

FAIRFIELD BOARD OF EDUCATION

Public Work Session

Meeting Agenda

Thursday, March 14, 2024 at 6:00 PM at the Fairfield Municipal Building

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

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

BE IT RESOLVED that the Fairfield Board of Education meeting finds it necessary to meet in Executive Session (Closed to the Public) to discuss attorney/client privileged information, which is exempt from the Open Public Meetings Act.

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

Now, please join us for the Pledge of Allegiance.

I. RECOMMENDATION TO MOVE TO EXECUTIVE SESSION

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

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

EXECUTIVE SESSION

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

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

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

Introduced by: _____ Seconded by: _____ Time: _____

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

Introduced by: _____ Seconded by: _____ Time: _____

ADJOURNMENT

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

Introduced by: _____ Seconded by: _____ Time: _____

ROLL CALL

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

FAIRFIELD BOARD OF EDUCATION

Meeting Agenda

Thursday, March 14, 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 3/8/2024
Preschool Inclusive	18	17
Preschool Special Ed	18	17
Kindergarten	98	93
First	96	98
Second	86	99
Third	107	84
Fourth	106	108
Fifth	85	107
Sixth	91	86
Home Instruction	1	1
Out-of-District	2	2
Total	708	712

IV. PERSONNEL

A. Certificated

1. Employment

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Kaitlynn Bohr as a full-time tenure track Elementary Teacher for the 2023-2024 school year. Ms. Bohr will begin employment approximately April 8, 2024 at a prorated salary based on B.A.+30, Step 2 on the current teachers’ salary guide pending receipt of required documentation.

2. Retirement

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the letter of retirement from Sandy Rivera, Special Education Teacher, effective June 30, 2024, with regret, best wishes, and appreciation for her 20 years of service to the students of Fairfield.

3. Resignation

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the letter of resignation from Marissa Murino, Elementary Teacher dated March 5, 2024. In addition, approves Ms. Murino’s last day of approximately May 3, 2024 in accordance with the 60-day requirement unless mutually agreed for an earlier release date.

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4. Home Instructors

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Laura Barra and Sara Goodman as Home Instructors for the 2023-2024 school year, on an as-needed basis, at the hourly rate per contract for student contact.

5. Approval of New Jersey Learning Acceleration Grant Tutors and Position

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the position and the following tutors paid through the New Jersey Learning Acceleration Grant Funding:

Julia Booth	Dorian Nazarian
Kristin Crisafi	Jaelyn VanNatten

6. Mentor Teacher

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves James Verrengia as mentor to novice teacher Kaitlynn Bohr effective approximately April 8, 2024 through June 30, 2024. Fee is paid by the novice teacher.

7. Administrative Leave

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the paid Administrative Leave of Absence for Employee #100061 effective retroactively to March 5, 2024, pending further action.

B. Non-Certificated

1. Stipend Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Michelle Adams to receive a stipend of \$2,500 in accordance to the updated Payroll/Benefits Coordinator job description approved at the February 22, 2024 Board meeting for the 2023-2024 school year.

C. Substitutes

1. Employment

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 required documentation:

Valerie Apriceno	Teacher/Aide	Alexandra Mazzeo	Teacher/Aide
Rick Cielo	Teacher	Christa Prestifilippo	Teacher/Aide/Sec
Renee Litz	Teacher/Aide	Christina Proietto	Teacher/Aide
Nicole Massaro	Teacher/Aide		

Personnel Recommendations:

Introduced by: _____ Seconded by: _____

Discussion: _____

ROLL CALL

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

V. CURRICULUM/PROGRAM

A. ESY Program (2024)

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following Summer 2024 program outline, which delineates staff positions, expenses and hours required for the extended school year:

Summer 2024 Positions						
<u>OUTSIDE CONTRACTED SERVICES</u>	Staff needed	Days per person	# Hours per day	Total hours	Hourly rate	Not to Exceed
Physical Therapist		N/A	as needed			\$2,500.00
Occupational Therapist (pending contract)		N/A	as needed			\$8,500.00
<u>IN-HOUSE STAFF</u>						
Speech Therapist	1	20	4.5	90	\$61.85	\$5,566.50
Primary MD Teacher	2	20	4.5	180	\$61.85	\$11,133.00
Primary/Secondary LLD	1	20	4.5	90	\$61.85	\$5,566.50
School Nurse/ LLD Aide	1	20	4.5	90	\$61.85	\$5,566.50
Aides (MD/LLD)	6	20	4.0	480	\$15.13	\$7,262.40
Substitute Teachers, Aides & Nurse (as needed)	*Hired teacher, aide and nurse salaries will be adjusted for any time a sub is used.					*Adjusted

CHILD STUDY TEAM (LDTC, Psychologist, Speech Therapist and Occupational Therapist)	4	For student contact time and required meetings.			\$61.85 per hour	Not to exceed \$7,000.00
TOTAL NOT TO EXCEED						\$53,094.90

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B. Field Trip Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the addition of the following field trip to our current list:

<u>Event/Location</u>	<u>Subject Area</u>
Mayo Performing Arts Center (MPAC) (Morristown, NJ)	Fine Arts
Planetarium at Raritan Valley Community College (Branchburg, NJ)	Science

C. Professional Development Workshop

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

<u>Staff</u>	<u>Workshop</u>	<u>Date</u>	<u>Registration</u>
Gualtieri, Donna	Next Generation Science Standards - Phenomena-Driven Strategies (BER)	05/15/2024 Online	\$279
Healy, Sue	Reducing Disruptive Behaviors While Increasing Self-Regulation & Academic Success (BER)	Virtual Recorded Version	\$279 IDEA
Santana, Ray	Restorative Discipline (BER)	05/13/2024 Online	\$279

Curriculum and Program Recommendations:

Introduced by: _____ Seconded by: _____

Discussion: _____

ROLL CALL

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

VI. POLICY

A. 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:

<u>Policy #</u>	<u>Title</u>	<u>Revised/Correction</u>
P 0155	Board Committees	Revised
P 8500	Food Services (M)	Strauss Esmay Correction

B. HIB Investigation Confirmation

BE IT RESOLVED that the Fairfield Board of Education accepts the following Superintendent’s HIB Investigation results as reported at the Executive Session on February 22, 2024 as follows:

1. HIB incident WSCS #5 2023-24, WSCS #6 2023-24, WSCS #8 2023-24 and WSCS #9 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 #7A 2023-24 and WSCS #7B 2023-24 were reported to the principal and reviewed by the Superintendent. After a full investigation, it was determined that the incidents **did** satisfy the ABR definition of HIB.

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

BE IT RESOLVED that the Fairfield Board of Education approves/accepts the minutes from the February 12, 2024 Executive Session, February 13, 2024 Executive Session, February 22, 2024 Public & Executive Sessions and February 25, 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 - March 5, 2024	\$204,925.89
Ratify and Affirm Bills & Claims List - March 14, 2024	\$218,745.63
Ratify and Affirm February 29, 2024 Payroll	\$415,382.85

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 February 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 February 1, 2024 through February 29, 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 Tentative Budget 2024-2025 School Year

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

BE IT RESOLVED that the TENTATIVE 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 TENTATIVE budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline, as follows:

ADOPTION OF TENTATIVE 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 advertises 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.

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. Relocation of Data Closets

BE IT RESOLVED that the Fairfield Board of Education authorizes the Business Administrator to advertise for the relocation of the data closets at Winston S. Churchill School.

K. 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.

L. 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

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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;

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:

M. Professional Services

BE IT RESOLVED that the Fairfield Board of Education approves JCT Solutions for 40 hours of professional services not to exceed \$5,600 for emergency technical issues related to servers/phones/firewalls/networking/technical troubleshooting.

BUILDINGS AND GROUNDS:

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 Yearbook Club Sarah Kirk - Churchill Room 16	8:00 AM - 8:45 AM 3/14, 3/21, 3/28, 4/11, 4/18, 4/25/2024
Fairfield SEPAG - Speaker Meghan Cafone - Churchill Gym	7:30 PM - 9:00 PM 4/9/2024
Fairfield Recreation Department Baseball/Softball Practice and Games Churchill and Stevenson Fields	March 25, 2024 - August 9, 2024 Monday - Friday 4:00 PM - 8:00 PM Saturday and Sunday 9:00 AM - 8:00 PM

Business/Finance Resolutions Items A-N

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 April 25, 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 _____