

# Fairfield Board Of Education

## Meeting Agenda

Tuesday, November 17, 2015 – 7:00 PM

Stevenson School - Library

15 Knoll Road, Fairfield, NJ 07006

*The meeting will be called to order at approximately 7:00 p.m., by Mr. Brian Egan, Board President, by reading 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 Progress Newspaper.”

### **ROLL CALL:**

Mrs. Stacy Aschenbach, Mr. Pat Freda, Mrs. Andrea Jandoli,  
Mr. Thomas Patierno and Mr. Brian Egan, President  
Ms. Susan Ciccotelli, Superintendent of Schools, and  
Mrs. Ann Mulvaney, Interim Business Administrator/Board Secretary.

*Now, please join us for the Pledge of Allegiance.*

## **1. PUBLIC COMMENT ION: 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 President.
- 2) Each person who wishes to make a **statement** must **state their name & address** to Mrs. Mulvaney.
- 3) If it appears this portion of the meeting will last longer than 30 minutes, comments may be limited to 3 minutes each.
- 4) Until all others have been heard, no participant may speak more than once on the same topic.
- 5) 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.
- 6) Please be respectful of the Board, Administration, Staff and audience members in attendance.

## **I. ENROLLMENT**

| Grade/School             | Total Students<br><b>6/30/15</b><br>(Spec. Ed. Incl.) | Total Students<br><b>11/10/15</b><br>(Spec. Ed. Incl.) |
|--------------------------|---|--|
| Preschool D & I & MD     | 30  | 26   |
| K – Stevenson            | 77  | 102  |
| 1 – Stevenson            | 66  | 74   |
| 2 – Stevenson            | 86  | 70   |
| 3 – Stevenson            | 92  | 86   |
| 4 – Churchill            | 89  | 96   |
| 5 – Churchill            | 98  | 91   |
| 6 – Churchill            | 95  | 100  |
| <b>Total:</b>            | <b>633</b>  | <b>645</b>   |
| <b>Out of District 5</b> | <b>#342, #366, #367, #412, #414</b>                   |  |

II. PERSONNEL

A. INSTRUCTIONAL

1. Home Instructor Assignment

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve Coleen Breznak as Home Instructor for a 5<sup>th</sup> grade child, for approximately 5 hours per week, effective November 16, 2015 through December 31, 2015, at the hourly rate per contract for student contact time.

2. Change in Assignment

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve Erica Santalla as a part-time Reading Specialist for the District, @ approximately 79.3% of M.A., Step 13 on the teachers' salary guide, from January 4, 2015 through the end of the 2015-2016 school year, for 27.5 hours per week; to be paid with Title I funds.

3. Home Instructors

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve to add Erin Bradley to the list of Home Instructors, available on an as needed basis, for the 2015-2016 school year.

B. NON-INSTRUCTIONAL

1. Employment: Instructional Aide

- a. Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, offer a contract to Michelle Trigazis as an instructional aide for 4 days per week, 7 hours per day @ a rate of \$13.00 per hour, to meet IEP requirements, effective November 18, 2015. Ms. Trigazis is a substitute in the district and paperwork is on file. Continued employment as an instructional aide is contingent upon the completion of the Paraprofessional Test by 6/30/16.
- b. Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, offer a contract to Lauren Nolan as an instructional aide for 4 days per week, 7 hours per day @ a rate of \$13.00 per hour, to meet IEP requirements, effective November 18, 2015. Pending receipt of all required documentation, including criminal history review and paraprofessional test results.

2. Resignation

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, accept a letter of resignation from Rebecca Gerardi, Instructional Aide, effective approximately December 11, 2015, with regrets, best wishes, and appreciation for her service to the district.

3. Aide Salary Correction

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, revise Lisa Stefanelli's hourly rate to \$15.00 per hour, retroactive to her start date.

4. Affirmative Action Officer

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve the appointment of Ray Santana, Supervisor of Special Services, as Affirmative Action Officer for the district for the 2015-2016 School Year.

C. ADMINISTRATION

Employment: Interim-Business Administrator

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, employ Dan Saragnese as an Interim-Business Administrator for 4 days a week @ \$500 per day, effective approximately November 18, 2015 through June 30, 2016.

**All Personnel Recommendations:**

**Introduced by:**

**Seconded by:**

**Roll Call**

III. POLICY

A. First Reading of Policy 2415.04

Recommended Motion: that the Fairfield Board of Education, upon the recommendation of the Superintendent, approve the first reading of Policy 2415.04, Title I – District-Wide Parental Involvement, which is mandated by the State.

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**B. Abolishment of Regulation # 8540**

Recommended Motion: that the Fairfield Board of Education, upon the recommendation of the Superintendent, approve the second reading to abolish Regulation #8540 Free and Reduced Rate Meals, per State Mandate.

**C. Second Reading/Adoption**

Recommended Motion: that the Fairfield Board of Education, upon the recommendation of the Superintendent, approve the second reading and adoption of the following policies and regulations mandated by the State. These policies have been reviewed by the Policy Committee.

|                  |  |         |
|------------------|--|---------|
| P 3322 and P4322 | Staff Member’s Use of Personal Cellular Telephones/Other Communication Devices (Teaching and Support Staff Members)) | Revised |
| P&R 5330         | Administration of Medication (Mandated)  | Revised |
| P5339            | Screening for Dyslexia (Mandated)  | Revised |
| P5615            | Suspected Gang Activity  | Revised |
| P8540            | School Nutrition Programs  | Revised |
| P8820            | Opening Exercises/Ceremonies   | Revised |

**All Policy Recommendations:**

**Introduced by:**

**Seconded by:**

**Roll Call**

**IV. CURRICULUM/PROGRAM**

**A. Highlights of Good News in Our Schools**

**CHURCHILL**

**School-Wide**

Students in each grade level met with Mr. Smatla and the teachers in their quarterly grade level meetings. Expectations for academic effort and behavior and citizenship were discussed. Each meeting ran about 40 minutes in length.

The 5th and 6th grade had the opportunity to see a play from the Pushcart Players about Ellis Island. It was a great show and served as an excellent preview for the 6th grade trip to Ellis Island. We would like to thank the HSA for their generous gift which allowed us to see this show.

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*A new program is “afoot” in Churchill School!* Created by Mrs. Prall and Ms. Chavkin, the “STEPPIN’ UP” reading program will begin second marking period. It will be implemented by Instructional Support teachers Mrs. Colon and Ms. Tirrell with a small group of pre-selected struggling 4<sup>th</sup> and 5<sup>th</sup> grade readers. A breakfast meeting was held for the parents of these students to introduce the program and to strengthen the home-school connection.

6<sup>th</sup> Grade

The “Too Good Program” was infused in Social Studies and Writing classes on a weekly basis. Officer Lou and our “Too Good” program was written up in the L.E.A.D. Newsletter

5<sup>th</sup> Grade

The Grade 5 HEP students participated in a Problem Solving competition attended by students from Roseland, Essex Fells, Livingston, Newark, Caldwell, West Caldwell, and Millburn. Fairfield had a student on each of the first, second, and third place teams.

4<sup>th</sup> Grade

Students are putting on their detective hats when using context as a clue to the meaning of a word or phrase in language arts.

Fourth Grade Students love the experiments they are doing, as part of the New Generation Science Standards!

**B. PROFESSIONAL DEVELOPMENT WORKSHOPS**

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve attendance at the following workshops and approve the reimbursement of registration and/or mileage, expenses to be made, pending completion of the workshops and submission of the travel reports.

| Staff                   | Workshop                                     | Date                        | Place         | Registration/Lodging              |
|-------------------------|--|-----------------------------|---------------|-----------------------------------|
| M. Ludwig<br>P. Freda   | Techspo Convention                           | 1/28 & 29/2015              | Atlantic City | R: 420 (2 days)<br>R: 270 (1 day) |
| R. Simons<br>A. Iarossi | N.E. Conf. for School Based S/L Pathologists | 12/9 & 10, 2015             | Newark        | \$399                             |
| S. Healy                | Improve Behavior and Increase Learning (BER) | 2/29/16                     | Newark        | \$239                             |
| R. Santana              | Hot Topics in Special Ed. Law (Legal One)    | 11/9/15<br>Retroactive      | Mahwah, NJ    | \$150                             |
| M. Cafone               | Non-violent Crisis Intervention Training     | 12/8/15 through<br>12/11/15 | East Orange   | \$2,419                           |

**All Curriculum/Program Recommendations:**

**Introduced by:**

**Seconded by:**

**Roll Call**

**V. OPERATIONS**

A. School Climate Initiative

Recommended Motion: that the Fairfield Board of Education, upon the recommendation of the Superintendent, approve a contract with United Way of Northern New Jersey for consulting fees, in the amount of \$2,334.00, as part of our School Climate Initiative for the 2015-2016 school year.

B. School Safety and Security Plan Approval

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve the revised School Safety Plan for 2015-2016 school year, completed in conjunction with selected staff and Mr. Lou Cammarata, School Resource and Safety officer.

**All Operations Recommendations:**

**Introduced by:**

**Seconded by:**

**Roll Call**

**VII. SUBSTITUTES**

Recommended Motion: that the following fully qualified teacher and aide substitutes be approved, for the 2015-2016 school year effective November 18, 2015, pending receipt of all documentation, including criminal history review.

Melissa Clausi

Aide Substitute

**All Substitute Recommendations:**

**Introduced by:**

**Seconded by:**

**Roll Call**

**4. BUSINESS RESOLUTIONS**

Routine and Recurring Monthly Business Items A through F:

**A. BE IT RESOLVED** “that the following minutes be approved:”

October 20, 2015

Public and Executive Sessions

**FAIRFIELD BOARD OF EDUCATION PAGE 7 AGENDA NOVEMBER 17, 2015**

**B. BE IT RESOLVED** “to approve the following attached Bills and Claims Lists and Payrolls:

|                                  |              |
|----------------------------------|--------------|
| B&C List: October 21-November 16 | \$148,215.50 |
| B&C List: November 17            | \$194,545.84 |
| Payroll: October 31              | \$347,672.21 |
| Payroll: November 15             | \$364,510.60 |

**C. BE IT RESOLVED** “the Board Secretary’s Financial Report for the month of August 2015 is not available at this time.”

**D. BE IT RESOLVED** “there were no budgetary transfers for the month of August 2015”.

**E. BE IT RESOLVED** “the Treasurer of School Monies Financial Report for the month of August 2105 is not available at this time.”

**F. BE IT RESOLVED** “to approve the following Building Use Application:”

|                        |            |
|------------------------|------------|
| Girl Scout Troop 20133 | 11/24/15   |
| Churchill Library      | 1pm to 4pm |
| Scout Meeting          |            |

**Business Resolution Items A, B, C, D, E, & F:**

**Introduced by:**

**Seconded by:**

**Roll Call**

**5. COMMITTEE REPORTS**

**6. OLD BUSINESS**

**7. NEW BUSINESS**

**8. PUBLIC COMMENT II ON: AGENDA & NON-AGENDA ITEMS**

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**9. NEXT REGULAR MEETING:**

Tuesday, December 15, 2015 at 7:00 PM in the Library of Stevenson School.

**10. EXECUTIVE SESSION:**

BE IT RESOLVED that the Fairfield Board of Education 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.

**Introduced by:**

**Seconded by:**

**Voice Vote**

**11. RECONVENE TO OPEN PUBLIC SESSION**

BE IT RESOLVED that the Fairfield Board of Education adjourns the Executive Session and reconvenes to Open Public Session.

**Introduced by:**

**Seconded by:**

**Voice Vote**

**12. ADJOURNMENT:**

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

**Introduced by:**

**Seconded by:**

**Voice Vote**