 <sup>th</sup> Grade field trip fund.

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

**C. CURRICULUM / INSTRUCTION – NONE**

**D. STUDENT MATTERS – NONE**

**E. BUILDING USE –**

Motion was made by Mr. D. Henry and second by Ms. Neild for the Board to approve the request for building use as indicated below:

Applicant	Activity	Admission Charge	Location	Date/Time
Patricia Turner	Delivery & Pick-up of Joe Corbi Fundraiser Items	\$0.00	Cafeteria	12/16/2015 2:00 p.m. to 6:30 p.m.

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

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

**F. Assistant Principals’ Report**

**Fairfield Township School**  
**For the Month/Year: October 2015**

- Student Attendance Percentage: 98%**
- Instructional Staff Attendance Percentage: 92%**
- Enrollment Data:**

Grades	PS	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	S.E.	Total
<b>Prior Year</b>	120	66	60	72	65	40	39	53	51	52	11	629
<b>Prior Month</b>	115	94	67	68	71	66	44	45	57	57	10	694
<b>Current Month</b>	108	87	58	65	65	62	41	43	53	53	10	645

- Fire Drill Report:**  
October 7th 2:00 PM
- Lockdown Drill:**  
October 27th 1:40 PM
- Professional Development and In-Service:**  
October 31
- Field Trips:**



October 7	Philadelphia Zoo	Grade K
October 8	Bayshore Center at Bivalve	Grade 5
October 15	Linvilla Orchard	Grades PK
October 16	Linvilla Orchard	Grades PK

**8. Special Programs:**

October 2	Color Day (Orange)	All Grades
October 16	School Dance	Grades 5-8
October 14	HIB Student Assemblies	All Grades
October 28	Joe Corbi Fundraiser Begins	All Grades
October 29	HIB Student Assemblies – Parent Night	All Grades

**9. Discipline Report: (Attachment VF9)**

**10. Vandalism / HIB Report: (Attachment VF10A) (Attachment VF10B)**

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

Classroom Guidance Sessions: 1  
Individual Counseling Sessions: 64  
Group Sessions: 13  
CST Staffing/Meeting: 0  
Parent Conference: 9  
Testing: 0

**12. Supervision:**

Tenured Teacher Classroom Evaluations: 25  
Tenured Teacher Summative Evaluations: 2  
Non-Tenured Teacher Summative Evaluations:  
Support Staff Evaluation:

**13. Nurses Report: (Attachment VF13)**

**14. Parent Teacher Organization Activities:**

October 19 Meeting

**Respectfully Submitted,**

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

**Dr. James Ruffin, Jr.**  
*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** – Ms. Neild updated the board on the work-in-process on the job descriptions

**Negotiations**

**Liaison to Township**

**Solicitor - Updates**

**Board Secretary/Business Administrator - Updates**

**Superintendent – Updates**

**Policy Committee**

**POLICY CHANGE**

**B. Motion to Approve upon First Reading the following policy: (Attachment VIIB)**

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Neild 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 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.

➤ **Student Dress Code**

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

**DISCUSSION/PRESENTATION – NONE**

**ADDENDUM**

**1. Seperation Agreement & General Release**

Motion by Ms. Neild and seconded by Mr. Henry to authorize Michelle Kennedy, President of Fairfield Township Board of Education to sign the Seperation Agreement & General Release on behalf of the district between Fairfield Township Board of Education and Dr. Wanda Carter, Superintendent/Principal, effective Novemeber 30, 2015.

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

**Facilities**

**2. Comprehensive Maintenance Plan (Attachment 2A)**

Motion was made by Ms. Neild and seconded by Ms. Butler that the Board approve the updated three year comprehensive maintenance plan for the district facility covering the three year period 2014/2015, 2015/2016, 2016/2017 as presented in the attachment

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

**Name the Athletic Complex**

Motion was made by Ms. Neild and seconded by Mr. D. Henry to name the Athletic Complex the Fairfield Township School Memorial Athletic Complex

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

**IX. EXECUTIVE SESSION - None**

**X. ADJOURNMENT –**

Motion made by Ms. Neild and second by Ms. Gibbons-Peterson to adjourn meeting at 7:45 p.m.  
p.m.

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