

Fairfield Board Of Education

Meeting Minutes

Tuesday, April 26, 2016 – 7:00 PM

Stevenson School - Library

15 Knoll Road, Fairfield, NJ 07004

*The meeting **was** called to order at approximately 7:00 p.m., by Mr. Pasquale Freda, 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.”

The Pledge of Allegiance was then held.

BOARD MEMBERS PRESENT: Mrs. Stacy Aschenbach, Mr. Brian Egan, Mr. Robert Lombardy Mrs. Andrea Jandoli, Vice President, and Mr. Pat Freda, President.

ADMINISTRATION PRESENT: Ms. Susan Ciccotelli, Superintendent of Schools
Mr. Dan Saragnese, Interim Business Administrator/
Board Secretary

PUBLIC & STAFF PRESENT: 4 Members of the Staff & Public, including our new SBA.

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

There were no public comments.

I. ENROLLMENT

A. ENROLLMENT April 26 2016 Board Meeting

| Grade/School | Total Students 6/30/15 (Spec. Ed. Incl.) | Total Students 4/22/16 (Spec. Ed. Incl.) |
|----------------------|--|--|
| Preschool D & I & MD | 30 | 30 |
| K – Stevenson | 77 | 102 |
| 1 – Stevenson | 66 | 77 |
| 2 – Stevenson | 86 | 70 |
| 3 – Stevenson | 92 | 86 |
| 4 – Churchill | 89 | 97 |
| 5 – Churchill | 98 | 91 |
| 6 – Churchill | 95 | 100 |
| Total: | 633 | 653 |
| Out of District 5 | #342, #366, #367, #412, #414 | |

FAIRFIELD BOARD OF EDUCATION PAGE 2 MINUTES APRIL 26, 2016

II. PERSONNEL

A. INSTRUCTIONAL

1. Maternity Leave of Absence Request

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve a Maternity Leave of Absence for Tracey Farrell. Her due date is July 8, 2016. Mrs. Farrell is requesting to use approximately 12 sick days from June 8, 2016 through the end of the school year. Mrs. Farrell will use provisions of the NJ Temporary Disability Leave Act (6 weeks) and the Family Medical Leave Act (12 weeks) from September 1, 2016 through November 18, 2016. Mrs. Farrell plans on returning to work on Monday, November 21, 2016.

B. ADMINISTRATION

Business Administrator/Board Secretary

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, employ Yvonne Hellwig as Business Administrator/Board Secretary at a salary of \$110,000 effective July 1, 2016, pending receipt of all required documentation.

C. NON-INSTRUCTIONAL

1. Resignation:

- a) Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, accept the resignation of Part-Time Custodian, Roberto Rivera as of Thursday, March 31, 2016. Please be advised that pursuant to the contract agreement the 30 days advanced notice required was not given; therefore, this resignation is considered not in good standing.
- b) Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, accept the resignation of Instructional Aide, Diane Schuchard, as of Friday, April 29, 2016 with best wishes and appreciation.

FAIRFIELD BOARD OF EDUCATION PAGE 3 MINUTES APRIL 26, 2016

2. Employment:

- a) Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, offer a contract to Gladys Colon as part-time custodian at Churchill School, at a salary of \$16,692, per contract, effective upon receipt of all required documentation, including criminal history review.
- b) Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, offer a contract to Desiree Lipoma as an Instructional Aide, at a rate of \$15.00 per hour for 4 days per week at 7 hours per day, effective May 1, 2016. Ms. Lipoma is currently a substitute and all required documentation is on file.

Personnel Recommendations:

| | |
|--------------------------------|---------------------------|
| Introduced by: Mrs. Aschenbach | Seconded by: Mr. Lombardy |
| Mrs. Aschenbach: Aye | Mr. Egan: Aye |
| Mrs. Jandoli: Aye | Mr. Lombardy: Aye |
| Mr. Freda: Aye | |

Resolutions Carried

III. PROGRAM/CURRICULUM

A. GOOD NEWS

- Churchill School's Student Council representatives baked and bagged special treats for the Fairfield police officers and firemen during their "Cookies for Courage" community service project.
- A vast majority of the school's students participated in the school's reading incentive program during Spring Break, reading daily, up to 25 minutes per day. The four week incentive has produced thousands of minutes of reading production per homeroom. A celebration event will occur following PARCC.
- PARCC testing began on Tuesday, April 20. Mr. Smatla met with all students, in "grade level meetings" on the day after Spring Break, in order to do a "reflection exercise" and help students set goals for the 4th marking period.
- Mr. Smatla is meeting with all sixth grade students, in short 2-on-1 meetings, just to "see how things are going" as the year begins its' final marking period. He has met with approximately 50 students already.
- Fifth Grade Science Students are excitedly learning so much from their NGSS Ecosystem Projects.

FAIRFIELD BOARD OF EDUCATION PAGE 4 MINUTES APRIL 26, 2016

B. 2015-2016 CALENDAR REVISION: LAST DAY OF SCHOOL

It is recommended: that the Board of Education, upon the recommendation of the Superintendent, approve the revision of the 2015-2016 school calendar to reflect the last day for students and staff as Friday, June 17, 2016, which will be a one session day.

C. COMPREHENSIVE EQUITY PLAN

It is recommended: that the Board of Education, upon the recommendation of the Superintendent, retroactively approve the submission of the 2016-2019 Comprehensive Equity Plan to the NJ County Department of Education, due on April 1, 2016.

D. FIELD TRIP ADDITION APPROVAL

It is recommended: that the Board of Education, upon the recommendation of the Superintendent, approved the addition of a field trip to the 9-11 Museum in New York City to our Field Trip Options list for the Fairfield Schools.

Program/Curriculum Recommendations:

| | |
|--------------------------------|---------------------------|
| Introduced by: Mrs. Aschenbach | Seconded by: Mr. Lombardy |
| Mrs. Aschenbach: Aye | Mr. Egan: Aye |
| Mrs. Jandoli: Aye | Mr. Lombardy: Aye |
| Mr. Freda: Aye | |

Resolutions Carried

IV. FINANCE

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

| | |
|----------------|-------------------------------|
| March 13, 2016 | Retreat Session |
| March 22, 2016 | Public and Executive Sessions |

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

| | |
|-----------------------------|---------------|
| B&C List: March 23-April 25 | \$351,055.12 |
| B&C List: April 26 | \$ 142,065.95 |
| Payroll: April 15 | \$303,710.44 |

C. BE IT RESOLVED to approve and accept the budgetary transfer report for the month of March 2016.

D. BE IT RESOLVED to approve and accept the Treasurer of School Monies Financial Report for the months of September 2015 through February 2016.

FAIRFIELD BOARD OF EDUCATION PAGE 5 MINUTES APRIL 26, 2016

E. BE IT RESOLVED to approve the following Building Use Applications:

| | |
|----------------------------|--------------|
| Fairfield Recreation | Friday May 6 |
| Stevenson Gym | 415pm-615pm |
| Softball/Baseball Pictures | |

| | |
|---------------------------|---------------|
| Giampapa Soccer Camp | Aug 8-12,2016 |
| Field at Churchill School | 9am-2pm daily |
| Soccer Camp | |

F. BE IT RESOLVED that the Board of Education authorizes the Interim SBA/BA to enter into an agreement with Systems 3000 of Eatontown, New Jersey for the implementation of Fund Accounting, Payroll and Human Resources software in accordance with the proposal submitted February 2, 2016 in the amount of \$54,240. Installation and implementation of said software to transpire during the 2016-2017 fiscal year.

G. BE IT RESOLVED that the Board approve a producer's agreement with IMAC Insurance Agency to provide producer's services for the BMED HIF for the 2016-2017 fiscal year and retroactive to January 2016.

H. Joint Resolution for Participation of Transportation Services

BE IT RESOLVED that the Board approve a Joint Resolution for participation in a Joint Transportation Agreement with the Sussex County Regional Transportation Cooperative with the Hopatcong Board of Education serving as the coordinating school district for the 2016-2017 school year.

BE IT FURTHER RESOLVED that the Board will pay an administrative fee of 2% of the actual cost of the transportation provided by the Sussex County Regional Transportation Cooperative.

I. 2016-2017 SCHOOL BUDGET PRESENTATION & PUBLIC HEARING

Mr. Saragnese presented the proposed 2016-2017 budget to the Board and public.

FINAL ADOPTION OF 2016-17 SCHOOL BUDGET

BE IT RESOLVED that the Board approve and adopt the 2016-17 School Budget in the amount of \$11,294,972 for the General Fund (Current Operating Expenses), \$161,337 for the Special Revenue Fund (Federal & State Grants), and \$141,773 for the Debt Service Fund and

BE IT FURTHER RESOLVED that there should be raised for the General Fund \$10,708,159 through local taxation to support the Current Operating Expense Budget and \$141,772 through local taxation to support the Debt Service Fund for the 2016-17 School Year and to authorize the administration to submit same to the Essex County Executive Superintendent of Schools for review and approval, and

BE IT FURTHER RESOLVED that the Current Expense Operating Budget contains budgeted surplus (fund balance) from the June 30, 2015 audit of \$34,431, and that the general fund tax levy include \$10,421 of Banked Cap, which will be utilized to support school security improvement projects to be completed in FY 2016-2017.

BE IT FURTHER RESOLVED that the Current Expense Operating Budget includes \$11,560 for maximum travel expenditures in accordance with NJ 6A:23A-7.1.

Business Resolution Items A, B, C, D, E, F, G,H,I:

| | |
|--------------------------------|-----------------------|
| Introduced by: Mrs. Aschenbach | Seconded by: Mr. Egan |
| Mrs. Aschenbach: Aye | Mr. Egan: Aye |
| Mrs.Jandoli Aye | Mr. Lombardy: Aye |
| Mr. Freda: Aye | |

Resolutions Carried

5. COMMITTEE REPORTS

Personnel Committee reported that they were present for the interview of SBA finalists.

Negotiations Committee reported on the status of negotiations with the FEA.

6. OLD BUSINESS

There is no old business at this time.

7. NEW BUSINESS

There is no new business at this time.

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

There were no public comments.

FAIRFIELD BOARD OF EDUCATION PAGE 7 MINUTES APRIL 26, 2016

9. NEXT MEETING:

Tuesday May 24, 2016 at 7:00 PM in the Library of Stevenson School.
The June meeting has been changed to Tuesday June 14, 2016 in the Library of Stevenson School.

10. ADJOURNMENT PUBLIC SESSION: 8:25PM

There being no further public business the public session was adjourned, so the Board could meet in Executive Session.

10. EXECUTIVE SESSION 8:30PM

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: Mrs. Aschenbach Seconded by: Mr. Lombardy Voice Vote: All Ayes

13. ADJOURNMENT: 10:20PM

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

Introduced by: Mrs. Jandoli Seconded by: Mr. Lombardy Voice Vote: All Ayes

Respectfully submitted,

Mr. Dan Saragnese
Interim Business Administrator/
Board Secretary

