

Fairfield Board of Education  
Meeting Agenda  
Tuesday, October 27, 2020  
Virtual Meeting, 7:30 P.M.

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:**                      **Roll Call**

II. OPEN MEETING –PUBLIC NOTICE OF MEETING

The Board will reconvene from Executive Session and Mr. Didyk, 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. Didyk, 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. Brian Egan; Mrs. Andrea Jandoli; Mr. Pat Freda;  
Dr. Michael Sapienza, Vice-President; Mr. Jeffrey Didyk, President;  
Dr. Susan Ciccotelli, Superintendent of Schools; and  
Ms. Lyanna Rios, Business Administrator/Board Secretary

III. PUBLIC COMMENT ON: *AGENDA ITEMS ONLY*

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 Fairfield Board of Education President.*
2. *Each person who wishes to make a statement must state their name and address to Ms. Lyanna Rios.*
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.*

IV. ENROLLMENT: October 23, 2020

Grade/School	Total Students 9/8/2020	Total Students 10/23/2020
Preschool (incl. 1 Home Pro.)	44	44
K – Stevenson	77	75
1 – Stevenson	100	95
2 – Stevenson	96	95
3 – Stevenson	86	86
<i>Stevenson Total</i>	<i>403</i>	<i>395</i>
4 – Churchill	82	83
5 – Churchill	121	122
6 – Churchill	96	96
<i>Churchill Total</i>	<i>299</i>	<i>301</i>
<b>District Total</b>	<b>702</b>	<b>696</b>

V. PERSONNEL

A. Certificated Staff

1. Teacher in Charge

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Jaime Chavkin and Jennifer Valenti as Teachers in Charge for the 2020-2021 school year, at the stipend per contract.

2. Maternity Leave of Absence Extension

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves a Maternity Leave of Absence extension for Lindsey Dillon. The revision, from the March 19, 2020 agenda, extends the date of return from January 4, 2021 to the end of the 2020-2021 school year.

B. Non-Certificated Staff

1. Leave of Absence Corrections (September 22, 2020)

a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, corrects the employee number from #100253 to #100553 for approval of a 12-week Leave of Absence from September 8, 2020 through December 1, 2020, utilizing the FMLA provisions. All documentation and confirmation has been received.

b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, corrects the approved FMLA Leave of Absence to a 12-week Unpaid Leave of Absence for Employee #100027 from September 8, 2020 through December 1, 2020. All documentation and confirmation has been received.

**FAIRFIELD BOARD OF EDUCATION AGENDA: OCTOBER 27, 2020-Page 3**

2. Leave of Absence Extension

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves an extension of the Unpaid Leave of Absence for Employee #100816 from October 31, 2020 through November 23, 2020 to complete the 12-week allotted leave provisions.

3. Leave of Absence

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves an Unpaid Leave of Absence for Employee #100071 retroactively from September 8, 2020 through December 1, 2020.

C. Substitute Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Haley Connington as a fully-qualified substitute teacher/aide/secretary for the 2020-2021 school year, pending receipt of all required documentation, including criminal history approval.

**Personnel Recommendations:**

**Introduced by:**                      **Seconded by:**                      **Roll Call**

VI. CURRICULUM/PROGRAM

A. Uniform Memorandum of Agreement

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the submission of the Uniform Memorandum of Agreement and signature pages to the Essex County Superintendent for the 2020-2021 school year, required by the NJ Department of Education by November 20, 2020.

B. Professional Development Workshop

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves attendance at the following workshops and approves the reimbursement of registration and mileage to be made pending completion of the workshop and submission of the travel report. \*Lodging will be noted separately if applicable.

Lauren Fitzpatrick	2/1/2021 Virtual What's New in Children's Books and Strategies to Use Them	\$279
Fourth, Fifth and Sixth Grade Teachers	Retroactive to 10/15, 16, and 19, 2020 In-House Math Workshop/Schultz	\$1,650

**All Curriculum and Program Recommendations:**

**Introduced by:**                      **Seconded by:**                      **Roll Call**

VII. POLICY

A. Job Description Revision

**Attachment A**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the revised job description for Teacher in Charge, effective beginning of the 2020-2021 school year.

B. Policy/Regulation Revisions

**Attachment B**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following new and revised mandated policies and regulations, which have been reviewed by the Policy Committee:

<u>Policy/Regulation</u>	<u>Title</u>	<u>Revised/New</u>
P 1620	Administrative Employment Contracts (M)	Revised
P&R 1642	Earned Sick Leave Law (M)	New
P 2431	Athletic Competition (M)	Revised
R 2431.1	Emergency Procedures for Sports and Other Athletic Activity (M)	New
P 2464	Gifted and Talented Students (M)	Revised
P&R 5330.05	Seizure Action Plan (M)	New
P 6440	Cooperative Purchasing (M)	Revised
P&R 6470.01	Electronic Funds Transfer and Claimant Certification (M)	New
P&R 7440	School District Security (M)	Revised
P 7450	Property Inventory (M)	Revised
P&R 7510	Use of School Facilities (M)	Revised
P 8420	Emergency and Crisis Situations (M)	Revised

**Policy Recommendations:**

**Introduced by:**

**Seconded by:**

**Roll Call**

VIII. BUSINESS/FINANCE OFFICE RESOLUTIONS

A. Minutes Approval

**Attachment C**

BE IT RESOLVED that the Fairfield Board of Education approves the attached minutes from the September 22, 2020 Public & Executive Sessions.

**FAIRFIELD BOARD OF EDUCATION AGENDA: OCTOBER 27, 2020-Page 5**

**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	\$845,829.21
September 30, 2020 Payroll	\$372,640.10
October 15, 2020 Payroll	\$379,913.78

**C. Transfer of Funds**

**Attachment E**

BE IT RESOLVED that the Fairfield Board of Education authorizes the transfers in the 2020-2021 budget, per details of the Transfers Report for September 2020, per state law, for the 2020-2021 school year.

**D. Secretary/Treasurer Report**

BE IT RESOLVED that the Fairfield Board of Education acknowledges and accepts the reports of the Board Secretary and Treasurer of School Monies for the periods of August 1, 2020 through August 31, 2020 and September 1, 2020 through September 30, 2020.

I hereby certify that for the periods ending August 2020 and September 2020 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 August 31, 2020 and September 30, 2020 after review of the Secretary's monthly financial reports for August 2020 and September 2020 (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. Related Service Provider**

BE IT RESOLVED that the Fairfield Board of Education approves the following Related Service Provider for the period of November 1, 2020 through June 30, 2020:

<b><u>Provider</u></b>	<b><u>Service</u></b>	<b><u>Rate</u></b>
Deanna Carsillo	ABA Therapy	1 Hour: \$40

F. Gifts to the District

BE IT RESOLVED that the Fairfield Board of Education, appreciatively, accepts the gift of one hundred (100) Face Shields from Element Fitness Solutions, Inc. in Beverly Hills, California.

G. Coronavirus Relief Fund (CRF) Grant

BE IT RESOLVED that the Fairfield Board of Education accepts the allocation of the Coronavirus Relief Fund (CRF) Grant from the New Jersey Department of Education for the 2020-2021 school year in the amount of \$19,032.

H. 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 School District 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; and

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 School District in compliance with Department of Education requirements.

I. 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.

J. Healthcare Legislation

WHEREAS, the Fairfield Board of Education, in accordance with Senate bill S-227, approves a new plan equivalent to New Jersey Educators Health Plan with an effective date of January 1, 2021 through June 30, 2021; and

WHEREAS, the purchase of such services are not subject to public bidding per N.J.S.A. 18A:18A-5 (a)(10) provided that the Board adhere to the requirements of the award of a contract in the nature of extraordinary unspecifiable services; and

**FAIRFIELD BOARD OF EDUCATION AGENDA: OCTOBER 27, 2020-Page 7**

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent and the School Business Administrator, enters into an agreement with Aetna for the new medical and prescription plan for the period of January 1, 2021 through June 30, 2021 at the following monthly rates:

<u>Coverage</u>	Aetna NJEHP Medical <u>\$10 Copay PCP/\$15 Specialist</u>	Aetna NJEHP Prescription <u>\$5/\$10 Copay</u>
Single	\$844	\$182
Parent/Child (ren)	\$1,232	\$269
2 Adults	\$1,842	\$384
Family	\$2,151	\$518
Dep. Under 31 (Chp. 375)	\$555	\$182

**Business/Finance Office Resolutions Items A-J**

**Introduced by:                      Seconded by:                      Roll Call**

IX. OLD BUSINESS

X. NEW BUSINESS

XI. COMMITTEE REPORTS

XII. PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY

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XIII. NEXT MEETING

BE IT RESOLVED that the next meeting will be held on November 24, 2020. Executive Session at 7:00 p.m. Public Session at 7:30 p.m. to be held virtually until further notice.

XIV. ADJOURNMENT

There being no further business before the Board, the meeting is hereby adjourned.

**Introduced by:                      Seconded by:                      Roll Call**