

FAIRFIELD BOARD OF EDUCATION

Public Work Session

Meeting Minutes

Wednesday, January 17, 2024 at 6:00 PM at the Fairfield Municipal Building

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

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

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

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

Now, please join us for the Pledge of Allegiance.

The Board discussed qualifications for the Superintendent Search

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 Minutes
Wednesday, January 17, 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: _____

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

Introduced by: Melinda Street Seconded by: Angela Altaai Time: 7:30 PM

ADJOURNMENT

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

Introduced by: Melinda Street Seconded by: Angela Altaai Time: 7:30 PM

ROLL CALL

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

FAIRFIELD BOARD OF EDUCATION

Meeting Minutes

Wednesday, January 17, 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	ABSENT	Ms. Angela Altaai	PRESENT
Mr. Joseph Fede	PRESENT	Mr. Anthony DePascale	PRESENT
Ms. Melinda Street	PRESENT		

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

The public has been duly informed of this meeting in accordance with Chapter 231 of the Public Laws of 1975 by posting, at least 48 hours in advance, a notice on the bulletin boards in Stevenson and Churchill Schools, a notice to the Township Clerk, and a notice to The Herald News and The Progress.

Now, please join us for the Pledge of Allegiance.

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

II. PUBLIC COMMENT ON: AGENDA ITEMS ONLY

None

III. ENROLLMENT

Grade	Students 6/9/2023	Students 1/12/2024
Preschool Inclusive	18	17
Preschool Special Ed	18	17
Kindergarten	98	93
First	96	97
Second	86	99
Third	107	84
Fourth	106	109
Fifth	85	107
Sixth	91	86
Home Instruction	1	1
Out-of-District	2	2
Total	708	712

IV. SSDS INVESTIGATIONS/HIB REPORT PERIOD #1

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the Student Safety Data System (SSDS) Investigations Report and the HIB Trainings and Programs Report, for Period #1, September 1, 2023 through December 31, 2023.

SSDS/HIB Report Recommendations

Introduced by: Angela Altaai

Seconded by: Melinda Street

Discussion: None

ROLL CALL

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

Ms. Bellise-Jandoli - Absent

V. PERSONNEL

A. Certificated Staff

1. Employment

- a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Joan DeLuca as a full-time tenure track Elementary Teacher for the 2023-2024 school year. Ms. DeLuca will begin employment approximately January 22, 2024 at a prorated salary based on M.A., Step 2 on the current teachers' salary guide pending receipt of required documentation.

FAIRFIELD BOARD OF EDUCATION MINUTES: JANUARY 17, 2024-Page 3

- b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Andrea Kelly as a full-time tenure track Elementary Teacher with Math Specialization for the 2023-2024 school year. Ms. Kelly will begin employment approximately March 18, 2024 at a prorated salary based on B.A., Step 16 on the current teachers’ salary guide pending receipt of required documentation.
- c. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Jaclyn Van Natten as a full-time non-tenure track Maternity Leave of Absence Replacement Elementary Teacher in World Language for Karissa Yelovich and Third Grade for Gabriella Riley. Ms. Van Natten will begin employment from January 18, 2024 through June 30, 2024 at a prorated salary based on B.A.+15., Step 2 on the current teachers’ salary guide pending receipt of required documentation.

BE IT FURTHER RESOLVED that Jaclyn Van Natten is retroactively approved as a substitute from January 2, 2024 through January 17, 2024. All required documentation is on file.

2. Club Advisor and Revised Club Approvals

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the club advisors and revised clubs* for the following positions 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>
Stevenson News Club (1 at Stevenson)	Katie Prall
Grade 1 Homework Club (1 at Stevenson) (replacing Student Council this year)	Maria Suppa
Grade 2 Homework Club (1 at Stevenson)	Addie Fasulo
*Grade 1 Homework Club (replacing Art Club - Winter) (1 at Stevenson)	Laura Barra
*Grade 2 Homework Club (replacing Art Club - Spring) (1 at Stevenson) News Club	TBD Gabriella Day
Art Club (1 at Churchill)	Adam Bonfiglio
Communications/Coding Club (1 at Churchill)	James Verrengia
Drama - Musical Director (1 at Churchill) Technical Director (1 at Churchill)	Kyle Silvestri Sarah Kirk
Jazz Band (1 at Churchill)	Justin Lazaro
Gardening Club (1 at Churchill)	Jaime Chavkin
Safety Patrol Club (1 at Churchill)	Dory Nazarian, Sarah Kirk, Jennifer Sarna
TREP\$ (replacing Student Council this year) (1 at Churchill)	Sarah Kirk, TBD
Yearbook Club (1 at Churchill)	TBD

3. Resignation

- a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the letter of resignation from Jennifer Valenti dated January 5, 2024. In addition, approves Ms. Valenti's last day as approximately March 5, 2024 in accordance with the 60-day requirement unless mutually agreed for an earlier release date, with regrets, best wishes, and appreciation for her 22 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 Carissa Franzi dated January 12, 2024. In addition, approves Ms. Franzi's last day as approximately March 12, 2024 in accordance with the 60-day requirement unless mutually agreed for an earlier release date, with regrets, best wishes, and appreciation for her 12 years of service to the students of Fairfield.

B. Non-Certificated Staff

1. Medical Leave of Absence

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves an extension of an unpaid medical leave of absence for Employee #101331 retroactively from January 2, 2024 through the end of the 2023-2024 school year.

2. Employment

- a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Stephanie Belcastro as a part-time registered nurse at a prorated salary of \$35,000 effective approximately February 5, 2024 pending receipt of required documentation.
- b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Krystina Millstein as a part-time registered nurse at a prorated salary of \$35,000 effective approximately February 1, 2024 pending receipt of required documentation.

3. Resignation

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the letter of resignation from Michael Ludwig, whose last day will be February 16, 2024, with regrets, best wishes, and appreciation for his 9 years of service to the students and staff of Fairfield.

FAIRFIELD BOARD OF EDUCATION MINUTES: JANUARY 17, 2024-Page 5

4. Approval of Job Descriptions

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the revisions to the Technology/Network Administrator and Technology/Network Admin. Assistant Job Descriptions effective February 19, 2024.

C. Substitutes

1. Employment

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Josephine Salluce as a fully-qualified teacher/aide substitute for the 2023-2024 school year pending receipt of required documentation.

Personnel Recommendations

Introduced by: Angela Altaai

Seconded by: Melinda Street

Discussion: None

ROLL CALL

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

VI. 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>
Rebecca Smith	Yearly Membership 2024/25 (Equipping ELLS)	virtual on-demand	\$219.70
Alexandra Zigouras	SLPs: Enhance Therapy Effectiveness for Auditory Processing Disorder, Memory Deficits, ADD and Language Processing (BER)	1/24/2024 live online seminar	\$279.00 Title II

Curriculum/Program Recommendations

Introduced by: Angela Altaai

Seconded by: Melinda Street

Discussion: None

ROLL CALL

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

VII. POLICY

A. 2024-2025 School Calendar

Attachment A

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the 2024-2025 School Year Calendar for the Fairfield Public Schools.

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 December 14, 2023:

1. HIB incident WSCS #3 2023-24 was determined that the incident was confirmed to **not** satisfy the ABR definition of HIB.
2. HIB incident WSCS #4 2023-24 was determined that the incident was confirmed to **not** satisfy the ABR definition of HIB.
3. HIB incident AESS #2 2023-24 was determined that the incident was confirmed to **not** satisfy the ABR definition of HIB.

Policy Recommendations

Introduced by: Angela Altaai

Seconded by: Melinda Street

Discussion: None

ROLL CALL

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

Ms. Bellise-Jandoli - Absent

VIII. BUSINESS/FINANCE OFFICE RESOLUTIONS

A. Minutes Approval

BE IT RESOLVED that the Fairfield Board of Education approves/accepts the minutes from the December 14, 2023 Public & Executive Sessions and the January 4, 2024 reorganization meeting as amended.

FINANCE:

B. Bills/Claims/Payrolls

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

FAIRFIELD BOARD OF EDUCATION MINUTES: JANUARY 17, 2024-Page 7

Ratify and Affirm Bills & Claims List - 1/5/2024	\$210,368.56
Ratify and Affirm Bills & Claims List - 1/17/2024	\$243,178.92
Ratify and Affirm December 15, 2023 Payroll	\$416,812.21
Ratify and Affirm December 29, 2023 Payroll	\$411,619.54
Ratify and Affirm January 15, 2024 Payroll	\$418,520.11

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 December 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 reports of the Board Secretary and Treasurer of School Monies for the period of December 1, 2023 through December 31, 2023.

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 and the December reports will be submitted to the County Office.

CONTRACTS:

E. Roof Replacement at Winston S. Churchill School

RESOLVED that the Fairfield Board of Education accepts and approves the *Education and Facilities Construction and Financing Act Section 15 Grant Agreement*.

BE IT RESOLVED that the Fairfield Board of Education authorizing execution and delivery of the Grant Agreement for Winston S. Churchill School.

DOE Project #: 1465-030-23-R501	SDA Project #: 1465-030-23-G5FU	Grant #: G5-6554
---------------------------------	---------------------------------	------------------

Total Project Cost	\$130,000
State Share	\$ 52,000
Local Share	\$ 78,000

FAIRFIELD BOARD OF EDUCATION MINUTES: JANUARY 17, 2024-Page 8

BE IT FURTHER RESOLVED that the Fairfield Board of Education authorizing Delegation of Authority to School Business Administrator for supervision of the School Facilities Project at Winston S. Churchill School.

DOE Project #: 1465-030-23-R501	SDA Project #: 1465-030-23-G5FU	Grant #: G5-6554
---------------------------------	---------------------------------	------------------

F. Proposal for Architects Professional Services for Boiler Replacement

BE IT RESOLVED that the Fairfield Board of Education approves the architect professional fees of DiCara Rubino Architects for the boiler replacement at Winston S. Churchill School in the amount of \$70,000.

G. 2024-2025 Preschool Tuition

BE IT RESOLVED that the Fairfield Board of Education approves the Preschool Tuition Rate for the 2024-2025 school year in the amount of \$4,000.

H. Proposal for Additional Services adding new Partial Roof Replacement

BE IT RESOLVED that the Fairfield Board of Education approves the architect professional fees of DiCara Rubino Architects for the additional services for adding a new partial roof replacement at Winston S. Churchill School in the amount of \$22,500.

I. Proposal for Water Heater at Winston S. Churchill School

BE IT RESOLVED that the Fairfield Board of Education ratify and affirms the installation of Hurricane Plumbing, Heating and Drains for a 75 gallon hot water heater and installation of a new sump pump at Winston S. Churchill School in the amount of \$5,225.

Business/Finance Resolutions Items A- I

Introduced by: Angela Altaai

Seconded by: Melinda Street

Discussion: None

ROLL CALL

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

Ms. Bellise-Jandoli - Absent

IX. OLD BUSINESS

None

X. NEW BUSINESS

Mr. DePascale indicated a change to the 2024 Committee Appointments as follows: **Recreation Committee was removed** and under the **Policy Committee** the member title changed from Joseph Fede to **Anthony DePascale**.

XI. COMMITTEE REPORTS

Mr. Fede reported on Buildings and Grounds - referenced the roof replacement and partial roof replacement at Churchill School and the boiler replacement to be made at Churchill School.

Ms. Altaai reported on Curriculum - Ms. Altaai had the opportunity to speak with Dr. Trabucco who shared some updates. The winter benchmarks have finished for K-6 for both language arts and math. Any students who performed below midyear expectations are offered different levels of support to help them reach grade level goals. Additionally the reading specialists and math coaches will be meeting to re-write the curriculum to reflect new standards by September 2024. Mrs. Prall will be meeting with the Synergy group in February, which is a group of intervention teachers from 11 towns to discuss assessments, strategies that work best for struggling learners.

Ms. Street reported on Special Education - Ms. Street reported that she attended the SEPAC meeting on January 16, 2024. They discussed the roles of each individual member and their goals on creating a website and obtaining a 401(c)(3) so they have the ability to fundraise for extra materials. Lastly they discussed having Meghan Cafone review information regarding IEPs and 504s at their next SEPAC meeting.

Mr. Fede reported on Finance - Mr. Fede indicated that we are in the process of beginning the preliminary budget.

Mr. DePascale reported that the next HSA meeting will be held on January 30, 2024.

Mr. DePascale reported that the communication with the Township of Fairfield is great and we appreciate the township's support.

Mr. DePascale reported on Community Outreach that an email will be going out with the next meeting date.

Mr. DePascale reminded the community about the Fairfield Education Foundation's first fundraiser scheduled for February 7, 2024.

XII. PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY

Mr. Anthony Giordano addressed his concerns with the recent amount of delayed openings in the district due to flooding and weather.

Mr. Piccininni inquired how the Board addresses questions given to the Board during the agenda meetings.

Mr. DePascale replied - if a board member does not answer a question during a meeting, either a Board Member, Superintendent or Administrator would follow up by email within a few days to provide a response to the individual who posed the question.

Mr. Piccininni also asked the board to use this current transition period as an opportune time for the Board to review the current administration structure in an effort to enhance the efficiency of the district moving forward.

Mr. DePascale replied - that the formation of the Superintendent Search Committee is currently underway and will be finalized shortly.

Mrs. Tyler Masterson spoke about her concern with the resignations and asked if exit interviews are conducted when a staff member leaves the district.

Dr. Ciccotelli responded that she does conduct exit interviews with staff members when they leave the district, but the Board cannot get involved in personnel matters, but she does give them an overview.

XIII. NEXT MEETING

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

XIV. ADJOURNMENT

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

Introduced by: Angela Altaai

Seconded by: Melinda Street

ROLL CALL

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

Ms. Bellise-Jandoli - Absent

Attachment A

2024-2025 FAIRFIELD PUBLIC SCHOOLS

DATE	DAY (S)	EVENT	STAFF INST. AIDES	STUDENTS	P/G CAFETERIA AIDES
August 2024			2	0	0
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			
11	Wednesday	Back to School Night: Stevenson			
12	Thursday	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 2025			21	21	21
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: <u>Early Dismissal for Students</u> 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 BY BOARD OF EDUCATION