

Fairfield Board of Education
Meeting Minutes
Wednesday, November 20, 2019 - Library
15 Knoll Road, Fairfield, NJ 07004

Attachment C

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: Mr. Sapeinza Seconded by: Mr. Didyk

Mr. Egan Aye Mr. Sapienza Aye

Mr. Didyk Aye Mr. Freda Aye

Motion Carries

II. OPEN MEETING –PUBLIC NOTICE OF MEETING

Mr. Freda, President, presided and voice the call to order at 7:37 p.m. 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.

BOARD MEMBERS PRESENT: Mr. Brian Egan , Mr. Michael Sapienza,
Mr. Jeffrey Didyk, and Mr. Pat Freda,
President

BOARD MEMBERS ABSENT: Ms. Andrea Jandoli

ADMINISTRATORS PRESENT: Ms. Susan Ciccotelli, Superintendent of
School and Ms. Lyanna Rios, Business
Administrator/Board Secretary

III. PUBLIC COMMENT ON: *AGENDA ITEMS ONLY*

None

FULL AUDIT PRESENTATION BY BRIAN KO OF NISIVOCCIA, LLP.

IV. ENROLLMENT

Grade/School	Total Students 9/1/19	Total Students 11/12/19	
S.E. Home Prog.	1	1	0
Preschool	32	36	+4
K – Stevenson	98	99	+1
1 – Stevenson	92	92	0
2 – Stevenson	88	89	+1
3 – Stevenson	83	80	-3
4 – Churchill	113	115	+2
5 – Churchill	92	96	+4
6 – Churchill	82	80	-2
Total:	681	688	+7

V. PERSONNEL

A. Non-Instructional

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, retroactively accepts the letter of resignation from Lisa Capalbo with regret and appreciation for her service to the students of Fairfield.

B. Substitute Employment

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following fully qualified substitutes for the 2019-2020 school year, pending receipt of all required documentation.

Helen Karen Telli Teacher/Aide
 Tori Carsillo Aide
 Abigail Kendall Aide
 Angela Berrian Teacher/Aide

C. Superintendent’s Evaluation Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, retroactively approves the 2018-2019 evaluation for Susan Ciccotelli, Superintendent of Schools, completed and signed by Pat Freda, President on 6/19/19.

All Personnel Recommendations:

Introduced by: Mr. Egan

Seconded by: Dr. Sapienza

Mr. Egan Aye Dr. Sapienza Aye

Mr. Didyk Aye Mr. Freda Aye

Motion Carries

VI. CURRICULUM/PROGRAM

A. Workshop Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves attendance at the following workshops and also approves the reimbursement of registration and/or mileage, expenses, which are to be reimbursed, pending completion of the workshops and submission of the travel reports. *Lodging and meals included.

Staff	Workshop	Date	*Registration
Patel, S.	AOTA (OT) Conference	3/26-29/2020	\$451 IDEA
Guerriero, A.	Dyslexia Help Struggling students to successfully	1/9/2020	\$279 IDEA
Santalla, E.	Read, Write, and Spell		\$279 Title II
DeSordi, J.	Interdisciplinary Lessons Conquer Math	1/6/2020 2/28/2020	\$160 each
Healy, S. Salant, L.	Strengthen Special Needs Students Executive Functioning Skills	1/15/2020	\$279 IDEA each
Spanarelli, D.	Decrease Attention-Getting and Tantrum Behaviors	1/8/2020	\$279 IDEA
Pero, K	Adv. Cardiac Life Support	1/30/20	\$190

B. Curriculum Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the updated Library Services/Media curriculum, previously reviewed by the Curriculum Committee, to meet the five-year schedule deadline, effective immediately.

C. Preschool Tuition Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the increase of the per student tuition for the Preschool Inclusive class to \$3,500 per year effective for the 2020-2021 school year.

D. Home Instruction

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves home instruction for student #418 from November 19, 2019 to TBD, not to exceed 10 hours per week. Home Instructors were previously approved. The hourly rate of pay per contract.

E. Good News

Stevenson

- November is a fun and busy, month in Kindergarten! Students learned about Veterans Day and symbols of America, in addition to reading about the armed forces. Students also wrote letters to veterans, thanking them for their service. Kindergartners are also preparing for their Thanksgiving play by learning Native American signs and reading stories about the first Americans. Students are practicing patterns in math by making Native American necklaces and headdresses. They are learning new songs, memorizing their own lines, and creating costumes for the play as well.
- First grade is excited to begin inviting mystery readers into the classrooms. The students love to see who the reader will be and what book would be shared.. First graders enjoyed the indoor Halloween parade, walking through the halls listening to Halloween music. They also played “Pass the Pumpkin” for a prize after the ice cream treat. Students heard the story about Spookley, the Square Pumpkin, an example of how being different can save the day.
- In second grade, students learned all about Veterans Day and Election Day through leveled texts. Students were detectives and searched for text evidence to prove their answers! Second grade also participated in the October Birdhouse Assembly by presenting a short skit about responsibility.
- During the month of November, third grade students have been learning a lot about Veterans Day. They realize the importance of honoring this day and the sacrifices that our military makes every day to keep us safe. As a culmination to the discussion, students wrote a Thank You card to a veteran. Cards are being sent to America’s Adopt a Soldier Foundation. The students are very proud of their work and feel good about this gesture of kindness and thanks!
- The Student Council is enjoying their work together to impact the school and local community. Currently, the students have a mission to help the planet by recycling. They created a variety of colorful and creative posters to inform the

school body as a whole. The students and staff are enjoying the important message as it is spread throughout the hallways. With the intention of getting everyone involved, the Student Council members are working to educate their fellow classmates through in-person information sessions and participation in the Stevenson School News. Student Council members are doing a great job of spreading the message. Be sure to reduce, reuse, and recycle!

Churchill

- In science, the fourth grade students are currently learning about the layers of the Earth and how the Earth changes from within and without. The students are very interested in starting the unit and are looking forward to completing many different science experiments. They have just concluded their personal narrative unit in writing. Classes paired up to celebrate, share, and complement each other's writing in a fantastic celebration. Students are all becoming good mathematicians by learning multiple ways to multiple two and three digit numbers. They are currently reading The Mixed Up Files of Basil E. Frankweiler.
- Fifth grade students are excited to begin their new cycle of specials and continue to show all they know in the new marking period.
- On Monday, October 21, the sixth grade was lucky enough to be invited to attend an assembly about Mallory's Army. This moving assembly about the worst effects of bullying touched both staff and students. Many honest and open discussions followed in the sixth grade classrooms.
- The Churchill School Student Council sponsored their first "BOO-gram" fundraiser in October and raised \$465.00. Students and staff enjoyed receiving positive messages and a variety of candy treats. Heartfelt thanks go out to Mr. Iannia and Mr. Machin for the candy donation and the Executive Board of Officers for endless hours of bagging "BOO-grams," as well as all the families and staff who supported this event. Thank you!!!
- The Churchill Student Culture & Climate Team collected Halloween candy donations after trick or treating for Operation Gratitude to send treats to troops. There was also a student Kindness T-shirt Design contest. The winning design was from fifth grader, Emily Cole. Her design will be made on an actual t-shirt that students will have the opportunity to purchase.

- The Churchill Staff Culture & Climate Team also arranged for Marine Corporal, Brian Gallagher, to speak to all of the students on November 6. All of the classrooms designed a clothespin, which was added to a wreath that read "Churchill School students thank veterans for". The wreath was presented to Mr. Gallagher by the Student Council during the assembly and is now hanging in the VFW.

All Curriculum/Program Recommendations:

Introduced by: Dr. Sapienza Seconded by: Mr. Egan

Mr. Egan Aye Dr. Sapienza Aye

Mr. Didyk Aye Mr. Freda Aye

Motion Carries

VII. POLICY

Attachment A

A. Job Description Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves revised Certified School Nurse Job Description, which has been reviewed by the Policy Committee.

B. Second Reading/Approval of Policies and Regulations

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the second reading and approval of the following policies and regulations, which have been reviewed by the Policy Committee.

<u>POLICY/REGULATION</u>	<u>TITLE</u>	<u>REVISED/NEW</u>
P 3159	Teaching Staff Member/School District Reporting Responsibilities (M)	Revised
P&R 3218/4218	Use, Possession, or Distribution of Substances (M)	Revised
P 4219	Commercial Driver’s License Controlled Substance and Alcohol Use Testing (M)	Revised
P&R 6112	Reimbursement of Federal and Other Grant Expenditures (M)	Revised
P&R 7440	School District Security (M)	Revised
P&R 8600	Student Transportation (Policy M)	Revised
P 8630	Bus Driver/Bus Aide Responsibility (M)	Revised
R 8630	Emergency School Bus Procedures (M)	Revised
P 8670	Transp. of Special Needs Students (M)	Revised
P 9210	Parent Organizations	Revised
P 9400	Media Relations	Revised

C. Annual Approval of All Current Policies and Regulations

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reapproves all current policies and regulations for the 2019-2020 school year, as mandated by the Department of Education. Individual policies and regulations will be recommended for approval during the school year, as needed.

D. Policy: First Reading

Attachment B

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the first reading of revised Policy #8442, Reporting Accidents. This policy has been reviewed by the Policy Committee.

Policy Recommendations:

Introduced by: Mr. Didyk

Seconded by: Mr. Egan

Mr. Egan Aye Dr. Sapienza Aye

Mr. Didyk Aye Mr. Freda Aye

Motion Carries

VIII. BUSINESS/FINANCE OFFICE RESOLUTIONS

A. Minutes

Attachment C

BE IT RESOLVED that the Fairfield Board of Education approves the attached minutes from the October 15, 2019 Public & Executive Sessions.

B. Bills/Claims/Payrolls

Attachment D

BE IT RESOLVED that the Fairfield Board of Education approves the following Bills and Claims List, and Payroll:

Bills and Claims List	\$751,370.87
October 30, 2019 Payroll	\$357,797.46
November 15, 2019 Payroll	\$369,104.98

C. Transfer of Funds

Attachment E

BE IT RESOLVED that the Fairfield Board of Education authorizes the transfers in the 2019-2020 budget, per details of the Transfers Report for October 2019, per state law, for the 2019-2020 school year.

D. Secretary/Treasurer Report

BE IT RESOLVED that the Fairfield Board of Education acknowledges and accepts the report of the Board Secretary and Treasurer of School Monies for the period of October 1, 2019 through October 31, 2019.

I hereby certify that for the period of October 2019 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23-16.10(a).



Lyanna Rios
Business Administrator/Board Secretary

Pursuant to N.J.A.C.6A:23A-16.10(c)(4), the Fairfield Board of Education hereby certifies that as of October 31, 2019 after review of the Secretary's monthly financial report for October 2019 (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10(a) and those sufficient funds are available to meet the district's financial obligations.

E. Comprehensive Maintenance Plan

Attachment F

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities; and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Fairfield Public Schools are consistent with these requirements; and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid;

FAIRFIELD BOARD OF EDUCATION AGENDA-November 20, 2019--Page 9

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Fairfield Public Schools in compliance with the Department of Education requirements.

F. Annual Maintenance Budget – Form M-1

Attachment G

BE IT RESOLVED in compliance with N.J.A.C. 6A:26A, the Fairfield Board of Education hereby approves the Annual Maintenance Budget Amount Worksheet, Form M-1 as attached.

G. IDEA Grant Final Expenditure Report 2018-2019

BE IT RESOLVED that the Fairfield Board of Education approves the submission of the Individuals with Disabilities Education Act (**IDEA**) Final Expenditure Report for the 2018-2019 school year as follows: IDEA Basic Carryover \$23,963 and IDEA Preschool Carryover \$907.

H. Acceptance of CAFR

WHEREAS, the Fairfield Board of Education is in compliance with N.J.S.A. 18A:23-1 and has had an annual audit of the district's accounts and financial transactions; and

BE IT RESOLVED that the Fairfield Board of Education approves and accepts the Comprehensive Annual Financial Report and the Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance with no recommendations in the CAFR and the AMR for the fiscal year ending June 30, 2019, as submitted by Nisivoccia, LLP, the district's auditors, having been presented at this public meeting; and

BE IT FURTHER RESOLVED the Fairfield Board of Education acknowledges that the 2018-2019 Synopsis of Audit is available to the public and approves the submission to the Executive County Superintendent of Schools.

FAIRFIELD BOARD OF EDUCATION AGENDA-November 20, 2019--Page 10

I. Related Service Provider

BE IT RESOLVED that the Fairfield Board of Education retroactively approves the following Related Services provider for the period of November 18, 2019 through June 30, 2020 for the services and rate listed below:

Provider	Services	Rate
Jump Ahead Pediatrics, LLC	Occupational Therapy	\$145/hour

J. Building Use Applications

BE IT RESOLVED that the Fairfield Board of Education approves the following Building Use Application.

Organization Group/Location/Purpose	Date and Time Slot
Fairfield Recreation - Youth Basketball Adlai E. Stevenson Gym and Winston S. Churchill Large and Small Gym	Mon.- Fri. Nov. 11, 2019 - March 27, 2020 5:00 pm - 9:30 pm

Business/Finance Office Resolutions Items A-J

Introduced by: Mr. Egan Seconded by: Mr. Didyk

Mr. Egan Aye Dr.. Sapienza Aye

Mr. Didyk Aye Mr. Freda Aye

Motion Carries

IX. OLD BUSINESS

None

X. NEW BUSINESS

None

XI. COMMITTEE REPORTS

Mr. Didyk provided an update on the Technology Committee meeting held on November 18, 2019 in which the following topics were discussed: Network Infrastructure, Security Updates, PA systems repair/replacements, researching an application for parents to access district website and other important links.

Mr. Egan commented about a workshop he attended in which it was suggested that school districts constantly do a system back up to protect the district from hackers.

FAIRFIELD BOARD OF EDUCATION AGENDA-November 20, 2019--Page 11

Mr. Freda added that currently staff is not permitted to bring into the district their own devices, additionally he mentioned that the districts information is currently not being stored internally but instead in the cloud.

XII. PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY

None

XIII. NEXT MEETING

BE IT RESOLVED that the next meeting will be held on December 17, 2019 at 7:30 PM in the Stevenson School Library.

XIV. 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: Mr. Didyk Seconded by: Dr. Sapienza

Mr. Egan Aye

Mr. Sapienza Aye

Mr. Didyk Aye

Mr. Freda Aye

Motion Carries

XV. ADJOURNMENT

There being no further business before the Board, the executive session adjourned at 8:19 pm.

Introduced by: Mr. Sapienza Seconded by: Mr. Didyk

Mr. Egan Aye

Mr. Sapienza Aye

Mr. Didyk Aye

Mr. Freda Aye

Motion Carries