

Fairfield Board of Education
Meeting Minutes
Tuesday, October 19, 2021
8:00 P.M. in the Fairfield Recreation Center, Multi-Purpose Room
(No virtual option)

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: Dr. Michael Sapienza **Seconded by: Mr. Anthony DePascale**
Mr. Egan: Aye Mr. Freda: Aye Dr. Sapienza: Aye Mr. DePascale: Aye
Motion Carries

II. OPEN MEETING –PUBLIC NOTICE OF MEETING

The Board reconvened from Executive Session

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

Mr. Brian Egan, President, presided and voiced the call to order at 8:09 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 Passaic Herald (The Herald News) and The Record.

Now, please join us for the Pledge of Allegiance.

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

BOARD MEMBERS ABSENT: Mr. Jeffrey Didyk

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.*
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.*

Presentation: Stevenson STEAM Students with Mrs. Valenti

Presentation: Jim Verrengia: Scores for the Spring 2021 ACCESS 2.0 (ELL test) and the Start Strong test for Fall 2021

After presentations the Board went into recess and reconvened at 8:45 p.m.

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

IV. ENROLLMENT

Grade	Total Students 6/10/2021	Total Students 10/15/2021
Preschool	41	33
MD/Home	7	5
Kindergarten	76	96
First	96	82
Second	94	97
Third	84	100
MD	0	3
Fourth	85	79
Fifth	119	87
Sixth	95	117
Total	697	699

V. PERSONNEL

A. Certificated Staff

1. Club Advisors

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following Club Advisors for the 2021-2022 school year at the stipend per current teachers' contract:

Art Club Advisor at Churchill	Tracey Farrell
Writing/Yearbook Club Advisor at Churchill	Genna Salvatoriello

2. Leave of Absence

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves 4 consecutive weeks of FMLA/NJFLA unpaid leave of absence, with benefits, for employee #101205, retroactively beginning October 11, 2021 through November 5, 2021.

FAIRFIELD BOARD OF EDUCATION MINUTES: OCTOBER 19, 2021-Page 3

BE IT FURTHER RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves 8 consecutive weeks of NJFLA unpaid leave of absence, with benefits, for employee #101205, beginning November 8, 2021 through January 7, 2022.

3. Movement on Guide

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Michael Loeser for movement on the teachers' salary guide from B.A., Step 5 to B.A.+15, Step 5, effective February 1, 2022.

B. Non-Certificated Staff

1. Employment

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Linda Bresner and Heba Alatiyat as Playground/Cafeteria Aides at Churchill School at \$15.00 per hour, effective pending receipt of all required documentation, including Criminal History approval.

2. Leave of Absence

BE IT FURTHER RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves an unpaid leave of absence, for employee #100027, retroactively beginning October 13, 2021 for approximately 4 weeks.

3. Retirement

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the letter of retirement from Maria Mancuso, Kindergarten Aide, effective November 1, 2021, with regret, best wishes, and appreciation for her 29 years of service to the students of Fairfield.

C. Substitute Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following fully-qualified teacher, aide, secretary substitutes for the 2021-2022 school year, pending receipt of all required documentation, including Criminal History approval:

Sherilyn Ostlin, Teacher/Secretary	Jonalyn Tulanowski, Teacher/Aide
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Personnel Recommendations:

Introduced by: Mr. Anthony DePascale

Seconded by: Mr. Pat Freda

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

Motion Carries

VI. CURRICULUM/PROGRAM

A. Anti-Bullying Bill of Rights Self-Assessment Approval for Determining Grades

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Fairfield School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights for the Stevenson and Churchill Schools for the period of July 1, 2020 through June 30, 2021. In addition, retroactively approves this report for the 2019-2020 school year, which was reviewed and opened for public comment at the August 24, 2021 Board of Education Meeting.

B. Safe Return Plan Revision **Attachment A**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Safe Return Plan Revision for the 2021-2022 school year. The Plan was approved at the June 10, 2021 Board of Education Meeting.

C. Emergency Virtual/Remote Instruction Plan **Attachment B**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Emergency Virtual/Remote Instruction Plan for the 2021-2022 school year. The board-approved plan and checklist are due to the county office of education no later than October 29, 2021.

D. Student-Parent Handbook Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Student-Parent Handbook for the 2021-2022 school year.

E. Professional Development Workshops

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/or mileage, to be made pending completion of the workshop and submission of travel reports. *Lodging will be noted separately, if applicable. These workshops will utilize Title I and Title II Funds.

James Verrengia	10/28/2021 and 1/13/2022 11/10/2021 and 1/19/2022	\$160 per session (4 total)	Conquer Math
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All Curriculum and Program Recommendations:

Introduced by: Dr. Michael Sapienza Seconded by: Mr. Anthony DePascale
 Mr. Egan: Aye Mr. Freda: Aye Dr. Sapienza: Aye Mr. DePascale: Aye
 Motion Carries

VII. POLICY

A. Job Description and Position Approval

Attachment C

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, establishes the position of Transportation Liaison and approves the job description for same.

B. Policy Second Reading Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the second reading and approval of the following policies, effective retroactively to October 18, 2021:

P #1648.13	School Employee Vaccination Requirements (M)	New
P #9180	School Volunteers	Revised

C. Policy/Regulation First Reading

Attachment D

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the first reading of the following policies and regulations:

<u>Policies/ Regulation</u>	<u>Title</u>	<u>Revised/ New/ Abolished</u>
P 2425	Emergency Virtual or Remote Instruction Program (M)	New
P 2467	Surrogate Parents and Resource Family Parents (M)	Revised
P 5111	Eligibility of Resident/Nonresident Students (M)	Revised
P 5114	Children Displaced by Domestic Violence	Abolished
P 5116	Education of Homeless Children	Revised
P 6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs (M)	New
P 6115.02	Federal Awards/Funds Internal Controls – Mandatory Disclosures (M)	New
P 6115.03	Federal Awards/Funds Internal Controls–Conflict of Interest (M)	New
P 6311	Contracts for Goods or Services Funded by Federal Grants (M)	Revised
P&R 7432	Eye Protection (M)	Revised
P 8420	Emergency and Crisis Situations (M)	Revised
R 8420.1	Fire and Fire Drills (M)	Revised
P 8540	School Nutrition Programs (M)	Revised
P 8550	Meal Charges/Outstanding Food Service Bill (M)	Revised
P 8600	Student Transportation (M)	Revised
P 8810	Religious Holidays	Abolished

Policy Recommendations:

Introduced by: Mr. Pat Freda

Seconded by: Mr. Anthony DePascale

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

Motion Carries

VIII. BUSINESS/FINANCE OFFICE RESOLUTIONS

A. Minutes Approval

Attachment E

BE IT RESOLVED that the Fairfield Board of Education approves the attached minutes from the September 21, 2021 Public & Executive Sessions.

B. Bills/Claims/Payrolls

Attachment F

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

Bills and Claims List	\$569,670.01
September 30, 2021 Payroll	\$407,638.67
October 15, 2021 Payroll	\$399,203.51

C. Transfer of Funds

Attachment G

BE IT RESOLVED that the Fairfield Board of Education authorizes the transfers in the 2021-2022 budget, per details of the Transfers Report for September 2021, per state law, for the 2021-2022 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 August 1, 2021 through August 31, 2021.

I hereby certify that for the period ending August 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 August 31, 2021 after review of the Secretary's monthly financial report for August 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. Comprehensive Maintenance Plan

Attachment H

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.

F. Annual Maintenance Budget – Form M-1

Attachment I

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. American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER) Grant Application

BE IT RESOLVED that the Fairfield Board of Education accepts the allocation of \$360,500 and the submission of the ARP ESSER Grant Application to the New Jersey Department of Education for the grant project period July 1, 2021 through September 20, 2023.

H. Bus Emergency 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 for routes 1-7 on September 17, 2021 in the front of the school at 8:35 A.M. All routes were evacuated and supervised by Dr. Trabucco.
- Churchill School held their drill for routes 8-13 on September 21, 2021 in the front of the school at 8:30 A.M. All routes were evacuated and supervised by Mr. Santana.

I. Capital Reserve Withdrawal

BE IT RESOLVED that the Fairfield Board of Education approves transferring \$500,000 from the Capital Reserve Fund to Fund 30 (Capital Projects) to fund the Electrical Service Panels at Adlai E. Stevenson School, State Project #1465-005-20-1000, with any remaining funds being returned to Capital Reserve at the completion of the project.

J. Bergen Municipal Employee Benefits Fund (BMED)

WHEREAS, a number of public entities in the State of New Jersey have joined together to form the Bergen Municipal Employee Benefits Fund, hereafter referred to as "FUND", as permitted by N.J.S.A. 11:15-3, 17:1-8.1, and 40A:10-36 et seq.; and

WHEREAS, the FUND was approved to become operational by the Departments of Insurance and Community Affairs and has been operational since that date; and

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a FUND; and

WHEREAS, the governing body of Fairfield Public Schools hereinafter referred to as "LOCAL UNIT" has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the LOCAL UNIT hereby agrees as follows:

- i. Become a member of the FUND for the period outlined in the LOCAL UNIT's Indemnity and Trust Agreements.
- ii. Will participate in the following type(s) of coverage(s): a.) Health Insurance and/or Dental and/or Prescription as defined pursuant to N.J.S.A. 17B:17-4, the FUND's Bylaws, and Plan of Risk Management.
- iii. Adopts and approves the FUND's Bylaws.
- iv. Execute an application for membership and any accompanying certifications.

BE IT FURTHER RESOLVED that the governing body of the LOCAL UNIT is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the FUND as required by the FUND's Bylaws, and to deliver these documents to the FUND's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the LOCAL UNIT by the FUND.
- ii. Receipt from the LOCAL UNIT of a Resolution accepting assessment.
- iii. Approval by the New Jersey Department of Insurance and Department of Community Affairs

K. ABA Therapy

BE IT RESOLVED that the Fairfield Board of Education approves Adriana Diaz as ABA Therapist at the rate of \$65.10 per hour not to exceed 15 hours per week, to be paid out of IDEA- Basic Grant Funds for the 2021-2022 school year.

L. ESEA Grant Amendment I 2021-2022

BE IT RESOLVED that the Fairfield Board of Education approves the submission and acceptance of an Amendment for the Elementary and Secondary Education Act (ESEA) for 2021-2022 to include the following carryover funds from 2020-2021:

	<u>2021-2022 Grant Award</u>	<u>2020-2021 Carryover Funds</u>	<u>Total Award</u>
Title I-A	\$48,986	\$107	\$49,093
Title II-A	\$11,506	\$7,702	\$19,208

M. IDEA Grant Amendment I 2021-2022

BE IT RESOLVED that the Fairfield Board of Education approves the submission and acceptance of an Amendment for the Individuals with Disabilities Education Act (IDEA) for 2021-2022 to include the following carryover funds from 2020-2021:

	<u>2021-2022 Grant Award</u>	<u>2020-2021 Carryover Funds</u>	<u>Total Award</u>
IDEA Basic	\$145,851	\$72,205	\$218,056
IDEA Pre-K	\$9,929	\$2,501	\$12,430

N. Consulting Service Agreement

BE IT RESOLVED that the Fairfield Board of Education approves the Consulting Service Agreement with Educational Consortium for Telecommunications Savings for the 2022-2023 school year to perform services related to obtaining reimbursement savings on Telecommunications, Internet Services and internal connections. The fee for service shall be 15% of the total reimbursement for Category 1 services and 12% fee of total reimbursement for Category 2 applications.

O. Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA)

BE IT RESOLVED that the Fairfield Board of Education approves the submission and acceptance of an Amendment to the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) Grant Application.

P. Building Use Applications

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

<u>Organization Group/Location/Purpose</u>	<u>Date and Time Slot</u>
Mike Giampapa (Wessex Pro Sports Camp) Adult Seminar on After School Sports Program, Stevenson Library	Thursday, November 18, 2021 3:30 PM - 5:00 PM
Inner City Health Solutions, Tomicka McMillion, Samantha Greene, Rapid COVID Testing, Stevenson School Gym, Churchill School Cafeteria	October 18, 2021 - June 30, 2022 7:00 AM - 8:15 AM

Business/Finance Office Resolutions Items A-P

Introduced by: Dr. Michael Sapienza

Seconded by: Mr. Pat Freda

Mr. Egan: Aye

Mr. Freda: Aye

Dr. Sapienza: Aye

Mr. DePascale: Aye

Motion Carries

IX. OLD BUSINESS

None

X. NEW BUSINESS

None

XI. COMMITTEE REPORTS

None

XII. PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY

Silvia Busciglio, 9 Crescent Drive - asked if the district is considering removing the shields at some point, she also asked if the shields are being used, are the masks still needed? Superintendent Ciccotelli stated that the younger kids are constantly adjusting their masks so that is why shields are still being used. She also explained that currently there are no plans to remove the shields. Dr. Ciccotelli also explained that in an effort to ensure that the children are being heard, the teachers are walking around in the classrooms and they do not use shields.

XIII. NEXT MEETING

BE IT RESOLVED that the next meeting will be held, in person, on November 16, 2021, Executive Session at 7:00 p.m. Public Session at 8:00 p.m., in the Fairfield Recreation Center.

FAIRFIELD BOARD OF EDUCATION MINUTES: OCTOBER 19, 2021-Page 11

XIV. EXECUTIVE SESSION (Adjournment from Public Session to Executive Session at 9:03 p.m.)

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: Dr. Michael Sapienza

Seconded by: Mr. Pat Freda

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

The Board re-opened the Public Session

Introduced by: Dr. Michael Sapienza

Seconded by: Mr. Pat Freda

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

XV. ADJOURNMENT

There being no further business before the Board, the meeting adjourned at 9:53 p.m.

Introduced by: Mr. Pat Freda

Seconded by: Dr. Michael Sapienza

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