

FAIRFIELD BOARD OF EDUCATION

Public Work Session

Meeting Minutes

Thursday, December 14, 2023 at 6:30 PM at the Fairfield Municipal Building

MS. ANDREA BELLISE-JANDOLI, BOARD PRESIDENT, CALLED THE ROLL AT 6:30 PM:

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

Meghan Cafone presented 3 HIB investigation cases, all not founded.

It is anticipated that the Executive Session will take approximately 45 minutes; 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: Joseph Fede Seconded by: Angela Altaai Time: 6:35 PM

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

Introduced by: Joseph Fede Seconded by: Angela Altaai Time: 7:30 PM

ADJOURNMENT

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

Introduced by: Joseph Fede Seconded by: Angela Altaai Time: 7:30 PM

ROLL CALL

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

FAIRFIELD BOARD OF EDUCATION

Meeting Minutes

Thursday, December 14, 2023

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

MS. ANDREA BELLISE-JANDOLI, BOARD PRESIDENT, CALLED THE ROLL AT 7:30 PM:

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

The Board will reconvene from Executive Session and Ms. Andrea Bellise-Jandoli, 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 Passaic Herald News and The Progress.

Now, please join us for the Pledge of Allegiance.

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

II. PUBLIC COMMENT ON:

None

III. ENROLLMENT

Grade	Students 6/9/2023	Students 12/8/2023
Preschool Inclusive	18	17
Preschool Special Ed	18	16
Kindergarten	98	93
First	96	96
Second	86	99
Third	107	84
Fourth	106	109
Fifth	85	105
Sixth	91	86
Home Instruction	1	1
Out-of-District	2	2
Total	708	708

IV. PERSONNEL

A. Certificated Staff

1. Employment

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Laurel Osterman as a non-tenure track Maternity Leave of Absence Replacement Teacher in Kindergarten for Mrs. Jennifer D’Elia. Ms. Osterman will begin employment from approximately December 18, 2023 through June 30, 2024 at a prorated salary based on B.A., Step 10 on the current teachers’ salary guide pending required documentation.

BE IT FURTHER RESOLVED that Laurel Osterman is retroactively approved as a substitute December 14, 2023 and December 15, 2023 pending required documentation.

2. Resignation

a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the letter of resignation from Jennifer Russo-DeSordi, whose last day will be January 30, 2024, with regrets, best wishes, and appreciation for her 18 years of service to the students of Fairfield.

b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the letter of resignation from Genna Rybacki, whose last day will be February 5, 2024, with regrets, best wishes, and appreciation for her 4 years of service to the students of Fairfield.

3. Movement on the Guide

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves movement on the current teachers' salary guide for Kyle Silvestri from B.A. to M.A. effective February 1, 2024.

B. Non-Certificated Staff

1. Change of Assignment

a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Milagros Rodriguez, Churchill School Cafeteria/Playground Aide, from one-day per week to five-days per week at \$15.50 per hour, a prorated salary of \$5,239 effective January 1, 2024 for the remainder of the 2023-2024 school year.

b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the location change for Grace Raffa, Cafeteria/Playground Aide, from Churchill School to Stevenson School effective January 1, 2024 for the remainder of the 2023-2024 school year.

2. Approval of Part-Time Registered Nurse Job Description

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Job Description and two Part-Time Positions for a Registered Nurse effective January 1, 2024.

C. Substitutes

1. Employment

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

Anthony (AJ) Rubinetti	Rosie Walek
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All Personnel Recommendations:

Introduced by: Brian Egan

Seconded by: Angela Altaai

Discussion: Mr. Egan wanted to personally thank Mrs. Jennifer Russo-DeSordi for her service to the district and the children for the past 18 years.

ROLL CALL

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

V. CURRICULUM/PROGRAM

A. Professional Development Approvals

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 travel reports. *Lodging will be noted separately, if applicable.

<u>Staff</u>	<u>Workshop</u>	<u>Date</u>	<u>Registration Fee</u>
Sarah Kirk	An Introduction to 504, 504 in Practice, Plans & Procedural Safeguards (Magnolia Consulting Group)	1/18, 1/26, 2/5/2024 webinar	\$199.00
Lisa MacIntosh	Helping Your Struggling Readers Who Have Fallen Behind - Grades 3-6 (BER)	1/31/2024 online	\$279 Title II
Danielle Malinowski	READ! READ! READ! Motivating Your Students to READ MORE (Institute for Educational Development)	2/1/2024 online	\$279 Title II
Kathleen Marano	Techspo No Registration Cost	1/24-1/26/2024 Atlantic City, NJ	* Est. \$256 for Travel and Lodging
Lisa Salant	Practical Early Intervention Strategies That Work: Accelerating the Success of Young Students with Developmental Delays and Challenging Behaviors - PreK-K (BER)	2/1/2024 virtual	\$279

B. Safe Return Plan Revision

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the revised Safe Return Plan originally approved at the June 10, 2021 Board of Education meeting.

C. Field Trip Approvals

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Field Trip List for the 2023-2024 school year effective January 1, 2024.

D. Club Approvals

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following clubs and positions, effective January 1, 2024 for the 2023-2024 school year, per contract for a minimum of 15 sessions per year. Split position stipends will be divided evenly:

Stevenson News Club	1 at Stevenson
Grade 1 Homework Club (replacing Student Council this year)	1 at Stevenson
Grade 2 Homework Club	1 at Stevenson
Art Club (Winter and Spring)	2 at Stevenson
Art Club	1 at Churchill
Communications/Coding Club	1 at Churchill
Drama - Musical Director and Technical Director	2 at Churchill
Jazz Band	1 at Churchill
Gardening Club	1 at Churchill
Safety Patrol Club	1 at Churchill
TREP\$ (replacing Student Council this year)	1 at Churchill
Yearbook Club	1 at Churchill

All Curriculum/Program Recommendations:

Introduced by: Brian Egan

Seconded by: Anthony DePascale

Discussion: None

ROLL CALL

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

VI. POLICY

A. HIB Investigation Confirmations

1. BE IT RESOLVED that the Fairfield Board of Education accepts the following Superintendent’s HIB Investigation results as reported during Executive Session on October 19, 2023 and tabled from the November 16, 2023 Board meeting:
 - a. HIB incident WSCS #1 2023-24 was determined that the incident was confirmed to **satisfy** the ABR definition of HIB.

2. BE IT RESOLVED that the Fairfield Board of Education accepts the following Superintendent’s HIB Investigation results as reported during Executive Session on November 16, 2023:
 - a. HIB incident WSCS #2 2023-24 was determined that the incident was confirmed to **satisfy** the ABR definition of HIB.

 - b. HIB incident AESS #1 2023-24 was determined that the incident was confirmed to **not satisfy** the ABR definition of HIB.

All Policy Recommendations:

Introduced by: Andrea Bellise-Jandoli

Seconded by: Brian Egan

Discussion: None

ROLL CALL

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

VII. BUSINESS/FINANCE OFFICE RESOLUTIONS

A. Minutes Approval

BE IT RESOLVED that the Fairfield Board of Education approves/accepts the minutes from the November 16, 2023 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:

Ratify and Affirm Bills & Claims List - 12/6/2023	\$205,649.02
Ratify and Affirm Bills & Claims List - 12/14/2023	\$188,705.49
Ratify and Affirm November 30, 2023 Payroll	\$412,050.07

C. Transfer of Funds

BE IT RESOLVED that the Fairfield Board of Education authorizes the transfers in the 2023-2024 budget, per details of the Transfers Report for November 2023, 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 report of the Board Secretary and Treasurer of School Monies for the period of November 1, 2023 through November 30, 2023.

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

E. Acceptance of ACFR

WHEREAS, the Fairfield Board of Education is in compliance with N.J.S.A. 18A:23-1 and has had an annual audit of the district's accounts and financial transaction as of June 30, 2023; and

BE IT RESOLVED that the Fairfield Board of Education approves and accepts the Annual Comprehensive Financial Report and the Auditor’s Management Report on Administrative Findings–Financial, Compliance and Performance with no recommendations in the ACFR and the AMR for the fiscal year ending June 30, 2023, as submitted by Nisivoccia, LLC, the district’s auditors, having been presented at the November 16, 2023 public meeting; and

BE IT RESOLVED the Fairfield Board of Education acknowledges that the 2022-2023 Synopsis of Audit is available to the public and approves the submission to the Executive County Superintendent of Schools.

BE IT FURTHER RESOLVED that there are no audit recommendations.

CONTRACTS:

F. Winston S. Churchill School Remediation and Cleanup

BE IT RESOLVED that the Building and Grounds Supervisor received three proposals from the following contractors for the remediation at Winston S. Churchill School:

First-Onsite Property Restoration	\$11,840.00
ServPro	\$15,707.01
Seven Wonders Prop Cleaning	\$19,719.91

BE IT FURTHER RESOLVED that the Fairfield Board of Education ratifies and affirms First-Onsite for the remediation at Winston S. Churchill School, scheduled to be completed during the winter break.

G. Roof Replacement at Winston S. Churchill School

BE IT RESOLVED that the Fairfield Board of Education acknowledges the Final Eligible Costs (PFEC) ROD Grant application for Winston S. Churchill School - State Project #1465-030-23-R50.

Total PFEC	\$130,000
State Share	\$ 52,000
Local Share	\$ 78,000

H. Architect Professional Fees Reapproval

BE IT RESOLVED that the Fairfield Board of Education reapproves the architect professional fees for the partial roof replacement at Winston S. Churchill School originally approved at the October 19, 2023 Board of Education meeting to list the firm of DiCara Rubino Architects:

Phase I - D/R 23-161 Partial Roof Replacement	\$40,000
Phase II - D/R 23-162 Partial Roof Replacement	\$ 7,500

I. Adlai E. Stevenson School PA System Upgrade

BE IT RESOLVED that the Fairfield Board of Education has received two quotes from the following contractors for the upgrade of the PA system at Adlai E. Stevenson School:

JCT Solutions	\$3,230.13
Bingham Communications	\$3,330.00

BE IT FURTHER RESOLVED that the Fairfield Board of Education approves JCT Solutions for the upgrade of the PA system at Adlai E. Stevenson School in the amount of \$3,230.13; and

BE IT FURTHER RESOLVED that partial funding through the NJSIG Grant Award in the amount of \$2,033.00 will be used to offset this cost.

J. Legal Services Agreement

BE IT RESOLVED that the Fairfield Board of Education approves Cornell, Merlino, McKeever & Osborne, LLC (Jeffrey R. Merlino, Esq.) for legal services pertaining to labor negotiations.

BUILDINGS AND GROUNDS:

K. 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>
Department of Special Services Parent Advisory Council Churchill Library	6:30 PM to 8:30 PM Retroactively to 12/11/2023 and 4/11/2024, 5/20/2024

Business/Finance Resolutions Items A-K

Introduced by: Brian Egan

Seconded by: Angela Altaai

Discussion: Mr. Egan wanted to clarify that the roof projects total almost \$1,000,000 and that the architect fees are based on that amount and not the final eligible costs of \$130,000.

ROLL CALL

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

VIII. OLD BUSINESS

Mr. DePascale thanked the parents and students who came out to the Fairfield Municipal Alliance/Recreation Winter Wonderland. They had the best turnout this year. Mr. DePascale also thanked Dr. Ciccotelli for sending out an email blast to the parents of the district as well as the Fairfield Municipal Alliance and Recreation Department for everything they did for this event.

Mr. DePascale spoke about the Superintendent Search Committee. The search criteria will be as follows:

- 2 parents from Stevenson School;
- 2 parents from Churchill; and
- 2 individuals from the community who do not have children in the district, but have been in the district for a minimum of 5 years.

Mr. DePascale stated that the search committee would be limited to input and not required to participate in the interview process due to confidentiality concerns. Individuals should consider the time commitment, possess leadership experience in either education, business or community organizations. Have good communication skills and be able handle confidential information responsibly and work as part of a team.

Mr. Egan also wanted to thank the Fairfield Municipal Alliance/Recreation Department for the Winter Wonderland. He thanked all the current/former board members, vendors, Fairfield Police, Fire and Public Works departments for a fantastic event for the benefit of our town children.

IX. NEW BUSINESS

Mr. DePascale advised that there was a miscommunication between faculty and administration and that the 6th graders would be attending the West Essex Music Concert scheduled on December 19, 2023. Mr. DePascale thanked Dr. Ciccotelli for her help in coordinating the scheduling of said event.

Mr. DePascale reported that in 2024 the Fairfield Board of Education will launch a social media site that will be used to pass information to the community. The site will be for informational purposes only where they can promote the HSA, Fairfield Education Foundation, school events and act as a direct line between the Board of Education and the public.

X. COMMITTEE REPORTS

Angela Altaai reported that the curriculum committee met on 11/27/2023 with Dr. Ciccotelli, Dr. Trabucco, Mr. Santana and Ms. Cafone. Dr. Trabucco shared that we are in compliance with the standards and curriculum, and that our district serves as a model for the surrounding districts. Dr. Trabucco also shared that Katie Prall, the reading specialist at

Stevenson formed a group for intervention teachers from nearby towns where they would have the opportunity to share ideas, research, best practices in how to help struggling learners and that we are proud to be ahead of what many other towns are still working through.

Ms. Altaai and Mr. DePascale attended the Special Education Parent Advisory Committee (SEPAC) meeting held on 12/11/2023 by Ms. Cafone. At that meeting Ms. Cafone shared what SEPAC is and the strategies she plans to implement to grow the parent base and keep the committee active. The plan is to have a wide open engagement with the community and parents and to hold meetings above the state mandated recommendations. They are looking to form an executive committee and begin meeting after the new year. A committee search has been sent out looking for individuals to serve on an executive board to act as a liaison with other groups.

Mr. DePascale and Mr. Fede recently met with some of the administration members in effect to secure our budget for next year. It was decided that the board office will be moved back to Stevenson School. This will be a savings to our district and hopefully we can use that money to put towards programs and things that have been taken away in the past.

XI. PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY

Ms. Jen Valenti and Ms. Vanessa Mayer, co-presidents of the Fairfield Education Association thanked the Fairfield community for helping pass the public questions in November to reinstate many staff positions and student activities. They spoke about some of the continued issues within the Fairfield School District.

Allison Measso spoke about how the teachers have impacted her children and how the passing of the questions is truly the first step. She expressed her recognition and gratitude for the teachers and other staff members of the district. Ms. Measso recognized that there are elements that the board needs to make going forward and the necessary steps parents need to take as well, in effort to work together for the benefit of our children.

Frank LaMorte reiterated that the passing of the question is just the first step to our way back to excellence. He discussed where job postings are placed and is the board aware of where these postings are being displayed? Did we look into moving the board office to the trailers and moving 3rd grade back to Stevenson?

Mr. DePascale responded to the job posting question and explained that the issues lie within a “lack of resumes” received. Mr. DePascale stated they looked into 3rd graders going back to Stevenson, but there is no room for them to go back.

Korinne Sterni stated that there are currently 23 jobs posted on our website and concerns for the shortage of teachers.

Mr. DePascale responded that the district is losing a “diamond in the rough” with Ms. DeSordi leaving the district. The board has “no say” concerning personnel issues. The board is concerned and from what he is being told, the district is “not getting the resumes” to re-hire new teachers. Personnel issues are not something the board is responsible for, it is the responsibility of the administration/superintendent.

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Ms. Andrea Bellise Jandoli presented Mr. Brian Egan with a plaque for his 16 years of devotion and time as a Fairfield Board of Education board member. He will be truly missed.

Mr. DePascale also thanked Mr. Egan.

XII. NEXT MEETING

BE IT RESOLVED that the next meeting will be held, in person, on January 4, 2024, Public Work Session beginning at 6:30 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: Time: 8:04 PM

ROLL CALL

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