

Fairfield Board of Education  
Meeting Minutes  
Thursday, March 19, 2020 at 7:30 P.M.  
Online GoToMeeting  
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. Egan**                      **Seconded by: Mrs. Jandoli**  
Mr. Egan    Aye    Dr. Sapienza    Aye    Mrs. Jandoli    Aye  
Mr. Didyk    Aye    Mr. Freda        Aye  
Motion Carries

II. OPEN MEETING –PUBLIC NOTICE OF MEETING

The Board reconvened from Executive Session and Mr. Didyk, President, presided and voiced the call to order at 7:31 p.m.

*The public meeting was called to order at 7:31 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.*

**BOARD MEMBERS PRESENT:** Mr. Brian Egan; Mrs. Andrea Jandoli, Mr. Pat Freda; Dr. Michael Sapienza, Vice-President and Mr. Jeffrey Didyk, President

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

III. PUBLIC COMMENT ON: *AGENDA ITEMS ONLY*

None

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IV. ENROLLMENT: March 13, 2020

Grade/School	Total Students 9/1/2019	Total Students 3/13/2020	
S.E. Home Program	1	1	0
Preschool	32	41	+9
K – Stevenson	98	105	+7
1 – Stevenson	92	92	0
2 – Stevenson	88	90	+2
3 – Stevenson	83	78	-5
4 – Churchill	113	117	+4
5 – Churchill	92	96	+4
6 – Churchill	82	81	-1
Total:	681	701	+20

V. PERSONNEL

A. Maternity Leave of Absence

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves a Maternity Leave of Absence for Mrs. Dillon, whose due date is July 18, 2020. She has requested to use the 12-week State of New Jersey Family Leave Insurance Benefits provisions from Monday, August 31 2020 to Monday, November 23, 2020. Mrs. Dillon plans to return to work on January 4, 2021.

**Personnel Recommendations:**

**Introduced by: Mr. Egan**                      **Seconded by: Mrs. Jandoli**  
 Mr. Egan    Aye    Dr. Sapienza    Aye    Mrs. Jandoli    Aye  
 Mr. Didyk    Aye    Mr. Freda    Aye  
 Motion Carries

VI. CURRICULUM/PROGRAM

A. Summer Skills Program

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Math and Language Arts Summer Skills Programs and staff, two for Language Arts and two for Math, for 3.5 hours each per day for 20 days at \$61.85 per hour.

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**B. 2020 ESY Program**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Summer 2020 program outline, which delineates staff positions and hours required for the extended school year.

<b>OUTSIDE CONTRACTED SERVICES</b>	<b>Staff needed</b>	<b>Days per person</b>	<b># Hours per day</b>	<b>Total hours</b>	<b>Hourly rate</b>	<b>Estimated cost</b>
Physical Therapist	1	N/A	As needed	12	\$90.00	\$1,080.00
<b>Total outside vendor</b>						<b>\$1,080.00</b>
<b>IN-HOUSE STAFF</b>						
Speech Therapist	1	20	2.5	50	\$61.85	\$3,092.50
Occupational Therapist	1	20	2.5	50	\$61.85	\$3,092.50
Primary MD Teacher	2	20	2.5	100	\$61.85	\$6,185.00
Primary/Secondary LLD	1	20	2.5	50	\$61.85	\$3,092.50
School Nurse/ LLD Aide	1	20	2.5	50	\$61.85	\$3,092.50
Aides (MD/LLD)	6	20	2.5	300	\$15.00	\$4,500.00
Substitute Teachers, Aides, & Nurse (as needed)	Hired teacher, aide, nurse salaries will be adjusted for any time a sub is used.				\$15.00	*adjusted
<b>CHILD STUDY TEAM (LDTC, Psychologist, Speech Therapist and Occupational Therapist)</b>	<b>4</b>	<b>For student contact time and required meetings.</b>			<b>\$61.85 per hour,</b>	<b>Not to exceed \$7,000</b>
					<b>TOTAL</b>	<b>\$31,135.00</b>

**C. Professional Development Workshop**

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

Staff	Workshop	Date	Registration*
**J. Valenti J. DeSordi	Ed Tech Throwdown 2020	April 8, 2020	\$175.00

\*\* Pending postponement

**Curriculum/Program Recommendations:**

**Introduced by: Mrs. Jandoli      Seconded by: Mr. Egan**  
 Mr. Egan   Aye   Dr. Sapienza   Aye   Mrs. Jandoli   Aye  
 Mr. Didyk   Aye   Mr. Freda   Aye  
 Motion Carries

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**VII. BUSINESS/FINANCE OFFICE RESOLUTIONS**

**A. Minutes Approval**

**Attachment A**

BE IT RESOLVED that the Fairfield Board of Education approves the attached minutes from the February 27, 2020 Public & Executive Sessions.

**B. Bills/Claims/Payrolls**

**Attachment B**

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

Bills and Claims List	\$1,059,252.97
February 29, 2020 Payroll	\$365,513.45
March 13, 2020 Payroll	\$376,864.45

**C. 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 February 1, 2020 through February 29, 2020.

I hereby certify that for the period ending February 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 February 29, 2020 after review of the Secretary's monthly financial report for February 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.

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**D. Keystone Purchasing Network**

BE IT RESOLVED that the Fairfield Board of Education approves the purchase of all goods and services entered into on behalf of the Keystone Purchasing Network, a cooperative purchasing agency.

**E. 2020-2021 Tentative Budget**

BE IT RESOLVED that the tentative budget for the Fairfield Board of Education, in the County of Essex, New Jersey be approved for the 2020-2021 school year using the 2020-2021 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

**ADOPTION OF TENTATIVE 2020-2021 SCHOOL BUDGET**

	<b>General Fund</b>	<b>Special Revenues</b>	<b>Debt Service</b>	<b>Total</b>
<b>2021-2021 Total Expenditures</b>	\$13,248,639	\$178,496	\$85,700	\$13,512,835
<b>Less: Anticipated Revenues</b>	\$1,353,363	\$178,496	0	\$1,531,859
<b>Taxes to be Raised</b>	\$11,895,276	0	\$85,700	\$11,980,976

BE IT FURTHER RESOLVED that the Fairfield Board of Education advertises said tentative budget in the Progress and/or The Star Ledger in accordance with the form suggested by the State Department of Education and according to the law; and

BE IT FURTHER RESOLVED that the next board meeting, a public meeting be held at the Adlai E. Stevenson School Library, 15 Knoll Road, Fairfield, New Jersey for the purpose of conducting a public hearing on the budget for the 2020-2021 school year; and

BE IT FURTHER RESOLVED that the Fairfield Board of Education approves the following Capital Outlay, Capital Projects and/or Equipment for the 2020-2021 school year:

<b>Description/Activity</b>	<b>Cost</b>
Architect	\$40,000
Classroom/Office Renovations	\$50,000
<b>Total</b>	<b>\$90,000</b>

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WHEREAS, the Fairfield Board of Education’s policy and N.J.A.C. 6A:23A-7.3(a) provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2020-2021 school year; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2019-2020 school year was \$16,887; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$6,728 as of March 1, 2020; and

BE IT RESOLVED that the Fairfield Board of Education in the County of Essex, New Jersey hereby establishes the school district travel maximum for the 2020-2021 school year at the sum of \$17,100; and

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2, a Board of Education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3 (c) 14;

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education hereby establishes the following maximums for the 2020-2021 year as follows:

<b>Service</b>	<b>Cost</b>
Architect	\$40,000
Legal	\$25,000
Audit	\$27,000
Physician	\$5,000
<b>Total</b>	<b>\$97,000</b>

BE IT FURTHER RESOLVED that the Fairfield Board of Education’s School Business Administrator tracks and records these costs to ensure that the maximum amount is not exceeded.

**F. Travel and Related Expense Reimbursement 2020-2021**

WHEREAS, the Fairfield Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

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WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED that the Fairfield Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B1.2(b), to a maximum expenditure of \$17,100 for all staff and board members.

G. Capital Reserve Account Withdrawal

WHEREAS, the Fairfield Board of Education, requests the approval for a capital reserve withdrawal in the amount of \$50,000. The district will utilize these funds for the following:

<b>Description/Activity</b>	<b>Cost</b>
Classroom/Office Renovations	\$50,000
<b>Total</b>	<b>\$50,000</b>

H. Building Use Applications

BE IT RESOLVED that the Fairfield Board of Education approves the following Building Use Applications:

<b>Organization Group/Location/Purpose</b>	<b>Date and Time Slot</b>
*Fairfield Recreation – Baseball and Softball Games and Practices Adlai E. Stevenson and Winston S. Churchill Fields	March 20 – June 30, 2020 4:30 p.m. – 8:00 p.m.
*Kidding Around Yoga with Kelly Stevenson Library	Thursdays, April 2, 9, 23, 30 and May 7, 14, 21, 28, 2020 3:30 p.m. – 4:30 p.m.

\*Pending facilities are re-opened

**Business/Finance Office Resolutions Items A-H:**

**Introduced by: Mr. Egan                      Seconded by: Mrs. Jandoli**

Mr. Egan    Aye    Dr. Sapienza    Aye    Mrs. Jandoli    Aye

Mr. Didyk    Aye    Mr. Freda        Aye

Motion Carries

**VIII. OLD BUSINESS**

None

**IX. NEW BUSINESS**

Susan Ciccotelli thanked the staff and parents for all of their hard work during school closure.

**X. COMMITTEE REPORTS**

Mr. Egan reported on the Finance Committee meeting that took place on March 2, 2020. At this meeting, the tentative budget was reviewed with the committee and any questions or concerns were addressed.

Dr. Sapienza followed up with a brief summary of the Special Education Committee meeting that took place on March 12, 2020.

**XI. PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY**

Agnieszka Golioto stated that the CDC is recommending eight weeks of social distancing. She asked if the schools would be closed for this long. Susan Ciccotelli indicated that she is waiting for recommendations made by the NJ governor. Golioto also asked what would happen if the governor's recommendation is different than the CDC's? Susan explained that, at that point, she would discuss it with the board so that a decision can be made that would be in the community's best interest. Golioto also asked about any changes to testing in May. Susan stated that, at this time, she is waiting on further guidance from the DOE.

**XII. NEXT MEETING**

BE IT RESOLVED that the next meeting will be held on April 28, 2020. Executive Session at 7:00 p.m. Public Session at 7:30 p.m. in the Library at Stevenson School.

**XIII. ADJOURNMENT**

There being no further business before the Board, the public sessions adjourned at 8:23 p.m.

**Introduced by: Mrs. Jandoli                      Seconded by: Mr. Egan**

Mr. Egan    Aye    Dr. Sapienza    Aye    Mrs. Jandoli    Aye

Mr. Didyk    Aye    Mr. Freda        Aye

Motion Carries