

Fairfield Board of Education
Meeting Minutes
Tuesday, March 16, 2021
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: Mr. Anthony DePascale **Seconded by: Mr. Jeffrey Didyk**
Mr. Egan: Aye Mr. Freda: Aye Dr. Sapienza: Aye
Mr. Didyk: Aye Mr. DePascale: Aye
Motion Carries

II. OPEN MEETING – PUBLIC NOTICE OF MEETING SESSION

The Board reconvened from Executive Session

Introduced by: Mr. Anthony DePascale **Seconded by: Mr. Jeffrey Didyk**
Mr. Egan: Aye Mr. Freda: Aye Dr. Sapienza: Aye
Mr. Didyk: Aye Mr. DePascale: Aye
Motion Carries

Mr. Brian Egan, President, presided and voiced the call to order at 7:41 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 Herald and The Progress Newspaper.

Now, please join us for the Pledge of Allegiance.

BOARD MEMBERS PRESENT: Mr. Jeffrey Didyk; Mr. Anthony DePascale;
Dr. Michael Sapienza, Mr. Pat Freda, Vice-President;
Mr. Brian Egan, President

ADMINISTRATORS PRESENT: 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.

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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: March 12, 2021

Grade/School	Total Students 9/8/2020	Total Students 3/12/2021
Preschool	38	37
MD: K-3 and Home Instruction	6	7
K – Stevenson	77	76
1 – Stevenson	100	94
2 – Stevenson	96	93
3 – Stevenson	86	84
4 – Churchill	82	84
5 – Churchill	121	119
6 – Churchill	96	95
District Total	702	689

V. CURRICULUM/PROGRAM

A. Creation of Occupational Therapist Asst. Position/Job Description Approval **Attachment A**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Occupational Therapist Assistant Position and Job Description for the 2020-2021 school year, approved by the Essex County Superintendent of Schools on March 3, 2021.

B. Summer Literacy Program

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves a Summer Literacy Program and 6 staff members for 20 days at 3.5 hours per day at \$61.85 per hour.

C. 2021 ESY Program

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Summer 2021 program outline, which delineates staff positions, expenses, and hours required for the extended school year.

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OUTSIDE CONTRACTED SERVICES	Staff needed	Days per person	# Hours per day	Total hours	Hourly rate	Not to Exceed
Physical Therapist		N/A	As needed			\$2,000.00
IN-HOUSE STAFF						
Speech Therapist	1	20	4.5	90	\$61.85	\$5,566.50
Occupational Therapist	1	20	4.5	90	\$61.85	\$5,566.50
Primary MD Teacher	2	20	4.5	180	\$61.85	\$11,133.00
Primary/Secondary LLD	1	20	4.5	90	\$61.85	\$5,566.50
School Nurse/ LLD Aide	1	20	4.5	90	\$61.85	\$5,566.50
Aides (MD/LLD)	6	20	4.0	480	\$15.00	\$7,200.00
Substitute Teachers, Aides, & Nurse (as needed)	*Hired teacher, aide, nurse salaries will be adjusted for any time a sub is used.				\$15.00	*Adjusted
CHILD STUDY TEAM (LDTC, Psychologist, Speech Therapist and Occupational Therapist)	4	For student contact time and required meetings.			\$61.85 per hour	Not to exceed \$7,000
TOTAL NOT TO EXCEED						\$51,100.00

Curriculum/Program Recommendations:

Introduced by: Dr. Michael Sapienza Seconded by: Mr. Anthony DePascale

Mr. Egan: Aye Mr. Freda: Aye Dr. Sapienza: Aye

Mr. Didyk: Aye Mr. DePascale: Aye

Motion Carries

VI. PERSONNEL

A. Certificated

1. 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 Karissa Yelovich, whose due date is July 16, 2021. She has requested to use the 12-week State of New Jersey Family Leave (FMLA) and State Insurance Benefits provisions (FMLI) from September 1, 2021 through November 24, 2021. Mrs. Yelovich plans to return to work on November 29, 2021.

2. Resignation

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts a letter of resignation from Michael Cardillo, Instrumental Music Teacher, effective May 1, 2021, with regrets, best wishes, and appreciation for his service to the students of Fairfield for 12 years. Last day of attendance will be April 30, 2021.

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3. Employment - New Hire

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Dana Glaspy as an Occupational Therapist Assistant at \$45.00 per hour, not to exceed 20 hours per week, pending receipt of all required documentation, including criminal history review.

B. Substitute Approval

1. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Gabriela Karch as a teacher substitute in addition to her duties as an aide/secretary substitute for the 2020-2021 school year, pending receipt of all required documentation.
2. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Gianna Aktas as a teacher/aide/secretary substitute for the 2020-2021 school year, pending receipt of all required documentation.

Personnel Recommendations:

Introduced by: Mr. Jeffrey Didyk Seconded by: Mr. Anthony DePascale

Mr. Egan: Aye Mr. Freda: Aye Dr. Sapienza: Aye

Mr. Didyk: Aye Mr. DePascale: Aye

Motion Carries

VII. POLICY

A. Policy and Regulation Approvals

Attachment B

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the listed policies and regulations as revised, new or abolished:

P 0145	Board Member Resignation and Removal (M)	Revised
R 1642	Earned Sick Leave Law (M)	Revised
P 1643	Family Leave (M)	New
P 3431.1	Family Leave (M)	Abolished
P 4431.1	Family Leave (M)	Abolished
P 3431.3	New Jersey Family Leave Insurance Program	Abolished
P 4431.3	New Jersey Family Leave Insurance Program	Abolished
P&R 5330.01	Administration of Medical Cannabis (M)	Revised
P 7425	Lead Testing of Water in Schools (M)	Revised
R 7425	Lead Testing of Water in Schools (M)	New
P&R 7430	School Safety (M)	Abolished
R 8451	Control of Communicable Disease (M)	Revised

No Child Left Behind (NCLB) changes to Student Succeeds Act (ESSA)		
P 2415	Every Student Succeeds Act (M)	Revised
P 2415.01	Academic Standards, Academic Assessments, and Accountability (M)	Abolished
P 2415.02	Title I – Fiscal Responsibilities (M)	Revised
P 2415.03	Highly Qualified Teachers (M)	Abolished
P 2415.05	Student Surveys, Analysis, and/or Evaluations (M)	Revised
P&R 2415.20	Every Student Succeeds Act Complaints (M)	Revised
P 4125	Employment of Support Staff Members (M)	Revised
P 6360	Political Contributions (M)	Revised
P 8330	Student Records (M)	Revised
P 9713	Recruitment by Special Interest Groups (M)	Revised

Policy Recommendations:

Introduced by: Mr. Pat Freda Seconded by: Mr. Jeffrey Didyk
 Mr. Egan: Aye Mr. Freda: Aye Dr. Sapienza: Aye
 Mr. Didyk: Aye Mr. DePascale: Aye
 Motion Carries

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 February 23, 2021 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	\$545,085.94
February 26, 2021 Payroll	\$370,373.69
March 15, 2021 Payroll	\$377,386.87

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 January 2021 through February 2021, per state law, for the 2020-2021 school year.

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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 January 1, 2021 through January 31, 2021.

I hereby certify that for the period ending January 2021 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 January 31, 2021 after review of the Secretary's monthly financial report for January 2021 (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. 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 - Baseball and Softball Fields at Adlai E. Stevenson and Winston S. Churchill	Monday - Sunday April 12, 2021 - June 19, 2021 4:30 pm - 8:00 pm

F. 2021-2022 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 2021-2022 school year using the 2021-2022 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 2021-2022 SCHOOL BUDGET

	General Fund	Special Revenues	Debt Service	Total
2021-22 Total Expenditures	\$13,469,894	\$422,916	\$81,903	\$13,974,713
Less: Anticipated Revenues	\$1,336,712	\$422,916	0	\$1,759,628
Taxes to be Raised	\$12,133,182	0	\$81,903	\$12,215,085

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 at the next board meeting, a virtual public meeting be held for the purpose of conducting a public hearing on the budget for the 2021-2022 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 2021-2022 school year:

Description/Activity	Cost
Architect	\$40,000
Assessment for Debt Service on SDA Funding	\$11,855
Total	\$51,855

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 2021-2022 school year; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2020-2021 school year was \$17,100; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$736 as of March 1, 2021; 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 2021-2022 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; and

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NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education hereby establishes the following maximums for the 2021-2022 school year as follows:

Service	Cost
Architect	\$40,000
Legal	\$25,000
Audit	\$27,100
Physician	\$5,000
Total	\$97,100

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.

G. Travel and Related Expense Reimbursement 2021-2022

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

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.

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H. Educational Services Commission of Morris County Agreement **Attachment F**

BE IT RESOLVED that the Fairfield Board of Education approves the Services Agreement operated with the Educational Services Commission of Morris County for the 2021-2022 school year for Professional Support Services on an “as needed” basis per the attached rate sheet.

I. Capital Reserve Transfer

WHEREAS, the Fairfield Board of Education approved Business/Finance Office Resolution Item G., Capital Reserve Account Withdrawal, at the March 19, 2020 Board meeting; and

WHEREAS, Business/Finance Office Resolution Item G. approved a capital reserve withdrawal in the amount of \$50,000.00 for the use of classroom/office renovations; and

WHEREAS, the Fairfield Board of Education has not used and does not anticipate using the \$50,000.00 for any classroom/office renovations; and

WHEREAS, the Fairfield Board of Education has instead the need for roof repairs in the amount of \$9,500.00; and

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education approves the redesignation of \$9,500.00 of the capital reserve withdrawal of \$50,000.00 to be utilized for the roof repair costs, and the remainder \$40,500.00 to be returned to the capital reserve account.

Business/Finance Office Resolutions Items A-I:

Introduced by: Mr. Anthony DePascale **Seconded by: Dr. Michael Sapienza**

Mr. Egan: Aye Mr. Freda: Aye Dr. Sapienza: Aye

Mr. Didyk: Aye Mr. DePascale: Aye

Motion Carries

Mr. Pat Freda asked if changes to the Tentative Budget can be made prior to the Adoption of the Budget at the next board meeting on April 27, 2021. Ms. Rios confirmed that changes can be made.

Introduced by: Mr. Pat Freda **Seconded by: Dr. Michael Sapienza**

Mr. Egan: Aye Mr. Freda: Aye Dr. Sapienza: Aye

Mr. Didyk: Aye Mr. DePascale: Aye

Motion Carries

IX. OLD BUSINESS

None

X. NEW BUSINESS

None

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XI. COMMITTEE REPORTS

On behalf of the Special Education Committee, Dr. Michael Sapienza reported there is no increase in the Special Education budget. In-person speech services will begin on March 29, 2021. A meeting with the re-opening committee will be taking place to discuss the plan for when students transition to 5 half-day, in-person instruction.

On behalf of the Finance Committee, Mr. Pat Freda reported that the 2021-2022 budget does not exceed the 2% tax levy. This increase brings the local tax levy to 12.1 million. Mr. Freda explained that the biggest expense is transportation, health benefits and salary. The increase in salary for 2021-2022 is 3.3%. The budget also includes an anticipated increase in health benefits due to Chapter 44. Mr. Freda also added that any CARES Act funds received to date have been used to purchase chromebooks for students, cleaning supplies, and desk shields.

Mr. Brian Egan reported on the Executive Committee meeting how public comments and questions will be handled going further. He explained that the current policy is not conducive to a question and answer session. Mr. Egan went on to explain that a Question and Answer section has been added for Non-Agenda Items.

The board then proceeded to take a vote on the handling of Public Comments on Non-Agenda Items:

Introduced by: Mr. Jeffrey Didyk Seconded by: Mr. Anthony DePascale

Mr. Egan: Aye Mr. Freda: Aye Dr. Sapienza: Aye
Mr. Didyk: Aye Mr. DePascale: Aye
Motion Carries

XII. PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY

Nicole Sudol, 28 Alan Drive- commented on the inconsistency in the communication regarding any changes to the field resulting from the referendum. She also asked for clarification regarding CALI scores and how these scores are county based.

Tamara Salvato, 41 Donna Drive- commented that the public needs a Question and Answer session.

Maria Lomuscio, 31 Fox Hill Road- commented on the transition to 5 half-day, in-person instruction based on 3-feet of social distancing. She commented that meetings with the public should take place to discuss this plan further.

Public Comment on Non-Agenda Items was closed and followed by Public Questions regarding Non-Agenda Items.

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Maria Lomuscio, 31 Fox Hill Road- asked if when school resumes to 5 half-days of in-person instruction, will transportation be provided or will parents have to find alternate transportation? Dr. Ciccotelli reported that in an effort to maintain social distance on the buses, transportation will be provided at least 2 days per week. Dr. Ciccotelli further explained that a transportation schedule will be provided. Dr. Ciccotelli stated that if social distancing guidelines change, we will look further into any changes to transportation. Ms. Lomuscio stated that entering changes to parent pick up in Genesis will become challenging. Mr. Didyk explained that social distancing is needed on a bus, and that the number of buses would significantly increase if we were to provide transportation to all children 5 days per week. He commented that another option would be to eliminate busing for any student who resides two miles, instead the district will provide transportation based on the cohort schedule. Mr. Lomuscio also asked if the number of buses has decreased in the past.

Lisa Cerbone, 3 Shaw Court- stated that the sixth graders started to come in for in-person instruction 5 days per week. Dr. Ciccotelli explained that none of the cohorts are coming in 5 days per week for in-person instruction, only students that need additional support. Lisa also asked about any changes to the phase-in plan.

Liana Anderson, 42 John Street- asked why the virtual learning students have to wait for the 4th marking period to transfer to in-person instruction? Susan Ciccotelli stated this was done to allow for proper planning.

Chrissy Cifelli, 61 Deer Park Road- commented on the learning gap between third and fourth grade students. Dr. Ciccotelli provided clarification.

Antoinette Kerstner, 187 Sand Road- asked which CALI index should be followed? Dr. Ciccotelli explained that the district uses the CALI index which is based on the region, not just Fairfield. Ms. Kerstner asked about the budget. Ms. Kerstner also commented on the need for Playground Aides. Dr. Ciccotelli explained that the district is having a difficult time recruiting Playground Aides.

Mike Renne, 46 Van Ness Avenue- expressed his concern with the use of CALI index and how it may take some time before there are any changes in the current activity level. Dr. Ciccotelli explained that new information comes out every day which could potentially allow 5 half-days of in-person instruction.

Olympia Penkoski, 16 Long Acres Road- expressed her concern about the small number of kids currently riding the bus her child is on.

Andzela Ciukiene, 20 Matt Drive- asked if there was a way of monitoring bus occupancy?

Nicole Sudol, 28 Alan Drive- asked what the rate of transmission would be after a bus has been quarantined? Dr. Ciccotelli suggested that Mrs. Sudol contact the school nurse for clarification. Mrs. Sudol also asked if the district started to look at what instruction for next year will look like. Dr. Ciccotelli stated that the district is planning schedules for both scenarios, a hybrid schedule and full-time, in-person instruction.

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Tamara Salvato, 41 Donna Drive- commented on the long drop off and pick up lines, she further stated that the district needs to monitor bus occupancy.

Adriana Marino, 9 Francavilla Drive- asked if a replacement will be expected for the Band Teacher? She also commented on how participation has declined.

Annie DeVincenzo, 4 Windsor Court- asked about a full-time free preschool program.

Nicole DeBellis, 28 Philip Drive- asked if students are unable to return to 5 half-days of in-person instruction, would the district consider conducting a survey? Dr. Ciccotelli stated that if we are unable to extend to 5 half-days of in-person instruction, the district can consider looking into hiring additional people.

Joe Busciglio, 9 Crescent Drive- commented on the CALI index. Mr. Egan stated that the Department of Health indicates the colors associated with the activity levels. Any CDC changes on social distancing guidelines will allow for 5 half-days of in-person instruction. Mr. Busciglio stated that the district should be given access to town data.

Alicia Ciofalo, 19 Glen Avenue- asked if when children return to 5 half-days of in-person instruction, will they be penalized if parents are unable to transport their children to school? Dr. Ciccotelli provided clarification.

Robert Ivers, 16 John Street- asked if there is a reason why the district is unable to provide full-time, in-person instruction 5 days per week?

Maria Fiataruolo, 24 Stag Trail- commented on busing and asked for clarification regarding the Kindergarten sessions.

XIII. NEXT MEETING

BE IT RESOLVED that the next meeting will be held on April 27, 2021. 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 adjourned at 10:02 p.m.

Introduced by: Mr. Anthony DePascale Seconded by: Mr. Jeffrey Didyk

Mr. Egan: Aye Mr. Freda: Aye Dr. Sapienza: Aye

Mr. Didyk: Aye Mr. DePascale: Aye

Motion Carries