

Fairfield Board of Education  
Meeting Agenda  
Tuesday, May 15, 2018 at 7:30 P.M.  
Stevenson School - Library  
15 Knoll Road, Fairfield, NJ 07004

I. EXECUTIVE SESSION

**BE IT RESOLVED** that the Fairfield Board of Education finds it necessary to meet in Executive Session (Closed to the Public) to discuss attorney/client privileged information, which is exempt from the Open Public Meetings Act.

Introduced by:                      Seconded by:                      Voice Vote

II. OPEN MEETING –PUBLIC NOTICE OF MEETING

The Board will reconvene from Executive Session and Mr. Egan, President, will preside and voice the call to order at 7:30 p.m.

*The public meeting will be called to order at approximately 7:30 p.m., by Mr. Egan, Board President, by reading the following announcement to those present:*

“The public has been duly informed of this meeting in accordance with Chapter 231 of the Public Laws of 1975 by posting, at least 48 hours in advance, a notice on the bulletin boards in Stevenson and Churchill Schools, a notice to the Township Clerk, and a notice to The Progress Newspaper.”

*Now, please join us for the Pledge of Allegiance.*

**ROLL CALL:**

Mr. Jeffrey Didyk; Mr. Pat Freda; Mrs. Andrea Jandoli  
Mr. Robert Lombardy, Vice President; Mr. Brian Egan, President;  
Ms. Susan Ciccotelli, Superintendent of Schools; and  
Ms. Yvonne Hellwig, Business Administrator

III. PUBLIC COMMENT ON: *AGENDA ITEMS ONLY*

Guidelines in Accordance with Policy #0164:

- a. *This is not a question and answer session, but an opportunity to hear comments from the public, directed to the President.*
- b. *Each person who wishes to make a statement must state their name & address to Ms. Yvonne Hellwig.*
- c. *If it appears this portion of the meeting will last longer than 30 minutes, comments may be limited to 3 minutes each until all others have been heard. No participant may speak more than once on the same topic.*
- e. *District staff members may make a statement, except when the issue addressed is subject to remediation by an existing alternate method and/or the administrative chain of command has been previously utilized.*
- f. *Please be respectful of the Board, Administration, Staff, and audience members in attendance.*

**FAIRFIELD BOARD OF EDUCATION: PAGE 2 AGENDA May 15, 2018**

IV. ENROLLMENT: April 20, 2018

Grade/School	Total Students 6/30/17	Total Students 4/20/18	Total Students 5/11/18
Preschool	41	57	57
K – Stevenson	73	86	87
1 – Stevenson	112	77	77
2 – Stevenson	82	108	108
3 – Stevenson	75	89	89
4 – Churchill	89	77	78
5 – Churchill	105	94	94
6 – Churchill	96	104	104
Total:	673	692	694
Outside #367and #356			

- **STUDENT PRESENTATION**

V. PERSONNEL

A. INSTRUCTIONAL

1. Renewal of Tenured Teaching Staff

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve the re-appointment of the following tenured staff for the 2018-2019 school year. As required by contract, the staff will be informed of assignments per the June 1st letter.

Alonso, Daphne	Farrell, Tracey	MacIntosh, Lisa	Rivera, Sandra
Bargiel, Dina	Fasulo, Addie	Major, Marya	Russo-Desordi, R.
Bowers, Lisa	Ferrara, Jennifer	Malinowski, Danielle	Salter, Laurie
Breznak, Colleen	Franzi, Carissa	Malinski, Cherylann	Santalla, Erica
Britton, Angela	Gualtieri, Donna	Marchetta, Carol	Spanarelli, Donna
Cardillo, Michael	Gualtieri, Jennifer	Messina, Nicole	Suppa, Maria
Carnovale, Nicole	Guerrero, Amy	Nazarian, Dorian	Tabatneck, Donna
Chavkin, Jaime	Healy, Susan	Patel, Sonal	Tirrell, Cindy
Cofnuk, Marilyn	Horvath, Peter	Perrone, Jennifer	Verrengia, James
Dearani, Cristina	Iarossi, Alyssa	Prall, Catherine	Vince-Cruz, Caroline
Dickson, Joleen	Kohlberg, Jodie	Puglisi, Gina	
Esposito, Nick	Lizza, Donna	Rhodes, Joanne	

## FAIRFIELD BOARD OF EDUCATION AGENDA, MAY 15, 2018: PAGE 3

### 1. Maternity Leave of Absence

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve a Maternity Leave of Absence for Jennifer Ferrara. Mrs. Ferrara's due date is approximately 9/30/18. She will utilize 17 sick days before her due date, beginning 9/4/18 to 9/28/18. She will use 22 sick days after her due date from 10/1/18 to 10/30/18. Mrs. Ferrara will then use provisions of the NJ Temporary Disability Act (6 weeks) and Family Medical Leave Act (12 weeks) from approximately 10/31/18 to 1/30/19. Mrs. Ferrara will take the remainder of the 2018-2019 school year and plans to return for the 2019-2020 school year.

### 2. Resignation

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, accept the letter of resignation from Nicole Torrent, effective June 30, 2018, with regret, best wishes and appreciation for her service to the students of Fairfield.

### 3. Change in Position

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve a change from a part-time employee to a full time employee for Nick Esposito, effective beginning the 2018-2019 school year. This change will be reflected in the June 1 contract letter.

### 4. Employment 2018-2019

- a. Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, employ Jennifer Sisco as a tenure-track Vocal Music Teacher for the 2018-2019 school year at Step 5, M.A. on the current teachers' salary guide, effective September 1, 2018, pending receipt of all required documentation, including Criminal History Review.
- b. Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, employ Brianna Salvemini as a tenure-track Part-Time Physical Education Teacher for the 2018-2019 school year at 50% of Step 1, B.A. on the current teachers' salary guide, effective September 1, 2018, pending receipt of all required documentation, including Criminal History Review.
- c. Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, employ Marisa Caradimitropoulo as a tenure-track Elementary Teacher, for the 2018-2019 school year at Step 1, M.A. on the current teachers' salary guide, effective September 1, 2018, pending receipt of all required documentation, including Criminal History Review.

**FAIRFIELD BOARD OF EDUCATION AGENDA, MAY 15, 2018: PAGE 4**

- d. Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, employ Kristen Crisafi as a tenure track Elementary Teacher, for the 2018-2019 school year at Step 14A, M.A. on the current teachers’ salary guide, effective September 1, 2018. Ms. Crisafi was a Maternity Leave Replacement Teacher for the 2017-2018 school year so all documentation is in order.
- e. Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, employ Jennifer Mulvaney as a tenure-track Elementary Teacher, for the 2018-2019 school year at Step 14A, M.A. on the current teachers’ salary guide, effective September 1, 2018, pending receipt of all required documentation, including Criminal History Review.

**B. NON-INSTRUCTIONAL**

1. Termination of Employee

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, terminate the employment of Employee #101183, effective May 25, 2018.

2. Re-appointment: Instructional Aides, Secretaries, & Custodians

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, reappoint the following Instructional and Non-Instructional Employees for the 2018-2019 school year.

10-MONTH INSTRUCTIONAL AIDES		
5 Days per week, not to exceed 29 hours per week		
Barrington, Brittany	Efrus Susan	Nolan, Lauren
Bertoldi, Leo	Fano, Lynne	Ortiz, Kristin
Bertoldi, Marissa	Fiore, Melissa	Papa, Rosa Anna
Bertoldi, Nancy	Hessenius, Kimberly	Rivera, Mark
Blum, Sharyn	LoBasso, Lou Ann	Rizzi, Monica
Carroll, Lisa	LoCascio, Maria	Summerville Christine
Contaldi, Kathleen	Lozito, Pat	Trigazis, Michelle
Convertino, Daniela	Mancuso, Maria	Wong, Kathy
D’Urso, Roseanne	Matos, Rose	
11-MONTH SCHOOL/CST SECRETARIES		
Bellafonte, Robin	Ripp, Flora	Serpico, Jane
12-MONTH CUSTODIANS		
Moczulski, Micky	Vaxmonskey, William	Colon, Gladys (P/T)
Fedna, Carlo	Woodson, Bob	Zuk, Bob

**FAIRFIELD BOARD OF EDUCATION AGENDA, MAY 15, 2018: PAGE 5**

3. Resignation

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, accept the letter of resignation as Instructional Aide from Adriana Diaz, effective June 30, 2018, with regrets, best wishes and appreciation

C. ADMINISTRATION

1. Position/Title Approval

a. BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent, re-approve the job description/title and position of “Director of Special Education/Principal,” effective for the 2018-2019 school year, as approved by the Interim-Essex County Superintendent of Schools on July 21, 2016, and further approve the annual submission of the said job description and excerpt from the Board agenda approving the job description/title and position to the Interim-Essex County Superintendent of Schools.

b. BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent, re-approve the job description/title and position of “Director of Curriculum and Instruction/Principal”, effective for the 2018-2019 school year, as approved by the Interim-Essex County Superintendent of Schools on July 21, 2016, and further approve the annual submission of the said job description and excerpt from the Board agenda approving the job description/title and position to the Interim-Essex County Superintendent of Schools.

2. Business Administrator/Board Secretary Contract Approval/Employment

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, accept the contract for Lyanna Rios Business Administrator/Board Secretary, pending approval by the Interim-County Superintendent of Schools, and receipt of all required documentation, effective July 1, 2018. Ms. Rios will be employed at a salary of \$115,000.

D. SUBSTITUTE APPROVAL

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve Seyed Alireza Pourmanouchehri, as a fully qualified teacher substitute, effective upon receipt of all required documentation for the 2017-2018 school year.

**FAIRFIELD BOARD OF EDUCATION AGENDA, MAY 15, 2018: PAGE 6**

E. EXTENDED SUMMER 2018 PROGRAM

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve the assignments for certificated staff for the 2018 Extended School Year Program, as presented below.

Position	Name of Staff	Per hour	Total hours
Below, not to exceed 12 days @ 4.5 hours per day			
Occupational Therapist	Sonal Patel	\$61.85	54 hrs.
Below: 22 days @ 4.5 hours per day			
Primary M.D.	Desiree Agrifolio	\$61.85	99 hrs.
Primary LLD	Amy Guerriero	\$61.85	99 hrs.
Primary LLD	Lisa MacIntosh	\$61.85	99 hrs.
Below: 22 days @ 4 hours per day			
School Nurse	Kristen Pero	\$61.85	88 hrs.
Special Education Aides	Bertoldi, M Bertoldi, N. Diaz, A	Trigazis, M. Carroll, L. Convertino, D.	\$15.00 88 hrs. each
Occupational Therapist	Sonal Patel (In addition to above hrs.) Hours for writing reports, evaluations	\$61.85	14 hrs.

Personnel Recommendations: Introduced by: Seconded by: Roll Call

VI. PROGRAM/CURRICULUM

A. OUTSIDE VENDOR CONTRACTS 2018-2019

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve contracts for the following vendors to supply required therapy and evaluation services, as shown below, for all Fairfield Public School special education students (at home, in out-of-district schools, and within the Fairfield Schools) to meet IEP requirements, on an as needed basis, from July 1, 2018 through June 30, 2019. Fees per contract available in Business Office.

Vendor	Services covered in contract.
Caldwell Pediatric Therapy	Occupational and Physical Therapy
Bergen County Special Services, Sound Solutions	Audiology, Teacher of the Deaf and Hard of Hearing
Essex Regional Educational Services Commission	Home Instruction, CST Evaluations, Bilingual Evaluation, Participation in IEP meetings, Occupational and Physical Therapy, Speech, <b>as needed</b>

Continued next page

**FAIRFIELD BOARD OF EDUCATION AGENDA, MAY 15, 2018: PAGE 7**

Hillmar, LLC, Ed. Spec.	Bilingual, Monolingual, CST evaluations, Occupational and Physical Therapy, Counseling, Speech, Participation in IEP meetings, <b>as needed</b>
Wellness and Rehab. Services, LLC	Physical Therapy Services
STARS*	Solomon Therapeutics and Resource Specialists
Next Step Pediatric Therapy	Pediatric Therapies

**B. NURSING PLAN APPROVAL**

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve the 2018-2019 Nursing Plan revised by the school nursing staff and school physician.

**C. GOOD NEWS**

- On May 4, 2018, the fourth grade spent a beautiful day outside at Fort Hancock, NJ at Sandy Hook Beach. Students spent the day touring Historic Fort Hancock learning about the history of the base dating back to the days before the Revolutionary War. This tour supported the current social studies classroom instruction on New Jersey's colonial history. Students had the opportunity to see the lighthouse at Sandy Hook, which had been standing since before the Revolutionary War. The tour also consisted of learning about the ocean ecosystem and the various varieties of life that the ocean ecosystem supports. Students were given a lesson on the various types of shells that are indigenous to New Jersey and given a chance to collect and identify those shells. Finally, in groups of four, the fourth graders had the opportunity to go seining in the bay to collect samples of life structures that live near the shore. This unique experience also supports the current science curriculum on plants and animals. Through this unique experience, students have been motivated to continue to learn about the ocean and its plant and animal life, as well as the local history of New Jersey.
- Fifth grade students are making spontaneous cross-curricular connections between what they are learning about bio-diversity in Language Arts and what they are learning about the Earth's major systems and ecosystems in Science. Similar connections are being made between math, science, language arts, and art through poetry projects and the Fibonacci Sequence.
- On May 7, 2018, the sixth graders participated in LEAD Day to celebrate their completion of the LEAD (Law Enforcement Against Drugs) program. Students were able to spend the day with Fairfield police officers and take part in many activities throughout the day. Towards the end of the day, students had a LEAD graduation ceremony in which each student received a certificate.

## FAIRFIELD BOARD OF EDUCATION AGENDA, MAY 15, 2018: PAGE 8

### Stevenson School

- Kindergarten students will be starting their last Science unit: Living Things and Their Needs. They will learn what plants and animals need to survive. They will observe the germination and growth of their own plants and the behavior of classroom animals, bessbugs. They will also explore the impact the environment has on these living things. A class trip to Turtle Back Zoo will be a culminating activity for this unit.
- First grade went on a field trip to the MAYO performing arts theater and saw the play, "Henry and Mudge." The play was a musical and was very funny. The students especially loved Mudge. They have also been working on a Language Arts unit called, "Fairy Tales," which they will share with their Special People on May 17th. First grade teachers are appreciative of all the wonderful surprises and treats provided during Teacher Appreciation Week.
- Second Grade has been working hard in writing. They researched oviparous creatures using books and technology. Once information was gathered, they wrote a paragraph describing their animal using the skills they learned throughout the year. Students are learning about measurement in math using different units of measurement and are having fun measuring objects around our classrooms, including our classmates!
- Third grade is very excited to welcome some new friends into their rooms. The caterpillars have been brought in and students are so excited to see them change into beautiful butterflies. They have been having lots of fun learning about the life cycle!
- Down the yellow hallway were the student's Pop Bottles. Students read biographies and worked hard crafting their people. They hope you enjoyed them!
- The Stevenson Student council raised \$330 for the teacher appreciation flower grams. The flower purchased were hung on each staff member's door. The money raised was then used to purchase carnation flowers to be given to each teaching staff member on Friday, May 11. The student council also created a mini teacher appreciation assembly. There was a slide show about the staff, poems read, and a "teacher dare" where prizes were awarded!

Program/Curriculum Recommendations: Introduced by: Seconded by: Roll Call



**FAIRFIELD BOARD OF EDUCATION AGENDA, MAY 15, 2018: PAGE 9**

**VII. POLICY**

**A. Second Reading and Adoption of Policies**

Recommended Motion: that the Fairfield Board of Education, upon the recommendation of the Superintendent, approve the second reading and adoption of Policies #2418 Section 504 of the Rehabilitation Act of 1973-Students and #4124 Employment Contract, effective immediately.

Policy Recommendations: Introduced by: Seconded by: Roll Call

**VIII. SUPERINTENDENT'S QUANTITATIVE AND QUALITATIVE GOALS**

BE IT RESOLVED that the Fairfield Board of Education has determined that the following Qualitative and Quantitative Merit Goals for Susan Ciccotelli, Superintendent of Schools, have been satisfied and were achieved during the 2017-2018 school year; as shown below:

1. Quantitative Supervise administrative evaluation process by ensuring 50% of all formal observation reports completed in grades 3-6 reading classes contain at least one indicator of and/or recommendation for investigative strategies. It is expected the investigative strategies identified will be grade level and content area specific.
- Qualitative Goal: Participate in Consortium Administrative Book Club to discuss and support topics related to District and Leadership Goals.

BE IT FURTHER RESOLVED that the Business Administrator/Board Secretary shall forward a certified copy of this resolution to the Essex County Superintendent of Schools in accordance with N.J.A.C. 6A:23A-3.1 (10) (iv); and

BE IT FURTHER RESOLVED that, upon receipt of confirmation of satisfaction of the above goals from the Essex County Interim-Superintendent of Schools, the applicable Merit Bonus provisions shall be paid.

Goals Recommendations:

Introduced by: Seconded by: Roll Call

**IX. BUSINESS OFFICE RESOLUTIONS**

**1. FINANCE**

**A. Minutes Approval**

BE IT RESOLVED that "the following minutes be approved" from the April 24, 2018 Public and Executive Sessions.

**FAIRFIELD BOARD OF EDUCATION AGENDA, MAY 15, 2018: PAGE 10**

**B. Bills/Claims/Payrolls**

BE IT RESOLVED “to approve the following Bills and Claims Lists and Payrolls”.

Bills & Claims List	\$ 286,763.68
April 15, 2018 Payroll	\$ 354,727.14
April 30, 2018 Payroll	\$ 343,682.31

**C Financial Report**

BE IT RESOLVED to approve and accept the Board Secretary’s Financial Report for the months of March 2018.

**D. Budgetary Transfer**

BE IT RESOLVED to approve and accept the budgetary transfer report for the month of April 2018.

**E. Treasurer’s Report**

BE IT RESOLVED to approve and accept the Treasurer’s Report report for the month of February and March 2018...

**F. Building Use Applications**

BE IT RESOLVED to approve the following Building Use Applications:

Organization or Group/Location/Purpose	Date and Time Slot
Hustle Baseball Academy Stevenson 60/90 Field Practice	Monday – Thursday June 4 – 28, 2018 5:30PM – 7:30PM

**G. Bus Drills**

BE IT RESOLVED that the School Bus Emergency Evacuation Drills for the Fairfield Schools were held in accordance with N.J.A.C. 6a:27-11.2.

- Stevenson School held their drill on May 10, 2018 in the front of the school at 8:40 a.m. All routes (1-7) were evacuated and supervised by Dr. Trabucco.
- Churchill School held their drill on May 10, 2018 at the bus drop off in front of the school at 8:20 a.m. All routes (1, 1A and 2-6) were evacuated and supervised by Mr. Santana.

**FAIRFIELD BOARD OF EDUCATION AGENDA, MAY 15, 2018: PAGE 11**

**H. HIB Affirmation**

BE IT RESOLVED that the Board affirm the Superintendents decision on Harassment Intimidation and Bullying (HIB) Cases CH #4 17-18 first reported to the Board, in Executive Session on April 24, 2018.

**I. Tax Levy Payment**

BE IT RESOLVED to that on or about the 10<sup>th</sup> of each month, and no later than the 15<sup>th</sup> of each month beginning July 2018 through June 2019, Fairfield Township will provide a Tax Levy Payment in the amount of \$ 955,993.75.

**Business Resolution Items A, B, C, D, E, F, G, H, I:**

Introduced by:

Seconded by:

Roll Call

**2. COMMITTEE REPORTS**

To follow

**3. OLD BUSINESS**

To Follow

**4. NEW BUSINESS**

To Follow

**5. PUBLIC COMMENT II ON: AGENDA & NON-AGENDA ITEMS**

*Guidelines in Accordance with Policy #0164:*

1. This is not a question and answer session, but an opportunity to hear comments from the public, directed to the President.
2. Each person who wishes to make a statement must state their name & address to Ms. Yvonne Hellwig
3. If it appears this portion of the meeting will last longer than 30 minutes, comments may be limited to 3 minutes each. Until all others have been heard, no participant may speak more than once on the same topic.
4. District staff members may make a statement, except when the issue addressed is subject to remediation by an existing alternate method and/or the administrative chain of command has been previously utilized.
5. Please be respectful of the Board, Administration, Staff and audience members in attendance.

**6. NEXT MEETING:**

BE IT RESOLVED that the next meeting will be held on June 12, 2018 at 7:30 PM in the Stevenson School Library.

**7. ADJOURNMENT:**

There being no further business before the Board, the meeting will be adjourned.

Introduced by:

Seconded by:

Voice Vote