

***Fairfield Township School District
Board of Education
Regular Meeting Minutes
April 12, 2018***

***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. Robin Winrow

Ms. Erica Goodwin

Administration

Dr. Michael Knox

Superintendent/Principal

Ms. Janecia Smith

School Business Administrator

Mr. Frank DiDomenico

Solicitor

Fairfield Township Board of Education Regular Meeting Minutes

375 Gouldtown Woodruff Road

Bridgeton, NJ 08302

Regular Meeting Minutes

7:00 p.m. April 12, 2018

I. A. Call to Order

The meeting was called to order at 7:00 pm. with the Board President, Ms. Michelle Kennedy. Ms. Smith read the 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 7, 2018 caused to be posted at the Office of the Board of Education located at 375 Gouldtown Woodruff Rd, Bridgeton, New Jersey; sent to the SJ Times and Daily Journal and posted on the Fairfield Township School website; 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. Gibbons-Peterson, Mr. D. Henry, Mr. M. Henry, Ms. Goodwin, Ms. Winrow, and Ms. Kennedy. Also present: Superintendent Dr. Knox, Mr. Frank DiDomenico Board Solicitor and the School Business Administrator/Board Secretary Ms. Janecia Smith. Ms. Butler and Ms. Neild were absent. Ms. Lloyd was excused for bereavement.

II. READING AND APPROVAL OF THE MINUTES – None

III. PUBLIC COMMENT /PRESENTATIONS

A. Public Comment – Agenda Items Only – Twenty Eight (28) people in the public audience spoke individually to the board in five minute intervals to give comments in opposition of privatization of FTSD instruction aides. They asked the board to vote No to item number (7) on the finance agenda. Names are on file.

IV. FINANCE & BUDGET

A. Board Secretary’s Report (Attachment 1)

1. Board Secretary’s Report pursuant to N.J.A.C. 6A:23A-16.10(c) 2, for the month of **February, 2018**. The Board Secretary certifies that there are no changes in anticipated revenue amounts and sources for the month ending **February, 2018** and pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Business Administrator/Board Secretary certifies that as of **February, 2018** 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 **February, 2018** 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 **February, 2018**. The Treasurer’s Report and Secretary’s Report are in agreement for the month of **February, 2018**.

Janecia Smith/ Business Administrator

Date

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

Motion carried. Roll call was vote 5-0-1
Ms. Peterson, Mr. D. Henry, Ms. Goodwin, Ms. Winrow and Ms. Kennedy voted yes, Mr. Mark Henry abstained

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 and that the Business Administrator be authorized to process additional invoices for payment for the current fiscal year with Board confirmation at the next regular meeting.

March	2018 Bill List (Attachment 2)	\$640,710.71
March	2018 Payroll	\$499,744.61
March	2018 Food Service	\$ 59,595.78
Total		\$1,200,051.10

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

2. Resolution of Budgetary Transfers (Attachment 3)

Motion was made by Ms. Winrow and seconded by Mr. Mark Henry that the Board approve the budgetary transfers and expenditure account transfers for the 2017-2018 school year in the attachment.

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

3. A Step Ahead Program (Attachment 4)

Motion was made by Ms. Peterson and seconded by Mr. Mark Henry that the Board approve Student ID #: 6523099195 to attend the “Step Ahead Program” located at Inspira Health Center, starting on March 27, 2018 for approximately four to six weeks. End date is yet to be determined. A Step Ahead will be paid \$28.75 per hour , Account #:11-000-216-320

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

4. R.E.A.P.

Motion was made by Ms. Winrow and seconded by Ms. Goodwin that the Board approve to make application for the 2018-2019 REAP grant

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

6. Travel Maximum 2018-2019

Motion was made by Ms. Winrow and seconded by Ms. Goodwin that the Board approve the travel maximum in the amount of \$45,000 2018-2019 school year.

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

7. RFP

Motion was made by Mr. Mark Henry and seconded by Ms. Winrow that the Board approve the RFP process for the classroom Instructional Assistants for staffing services.

Motion Failed. Roll call was vote 0-6-0
Ms. Peterson, Mr. D. Henry, Mr., Mark Henry, Ms. Goodwin, Ms. Winrow, and Ms. Kennedy voted no

REPORT OF THE SUPERINTENDENT (April 12, 2018)

The Superintendent submits the following recommendations:

A. PERSONNEL

1. Workshops (Attachments A)

Motion was made by Ms. Peterson and seconded by Mr. Mark Henry that the Board approve to attend the workshop items and names listed below:

(Travel reimbursement will be given per negotiated contract.)

<i>Name</i>	<i>Sponsor/Workshop/Location</i>	<i>Cost</i>	<i>Date(s)</i>
Rachel Reinhart	Formative Assessment Rowan University	\$149.00	5/14/18
Kelly Sturdivant	Intervention & Referral Services Galloway, NJ	\$178.00	5/7/18
Ron DiPietro	IPM Training Camden County Vo-Tech	\$0.00	5/2/18

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

2. Leave of Absence (Attachments B)

Motion was made by Ms. Winrow and seconded by Mr. D. Henry that the Board approve the following employee's leave of absence

<u>Employee ID #</u>	<u>Type of Leave</u>	<u>Date</u>	<u>Type of Day Usage</u>
314	FMLA	3/9/18-4/23/18	Sick
398	FMLA -Intermittent	1/1/18-12/31/18	Critical Illness, Personal, & Without Pay
383	FMLA- Intermittent	3/12/18-2/19/19	Sick, Personal, Vacation

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

3. Bring Your Child to Work Day

Motion was made by Ms. Peterson and seconded by Mr. D. Henry that the Board approve for staff to participate in Bring Your Child to Work Day on April 26, 2018.

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

4. Revised 2017-2018 School Calendar (Attachment C)

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board approve the revised 2017-2018 School Calendar.

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

5. Teacher Appreciation

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board approve for the teachers to wear jeans on May 8, 2018 at no cost for Teacher Appreciation Day.

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

6. Advertise to Hire Internally-Summer Bridge Program

Motion was made by Ms. Winrow and seconded by Ms. Peterson that the Board approve to advertise to hire Internally for the 2018 Summer Bridge Program Teachers for the Preschool-Kindergarten Summer Bridge Program will be paid at the rate of \$28.75/hr. Instructional Aides will be paid based on their 2018-2019 per diem rate.

Account # 20-218-100-101 Teachers

Account # 20-218-100-106 Aides

- 1 Lead Teacher in Charge
- 3 Teachers
- 3 Instructional Aides

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

B. SCHOOL ACTIVITIES

Activities

1. Positive Action

Motion was made by Ms. Winrow and seconded by Ms. Goodwin that the Board approve Positive Action Student Recognition Awards for students in all grades to earn a pass to dress down/casual for a day from April-June 2018 .

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

C. CURRICULUM/ INSTRUCTION

1. PARCC High Achievement Day

Motion was made by Ms. Winrow and seconded by Mr. D. Henry that the Board approve a PARCC High Achievement Rally for grades 3-8 to be held on 4/19/18 during students Character Education Classes. Students and Staff will have a dress down day at no cost to students or staff.

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

D. Building Use

N/A

E. Donations (Attachment D)

Motion was made by Ms. Winrow and seconded by Mr. Mark Henry that the Board accept and approve the attached donations that were made to Fairfield Township School:

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

F. Assistant Principal Reports for the Month/Year: March, 2018

ASSISTANT PRINCIPAL (PreK-4) REPORT

1. Enrollment Data Pre K to 4:

Grades	PK	K	1	2	3	4	Total
Prior Year	106	54	72	53	52	62	399
Prior Month	111	51	51	62	55	40	370
Current Month	112	48	53	63	57	39	372

2. **Professional Development and In-Service:**

March 9, 2018-Staff In-Service

3. **Field Trips:**

March 23 & 24

Please Touch Museum

Pre-School

Special Programs:

March 1	Spring Picture Day	All Grades
March 1	Dr. Seuss STEM Literacy Night	All Grades
March 2	Dr. Seuss – Wear Your Favorite Shirt	All Grades
March 16	Color Day (Green)	All Grades
March 26	Wear Purple for Epilepsy Day	All Grades

Discipline Report: (Attachment E)**4. Vandalism Report\ HIB Report: N/A****Supervision/Evaluation Update:**

Pre-Conferences #: N/A

Observations #: N/A

Post-Conferences #: N/A

Walkthroughs #: N/A

SGO's - N/A

ASSISTANT PRINCIPAL (5-8) REPORT**1. Enrollment Data (5-8):**

Grades	5	6	7	8	Total
Prior Year	64	36	38	49	187
Prior Month	53	63	31	40	187
Current Month	61	64	32	41	198

2. Professional Development and In-Service:

March 9, 2018-Staff In-Service

3. Field Trips:

March 24	Richard Stockton University	Grade 6
March 23	Cumberland Regional High School	Grade 6
March 26-28	Stokes Preservation Camp	Grade 8

Special Programs:

March 1	Spring Picture Day	All Grades
March 1	Dr. Seuss STEM Literacy Night	All Grades
March 2	Dr. Seuss – Wear Your Favorite Shirt	All Grades
March 16	Color Day (Green)	All Grades
March 26	Wear Purple for Epilepsy Day	All Grades

4. **Discipline Report: (Attachment E)**

5. **Vandalism Report\ HIB Report:** N/A

6. **Supervision/Evaluation:**

- a. Pre-Conferences #: N/A
- b. Observations #: 8
- c. Post-Conferences #: 11
- d. Walkthroughs #: 15

Director of Student Services (Special Education) REPORT

Enrollment Data (Special Education):

Grades	SE	Total
Prior Year	79	79
Prior Month	79	79
Current Month	82	82

Professional Development and In-Service:

Field Trips: N/A

Vandalism Report\ HIB Report: HIB- 0

Homeless Student Report: · Continuation of transportation arrangements reworked; collaboration with transportation company.

Number of Students receiving Out of District Transportation Services:

Educational Stability for remainder of school year only: 6

Students in Transition (homeless): 5

- Zero new families deemed in transition
- One student out of transition
- Community Resources provided to all families in need as they come up
- Number of Students Currently in Transition: 19
(20 from last month, minus 1 student out of transition= 19)

Counselor Reports

	Individual	In Class sessions	Group	Peer Mediation	Meetings & Frequency	I &RS	504's
Guidance Counselor	27	3	18	10	1 (state reporting/new registration mtg.) 20 - 30 min 4mtg ELL testing/NJSLA testing, PARCC 1 Faculty mtg 2 parent mtg. 1 student services mtg.	17	2

	Initial Meeting	Re-Evaluation	Eligibility Meetings	Annual Reviews	Evaluation Plans	Transitions	Assessments
Child Study Team	2	5	4	3	8	0	1

Fire Drill Date: March 27, 2018
Lockdown Drill Date: March 28, 2018

Supervision/Evaluation:

Pre-Conferences #: 21
Observations #: 21
Post-Conferences #: 21
Walkthroughs #: 16

G. Attendance Residency Report: (Attachment F)

Prepared by Ms. Orlando

H. Nurse's Report (Attachment G)

Prepared by Ms. Griffiths

I. SIG Updates

1. Project Director Monthly Report (Attachment H)

Prepared by Latoya Jones

2. Parent Liaison Report (Attachment I)

Prepared by Nyla Fussell

3. Data Analyst Report (Attachment J)

Prepared by Levi Feeney

J. Technology Report (Attachment K)

Prepared by Mala Samaroo

K. Building and Grounds Report (Attachment L)

Prepared by Janecia Smith

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

**Superintendent--End of Cycle Benchmark and PARCC Updates
Policy Committee**

1. Motion was made by Ms. Peterson and seconded by Ms. Winrow that the **The Fairfield Township Board of Education, Superintendent of Schools and the Policy Committee** move to approve the **Second reading of the following policies: (Attachments M)**

- Community Relations- Local Units Series 1000, Policy 1410
- Superintendent/Principal-Job Description and Evaluation- Series 2000, Policy 2132
- Business & Non Instructional Operations-State Funds/Federal Funds- Series 3000, Policy 3220/3230
- Business & Non Instructional Operations-Relations with Vendors Series 3000, Policy 3327
- Business & Non Instructional Operations-Meals on Credit/Charged Meals Series 3000, Policy 3542.46
- Instructional Personnel -Nepotism Series 4000, Policy 4112.8
- Instructional Personnel-Anticipated Disability Series 4000, Policy 4150.2
- Support Personnel-Nepotism Series 4000, Policy 4212.8
- Support Personnel-Anticipated Disability Series 4000, Policy 4250.2
- Students-Vandalism & Violence Series 5000, Policy 5131.5
- Students-Harassment, Intimidation & Bullying Series 5000, Policy 5131.9
- Instructional Program-Parental Involvement in Title I Program Series 6000, Policy 6015
- Instructional Program-Evaluation of Individual Student Progress Series 6000, Policy 6147.1
- Instructional Program, Complaints Regarding No Child Left Behind Programs Series 6000, Policy 6161.3
- Bylaws of the Board of Education-Electronic Communications among Board Members Series 9000, Policy 9322.1

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

DISCUSSION/PRESENTATION

IX. EXECUTIVE SESSION

1. At 9:15 pm the board entered Executive Session for consideration of Personnel Matters. A Motion was made by Ms. Peterson and seconded by Ms. Winrow to enter executive session to discuss personnel matters

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

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:

Personnel matters

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 30 minutes. No action shall be taken.

At 10:55 pm a motion was made by Ms. Peterson and seconded by Ms. Winrow to enter regular session.

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

The board president Ms. Kennedy explained the superintendent evaluation process to the board and Dr. Knox. She explained the need for the pre-conference. She explained the time frame involved. She explained the information was needed by 7/1/18.

The board president explained to Dr. Knox that he needed to input the goals by 5/10/18 and she gave the website information and how the district goal setting needed to be completed timely.

The board president explained to the board the process of assessing yourself as a board member. She cautioned the board to be mindful of attendance.

- X. **ADJOURNMENT** - Motion was made by Ms. Peterson and seconded by Ms. Winrow to adjourn at 10:00 p.m. – All in favor