

Fairfield Board of Education
Meeting Agenda
Tuesday, March 22, 2022
7:30 p.m. in the Churchill School Small Gymnasium
(Access livestream at www.fpsk6.org at 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. Pat Freda, Board 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. Pat Freda, 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 Passaic Herald (The Herald News) and The Progress.

Now, please join us for the Pledge of Allegiance.

ROLL CALL:

Mr. Jeffrey Didyk; Mr. Brian Egan; Ms. Andrea Bellise Jandoli;
Mr. Anthony DePascale, Vice-President; Mr. Pat Freda, 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.*

What Goes Into Making the Stevenson News Broadcast?
Presented by Third Grade Students, Ms. Tornatore and Ms. Caradimitropoulo

IV. ENROLLMENT

Grade	Total Students 6/10/2021	Total Students 3/18/2022
Preschool	41	40
MD/Home	7	5
Kindergarten	76	98
First	96	85
Second	94	98
Third	84	99
MD	0	3
Fourth	85	79
Fifth	119	90
Sixth	95	119
Total	697	716

V. PERSONNEL

A. Non-Certificated

1. Retirement

- a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts a letter of retirement from Barbara Rominski, Registered Nurse, effective June 30, 2022, with regrets, best wishes, and appreciation for her 13 years of service to the students and staff.
- b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts a letter of retirement from Judy Miller, Accounts Payable, effective June 30, 2022, with regrets, best wishes, and appreciation for her over 14 years of service to the students and staff.

B. Substitutes

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Tina Mirabello and Stephanie Rojas as Teacher/Aide Substitutes for the 2021-2022 school year, pending receipt of all documentation, including criminal history review:

Personnel Recommendations:

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

VI. CURRICULUM/PROGRAM

A. Summer Literacy Program (2022)

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 4.5 hours per day at \$65.10 per hour.

B. ESY Program (2022)

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following Summer 2022 program outline, which delineates staff positions, expenses, and hours required for the extended school year:

Summer 2022 Positions						
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 \$7,000.00
	TOTAL NOT TO EXCEED					\$49,599.00

C. 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 workshops and submission of the travel reports. *Lodging will be noted separately if applicable.

<u>Staff</u>	<u>Workshop</u>	<u>Date</u>	<u>Registration</u>
Cindy Tirrell	Catching Up with Students Who are Falling Behind	3/30/2022 West Orange	\$279 Title II Funds
Donna Gualtieri	Help Your Students Master the Next Gen. Science Standards	Virtual	\$159 Title II Funds
Sandy Rivera Carissa Franzi	Co-Teaching that Works	3/31/2022 Virtual	\$279 per IDEA Funds

Curriculum and Program Recommendations:

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

VII. POLICY

A. Policy and Regulation First Reading

Attachment A

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

P 1648.11	The Road Forward COVID-19 - Health & Safety (M)	Revised
P 1648.14	Safety Plan for Healthcare Settings in School Buildings COVID-19 (M)	Revised
P 2415.05	Students Surveys, Analysis, Evaluations, Examinations, Testing or Treatment (M)	Revised
P 2230	Course Guides (M)	Revised
R 2230	Course Guides	New
P&R 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)	Revised
P 2622	Student Assessment (M)	Revised

FAIRFIELD BOARD OF EDUCATION AGENDA: MARCH 22, 2022-Page 5

R 2622	Student Assessment (M)	New
P 3233	Political Activities	Revised
P 5541	Anti-Hazing (M)	New
P&R 8465	Bias Crimes and Bias-Related Acts (M)	Revised
P 9560	Administration of School Surveys (M)	Revised

B. Job Description Approvals

Attachment B & C

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the revised job description for Guidance Counselor and a new job description for Board Certified Behavior Analyst, effective for the 2021-2022 school year.

Policy Recommendations:

Introduced by: Seconded by: Roll Call

VIII. NEW JERSEY SINGLE ACCOUNTABILITY CONTINUUM (QSAC)

Reapproval of QSAC Instruction and Program DPR

WHEREAS, the Fairfield Board of Education in the County of Essex is undergoing evaluation under NJ QSAC for the 2021-2022 school year; and

WHEREAS, N.J.A.C. 6A: 30-31.1(f) requires participating school districts to hold a public meeting to approve the submission of the district’s DPR responses and the Statement of Assurance in respect to this process; and

WHEREAS, the Fairfield Board of Education in the County of Essex has reviewed the district’s DPR responses and Statement of Assurance and hereby approved these documents at the December 21, 2021 Board of Education meeting; and

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education in the County of Essex does hereby authorize the Superintendent of Schools to re-submit a revised DPR, for Instruction and Program only for approval to the Commissioner of Education in compliance with provisions of N.J.A.C. 6A:30-3.2(f).

QSAC Recommendations:

Introduced by: Seconded by: Roll Call

IX. BUSINESS/FINANCE OFFICE RESOLUTIONS

A. Minutes Approval

Attachment D

BE IT RESOLVED that the Fairfield Board of Education approves the attached minutes from the February 15, 2022 Public & Executive Sessions.

B. Bills/Claims/Payrolls

Attachment E

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

Bills and Claims List	\$1,151,393.97
February 15, 2022 Payroll	\$405,086.45
February 28, 2022 Payroll	\$386,635.41
March 15, 2022 Payroll	\$415,597.96

C. Transfer of Funds

Attachment F

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

I hereby certify that for the period ending January 2022 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, 2022 after review of the Secretary's monthly financial report for January 2022 (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.

FAIRFIELD BOARD OF EDUCATION AGENDA: MARCH 22, 2022-Page 7

E. Committee Appointments

BE IT RESOLVED that the Fairfield Board of Education amends the existing BOE Chairpersons and Members for the committee listed below:

Committee	Chairperson	Member
Liaison: Fairfield Township	Brian Egan	Anthony DePascale

F. 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>
Fairfield Recreation Department Baseball/Softball Practice Churchill and Stevenson Fields	March 21, 2022 - August 25, 2022 4:00 pm - 8:30 pm

G. Award of Contract - MobileLease Modular Space, Inc.

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Fairfield Board of Education approves, pending DOE project number, a contract with MobileLease Modular Space, Inc. for the period of March 23, 2022 through June 30, 2022 for fees not to exceed \$90,000 for the delivery of 2 Modular building(s) for Winston S. Churchill School utilizing New Jersey State Contract #ESCNJ 20/21-43.

H. Adoption of the Tentative Budget 2022-2023 School Year

BE IT RESOLVED that the tentative budget for the Fairfield Board of Education, in the County of Essex, New Jersey be approved for the 2022-2023 school year using the 2022-2023 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent for approval in accordance with N.J.S.A. 18A:7F-5 and 18A:7F-6:

ADOPTION OF TENTATIVE 2022-2023 SCHOOL BUDGET

	General Fund	Special Revenues	Debt Service	Total
2022-23 Total Expenditures	\$14,134,991	\$226,808	\$0	\$14,361,799
Less: Anticipated Revenues	\$1,759,145	\$226,808	\$0	\$1,985,953
Taxes to be Raised	\$12,375,846	\$0	\$0	\$12,375,846

FAIRFIELD BOARD OF EDUCATION AGENDA: MARCH 22, 2022-Page 8

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 on April 28, 2022, a public meeting be held for the purpose of conducting a public hearing on the budget for the 2022-2023 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 2022-2023 school year:

<u>Description/Activity</u>	<u>Cost</u>
Architect	\$40,000
2-Temporary Classroom Units (TCU's)	\$310,000
Lease Purchase Principal	\$48,000

I. Maximum Travel

Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED that the Fairfield Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$22,600 for the 2022-2023 school year. The maximum travel expenditure amount for the 2021-2022 school year is \$17,100, of which \$3,170 has been paid to date.

J. Travel and Related Expense Reimbursement 2022-2023

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:23A Subchapter 7 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:23A Subchapter 7 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;

FAIRFIELD BOARD OF EDUCATION AGENDA: MARCH 22, 2022-Page 9

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 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 includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7 to a maximum expenditure of \$22,600 for all staff and Board members for the 2022-2023 school year.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

K. Maximum Professional Services

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

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education hereby establishes the following maximums for the 2022-2023 school year as follows:

Service	Cost
Architect	\$40,000
Legal	\$30,000
Audit	\$28,050
Physician	\$5,000
Total	\$103,050

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.

L. Demographic Study Contract Approval

BE IT RESOLVED, that the Fairfield Board of Education, approves a contract with Statistical Forecasting, Inc. in the amount of \$6,800.00 to include a demographic study update, remote presentation of the report, and Student Geocoding.

M. Acquisition and Installation of Temporary Classroom Units

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF FAIRFIELD IN THE COUNTY OF ESSEX, NEW JERSEY authorizing the solicitation of quotes for a tax-exempt lease purchase financing to finance a portion of the cost of the acquisition and installation of two temporary classroom units at Churchill School, delegating the award to the School Business Administrator/Board Secretary and authorizing the execution of a lease purchase financing;

FAIRFIELD BOARD OF EDUCATION AGENDA: MARCH 22, 2022-Page 10

WHEREAS, the Board of Education of the Township of Fairfield in the County of Essex, New Jersey (the "Board") seeks to acquire and to install two (2) temporary classroom units at the Churchill School, including the acquisition of any related equipment, upgrades and any site improvements (collectively, the "Equipment"); and

WHEREAS, the total cost of the Equipment is expected to not exceed \$650,000;

WHEREAS, the Board may use up to \$408,000 from either currently budgeted funds and/or funds available in its capital reserve account to offset a portion of the cost of the Equipment; and

WHEREAS, the Board intends to finance the balance of the cost of the Equipment through a tax-exempt lease purchase financing in an amount not to exceed \$242,000 (the "Lease Purchase Financing"); and

WHEREAS, the Board wishes to solicit quotes (hereinafter "Quotes"), for such Lease Purchase Financing, to delegate the award of the financing to the Business Administrator/Board Secretary and to authorize the entering into such Lease Purchase Financing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF FAIRFIELD IN THE COUNTY OF ESSEX, NEW JERSEY, as follows:

SECTION 1. The Board hereby approves and directs Phoenix Advisors, LLC (the "Municipal Advisor") and Wilentz, Goldman & Spitzer ("Bond Counsel") to solicit Quotes, on behalf of the Board in order to finance a portion of the costs, as set forth above, of the Equipment through a tax-exempt Lease Purchase in an amount not to exceed \$242,000.

SECTION 2. The Board reasonably expects to reimburse itself from the proceeds of the Lease Purchase Financing for certain costs of the Equipment paid prior to the execution and delivery of the Lease Purchase Financing from sources other than the Lease Purchase Financing which have been or are reasonably expected to be reserved, allocated on a long-term basis or have otherwise been set aside by the Board, pursuant to its budget or financial policies with respect to any expenditures to be reimbursed. This Section 2 is intended to be and hereby is a declaration of the Board's official intent to reimburse any expenditures toward certain costs of the Equipment to be incurred and paid prior to the execution and delivery of the Lease Purchase Financing in accordance with Treasury Regulation Section 1.150-2, and no further action (or inaction) will be an abusive arbitrage device in accordance with Treasury Regulation Section 1.148-10 to avoid, in whole or in part, arbitrage yield restrictions or arbitrage rebate requirements under section 148 of the Code. The proceeds of the Lease Purchase Financing used to reimburse the Board for any expenditures toward certain costs of the Equipment will not be used directly or indirectly (i) to "refund" an issue of governmental obligations within the meaning of Treasury Regulation Section 1.150-1(d), (ii) to create or increase the balance in "replacement proceeds", within the meaning of Treasury Regulation Section 1.148-1 of the Lease Purchase Financing, or any other agreement, with respect to any

obligation of the Board or to replace funds, or (iii) to reimburse the Board for any expenditure or payment that was originally paid with the proceeds of any obligation of the Board. The Lease Purchase Financing used to reimburse the Board for any expenditure toward certain costs of the Equipment, as described above, will be issued in an amount not to exceed \$242,000. The costs to be reimbursed with the proceeds of the Lease Purchase Financing will be "capital expenditures" in accordance with the meaning of section 150 of the Code and Treasury Regulation Section 1.150-1. This Section 2 shall take effect immediately, but will be of no effect with regard to expenditures for costs paid outside the permitted reimbursement period set forth in Treasury Regulation Section 1.150-2(d)(2).

SECTION 3. Upon receipt of the Quotes and the analysis thereof, the Business Administrator/Board Secretary, is authorized to award the Lease Purchase Financing to the lessor that proposed the most economically advantageous proposal to the Board based upon the advice and recommendation of the Municipal Advisor. The term of the Lease shall not exceed five (5) years. In consultation with Bond Counsel and the Municipal Advisor, the Board President, the Board Vice President, the Superintendent and/or the Business Administrator/Board Secretary are each hereby authorized and directed to execute all documents including, but not limited to, a lease purchase agreement, an escrow agreement, as applicable, and all closing documents in connection with the Lease Purchase and are hereby authorized to take any other action necessary therefor or incidental thereto. The execution by such officials and officers of any such documents, with changes, insertions or omissions approved by the Business Administrator/Board Secretary, in consultation with Bond Counsel, as hereinabove provided, shall be conclusive and no further ratification or other action by the Board shall be required with respect thereto.

SECTION 4. The Board hereby covenants that it will comply with any conditions subsequently imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on the Lease Purchase Financing, including, if necessary, the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Lease Purchase Financing. The Lease Purchase Financing will be designated as "qualified tax-exempt obligations" for purposes of section 265(b)(3)(B)(ii) of the Code.

SECTION 5. This resolution shall take effect immediately upon its adoption.

N. Appointment of Special Counsel

BE IT RESOLVED that the Fairfield Board of Education appoints Suzanne Marasco, Esq. of Hill Wallack LLP to represent the Board at an hourly rate of \$200 for Special Counsel regarding a pending legal matter.

FAIRFIELD BOARD OF EDUCATION AGENDA: MARCH 22, 2022-Page 12

O. Engagement of Phoenix Advisors for Lease Purchase Financing

BE IT RESOLVED that the Fairfield Board of Education appoints Phoenix Advisors to facilitate the financing for equipment and capital projects using lease purchase financing at a proposed compensation rate of \$0.25 per \$1,000 issued (per transaction minimum fee \$2,500) for a term to remain in effect until the completion of assignment.

P. Approval of Temporary Classroom Units at Winston S. Churchill

BE IT RESOLVED that on February 15, 2022 the Fairfield Board of Education approved a resolution authorizing the initial steps in order to process the Temporary Classroom Units at Winston S. Churchill contingent upon the receipt of the Architect's fee proposal.

WHEREAS, the Board has received the fee proposal and further authorizes Sections 1 through 4 as listed on the February 15, 2022 agenda, effective immediately.

Business/Finance Office Resolutions Items A-P

Introduced by: Seconded by: Roll Call

X. OLD BUSINESS

XI. NEW BUSINESS

XII. COMMITTEE REPORTS

XIII. PUBLIC COMMENTS: NON-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.*

XIV. NEXT MEETING

BE IT RESOLVED that the next meeting will be held, in person, on April 28, 2022, Executive Session at 7:00 p.m. Public Session at 7:30 p.m., tentatively in the Small Gymnasium at Churchill School.

XV. ADJOURNMENT

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

Introduced by: Seconded by: Roll Call