

*Fairfield Township School District  
Board of Education  
Regular Meeting Minutes  
September 22, 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 pm, September 22, 2016**

**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 7, 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

**C. Roll Call**

Members present at roll call: Ms. Ruth Butler, Ms. Mattie Peterson, Mr. Darlington Henry, Ms. Marge Neild, 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. Mr. Mark Henry was absent.

**II. Reading and Approval of the Minutes**

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

Regular Meetings: June 30, 2016

**Motion carried.** Roll call was vote 4-4-0  
Ms. Stewart, Ms. Peterson, Ms. Butler, Ms. Neild, abstained

Regular Meetings: August 25, 2016

**Motion carried.** Roll call was vote 6-2-0  
Ms. Butler, Ms. Neild abstained

Regular Meetings: September 6, 2016

**Motion carried.** Roll call was vote 7-1-0  
Ms. Winrow abstained

**III. Public Comment – Agenda Items Only**

**5. Presentation- Synnergy *saving solutions***

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

**Motion carried.** Roll call was vote 8-0-0

**B. Financial Items**

**1. Approval of Bills**

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

<b>Bill List (Attachment IVB1)</b>	<b>\$ 95,934.26</b>
<b>August 2016 Payroll</b>	<b>\$ 102,865.44</b>
<b>August 2016 Food Service</b>	<b>\$ <u>0.00</u></b>
	<b>\$ 198,799.70</b>

**Motion carried.** Roll call was vote 8-0-0

**2. Attachment D Special Procedures for Parallel Operation( Attachment IV B1)**

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board approve the agreement for special procedures for parallel operation for Solar Photovoltaic Interconnection

**Motion carried.** Roll call was vote 8-0-0

**3. Phillips McDade (Attachment IVB2)**

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the Board approve the Preventative Maintenance Agreement for the Delta Controls and HVAC System for the 2016-2017 school year with **Phillips McDade** in the amount of \$16,800 for year (\$1,680 per month for 10 months)

**Motion carried.** Roll call was vote 8-0-0

**4. Rehab Professional Services, Inc.( Attachment IV B3)**

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the Board approve the professional physical and occupational therapy agreement for the 2016-2017 school year with **Rehab Professional Services (RPS, Inc.)** in the amount of \$70.00 per hour as needed. Additional language per board solicitor must be included in contract before signing as follows “Either party has the right to terminate this agreement upon sixty (60) days written notice to the other party.”

**Motion carried.** Roll call was vote 8-0-0

**5. IXL Learning Subscription (Attachment IVB4)**

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board approve the IXL Learning subscription for site license for one year 2016-2017 for grades 3rd-8th: total of 175 students for Math, ELA, and Science, Professional Development fee (\$495) will be waived. Total cost is \$3,150.

**Motion carried.** Roll call was vote 8-0-0

**6. Fairfield Township Board of Education and Upper Pittsgrove School District 2016-2017 Joint Transportation Agreement (Attachment IVB5)**

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approve the 2016-2017 joint transportation agreement between Upper Pittsgrove School District and Fairfield Township School District in an amount of \$31,788.

**Motion carried.** Roll call was vote 8-0-0

**7. AB Occupational Therapy Services (Attachment IV B6)**

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the Board approve the occupational therapy agreement for services performed through August, 2016 in the amount of \$350.00.

**Motion carried.** Roll call was vote 8-0-0

**8. Independent Contractor Agreement (Attachment IV B7)**

Motion was made by Ms. Winrow and seconded by Ms. Butler that the Board approve the agreement between Cheryl Evans Perry and Fairfield Township School District for LTDC services for the school year 2016-2017

**Motion carried.** Roll call was vote 8-0-0

**9. Speech Rehab Services, LLC.( Attachment IV B8)**

Motion was made by Ms. Peterson and seconded by Ms. Winrow that the Board approve the professional service agreement for the 2016-2017 school year for speech therapy services in the amount of \$77.25 per hour

**Motion carried.** Roll call was vote 8-0-0

**10. Hopewell Child Study Team Director Services**

Motion was made by Ms. Neild and seconded by Ms. Winrow that the Board approve the professional service agreement for the director of the CST for the 2016-2017 school year in the amount of \$31,349

**Motion carried.** Roll call was vote 8-0-0

**11. Title I Instructional Teacher 2016-2017**

Motion was made by Ms. Neild and seconded by Ms. Winrow that the Board approve William Young as a Title I instructor for the 2016-2017 school year

**Motion carried.** Roll call was vote 8-0-0

**12. Title I Instructional Aides 2016-2017**

Motion was made by Ms. Neild and seconded by Ms. Winrow that the Board approve the following names as a Title I instructional Aides for the 2016-2017 school year and 100% of salaries allocated to Title I

1. Jasmine Evans
2. Regan Sims
3. Brittany Rugenus
4. Althea Grant
5. Derek Mosley
6. Paul Villegas
7. Ian Maier
8. Elaine Sindoni

**Motion carried.** Roll call was vote 8-0-0

**13. Title I Parent Liaison 2016-2017**

Motion was made by Ms. Winrow and seconded by Ms. Butler that the Board approve Dawn McQueen as a Title I parent liaison for the 2016-2017 school year for 100 % of her salary

**Motion carried.** Roll call was vote 7-0-1  
Ms. Neild voted no

**V. REPORT OF THE INTERIM SUPERINTENDENT (09/22/2016)**

The Interim Superintendent submits the following recommendations:

**A. PERSONNEL**

**1. Workshops**

Motion was made by Ms. Peterson and seconded by Ms. Winrow for the Board 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)
Monique Braxton	Preschool Teacher Pyramid Observation Tool Training - Riverview Plaza, Trenton, NJ	\$21.85	10/26/2016 10/27/2016
Monique Braxton	The Role of the Preschool Master Teacher Training Series		10/18/2016 11/15/2016 12/9/2016 01/10/2017 02/14/2017 03/14/ 2017 04/26/ 2017 05/0 9/ 2017

**Motion carried.** Roll call was vote 8-0-0

**2. Course Approval**

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

Name	Course Title	Semester	Location	Credits
Kelly Becker	Survey of Mild Learning Disabilities	Fall 2016	Stockton University	3
Jennifer Burgess	Survey of Mild Learning Disabilities	Fall 2016	Stockton University	3
Kelly	Survey of	Fall	Stockton	3

Vazquez	Mild Learning Disabilities	2016	University	
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**Motion carried.** Roll call was vote 8-0-0

**3. Resignation: Mala Samaroo (Attachment VA4)**

Motion was made by Ms. Winrow and seconded by Ms. Peterson for the Board to approve the resignation of Mala Samaroo, Confidential Secretary to the Superintendent effective Nov 1, 2016 as attached.

**Motion carried.** Roll call was vote 8-0-0

**4. Resignation : Derek Mosley (Attachment VA5)**

Motion was made by Ms. Winrow and seconded by Ms. Peterson for the Board to approve the resignation of Derek Mosley, Teachers Aide effective November 15, 2016 as attached.

**Motion carried.** Roll call was vote 8-0-0

**5. Home Instruction : Jennifer Beckwith**

Motion was made by Ms. Winrow and seconded by Ms. Peterson for the Board to approve Jennifer Beckwith as a home instructor for the period September 19, 2016 – November 4, 2016 or extended date as required per doctor's note.

**Motion carried.** Roll call was vote 8-0-0

**6. Track/Cross Country Coaching Position: Charles Carney (Attachment VA6)**

Motion was made by Ms. Winrow and seconded by Ms. Neild for the Board to approve Mr. Charles Carney for the position of Boys Track/Cross Country Coach at \$900.00 for the 2016-2017 school year.

**Motion carried.** Roll call was vote 8-0-0

**7. Team Leaders (Attachments VA7– VA11)**

Motion was made by Ms. Neild and seconded by Ms. Winrow for the Board to approve the following Team Leader positions for the 2016-2017 school year as listed below. Paid out of Title II fund, account number 20-270-100-101.

1. Monique Braxton - Pre-K to K
2. Renee Ring - 1<sup>st</sup> and 2<sup>nd</sup> Grade
3. Deborah Ingersoll - 3<sup>rd</sup> and 4<sup>th</sup> Grade
4. Andrea DeTullio - 5<sup>th</sup> and 6<sup>th</sup> Grade
5. Lisa Niemi - 7<sup>th</sup> and 8<sup>th</sup> Grade

**Motion carried.** Roll call was vote 8-0-0

**8. Teacher Evaluation Waiver: (Attachment VA12)**

Motion was made by Ms. Winrow and seconded by Ms. Peterson for the Board to approve the attached teacher evaluation waiver for the 2016-2017 school year.

**Motion carried.** Roll call was vote 8-0-0

**9. 504 Coordinator – Angela Best**

Motion was made by Ms. Neild and seconded by Ms. Butler for the Board to approve Angela Best as the districts 504 Coordinator for the 2016-2017 school year.

**Motion carried.** Roll call was vote 8-0-0

**SCHOOL ACTIVITIES**

**B. CURRICULUM / INSTRUCTION –**

**1. School Fundraisers – (Attachment VB2)**

Motion was made by Ms. Peterson and seconded by Ms. Winrow for the Board to approve the 6<sup>th</sup> Grade Career and College Readiness Program which includes field trips, guest speakers, Olympic days as well as other educational activities and events. Seven fundraising events will be conducted to off-set program expenses (See attached) this program is also part of the District School Improvement Plan.

<b>Contact Person (s)</b>	<b>Activity</b>	<b>Date</b>	<b>Purpose</b>
A. DeTullio	Disney Day \$1.00	09/ 30/ 2016	Supporting 6 <sup>th</sup> Grade Field Trips
A. DeTullio	Sports Team Day \$1.00	12/ 9/ 2016	Supporting 6 <sup>th</sup> Grade Field Trips
A. DeTullio	Twin Day \$1.00	03/ 31/ 2017	Supporting 6 <sup>th</sup> Grade Field Trips
A. DeTullio	Dress Like a Teacher Day \$1.00	05/0 5/ 2017	Supporting 6 <sup>th</sup> Grade Field Trips
A. DeTullio	Stall Day	10/3/ 2016 – 12/05/ 2016	Supporting 6 <sup>th</sup> Grade Field Trips
A. DeTullio	Valentine’s Day Messages \$1.00	12/ 5/ 2016 – 02/14/ 2017	Supporting 6 <sup>th</sup> Grade Field Trips
A. DeTullio	T-Shirt Sale \$10.00 – Short Sleeve \$12.00 – Long Sleeve \$20.00 - Hooded Sweatshirts	10/3/2016 – 10/20/2016	Supporting 6 <sup>th</sup> Grade Field Trips

**1. Field/Class Trips**

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



Participants	Date/Time	Destination	Purpose
6 <sup>th</sup> Grade Students	10/21/2016 9:00am – 3:00pm	Rowan University	Students will have an educational experience in the planetarium and tour college Planetarium shows, star gazing, super volcanoes, earth-sun-moon
6 <sup>th</sup> Grade Students	03/24/2017 9:00 am – 3:00pm	Richard Stockton University	Students will tour a college campus
6 <sup>th</sup> Grade Students	04/28/2017 9:00 am – 3:00pm	Rutgers University, Camden, NJ	Students will speak to an ambassador panel and tour campus.
6 <sup>th</sup> Grade Students	11/04/2017 9:10am : 3:10pm	National Constitution Center, PA	Engage students – Election and nomination process
6 <sup>th</sup> Grade Students	01/20/2017 9:00am – 3:00 pm	Energy & Environmental Resource Center, Salem, NJ	Climate Change Lab, Electricity Lab, Energy Lab
7 <sup>th</sup> Grade Students	06/01/2017 8:00 am – 9:00 pm	Smithsonian Museums, Washington, DC	Activating prior knowledge, cultivating areas of interest, and identifying new exposure to events/concepts students will tour & observe monuments exhibits and architecture of Washington DC
8 <sup>th</sup> Grade Students	April 10, 11, 12, 2016 Departing : April 10, 2017 –6:15 am Returning April 12, 2017 – 5:15 pm	NJ School of Conservation (Stokes) Branchville, NJ	Students will work on team building skills and activities while learning to become a responsible citizen who conserves and respects the environment

Pre-K Students	02/23/2017 9:00 AM - 2:00pm	Adventure Aquarium Camden, NJ	Students will gain an understanding of different habitats.
Pre-K Students	02/24/2017 9:00 AM - 2:00pm	Adventure Aquarium Camden, NJ	Students will gain an understanding of different habitats.
Pre-K Students	10/5/2016 9:30 am – 2:30 pm	Johnson’s Corner Farm  Medford, NJ	Observe Changing Season and Communicate and learn from members of the community
Pre-K Students	10/06/2016 9:30 am – 2:30 pm	Johnson’s Corner Farm  Medford, NJ	Observe Changing Season and Communicate and learn from members of the community
5 <sup>th</sup> Grade Students	10/5/2016 9:15 am – 3:00 pm	Bayshore Center at Bivalve, Port Norris, NJ	Hiking through Wetlands and making objects out of recyclable materials.
Kindergarten Students	10/14/2016 8:30am – 2:30 pm	Philadelphia Zoo	Students will be able to investigate and compare the basic physical characteristics of plants, humans and other animals.
1 <sup>st</sup> Grade Students	10/28/2016	Johnson’s Corner Farm, Medford, NJ	Students will be able to describe the stages of planting a pumpkin seed and its growth process.

**Motion carried.** Roll call was vote 8-0-0

#### **D. STUDENT MATTERS**

##### **1. Home Instruction**

Motion was made by Ms. Neild and seconded by Ms. Winrow for the Board to approve the following student for home instruction due to medical reasons pending students return to school per doctor’s note.

**SID # 7026490309**

**Motion carried.** Roll call was vote 8-0-0

**E. BUILDING USE – TABLED**

Motion was made by Ms. 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
Fairfield Recreation (Tracey Elliott)	Wrestling/ Basketball	None (Only at Games or Matches)	Gym	September 2016 to June 2017 Monday - Friday 5:00 pm to 9:00 pm

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

**Motion carried.** Roll call was vote 8-0-0

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

**Respectfully Submitted,**

**Dr. Ja’Shanna Jones**

*Assistant Principal*

**G. OTHER - NONE**

**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**

**Policy Committee**  
**POLICY CHANGE**

**1. Discipline Code: (Attachment)**

Motion was made by Ms. Neild and seconded by Ms. Butler for the Board to approve the second reading of changes to the discipline codes.

**Motion carried.** Roll call was vote 7-0-1  
Ms. Stewart voted no

**VIII. DISCUSSION/PRESENTATION**

**IX. 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. 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. ADJOURNMENT**