

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

***Fairfield Township School
Library/Media Room at 7:00 P.M.***

Board of Education

Ms. Michelle Kennedy

President

Ms. Alta Lloyd

Vice-President

Ms. Ruth Butler

Ms. Mattie Gibbons-Pierce

Ms. Erica Goodwin

Mr. Darlington Henry

Mr. Mark Henry, Sr.

Ms. Marge Neild

Ms. Robin Winrow

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. July 12, 2018

I. Fairfield Township Board of Education Meeting

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. Mattie Gibbons Peterson, Ms. Neild, Ms. Goodwin, Ms. Lloyd, Ms. Winrow, and Ms. Kennedy. Also present: Superintendent Dr. Knox and the School Business Administrator/Board Secretary Ms. Janecia Smith. Ms. Butler, Mr. D. Henry, Mr. M. Henry, were Absent. No Solicitor present.

II. READING AND APPROVAL OF MINUTES

1. Regular/Executive Meeting

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

Regular Meeting Minutes: June 14, 2018

Executive Minutes June 14, 2018

Motion Carried: Roll Call vote 5-0-1

Ms. Peterson voted yes, Ms. Neild voted yes, Ms. Goodwin voted yes, Ms. Lloyd voted yes, Ms. Kennedy voted yes, and Ms. R. Winrow abstained.

Special Meeting Minutes June 25, 2018

Executive Minutes June 25, 2018

Motion Carried: Roll Call vote 5-0-1

Ms. Peterson abstained, Ms. Neild voted yes, Ms. Goodwin voted yes, Ms. Lloyd voted yes, Ms. Kennedy voted yes, and Ms. R. Winrow voted yes.

III. PUBLIC COMMENT\PRESENTATIONS

A. Public Comment - Agenda Items Only-None

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

Janecia Smith/ Business Administrator

Date

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

Motion Carried: Roll Call Vote was 6-0-0

B. Financial Items

1. Approval of Bills (Attachment 2)

Motion was made by Ms. Winrow and seconded by Ms. Neild 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.

June, 2018	Bill List A	\$ 439,649.07
June, 2018	Payroll	\$ 519,413.92

2017-2018	Food Service Totals	<u>\$ 677,702.49</u>
	Total	\$ 1,636,765.48

Motion Carried: Roll Call Vote was 6-0-0

2. **Resolution of Budgetary Transfers (Attachment 3)**

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Fairfield Township Board of Education, upon the recommendation of the Superintendent, hereby ratifies and affirms the transfers in line account in accordance with the list submitted and any amounts in excess of 10% pending county approval and account expenditure transfers for the 2017-2018 school year

Motion Carried: Roll Call Vote was 6-0-0

3. **Contract John Wuzzardo - Licensed Operator Agreement (Attachment 4)**

Motion was made by Ms. Lloyd and seconded by Ms. Neild that the board approve the agreement with John Wuzzardo for the 2018-2019 school year at the rate of \$275.00 per month. Any work performed outside the agreement will be a rate of \$40 per hour.

Motion Carried: Roll Call Vote was 6-0-0

4. **Let's Do Linens Agreement (Attachment 5)**

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve the agreement with Let's Do Linens, Inc. pending board solicitor review.

Motion Carried: Roll Call Vote was 6-0-0

5. **Custodial Services Interlocal Service Agreement (Attachment 6)**

Motion was made by Ms. Neild and seconded by Ms. Winrow that the board approve to enter into the Interlocal Service Agreement agreement with Pittsgrove Township Public School District for the 2018-2019 school year in the amount of \$243,545.94

Motion Carried: Roll Call Vote was 6-0-0

6. **Teaching Strategies Agreement (Attachment 7)**

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve the agreement with Teaching Strategies, LLC. for the 2018-2019 school year in the amount of \$762.00 pending board solicitor review.

Motion Carried: Roll Call Vote was 6-0-0

7. **Delta Dental of New Jersey Agreement (Attachment 8)**

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve the agreement with Delta Dental of New Jersey for the 2018-2019 school year

Motion Carried: Roll Call Vote was 6-0-0

8. **The Public Employer Trust Agreement(Attachment 9)**

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve the Public Employer Trust Agreement for the Prescription Drug benefit program adopted for the 2018-2019 school year

Motion Carried: Roll Call Vote was 6-0-0

9. **PCS Contract Agreement 2018-2019(Attachment 10)**

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve the agreement with PCS (Pro Computer Service LLC) at a monthly fee of \$1,900 per month for IT infrastructure services for the 2018-2019 school year (See Attachment). All terms of the agreement are pending the board solicitor's review and approval of the agreement.

Motion Carried: Roll Call Vote was 6-0-0

10. **Jointure for Pupil Transportation (Attachment 11)**

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve the 2018-2019 Jointure for Pupil Transportation State Contracts, Joint Transportation Agreement and the Certified Participation Resolution agreement between Upper Deerfield Township Board of Education and Fairfield Township Board of Education in the amount of \$316,388 for transportation and \$16,938 for administration fees.

Motion Carried: Roll Call Vote was 6-0-0

11. **Ocean First Bank Corporate Resolution for Use of Facsimile Signature and Signature Authorization and Indemnification Agreement (Attachment 12)**

Motion was made by Ms. Winrow and seconded by Ms. Neild for the board to approve the resolution and signature authorization/ indemnification agreement attached for the 2018-2019 school year

Motion Carried: Roll Call Vote was 5-0-1

All members voted yes except
Ms. Goodwin Abstained

12. **Board Member Leave of Absence**

Motion was made by Ms. Lloyd and seconded by Ms. Winrow to approve the medical leave of absence for Ms. Ruth Butler for the time period of 6/2018 until 10/2018.

Motion Carried: Roll Call Vote was 6-0-0

REPORT OF THE SUPERINTENDENT (July 12, 2018)

The Superintendent submits the following recommendations:

A. PERSONNEL**1. Workshops**

N/A

(Travel reimbursement will be given per negotiated contract.)

Name	Sponsor/Workshop/Location	Cost	Date(s)
N/A			

2. Motion was made by Ms. Winrow and seconded by Ms. Neild to 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	Intermittent FMLA	5/1/18-5/1/19	Sick

Motion Carried: Roll Call Vote was 6-0-0**3. Teacher Course Approval (Attachments B)**

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approve the following course enrollments for the 2018-2019 school year.

Name/Position	Course(s)/Location	Date	Cost	Purpose
C. Hayman/ Teacher	Beginning Teacher Support III, Inclusive Education Credits=5 Stockton University	9/5/18-12/15/18	\$3,310.00	Program: Alternate Route Graduate Credits/Master's Degree
T. Smith/ Teacher	Advanced Teaching Practices in Inclusive Early Childhood Ed. Credits=3 Montclair State University	9/5/18-12/13/18	\$2,366.58	Program: TOSD Special Ed. Teacher of Students with Disabilities
T. Smith/ Teacher	Supervised Practicum & Seminar in Inclusive Early Childhood Credits=3 Montclair State University	9/5/18-12/13/18	\$2,366.86	Program: TOSD Special Ed. Teacher of Students with Disabilities

Motion Carried: Roll Call Vote was 6-0-0**4. Teacher Tuition Reimbursement (Attachment C)**

Motion was made by Winrow and seconded by Ms. Neild that the Board Approve the following enrollments:

Name/Position	Course/Location/Credits	Date	Reimbursement Amount	Board Approval Date
Wendy Kraye/ Teacher	Clinical Experiences in Special Ed. SPED 08520	6/26/17	\$1,600	2/16/17
	Clinical Seminar in Special Ed SELN 10592			

Motion Carried: Roll Call Vote was 6-0-0

5. Clinical Practice TOSD Placement Request (Attachment D)

Motion was made by Ms. Winrow and seconded by Ms. Gibbons-Peterson to approve Ms. Jamie Prentiss's attached Clinical Placement request through Rowan University from Sept. 4, 2018-Oct. 29, 2018.

Motion Carried: Roll Call Vote was 6-0-0

6. Extracurricular Advisory\Coaching Positions (Attachment E)

Motion was made by Ms. Winrow and seconded by Ms. Gibbons-Peterson for the Board to approve the following employees for the extracurricular\coaching positions for the 2018-2019 school year in the amount of \$900 stipends, stipend will be divided if more than one person assigned to coach.

- Student Council Advisor, Sarah Ferrari
- Basketball Coach, Charles Carney
- Boys Cross Country Coach, Charles Carney
- Honor Society Advisor, Darlene Hunt
- Girls Cross Country, Andrea Detullio
- School Safety Patrol, Althea Grant
- Scholastic Academy Advisors, Renee Ring & Tracy Hayman

Motion Carried: Roll Call Vote was 6-0-0

7. Educational Leadership Candidate Case Study & Practicum Agreement-(MSEDL & ENEDL Program) (Attachment F)

Motion was made by Ms. Neild and seconded by Ms. Winrow to approve FTS to serve as the case study site for Mr. Reef Bates, to complete his practicum experience of a minimum of 300 to 500 hrs during the 2018-2019 school year in order to complete all requirements for licensure or endorsement of during the 2018-2019 school year in order to complete all

Motion Carried: Roll Call Vote was 6-0-0

8. Early Childhood Summer Open House Proposal (Attachment G)

Motion was made by Ms. Winrow and seconded by Ms. Neild to approve the attached Early Childhood Open House Proposal to be held on August 21, 2018 from 4:30 pm- 6:30 pm.

Motion Carried: Roll Call Vote was 6-0-0

9. BSI ELA

Motion was made by Ms. Neild and seconded by Ms. Gibbons-Peterson to approve Ms. Bobbie Kukal as the ELA BSI Teacher for grades K-5 for the 2018-2019 school year at the salary of \$72,787.

Account #: 11-230-100-101

Motion Carried: Roll Call Vote was 6-0-0

10. BSI Math

Motion was made by Ms. Neild and seconded by Ms. Winrow to approve Mr. William Young as the Math BSI Teacher for the 2018-2019 school year for grades 6-8 at the salary of \$58,277.

Account #: 11-230-100-101

Motion Carried: Roll Call Vote was 6-0-0

B. SCHOOL ACTIVITIES

1. Field Trips (Attachment H)

Motion was made by Ms. Gibbons-Peterson and seconded by Ms. Neild to approve the following filed trips:

Contact	Activity	Date/Time	Cost	Purpose
M. Braxton	Kindergarten Field Trip Adventure Aquarium Camden, NJ	7/25/18 8:45 am-2:00 pm	\$432.16 +Transportation	5.3.1 5.3.2

Motion Carried: Roll Call Vote was 6-0-0

2. Fundraisers (Attachment I)

Motion was made by Ms. Winrow and seconded by Ms. Neild to approve the below School Activities:

Contact	Activity	Date/Time	Cost	Purpose
N. Fussell	Kona Ice Parents & Students, community will be able to purchase water ice at the Back to School Bash	8/23/18	\$0.00	Proceeds will go toward the Student Activity Fund for 2018-2019 school events & activities

Motion Carried: Roll Call Vote was 6-0-0

C. CURRICULUM / INSTRUCTION

N/A

D. Building Use (Attachment J)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve the Building Use for the following activities:

Applicant	Activity	Cost	Location	Date/Time
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J. Conahey	Alpha Delta Kappa Altruistic Sorority Meetings	\$0.00	Library/Media Room	6:30 pm-8:00 pm 9/10/18, 10/1/18, 11/5/18, 12/3/18, 1/7/19, 2/4/19, 3/4/19, 4/1/19 5/6/19
Omega PSI PHI Fraternity	Blood Drive	\$0.00	Cafeteria	3:30 pm-8:00 pm 8/9/18
FTS	Host 8th Grade Dialogue	TBD	Cafeteria	Time TBD 3/27/19
Fairfield Twp. Recreation Committee Michael Peterson	Youth Tennis	\$0.00	Track & Field, Tennis Courts	6/15/2018-9/30/2018 from 6:00 p.m. to 8:00 p.m. Reserve Time for FT Rec. Community during their time on court

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

Motion Carried: Roll Call Vote was 5-0-1

Ms. Gibbons-Peterson abstained from Fairfield Twp. Recreation Committee Youth Tennis

E. Donations (Attachment K)

Motion was made by Ms. Lloyd and seconded by Ms. Neild that the board accept and approve the attached donations that were made to Fairfield Township School:

Motion Carried: Roll Call Vote was 6-0-0

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

ASSISTANT PRINCIPAL (PreK-4) REPORT

1. Enrollment Data Pre K to 4:

Grades	PK	K	1	2	3	4	Total
Prior Year	108	53	71	53	49	60	394
Prior Month	112	50	54	64	46	38	364
Current Month	114	49	52	64	39	39	357

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

N/A

3. Field Trips:

June 1 Johnson’s Farm Kindergarten

4. Special Programs:

June 1 Kona Ice Truck Fundraiser All Grades
 June 4 ELL Parent Night All Grades
 June 4 YOGO Fundraiser All Grades
 June 8 Color Day – Favorite Color All Grades
 June 8 Step-Up Grade K
 June 12 Field Day Grade 1 - 2
 June 15 Field Day Grades 3 - 4

5. Discipline Report: (Attachment L)

6. Vandalism Report\ HIB Report: N/A

7. 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	59	30	38	45	172
Prior Month	52	63	32	42	189
Current Month	51	62	32	41	186

2. Professional Development and In-Service:

N/A

3. Field Trips:

June 5 Great Adventure Safety Patrol

4. Special Programs:

June 1 Kona Ice Truck Fundraiser All Grades
 June 4 ELL Parent Night All Grades
 June 4 YOGO Fundraiser All Grades

June 6	Awards Banquet	Grade 8
June 7	Career Day	All
June 7	Honor Society Induction	Honor Society
June 8	Color Day – Favorite Color	All Grades
June 8	Graduation Dance	Grade 8
June 11	Field Day	Grades 5 - 8
June 15	Graduation	Grade 8

5. Discipline Report: (Attachment L)

6. Vandalism Report\ HIB Report:N/A

7. Supervision/Evaluation:

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

Director of Student Services (Special Education) REPORT

Enrollment Data (Special Education):

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

Professional Development and In-Service: N/A

Field Trips: N/A

Vandalism Report\ HIB Report:

Homeless Student Report:

	Initial Meeting	Re-eval.	Elig. Mtg.	Annual Reviews	Eval. Plans	Transitions	Assessments
Child Study Team	0	0	10	5	3	0	0

Fire Drill Date: 6/13/18

Lockdown Drill Date: 6/18/18

Supervision/Evaluation:

Pre-Conferences #: N/A

Observations #: N/A

Post-Conferences #: N/A

Walkthroughs #: N/A

G. Attendance Residency Report:

N/A

H. Nurse's Report (Attachment M)

Prepared by Ms. Griffiths

I. SIG Updates

1. Project Director Monthly Report (Attachment N):

Prepared by Latoya Jones

2. Parent Liaison Report (Attachment O):

Prepared by Nyla Fussell

2. Data Analyst Report:

N/A

J. Technology Report (Attachment P):

Prepared by Mala Samaroo

K. Building and Grounds Report (Attachment Q):

Prepared by Janecia Smith

- VI. PUBLIC COMMENT – Non-Agenda Items – Ms. Kim Hall- Resident, Cumberland Regional S.B. approached spoke to the board to say she was happy that she can now attend the Board meetings going forward. The new schedule for the board meetings allow her to attend.**

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

Policy Committee

DISCUSSION/PRESENTATION: N/A

IX. EXECUTIVE SESSION-None

1. Executive Session for consideration of personnel matters, student placement, and other school related matters appropriate for session.

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.

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

Motion was made by Ms. Lloyd and seconded by Ms. Winrow to adjourn meeting at 8:06 p.m.

All in Favor 6-0-0