

FAIRFIELD BOARD OF EDUCATION

Public Work Session

Meeting Agenda

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		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;

FAIRFIELD BOARD OF EDUCATION

Public Work Session

Meeting Agenda

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: _____ 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

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 7:30 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.*

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	Zinccone, Megan
Diaz, Adriana	Patel, Sonal	

FAIRFIELD BOARD OF EDUCATION AGENDA: 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: _____ Seconded by: _____

Discussion: _____

ROLL CALL

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

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: _____ Seconded by: _____

Discussion: _____

ROLL CALL

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

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: _____ Seconded by: _____

Discussion: _____

ROLL CALL

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

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 AGENDA: 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 AGENDA: 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: _____ Seconded by: _____

Discussion: _____

ROLL CALL

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

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. COMMITTEE REPORTS

XI. 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.*

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: _____ Seconded by: _____ Time: _____

ROLL CALL

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

JOB DESCRIPTION

#

 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

#

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.

JOB DESCRIPTION

#

BOARD OF EDUCATION
FAIRFIELD, NJ

MANDATED
ADMINISTRATION

- Assumes responsibility for the implementation of approved programs.
- 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.

JOB DESCRIPTION

#

BOARD OF EDUCATION
FAIRFIELD, NJ

MANDATED
ADMINISTRATION

- 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.

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.

JOB DESCRIPTION

#

BOARD OF EDUCATION
FAIRFIELD, NJ

MANDATED
ADMINISTRATION

- 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.
- 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

JOB DESCRIPTION

#

BOARD OF EDUCATION
FAIRFIELD, NJ

MANDATED
ADMINISTRATION

receiving and responding to reports of HIB, the role of the school principal will include, but is not limited to:

- 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.
- Performs other duties, which may be assigned or required by law, code, regulation/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

FAIRFIELD PUBLIC SCHOOLS
2024-2025 SCHOOL CALENDAR REVISION

DATE	DAY (S)	EVENT	STAFF INST. AIDES	STUDENTS	P/G CAFETERIA AIDES
August			2	0	0
2024					
28	Wednesday	New Teacher Orientation			
29	Thursday	First Day Meeting for Staff			
30	Friday	Early Dismissal for Staff Prep Day			
September			20	20	20
2	Monday	Labor Day - No School			
3	Tuesday	First Day for Students			
10	Tuesday	Back to School Night: Stevenson			
11	Wednesday	Back to School Night: Churchill			
October			22	21	21
3	Thursday	Rosh Hashanah - No School			
14	Monday	No School Students Professional Development for Staff			
November			17	17	13
7 & 8	Thu. & Fri.	NJEA Convention - No School			
14,18,19	Thu, M & Tue	Early Dismissal for Conferences			
27	Wednesday	Early Dismissal for Students and Staff			
28 & 29	Thu. & Fri.	Thanksgiving Recess - No School			
December			15	15	14
20	Friday	Early Dismissal for Students and Staff			
23-31	Mon. – Tue.	Winter Break - No School			
January			21	21	21
2025					
1	Wednesday	New Year's Day - No School			
20	Monday	Martin Luther King, Jr. Day - No School			
February			18	18	17
14	Friday	Early Dismissal for Students and Staff			
17 & 18	Mon. & Tue.	Presidents' Day Recess - No School			
March			21	21	20
19	Wednesday	Early Dismissal for Students Professional Development for Staff (PM)			
April			16	16	16
18	Friday	Good Friday - No School			
21-25	Mon. – Fri.	Spring Break - No School			
May			21	21	20
23	Friday	Early Dismissal for Students and Staff			
26	Monday	Memorial Day - No School			
June			15	15	12
18	Wednesday	Early Dismissal for Students			
19	Thursday	Early Dismissal for Students			
20	Friday	Last Day: Early Dismissal for Students Teachers upon completion of sign out			
Total Days	<i>If more or less than 5 snow/emergency days are used, the calendar will be subject to change at the discretion of the Superintendent/Board of Education.</i>		188 -5 183	185 -5 180	174 -5 169

APPROVED JANUARY 17, 2024, REVISION APPROVED MAY 22, 2024 BY BOARD OF EDUCATION

**Fairfield Public Schools
Fairfield, NJ 07004**

Nursing Service Plan

**School Year
2024-2025**

The Fairfield Public School District is an elementary school district located in Essex County, New Jersey. There are two elementary schools. The Adlai E. Stevenson School houses pre-school through grade two with an enrollment of approximately 322 students. The Winston S. Churchill School houses grades third through six with an approximately enrollment of 387 students.

Pre-school classes are held at the Adlai E. Stevenson School. Currently, there are approximately 34 pre-school students. There is a Preschool Disabilities class in the morning, a Preschool Inclusive class in the afternoon and a full day program for the Autistic class titled Multiple Disabilities.

Student enrollment in the district continues to grow due to new housing development and a turnover of the population. The student population has maintained a steady growth each year.

Many students have medical involvement such as chronic illness, special health needs, procedures and medications. There are 40 students requiring 504-assistance in the district. Individual healthcare plans provided for specific health concerns as needed. The school nurses are prepared to give medical input for those students for which it is necessary.

The special education enrollment is approximately 108 students. The school nurses screen or use most recent physicals for students referred to the Child Study Team, parent and teacher requests and/or Intervention and Referral Services. Referrals are made when appropriate.

Fairfield Public Schools
Fairfield, NJ 07004

Nursing Service Plan

School nurses are members or consulted in the I&RS Team, 504 Committee, Crises Team Member, Sudden Cardiac Arrest Team and Affirmative Action Team.

The classroom/PE teachers at Adlai E. Stevenson School and Winston S. Churchill School teach health classes. The school nurse and physical education teachers at Winston S. Churchill School provide a growth and development video for the 4th and 5th grade parents to preapprove and provide their child viewing ability online at home. The school nurses arrange for and schedule Basic and Advance Provider CPR certification classes as needed every 2 years with Lifesavers, Inc. located in Fairfield, NJ. School nurses teach and train epinephrine administration and the management of Diabetes to qualified volunteered designee staff members. All staff are trained in seizure recognition and care through GCN training video and posted instructions located in all rooms in both buildings. The school nurses identify and inform all staff members who interact with Celiac diagnosed students with Celiac GCN training video to be viewed each new school year.

Standing Orders

The school district maintains a standing order for epinephrine auto-injectors (both Junior and Adult) which are located in an unlocked alarmed AED cabinet in each building outside the school nurse's offices. The school nurse carries a set of epinephrine auto-injectors and antihistamines during evacuations, fire drills and class trips. Students identified by their private physician and maintain a current school year "Food Action Plan", may carry their own epinephrine from the home.

The school nurse carries a standing order Albuterol rescue inhaler for emergency evacuations and fire drill purposes for students who have

**Fairfield Public Schools
Fairfield, NJ 07004**

Nursing Service Plan

a current school year “Asthma Action Plan”. To help with time restraints in preparing for evacuation and fire drills, the school nurse will carry standing order medications for students with current school year medication requirements by their home physician in an “evacuation” to-go-bag prepared with medical supplies, standing orders, current school year action plans and current health records summary on all known students with health concerns. Included in the fire drill and evacuation process prescribed medications such as: Valtoco and Diabetic emergency medication and supplies will accompany nurses when leaving the buildings. Additional medical support (911, first responders) will be contacted for assistance in emergencies.

AED Units

The AED cabinets in Adlai E. Stevenson School locations are outside of the nurse’s office and hallway leading to the rear of the building exiting to the playground. The AED cabinets at Winston S. Churchill School locations are outside the nurse’s office and outside the large gym. The Fairfield Township installed additional AED units in a cabinet located outdoors at each playground and maintained by the Fairfield Township.

Nursing Staff

The Fairfield Board of Education employs two full-time certified school nurses and two part-time registered nurses. Each school is assigned one certified school nurse. The registered nurses are shared between both schools. The school district also maintains a list of approved substitute nurses to use as necessary. The two schools in the district are approximately two miles apart. Each has its own principal

Fairfield Public Schools
Fairfield, NJ 07004

Nursing Service Plan

and staff, and functions independently but cooperatively. Certified school nurses communicate daily through telephone calls, electronic communication and coordinated meeting times on issues concerning the district and student's health needs.

In addition to basic first aid, screenings, administration of medication, filing of student accident reports, staff training, maintenance of student health & immunization records, annually meet and review immunization records with the Essex County Health Nurse, maintenance of expired medication, yearly immunization reporting, weekly CDRSS reporting, collecting, completing, and maintaining current student action plans the school nurses perform other non-nursing tasks. These include daily attendance monitoring, calls to parents to ascertain the whereabouts of absent children with assistance through the district's electronic communications "School Messenger" notification system.

The school nurses also serve on the district's Emergency Management Team. They play a vital role in the plan if a disaster should occur during school hours. School nurses are responsible for completing student accident forms as needed. The nurses package and arrange removal of all medical waste (sharps) with completion of designated paperwork for disposal and maintain all medical equipment is inspected and in working order. Annual calibrating of audiometers are scheduled each school year. The school nurses file annually immunization reports as requirement by the state of New Jersey with the state and local health department. School nurses develop an Emergency Action Plan to meet Sudden Cardiac Arrest event protocols outlined by "Janet's Law". In 2021, Governor Murphy signed Paul's Law (N.J.S.A. 18A:40-12.34 through 12.38). GCN training modules are viewed to meet Paul's Law for all current and new school staff on epilepsy and seizure disorders.

**Fairfield Public Schools
Fairfield, NJ 07004**

Nursing Service Plan

Standing Orders for First Aid and Emergencies

“Universal Precautions will be followed at all times”

1. Allergic Reactions/Anaphylactic Shock

- a. Follow individual student’s Food Allergy Action Plan
- b. Call 911
- c. Monitor vital signs
- d. Notify parent

2. Sudden Cardiac Arrest

- a. Recognize symptoms of SCA
- b. Call 911
- c. Utilize SCA Team Members
- d. Start CPR
- e. Begin Defibrillation/AED
- f. Notify parent

3. Temperature

- a. 100.0 or more
- b. Notify parent
- c. Send student home
- d. Return to school after 24 hours fever free no fever reducing medication

4. Bites

Animal

- a. Cleanse with mild antibacterial soap and water
- b. Check date of last tetanus immunization

**Fairfield Public Schools
Fairfield, NJ 07004**

Nursing Service Plan

- c. Notify parent

Human

- a. Cleanse with mild antibacterial soap and water
- b. Check date of last tetanus immunization
- c. Notify parent

5. Bleeding (severe)

- a. Apply direct pressure with a sterile compress, if available; apply Blood Stop or Quikclot if available; if no compress is available, use gloved hand
- b. Unless there is evidence of fracture, elevate the affected extremity
- c. If bleeding does not stop after application of direct pressure and elevation, apply pressure on the supplying artery
- d. Call 911
- e. Notify parent

6. Burns

Chemical

- a. Flush the affected area under cool running water for 15 minutes
- b. Apply first aid measures specified on the chemical container
- c. Cover the burn with a cool, wet dressing
- d. Call 911
- e. Notify parent

First and Second degree burns

- a. Rinse the affected area with cool running water for 15 minutes
- b. Cover with a sterile dressing
- c. Notify parent

**Fairfield Public Schools
Fairfield, NJ 07004**

Nursing Service Plan

Third degree burns

- a. Apply cold wet compresses to the affected area
- b. Call 911
- c. Notify parent

7. Convulsion/Seizure

- a. Time duration of convulsion
- b. Monitor vital signs
- c. Turn head to side. Check for open airway
- d. Do not put anything in mouth
- e. Notify parent
- f. Call 911 if necessary

8. Concussion/Head Injury

- a. Check level of consciousness, pulse and respirations
- b. Inspect for exact site of trauma and treat any superficial injury
- c. Obtain information on the nature of the object causing trauma and the degree of force involved
- d. Have the patient lie quietly and check vital signs, pupil reaction, etc.
- e. Apply icepack to area
- f. Notify parent and advise medical attention
- g. Call 911 if necessary

9. Foreign Objects

Eye

- a. Instruct patient not to rub eye
- b. Examine the eye
- c. If appropriate, flush the eye with water use eyecup if available
- d. If object appears imbedded, cover the closed eye with an eye patch

Fairfield Public Schools
Fairfield, NJ 07004

Nursing Service Plan

- e. Notify parent to seek further medical attention

Ear

- a. Inspect the ear for presence of foreign body
- b. Use tweezers to remove any soft object that is clearly visible
- c. Notify parent to seek further medical attention for any object that is imbedded or deep within the ear

Nose

- a. Inspect the nostrils for presence of foreign body
- b. Have patient gently blow his nose to dislodge object
- c. Use tweezers to remove any soft object that is clearly visible
- d. Notify parent to seek further medical attention for any object that is imbedded or deep within the nostril

10. Fractures and Dislocations

Simple Fractures and Dislocations

- a. Have patient lie quietly at the scene.
- b. Treat at scene of injury, if injury warrants or able, assist to Nurse's office
- c. Immobilize area in suitable manner and elevate
- d. Check appropriate pulses, skin temperature and neuro signs of extremity involved
- e. Notify parent
- f. Call 911 if necessary

Compound Fracture

Fairfield Public Schools
Fairfield, NJ 07004

Nursing Service Plan

- a. Apply direct pressure with a sterile compress, if available; apply Blood Stop or Quikclot if available; if no compress is available, use gloved hand
- b. Apply a protective dressing at the scene of the injury
- c. Provide support but do not move or handle the injured part until the bone has been splinted
- d. Call 911
- e. Notify parent
- f. Keep patient warm
- g. Monitor vital signs until EMS arrives

11. Insect Bites/ Stings

Bee Stings

- a. Remove stinger if able
- b. Cleanse site with antiseptic or mild antibacterial soap and water
- c. Apply ice
- d. Check for history of allergies
- e. History of allergies or signs of respiratory distress use epinephrine if indicated
- f. Call 911
- g. Notify parent

Tick Bites

- a. Grasp the tick as close as possible to the skin using tweezers
- b. Pull straight out with a steady motion
- c. Wash site thoroughly with mild antibacterial soap and water or antiseptic
- d. Apply band aid
- e. Notify parent

**Fairfield Public Schools
Fairfield, NJ 07004**

Nursing Service Plan

Insect Bites

- a. Cleanse site with antiseptic or mild antibacterial soap and water
- b. Apply ice
- c. Notify parent if needed

Routine First Aid

12. Abdominal Pain

- a. Have patient lie down
- b. Check vital signs
- c. Have patient use bathroom if indicated
- d. Obtain history
- e. Observe intensity and location of pain
- f. Notify parent if necessary

13. Abrasions/Lacerations

- a. Cleanse site with antiseptic or mild antibacterial soap and water
- b. Apply band aid
- c. Notify parent if necessary

14. Blisters (other than those caused by burns)

- a. Apply a light protective bandage
- b. Do not break
- c. If blister ruptures, cleanse and apply band aid

15. Earache

- a. Check temperature
- b. Examine affected ear
- c. If fever and/or drainage, notify parent to seek medical attention

Fairfield Public Schools
Fairfield, NJ 07004

Nursing Service Plan

16.Fainting

- a. When impending, place the patient's head down below knees. Loosen restrictive clothing. Improve ventilation of surrounding area if possible. Transfer patient to Nurse's office to lie down when stable.
- b. If unconscious, assist to dorsal recumbent position, maintain an open airway
- c. Monitor vital signs
- d. Permit patient to recover slowly
- e. Once responding, obtain history of the incident
- f. Notify parent
- g. If patient does not respond within a reasonable period of time, call 911

17.Headache

- a. Obtain pertinent history and location of pain
- b. Check vital signs
- c. Offer fluid and apply cold pack if indicated
- d. Have patient rest, observe for symptoms
- e. Examine vision if warranted
- f. Notify parent, if necessary

18.Nosebleed

- a. Patient should remain upright while applying pressure to nostrils
- b. Apply cold pack if necessary
- c. If bleeding does not stop or occurs frequently, notify parent to seek further medical attention

**Fairfield Public Schools
Fairfield, NJ 07004**

Nursing Service Plan

19.Rashes

Poison Ivy, Oak or Sumac

- a. If patient has recently been exposed to a toxic plant, wash exposed skin with soap and water, rinse thoroughly
- b. Apply calamine lotion to rash
- c. Cover weeping rashes with dressing

Other rashes

- a. Examine location and description of rash
- b. Obtain history to establish origin of rash
- c. If unable to determine origin of rash, notify parent and exclude from school if indicated

20.Sore Throat

- a. Check temperature
- b. Observe throat for signs of infection
- c. Water given
- d. Notify parent if temperature or complicating symptom is present

21.Splinters

- a. Cleanse site with antiseptic or mild antibacterial soap and water
- b. Remove splinter with tweezers, if possible
- c. Apply Band aid
- d. If splinter is imbedded or in a state of purulence, do not remove
- e. Notify parent

22.Suspected Sprain or Strain

- a. Elevate injured area
- b. Apply ice pack
- c. Notify parent if warranted

**Fairfield Public Schools
Fairfield, NJ 07004**

Nursing Service Plan

23. Teeth

Broken Teeth

- a. Inspect the tooth and surrounding tissue
- b. If a permanent tooth is/are knocked out and is available, place it in a Tooth Saver System. Notify parent to come for the student and seek immediate dental care.
- c. If the permanent tooth is broken or cracked, notify the parent to seek immediate dental care.

Broken braces or wires

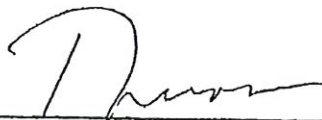
- a. Inspect the site
- b. Check for abrasions on inner cheeks or gums
- c. Notify parent to make orthodontic appointment

Toothache

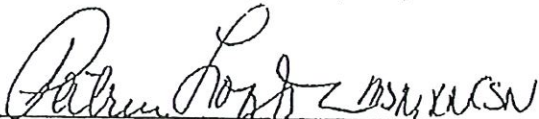
- a. Inspect the site for signs of decay/infection
- b. Notify parent to seek dental care

Fairfield Public Schools
Fairfield, New Jersey 07004

Fairfield Public Schools Nursing Service Plan
2024-2025 School Year


_____ Date 4/15/24
Dr. Dominic Ruocco
The Doctor's Office Urgent Care of West Caldwell


_____ Date 4/10/24
Donna Tabatneck, MSN, RN, CSN


_____ Date 4/11/2024
Patricia Lozito, MSN, RN, CSN



556 Passaic Ave.
West Caldwell, NJ 07006
973-808-2273

April 15, 2024

Fairfield Board of Education
15 Knoll Road
Fairfield, New Jersey 07004

Attention: Health Offices

For the school year 2024-2025 all Fairfield Public School nurses are authorized to administer the following:

Diphenhydramine 12.5mg/5ml 6.25mg q 4-6 hrs po for signs and symptoms for a mild allergic reaction for a person 2-5 years old.

Diphenhydramine 12.5mg/5ml 12.5-25mg q 4-6 hrs po for signs and symptoms for a mild allergic reaction for a person 6-11 years old.

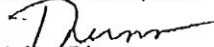
Diphenhydramine 12.5mg/5ml 25-50mg q 4-6 hrs po for signs and symptoms for a mild allergic reaction for a person 12 years or older.

Epinephrine auto injector 0.3mg IM to middle of outer thigh for severe allergic reaction for a person weighing greater than or equal to 66lbs.

Epinephrine auto injector 0.15mg IM to middle of outer thigh for severe allergic reaction for a person weighing less than 66lbs.

Pronair MDI 1-2 puffs for cough or wheeze during evacuations and fire drills. This applies only to students having current Asthma Action Plan.

Dominic Ruocco, M.D.


Medical Director
Doctors Office Urgent Care West Caldwell

**District and School Grade Report
2022-2023**

*** Official Release ***

| District Grade: 78 |

*** Official Release ***

Adlai E. Stevenson School (005)

Core Element	Score
HIB Programs, Approaches or Other Initiatives (MAX=15)	15
Training on the BOE-Approved HIB Policy (MAX=9)	9
Other Staff Instruction and Training Programs (MAX=15)	15
Curriculum and Instruction on HIB and Related Information and Skills (MAX=6)	6
HIB Personnel (MAX=9)	9
School-Level HIB Incident Reporting Procedure (MAX=6)	6
HIB Investigation Procedure (MAX=12)	12
HIB Reporting (MAX=6)	6
School Grade (MAX=78)	78

Number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of HIB: 0

**District and School Grade Report
2022-2023**

***** Official Release *****

District Grade: 78

***** Official Release *****

Winston S. Churchill School (030)

Core Element	Score
HIB Programs, Approaches or Other Initiatives (MAX=15)	15
Training on the BOE-Approved HIB Policy (MAX=9)	9
Other Staff Instruction and Training Programs (MAX=15)	15
Curriculum and Instruction on HIB and Related Information and Skills (MAX=6)	6
HIB Personnel (MAX=9)	9
School-Level HIB Incident Reporting Procedure (MAX=6)	6
HIB Investigation Procedure (MAX=12)	12
HIB Reporting (MAX=6)	6
School Grade (MAX=78)	78

Number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of HIB: 10

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

Thursday, April 25, 2024 at 6:00 PM at the Fairfield Municipal Building

MR. ANTHONY DEPASCALE, BOARD PRESIDENT, CALLED THE ROLL AT 6:17 PM:

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

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: 9.

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
Thursday, April 25, 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: 6:17 PM

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

Introduced by: Melinda Street Seconded by: Joseph Fede Time: 7:20 PM

ADJOURNMENT

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

Introduced by: Melinda Street Seconded by: Angela Altaai Time: 7:20 PM

ROLL CALL

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

FAIRFIELD BOARD OF EDUCATION

Meeting Minutes

Thursday, April 25, 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	PRESENT	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	PRESENT

Anthony DePascale recognized and presented trophies to the 9 Fairfield Student Athletes that have qualified for the 2024 NJ Scholastic State Championships.

Kathleen Marano, Interim Business Administrator presented the Budget Presentation

II. PUBLIC COMMENT ON: AGENDA ITEMS ONLY

Nicole Sudol - Broiler project: response addressed by Kathleen Marano

Tracy Ripa and Tyler Masterson - Roof project and appropriation/surplus: response addressed by Kathleen Marano

John Hubler - transportation cuts: response addressed by Anthony DePascale

Gabriela Cicchetti - Roof at Stevenson School: response addressed by Anthony DePascale

III. ENROLLMENT

Grade	Students 6/9/2023	Students 4/19/2024
Preschool Inclusive	18	17
Preschool Special Ed	18	17
Kindergarten	98	93
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	711

IV. PERSONNEL

A. Certificated Staff

1. Renewal of Non-Tenured Certificated Staff

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

Will reach tenure September 3, 2024 (24-25 SY)	Will reach tenure May 5, 2025 (24-25 SY)
Girardi, Gabriella (Started 8/31/2020)	Lazaro, Justin (Started 5/3/2021)
Goodman, Sara (Started 8/31/2020)	
Yelovich, Karissa (Started 8/31/2020)	

Will reach tenure September 2, 2025 (25-26 SY)	Will reach tenure November 30, 2026 (26-27 SY)
Biondi, Anthony (Started 9/1/2021)	Hadi, Samira (Started 11/28/2022)
Silvestri, Kyle (Started 9/1/2021)	Will reach tenure January 18, 2028 (27-28 SY)
Will reach tenure January 5, 2026 (25-26 SY)	Lagasi, Samantha (Started 1/17/2024)
Day, Gabriella (Started 1/2/2022)	Will reach tenure February 22, 2028 (27-28 SY)
Will reach tenure February 23, 2026 (25-26 SY)	Pineault Usinowicz, Nichole (Started 2/21/2024)
Prinzo, Heather (Started 2/22/2022)	Will reach tenure March 2, 2028 (27-28 SY)
Will reach tenure September 2, 2026 (26-27 SY)	Thompson, Tina (Started 3/1/2024)
Ashinsky, Jennifer (Started 9/1/2022)	Will reach tenure March 20, 2028 (27-28 SY)
Lozito, Patricia A. (Started 9/1/2022)	Kelly, Andrea (Started 3/19/2024)
Will reach tenure October 5, 2026 (26-27 SY)	Will reach tenure April 10, 2028 (27-28 SY)
Martone, Ceyla (Started 10/4/2022)	Bohr, Kaitlynn (Started 4/8/2024)
Chomyszak, Theodor (Started 10/4/2022)	

FAIRFIELD BOARD OF EDUCATION MINUTES: APRIL 25, 2024-Page 3

2. Maternity Leave of Absence

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves a Maternity Leave of Absence request for Melisa Locantore. Mrs. Locantore’s due date is July 14, 2024. She will begin her 12-week FMLA leave from August 29, 2024 through November 20, 2024. Mrs. Locantore plans to return for the 2025-2026 school year.

3. Approval of New Jersey Learning Acceleration Grant Tutor

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Andrea Kelly as a tutor paid through the New Jersey Learning Acceleration Grant Funding.

4. Club Advisor and Revised Club Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the club advisor and revised club for the following position for the 2023-2024 school year, per current teachers’ contract, for a minimum of 15 sessions per year. Split position stipends will be divided evenly.

<u>Club</u>	<u>Advisor</u>
Games Club will replace TREP\$ (replacing Student Council this year) (1 at Churchill)	James Verrengia will replace Sarah Kirk

B. Non-Certificated Staff

1. Reappointment of Non-Tenured Paraprofessionals, Secretaries, and Custodians

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the renewal of the following Non-Tenured Paraprofessionals, Secretaries and Custodians for the 2024-2025 school year:

<u>Paraprofessionals</u>		<u>Custodians</u>
Alatiyat, Heba	Matos, Rose	Colon, Gladys
Blum, Sharyn	Ortizzo, Kristin	Colon, Jenelee
Carroll, Lisa	Spano, Jeanney	Fedna, Carlos
Contaldi, Kathy	Straface, Kimberly	Grotz, William
Convertino, Daniela	Suhey, Tracey	Mucka, Ervis
DeStefano, Daniella		Palos, Nicholas
D’Urso, Roseanne	<u>Secretaries</u>	Woodson, Robert
Fiore, Melissa	Kadushin, Laynie	Zuk, Robert
Lozito, Patricia	Petinakis, Maria	

FAIRFIELD BOARD OF EDUCATION MINUTES: APRIL 25, 2024-Page 4

2. Reappointment of Tenured Secretary

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the renewal of Jane Serpico as a Tenured Child Study Team Secretary for the 2024-2025 school year.

3. Resignations

- a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the letter of resignation from Mary Trentin, Stevenson School Playground/Cafeteria/Office Aide, retroactively to April 15, 2024.
- b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the letter of resignation from Lauren Celentano, Kindergarten Aide, effective June 19, 2024, with regret, best wishes, and appreciation for her service to the students of Fairfield.

4. Employment

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Efsathia Nunez as a Stevenson School Playground/Cafeteria/Office Aide at a prorated salary of \$7,595 for the 2023-2024 school year retroactively to April 8, 2024.

BE IT FURTHER RESOLVED Mrs. Nunez will work from April 8, 2024 through April 12, 2024 at two hours per day and three hours per day from April 15, 2024 through the end of the school year.

A. Substitutes

- 1. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following fully-qualified substitutes for the 2023-2024 school year pending receipt of all required documentation:

Avery Lieberman	Teacher	Amy Velez	Teacher/Aide
Brianna Millstein	Teacher/Aide	Kaylin Volltrauer	Teacher/Aide

Personnel Recommendations:

Introduced by: Andrea Bellise-Jandoli

Seconded by: Angela Altaai

Discussion: NONE

ROLL CALL

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

V. CURRICULUM AND PROGRAM

A. 2023-2024 School Calendar Revision

Attachment A

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the revisions to the 2023-2024 School Calendar to reflect Tuesday, June 18, 2024 as the last day of school. Furthermore, schools will be closed on Friday, May 24, 2024.

FAIRFIELD BOARD OF EDUCATION MINUTES: APRIL 25, 2024-Page 5

B. Professional Development Workshops

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

<u>Staff</u>	<u>Workshop</u>	<u>Date</u>	<u>Registration</u>
Kristin Crisafi Catherine Prall	High-Impact and Engaging Routines for Phonics, Work Study, Vocabulary and Fluency (K-6) (Rutgers Center for Literacy Development)	05/21/2024 Rutgers University	\$180 each
Catherine Prall	(BER) Highly Targeted Interventions for Students Struggling with Reading	05/16/2024 Live Online Seminar	\$279
James Verrengia	(Cengage Learning) Big Ideas Math Virtual Training	Virtual June 2024	\$750 Title II

Curriculum/Program Recommendations:

Introduced by: Andrea Bellise-Jandoli

Seconded by: Angela Altaai

Discussion: NONE

ROLL CALL

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

VI. POLICY

A. Policy/Regulation First Reading

Attachment B

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

FAIRFIELD BOARD OF EDUCATION MINUTES: APRIL 25, 2024-Page 6

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: Andrea Bellise-Jandoli

Seconded by: Angela Altaai

Discussion: NONE

ROLL CALL

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

VII. BUSINESS/FINANCE OFFICE RESOLUTIONS

A. Minutes Approval

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

March 3, 2024 Executive Session	March 16, 2024 Executive Session
March 10, 2024 Executive Session	March 17, 2024 Executive Session
March 14, 2024 Public & Executive Sessions	March 21, 2024 Executive Session

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 - 3/19/2024	\$96,820.99
Ratify and Affirm Bills & Claims List - 4/12/2024	\$221,043.63
Ratify and Affirm Bills & Claims List - 4/25/2024	\$233,786.32
Ratify and Affirm March 15, 2024 Payroll	\$430,166.68
Ratify and Affirm March 29, 2024 Payroll	\$424,100.06
Ratify and Affirm April 15, 2024 Payroll	\$428,473.00

C. Transfer of Funds

Attachment C

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

E. Adoption of the Final Budget 2024-2025 School Year

The Superintendent recommends approval to adopt the Final Budget for SY 2024-2025:

BE IT RESOLVED that the final budget for the Fairfield Board of Education, in the County of Essex, State of New Jersey be approved for the 2024-2025 school year using the 2024-2025 school year state aid figures and the School Business Administrator/Board Secretary be authorized to submit the final budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline, as follows:

ADOPTION OF FINAL 2024-2025 SCHOOL BUDGET

	General Fund	Special Revenues	Debt Service	Total
2024-2025 Total Expenditures	\$17,169,410	\$329,929	\$0	\$17,499,339
Less: Anticipated Revenues	\$2,785,361	\$329,929	\$0	\$3,115,290
Taxes to be Raised	\$14,384,049	\$0	\$0	\$14,384,049

BE IT FURTHER RESOLVED that the Fairfield Board of Education advertised said tentative budget in the Progress in accordance with the form suggested by the State Department of Education and according to the law; and

BE IT FURTHER RESOLVED that the Fairfield Board of Education public meeting be held at the Fairfield Municipal Building on April 25, 2024 at 7:30 PM for the purpose of conducting a public hearing on the budget for the 2024-2025 school year.

F. Appropriation of Legal Reserve

BE IT RESOLVED that the Fairfield Board of Education includes in the final budget an appropriation of surplus in the amount of \$478,352.

FAIRFIELD BOARD OF EDUCATION MINUTES: APRIL 25, 2024-Page 8

G. Adjustment for Health Care Costs

BE IT RESOLVED that the Fairfield Board of Education includes in the final budget the adjustment for increased costs of health benefits in the amount of **\$23,464**. The additional funds will be used to pay for the additional increases in health premiums.

H. Adjustment for Enrollment

BE IT RESOLVED that the Fairfield Board of Education includes in the final budget the adjustment for enrollment in the amount of **\$20,464**. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

I. Capital Reserve Withdrawal - Other Capital Projects

BE IT RESOLVED that included in the general fund appropriations, budget line 620 is a withdrawal from Capital Reserve - Other Capital Projects in the amount of \$1,201,000 for other capital project costs associated with Winston S. Churchill School (roof replacement - 3 sections and server room relocation). The total cost of this project is \$1,201,000 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

J. Maximum Travel

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

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$21,900 for the 2024-2025 school year.

K. Travel and Related Expense Reimbursement 2024-2025

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

WHEREAS, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

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

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the board of education to be necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms;

FAIRFIELD BOARD OF EDUCATION MINUTES: APRIL 25, 2024-Page 9

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out-of-District Travel and Reimbursement Forms; and

WHEREAS, the Fairfield Board of Education established \$19,600 as the maximum travel amount for the current school year and has expended \$5,412 as of this date;

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$19,600 for the 2024-2025 school year.

CONTRACTS:

L. Network Infrastructure Wiring for Adlai Stevenson School for Relocation of the Board Office

BE IT RESOLVED that two proposals were received from the Technology Administrator to facilitate the transition from the business office to Adlai Stevenson School.

Eastern DataComm	\$4,991.30
JCT Solutions	\$5,800.00

BE IT RESOLVED that the Fairfield Board of Education approves the proposal for the Network Infrastructure Wiring for Adlai Stevenson School for the Relocation of the Board Office to Eastern DataComm in the amount of \$4,991.30 and this will necessitate a transfer.

M. Advertise Award of Bid - Roof Replacement at Winston S. Churchill School

WHEREAS, Bids were received and on March 26, 2024 Di Cara/Rubino Architects and the Business Administrator/Board Secretary opened six (6) Bids for the Roof Replacement at Winston S. Churchill School D/R Project No: 4265/4266.

BIDDER	TOTAL BIDS (including Alternate 1 & 2)
Arco Construction	\$567,900.00
Mak Group, LLC	\$628,558.00
Patwood Roofing Co.	\$631,280.00
Northeast Roofing Maintenance, Inc.	\$660,379.00
Galia Construction, Inc.	\$774,470.00
Laumar Roofing, Co.	\$785,000.00

BE IT RESOLVED that the Fairfield Board of Education approves the award for the Roof Replacement at Winston S. Churchill School to Arco Construction in the amount of \$567,900.00.

N. Electrical Panel Upgrade Project at Adlai E. Stevenson School

BE IT RESOLVED that the Fairfield Board of Education approves Vanore Electric, Inc. Change Order No: GC-02 for the installation of an emergency generator for the Electrical Upgrade at Adlai E. Stevenson School in the amount of \$14,127.65 as per architect review and district approval.

Material Costs for the installation of emergency generator (during power shutdown)	\$12,701.65
Cost for construction building permit fee	\$1,426.00
Total cost for Change Order No: GC-02	\$14,127.65

O. Award Bid for Relocation of Server Room at Winston S. Churchill School

WHEREAS, a Request for Proposal was completed and on April 17, 2024 the Business Administrator/Board Secretary received and opened one (1) proposal for the Relocation of the Server Room at Winston S. Churchill School Bid No: 00-01.

BIDDER	TOTAL BID
JCT Solutions	\$224,659.53
New Era Technology	Withdrew
Core BTS	Withdrew
Eastern DataComm	No response
Millennium, Inc.	No response
AB Contracting	No response

BE IT RESOLVED that the Fairfield Board of Education approves the award for the Relocation of Server Room at Winston S. Churchill School to JCT Solutions in the amount of \$224,659.53.

GRANT APPROVAL:

P. New Jersey Schools Insurance Group - Safety Grant Award

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a school board insurance group authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members; and

WHEREAS, the Fairfield Board of Education, hereinafter referred to as the “Educational Institution,” is a member of NJSIG; and

WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.

FAIRFIELD BOARD OF EDUCATION MINUTES: APRIL 25, 2024-Page 11

NOW, THEREFORE, BE IT RESOLVED that:

- 1) The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2024-2025 fiscal year in the amount of **\$2,129** for the purposes set forth in their safety grant application; and
- 2) The Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

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

Q. Essex Regional Educational Services Commission (ERESC)

BE IT RESOLVED that the Fairfield Board of Education approves Essex Regional Educational Services Commission (ERESC) to provide the District with Child Study Team, Speech/Language and Home Instruction Services for the period of July 1, 2024 through June 30, 2025 at the rates listed below:

Child Study Team Services	
Social Assessment, Educational Evaluation, Psychological Evaluation, Speech Evaluation	\$463.00 per student
Bilingual Evaluation	\$578.81 per student
Physical Therapy Evaluation, Occupational Therapy Evaluation	\$520.94 per student
LDTTC, Social Worker, School Psychologist	\$144.70 per meeting
Speech/Language Services	\$109.98 per hour
Home Instruction Services	\$63.68 per hour

BUILDINGS, GROUNDS AND MAINTENANCE:

R. Purchase of a Replacement Lawn Mower Tractor

BE IT RESOLVED that the Fairfield Board of Education received two quotes from the following contractors for a replacement lawn mower tractor:

Storr Tractor Company	\$13,382.36
Fairfield Power Equipment	\$14,999.00

BE IT RESOLVED that the Fairfield Board of Education approves the purchase of a lawn mower tractor for the district from Storr Tractor Company in the amount of \$13,382.36.

BE IT RESOLVED that the current pricing is through #65MCESCCPS, ESCNJ bid 22/23-12

FAIRFIELD BOARD OF EDUCATION MINUTES: APRIL 25, 2024-Page 12

BE IT FURTHER RESOLVED that the Board of Education authorizes the following transfer from account 11-000-262-100-00 for \$13,283.00 to account 12-000-261-730-00 for \$13,283.00.

S. Replacement of Control Panel for Sump Pump at Adlai E. Stevenson School

BE IT RESOLVED that the Fairfield Board of Education ratify and affirms payment for the replacement of the control panel and 4 floats for the sump pump at Adlai E. Stevenson School from Rainbow International of Fairfield in the amount of \$6,809.70.

T. 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>
Parent Training - Meghan Cafone Stevenson Room 30	7:00 PM to 8:30 PM Retroactively to 3/26/2024 & 5/7/2024
Corporal James High - Fairfield Police Department - LEAD Graduation Atlantic Health helicopter landing	May 20, 2024 at 11:00 AM

U. Purchase and Installation of Backstop Fencing for Fields in the Fairfield School District

BE IT RESOLVED that the Fairfield Board of Education received two quotes from the following contractors for purchase and installation of backstop fencing for fields at Adlai E. Stevenson and Winston S. Churchill Schools:

Vendor Name	Stevenson	Churchill	TOTAL
Barcia Bros. Fence Company	\$13,100	\$12,800	\$25,900
JGB Sports, LLC	\$19,760	\$18,560	\$38,320

BE IT RESOLVED that the Fairfield Board of Education approves the purchase and installation of backstop fencing for fields in the Fairfield School District from Barcia Bros. Fence Company in the amount of \$25,900 and this will necessitate a transfer.

Business/Finance Resolutions Items A-U

Introduced by: Andrea Bellise-Jandoli

Seconded by: Angela Altaai

Discussion: None

ROLL CALL

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

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

None

X. COMMITTEE REPORTS

Melinda Street reported on Special Education and HSA

- SEPAG meeting - Attorney spoke about “Parental Rights”.
- HSA upcoming event:
 - Tricky Tray event on May 15, 2024
 - Color Run as a success raise \$13,000
 - Career Day was a wonderful event and thank everyone

Angela Altaai reported on Curriculum and Technology

- New math program for next year (2 classroom sets and teacher editions ordered);
- Both school sent out some damaged chromebooks for repairs;
- Meeting regarding Server Relocation project;
- NJSLA testing

Andrea Bellise-Jandoli

- Lauren Mattaliano, co-vice president of Fairfield Education Foundation clarified that the process to decide where monies will be allotted has begun and the process for grant submissions.

XI. PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY

Nicole Sudol - Reassignment of kindergarten aides: response addressed by Dr. Ciccotelli and Mr. DePascale

Alexis Fabbriatore - Can funds from FEA be used for kindergarten aides: response addressed by Mr. DePascale

Mr. Piccinnini - Asked about staffing and budgets issues: response addressed by Mr. DePascale and Mr. Fede

Gail Bottone - Asked if parents or community members could volunteer as aides: response addressed by Dr. Ciccotelli

Nancy Bertoldi - Addressed her employment position - response addressed by Dr. Ciccotelli

Allison Measso - Recap about kindergarten aides, staffing and ballot questions - response addressed by Mr. DePascale, Ms. Marano and Meghan Cafone

Desiree Agrifolio - Ask about personnel - response addressed by Dr. Ciccotelli, Mr. DePascale and Ms. Marano

FAIRFIELD BOARD OF EDUCATION MINUTES: APRIL 25, 2024-Page 14

Lauren Mattaliano - Asked about the ballot questions - response addressed by Ms. Marano and Dr. Ciccotelli

Melissa Podeia - Asked about the kindergarten aides - response addressed by Dr. Ciccotelli

Frank LaMorte - Asked about the kindergarten aides, transportation and ways to save money in the district

Ashil Antonakos - Asked what the plan is going forward since busing has been eliminated. Ms. Antonakos also spoke about the FEA: response addressed by Mr. DePascale and Ms. Bellise-Jandoli

John Fabbriatore - Asked about the relocation of the server room: response addressed by Ms. Marano

Tracy Ripa - Asked about the bid for server room: response addressed by Ms. Marano

Tyler Masterson - Asked about the staff position on the ballot questions: response addressed by Dr. Ciccotelli, Mr. DePascale and Ms. Cafone

Christine Cifelli - Asked about looking to the township to analysis the school budget: response addressed by Mr. DePascale and Mr. Fede

XII. 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.

XIII. ADJOURNMENT

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

Introduced by: Andrea Bellise-Jandoli Seconded by: Angela Altaai Time: 9:50 PM

ROLL CALL

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

va_exaa1.082406
04/30/2024

Fairfield Board of Education Expense Account Adjustment Analysis By Account# Current Cycle : April

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
Current Appropriation Adjustments								
11-000-230-331-00-	LEGAL SERVICES	TRANSFER TO LEGAL EXPENSES	000055	04/30/2024	KMARANO	\$57,000.00	\$5,000.00	\$62,000.00
11-000-230-820-00-	JUDGMENTS AGAINST THE SC	TRANSFER TO LEGAL EXPENSES	000055	04/30/2024	KMARANO	\$5,000.00	(\$5,000.00)	\$0.00
11-000-240-580-02-	PRINC PROF IMPROVEMENT -	admin/churchhill computer	000058	04/30/2024	KMARANO	\$2,100.00	(\$1,497.00)	\$603.00
11-000-240-600-02-	SUPPLIES & MATERIALS - C	admin/churchhill computer	000058	04/30/2024	KMARANO	\$1,150.00	\$1,497.00	\$2,647.00
11-000-261-420-01-	REPAIR/MAINT-ST	Transfer-Eastern Data Comm	000049	04/30/2024	KMARANO	\$84,000.00	\$4,992.00	\$88,992.00
		transfer for Fencing Steve/Chu	000050	12/31/2024	KMARANO	\$88,992.00	\$13,100.00	\$102,092.00
		Total For Account # 11-000-261-420-01-					\$18,092.00	
11-000-261-420-02-	REPAIR/MAINT-CH	transfer for Fencing Steve/Chu	000050	12/31/2024	KMARANO	\$89,535.00	\$12,800.00	\$102,335.00
11-000-262-100-00-	SALARIES-OT	new law mower appr 4/25/24	000051	04/30/2024	KMARANO	\$37,000.00	(\$13,283.00)	\$23,717.00
		transposition error	000056	04/30/2024	KMARANO	\$23,717.00	(\$100.00)	\$23,617.00
		Total For Account # 11-000-262-100-00-					(\$13,383.00)	
11-000-262-520-00-	PROPERTY INSURANCE	Transfer-Eastern Data Comm	000049	04/30/2024	KMARANO	\$92,000.00	(\$4,992.00)	\$87,008.00
11-000-270-514-00-	CONTRACT. SERV. (SP ED S	Furniture transfer per auditor	000054	04/30/2024	KMARANO	\$354,099.00	(\$3,150.00)	\$350,949.00
		transfer for Fencing Steve/Chu	000050	12/31/2024	KMARANO	\$379,999.00	(\$25,900.00)	\$354,099.00
		Total For Account # 11-000-270-514-00-					(\$29,050.00)	
11-105-100-101-90-	PRESCHOOL - SUBSTITUTES	Kindergarten subs line	000052	04/30/2024	KMARANO	\$3,000.00	(\$447.50)	\$2,552.50
11-110-100-101-90-	KINDERGARTEN SUBSTITUTES	Kindergarten subs line	000052	04/30/2024	KMARANO	\$9,732.60	\$447.50	\$10,180.10
11-190-100-340-00-	PURC PROF SER REPAIR	new server for Stevenson	000057	04/30/2024	KMARANO	\$9,055.59	\$6,365.25	\$15,420.84
11-190-100-610-06-	COMPUTERS ALL - ST	new server for Stevenson	000057	04/30/2024	KMARANO	\$19,828.00	(\$6,365.25)	\$13,462.75
12-000-251-730-00-	OFFICE EQUIPMENT	Furniture transfer per auditor	000054	04/30/2024	KMARANO	\$0.00	\$3,150.00	\$3,150.00
12-000-261-730-00-	MAINT/OPERATIONS EQUIPME	new law mower appr 4/25/24	000051	04/30/2024	KMARANO	\$0.00	\$13,283.00	\$13,283.00
		transposition error	000056	04/30/2024	KMARANO	\$13,283.00	\$100.00	\$13,383.00
		Total For Account # 12-000-261-730-00-					\$13,383.00	
20-251-100-610-00-	IDEA PT-B PRESCH INST.	fund 20 IDEA Pre-K	000053	04/30/2024	KMARANO	\$1,500.00	(\$2.71)	\$1,497.29
20-251-200-300-00-	PURCHASED PROFESSIONAL A	fund 20 IDEA Pre-K	000053	04/30/2024	KMARANO	\$8,026.00	\$723.71	\$8,749.71
20-251-200-500-00-	OTHER PURCHASED SERVICES	fund 20 IDEA Pre-K	000053	04/30/2024	KMARANO	\$1,000.00	(\$721.00)	\$279.00
Total Current Appr.								\$0.00

va_exaa1.082406
04/30/2024

Fairfield Board of Education Expense Account Adjustment Analysis By Account#

Current Cycle : April

Account #	Account Description	Description	Adj #	Date	User	Old Amount	Adjustment	New Balance
YTD Disbursement Adjustments								
11-401-100-110-01-	CO-CURR SALARIES ST	stipend position wrong acct	000015	04/30/2024	KMARANO	\$1,143.68	(\$1,143.68)	\$0.00
11-401-100-110-E1-	SALARIES CO CURR - ST	stipend position wrong acct	000015	04/30/2024	KMARANO	\$0.00	\$1,143.68	\$1,143.68
Total Disbursement								\$0.00