

FAIRFIELD BOARD OF EDUCATION

Public Work Session

Meeting Agenda

Thursday, June 13, 2024 at 6:00 PM at the Fairfield Municipal Building

MR. ANTHONY DEPASCALE, BOARD PRESIDENT, CALLED THE ROLL AT 6:00 PM:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Ms. Andrea Bellise-Jandoli		Ms. Angela Altaai	
Mr. Joseph Fede		Mr. Anthony DePascale	
Ms. Melinda Street			

BE IT RESOLVED that the Fairfield Board of Education meeting 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.

ADMINISTRATION	POSITION	ATTENDANCE
Dr. Susan Ciccotelli	Superintendent of Schools	
Mrs. Kathleen Marano	Interim Business Administrator/Board Secretary	

Now, please join us for the Pledge of Allegiance.

I. RECOMMENDATION TO MOVE TO EXECUTIVE SESSION

BE IT RESOLVED that the Fairfield Board of Education hereby convenes to Executive Session for discussion of the following subjects: _____.

It is anticipated that the Executive Session will take approximately _____; the Board may take action when it reconvenes to Public Session; and the minutes of the Executive Session shall be released to the public when the reason for the Executive Session no longer exists.

EXECUTIVE SESSION

Motion to go into Executive Session to discuss personnel matters or other exceptions to the sunshine laws as follows:

1. Any matter considered confidential by federal law, state statute, or court rule;
2. Any matter in which the release of information would impair the receipt of federal funds;
3. Any material which would constitute an unwarranted invasion of individual privacy if disclosed;
4. Any collective bargaining agreements;

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- 5. Any matter involving the purchase, lease or acquisition of real property with public funds;
- 6. Any tactics and techniques used in protecting the safety and property of the public;
- 7. Any pending or anticipated litigation;
- 8. Personnel matter related to the employment, appointment or termination of current or prospective employees;
- 9. Attorney/Client privilege.

Introduced by: _____ Seconded by: _____ Time: _____

Motion to return to open session (to be moved in Public Session):

Introduced by: _____ Seconded by: _____ Time: _____

ADJOURNMENT

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

Introduced by: _____ Seconded by: _____ Time: _____

ROLL CALL

Ms. Bellise-Jandoli _____ Mr. Fede _____ Ms. Street _____ Ms. Altaai _____ Mr. DePascale _____

FAIRFIELD BOARD OF EDUCATION

Meeting Agenda

Thursday, June 13, 2024

7:30 PM at the Fairfield Municipal Building

(Access livestream at www.fpsk6.org at 7:30 PM. Also available on Channel 34)

I. OPEN MEETING –PUBLIC NOTICE OF MEETING

MR. ANTHONY DEPASCALE, BOARD PRESIDENT, CALLED THE ROLL AT 7:30 PM:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Ms. Andrea Bellise-Jandoli		Ms. Angela Altaai	
Mr. Joseph Fede		Mr. Anthony DePascale	
Ms. Melinda Street			

The Board will reconvene from Executive Session and Mr. Anthony DePascale, Board President, will preside and call the public meeting to order at approximately 7:30 PM and will read 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 News and The Progress.

Now, please join us for the Pledge of Allegiance.

ADMINISTRATION	POSITION	ATTENDANCE
Dr. Susan Ciccotelli	Superintendent of Schools	
Mrs. Kathleen Marano	Interim Business Administrator/Board Secretary	

II. 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 Board President.*
2. *Each person who wishes to make a statement must state their name and address for the record.*
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 of the MECCA, Inc. Scholarship Award Recipient, Alex Chen

III. ENROLLMENT

Grade	Students 6/9/2023	Students 6/7/2024
Preschool Inclusive	18	17
Preschool Special Ed	18	17
Kindergarten	98	92
First	96	96
Second	86	99
Third	107	84
Fourth	106	108
Fifth	85	108
Sixth	91	86
Home Instruction	1	1
Out-of-District	2	2
Total	708	710

IV. PERSONNEL

A. Certificated Staff

1. Maternity Leave of Absence

- a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves a Maternity Leave of Absence request for Jennifer Conte. Ms. Conte’s due date is August 6, 2024. She is requesting to use 6 sick days from August 29 through September 6, 2024 and to begin her 12-week FMLA leave from September 9, 2024 through November 29, 2024. Ms. Conte plans to return for the 2025-2026 school year.
- b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves a Maternity Leave of Absence request for Marisa Caradimitropoulo. Ms. Caradimitropoulo’s due date is November 21, 2024. She is requesting to use 57 sick days from August 29 through November 21, 2024 and to begin her 12-week FMLA leave from November 22, 2024 through February 20, 2025. Ms. Caradimitropoulo plans to return for the 2025-2026 school year.

2. Employment

- a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Laurel Osterman as a full-time non-tenure track Maternity Leave of Absence Replacement Elementary Teacher in Kindergarten for Jennifer D’Elia for the 2024-2025 school year at a salary based on B.A., Step 10 on the current teachers’ salary guide, pending contract negotiations.

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- b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Anthony Pontone as a full-time tenure track Occupational Therapist for the 2024-2025 school year at a salary based on M.A., Step 8 on the current teachers' salary guide, pending contract negotiations.
- c. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Cathriona Fitzsimons as a full-time tenure track Speech-Language Specialist for the 2024-2025 school year at a salary based on M.A., Step 12 on the current teachers' salary guide, pending contract negotiations.
- d. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Christina Proietto as a full-time tenure track Elementary Teacher for the 2024-2025 school year at a salary based on B.A., Step 2 on the current teachers' salary guide, pending contract negotiations.
- e. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Jonalyn Tulanowski as a full-time non-tenure track Maternity Leave of Absence Replacement Elementary Teacher in Kindergarten for Jennifer Conte for the 2024-2025 school year at a salary based on M.A., Step 2 on the current teachers' salary guide, pending contract negotiations.
- f. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Jaclyn Van Natten as a full-time non-tenure track Maternity Leave of Absence Replacement Elementary Teacher in Grade Three for Jennifer Sarna for the 2024-2025 school year at a salary based on B.A.+15, Step 2 on the current teachers' salary guide, pending contract negotiations.
- g. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Olivia Montwaid as a full-time non-tenure track Maternity Leave of Absence Replacement Elementary Teacher in Grade Three for Marisa Caradimitropoulo for the 2024-2025 school year at a salary based on M.A., Step 2 on the current teachers' salary guide, pending contract negotiations.
- h. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Alexa Iandolo as a full-time tenure track Elementary Teacher for the 2024-2025 school year at a salary based on M.A., Step 10 on the current teachers' salary guide, pending contract negotiations.
- i. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Gianna DeMassi as a full-time tenure track Elementary Teacher for the 2024-2025 school year at a salary based on B.A., Step 2 on the current teachers' salary guide, pending contract negotiations.

3. Retirement

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the letter of retirement from Lisa MacIntosh, Grade Six Elementary Teacher, effective June 30, 2024, with regret, best wishes, and appreciation for her 39 years of service to the students of Fairfield.

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4. 2024 Extended Summer School Year Approvals

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following appointments for the ESY 2024 Program. Rates and positions were approved at the March 14, 2024 Board meeting.

<u>Position</u>	<u>Name of Staff</u>	<u>Per IEP Requirements</u>	<u>Total Hours</u>
Aides MD/LLD (*4)	Kayla Blum Lisa Carroll Kevin Freda Micaela Healy	20 days @ 4.0 hours per day	*320
Substitute Teacher	Susan Healy	On an as-needed basis	Unknown
Substitute Aide	Melisa Fiore	On an as-needed basis	Unknown
Revision to Child Study Team: LDTC	Jennifer Ashinsky (Replacing Spanarelli approved May 22, 2024)	For completing evaluations and meetings	Not to exceed \$7,000

5. Job Description Revisions

Attachment A

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the revised job descriptions for “Principal”, “Director of Curriculum and Instruction/Principal” and “Director of Special Services”, effective for the 2024-2025 school year due to reorganization of duties.

B. Non-Certificated Staff

1. Employment

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Donna Mustacchio as a Stevenson School Playground/Cafeteria Aide at a salary of \$5,114.00 for the 2024-2025 school year effective September 3, 2024, pending required documentation.

2. Reappointment of Exempt Playground/Cafeteria/Office Aides

a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reappoints the following exempt Playground/Cafeteria/Office Aides for the 2024-2025 school year at their respective 2023-2024 contracted salaries, pending contract negotiations. Days and hours specified below:

Karen Cielo	5 days per week/3 hours per day
Patricia Curving, Grace Raffa, Milagros Rodriguez and Rita Schubach	5 days per week/2 hours per day
Porzia Oliva	4 days per week/2 hours per day

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- b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reappoints the following exempt Playground/Cafeteria/Office Aide at her 2024-2025 school year contracted salary. Days and hours specified below:

Efsathia Nunez	5 days per week/3 hours per day
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3. Reappointment of BCBA

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reappoints Jacqueline Sousa as a full-time, 12-month, Board Certified Behavior Analyst (BCBA) for the 2024-2025 school year at her respective 2023-2024 contracted salary, pending contract negotiations, effective July 1, 2024.

4. Reappointment of Exempt Non-Certificated Employees

- a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reappoints the following exempt non-certificated employees for the 2024-2025 school year at their respective 2023-2024 contracted salaries, pending contract negotiations, effective July 1, 2024:

Michelle Adams, Payroll/Benefits Coordinator
Zayra Garcia, Accounts Payable Coordinator
Patricia Iandolo, Executive Secretary to the Superintendent
AnnaMaria Karch, Executive Secretary to the Business Administrator/Board Secretary
John Porcino, Supervisor of Buildings and Grounds

- b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reappoints the following exempt non-certificated employees at their 2024-2025 school year contracted salaries, effective July 1, 2024:

Stephanie Belcastro, Part-Time Registered Nurse
Ahmmmed Hamdan, Technology/Network Admin. Assistant
William Harvey, Technology/Network Administrator
Krystina Millstein, Part-Time Registered Nurse

C. Substitutes

1. Substitute Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following fully-qualified substitutes for the 2024-2025 school year pending receipt of required documentation:

Micaela Healy	Aide (effective July 1, 2024 for ESY)
Lori Schlachter	Teacher, Aide

D. Administration

1. Superintendent Evaluation Approval

BE IT RESOLVED that the Fairfield Board of Education approves the Summative Evaluation for Dr. Susan Ciccotelli, Superintendent of Schools, for the 2023-2024 school year, submitted May 2, 2024.

2. Emergent Hiring

BE IT RESOLVED that the Fairfield Board of Education, authorizes the Superintendent to take appropriate action to effectuate any necessary new hires in order to address any unfilled summer positions, unanticipated resignations, retirements, and/or dismissals that may occur between today and the date of the next Board meeting so that the District's schools are appropriately staffed to provide support and instruction during the 2024-2025 school year. Any such emergency issues as noted above, are subject to ratification and approval by the Board at its next regularly scheduled meeting.

3. Administrative Reappointments

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reappoints the following administrators for the 2024-2025 school year at their respective 2023-2024 contracted salaries, pending contract negotiations, effective July 1, 2024:

Meghan Cafone, Director of Special Services
Raymond Santana, Principal
Michael Trabucco, Director of Curriculum and Instruction/Principal

4. Coordinator/Liaison/Officer Assignments for the 2024-2025 School Year

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the assignments listed below, as annually mandated by the NJDOE, for the 2024-2025 school year:

Homeless Liaison, ADA/504 Coordinator and Anti-Bullying Coordinator	Meghan Cafone
Title VI Coordinator	Sarah Kirk
Title IX Coordinator, Affirmative Action Officer and ESEA Grant Coordinator	Raymond Santana
School Safety Specialist Designee	Michael Trabucco

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5. Evaluation Tools 2024-2025 School Year

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following evaluation tools for the 2024-2025 school year:

- Certificated staff including: Teachers, Child Study Team Members, Nurses, Guidance Counselors, Reading Specialists, Testing Coordinators, Math Coach will be evaluated using the **Stronge Evaluation Model**.
- Directors and Principals will be evaluated using the **New Jersey Principal Evaluation for Professional Learning Observation Instrument**.
- Business Administrator, Non-certificated staff (i.e. aides, custodians, clerks, secretaries, Behavior Analyst, Technology/Network Administrator, Technology Assistant, Supervisor of Building and Grounds) will be evaluated using a **Narrative**.

Personnel Recommendations:

Introduced by: _____ Seconded by: _____

Discussion: _____

ROLL CALL

Ms. Bellise-Jandoli _____ Mr. Fede _____ Ms. Street _____ Ms. Altaai _____ Mr. DePascale _____

V. CURRICULUM/PROGRAM

A. Safe Return Plan Reapproval

Attachment B

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reapproves the Safe Return Plan originally approved at the June 10, 2021 Board of Education Meeting. There have been no revisions since being Board approved on December 14, 2023.

B. Annual Approval of all Current Curriculum and Textbooks

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reapproves all current written curriculum, including specials, i.e. art, music, computers, physical education, etc., for the 2024-2025 school year, and additionally, approves current textbooks for all students, including mandated programs, specified in code, for the 2024-2025 school year, as per N.J.A.C. as required each year. Revisions/Updates to individual curriculum will be presented for approval as they are completed, to meet the 5-year curriculum update requirement.

Curriculum/Program Recommendations:

Introduced by: _____ Seconded by: _____

Discussion: _____

ROLL CALL

Ms. Bellise-Jandoli _____ Mr. Fede _____ Ms. Street _____ Ms. Altaai _____ Mr. DePascale _____

VI. POLICIES/REGULATIONS

A. Annual Approval of all Current Policies and Regulations

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reapproves all policies and regulations currently available from the district website for the 2024-2025 school year. Updates to individual policies and regulations will be presented for approval as they occur.

B. School Security Drill Statements of Assurance

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves submission of the School Security Drill Statements of Assurance for Churchill and Stevenson Schools which are due to the County by June 30, 2024.

C. HIB Investigation Confirmation from May 22, 2024 Executive Session

BE IT RESOLVED that the Fairfield Board of Education accepts the Superintendent’s HIB Investigation results as reported during Executive Session on May 22, 2024.

HIB incident AESS #3A 2023-24, AESS #3B 2023-24, AESS #3C 2023-24, WSCS #19 2023-24, WSCS #20 2023-24 and WSCS #21 2023-24 were reported to the principal and reviewed by the Superintendent. After a full investigation, it was determined that the incidents **did not** satisfy the ABR definition of HIB.

Policies/Regulations Recommendations:

Introduced by: _____ Seconded by: _____

Discussion: _____

ROLL CALL

Ms. Bellise-Jandoli _____ Mr. Fede _____ Ms. Street _____ Ms. Altaai _____ Mr. DePascale _____

VII. PUPILS

A. Child Nutrition Program for Receiving Districts

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, does not require the Gramon Schools (New Beginnings, Glenview Academy, Gramon School) to apply for and receive funding from the Child Nutrition Program for the 2024-2025 school year.

Pupils Recommendations:

Introduced by: _____ Seconded by: _____

Discussion: _____

ROLL CALL

Ms. Bellise-Jandoli _____ Mr. Fede _____ Ms. Street _____ Ms. Altaai _____ Mr. DePascale _____

VIII. BUSINESS/FINANCE OFFICE RESOLUTIONS

A. Minutes Approval

Attachment C

BE IT RESOLVED that the Fairfield Board of Education approves/accepts the following minutes:

May 16, 2024 Executive Session	May 22, 2024 Public & Executive Sessions
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FINANCE:

B. Bills/Claims/Payrolls

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

Ratify and Affirm Bills & Claims List - June 7, 2024	\$213,055.36
Ratify and Affirm May 30, 2024 Payroll	\$441,780.54
Ratify and Affirm June 15, 2024 Payroll	\$519,059.37

C. Transfer of Funds

Attachment D

BE IT RESOLVED that the Fairfield Board of Education authorizes the transfers in the 2023-2024 budget, per details of the Transfers Report for May 2024, per state law, for the 2023-2024 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 period of May 1, 2024 through May 31, 2024.

BE IT FURTHER RESOLVED that the financial reports for the month be accepted and shall become a part of the official minutes of this meeting.

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E. Capital Reserve and/or Maintenance Reserve Account Transfers

WHEREAS N.J.A.C 6A:23A-14.3 provides for the supplementation of capital reserve accounts and/or maintenance reserve accounts; and

WHEREAS the District anticipates unexpended line item appropriations in the 2023-2024 budget as outlined in the code; and

WHEREAS the Superintendent recommends the transfer of those funds from this surplus to fund the capital reserve account and/or maintenance reserve accounts;

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education approves the transfer, not to exceed \$3,500,000 from the General Fund surplus to the District's Capital Reserve Account, for the express purpose of meeting the District needs identified in the Long Range Facilities Plan.

F. Treasurer of School Monies

BE IT RESOLVED that the Fairfield Board of Education approves Michael Halik to serve as the Treasurer of School Monies from July 1, 2024 through June 30, 2025 at an annual cost of \$5,000.

CONTRACTS:

G. Joint Purchasing Agreements

WHEREAS, N.J.S.A. 18A:18A-11 provides that, "The Boards of Education of two or more districts may provide jointly by agreement for the provision and performance of goods and services for their respective districts, or one or more boards of education may provide for such provision or performance of goods and services by joint agreement with the governing body of any municipality or county;" and

WHEREAS, the Fairfield Board of Education has the need, on a timely basis, to procure goods and services utilizing joint purchasing agreements; and

WHEREAS, the Fairfield Board of Education desires to authorize its purchasing agent for the 2024-2025 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year;

THEREFORE, BE IT RESOLVED that the Fairfield Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services utilizing joint purchasing agreements.

H. Environmental Services

BE IT RESOLVED that the Fairfield Board of Education approves a contract with Karl Environmental Group to provide Comprehensive Environmental Services (Right to Know Services, AHERA, Air Quality Management Services and Right to Know Training) as needed in the amount of \$3,900.00 for the period of July 1, 2024 through June 30, 2025.

I. Integrated Pest Management Services

BE IT RESOLVED that the Fairfield Board of Education approves a contract with Safe Schools Integrated Pest Management for Pest Control & IPM Law Compliance Services from July 1, 2024 through June 30, 2025 at a monthly fee of \$360.00 and other services, as needed, based upon their proposal dated January 24, 2024.

J. Transportation Agreement with Sussex County Regional Cooperative

BE IT RESOLVED that the Fairfield Board of Education approves the participation of a Joint Transportation Agreement with the Sussex County Regional Cooperative for Special Education, Field Trip, Public and Private School Transportation for the 2024-2025 school year.

K. Health Insurance Broker

WHEREAS, the Fairfield Board of Education (the "Board") has determined that it is necessary to retain the services of a health insurance broker to assist with the procurement, analysis; and management of the Board's medical, prescription, dental, vision and health insurance provider; and

WHEREAS, 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 for the award of a contract in the nature of an extraordinary unspecifiable service; and

WHEREAS, the Board has determined that the firm of IMAC Insurance Agency (Producer) is qualified to provide such services to the Board and that the appointment of the firm is in the best interest of the district and will result in the provision of the highest quality services at a fair and competitive price; and

NOW, THEREFORE, BE IT RESOLVED upon the recommendation of the Superintendent and the School Business Administrator, the Board hereby approves a Producer Agreement between the Board and IMAC Insurance Agency located at 540 Mill Street Belleville, NJ 07109 for the provision of consultancy services for the period of July 1, 2024 through June 30, 2025; and

BE IT FURTHER RESOLVED that the Board's School Business Administrator is authorized to execute the Producer's Agreement with IMAC Insurance Agency on behalf of the Board; and

BE IT FURTHER RESOLVED that a copy of this Resolution and the requisite summary of the contract award shall be published once in an official newspaper of record for the district in accordance with the requirements of N.J.S.A. 18A:18A-5(a)(1).

L. Bergen Municipal Employee Benefits Fund (BMED)

BE IT RESOLVED that the Fairfield Board of Education hereby authorizes the district to renew the Indemnity and Trust Agreement with the Bergen Municipal Employee Benefits Fund to participate in the Joint Insurance Fund with respect to health insurance and appoints Kathleen Marano to be Fund Commissioner for the period of July 1, 2024 through June 30, 2025.

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M. Collection and Maintenance of Student Records

BE IT RESOLVED that the Fairfield Board of Education authorizes certified personnel to collect and maintain mandated student records as per N.J.A.C. 6A:32- 7.1 and Policy 8330 for the period of July 1, 2024 through June 30, 2025.

N. Annual Tuition Rate for 2024-2025

BE IT RESOLVED that the Fairfield Board of Education approves the following annual tuition rate for non-resident pupils for the 2024-2025 school year:

Pre-K/Kindergarten	\$18,273
Grades 1 - 5	\$19,940
Grade 6	\$18,688

O. Related Service Providers

BE IT RESOLVED that the Fairfield Board of Education approves the following Related Service Providers for the 2024-2025 school year for the services and rates listed below:

Provider	Service	Rate
Wellness and Rehabilitation	Physical Therapy Services	1 Hour: \$95 Evaluations: \$300

P. Employee Health Benefits Plan - Aetna

WHEREAS, the Fairfield Board of Education has determined that it requires a contract for the provision of medical insurance coverage services in order to fulfill its contractual obligations to its employees for the period of July 1, 2024 through June 30, 2025; 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

WHEREAS, the existing contract, which covers the period of July 1, 2023 through June 30, 2024, will be expiring; and

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 to renew the following plans for the period of July 1, 2024 through June 30, 2025 at the following monthly rates:

<u>Coverage</u>	Aetna Choice POS II <u>\$10 Copay</u>	Aetna Choice POS II <u>\$25 Copay</u>	<u>NJEHP</u>	<u>GSHP</u>
Single	\$1,189	\$1,073	\$1,055	\$934
Parent/Child (ren)	\$1,735	\$1,566	\$1,541	\$1,367
2 Adults	\$2,593	\$2,340	\$2,304	\$2,040
Family	\$3,028	\$2,731	\$2,689	\$2,383
Dep. Under 31 (Chp. 375)	\$1,189	\$1,073	\$1,055	\$766

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BE IT FURTHER RESOLVED that the Board’s School Business Administrator is authorized to execute the Agreement with Aetna on behalf of the Fairfield Board of Education.

Q. Employee Prescription Benefits Plan – Express Scripts

WHEREAS, the Fairfield Board of Education has determined that it requires a contract for the provision of prescription coverage in order to fulfill its contractual obligations to its employees for the period of July 1, 2024 through June 30, 2025;

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 unspcifiable services; and

WHEREAS, the existing contract, which covers the period of July 1, 2023 through June 30, 2024, will be expiring; and

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 Express Scripts to renew the existing plan for the period of July 1, 2024 through June 30, 2025 at the following monthly rates:

<u>Coverage</u>	<u>Prescription: \$10/\$20</u>	<u>Prescription: \$20/\$40</u>	<u>NJEHP</u>	<u>GSHP</u>
Single	\$254	\$205	\$228	\$228
Parent/Child (ren)	\$374	\$304	\$336	\$336
2 Adults	\$422	\$434	\$481	\$481
Family	\$719	\$585	\$647	\$647
Dep. Under 31 (Chp. 375)	\$254	\$205	\$228	\$228

BE IT FURTHER RESOLVED that the Board’s School Business Administrator is authorized to execute the Agreement with Express Scripts on behalf of the Fairfield Board of Education.

R. Employee Dental Benefits Plan – Delta Dental

WHEREAS, the Fairfield Board of Education has determined that it requires a contract for the provision of dental insurance coverage services in order to fulfill its contractual obligations to its employees for the period of July 1, 2024 through June 30, 2025; 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 unspcifiable services; and

WHEREAS, the existing contract, which covers the period of July 1, 2023 through June 30, 2024, will be expiring; and

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 Delta Dental to renew the existing plan for the period of July 1, 2024 through June 30, 2025 at the following monthly rates:

<u>Coverage</u>	<u>PPO/Premier</u>
Single	\$39
Parent/Child (ren)	\$73
2 Adults	\$80
Family	\$119

BE IT FURTHER RESOLVED that the Board’s School Business Administrator is authorized to execute the Agreement with Delta Dental on behalf of the Fairfield Board of Education.

S. Employee Vision Benefits Plan – Vision Service Plan (VSP)

WHEREAS, the Fairfield Board of Education has determined that it requires a contract for the provision of vision coverage services in order to fulfill its contractual obligations to its employees for the period of July 1, 2024 through June 30, 2025; 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

WHEREAS, the existing contract, which covers the period of July 1, 2023 through June 30, 2024, will be expiring; and

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 Vision Service Plan (VSP) to renew the existing plan for the period of July 1, 2024 through June 30, 2025 at the following monthly rates:

<u>Coverage</u>	<u>Monthly Rate</u>
Single	\$10.67
Parent/Child (ren)	\$10.67
2 Adults	\$10.67
Family	\$10.67

ADMINISTRATIVE:

T. AHERA Coordinator

BE IT RESOLVED that the Fairfield Board of Education reaffirms the appointment of John Porcino, Supervisor of Buildings and Grounds, as the AHERA Coordinator for the District for the period of July 1, 2024 through June 30, 2025.

U. Asbestos Program Manager

BE IT RESOLVED that the Fairfield Board of Education reaffirms the appointment of John Porcino, Supervisor of Buildings and Grounds, as the Asbestos Program Manager for the District for the period of July 1, 2024 through June 30, 2025.

V. Right to Know Officer

BE IT RESOLVED that the Fairfield Board of Education reaffirms the appointment of John Porcino, Supervisor of Buildings and Grounds, as the Right to Know Officer for the District for the period of July 1, 2024 through June 30, 2025.

W. Contracts

Attachment E

BE IT RESOLVED that pursuant to PL2015, Chapter 47 N.J.S.A. 18A:18A-42.2, the Fairfield Board of Education intends to renew, award or permit to expire the contracts on the list that were previously awarded by the Board of Education. These contracts are, have been and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18A, et seq., N.J.A.C. Chapter 23A, and Federal Uniform Administrative Requirement 2CFR, Part 200.

OUT-OF DISTRICT TUITION/TRANSPORTATION/HOME INSTRUCTION CONTRACTS:

X. Out-of-District Placement

BE IT RESOLVED that the Fairfield Board of Education approves the out-of-district placement and tuition contract for Student ID #20391666 at New Beginnings in Fairfield, NJ for the period of July 1, 2024 through June 30, 2025. The total estimated tuition charges and extraordinary services is \$166,195.28.

Y. ABA Therapy

BE IT RESOLVED that the Fairfield Board of Education approves Adriana Diaz as ABA Therapist to provide Home Instruction per IEP for the 2024-2025 school year at the respective 2023-2024 contracted hourly rate of \$61.85 not to exceed 20 hours per week, pending contract negotiations.

ADMINISTRATIVE:

Z. Petty Cash Accounts

BE IT RESOLVED that the Fairfield Board of Education approves the following petty cash accounts for the 2024-2025 school year; the amounts as established through policy:

Stevenson Principal	\$300
Churchill Principal	\$300
Special Services	\$300
Superintendent	\$300
Business Administrator/Board Secretary	\$300

AA. Scholarship Award

BE IT RESOLVED that the Fairfield Board of Education recognizes Alex Yu Xiang Chen as the 2024 MECCA, Inc. Scholarship Award recipient for academic excellence. Mr. Chen, a former Winston S. Churchill School student, will graduate from West Essex High School as Class Salutatorian in June 2024 and plans to attend the Massachusetts Institute of Technology where he will be studying Aerospace Engineering.

FAIRFIELD BOARD OF EDUCATION AGENDA: June 13, 2024-Page 16

BB. Annual Boiler Cleaning/Inspection for Adlai Stevenson & Winston S. Churchill Schools

BE IT RESOLVED that the Fairfield Board of Education received two quotes to clean and inspect the boilers at Adlai E. Stevenson and Winston S. Churchill as follows:

CONTRACTOR NAME	COST
Combustion Service Corp.	\$8,420.00
Miller & Chitty Company, Inc.	\$8,424.00

BE IT RESOLVED that the Fairfield Board of Education approves the quote from Combustion Service Corp. to clean and inspect the boilers at Adlai E. Stevenson and Winston S. Churchill Schools in the amount of \$8,420.

CC. Amended Quote for Installation of Two Windows at Winston S. Churchill School

BE IT RESOLVED that the Fairfield Board of Education received two quotes to install two windows in the music room/stage area at Winston S. Churchill School as follows:

CONTRACTOR NAME	COST
BRG Corporation	\$10,678.00
Window Plus Home Improvement Products	\$13,600.00

BE IT RESOLVED that the Fairfield Board of Education approves the amended quote from Window Plus Home Improvement Products for the installation of two windows in the music room/stage area at Winston S. Churchill School in the amount of \$13,600.

DD. Purchase One Fireproof File Cabinet for the Fairfield Board Office

BE IT RESOLVED that the Fairfield Board of Education received four quotes to purchase a fireproof file cabinet for the Fairfield Board Office as follows:

VENDOR NAME	SIZE	COST
Keystone Safe Company	38.78"W	\$4,599.00
ED-DATA (Staples)	37.5"W	\$6,011.68
ED-DATA (Staples)	37.5W	\$5,458.68
Johnson USA	38"W	\$5,867.00

BE IT RESOLVED that the Fairfield Board of Education approves the quote from Keystone Safe Company for the purchase of a fireproof file cabinet for the Fairfield Board Office in the amount of \$4,599.00.

Business/Finance Resolutions Items A-DD

Introduced by: _____ Seconded by: _____

Discussion: _____

ROLL CALL

Ms. Bellise-Jandoli _____ Mr. Fede _____ Ms. Street _____ Ms. Altaai _____ Mr. DePascale _____

IX. OLD BUSINESS

X. NEW BUSINESS

XI. COMMITTEE REPORTS

XII. 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 Board President.*
2. *Each person who wishes to make a statement must state their name and address for the record.*
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.*

XIII. NEXT MEETING

BE IT RESOLVED that the next meeting will be held, in person, on August 22, 2024, Public Work Session beginning at 6:00 PM followed by Executive Session with Public Session resuming at approximately 7:30 PM, at the Fairfield Municipal Building.

XIV. ADJOURNMENT

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

Introduced by: _____ Seconded by: _____ Time: _____

ROLL CALL

Ms. Bellise-Jandoli _____ Mr. Fede _____ Ms. Street _____ Ms. Altaai _____ Mr. DePascale _____

JOB DESCRIPTION

BOARD OF EDUCATION
FAIRFIELD

PRINCIPAL
ADMINISTRATION

PRINCIPAL

QUALIFICATIONS:

1. Valid NJ School Administrator Certificate or eligibility
2. Minimum experience, as determined by the Board
3. Demonstrates leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent of Schools

SUPERVISES: All certified and noncertified staff assigned

JOB GOAL and BRIEF DESCRIPTION OF POSITION

To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil. To motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

PERFORMANCE RESPONSIBILITIES:

School Leadership

1. Assumes responsibility for the management of the school in accordance with law, administrative code, and Board policies and regulations.
2. Aligns school goals toward attaining district goals.
3. Exercises leadership in school-level planning for improvement of instruction.
4. Develops and administers the general school routine and coordinates all school activities.
5. Establishes and maintains an effective learning climate in the school.
6. Participates in the selection of new teaching and building personnel.
7. Keeps the superintendent informed of school activities and needs. Works cooperatively with central office staff on matters relating to the school district.
8. Assists with orienting new teachers to the district.

JOB DESCRIPTION

BOARD OF EDUCATION
FAIRFIELD

PRINCIPAL
ADMINISTRATION

Curriculum/Instructional Leadership

1. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
2. Participates in the development, evaluation, and revision of curriculum and assumes responsibility for the implementation of approved programs.
3. Plans, organizes, and supervises curricular and extracurricular activities.
4. Assists with preparing title grants.

Staff Supervision, Coordination and Evaluation

1. Interviews, recommends for appointment, assigns, supervises, and evaluates the performance of all school employees and assists them in achievement of their job goals.
2. Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement, when appropriate.
3. Conducts staff meetings as necessary for the proper functioning of the school.

Office Management and Administrative Efficiency

1. Prepares and submits school's budget requests and monitors the expenditure of funds.
2. Establishes and maintains an efficient office system to support the administrative functions of the school.
3. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
4. Reports incidents of violence, vandalism, and substance abuse. Works cooperatively with law enforcement authorities in maintaining a safe and drug free school environment. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code.
5. Prepares or supervises the preparation of all reports, records, and other paperwork required or appropriate to the school's administration.
6. Ensures the proper collection, safekeeping, and accounting of school activity funds.

JOB DESCRIPTION

BOARD OF EDUCATION
FAIRFIELD

PRINCIPAL
ADMINISTRATION

Scheduling

1. Develops and maintains a master schedule for the academic, extracurricular programs, and works cooperatively with the business administrator to schedule community use of the school buildings and grounds.
2. Approves the master teaching schedule and classroom assignments.
3. Plans, schedules, and supervises fire and other emergency drills, as required by law and board policy.

Contact with Students

1. Greets students in a friendly and dependable manner during their morning arrival, whenever possible.
2. Supervises dismissal.
3. Interacts appropriately with student during the school day.
4. Maintains high standards of student conduct and enforces discipline, as necessary, in accordance with board policy and students' rights to due process.
5. Participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes, and who have not been classified in need of special education.

Contact with Parents, Guardians, and Local Community

1. Attends special events held to recognize student achievement and other school-sponsored activities and functions. Speaks with clarity, authority, and appropriate earnestness at such events.
2. Acts as a liaison between the school, home, and community; interprets policies, programs, and activities; and encourages broad community participation in the affair of the school. Communicates information to parents and the community that is required by law or administrative code.

JOB DESCRIPTION

BOARD OF EDUCATION
FAIRFIELD

PRINCIPAL
ADMINISTRATION

Implements policies that are Adopted by the School Board

1. Stays familiar with the policy manual as adopted and updated by the school board, implements the policies, and reports to the board, via the superintendent, on policies that may need to be modified in order to improve student achievement.
2. Specifically, for implementing the policy on harassment, intimidation, and bullying (HIB), the role of the principal is that “the investigation shall be initiated by the principal or the principal’s designee within one school day of the report.” The investigation is actually “conducted” by the HIB Specialist. When receiving and responding to reports of HIB, the role of the school principal will include **the following**:
 - a. Receive verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider, witnessed or received reliable information regarding any such incident.
 - b. The principal shall inform the parents or legal guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
 - c. All acts of harassment, intimidation, and bullying shall be reported in writing to the school principal within two days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

Other

1. Assumes the responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses, and by reading professional journals and publications.
2. **Affirmative Action Officer**
3. **ESEA Grant Coordinator**
4. **Title IX Coordinator**
5. Performs other **related** duties, which may be assigned **by the Superintendent** or required by law, code, regulation and/or **Board** policy.

Terms of Employment:

Full-time, 12-month position. Terms and conditions as established by the Board of Education.

Evaluation

Performance of this job will be evaluated annually in accordance with provisions of State Law, Administrative Code, and the Board’s Policy on evaluation of the Principal.

JOB DESCRIPTION

BOARD OF EDUCATION
FAIRFIELD

PRINCIPAL
ADMINISTRATION

Reference:

N.J.S.A.: 13:1F-19 et seq., 18A:6-1, 18A:6-7.1 18A:6 -10, 18A:16-1, -2, 18A:17-46, 18A:25-2, -4, -5, -6, 18A:26-1, -1.1, -2, -10, 18A:27, 18A:28-5, 18A:37, 18A:40, 40A, 41-1 et seq., 46-5.1

N.J.A.C.: 6A-7 (1-6); 6A:8 (3.1); 6A: 9 3,5,8,9, 12.3, 12.5, 14, 15, 16, 17, 23, 24-4.1 et seq., 24-4.4, 5, 6; 6A:26A, 27-11.2, 28-3, 6A: 30, 32 (4.4, 4.5, 5.1, 6, 7, 12.2, 13; 12:100-4. 6A:30, 12:100-4.2

Adopted: 9/21/1983

Revised: 9/21/2004

Re-adopted: 1/10/13

Revised and Approved: 5/21/2019

Revised: 6/13/2024

JOB DESCRIPTION

DIRECTOR OF CURRICULUM AND INSTRUCTION/PRINCIPAL

BOARD OF EDUCATION
FAIRFIELD, NJ

**MANDATED
ADMINISTRATION**

- POSITION TITLE: • DIRECTOR OF CURRICULUM AND INSTRUCTION/PRINCIPAL
- QUALIFICATIONS:
- Valid New Jersey School Administrator Certification or Certificate of Eligibility
 - Minimum of 5 years' successful experience in teaching or site-level administrative experience
 - Experience in leading curriculum design and implementation and professional development activities
 - Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development, and school improvement
 - Strong organizational, leadership and communication skills
 - Required criminal history check and proof of U.S. citizenship or resident alien status
- REPORTS TO: • Superintendent of Schools
- SUPERVISES: • All certified and noncertified staff in the District
- JOB GOALS:
- To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil.
 - To develop, administer, implement, supervise, and coordinate the District's curriculum.

PERFORMANCE RESPONSIBILITIES: DIRECTOR OF CURRICULUM AND INSTRUCTION

- Assumes leadership role in the development, evaluation, and revision of the District's instructional program/curriculum and achievement of the NJ Core Curriculum Content Standards, Common Core State Standards, and District goals.
- Plans, organizes, and supervises all curricular and extracurricular activities.
- Collaborates with the administrative and teaching staff to achieve program effectiveness.
- Meets regularly with the staff for the purpose of maintaining ongoing supervision, coordination, and implementation of the District curriculum.
- Produces curriculum documents to be distributed to staff as required.
- Assists and coordinates certified staff in their efforts to maintain professional competence and continuous improvement through in-service education and other professional growth and staff development activities.
- Plans and presents a series of meetings each year for the purpose of interpreting to the Board of Education, parents, and public at large the educational program of the District's schools.

JOB DESCRIPTION

DIRECTOR OF CURRICULUM AND INSTRUCTION/PRINCIPAL

BOARD OF EDUCATION
FAIRFIELD, NJ

MANDATED
ADMINISTRATION

- Assists with the annual budget process as it relates to curriculum and instruction.
- Coordinates the evaluation and selection of appropriate textbooks and instructional materials for educational programs.
- Coordinates District level meetings with administrative and instructional staff in developing the total school curriculum, and assists in the formation of a District philosophy and goals, which allows for horizontal and vertical consistency and articulation of the instructional program.
- Responsible for satisfying all state and federal requirements, summer, gifted, remedial program, and NCLB mandates.
- Establishes and maintains positive community relations through parent advisory committees, newsletters, orientation programs, and workshops.
- Coordinates student assessment and standardized testing program and manages the collection and analysis of District and school student achievement data.
- Attends Board and Committee meetings as deemed desirable by the Superintendent, and prepares such reports which the Superintendent and the Board may require.
- Advises the Superintendent of any trends in test scores and methods in which test scores may be improved.
- Remains current in the field by attending workshops, seminars and conferences and by review of current literature.
- Shares with staff the current research in the areas of curriculum development and teaching and learning.
- Develops and oversees the adoption and compliance of the District's comprehensive equity plan.
- Studies, evaluates, and as appropriate, recommends to the Superintendent the adoption of new instructional materials, methods, courses, programs, and tools.
- Advises and/or develops submission of federal and state grants.
- Develops a professional library containing curriculum materials, research materials, and staff development materials maintained in a central location.
- Holds membership in educational organizations, local, state, and national relating to the Office of Curriculum and Instruction.
- Monitors the delivery of the instructional program.
- Assumes responsibility for the implementation of approved programs.

JOB DESCRIPTION

DIRECTOR OF CURRICULUM AND INSTRUCTION/PRINCIPAL

BOARD OF EDUCATION
FAIRFIELD, NJ

MANDATED
ADMINISTRATION

- Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each student, serving as a resource person to staff for this and other activities.
- Coordinates and assists certified staff in their efforts to assess student's academic progress and personal growth toward stated objectives of instruction.
- Coordinates and assists certified staff in their efforts to maintain records of student's educational progress in class record books and/or Board approved forms or process and to summarize these marks for reporting purposes.
- Coordinates and assists certified staff in their efforts to identify student needs and to cooperate with other professional staff members in assessing and resolving learning problems.
- Coordinates and assists certified staff in their efforts to budget class time effectively.
- Coordinates and assists certified staff in their efforts to communicate with parents through conferences and other means to inform them about the school programs.
- Coordinates and assists certified staff in their efforts to devise written and oral assignments and criterion referenced tests that require analytical and critical thinking as well as the reproduction of facts that reflect their knowledge of the curriculum.
- Coordinates and assists certified staff in their efforts to make effective use of community resources to enhance the instructional program.
- Develops and/or assists the Superintendent in assembling materials for reports, state-required documents, annual plans, procedures, budgets, purchase orders, grant applications, news releases, and seminars and workshops for staff, as assigned.
- Attends meetings as assigned and accurately reports back to certified staff on items related to achieving District educational goals.

PERFORMANCE RESPONSIBILITIES: PRINCIPAL

SCHOOL LEADERSHIP

- Assumes responsibility for the management of the school in accordance with law, administrative code, and Board Policies and Regulations.
- Exercises leadership in school-level planning for improvement of instruction.
- Establishes and maintains an effective learning climate in the school.
- Keeps the Superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.

JOB DESCRIPTION

DIRECTOR OF CURRICULUM AND INSTRUCTION/PRINCIPAL

BOARD OF EDUCATION
FAIRFIELD, NJ

MANDATED
ADMINISTRATION

Supervision and Evaluation of school staff

- Interviews, recommends for appointment, assigns, supervises, and evaluates the performance of all school employees and assists them in achievement of their job goals.
- Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement, when appropriate.
- Conducts staff meetings as necessary for the proper functioning of the school.

Office Management and Administrative Efficiency

- Prepares and submits the school's budget requests and monitors the expenditure of funds.
- Establishes and maintains an efficient office system to support the administrative functions of the school.
- Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
- Reports incidents of violence, vandalism and substance abuse. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment. Ensures the removal of students in possession of firearms from the general education program and provides notification as require by law and administrative code.
- Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
- Ensures the proper collection, safekeeping and accounting of school activity funds.
- Adheres to all timelines for District and state requirements regarding all instructional programs and school operations.
- Manages independently on-going/routine school and District operations and record keeping.

Scheduling

- Develops and maintains a master schedule for the academic, extracurricular programs, and works cooperatively with the Business Administrator to schedule community use of the school building and grounds.
- Approves the master teaching schedule and classroom assignments.
- Plans, schedules and supervises fire and other emergency drills as required by law and board policy.

JOB DESCRIPTION

DIRECTOR OF CURRICULUM AND INSTRUCTION/PRINCIPAL

BOARD OF EDUCATION
FAIRFIELD, NJ

MANDATED
ADMINISTRATION

- Plans, organizes and supervises all building based extracurricular activities.

Contact with Students

- Greets students in a friendly and dependable manner during their morning arrival, whenever possible.
- Supervises dismissal.
- Interacts appropriately with students during the school day.
- Maintains high standards of student conduct and enforces discipline, as necessary, in accordance with Board Policy and the student's rights to due process.
- Participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes, and who have not been classified in need of special education.

Contact with Parents, Guardians, and the Local Community

- Attends special events held to recognize student achievement and other school-sponsored activities and functions. Speaks with clarity, authority, and appropriate earnestness at such events.
- Acts as a liaison between the school, home and community; interprets policies, programs, and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.

Implements policies that are adopted by the School Board

- Stays familiar with the policy manual as adopted and updated by the school board, implements the policies, and reports to the Board via the Superintendent on policies that may need to be modified in order to improve student achievement.
- Specifically for implementing the policy on harassment, bullying, and intimidation (HIB), the role of the principal is that "the investigation shall be initiated by the principal or the principal's designee within one school day of the report." The investigation is actually "conducted" by the HIB specialist. When receiving and responding to reports of HIB, the role of the school principal will include, but is not limited to:

JOB DESCRIPTION

DIRECTOR OF CURRICULUM AND INSTRUCTION/PRINCIPAL

BOARD OF EDUCATION
FAIRFIELD, NJ

MANDATED
ADMINISTRATION

- a. Receive verbal reports of all acts of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider who witnessed or received reliable information regarding any such incident;
- b. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
- c. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

Other

- Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and publications.
- **School Safety Specialist Designee**
- Performs other **related** duties, which may be assigned **by the Superintendent** or required by law, code, regulation and/or Board policy.

TERMS OF EMPLOYMENT:

- Full-time 12 month position
- Terms and conditions as established by the Board of Education

EVALUATION:

- Performance of this job will be evaluated annually in accordance with State Law, Administrative Code, and provisions of the Board's policy on evaluation of certified staff.

Adopted June 28, 2016
Re-approved April 25, 2017
Re-approved May 15, 2018
Re-approved May 21, 2019
Re-approved May 26, 2020
Re-approved for unrecognized title May 18, 2021
Re-approved for unrecognized title May 24, 2022
Re-approved for unrecognized title May 25, 2023
Re-approved for unrecognized title May 22, 2024

Revised: June 13, 2024

JOB DESCRIPTION

BOARD OF EDUCATION
FAIRFIELD

DIRECTOR OF SPECIAL SERVICES
ADMINISTRATION

DIRECTOR OF SPECIAL SERVICES (~~ADA/504 COORDINATOR~~)

QUALIFICATIONS:

1. Master's Degree or higher from an accredited college or university in special education or educational administration/leadership; Standard Certificate or Certificate of Eligibility (CE) for School Principal.
2. BCBA certification, required.
3. Minimum experience as determined by the board in the areas of (a) special education services and programs (b) supervision of staff; (c) demonstrated familiarity with special education law (d) three or more years of successful experience in teaching or as Child Study Team member and (e) site-level administrative experience.
4. Broad knowledge of state and federal special education laws, regulations, procedures, grants and reporting requirements.
5. Broad knowledge of child growth and development, psychology of exceptional children, and the principals of individual and group guidance counseling.
6. Successful experience in case management of student services and/or special education and demonstrated ability to work effectively with parents, teachers, community groups, and agencies.
7. Strong leadership and communication skills.
8. Required criminal history review and proof of US citizenship or resident alien status.
9. Demonstrated ability to effectively develop and administer special education programs and to work with parents, community groups and agencies.
10. Strong leadership, interpersonal and communication skills.
11. Such alternatives to the above qualifications as the Superintendent and Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

SUPERVISES: Child study team members, related service providers, special education teachers, special services support staff, contracted service providers and noncertified special education and health services personnel, ESL teachers, support staff (i.e. Reading Specialist, Math Coach, Instructional Support, Guidance, etc.), paraprofessionals, personal nurses, and any other staff assigned.

JOB GOAL and BRIEF DESCRIPTION OF POSITION

To enable all pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating those problems that prevent or interfere with student learning.

In addition, Act as ADA/504 Coordinator: Responsibilities include: implementing, monitoring and ensuring the district is within compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 as required by the NJDOE, Statute 34CFR, Part 104, Subparts A, C, & D.

JOB DESCRIPTION

BOARD OF EDUCATION
FAIRFIELD

DIRECTOR OF SPECIAL SERVICES
ADMINISTRATION

To oversee the planning, development, organization, management, direction, and implementation of all aspects of Special Education programs and services of the district which include all in-district programs, related services, Extended School Year program, implementation of Individualized Education Programs (IEPs), home instruction programs for general and special education students, Special Services budget, instructional practices, curriculum development, professional development, crisis assessment and training, parent trainings, implementation of behavior plans, student assessment, program creation and improvement, out-of-district placement, compliance with laws, codes, and regulations as related to Special Education; evaluation of assigned personnel; and performing related work as required.

PERFORMANCE RESPONSIBILITIES:

Instructional Leadership

1. Directs the planning, development, organization, management, direction, record keeping, and implementation of all aspects of Special Services programs of the district.
2. Serves as a member of the Administrative Council and attends meetings as requested by the Superintendent.
3. Serves as chairperson of the Child Study Team and Special Services Department.

Special Education

1. Provides leadership in the development of the district's programs related to other services (i.e. speech, OT, P.T., ABA, ESL, home instruction, counseling and nursing services) and special education; coordinates and supervises related activities. Evaluates existing programs; Works cooperatively with the consortium directors/supervisors and is knowledgeable of consortium programs and makes recommendations for improvements. Submits all necessary applications for program approval to the NJ Department of Education.
2. Keeps informed of all legal requirements governing special education and crisis assessments, keeps staff informed of legal requirements under administrative code, state/federal law, board policy and ensures that all requirements are met. Assumes responsibility for district compliance with regulation regarding school special education programs. Plans, develops and coordinates the district's system of special education in accordance with State rules and regulations. May be required to attend resolution, mediation, and due process hearings.
3. Oversees the preparation and timely submission of all required documents and reports, in order to assure district compliance with legal requirements of this process. Monitors the implementation of IEP's.
4. Recommends policies and programs essential to the needs of special education children.
5. Supervises and coordinates home instruction for homebound or hospitalized special and general education students.
6. Assumes responsibility for district compliance with regulations regarding school special education programs. Plans, develops and coordinates the district's system of special education services.

JOB DESCRIPTION

BOARD OF EDUCATION
FAIRFIELD

DIRECTOR OF SPECIAL SERVICES
ADMINISTRATION

7. Oversees the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services.
8. Establishes procedures for evaluation, placement, and reappraisal of students in need of special education and/or related services, determines programmatic needs including new instructional methods and programs, as well as materials, equipment, textbooks, additional classes, class size, etc., and makes recommendation.
9. Responsible for follow-up and inquiries on child study team recommendations and referrals.
10. Works with child study team personnel in recommending services and educational programs that appropriately serve the needs of referred pupils.
11. Reports termination of services or withdrawal from placement to the superintendent and child study team members.
12. Assumes responsibility that all recommendations by the child study team are implemented and approved by the superintendent.
13. Assumes the responsibility for the implementation of the formal referral procedures as adopted and approved by the Board of Education.
14. Notifies Business Administrator of all transportation needs in advance.
15. Monitors and supervises the district's preschool program and Extended School Year Program during the summer recess.
16. Assumes building level responsibilities while the superintendent attends to district needs, as well as in the absence of the superintendent.
17. Assumes other related duties as assigned by the superintendent.

Staff Supervision and Coordination

1. Conducts classroom observations, evaluation and provides supervision of teachers, child study team members, and non-certificated staff to assist school personnel in improving program instruction.
2. Interprets the objectives of the district's programs related to other pupil services (i.e. speech, O.T., P.T. behavioral, ESL) to parents, students, staff, and the community.
3. Cooperates with building principals to plan, coordinate and evaluate the programs related to other pupil services (i.e. speech, O.T., P.T., behavioral, ESL) and to evaluate the performance of the student services staff assigned to each school.
4. Assumes responsibility for the recruitment, interviewing, assignment, supervision and evaluation of all certified and noncertified child study team and special education staff.
5. Supervises and coordinates the activities of child study team members and ensures the placement of individual students with special needs in those educational situations best suited to their requirements.
6. Develops and implements professional development programs for certified and non-certified Special Services staff.

JOB DESCRIPTION

BOARD OF EDUCATION
FAIRFIELD

DIRECTOR OF SPECIAL SERVICES
ADMINISTRATION

Contact with Parents and Community

1. Acts as liaison with community agencies and other resources to meet students' special needs. Refers families to agencies when appropriate.
2. Interprets the objectives of the district's special education programs to parents, students, staff and the community.
3. Meets with parents to discuss implementation of the IEP and to resolve grievances. Handles parent complaints.
4. Develops and implements parent and student focused programs and workshops.

District Meetings

1. Prepares board of education agenda items relating to the Director's areas of responsibilities, submitting items in a timely and appropriate manner for final review.
2. Attends board of education meetings, as needed.
3. Attends county roundtable meetings.

Program Planning, Administration, Evaluation and Reporting

1. Cooperates with building principals to plan, coordinate and evaluate the special services program and to evaluate the performance of special education staff assigned to each school.
2. Participates in the development and implementation of in-service and training programs.
3. Prepares and administers the departmental budget.
4. Provides timely and effective communications regarding incidents and/or situations which might impact the district, its divisions, or schools.
5. Makes active and consistent efforts to maintain or improve the external and internal image of the District, its divisions, and its schools.
6. Establishes annual goals and objectives as deemed appropriate by the Superintendent, gathers appropriate data in support of the status of annual objectives and job description elements.
7. Collaborates with Administrators regarding curriculum, program creation, program improvement, staff training and various instruction issues.
8. Assists with development and submission of NJSMART and ASSA reports.
9. Collects data and submits all special education reports such as End of Year report.

Finance

1. Prepares the budget and purchase orders for special services and monitors the expenditure of funds.
2. Assists in the record keeping and reporting associated with the Special Education Medicare Initiative (SEMI).
3. Gathers documentation and submits the annual district application for Extraordinary Aid for Special Education.
4. Prepares, submits, monitors and finalizes IDEA grants.

JOB DESCRIPTION

BOARD OF EDUCATION
FAIRFIELD

DIRECTOR OF SPECIAL SERVICES
ADMINISTRATION

Other

1. Maintains personal professional competence and continuous improvement through in-service education and other professional growth activities.
2. Conducts in-service workshops and training and development programs for staff districtwide.
3. **Anti-Bullying Coordinator**
4. **Homeless Liaison**
5. Performs other related duties, which may be assigned by the Superintendent **or required by law, code, regulation and/or Board policy.**

TERMS OF EMPLOYMENT: Work year and salary to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

LEGAL REFERENCES:

N.J.S.A. 10:5-1 et seq.	Law Against Discrimination
N.J.S.A. 18A:6-7.1	Criminal history records; employee in regular contact with students; grounds for disqualification from employment; exception
N.J.S.A. 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:26-1	Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1	Residence requirement prohibited
N.J.S.A. 18A:26-2	Certificates required; exception
N.J.S.A. 18A:27	Employment and contracts
N.J.S.A. 18A:28-3	No tenure for noncitizens
N.J.S.A. 18A:28-5	Tenure of teaching staff members
N.J.S.A. 18A:28-8	Notice of intention to resign required
N.J.S.A. 18A:40	Promotion of health and prevention of disease
N.J.S.A. 18A:40A	Substance abuse
N.J.S.A. 18A:46	Classes and facilities for handicapped children
N.J.A.C. 6A:7	Managing for equality and equity in education
N.J.A.C. 6A:8	Standards and assessment
N.J.A.C. 6A:9	Professional licensure and standards
See particularly:	
N.J.A.C. 6A:9-3	Professional standards for teachers and school leaders
N.J.A.C. 6A:9-5	General certification policies
N.J.A.C. 6A:9-8	Requirements for instructional certificate
N.J.A.C. 6A:9-9	Instructional certificates
N.J.A.C. 6A:9-11.3	Special education

JOB DESCRIPTION
BOARD OF EDUCATION
FAIRFIELD

DIRECTOR OF SPECIAL SERVICES
ADMINISTRATION

N.J.A.C. 6A:9-11.4	Bilingual education
N.J.A.C. 6A:9-11.5	English as a second language
N.J.A.C. 6A:9-13	Requirements for educational services certification
N.J.A.C. 6A:9-15	Required professional development for teachers
N.J.A.C. 6A:9-16	Required professional development for school leaders
N.J.A.C. 6A:14	Special education
N.J.A.C. 6A:16	Programs to support student development
N.J.A.C. 6A:17	Students at risk of not receiving a public education
N.J.A.C. 6A:30	Evaluation of the performance of school districts
N.J.A.C. 6A:32-4	Employment of teaching staff
N.J.A.C. 6A:32-4.4	Evaluation of tenured teaching staff members
N.J.A.C. 6A:32-4.5	Evaluation of nontenured teaching staff members
N.J.A.C. 6A:32-6	School employee physical examinations
N.J.A.C. 6A:32-7	Student records
8 U.S.C.A. 1100 <i>et seq</i> -	Immigration Reform and Control Act of 1986,
20 U.S.C. 1400 <i>et seq.</i> ,	Individuals with Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)
Honig v. Doe, 484 U.S. 305 (1988)
Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)
Manual for the Evaluation of Local School Districts
No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 *et seq.*

Approved: 5/21/2019
Revised: 8/23/2022
Revised: 6/13/2024

Safe Return Plan 2023-2024



Fairfield Public Schools

June 1, 2021
Revised: October 1, 2021
Revised: March 7, 2022
Revised: September 20, 2022
Reapproved: December 15, 2022
Reapproved: June 15, 2023
Revised: December 14, 2023
Reapproved: June 13, 2024



LEA Plan for Safe Return to In-Person Instruction and Continuity of Service Pursuant to the Federal American Rescue Plan Act, Section 2001(i)

Introduction and Background

As announced in the New Jersey Department of Education (NJDOE)'s [April 28, 2021 broadcast](#), in March 2021 President Biden signed the Federal [American Rescue Plan \(ARP\) Act](#), Public Law 117-2, into law. The ARP Act provides an additional \$122 billion in Elementary and Secondary School Emergency Relief (ARP ESSER) to States and school districts to help safely reopen, sustain the safe operation of schools, and address the impacts of the COVID-19 pandemic on the nation's students. As with the previous ESSER funds available under the Coronavirus Aid, Relief and Economic Security (CARES) Act, and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA), the purpose of the additional funding is to support local educational agencies (LEAs) in preparing for and responding to the impacts of COVID-19 on educators, students, and families. Additional information on ARP ESSER may be found in the NJDOE's [funding comparison fact sheet](#).

Section 2001(i)(1) of the ARP Act requires each LEA that receives ARP ESSER funds to develop and make publicly available on the LEA's website, no later than 30 days after receiving ARP ESSER funds, a plan for the safe return to in-person instruction and continuity of services for all schools (Safe Return Plan). A Safe Return Plan is required of all fund recipients, including those that have already returned to in-person instruction. Section 2001(i)(2) of the ARP Act further requires that the LEA seek public comment on the Safe Return Plan and take those comments into account in finalization of the Safe Return Plan. Under the interim final requirements published in [Volume 86, No. 76 of the Federal Register](#) by the U.S. Department of Education (USDE), an LEA must periodically, but no less frequently than every six months through September 30, 2023, review and, as appropriate, revise its Safe Return Plan.

Pursuant to those requirements, **LEAs must submit to the NJDOE and post on their website their Safe Return Plans by June 24, 2021**. The NJDOE intends to make LEA ARP ESSER Fund applications available in EWEG on May 24, 2021 and LEAs will submit their Safe Return Plans to the NJDOE via EWEG. To assist LEAs with the development of their Safe Return Plans, the NJDOE is providing the following template.

This template incorporates the federally-required components of the Safe Return Plan. The questions in the template below will be included in the LEA ARP ESSER Fund application in EWEG. LEAs will submit responses to the questions within the LEA ARP ESSER Fund application in EWEG by June 24, 2021. The NJDOE hopes that this template will allow LEAs to effectively plan for that submission and to easily post the information to their websites as required by the ARP Act.

Note that on May 17, 2021, Governor Murphy [announced](#) that upon the conclusion of the 2020-2021 school year, portions of Executive Order 175 allowing remote learning will be rescinded, meaning that schools will be required to provide full-day, in-person instruction, as they were prior to the COVID-19 Public Health Emergency. The NJDOE and New Jersey Department of Health will share additional information regarding State requirements or guidance for health and safety protocols for the 2021-2022 school year as it becomes available.

Template: LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

LEA Name: Fairfield Public Schools

Date: 06/01/2021

Date Revised: 10/01/2021, 03/07/2022, 09/20/2022, 12/14/2023

Date Reapproved: 12/15/2022, 6/15/2023, 6/13/2024

1. Maintaining Health and Safety

For each mitigation strategy listed below (A–J), please describe how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC.

Section A - Universal and Correct Wearing of Masks

Fairfield Public School District is following guidance provided by Governor Murphy to lift the universal mask mandate as of March 7, 2022, and had implemented a mask optional policy.

Section B - Physical Distancing

Fairfield Public School District is in alignment with guidance provided by the New Jersey Department of Health Recommendations for Local Health Departments for K-12 Schools. The District is committed to maintaining in-person instruction and is following the CDC, NJDOE, New Jersey Executive Orders, and NJ Department of Health guidance for physical distancing to the maximum extent practical. Building administrators, teachers, staff and the District's Maintenance Department collaborate on the configurations of classroom, lunchrooms and instructional spaces and other areas to maintain appropriate social distancing to the maximum extent practical. If instructional and non-instructional rooms cannot comply with distancing standards, modifications will be taken into consideration when feasible.

Safe Return Plan 2023-2024

Fairfield Public Schools

Maintaining Health and Safety

Section C - Handwashing and Respiratory Etiquette

Fairfield Public School District is in alignment with guidance provided by the New Jersey Department of Health Recommendations for Local Health Departments for K-12 Schools. The District is committed to maintaining in-person instruction and is following the CDC, NJDOE, New Jersey Executive Orders, and NJ Department of Health guidance for handwashing and respiratory etiquette.

Handwashing: District administrators in conjunction with the Facilities Department will continue to support healthy hygiene behaviors by providing adequate supplies at the District's expense, including soap, hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, and cloth face coverings (as feasible). Hand washing stations will be maintained with soap, water, and alcohol-based hand sanitizers. Signage will be displayed throughout buildings to encourage hand washing and sanitizing.

Respiratory Etiquette: Students and staff will be encouraged to wash their hands throughout the school day, including but not limited to before eating, after eating, using the bathroom, after blowing their nose/sneezing/coughing. Through ongoing general education and health education lessons, students will be reminded of the proper ways to wash and sanitize their hands.

Maintaining Health and Safety

Section D - Cleaning and Maintaining Healthy Facilities, Including Improving Ventilation

Fairfield Public School District is in alignment with guidance provided by the New Jersey Department of Health Recommendations for Local Health Departments for K-12 Schools. The District is committed to maintaining in-person instruction and is following the CDC, NJDOE, New Jersey Executive Orders, and NJ Department of Health guidance for cleaning and maintaining healthy facilities, including improving ventilation. The District will continue to clean and disinfect all rooms in all schools on a regular basis. The District purchases disinfecting products and equipment, including sanitizing sprayers and dedicated microfiber cloths. Custodians have been trained in the use of cleaning products utilized by the District and proper cleaning methods. The District will continue to purchase appropriate cleaning supplies & equipment, and conduct periodic audits of custodial cleaning practices. The District has (and will continue) to upgrade building HVAC control systems, purchase high quality HVAC filters, and increase the frequency of HVAC filter changes.

Maintaining Health and Safety

Section E - Contact Tracing in Combination with Isolation and Quarantine, in Collaboration with the State and Local Health Departments

Fairfield Public School District is in alignment with guidance provided by the New Jersey Department of Health Recommendations for Local Health Departments for K-12 Schools. The District is committed to maintaining in-person instruction and is following the CDC, NJDOE, New Jersey Executive Orders, and NJ Department of Health guidance for contact tracing in combination with isolation and quarantine. Per the July 6, 2022 New Jersey Department of Health COVID-19 Public Health Recommendations for K-12 Schools, Childcare and Youth Camps, the District transitioned away from a case-investigation response model to a routine disease control model in schools. This model focuses more on response to clusters of cases, outbreaks, and evidence of ongoing transmission in a particular setting, and less on individual case investigation and contact tracing.

Maintaining Health and Safety

Section F - Diagnostic and Screening Testing

Fairfield Public School District is in alignment with guidance provided by the New Jersey Department of Health Recommendations for Local Health Departments for K-12 Schools. The District is committed to maintaining in-person instruction and following the CDC, NJDOE, New Jersey Executive Orders, and NJ Department of Health guidance for diagnostic and screening testing. Families and staff are encouraged to refrain from attending school or work when sick or exhibiting COVID like symptoms. Families and staff are encouraged to monitor for symptoms and test following the onset of symptoms or after a potential exposure. The District website provides information regarding quarantine and isolation protocols, screening and handling of symptomatic students and staff, travel protocols, masking and testing resources.

Maintaining Health and Safety

Section G - Efforts to Provide Vaccinations to School Communities

Fairfield Public School District is committed to maintaining in-person instruction and provides information regarding access to vaccinations on the District website.

Maintaining Health and Safety

Section H - Appropriate Accommodations for Children with Disabilities with Respect to Health and Safety Policies

Fairfield Public School District is in alignment with guidance provided by the New Jersey Department of Health Recommendations for Local Health Departments for K-12 Schools. The District is committed to maintaining in-person instruction and is following the CDC, NJDOE, New Jersey Executive Orders, and NJ Department of Health guidance for children with disabilities, in regards to their health and safety. The District, in accordance with guidance from the NJ Department of Health, NJ Department of Education, and the local health agency, provides appropriate accommodations for children with disabilities that include but are not limited to the availability of clear facemasks, face shields, plexiglass dividers, mask tolerance behavioral programming, telehealth related services while permitted via the state, social distancing, individual material sets, and in-home behavioral supports when appropriate. Student needs are assessed on an individual basis and accommodations and modifications as provided.

2. Ensuring Continuity of Services

Section A – Describe how the LEA (Local Education Agency) will ensure continuity of services, including but not limited to services to address students' academic needs and students' social, emotional, mental health, and other needs.

Fairfield Public School District is in alignment with guidance provided by the New Jersey Department of Health Recommendations for Local Health Departments for K-12 Schools. The District is committed to maintaining in-person instruction and is following the CDC, NJDOE, New Jersey Executive Orders, and NJ Department of Health guidance for ensuring continuity of services.

Academic Needs: Fairfield employs a NJTSS Model for social/behavioral support and has a full-time guidance counselor in each school. Student academic progress will be continually monitored through both state and local assessments. Data will be analyzed at regular intervals to determine when individual or curricular interventions are necessary.

Mental Health: Counselors visit classrooms regularly to deliver the District's SEL curriculum. A universal screener is utilized in grades K-6 to identify those students who may be in need of individualized mental health interventions. Teachers are encouraged to check in daily with students to talk about their emotional state and with a counselor, when needed, to discuss his/her own emotional state. The District will continue to focus resources on the planning for, preparation of, and support of student mental health initiatives.

3. Public Comment

Section A - How did the District seek public comment on its plan?

The Safe Return Plan was approved at the June 10, 2021 Board of Education meeting. Public had an opportunity to comment on agenda items.

A revised Safe Return Plan was approved at the October 19, 2021 Board of Education meeting. Public had an opportunity to comment on agenda items.

A revised Safe Return Plan was approved at the April 28, 2022 Board of Education meeting. Public had an opportunity to comment on agenda items.

A revised Safe Return Plan was approved at the September 20, 2022 Board of Education meeting. Public had an opportunity to comment on agenda items.

The Safe Return Plan was reapproved at the December 15, 2022 Board of Education meeting. Public had an opportunity to comment on agenda items.

The Safe Return Plan was reapproved at the June 15, 2023 Board of Education meeting. Public had an opportunity to comment on agenda items.

The revised Safe Return Plan was approved at the December 14, 2023 Board of Education meeting. Public had an opportunity to comment on agenda items.

The Safe Return Plan was reapproved at the June 13, 2024 Board of Education meeting. Public had an opportunity to comment on agenda items.

Section B - How will the District ensure the plan is understandable for parents?

The District has adopted the basic plan template provided by the New Jersey Department of Education.

Following Board approval, the plan will be posted on the District website.

FAIRFIELD BOARD OF EDUCATION
Public Work Session
Special Board Meeting Minutes
 Thursday, May 16, 2024 at 6:00 PM
 at the Fairfield Recreation Building
 (Access livestream at www.fpsk6.org at 6:00 PM)

I. OPEN MEETING - PUBLIC NOTICE OF MEETING

MR. ANTHONY DEPASCALE, BOARD PRESIDENT, CALLED THE ROLL AT 6:10 PM:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Ms. Andrea Bellise-Jandoli	PRESENT	Ms. Angela Altaai	PRESENT
Mr. Joseph Fede	PRESENT	Mr. Anthony DePascale	PRESENT
Ms. Melinda Street	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 News and The Progress.

Now, please join us for the Pledge of Allegiance.

II. PUBLIC COMMENT ON: AGENDA ITEMS ONLY

Vanessa Mayer and Damion Macioci - welcomed Mr. Ryan Gupta and wished him the best in his new position as Superintendent of Schools.

III. PERSONNEL

1. Approve Superintendent of Schools

BE IT RESOLVED that the Fairfield Board of Education approves the employment contract for Ryan Gupta, Superintendent of Schools, from July 1, 2024 through June 30, 2027, as approved by the Essex County Superintendent of Schools on April 16, 2024.

Introduced by: Andrea Bellise-Jandoli Seconded by: Melinda Street Time: 6:10 PM

ROLL CALL

Ms. Bellise-Jandoli, Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes

IV. OLD BUSINESS

Mr. Anthony DePascale welcomed Mr. Ryan Gupta to the Fairfield School District.

V. NEW BUSINESS

- **Community meet and greet**

VI. NEXT MEETING

BE IT RESOLVED that the next meeting will be held, in person, on May 22, 2024, Public Work Session beginning at 6:00 PM followed by Executive Session with Public Session resuming at approximately 7:30 PM, at the Fairfield Municipal Building.

VII. ADJOURNMENT

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

Introduced by: Andrea Bellise-Jandoli Seconded by: Angela Altaai Time: 6:19 PM

ROLL CALL

Ms. Bellise-Jandoli, Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes

FAIRFIELD BOARD OF EDUCATION**Public Work Session**Meeting Minutes

Wednesday, May 22, 2024 at 6:00 PM at the Fairfield Municipal Building

MR. ANTHONY DEPASCALE, BOARD PRESIDENT, CALLED THE ROLL AT 6:00 PM:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Ms. Andrea Bellise-Jandoli	ABSENT	Ms. Angela Altaai	PRESENT
Mr. Joseph Fede	PRESENT	Mr. Anthony DePascale	PRESENT
Ms. Melinda Street	PRESENT		

BE IT RESOLVED that the Fairfield Board of Education meeting 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.

ADMINISTRATION	POSITION	ATTENDANCE
Dr. Susan Ciccotelli	Superintendent of Schools	PRESENT
Mrs. Kathleen Marano	Interim Business Administrator/Board Secretary	ABSENT

Now, please join us for the Pledge of Allegiance.

I. RECOMMENDATION TO MOVE TO EXECUTIVE SESSION

BE IT RESOLVED that the Fairfield Board of Education hereby convenes to Executive Session for discussion of the following subjects: 4.

Ms. Meghan Cafone presented 4 HIB investigation cases, all not founded and a residency appeal.

It is anticipated that the Executive Session will take approximately 1 hour; the Board may take action when it reconvenes to Public Session; and the minutes of the Executive Session shall be released to the public when the reason for the Executive Session no longer exists.

EXECUTIVE SESSION

Motion to go into Executive Session to discuss personnel matters or other exceptions to the sunshine laws as follows:

1. Any matter considered confidential by federal law, state statute, or court rule;
2. Any matter in which the release of information would impair the receipt of federal funds;
3. Any material which would constitute an unwarranted invasion of individual privacy if disclosed;
4. Any collective bargaining agreements;

FAIRFIELD BOARD OF EDUCATION

Public Work Session

Meeting Minutes

Wednesday, May 22, 2024 at 6:00 PM

Page 2

5. Any matter involving the purchase, lease or acquisition of real property with public funds;
6. Any tactics and techniques used in protecting the safety and property of the public;
7. Any pending or anticipated litigation;
8. Personnel matter related to the employment, appointment or termination of current or prospective employees;
9. Attorney/Client privilege.

Introduced by: Melinda Street Seconded by: Angela Altaai Time: 6:30 PM

Motion to return to open session (to be moved in Public Session):

Introduced by: Melinda Street Seconded by: Angela Altaai Time: 7:25 PM

ADJOURNMENT

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

Introduced by: Melinda Street Seconded by: Angela Altaai Time: 7:25 PM

ROLL CALL

Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes

Ms. Andrea Bellise-Jandoli - Absent

FAIRFIELD BOARD OF EDUCATION

Meeting Minutes

Wednesday, May 22, 2024

7:30 PM at the Fairfield Municipal Building

(Access livestream at www.fpsk6.org at 7:30 PM. Also available on Channel 34)

I. OPEN MEETING –PUBLIC NOTICE OF MEETING

MR. ANTHONY DEPASCALE, BOARD PRESIDENT, CALLED THE ROLL AT 7:31 PM:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Ms. Andrea Bellise-Jandoli	ABSENT	Ms. Angela Altaai	PRESENT
Mr. Joseph Fede	PRESENT	Mr. Anthony DePascale	PRESENT
Ms. Melinda Street	PRESENT		

The Board will reconvene from Executive Session and Mr. Anthony DePascale, Board President, will preside and call the public meeting to order at approximately 7:30 PM and will read 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 News and The Progress.

Now, please join us for the Pledge of Allegiance.

ADMINISTRATION	POSITION	ATTENDANCE
Dr. Susan Ciccotelli	Superintendent of Schools	PRESENT
Mrs. Kathleen Marano	Interim Business Administrator/Board Secretary	ABSENT

II. PUBLIC COMMENT ON: *AGENDA ITEMS ONLY*

NONE

III. ENROLLMENT

Grade	Students 6/9/2023	Students 5/17/2024
Preschool Inclusive	18	17
Preschool Special Ed	18	17
Kindergarten	98	92
First	96	96
Second	86	99
Third	107	84
Fourth	106	108
Fifth	85	108
Sixth	91	86
Home Instruction	1	1
Out-of-District	2	2
Total	708	710

IV. PERSONNEL

A. Certificated Staff

1. Renewal of Tenured Staff for 2024-2025

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves renewal of the following certificated, tenured staff for the 2024-2025 school year:

Alonso, Daphne	Dickson, Joleen	Perrone, Jennifer
Annese, Giana	Dillon, Lindsey	Prall, Catherine
Bargiel, Dina	Fasulo, Addie	Puglisi, Gina
Barra, Laura	Goldsmith, Andrea	Riley, Gabriella
Booth, Julia	Gualtieri, Donna	Salant, Lisa
Bowers, Lisa	Healy, Susan	Salter, Laurie
Breznak, Colleen	Horvath, Peter	Salvemini, Brianna
Caradimitropoulo, Marisa	Kirk, Sarah	Sarna, Jennifer
Carnovale, Nicole	Kohlberg, Jodie	Singh, Jennifer
Chavkin, Jaime	Lizza, Donna	Smith, Rebecca
Colon, Daniela	Major, Marya	Spanarelli, Donna
Conte, Jennifer	Malinowski, Danielle	Suppa, Maria
Crisafi, Kristin	Malinski, Cherylann	Tabatneck, Donna
Dearani, Cristina	Manna, Michelle	Verrengia, James
D'Elia, Jennifer	Marchetta, Carol	Vince-Cruz, Caroline
DeMarco, Matthew	Mayer, Vanessa	Zigouras, Alexandra
Dewland, Megan	Nazarian, Dorian	Zincone, Megan
Diaz, Adriana	Patel, Sonal	

FAIRFIELD BOARD OF EDUCATION MINUTES: MAY 22, 2024-Page 3

2. Maternity Leave of Absence Extension

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves an unpaid Maternity Leave of Absence extension, without benefits, for Jennifer D’Elia for the 2024-2025 school year. Mrs. D’Elia plans to return for the 2025-2026 school year.

3. 2024 Extended Summer School Year Approvals

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following appointments for the ESY 2024 Program. Rates and positions were approved at the March 14, 2024 Board meeting.

<u>Position</u>	<u>Name of Staff</u>	<u>Per IEP Requirements</u>	<u>Total Hours</u>
Speech Therapist	Alexandra Zigouras	20 days @ 4.5 hours per day	90
Primary MD Teacher (2)	Lisa Salant Adriana Diaz	20 days @ 4.5 hours per day	180
Pri./Sec. LLD Teacher	Caroline Vince-Cruz	20 days @ 4.5 hours per day	90
School Nurse/LLD Aide	Donna Tabatneck Patricia A. Lozito	20 days @ 4.5 hours per day	90 To be split
Aides MD/LLD	Tracey Suhey	20 days @ 4.0 hours per day	320
Substitute Teacher	Ceyla Martone	On an as-needed basis	Unknown
Substitute Aide	Sharyn Blum	On an as-needed basis	Unknown
Child Study Team: LDTC, Psychologist, Speech Therapist Occupational Therapist	Donna Spanarelli, Jennifer Singh, Alexandra Zigouras, Sonal Patel	For completing evaluations and meetings	Not to exceed \$7,000

4. 2024 Extended Summer School Year Contracted Occupational Therapy Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Soliant Health, LLC for Occupational Therapy Services for the ESY 2024 Program, at a rate of \$95.15 not to exceed \$8,500.00. Position approved at the March 14, 2024 Board meeting.

5. 2024 Extended Summer School Year Contracted Physical Therapist Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Wellness Rehabilitation for Physical Therapy Services on an as-needed basis for the ESY 2024 Program, not to exceed \$2,500.00. Position approved at the March 14, 2024 Board meeting.

B. Non-Certificated Staff

1. Resignation

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the letter of resignation from Heba Alatiyat, Paraprofessional, retroactively effective May 14, 2024, with regret, best wishes, and appreciation for her two and half years of service to the students of Fairfield.

2. Employment

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Jonalyn Tulanowski as a Paraprofessional at an hourly rate of \$19.95 retroactively to May 20, 2024 to the remainder of the 2023-2024 school year.

C. Non-Recognized Title Renewal

Attachment A

1. Position/Title/Job Description Annual Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reapproves the job description, title, and position of “Director of Curriculum and Instruction/Principal” effective for the 2024-2025 school year, as approved by the Interim-Essex County Superintendent of Schools on July 21, 2016 and annually since; and further reapproves the annual submission of said job description and excerpt from the Board agenda approving the job description, title, and position to the Interim-Essex County Superintendent of Schools.

Personnel Recommendations

Introduced by: Joseph Fede

Seconded by: Angela Altaai

Discussion: None

ROLL CALL

Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes

Ms. Bellise-Jandoli - Absent

V. CURRICULUM/PROGRAM

A. 2024-2025 School Calendar Revision

Attachment B

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the revision to the 2024-2025 School Calendar, approved at the January 17, 2024 Board meeting, to reflect Tuesday, September 10, 2024 as Back to School Night at Stevenson School and Wednesday, September 11, 2024 as Back to School Night at Churchill School.

B. Nursing Plan

Attachment C

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the 2024-2025 Nursing Service Plan revised by the school nursing staff and school physician.

C. Mandated Review of School District and School HIB Grades

Attachment D

BE IT RESOLVED that the Fairfield Board of Education approves the 2022-2023 HIB Grade Report shared at this public meeting. In addition, post the report on the district website.

Curriculum/Program Recommendations

Introduced by: Joseph Fede

Seconded by: Melinda Street

Discussion: None

ROLL CALL

Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes

Ms. Bellise-Jandoli - Absent

VI. **POLICY**

A. HIB Investigation Confirmation from April 25, 2024 Executive Session

BE IT RESOLVED that the Fairfield Board of Education accepts the Superintendent's HIB Investigation results as reported during Executive Session on April 25, 2024. There were fourteen HIB investigations at Winston S. Churchill School to report.

1. HIB incident WSCS #10 2023-24, WSCS #11 2023-24, WSCS #12 2023-24, WSCS #13B 2023-24, WSCS #13C 2023-24, WSCS #13D 2023-24, WSCS #13E 2023-24, WSCS #14 2023-24, WSCS #15 2023-24, WSCS #16A 2023-24, WSCS #16B 2023-24, WSCS #17 2023-24 and WSCS #18 2023-24 were reported to the principal and reviewed by the Superintendent. After a full investigation, it was determined that the incidents **did not** satisfy the ABR definition of HIB.
2. HIB incident WSCS #13A 2023-24 was reported to the principal and reviewed by the Superintendent. After a full investigation, it was determined that the incident **did** satisfy the ABR definition of HIB.

B. Policy Second Reading and Adoption

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the second reading and adoption of the following policies and regulations, as noted:

<u>Policy/ Regulation #</u>	<u>Title</u>	<u>Status</u>
P 1140	Educational Equity Policies/Affirmative Action (M)	Revised
P 1523	Comprehensive Equity Plan (M)	Revised
P 1530	Equal Employment Opportunities (M)	Revised
R 1530	Equal Employment Opportunity Complaint Procedure (M)	Revised
P 1550	Equal Employment/Anti-Discrimination Practices (M)	Revised
R 2200	Curriculum Content (M)	Revised
P 2260	Equity in School and Classroom Practices (M)	Revised
R 2260	Equity in School and Classroom Practices Complaint Procedures (M)	Revised
P 2411	Guidance Counseling (M)	Revised
P&R 2423	Bilingual Education (M)	Revised
P&R 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)	Revised
P 3211	Code of Ethics	Revised
P 5750	Equitable Educational Opportunity (M)	Revised
P 5755	Equity in Educational Programs and Services (M)	Abolished
P 5841	Secret Societies	Revised
P 5842	Equal Access of Student Organizations	Revised
P&R 7610	Vandalism	Revised
P 9323	Notification of Juvenile Offender Case Disposition	Revised

Policy Recommendations:

Introduced by: Angela Altaai

Seconded by: Joseph Fede

Discussion: None

ROLL CALL

Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes

Ms. Bellise-Jandoli - Absent

VII. BUSINESS/FINANCE OFFICE RESOLUTIONS

A. Minutes Approval

Attachment E

BE IT RESOLVED that the Fairfield Board of Education approves/accepts the minutes from the April 25, 2024 Public & Executive Sessions.

FINANCE:

B. Bills/Claims/Payrolls

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

FAIRFIELD BOARD OF EDUCATION MINUTES: MAY 22, 2024-Page 7

Ratify and Affirm Bills & Claims List - May 7, 2024	\$208,141.87
Ratify and Affirm Bills & Claims List - May 22, 2024	\$117,046.49
Ratify and Affirm April 30, 2024 Payroll	\$426,416.21
Ratify and Affirm May 15, 2024 Payroll	\$432,112.37

C. Transfer of Funds

Attachment F

BE IT RESOLVED that the Fairfield Board of Education authorizes the transfers in the 2023-2024 budget, per details of the Transfers Report for April 2024, per state law, for the 2023-2024 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 period of April 1, 2024 through April 30, 2024.

BE IT FURTHER RESOLVED that the financial reports for the month be accepted and shall become a part of the official minutes of this meeting.

E. Tax Levy Payment Schedule 2024-2025

BE IT RESOLVED that the Fairfield Board of Education approves the schedule of tax payments from the municipality for the 2024-2025 school year in accordance with N.J.S.A. 18A:13-23 and Policy 6141, per the following schedule and on file with the Board Secretary:

July 10, 2024	\$1,198,670.75	January 10, 2025	\$1,198,670.75
August 10, 2024	\$1,198,670.75	February 10, 2025	\$1,198,670.75
September 10, 2024	\$1,198,670.75	March 10, 2025	\$1,198,670.75
October 10, 2024	\$1,198,670.75	April 10, 2025	\$1,198,670.75
November 10, 2024	\$1,198,670.75	May 10, 2025	\$1,198,670.75
December 10, 2024	\$1,198,670.75	June 10, 2025	\$1,198,670.75

Total Tax Levy 2024-2025: \$14,384,049.00

F. Transfer Between Meetings

BE IT RESOLVED that the Fairfield Board of Education appoints the Business Administrator to make budget transfers as needed to maintain account balances between meetings for the 2024-2025 school year. Such transfers will be submitted to the Board at the next regular Board meeting.

CONTRACTS:

G. Replacement of Network Server for Adlai E. Stevenson School

BE IT RESOLVED that two proposals were received from the Technology Administrator to replace the server at Adlai E. Stevenson School.

JCT Solutions	\$6,365.21
New Era Technology	\$11,863.84

BE IT RESOLVED that the Fairfield Board of Education approves the proposal to replace the server at Stevenson School to JCT Solutions in the amount of \$6,365.21.

BE IT FURTHER RESOLVED that the Board of Education authorizes the following transfer:

from account: 11-190-100-610-06 for \$6,365.21
to account: 11-190-100-340-00 for \$6,365.21

H. Policy Service Provider Agreement

BE IT RESOLVED that the Fairfield Board of Education enters into an agreement with Strauss Esmay Associates, LLP to provide policy update services for the district in the amount of \$4,965.00 for the period of July 1, 2024 through June 30, 2025.

BUILDINGS, GROUNDS AND MAINTENANCE:

I. Purchase of Office Furniture

BE IT RESOLVED that the Fairfield Board of Education approves the purchase of office furniture in accordance with Hollywood Associates, LLC agreement in the amount of \$3,150.00.

J. Relocation Cost - Moving Company

BE IT RESOLVED that the Fairfield Board of Education received two quotes from moving companies to move the Board Office back to Adlai E. Stevenson School as follows:

Goman's Moving Co., Inc.	\$2,640.00
May-Pan Moving & Trucking, Inc.	\$5,480.00

BE IT RESOLVED that the Fairfield Board of Education approves the quote from Goman's Moving Co., Inc. for moving and delivering office furniture from the Board Office to Adlai E. Stevenson School in the amount of \$2,640.00.

FAIRFIELD BOARD OF EDUCATION MINUTES: MAY 22, 2024-Page 9

K. Replacement of Unit Vent in Room 16B at Winston S. Churchill School

BE IT RESOLVED that the Fairfield Board of Education received the following quotes to replace the Unit Vent in Room 16B at Winston S. Churchill School:

Da-Lor Service Co., Inc.	\$18,293.00
Clean Cut	\$19,755.00

BE IT RESOLVED that the Fairfield Board of Education ratify and affirms payment to Da-Lor Service Co., Inc for the replacement of the Unit Vent in Room 16B at Winston S. Churchill School in the amount of \$18,293.

BE IT FURTHER RESOLVED that this requires a transfer.

L. Lead Water Testing

BE IT RESOLVED that the Fairfield Board of Education approves the proposal for Lead in Water Testing at Adlai E. Stevenson and Winston S. Churchill Schools from Omega Environmental Services, Inc. in the amount of \$4,574.00.

BE IT FURTHER RESOLVED that the water is tested every three years.

M. Installation of Two Windows at Winston S. Churchill School

BE IT RESOLVED that the Fairfield Board of Education received two quotes to install two windows in the music room/stage area at Winston S. Churchill School as follows:

BRG Corporation	\$10,678.00
Window Plus Home Improvement Products	\$14,050.50

BE IT RESOLVED that the Fairfield Board of Education approves the quote from Window Plus Home Improvement Products for the installation of two windows in the music room/stage area at Winston S. Churchill School in the amount of \$14,050.50

N. 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>
Churchill Drama Club - Rehearsals (Kirk & Silvestri) - Gym/Stage	3:30 PM to 5:00 PM 5/28/2024 and 6/4/2024
Churchill Drama Club - Performance (Kirk & Silvestri) - Gym/Stage	3:30 PM to 8:00 PM 6/5/2024
SEPAG Meeting - Meghan Cafone Churchill Gym	6:00 PM to 8:00 PM 6/10/2024

O. 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 1-5, SE-GR and SE-PREK on May 20, 2024. All routes were evacuated and supervised by Dr. Trabucco.
- Churchill School held their drill for routes 6-12 and SE-GR on May 2, 2024. All routes were evacuated and supervised by Mr. Santana, Mr. Biondi and Mr. Silvestri.

Business/Finance Resolutions Items A-O

Introduced by: Angela Altaai

Seconded by: Joseph Fede

Discussion: None

ROLL CALL

Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes

Ms. Bellise-Jandoli - Absent

VIII. OLD BUSINESS

Anthony DePascale - Advised that a survey will be going out regarding Tiny Treasures before/aftercare for next year. Please take the time to review and fill out the paperwork.

IX. NEW BUSINESS

None

X. COMMITTEE REPORTS

Melinda Street reported on Special Education and HSA

- SEPAG - Summer Resources Event scheduled for June 10, 2024 from 6:00 to 8:00 pm.
- HSA - Held their Tricky Tray event, next meeting June 5, 2024 at Churchill.

Angela Altaai reported on Negotiations

- Committee met on May 21, 2024 - an agreement has not been reached, but will continue negotiations with the help of a mediator.

XI. PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY

None

XII. NEXT MEETING

BE IT RESOLVED that the next meeting will be held, in person, on June 13, 2024, Public Work Session beginning at 6:00 PM followed by Executive Session with Public Session resuming at approximately 7:30 PM, at the Fairfield Municipal Building.

XIII. ADJOURNMENT

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

Introduced by: Angela Altaai Seconded by: Melinda Street Time: 7:40 PM

ROLL CALL

Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes

Ms. Bellise-Jandoli - Absent

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Fairfield Board of Education Expense Account Adjustment Analysis By Account#

Current Cycle : May

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
YTD Disbursement Adjustments								
11-000-216-320-05-	SPEECH-PURCH. SERV.	adjust com of the blind	000016	05/31/2024	KMARANO	\$11,600.00	\$2,200.00	\$13,800.00
11-000-291-270-00-	HEALTH BENEFITS	WAIVER DISB ADJUST 1.31.24	000018	05/31/2024	KMARANO	\$1,873,698.46	\$57,492.63	\$1,931,191.09
11-000-291-290-00-	OTHER EE BENEFITS	WAIVER DISB ADJUST 1.31.24	000018	05/31/2024	KMARANO	\$70,332.63	(\$57,492.63)	\$12,840.00
11-120-100-101-01-	SAL ST-GR 1-2 TCHRS	CORRECTION VALENTI 000017	000019	05/31/2024	KMARANO	\$784,034.37	\$2,109.48	\$786,143.85
11-401-100-110-02-	CO-CURR SALARIES- CH	Correction J.Valenti charge	000017	05/31/2024	KMARANO	\$2,109.48	(\$2,109.48)	\$0.00
11-401-100-110-E1-	SALARIES CO CURR - ST	Correction J.Valenti charge	000017	05/31/2024	KMARANO	\$1,143.68	\$2,109.48	\$3,253.16
		CORRECTION VALENTI 000017	000019	05/31/2024	KMARANO	\$3,253.16	(\$2,109.48)	\$1,143.68
Total For Account # 11-401-100-110-E1-							\$0.00	
Total Disbursement								\$2,200.00

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05/31/2024

Fairfield Board of Education Expense Account Adjustment Analysis By Account#

Current Cycle : May

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
30-000-400-450-01-	CONSTRUCTION SERV/PD TO	To close PY PO 21-0541	000002	05/31/2024	ZGARCIA	\$331,416.00	(\$75,064.04)	\$256,351.96
Total W Appr.								(\$75,064.04)

Contracts/Category (2024-2025)

Contracts/Category	2023-2024	Anticipated Renew 2024-2025	Account #
Advertising (11-000-230-590-00)	2023-2024	Anticipated Renew 2024-2025	
K12 Jobs NJ (job postings)			
New Jersey Hills Media Group (Progress)	X		
North Jersey Media Group (Herald)	X		
NJSchoolJobs.com	X		
NJSBA	X		
NJ Advance Media (nj.com)			
Banking (BOE)	2023-2024	Anticipated Renew 2024-2025	
Columbia Bank	X		
Peapack Gladstone	X		
U.S. Bank Corp Gov't Leasing	X		
Business Services (ML)	2023-2024	Anticipated Renew 2024-2025	
Apple, Inc			
Educational Consortium			
Lakeshore	X		
MGL Forms	X		
Staples	X		
Construction/Building Maintenance (JP) (11-000-261-420-01/02)	2023-2024	Anticipated Renew 2024-2025	
A. DeFrank Paving LLC			
AC Daughtry	X		
Action Elevator	X		
Air Master, Inc.			
Barcia Bros, Inc.	X		
Bingham Communication	X		
Bogush			
Brookaire Co.			
Butler Water Correction	X		
Combustion Service	X		
Commercial Interiors Direct			
Crystal Clear Glass			
Da-Lor Service Co Inc	X		
D'Agostino Construction			
Dominick's Custom Masonry	X		
Eastern Data Co, Inc.	X		
Educational Data Services, Inc.	X		
ESIS Inc	X		
Genserve	X		
GM Fence			
Griffith Shade Co.			
Guarding Contracting, Inc.			
Hurricane Plumbing & Heating	X		
Ja Cruse Materials LLC	X		
Jake Storage Containers	X		
JCT Solutions	X		
Karis Lock Co Inc	X		
Karl & Associates, Inc.	X		
Laumar Roofing Co, Inc.	X		
Mathusek Inc	X		
Metro Fire & Safety Equipment	X		
Norton Sewer and Drain	X		
Rainbow International	X		
Rentalift			
Rich Tree Service	X		
Riverside Insights			
Safe Schools Integrated Pest	X		
Sal Electric Co Inc	X		
Sauchelli Electric	X		
Township of Fairfield (Elevator Inspection)	X		
Treasurer - State of NJ (Boilers)			
State of NJ Dept of Community (BFCE renewal registration)	X		11-000-261-800-01/02
V & V Line Stripping Inc	X		
Vanore Electric Co.	X		
Wallington Plumbing Supply			
Waste Management	X		
Western Pest Services			
Cooperatives (BOE)	2023-2024	Anticipated Renew 2024-2025	
Educational Data Corp	X		
Educational Services Commission of Morris County			
Hunterdon County Education Services Commission			

Educational Services Commission of New Jersey			
Morris County Cooperative Pricing Council			
Curriculum/Instruction (MT) (11-230-100-500-01/02)	2023-2024	Anticipated Renew 2024-2025	
Alive Studio, LLC			
Amplify Education, Inc	X		20-231-100-500-00
Booksource			
Brain Pop	X		11
Carolina Biological Supply co			
Conquer Mathematics (workshop)	X		20-270-200-500-00
Generation Genius, Inc.	X		20-231-100-500-00
Hazelden Publishing			
Kaplan Early Learning Company			
Learning Without Tears	X		11-230-100-610-01
Membean	X		
Mind Research Institute (Math annual serv)			
Pearson (Assessment Group)	X		11-000-219-600-05
Quiver Farms Project			
Red-E Set Grow LLC			
Savvas Learning Company			
Scholastics	X		
School Specialty Curriculum			
The Mailbox Magazine	X		
Treetop Publishing	X		11-190-100-610-02
William H. Sadler, Inc.	X		11-190-100-610-02 / 11-230-100-610-02
Custodial Supplies (JP) (11-000-262-610-01/02)	2023-2024	Anticipated Renew 2024-2025	
American Paper & Supplies	X		
American Time and Signal Co.			
ARAMSCO Inc	X		
Brookaire Co	X		
Brown Distributing Corp	X		11-000-261-610-01 /02
Carrot-Top Industries			
Flaghouse			
Grainger	X		
Joe Bell Enterprises (custodial uniforms)	X		11-000-261-800-01
Log Books Unlimited	X		
Northeast Equipment			
Personnel Concepts	X		
Sherwin Williams	X		
Simplify Chemical Solutions	X		
Wayne Electrical	X		
Window Film Depot			
Employee Benefits (MA)	2023-2024	Anticipated Renew 2024-2025	
Aflac			
AXA Equitable			
Bergen Municipal Employee	X		11-000-291-270-00
Board of Education Employees Fund of EC			
Colonial Life			
D.C.R.P. - Prud VSTG			
Health Benefit Contribution			
Health FSA			
MGM Benefit Group			
State of NJ Dept of Labor & Workforce (catastrophic illness fund)	X		11-000-291-250-00
Valic			
Vision Service Plan	X		11-000-291-270-00
Enterprise Account (11-000-310-930-01/02)	2023-2024	Anticipated Renew 2024-2025	
Maschio Food Service	X		
Fairfield Police Department (11-000-266-300-00)	2023-2024	Anticipated Renew 2024-2025	
Township of Fairfield Police Security	X		
Inspections	2023-2024	Anticipated Renew 2024-2025	
Karl & Associates, Inc.	X		11-000-261-800-01/02, 20-487-200-400-00, 11-000-251-330-00
Metro Fire & Safety Equipment	X		11-000-261-420-01/02
Western Pest Services			
Insurance/ Property Appraisers (BOE) (11-000-262-520-00)	2023-2024	Anticipated Renew 2024-2025	
NJ School Insurance Group (NJSIG)	X		
Philadelphia Indemnity	X		
Treadstone Risk Management	X		
Lease Equipment	2023-2024	Anticipated Renew 2024-2025	
Pitney Bowes (lease equipment)	X		11-000-230-530-00

Municipal Capital Finance	X		multiple accounts
Memberships (11-000-230-890-00 / 11-000-230-895-00)	2023-2024	Anticipated Renew 2024-2025	
ASCD membership	X		
Essex County Assoc. of School Business membership	X		11-000-251-890-00
Essex County Director of Special Ed	X		11-000-219-890-05
NJ Association of Designated Person membership	X		
New Jersey Association of Educational Leaders	X		
NJ Superintendents Study membership			
NJASA membership	X		
NJPSA membership	X		11-000-219-890-05
NJSBA membership	X		
Phi Delta Kappa International membership			
Network Services (ML)	2023-2024	Anticipated Renew 2024-2025	
Business Information Systems (BIS)			
CDW Government LLC	X		multiple accounts
Electronic Systems Solutions	X		11-000-266-610-00
JAMF Software LLC	X		11-000-219-390-05
Stephen Falcone			
Office/Classroom Supplies	2023-2024	Anticipated Renew 2024-2025	
Atlantic Envelopes Company	X		11-000-251-600-00 / 11-190-100-610-E1
Becker's School Supplies			
Blick Art Materials	X		11-190-100-610-E1/E2
Ceramic Supply Co.			
Coole School	X		11-190-100-610-01/02
Demco	X		11-190-100-610-E1
Discount School Supply	X		11-190-100-610-E1/02
E.A. Morse & Company			
Eastern Acoustics	X		11-000-213-500-01/02
Gopher Sport	X		11-190-100-610-E1
Henry Shein Inc.	X		11-190-100-610-01/02/E1
K & S Music			
Kurtz Bros	X		11-212-100-610-05 / 11-190-100-610-E1
Little Falls Trophy	X		11-000-230-590-00 / 11-000-230-610-00
Music In Motion			
Nasco	X		multiple accounts
National Art & School Supplies			
Oriental Trading Co.	X		11-190-100-610-01
Olicon Inc.			
Palos Sports Inc.			
Passon's Sports/BSN			
PC University Distributors, Inc.			
Purchase Power (postage)	X		11-000-230-630-00
Ready Refresh by Nestle	X		11-190-100-610-01/02
Really Good Stuff	X		MULTIPLE ACCTS
S&S Worldwide	X		11-190-100-610-E1/E2, 20-296-100-610-00
School Health Corporation	X		MULTIPLE ACCTS
School Outfitters	X		11-190-100-610-E2
School Specialty	X		MULTIPLE ACCTS
Schoolwide	X		20-231-100-500-00
ShopRite Supermarkets, Inc.	X		20-251-100-610-00, 11-190-100-610-01
Sign a Rama, USA			
Specialist ID Inc	X		11-190-100-610-07
Spiral Binding Company	X		MULTIPLE ACCTS
Staples	X		MULTIPLE ACCTS
Stericycle Inc.			
The Music Shop	X		11-190-100-610-02
Troxell Communications Inc.	X		11-190-100-610-02
Uline	X		11-190-100-610-E1
WB Mason	X		MULTIPLE ACCTS
West Music Company			
Professional Services (11-000-230-331-00 / 11-000-230-332-00)	2023-2024	Anticipated Renew 2024-2025	
Cornell, Marino, MCKeever & Osborne, LLC	X		
Di Cara Rubino Architects	X		
Hill Wallack, LLP	X		
Industrial Appraisal Co.	X		
Machado Law Group	X		
Nisvoccia (Auditor)	X		
Rental (11-000-262-441-00)	2023-2024	Anticipated Renew 2024-2025	
Hollywood Associates, LLC (Lease Agreement)	X		
Special Ed Extraordinary (MC)	2023-2024	Anticipated Renew 2024-2025	

CDW-Government, Inc.	X		MULTIPLE ACCTS
Essex Regional Education Service	X		MULTIPLE ACCTS
Kid Clan Services Inc.	X		20-250-200-300-00, 20-251-200-300-00
Lakeshore Learning Materials	X		MULTIPLE ACCTS
Machado Law Group Inc	X		11-000-230-331-00
Mind Research Institute			
Morris Union Jointure Commission			
New Beginnings	X		11-000-100-566-05, 20-250-100-500-00
Next Step Pediatrics Therapy LLC	X		20-250-200-300-00
NJIDA	X		11-000-223-500-00
NJOTA			
Olcon Inc.			
School Specialty LLC	X		MULTIPLE ACCTS
Staples	X		MULTIPLE ACCTS
Star Autism Support, Inc.			
STARS	X		20-251-200-300-00
Super Duper, Inc,	X		11-000-216-600-05
Touch Math			
United Supply Company	X		MULTIPLE ACCTS
Wellness & Rehabilitation Service	X		11-000-216-320-05
Wilson Language Training Corp.	X		MULTIPLE ACCTS
Support Services (ML)	2023-2024	Anticipated Renew 2024-2025	
Frontline Technologies Group	X		11-000-219-390-05, 11-190-100-500-01/02
Genesis Educational Services	X		11-000-240-33-01/02
Payschools			
PTC Fast LLC (parent/teacher scheduling)	X		11-190-100-610-06/07
Strauss Esmay Associates, LLP	X		11-000-223-320-00
Systems 3000	X		11-000-252-500-00
Teaching Supplies	2023-2024	Anticipated Renew 2024-2025	
Achieve 3000	X		20-231-100-500-00
Barnes & Nobles	X		MULTIPLE ACCTS
EAI Education	X		MULTIPLE ACCTS
GL Group, Inc			
Hand2Mind			
Heggerty			
IXL	X		20-231-100-500-00
Learning A-Z	X		20-231-100-500-00
Link It	X		20-280-200-300-00
Math Stackers, Inc.			
Nasco	X		MULTIPLE ACCTS
Nessy Learning Center	X		20-280-100-600-00
School Specialty Curriculum			
Schoolwide-Reading Fundamentals			
Super Teacher Worksheets	X		20-280-100-600-00
Teachers Synergy LLC			
Ventris Learning, LLC	X		20-231-100-600-00
Wilson Language Training Corp.	X		MULTIPLE ACCTS
Winsor Learning, Inc.			
Technology (WH) (11-000-222-500-01/02 / 11-190-100-500-01/02)	2023-2024	Anticipated Renew 2024-2025	
AVS Technology	X		
Cablevision Lightpath	X		
Comcast	X		
Custom Computer Specialists, LLC	X		
Eastern Data Comm Inc	X		
Educational Consortium	X		
Follett School Solutions Inc.	X		
Frontline Technologies Group	X		
Genesis Educational Services	X		11-000-240-330-01/02
Go Guardian	X		
Intrado	X		
Leaf Insurance Service Center			
Municipal Capital Finance	X		MULTIPLE ACCTS
NowDocs (signature for checks & POs)			
Scholastics Inc.	X		11-230-100-500-01/02
United Business Systems			
Zoom Video Communications			
Zumu Software	X		
Telecommunications (WH)	2023-2024	Anticipated Renew 2024-2025	
Cablevision Lightpath	X		11-190-100-500-01
Verizon	X		11-000-230-530-00
Verizon Wireless	X		11-000-230-530-00

Transportation (BOE)	2023-2024	Anticipated Renew 2024-2025	
Sussex County Regional Corp	X		MULTIPLE ACCT
Tuition/Hospital/Tutor (MC) (11-000-100-566-05)	2023-2024	Anticipated Renew 2024-2025	
New Beginnings	X		20-250-100-500-00
Pillar Care Continuum	X		
Utilities (11-000-262-621-01/02, 11-000-262-622-01/02)	2023-2024	Anticipated Renew 2024-2025	
Direct Energy Business (gas/electric)	X		
NRG Business Marketing, LLC (gas)	X		
PSE&G (gas/electric)	X		
Workshops (11-000-223-500-01/02)	2023-2024	Anticipated Renew 2024-2025	
Bureau of Educational & Research	X		
Inspiring Young Learners LLC	X		
Institute for Educational Development	X		
Jan Miller Burkins Consulting	X		20-270-200-500-00
F Jones Consulting & Team, LLC	X		
Lifesavers, Inc. (training cpr)	X		11-000-213-500-01/02, 11-000-213-600-01/02
Morris Union Jointure			
National Center for Youth			
New Jersey Consortium	X		11-190-100-800-02
NJECC			
NJIDA	X		11-000-223-500-00
NJOTA			
NJSMA			

