

FAIRFIELD BOARD OF EDUCATION

Executive Session

Meeting Agenda

Tuesday, September 20, 2022 at 6:30 PM

MR. PAT FREDA, BOARD PRESIDENT, CALLED THE ROLL AT 6:30 PM:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Mr. Jeffrey Didyk		Mr. Anthony DePascale	
Mr. Brian Egan		Mr. Pat Freda	
Ms. Andrea Bellise Jandoli			

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	Business Administrator/Board Secretary	

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;
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.

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Introduced by: _____ **Seconded by:** _____ **Time:** _____

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

Introduced by: _____ **Seconded by:** _____ **Time:** _____

ADJOURNMENT OF EXECUTIVE SESSION

Introduced by: _____ **Seconded by:** _____ **Time:** _____

ROLL CALL

Mr. Didyk ____ Mr. Egan ____ Ms. Bellise Jandoli ____ Mr. DePascale ____ Mr. Freda ____

FAIRFIELD BOARD OF EDUCATION

Meeting Agenda

Tuesday, September 20, 2022

7:30 PM in the Churchill School Small Gymnasium

(Access livestream at www.fpsk6.org at 7:30 PM)

I. OPEN MEETING –PUBLIC NOTICE OF MEETING

MR. PAT FREDA, BOARD PRESIDENT, CALLED THE ROLL AT 7:30 PM:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Mr. Jeffrey Didyk		Mr. Anthony DePascale	
Mr. Brian Egan		Mr. Pat Freda	
Ms. Andrea Bellise Jandoli			

The Board will reconvene from Executive Session and Mr. Pat Freda, 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 (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	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 Fairfield Board of Education President.*
2. *Each person who wishes to make a statement must state their name and address to Mrs. Kathleen Marano.*
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 6/10/2022	Students 9/12/2022
Preschool	40	32
MD	5	1
Kindergarten	97	96
First	85	95
Second	98	86
Third	98	105
MD/Home	5	7
Fourth	79	101
Fifth	90	81
Sixth	119	90
Total	716	694

IV. PERSONNEL

A. Certificated Staff

1. Teachers in Charge

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Jaime Chavkin as Teacher in Charge at Churchill School and Jennifer Valenti as Teacher in Charge at Stevenson School, at the stipend per contract, for the 2022-2023 school year.

2. Club Advisors

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Maria Suppa and Donna Lizza as Student Council Co-Advisors at Stevenson School and Vanessa Mayer and Adam Bonfiglio as Art Advisors at Stevenson School for the 2022-2023 school year at the stipend per current teachers' contract.

3. Stipend for Room/Location Change

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves a stipend of \$140 for room/location change for Lisa Bowers for the 2022-2023 school year.

B. Non-Certificated Staff

1. Job Description and Position Approvals

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following revised and new job descriptions and positions for the 2022-2023 school year, effective October 1, 2022:

Business Office Clerk/Transportation Coordinator	Revised Description/Position
Executive Secretary to the Business Administrator	New Description/Position
Executive Secretary to the Superintendent	Revised Description
Accounts Payable Coordinator	Revised Description
Payroll/Benefits Coordinator	Revised Description

2. Employment

- a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Anna Maria Karch as Business Office Clerk/Transportation Coordinator at an annual salary of \$45,000 for the 2022-2023 school year, to be prorated effective October 1, 2022.
- b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, employs Heba Alatiyat as a paraprofessional at an hourly rate of \$14.78 retroactively to September 1, 2022. All required documentation is on file.

3. Change of Title/Non-Exempt Employees

- a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the title and position change for Patricia Iandolo, as Executive Secretary to the Business Administrator at an annual salary of \$55,000, to be prorated effective October 1, 2022.
- b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves a title change for Michelle Adams as Payroll/Benefits Coordinator at her 2022-2023 salary, effective October 1, 2022.
- c. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves a title change for Zayra Garcia as Accounts Payable Coordinator at the salary per the May 24, 2022 agenda, effective October 1, 2022

C. Substitute Reapproval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reapproves Rosalie Lepinsky as a teacher/secretary substitute for the 2022-2023 school year. All required documentation is on file.

Personnel Recommendations:

Introduced by: _____ **Seconded by:** _____

Discussion: _____

ROLL CALL

Mr. Didyk ____ Mr. Egan ____ Ms. Bellise Jandoli ____ Mr. DePascale ____ Mr. Freda ____

V. CURRICULUM/PROGRAM

A. Workshop Revision

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the change in a workshop for Jim Verrengia, which was approved at the August 23, 2022 Board meeting, to reflect NJSLS Year 2 – Grade 5 on 11/4/22, 1/25/23, 4/18/23 and 5/4/23 at the same registration cost.

B. Professional Development Workshop Approval

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 reports. *Lodging will be noted separately if applicable:

<u>Staff</u>	<u>Workshop</u>	<u>Date</u>	<u>Registration Fee</u>
Sonal Patel	NJOTA Annual Conference	10/22/2022	\$225 IDEA Funds
Angeline Wedemeier	Best Practices in Co-Teaching	11/29/2022	\$279 IDEA Funds

C. Emergency Virtual/Remote Instruction Plan

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the annual Emergency Virtual/Remote Instruction Plan for the 2022-2023 school year. The Board-approved plan and checklist are due to the County Office of Education no later than September 30, 2022.

D. Safe Return Plan Revision

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the required six-month revision to the Safe Return Plan originally approved at the June 10, 2021 Board of Education Meeting.

Curriculum/Program Recommendations:

Introduced by: _____ **Seconded by:** _____

Discussion: _____

ROLL CALL

Mr. Didyk ____ Mr. Egan ____ Ms. Bellise Jandoli ____ Mr. DePascale ____ Mr. Freda ____

VI. POLICY

A. First Reading of Policies

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the first reading of the following policies:

P 2415.04	Title I – District-Wide Parent and Family Engagement (M)	Revised
P 2415.50	Adlai E. Stevenson School Title I – School Parent and Family Engagement (M)	New
P 2415.51	Winston S. Churchill School Title I – School Parent and Family Engagement (M)	New

B. Second Reading and Approval of Policies/Regulations

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts and approves the second reading and adoption of the following bylaws, policies, and regulations:

P 0163	Quorum	Revised
P 1511	Board of Education Website Accessibility (M)	Revised
P 2415	Every Student Succeeds Act (M)	Revised
P&R 2432	School Sponsored Publications	Abolished
P 3216	Dress and Grooming	Revised
P 3270	Professional Responsibilities	Revised
R 3270	Lesson Plans and Plan Books	Revised
P 4216	Dress and Grooming	New
P&R 5513	Care of School Property (M)	Revised
P 5722	Student Journalism (M)	New
P&R 7410	Maintenance and Repair (M)	Revised
P&R 9320	Cooperation with Law Enforcement Agencies (M)	Revised

C. Revised Manual/Handbook Approvals

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the revised School Security Manual, Staff Handbook and Parent/Student Handbook for the 2022-2023 school year. The Board has reviewed these documents.

D. HIB Investigation Confirmation

BE IT RESOLVED that the Fairfield Board of Education accepts the Superintendent’s HIB Investigation results as reported during Executive Session on August 23, 2022 as follows: One incident at Stevenson (21-22 ST #5) was determined to not be HIB related.

Policy Recommendations:

Introduced by: _____ **Seconded by:** _____

Discussion: _____

ROLL CALL

Mr. Didyk ____ Mr. Egan ____ Ms. Bellise Jandoli ____ Mr. DePascale ____ Mr. Freda ____

VII. BUSINESS/FINANCE RESOLUTIONS

A. Minutes Approval

BE IT RESOLVED that the Fairfield Board of Education approves/accepts the minutes from the August 23, 2022 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 - 09/12/2022	\$44,126.29
Ratify and Affirm Bills & Claims List - 09/20/2022	\$601,188.16
Ratify and Affirm August 30, 2022 Payroll	\$78,280.98
Ratify and Affirm September 9, 2022 Payroll	\$384,875.83

C. Transfer of Funds

BE IT RESOLVED that the Fairfield Board of Education authorizes the transfers in the 2022-2023 budget, per details of the Transfers Report for August 2022, per state law, for the 2022-2023 school year.

BE IT RESOLVED that the Fairfield Board of Education authorizes a transfer of funds in the amount of \$95,563 from Capital Reserve to the General Fund (capital outlay) for expenses related to the installation of the Trailers located at Churchill School for the following:

<u>Amount</u>	<u>Vendor/Contractor</u>	<u>Account Number</u>
\$10,000	Di Cara Rubino	12-000-400-334-000
\$4,000	Di Cara Rubino (refund for DEP permit)	12-000-400-334-000
\$16,000	Swipe Cards (AVS Technologies)	12-000-400-450-00
\$4,385	Fairfield Building Department (permit fees)	12-000-400-450-00
\$61,178	Mobile Lease Change Order	12-000-400-450-00
\$95,563		

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 July 1, 2022 through July 31, 2022 and August 1, 2022 through August 31, 2022.

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

BUILDINGS AND GROUNDS:

E. 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>
Fairfield Recreation Department Basketball Practice/Games Stevenson and Churchill Gyms	November 17, 2022 - March 17, 2023 Monday - Friday 4:30 PM - 9:00 PM
Fairfield Recreation Department Adult Basketball Churchill Gym	October 7, 2022 - May 19, 2023 Fridays 7:00 PM - 9:30 PM
Girls on the Run Churchill Playground-Blacktop/Cafeteria	September 21, 2022 - December 5, 2022 Mondays and Wednesdays 3:35 PM - 4:50 PM

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Fairfield HSA would like to reserve the following for the 2022-23 school year:

<u>Date</u>	<u>Event</u>	<u>Times</u>	<u>Place</u>
9/13/2022	Parent Meeting	3:30PM-4:00PM	Stevenson Gym
1/4, 1/11, 1/18 & 1/25/2023	After School Clubs	3:20PM-4:20PM	
6/6/2023	Kindergarten Orientation	8:30AM-11:00AM	
12/5/2022 12/6 & 12/7/2022	Holiday Fair Setup Holiday Fair	3:00PM-6:00PM 8:20AM-3:30PM	Stevenson Gym Stage
9/14/2022	Back to School Night	6:00PM	Stevenson Cafeteria
6/2/2023	Moving 3rd	8:30AM-11:00AM	
3/6-3/10/2023 3/8/2023	Stevenson Book Fair	8:30AM-3:30PM 6:00PM-8:00PM	Stevenson Media Center
2/1, 2/8, 2/15, 2/22/2023	After School Clubs	3:20PM-4:20PM	Churchill Gym & Cafeteria
11/2/2022	Fall Fundraiser Sort	Pending	Churchill Gym Stage
11/3/2022	Fall Fundraiser PickUp	3:00PM-9:00PM	
12/7/2022 12/8 & 12/9/2022	Holiday Fair SetUp Holiday Fair	3:00PM-6:00PM 8:20AM-3:30PM	
9/14/2022	Parent Meeting	3:30PM-4:00PM	Churchill Cafeteria
9/15/2022	Back to School Night	6:00PM	
9/21/2022, 3/15/2022	HSA Meeting HSA Meeting	6:00PM-9:00PM 6:00PM-8:00PM	
10/19, 11/16, 12/14/2022, 1/18, 2/15, 5/17/2023	HSA Meeting	6:00PM-9:00PM	Churchill Media Center
4/19, 6/7/2023	HSA Meeting	6:00PM-8:00PM	
3/13-3/17/2023 3/15/2023	Churchill Book Fair	8:30AM-3:30PM 6:00PM-8:00PM	

ADMINISTRATIVE:

F. Gifts to the District

BE IT RESOLVED that the Fairfield Board of Education accepts two boxes of hard-covered three ring binders in various sizes from New Age Metal Fabricating located in Fairfield and that the Interim Business Administrator sends a letter of appreciation.

Business/Finance Resolutions Items A-F

Introduced by: _____ **Seconded by:** _____

Discussion: _____

ROLL CALL

Mr. Didyk ____ Mr. Egan ____ Ms. Bellise Jandoli ____ Mr. DePascale ____ Mr. Freda ____

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 Fairfield Board of Education President.*
2. *Each person who wishes to make a statement must state their name and address to Mrs. Kathleen Marano.*
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 October 18, 2022, Executive Session at 7:00 PM Public Session at 7:30 PM, tentatively in the Small Gymnasium at Churchill School.

XIII. **ADJOURNMENT**

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

Introduced by: _____ **Seconded by:** _____ **Time:** _____

ROLL CALL

Mr. Didyk ____ Mr. Egan ____ Ms. Bellise Jandoli ____ Mr. DePascale ____ Mr. Freda ____