

***Fairfield Township School District
Board of Education
Regular Meeting
October 22, 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
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. October 22, 2015

I. A. Call to Order

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

II. READING AND APPROVAL OF THE MINUTES

1. Regular/Special Meeting-

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

Special Meeting: September 10, 2015
Regular Meeting: September 24, 2015
Special Meeting: October 8, 2015

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

III. PUBLIC COMMENT /PRESENTATIONS

A. Public Comment – 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

August 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. Gibbons-Peterson and seconded by Ms. Neild 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. Gibbons-Peterson and seconded by Ms. Lloyd to approve the payment of bills noted below:

September 2015 Payroll	\$ 563,972.50
September 2015 Food Service	<u>\$ 39,020.53</u>
	\$ 602,993.03 - Total

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

2. Resolution of Budgetary Transfers (Attachment IVB2)

Motion was made by Gibbons-Peterson and seconded by Ms. Lloyd to approve the resolution of budget transfers that are listed in the attachment

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

3. 2014-2015 NCLB Final Report for Title I Part A and Title II Part A

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Neild that the board approve the Final Expenditure Reports for Title I Part A and Title II Part A for 2014-2015 school year (**Attachment IVB3A and IVB3B**)

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

4. Payment to Construction Contractor for project # 14074 (Attachment IVB4)

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Neild that the board approve a payment to Ricky Slade Construction (project # 14074) in the amount of **\$259,127.68** for site work

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

5. Pest Control (Attachment IVB5)

Motion was made by Ms. Neild and seconded by Ms. Gibbons-Peterson that the board approve the Tri-County Termite & Pest Control, Inc. agreement for the 2015-2016 school year in the amount of \$80.00 per month.

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

V. REPORT OF THE SUPERINTENDENT (10/22/2015)

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:

Name	Workshop/Location	Date(s)
James Ruffin	“School Improvement Plan Management System” – NJDOE – Galloway, NJ	10/07/2015 (Retroactive)
Mia Gould	“McKinney-Vento Homeless Training 101 – Bridgeton School District – Bridgeton, NJ	10/20/2015 (Retroactive)
Carol Novick	“Introduction to Access 2.0 Webinar” – NJDOE – Bridgeton, NJ	10/22/2015 (Retroactive)
Ja’Shanna Jones	“PARCC Data Workshop” – NJDOE – Woodstown, NJ	10/23/2015
James Ruffin	“NJ School Board Association Convention” – NJSBA – Atlantic City, NJ	10/27/2015
Mia Gould	“Assessing and Accessing Federal Interagency Resources for Homelessness” – US Dept. of Housing – Vineland, NJ	10/28/2015

2. Workshops

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Neild 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)
Ja'Shanna Jones	"Abbott Supervisors Meeting" – NJDOE – Trenton, NJ	\$25.43 (Mileage Only)	10/02/2015 (Retroactive)
Jaclyn Conahey	"The Pyramid and Positive Behavior Support Training" – NJDOE – Trenton, NJ	\$95.10 (Mileage Only) (*\$47.55 per day)	10/23/2015 & 11/13/2015
Ja'Shanna Jones	NJ School Board Association Convention" – NJSBA – Atlantic City, NJ	\$32.88 (Mileage Only)	10/28/2015
John Carr	"Increase the Reading Skills of Your Students who Struggle the Most" – BER – Cherry Hill, NJ	\$239.00 (Registration Only)	12/04/2015
John Carr	"Using Project Based Learning to Strengthen Student Learning in Content Areas" – BER – Cherry Hill, NJ	\$239.00 (Registration Only)	12/15/2015

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

3. 2015-2016 Title I After School Enrichment Program Substitute Instructors

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

- Reef Bates
- Erika Wright

Motion carried. Roll call was vote 4-0-1
(4) yes (0) no (1) abstain
Ms. Stewart abstained on Erika Wright and voted yes for Reef Bates

4. 2015-2016 Home Instructors

Motion was made by Ms. Neild and seconded by Ms. Gibbons-Peterson that the board approve the following personnel as Home Instructor(s), as needed, for the 2015-2016 school year at an hourly rate of \$28.75:

- Andrea DeTullio
- Mia Gould
- Geraldine Lane

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

5. Course Reimbursement Approval

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Neild for the board to approve the following courses for reimbursements:

Name	Course Title	Semester	Location	Credits
Lauri Hassan	"Assistive Technology & Transition Planning"	Fall 2014	Rowan University	3
Lauri Hassan	"Specialized Instruction for Students with Exceptional Learning Needs"	Spring 2015	Rowan University	3

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

6. Instructional Aide Certificate Renewal

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Neild for the board to approve to issue payment for the following. Instructional Aide staff members for the renewal of their County Substitute Certificates as per their contract, Article XVII, E:

- Ragan Sims

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

7. Kindergarten Teacher Appointment

Motion was made by Ms. Neild and seconded by Ms. Gibbons-Peterson for the board to approve the appointment of Cathy Kitzmiller as Kindergarten Teacher for the 2015-2016 school year, beginning on November 1, 2015 through June 30, 2016, at BA Step 1, \$50,627.00, pending the receipt of all necessary paperwork.

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

8. Family Medical Leave (Attachment VA8)

Motion was made by Ms. Neild and seconded by Ms. Gibbons-Peterson for the board to approve an intermittent unpaid Federal Family Medical Leave for Kathleen Poolake, 5th Grade Teacher, beginning retroactively on September 29, 2015, not to exceed 60 days, the equivalent of 12 consecutive weeks, in a 12 month period. Mrs. Poolake's available sick and personal time will be applied concurrent to her leave of absence, until exhausted.

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

9. 2015-2016 Extracurricular Advisory / Coaching Positions (Attachment VA9A) (Attachment VA9B) Tabled from September 24, 2015

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Stewart for the board to amend the attachment VA9A/VA9B for extracurricular advisory coaching positions. It is recommended by personnel/policy to approve the following:

	<u>Position</u>	<u>Name Recommendation</u>	<u>Stipend Amount</u>
1.	Basketball Coach Boys	Derek Mosley	\$900
2.	Basketball Coach Girls	Unknown	\$900
3.	Cheerleading Coach	Darlene Hunt	\$900
4.	Chess Club Advisor	John Carr	\$900
5.	Computer Club Advisor	Sarah Ferrari	\$900
6.	Honor Society Advisor	Darlene Hunt	\$900
7.	Music Production Club Advisor	James Spotto	\$900
8.	Performing Arts Club Advisors	Jennifer Burgess	\$900

9.	Performing Arts Club Advisors	James Spotto	\$900
10.	Scholastic Academy Advisor	Sarah Ferrari	\$900
11.	Scholastic Academy Advisor	Lisa Niemi	\$900
12.	School Safety Patrol Advisor	Geraldine Lane	\$900
13.-1	Science Club Advisor (1)	Lisa Niemi	\$450
13.-2	Science Club Advisor (2)	Andrea Detullio	\$450
14.	Co-Ed Softball Coach	John Carr	\$900
15.	Student Council Advisor	Patricia Turner	\$900
Total			

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

SCHOOL ACTIVITIES

1. Field/Class Trips (Attachment VB1)

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Neild for the board to approve the following field trips as listed below:

Participants	Date/Time	Destination	Purpose
8 th Grade	03/22/2016 through 03/24/2016 Depart: 6:15 a.m. Return: 5:30 p.m.	NJ School of Conservation (Stokes)	Students will participate in team building and environmental awareness activities to become informed citizens of the global community.
7 th Grade	05/19/2016 8:00 a.m. to 9:00 p.m.	Washington, D.C.	Students will explore American History through the various historical artifacts and interactive exhibits and historical monuments in Washington, D.C.

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

2. School Fundraisers –

Motion was made by Ms. Neild and seconded by Ms. Gibbons-Peterson for the board to approve the following school fundraisers as listed below:

Contact Person (s)	Activity	Date	Purpose
Erika Wright	Labels for Education	October 2015 through June 2016	Support classrooms with school supplies.
Erika Wright	Box Tops for Education (BFE)	October 2015 through June 2016	Redeem Box Tops to support student activity fund.
Jaclyn Conahey	FTEA Paint Night Fundraiser – Awakening Arts	11/20/2015	Parents & Community Members will learn how to paint a picture step by step with an artist.
Darlene Hunt & Patricia Turner	Scholastic Book Fair	11/23/2015 through 12/01/2015	Support student activities throughout the school year.
Darlene Hunt & Patricia Turner	Scholastic Book Fair	03/15/2016 through 03/22/2016	Support student activities throughout the school year.

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

C. CURRICULUM / INSTRUCTION – NONE

D. STUDENT MATTERS – NONE

E. BUILDING USE –

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Neild for the board to approve the request for building use as indicated below:

Applicant	Activity	Admission Charge	Location	Date/Time
Rachel Reinhart	Alpha Delta Kappa Monthly Meeting	\$0.00	Cafeteria	11/02/2015 6:00 p.m. to 9:00 p.m.
Darlene Hunt	Grandparents Thanksgiving Dinner	\$0.00	Cafeteria	11/18/2015 4:00 p.m. to 8:00 p.m.
Jaclyn Conahey	FTEA Paint Night	\$35.00 per person	Cafeteria	11/20/2015 5:00 p.m. to 9:00 p.m.
Rachel Reinhart	Alpha Delta Kappa Monthly Meeting	\$0.00	Cafeteria	12/07/2015 6:00 p.m. to 9:00 p.m.

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

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

Discussion: Board member question the FTEA Paint Night building usage purpose. It was explained it was to raise money for end of the year activities for students (i.e. 8th grade scholarship, awards banquets, etc.)

F. Assistant Principals’ Report

Fairfield Township School
For the Month/Year: September, 2015

1. Student Attendance Percentage: 96%

ADDENDUM

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:

Name	Workshop / Location	Date(s)
Samantha Milder	“PARCC Mathematics Assessments Updates” – NJDOE – Galloway, NJ	11/04/2015

1. Substitute Teachers

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Neild for the board 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:

- Dana Kaufman - \$100.00 per day

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

2. E-rate Partners, LLC Agreement (See Attachment V1)

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Stewart for the board to approve the multi-year contract agreement with E-rate Partners for funding year 2016 in the amount of \$2,600 for annual fee and if needed as a result of a site visit audit additional services billed on a time basis will be at \$85 per hour and materials and travel basis at E-rate Partners’ cost.

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

3. Payment to Urie Associates

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Neild for the board to approve a payment to Urie Associates in the amount of **\$26,132.00** for Café Hydrovection Oven.

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

4. Board Office Clerk Position (Attachment V2)

Motion was made by Ms. Neild and seconded by Ms. Gibbons-Peterson for the board to approve Mala Samaroo for the position of part-time board office clerk at a salary of \$25,500 pro-rated for the 2015-2016 effective start date 11/1/15 pending background check, physical examination and pending updated job description.

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

5. Interim Superintendent of Schools (See Attachment V3)

Motion was made by Ms. Neild and second by Ms. Gibbons-Peterson for the Board to approve the hiring of Dr. James Ruffin Jr. for the position of Interim Superintendent for the period December 1, 2015 through June 30, 2016 at a per diem rate of \$100.00 per day paid in addition to salary for 2015-2016 of \$84,000 as Assistant Principal.

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

6. Superintendent/Principal Transition

Motion was made by Ms. Neild and second by Ms. Gibbons-Peterson for the Board to approve Dr. Wanda Carter to begin transitioning Superintendent/Principal roles/responsibilities to Dr. James Ruffin during normal work hours, two days per week, two hours per day, beginning Friday, October 23rd. There will be no additional cost to the district for transitioning.

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

7. POLICY

Motion to Approve upon First Reading the following policy: (Attachment V4)

Motion was made by Ms. Neild and second by Ms. Gibbons-Peterson for the Board to approve 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 these policies shall supersede and replace all previously adopted policy 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 with the amended language that includes prohibiting animals with the exception of working animals, working service animals (i.e. eye seeing dogs) and language that states when school is open.

➤ **Community Relations/ Use of School Grounds & Equipment, Fields, Basketball & Tennis Courts, Etc.**

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

8. POLICY

Motion to Approve upon Final Reading the following policy: (Attachment V4)

Motion was made by Ms. Neild and second by Ms. Gibbons-Peterson for the Board to approve 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 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.

➤ **Community Relations/ Use of School Grounds & Equipment, Fields, Basketball & Tennis Courts, Etc.**

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

VI. PUBLIC COMMENT – Non-Agenda Items

1. M.R (Parent), 84 Sea breeze road 2nd floor, Bridgeton, N.J.- Wanted to discuss the results she was sent in the mail of a meeting with the CST(Child Study Team) involving her son who is a second grade student at Fairfield School. All information she received in the mail regarding the meeting was dated with information from his kindergarten year. This is unacceptable. She contacted the CST and was told it was an error and she would receive updated information. That was early October, but she has not received any updated information. She feels like she is getting the run around. She requested help from the board.

Dr. Carter recommended that she talk to the supervisor of the child study team, Ms. Lindsey Reed as a first means of contact. To call school tomorrow and she will direct her to Ms. Reed.

2. The director of the Step Ahead program of the Inspira Health Network, located at 333 Network ave., Bridgeton, N.J., she explained it was brought to her attention that the district was no longer financing the homebound instruction that was provided at the program for the children that attend.

The board president explained that the presentation for the vendor was pulled at the previous meet because of possible conflicting contractual commitment with the teachers.

VII. COMMITTEE REPORTS

**A. Committee Updates
Finance**

Facilities and Future Planning = Ms. Lloyd updated the board about the bricks and the installation process and the collection of money, and its completion that will benefit the maintainenous of the athletics fields. Do we need separate bank account?

Curriculum & Student Life

Personnel/Policy – Marge spoke to the board about dedicating the Early Childhood portion of the building to Ms. B Gilbert. She informed the board she had been in touch with the family and they gave their approval as well as offered to donate money for the plaque. The FTEA also offered a donation.

Negotiations

Liaison to Township

Solicitor – Frank updated the board about the Aides and status of other litigation involving Christen Champion.

Board Secretary/Business Administrator - Updates

Superintendent - Updates

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, 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.

Dedication of Preschool Department Wing

Motion by Ms. Gibbons-Peterson and seconded by Ms. Neild to dedicate the Preschool department after Beatrice Gilbert by form of Plaque at no cost to the district wording to be determined and approved by the board of education

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

- The board discussed ways to beautify the preschool wing, (i.e. using college students, Fairfield school students. They discussed the different types of projects to promote these endeavors. Because this falls under facilities it was suggested that they meet and iron out a plan.

XI. ADJOURNMENT –

Motion made by Ms. Gibbons-Peterson and second by Ms. Lloyd to adjourn meeting at 8:15 p.m.

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