

# Fairfield Board Of Education

## Regular Meeting Agenda

Tuesday, December 16, 2014

Stevenson School - Library

15 Knoll Road, Fairfield, NJ 07004

*The meeting will be called to order at approximately 7:00 p.m., by Mrs. Stacy Aschenbach, 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.”

*Please join us for the Pledge of Allegiance . . .*

**ROLL CALL:** Mr. Brian Egan, Mr. Pat Freda, Mrs. Andrea Jandoli,  
Mr. Thomas Patierno and Mrs. Stacy Aschenbach, President  
Ms. Susan Ciccotelli, Superintendent of Schools, and  
Mr. William Stepka, Board Secretary/School Business Admin.

### **A. PRESENTATION & ACCEPTANCE OF THE 2013-14 ANNUAL FINANCIAL AUDIT**

Mr. Higgins, Principal Partner and Certified Public School Accountant from the accounting firm of Lerch, Vinci & Higgins, LLP of Fairlawn, (which is our official auditing firm of record) will present the annual audit and discuss the overall financial position of the school district as of June 30, 2014.

And now, Mr. Gary W. Higgins will address the Board . . .

After Mr. Higgins presentation:

**Motion** to Open the FLOOR to the Public for comments. . .

Moved by: , Seconded by: , Voice Vote:

The Board will now “hear” comments for this topic only:

***Are there Any Comments from the public at this time?***

After Public Input, (if any) . . .

**Motion** to Close the FLOOR to comments: Moved by: , Seconded by: , Voice Vote:

***Now, the Board will entertain the following resolution:***

**A.1. BE IT RESOLVED** “to approve and accept the 2013-14 Comprehensive Annual Financial Report (CAFR) as prepared and presented by the Certified Accounting firm of Lerch, Vinci & Higgins, LLP of Fairlawn, New Jersey which does not contain any auditor recommendations for corrective action.”

Introduced by:

Seconded by:

Roll Call Vote:

**1. PUBLIC COMMENT I ON: AGENDA ITEMS ONLY**

Speaker Guidelines:

- 1) Each Person who wishes to comment must state their name & address to the Board Secretary.
- 2) Speakers must address the Board President *directly* and limit comments to 3 minutes.
- 3) After everyone who wishes to speak has done so, a repeat person may speak only 1 more time.
- 4) Please be respectful of the Board, Administration, Staff and audience members in attendance.

**2. SUPERINTENDENT’S REPORT**

**I. PUPILS**

A. ENROLLMENT December 16, 2014

Grade/School	Total Students 6/30/14 (Spec. Ed. Incl.)	Total Students 12/12/14 (Spec. Ed. Incl.)
Preschool D & I & MD	26	22
K – Stevenson	64	76
1 – Stevenson	83	65
2 – Stevenson	93	86
3 – Stevenson	87	95
4 – Churchill	96	88
5 – Churchill	96	98
6 – Churchill	100	95
<b>Total:</b>	<b>645</b>	<b>625</b>
<b>Out of District 3</b>	<b>#342, #366, #412</b>	

**II. PERSONNEL**

A. INSTRUCTIONAL

1. Maternity Leave of Absence Replacement

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, offer a contract to Vanessa Mayer as a fourth grade maternity leave of absence replacement teacher, from approximately January 14, 2015 through the end of the school year at a salary based on B.A.+15, Step 6 of the current teachers’ salary guide, pending receipt of all required documentation, including criminal history approval.

2. Home Instruction Teachers

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve the following staff as Home Instructors for the 2014-2015 school year, in order to meet our obligations to our students during absences due to illness, as the need arises. The Home Instructors listed will be informed of positions as they occur.

- Lisa MacIntosh
- Erin Bradley
- Carrieann Malanga

B. NON-INSTRUCTIONAL

1. Resignations

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, accept the letters of resignation for the staff listed below, with our gratitude and appreciation for their service to the students of Fairfield.

- Dana Towey, Playground/Cafeteria/Office Aide, effective 12/16/14
- Kimberly Williams, Playground/Cafeteria Aide, effective 12/23/14

2. Pay Adjustment

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve an adjustment to the hourly rate from \$17.00, as recommended on the September 23 agenda to \$17.42 per hour, for Theresa Jones, retroactive to September 3, 2014.

3. Leave of Absence

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve a 12-week Family Medical Leave of Absence for Marge Schmidt, Instructional Aide, retroactively from November 17, 2014 through February 16, 2015.

**All Personnel Recommendations:**

**Introduced by:      Seconded by:      Roll Call**

III. POLICY

B. Policy Approval: Second Reading and Adoption

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve the second reading and adoption of the policies listed below.

Policy # 5305	Health Services Personnel	Revised
P & R #5306	Health Services to Nonpublic Schools (M)	Revised
P & R #5308	Student Health Records (M)	Revised
P & R #5310	Health Services (M)	Revised
Policy #5339	Screening for Dyslexia (M)	New
P & R #5530	Substance Abuse (M)	Revised
P & R #5600	Student Discipline/Code of Conduct (M)	Revised
Policy #8505	Wellness Policy/Nutrient Standards for Meals and Other Foods (M)	Revised

**All Policy Recommendations:**

**Introduced by:      Seconded by:      Roll Call**

IV. PROGRAM/CURRICULUM

A. Highlights of Good News in Our Schools Report

Churchill School

- The Student Council at Churchill School made holiday greeting cards for soldiers and nursing home residents. They are also sponsoring a Food Drive from December 15 through December 19 to support local food pantries.
- Mrs. Gualtieri’s HEP classes, in grades 4 and 5, visited Fairfield Municipal Court on November 19. The Honorable Judge Pomaco explained to the students the types of cases heard in municipal court and simulated what it would be like to be part of a trial. This visit has helped the students prepare for the HEP mock trial. We are appreciative of Mr. Cammarata’s assistance in arranging the visit.
- Students read nearly 150,000 minutes extra outside of school, as part of the reading challenge.
- The Bulldogs kick off the New Year with "Commit to be Fit", a 90 day Fitness & Health challenge. A grant was awarded to Churchill School from the Atlantic Healthcare System, which is sponsored by Morristown Hospital, to promote healthy eating and active living. The 90 day challenge will be for both students and faculty members.

Stevenson School

- The kindergarten students enjoyed listening to and discussing the story, *The Gingerbread Man*. The children have been involved in a variety of related activities. Each child worked with their family to create their own gingerbread person. They worked as a class to make cinnamon dough for gingerbread ornaments. They are preparing for the traditional culminating activity when each student will build and decorate a gingerbread house. With the help of Class Mothers, students will have the opportunity to choose from a variety of materials to create their perfect gingerbread house.
- Third grade students enjoyed their annual Thanksgiving feast courtesy of the Home and School Association.
- Third grade is learning language arts and social studies using the text, If The World Were A Village. Students are enjoying learning about the different nationalities, languages, religions, food , etc.. that make up our world.
- Third grade's Flat Stanley's have been mailed to family and friends worldwide. Students anxiously anticipate finding out the adventures their Flat Stanley will be experiencing in his travels.
- The results are in ... Mr. Esposito raised \$507.83 for the Prostate Cancer Foundation through his annual "Vote for your Favorite Beard" contest. Thank you to all that participated in the contest!
- This year, the Stevenson Student Council has chosen to join other schools in the region and participate in Table to Table's Bag a Lunch, Help a Bunch program. The campaign was held on December 4. The Stevenson Student Council is pleased to announce that they raised \$1,914.72 for the Table to Table's Bag a Lunch, Help a Bunch program. Congratulations Miss Chavkin and the Stevenson Student Council! Thank you to all that participated in this program.
- Please visit Dr. Trabucco's link on our website for important updates, Stevenson News and more!

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
K. Prall	Make Best Use of Guided Reading	1/18/15	Newark	\$229.00
J. Mulvaney	Practical Strategies to Help Students Succeed with NJ State Standards in Reading (BER)	1/21/15	Newark	\$235.00
S. Healy	Practical Strategies to Prepare Pre-K students to meet the CCSS in Literacy (BER)	2/12/15	Parsippany	\$229.00
A. Iarossi	Proven iPad Apps and Best Tech Tips for school-based speech-language Therapy (BER)	2/10/15	Fairfield	\$235.00

**All Program/Curriculum Recommendations:**

**Introduced by: Seconded by: Roll Call**

V. **SUBSTITUTE APPROVAL**

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve the following fully qualified substitute, pending receipt of all required documentation, including criminal history review.

- Coppola, Mary Lyn           Teacher/Aide (County)
- Gebbia, Janine               Teacher/Aide (County)
- Ebanks, Casilda             Teacher/Aide (Standard)
- Williams, Kimberly         Aide
- Towey, Dana                 Aide

**All Substitute Recommendations:**

**Introduced by: Seconded by: Roll Call**

**3. WRITTEN CORRESPONDENCE**

1. The passing of the beloved “Scout Master” and community leader David Millison.
2. Annual “Holiday Feast” at Churchill School, on Friday, 12/19; 11:45-12:15.
3. Essex County Clerk’s Office:  
November 4, 2014 *CERTIFIED* School Board Election Results.  
Winners of a 3 year membership on the Board of Education:  
Brian Joseph Egan: 876 votes  
Andrea Jandoli: 791 votes  
Other Write-Ins: 8 votes (no detailed of names provided)  
Overall Voter turnout: 31.51% (1,674 voters out of 5,312 registered voters)  
(Average April Election Turnout: 17% or about 900)

**4. BUSINESS RESOLUTIONS**

Routine and Recurring Monthly Business Items:

Items A through F can be moved and voted on in one “consent agenda” vote:

- A. BE IT RESOLVED** “that the following minutes be approved:”  
November 18, 2014 Regular Meeting & Executive Session
- B. BE IT RESOLVED** “to approve the following attached Bills and Claims Lists and Payrolls:
- |                             |              |
|-----------------------------|--------------|
| B&C List: Nov 19 to Dec 15  | \$130,422.75 |
| B&C List: December 16, 2014 | \$107,733.54 |
| Payroll: November 26, 2014  | \$325,652.78 |
| Payroll: December 15, 2014  | \$339,466.97 |
- C. BE IT RESOLVED** “to approve and accept the Board Secretary’s Financial Report for the month of October 2014.”
- D. BE IT RESOLVED** “to approve and accept the budgetary transfer report for the months of October & November 2014.”
- E. BE IT RESOLVED** “to approve and accept the Treasurer of School Monies Financial Report for the month of October 2014.”
- F. BE IT RESOLVED** “to approve the following Building Use Application:”  
Cub Scout Pack #17  
Churchill Art Room 5:30pm-6:30pm  
Meeting 2<sup>nd</sup> and 4<sup>th</sup> Thurs -Jan-May 2015

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

Introduced by:	Seconded by:
Mr. Egan:	Mr. Patierno:
Mr. Freda:	Mrs. Aschenbach:
Mrs. Jandoli:	

**G. BE IT RESOLVED** “to accept and approve the submission of the “Annual Comprehensive Maintenance Plan” for the school district’s two educational facilities to the Essex County Executive Superintendent’s Office.”

Introduced by:

Seconded by:

Roll Call Vote:

**H. BE IT RESOLVED** “to approve a contract with Frontline Technologies (dba/aka: Aesop), of Exton, PA, to provide an automated “Employee Substitute Software Service Program” for the remaining 2 months of the 2014-15 school year and for the full 2015-16 school year, based upon their proposal dated December 2, 2014, which provides an early agreement incentive to lock in this year’s rates now and to provide us the ability to run the new system parallel with the existing sub service for May and June of 2015 at \$341.25 per month and a one-time start-up fee of \$3,000.00 and then a yearly cost of \$3,412.50 for the 2015-16 school year. All funds to be paid after July 1, 2015 with implementation to begin in January.” (Other Quote sought: Precision Education of Bryn Mawr, PA, no response)

Introduced by:

Seconded by:

Roll Call Vote:

**I. BE IT RESOLVED** “to terminate the contracted services agreement with Moore Control Exterminating Co., of Hopatcong, NJ, effective December 31, 2014.”

Introduced by:

Seconded by:

Roll Call Vote:

**J. BE IT RESOLVED** “to enter into a contracted services agreement with Western Pest Control Services, of Parsippany NJ to provide pest control and integrated IPM services, as per their quoted dated November 17, 2014, effective January 1, 2015 to June 30, 2015 at the monthly rate of \$35.00 for basic services per school.”

Introduced by:

Seconded by:

Roll Call Vote:

**K. BE IT RESOLVED** “to approve the renewal and expansion of the annual contract with CSI (dba/aka: Computer Solutions, Inc.) of Branchburg, NJ for the following technical services based upon their quote\* dated October 23, 2014 to provide the following personnel, payroll, budget, accounting, requisition, purchase order, and employee substitute service software modules to the district:”

***Rationale:** To provide site based (school level) access for budget input, remote internet requisition approval, ability for administrators to better allocate resources and keep track of costs for their respective “cost centers”, enhance HR management, and to implement internet based substitute record-keeping and automated posting of days utilized.*



(The goal is to eliminate the Edu-Met HR Program in the 2015-16 budget at \$10,500 and fund all of these new programs by reallocating the money to give the district more modules for less money.)

**A. Existing Modules/Programs Description: Tot. Yearly Cost /With Mo. Tech. Supp.**

1) Budgetary & Accounting (non-cloud based)	\$2,352 / \$196
2) Edu-Met Personnel/HR/Cert/EE Demos	<u>\$10,500 / included</u>
Current Yr. Total:	\$12,852 / \$1,071 Mo.

**B. New Modules/Programs Description 1X License Fee\***

1) All but Checks Payroll/Human Resources/Negotiations	\$10,250
2) Human Resources Portal	\$ 2,500
3) Position Control/Employee Benefits	\$ 4,000
4) Site Based Sch. Bud Mgt (Bud/Acct Pgm) (10 users)	^\$ 2,000
5) Personnel History/Evals/Employment Contracts	\$ 3,500
6) Substitute Teachers w AESOP Interface	<u>\$ 4,000</u>

Total: \$26,250

BUNDLED SOFTWARE DISCOUNT = -15% (\$3,990)

**NET COST FOR LICENSE FEES (ONE TIME COST) : \$22,260**

1<sup>st</sup> Year Annual Fee for "Cloud Based" HR/PY Apps: \$ 1,350

One-Time conversion fee: Pyrol/HR Data Conversion: ^\$ 1,000

**\$24,610**

\*Includes incentive of deferred billing for license costs after July 1, 2015 of \$21,610 to be built into the 2015-16 school budget and locking in this year's price.

**C. 2<sup>nd</sup> Year Costs for ALL Modules/Pgm: Tot. Yearly Cost /With Mo. Tech. Supp.**

1) All but Checks Payroll/Human Resources/Negotiations	\$2,700 / \$225
2) Existing Budget/Accounting Module	^\$2,352 / \$196
3) Human Resources Portal	\$372 / \$31
4) Position Control/Employee Benefits	\$432 / \$36
5) Site Based Sch Bud Mgt (Bud/Acct Pgm-10ees)(Y1=7mos.)	^\$708 / \$59
6) Personnel History/Evals/Employment Contracts	\$384 / \$32
7) Substitute Teachers w AESOP Interface	\$768 / \$64
8) Annual Fee for "Cloud Based" HR/PY Apps:	^\$1,350 / None
9) Cloud "Access & Storage Fee" for All Programs	^\$3,300 / None

Total Year 2: \$11,151@ / \$643 Mo.

@ = 2% savings will be granted if paid in full by July 15 of every year: worth \$223, net = 10,918

^= Total cost for the 2014-15 budget is \$10,115 of which \$2,352 was budgeted.

(Other quote rec'd for similar software programs: Systems 3000: \$39,020)"

Introduced by:

Seconded by:

Roll Call Vote:

- L. **BE IT RESOLVED** “to graciously accept, in accordance with Board Policy #7230, a \$300 mini-grant, sponsored by Atlantic Health System, of Morristown, NJ, to be used for Churchill’s 4<sup>th</sup> grade class in establishing a “90 Day Fitness & Healthy Challenge.” The grant will be utilized to purchase physical education dvd’s and Fitness rewards.”

Introduced by:

Seconded by:

Roll Call Vote:

5. **COMMITTEE REPORTS**

6. **OLD BUSINESS**

7. **NEW BUSINESS**

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

*Speaker Guidelines:*

- 1) Each Person who wishes to comment must state their name & address to the Board Secretary.
- 2) Speakers must address the Board President *directly* and limit comments to 3 minutes.
- 3) After everyone who *wishes* to speak has done so, a repeat person may speak only 1 more time.
- 4) Please be respectful of the Board, Administration, Staff and audience members in attendance.

9. **NEXT MEETING (REORGANIZATIONAL):**

**BE IT RESOLVED** to set the annual reorganizational meeting for:

Thursday, January 8<sup>th</sup>, 2015 at 7:00 PM in the Library of Stevenson School.

Official action will be taken on agenda items.

Introduced by:

Seconded by:

Roll Call Vote:

10. **ADJOURNMENT**

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

Introduced by:

Seconded by:

Voice Vote: