

Fairfield Board Of Education  
Meeting Minutes  
 Tuesday, October 18, 2016 – 7:00 PM  
 Stevenson School - Library  
 15 Knoll Road, Fairfield, NJ 07004

*The meeting will be called to order at approximately 7:02 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.”

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

**ADMINISTRATION PRESENT:** Ms. Susan Ciccotelli, Superintendent of Schools, and  
 Ms. Yvonne Hellwig, Business Administrator

**PUBLIC & STAFF PRESENT:** Numerous Staff Members and 2 Members of the Public

**PUBLIC COMMENTS: AGENDA ITEMS ONLY**

None

**I. ENROLLMENT: October 14, 2016**

| Grade/School         | Total Students<br>6/2/16<br>(Spec. Ed. Incl.) | Total Students<br>10/11/16<br>(Spec. Ed. Incl.) |
|----------------------|---|---|
| Preschool D & I & MD | 32  | 37  |
| K – Stevenson        | 104   | 71  |
| 1 – Stevenson        | 77  | 110   |
| 2 – Stevenson        | 70  | 82  |
| 3 – Stevenson        | 87  | 73  |
| 4 – Churchill        | 97  | 87  |
| 5 – Churchill        | 91  | 102   |
| 6 – Churchill        | 100   | 94  |
| Total:               | 658   | 655   |
| Out of District 4    | #342, #366, #367, #412                        |   |

**II. PARCC Presentation**

A presentation of the PARCC scores from spring 2016 was presented by the administration and James Verrengia. Statistics and an interpretation of the scores was also presented by Principal Michael Trabucco and Principal Ray Santana.

**III. HIB INVESTIGATIONS, TRAININGS, AND PROGRAMS DATA: PERIOD #1  
EVVRS REPORT – PERIOD #2**

***BE IT RESOLVED,** that the Board of Education, upon the recommendation of the Superintendent, accept the HIB Investigations, Trainings, and Programs (HIB-ITP) Report and the Violence and Vandalism Report, which includes HIB incidents for Period #2 (January 1, 2016 through June 30, 2016). It is required that all Violence and Vandalism and Substance Abuse incidents be reported for 2015-2016 period #2 at a board meeting between the dates of 9/1/16 and 12/31/16. There were no EVVR incidents.*

*There were 5 HIB investigations at the Churchill School during reporting period #2 (1/1/16-6/30/16), which was reported at the monthly meetings. Two incidents met the 3 requirements to be considered bullying. Appropriate actions were taken in regard to all incidents.*

*District-Level Administration, Teachers, Aides, and office staff attended various Trainings in regard to Anti-Bullying. The Anti-Bullying Coordinator and Specialist attended additional trainings as required. School Climate and Culture Improvement meetings were also attended by staff and administration. GCN Training modules on Anti-Bullying are also required for all staff and substitutes. A list of these trainings is available upon request.*

**IV. PERSONNEL**

A. INSTRUCTIONAL

1. Employment

- a. **BE IT RESOLVED,** that the Board of Education approve Patrick Ahearn as Sixth Grade Math Teacher at BA+15, Step 4 on the current teachers' salary guide (pending completion of negotiations), effective retroactively to October 3, 2016. All required documentation is on file.
- b. **BE IT RESOLVED,** that the Board of Education approve Lori Seredvick as Fifth Grade Math Maternity Leave of Absence Replacement Teacher at BA, Step 1 on the current teachers' salary guide (pending completion of negotiations), effective retroactively from September 29, 2016 to February 1, 2017, pending receipt of all required documentation, including Criminal History Approval.

2. Teacher in Charge

**BE IT RESOLVED,** that the Board of Education, upon the recommendation of the Superintendent, approve Michael Cardillo as teacher in charge, at the current stipend, pending completion of negotiations for the 2016-2017 school year.

3. Yearbook Advisors

**BE IT RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent, approve Romina Casenta and Carly Crescibene as Churchill School yearbook co-advisors at a split stipend, per the Teachers' Contract, pending completion of negotiations, for the 2016-2017 school year.

4. Part-Time School Security Officer

**BE IT RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent, approves Mark Hayek as a part-time school security officer for 4 days per week @ 7 hours per day, not to exceed 28 hrs. per week, at a rate of \$23.00 per hour, effective November 1, 2016, pending receipt of all required documentation, including criminal history review approval.

**All Personnel Resolutions:**

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

Resolution Carried

B. SUBSTITUTES

**BE IT RESOLVED**, that the Fairfield Board of Education, upon the recommendation of the Superintendent, employs the following fully qualified substitutes, effective for the 2016-2017 school year, pending receipt of all required documentation, including Criminal History approval.

- Cheick Mbaye                      Teacher (County)
- Michael Araneo                  Employee Inst. Aide: Sub Teacher
- Adriana Diaz                      Employee Inst. Aide: Sub Teacher

**All Personnel Resolutions:**

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

Resolution Carried

**V. CURRICULUM/PROGRAM**

A. Highlights of Good News in Our Schools Report

## **FAIRFIELD BOARD OF EDUCATION AGENDA: OCTOBER 18, 2016: PAGE 4**

### Churchill School

- Students in all grades have selected their homeroom representatives for Student Council, and the 6<sup>th</sup> grade candidates are preparing speeches for the upcoming Student Council Elections for Executive Board.
- HEP students met with Mr. Santana to brainstorm ideas of how to improve the lines, PIN number and ordering for the lunchroom at Churchill School. The 5<sup>th</sup> Grade HEP students were excited, focused, and committed to improving many lunchroom opportunities. Mr. Santana encouraged and supported many of the ideas the students brought to the table. Students involved in this conference were Ananya Mirchandi, Alex Chen, Ethan Saccone, Gerardo Montone, Sam Bonsignore, Jose Duvia, Guiliana Spanarelli, and Alina Kolenovic. Students have come up with an on-line Google Form that parents and students can fill out at home and submit electronically. Additionally, they have been incorporating the vegetables they are harvesting from the Churchill Community Garden into the lunch program at Churchill
- On September 23rd, Churchill students participated in the Think Kindness assembly, and were challenged to be Kindness Ninjas, and perform 5,000 acts of kindness in 15 days. Additionally, they were challenged to collect 1,500 pairs of shoes for children in the United States and Africa so they may attend school. According to the presenter, Brian Williams, the children who are impacted are not allowed to attend school if they do not have shoes. Some families only have one pair, which they rotate amongst their children. Churchill Students have completed more than 6,000 acts of kindness and collected 1,500 pairs of shoes, so far. As an added incentive, the Municipal Alliance will hold a pizza party for our students if they reach their goals, as well as provide the funding to purchase Kindness Ninja tee-shirts for every student.
- Students at Churchill also participated in Fairfield Pride Fun Day with students from Stevenson School. Students participated in a full-scale evacuation of our building, walked over a mile, and returned to school in time for lunch. The evacuation drill was a joint effort amongst multiple community agencies, and was a rousing success. The information gleaned from the exercise will help to ensure the safety and well-being of our students should we ever need to perform such an evacuation for real circumstances. Students participated in activities to celebrate our first Fairfield Pride Day as well.
- Our 6th grade students and parents participated in an orientation for our 6th grade Chromebook initiative. Students and teachers have completely embraced the initiative, and are using the Chromebooks daily as part of their learning. Teachers have set up Google Classrooms to enhance their instruction and extended it beyond the normal school day.
- Morning drop-off has been changed at Churchill. Now parents are dropping off in the large lot near TD Bank, and buses are dropping off in front of the school. When buses arrive, students are immediately let off and enter the school through the side gym entrance to sit on the bleachers. Staff is present to oversee the students in the gym, as

## **FAIRFIELD BOARD OF EDUCATION AGENDA: OCTOBER 18, 2016: PAGE 5**

well as off the bus. Parents line up in the large parking lot along the curb. When the 8:40am bell rings, students leave their cars and enter through the ramped entrance nearest the old gym. This seems to have improved the efficiency of our morning drop-off procedures and helped to eliminate back-ups onto Fairfield Road. Afternoon drop-off has not changed.

### Stevenson School

- As we continue with our author study we are now starting *Because of Winn Dixie* and the students are very EXCITED! There is no doubt the students will have a clear understanding of how to read a novel for the love of reading!
- Kindergarten students enjoyed a visit from the Fairfield Fire Department! In honor of Fire Prevention Month, the kindergarten classes are learning how to prevent fires and what to do if there is a fire. Firefighter Bill, Firefighter Joe, Firefighter Anthony, and Firefighter Kevin came to Stevenson School with their gear and the big ladder truck. The students were excited to learn about fire safety and to sit in the fire truck. They were amazed to see some of the teachers step into the bucket of the ladder truck and go 100 feet up in the air! The children really appreciate our firefighters!!
- First Grade classes went on their first class trip this year to the Fairfield Public Library. Here they were able to see where they can locate certain genres in the Children Section of the Library. They were given a library card to fill out at home so they could check out books at a later time. This trip aligned to our lessons in Language Arts in which we talked about genres and created different covers for each. Along with that they were even asked to use technology to find a picture that went with their Expository book cover.
- Second grade students prepared for BTSN by completing "all about me" projects that were displayed in our classrooms. We studied communities in Social Studies and completed a community brochure project to wrap up our theme. Mrs. Perrone
- helped by incorporating technology to research the different communities. We completed our first chapter book in our Ready Gen reading program.
- Third Graders are off to a wonderful start! Our first unit in Language Arts is a friendship unit and we have just completed our first novel; *The Miraculous Journey of Edward Tulane* by Kate DeCamillo. Read aloud; think aloud, discussions, questions, jotting and journal entries were all part of the student's first experience with reading novels.
- Walk down the red hallway and see our culmination projects where students studied the sketched illustrations in the novel and connected them to sequencing of events, internal and external character traits, feelings and emotions presented in the novel and journal entries which portray the point of view of several characters.

**FAIRFIELD BOARD OF EDUCATION AGENDA: OCTOBER 18, 2016: PAGE 6**

**B. UNIFORM MEMORANDUM OF AGREEMENT**

**BE IT RESOLVED**, that the Board of Education, adopt the Uniform Memorandum of Agreement between Education and Law Enforcement Officials, as is required annually. All policies and procedures previously adopted and implemented remain consistent with the State Memorandum of Agreement revision approved by the Attorney General and the Commissioner of Education in December 2007, and updated annually, the most recent changes made in January 2016.

**C. QSAC STATEMENT OF ASSURANCE SUBMISSION**

**BE IT RESOLVED**, that the Fairfield Board of Education, upon the recommendation of the Superintendent, approve submission of the 2016-2017 QSAC Statement of Assurance to the State, as is required annually.

**D. JOB DESCRIPTION: PART-TIME SECURITY OFFICER**

**BE IT RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent, approve the job description for a Part-Time School Safety Officer, effective for the 2016-2017 School Year.

**E. Professional Development Workshops**

**BE IT RESOLVED**, 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 workshop and submission of the travel report.

| Staff         | Workshop              | Date             | Place        | Registration |
|---------------|-----------------------|------------------|--------------|--------------|
| Gualtieri, D. | NJ Science Convention | October 26, 2016 | Princeton    | \$190        |
| Verrengia, J  | PAARC Training        | November 4, 2016 | East Windsor | \$199        |

**All Program/Curriculum Resolutions:**

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

Resolution Carried

**VI. POLICY**

A. Abolishment of Policy and Regulation # 3244

**BE IT RESOLVED**, that the Fairfield Board of Education, upon the recommendation of the Superintendent, approve to abolish Policy and Regulation #3244, In-Service Training, as per Strauss Esmay Alert #209.

B. First Reading Approval

**BE IT RESOLVED**, that the Fairfield Board of Education, upon the recommendation of the Superintendent, approve the first reading of the following policies and regulations mandated by the State. These policies have been reviewed by the Policy Committee.

|            |   |           |
|------------|---|-----------|
| P 1220     | Employment of Chief School Adm. (Mandated)  | Revised   |
| P 1310     | Employment of School Business Adm./Board Secretary  | Revised   |
| P 2414     | Programs and Services for Students in High Poverty and in High Need School Districts (Mandated) | Revised   |
| P 3111     | Creating Positions  | Revised   |
| P 3124     | Employment Contract   | Revised   |
| P 3125     | Employment of Teaching Staff Members (Mandated)   | Revised   |
| P 3125.2   | Employment of Substitute Teachers   | Revised   |
| P&R 3126   | District Mentoring Program  | Revised   |
| P 3159     | Teaching Staff Member/School District Reporting Responsibilities                                | Revised   |
| P 3231     | Outside Employment as Athletic Coach  | Revised   |
| P & R3240  | Professional Development for Teachers and School Leaders (Mandated)                             | Revised   |
| P & R 3244 | In-Service Training (Mandated)  | Abolished |
| P 4159     | Support Staff Member/School District Reporting Responsibilities.                                | Revised   |
| P 5305     | Health Services Personnel   | Revised   |
| P 5330     | Administration of Medication (Mandated)   | Revised   |
| P 5339     | Screening for Dyslexia (Mandated)   | Revised   |
| P & R 5350 | Student Suicide Prevention  | Revised   |
| P 7481     | Unmanned Aircraft Systems ( <b>Not</b> mandated)  | New       |
| P & R 8441 | Care of Injured Persons (Mandated)  | Revised   |
| P & R 8630 | Bus Procedures/Responsibilities (Mandated)  | Revised   |
| P 9541     | Student Teachers/Interns  | Revised   |

**Policy Resolutions:**

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

Resolution Carried

**VII. FINANCE**

Routine and recurring Monthly Business Items A through D

A. **BE IT RESOLVED**, that the following Minutes be approved:

September 19, 2016                      Public and Executive Sessions

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

|           |                     |               |
|-----------|---------------------|---------------|
| B&C List: | Sept20-Oct 17, 2016 | \$ 1,902.66   |
| B&C List  | October 18, 2016    | \$ 172,796.47 |
| Payroll:  | September 9, 2016   | \$343,204.39  |
| Payroll:  | September 30, 2016  | \$344,637.83  |

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

D. **BE IT RESOLVED**, “to approve the following Building Use Applications:”

|                        |                               |
|------------------------|-------------------------------|
| Fairfield Recreation   | Thursdays 9-15-16 to 11-17-16 |
| Churchill Field        | 330pm-430pm                   |
| Cheer Practice B Squad | Weather Permitting            |

|                        |                              |
|------------------------|------------------------------|
| Recreation             | Tuesdays 9-13-16 to 11-15-16 |
| Stevenson Gym          | 515pm-615pm                  |
| Cheer Practice C Squad |                              |

|                      |                                     |
|----------------------|-------------------------------------|
| Fairfield Recreation | Third Thursday of Month (Oct-April) |
| Stevenson Cafeteria  | 7pm-830pm                           |
| Cub Scout Meetings   |                                     |

|                  |                           |
|------------------|---------------------------|
| Recreation       | Fridays 9-30-16 to 5-5-17 |
| Stevenson Gym    | 7pm-830pm                 |
| Men’s Basketball |                           |

|                        |                     |
|------------------------|---------------------|
| Fairfield Recreation   | Tuesday November 15 |
| Stevenson Computer Lab | 430pm-730pm         |
| Concussion Screening   |                     |



**Finance Items A, B & C:**

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

Resolution Carried

**VIII RECOMMENDATIONS**

- 1.** **BE IT RESOLVED**, that the Fairfield Board of Education, upon the recommendation of the Superintendent, approve a contract with the Northern Regional Educational Services Commission to provide the Fairfield Board of Education with a Part-time Financial Intern beginning October 19, 2016 through April 19, 2017 at no cost to the District and not to exceed 29 per week
- 2.** **BE IT RESOLVED**, that the Fairfield Board of Education, upon the recommendation of the Superintendent, accept the School Bus Emergency Evacuation Drill Reports dated September 23, 2016 for the Stevenson School and September 28, 2016 for the Churchill School as per New Jersey Administrative Code N.J.A.C. 6A:27-11.2.

**A. Donations**

- 1.** **BE IT RESOLVED**, that the Fairfield Board of Education, upon the recommendation of the Superintendent, wishes to acknowledge and accept, with much gratitude, the gift of a violin donated to the Churchill School by Ms. LouAnn LoBasso of Fairfield, New Jersey.
- 2.** **BE IT RESOLVED**, that the Fairfield Board of Education, upon the recommendation of the Superintendent, wishes to acknowledge and accept, with much gratitude, the gift of a student model clarinet donated to the Churchill School by Mr. Joseph Westenberger of Boonton, New Jersey.

**B. Recognition**

The Fairfield Board of Education would like to recognize and congratulate two of our own teachers. Ms. Jaime Chavkin, Stevenson School and Mr. James Verrengia, Churchill School as the recipients of the **2016-2017 NJEA Frederick L. Hipp Foundation for Excellence Grant** for their project: **“Grow, Eat, Learn II: A School Garden Project”**. The award ceremony will be held on November 11, 2016 at the Atlantic City Convention Center.

**Finance Resolutions:**

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

Resolution Carried

**IX. COMMITTEE REPORTS**

The Curriculum and Policy Committee met to go over notes.

**X. OLD BUSINESS**

None

**XI. NEW BUSINESS**

None

**XII. PUBLIC COMMENT II ON: NON-AGENDA ITEMS**

None

**XIII. NEXT MEETING**

Tuesday, November 15, 2016 at 7:00 PM in the Library of Stevenson School.

**XIV. EXECUTIVE SESSION - Action will be taken**

**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 |
| Mrs. Aschenbach | Aye             | Mr. Egan     | Aye          |
| Mr. Lombardy    | Aye             | Mrs. Jandoli | Aye          |
| Mr. Freda       | Aye             |              |              |

Resolution Carried

**FAIRFIELD BOARD OF EDUCATION AGENDA: OCTOBER 18, 2016: PAGE 11**

XV. **ADJOURNMENT** (Voice Vote)

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

Motioned by: Mrs. Aschenbach

Seconded by: Mr. Lombardy

Respectfully submitted,

Yvonne Hellwig  
School Business Administrator  
/Board Secretary