

Fairfield Board of Education  
Meeting Minutes  
Tuesday, September 24, 2019 at 8:00 P.M.  
Stevenson School - Library  
15 Knoll Road, Fairfield, NJ 07004

**Attachment C**

I. OPEN MEETING –PUBLIC NOTICE OF MEETING

Mr. Freda, President, presided and voice the call to order at 8:01 p.m. 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.”

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

**BOARD MEMBERS PRESENT:** Mr. Brian Egan , Mr. Michael Sapienza,  
Mr. Jeffrey Didyk, and Mr. Pat Freda,  
President

**BOARD MEMBERS ABSENT:** Ms. Andrea Jandoli

**ADMINISTRATORS PRESENT:** Ms. Susan Ciccotelli, Superintendent of  
School and Ms. Lyanna Rios, Business  
Administrator/Board Secretary

II. PUBLIC COMMENT ON: *AGENDA ITEMS ONLY*

Agnieszka Golioto asked about Item VI. Personnel B. 3 Job Description Approvals and the incident involving transportation at the beginning of the school year.

Ms. Rios explained that the job description changes being recommended are to better address transportation going forward. Ms. Rios also explained that a statement regarding transportation will be read later on.

III. BOARD OF EDUCATION AND DISTRICT GOALS

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following Board and District Goals for the years 2019-2021:

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Board of Education Goals

- Create and implement a community relations program in an effort to discuss facility needs for a referendum.
- Implement an action plan for any potential outcome of the referendum vote.
- Actively plan for growth and investigate sources for funding.
- To assist in the efforts in ensuring an audit clear without recommendations.
- Participate in professional development to improve best practices in school board governance.

District Goals

- Investigate and prepare a plan for a potential increase in student enrollment.
- Improve Student Achievement by actively engaging students in their learning and build students’ ability to think critically to problem solve and create independently.
- Improve mental health supports for students by expanding the Social Emotional Learning and Mental Health program.
- Foster positive and collaborative relationships with all staff to maintain effective communication by soliciting regular feedback from employee groups.
- Continue to strengthen our relationship with the Town, and promote opportunities for cost-sharing and coordination of services.

IV. ENROLLMENT: September 17, 2019

Grade/School	Total Students 8/23/19	Total Students 9/20/2019	
Preschool	32	35	+3
S.E. Home Program	1	1	0
K – Stevenson	98	98	0
1 – Stevenson	92	92	0
2 – Stevenson	88	89	+1
3 – Stevenson	83	81	-2
4 – Churchill	113	113	0
5 – Churchill	92	95	+3
6 – Churchill	82	81	-1
Total:	681	684	+3

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V. PERSONNEL

A. Instructional

1. Advisor Approvals 2019-2020

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following club advisors for the 2019-2020 school year at the stipend per contract, for a minimum of 15 sessions per year. Split positions will divide stipend evenly.

Club	Churchill	Stevenson
Art Club/Mural (2 per school)	Farrell, T. Maynard, T.	Farrell, T. Booth, J.
Coding/Computer Technology (1@C)	Verrengia, J.	N/A
Communications Media/Facebook (1@C, 2@S)	Verrengia, J.	Goldsmith, A. Messina, N.
Drama Director (1@C)	Santalla, E.Co-A Guerriero, A.Co-A	N/A
Drama Music Director (1@C)	Boomer, G.	N/A
Garden (1@C)	Chavkin, J.	N/A
Homework K-3 (4@S) Homework 4-6 (2@C)	Colon, D. MacIntosh, L.	Mayer, V. Barra, L. Lizza, D. Fasulo, A.
Jazz Café (1@C)	Cardillo, M.	N/A
Student Council (1 per school)	MacIntosh, L.	Sarna, J. Co-A Zincone, M. Co-A
Writing (1@C)	Rhodes, J.	N/A
Yearbook (1@C)	Malinowski, D.	N/A

2. Detention Supervisor

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Michael Cardillo as Detention Supervisor, effective for the 2019-2020 school year, at the hourly rate for student contact, per contract, on an as needed basis.

3. Home Instructors

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Lisa MacIntosh, Joanne Rhodes, Danielle Malinowski, and Jaime Chavkin as home instructors, effective for the

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2019-2020 school year, at the hourly rate for student contact, per contract, on an as needed basis.

4. Disability Leave of Absence

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves employee #100815 for a period of disability leave from September 3, 2019 through October 15, 2019, without pay, return pending doctor's approval.

B. Non-Instructional

1. Resignation

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the letter of resignation from Lauren Nolan, paraprofessional, effective September 27, 2019 with regrets, best wishes, and appreciation for her service to the students of Fairfield.

2. Hourly Rate Correction

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Nancy Amoresano and JoLynn Matos an hourly rate correction from \$15.00 to \$15.48 per hour for the 2019-2020 school year, as per contract.

3. Job Description Approvals

**Attachment A1 & A2**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following revised job descriptions, effective for the 2019-2020 school year:

- Payroll and Stevenson Transportation Clerk
- Accounts Payable and Churchill Transportation Clerk

C. Administration

Contract Approval

BE IT RESOLVED that the Fairfield Board of Education approves the employment contract for Susan Ciccotelli, Superintendent of Schools, from July 19, 2019 through June 30, 2024, as approved by the Essex County Superintendent of Schools.

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D. Substitutes

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Louise DeMichele and Nicole Sudol as fully qualified Teacher/Aide substitutes, effective for the 2019-2020 school year, pending receipt of all required documentation.

Mr. Egan asked that Items III be voted on separately.

**Personnel Recommendations III:**

<b>Introduced by: Mr. Didyk</b>	<b>Seconded by: Dr. Sapienza</b>
Mr. Egan Nay	Mr. Sapienza Aye
Mr. Didyk Aye	Mr. Freda Aye
Motion Carries	

**Personnel Recommendations IV & V:**

<b>Introduced by: Mr. Didyk</b>	<b>Seconded by: Dr. Sapienza</b>
Mr. Egan Aye	Mr. Sapienza Aye
Mr. Didyk Aye	Mr. Freda Aye
Motion Carries	

VI. CURRICULUM/PROGRAM

A. Workshop Approvals

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves attendance at the following workshops and also approves the reimbursement of registration and/or mileage, expenses, which are to be reimbursed pending completion of the workshops and submission of the travel reports. \*Lodging and meals included, if applicable.

Attendee	Workshop	Date	Cost*
Singh, J.	CBT Training and Certif.	Online	\$399.99 IDEA
Chavkin, J.	CMP 3 – Year 2	11/4/2019	\$160 IDEA
Messina, N.	Dyslexia Workshop	1/9/2020	\$279 IDEA
Fazzini, A.	Speech Language Conf.	12/5 & 12/6/2019	\$479 IDEA
Messina, N..	Wilson Level 1	9/24 & 9/26/2019	\$2,600 IDEA
Dewland, M.	CMP 3 – Year 2	11/4/2019	\$160
Santana, R.	NJ PSA/FEA Fall Conf.	10/17/2019	\$292
Verrengia J.	NJSLS Ratio/proportions	10/23/19	\$160

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Attendee	Workshop	Date	Cost*
Porcino, J. Rios, L. Ciccotelli, S. Jandoli, A. Freda, P.	NJ School Boards Convention Atlantic City	10/21-24, 2019	\$550 per Attendee
Gualtieri, D.	NJ Science Convention	10/22/2019	\$180

**B. Good News**

Churchill School

- Fourth grade students have made a smooth transition to Churchill School. During the first few days, they have become familiar with the procedures and expectations. "Back to School Night" was a very positive experience. Many parents left that evening feeling confident that this school year is going to be very successful. The fourth grade students have started using the new math program to enhance their educational experiences. All of the fourth grade teachers are excited to start a new school year and are looking forward to having another great learning and teaching experience at Churchill Elementary School.
- Fifth grade students are adjusting easily to the 6-day rotation schedule. They love having consistent specials with a variety of students from different classes.
- Sixth grade students have acclimated to our new schedule. Their parents got a true idea of what it takes to follow the schedule on Back to School Night. They were quite impressed by what their children do each day.
- Students in STEAM classes, grades 4 through 6, have begun learning about what is involved in Engineering, such as the Engineer Design Loop, Patents, Copyrights and creating their very own newspaper shoes. Students in Churchill School have built, designed and are show casing their products in Google Suite. They are having fun while using all curricula areas; and they are doing an AMAZING job!!

Stevenson School

- Students in kindergarten are off to a great start. They are making new friends and learning classroom routines. They have enjoyed reading a variety of books and have started learning numbers and lowercase letters. Students had a terrific time drinking iced tea and eating cookies at Tiger's Tea Party, where they dressed up in fancy clothes to celebrate learning our first letter, T, and its sound.

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- Our first grade students have begun learning their new first grade routines, which teach independence. The students are also enjoying playing on the big playground during recess and getting to move their bodies during zero period. If you look in the hallways by the first grade classrooms, you will see all their smiling faces in projects they created for Back to School Night.
- Second Grade has been very busy! Students are learning their new routines within the classroom, as well as the rotating schedule. In order to get to know each other better, students created a collage all about themselves. Many included individual and family pictures, as well as their hobbies and favorite people, places and things. We have enjoyed learning about one another!
- Third graders are excited to be back. Throughout the first couple of weeks of school, students met their new teachers, learned brand new routines, started a new math program, and began reading The Miraculous Journey of Edward Tulane. Third grade students learned about the heroes of 9/11 and wrote letters to thank the heroes for their service on that day and all other days. Third graders understand that some jobs require workers to put their lives on the line for the safety and protection of civilians. The third graders are thrilled for the year to come!

**Curriculum/Program Recommendations:**

**Introduced by: Mr. Egan**

Mr. Egan Aye

Mr. Didyk Aye

**Seconded by: Mr. Didyk**

Dr. Sapienza Aye

Mr. Freda Aye

Motion Carries

**VII. BUSINESS/FINANCE OFFICE RESOLUTIONS**

**A. Minutes Approval**

**Attachment B**

BE IT RESOLVED that the Fairfield Board of Education approves the attached minutes from the August 27, 2019 Public & Executive Sessions.

**B. Bills/Claims/Payrolls**

**Attachment C**

BE IT RESOLVED that the Fairfield Board of Education approves the following Bills and Claims List, and Payroll:

Bills and Claims List	\$372,481.10
August 30, 2019 Payroll	\$68,671.98
September 6, 2019 Payroll	\$365,575.55

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C. 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 August 1, 2019 through August 31, 2019.

I hereby certify that for the period of August 2019 no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23-16.10(a).



Lyanna Rios  
Business Administrator/Board Secretary

Pursuant to N.J.A.C. 6A:23A-16.10(c)(4), the Fairfield Board of Education hereby certifies that as of August 31, 2019 after review of the Secretary's monthly financial report for August 2019 (appropriations section), and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10(a) and those sufficient funds are available to meet the district's financial obligations.

D. Building Use Applications

BE IT RESOLVED that the Fairfield Board of Education approves the following building use applications:

Organization Group/Location/Purpose	Date and Time Slot
Fairfield Recreation: Churchill Small Gym for Cheer Practice	Wednesdays, Sept 11 - Nov 13, 2019 3:30 pm - 4:30 pm
Fairfield Recreation: Churchill Small Gym for Cheer Practice	Thursdays, Sept 19 - Nov 14, 2019 3:30 pm - 5:00 pm
Fairfield Recreation: Stevenson Gym for Cheer Practice	Wednesdays, Sept 18 - Oct 30, 2019 3:30 pm - 4:30 pm
Hustle Baseball Academy: Stevenson Baseball Field 60/90 for Baseball Practice	Mon - Thurs, Sept 3 - Oct 10, 2019 5:30 pm - 7:00 pm



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E. Gift to the District

BE IT RESOLVED that the Fairfield Board of Education appreciatively accepts the gift of 408 675, 27 oz. Flip Top Foldable Water Bottles with Carabiner from Robert Kelly with Kyocera Document Solutions America, Inc. in Fairfield, New Jersey and Corporate Imaging Concepts, LLC in Northbrook, Illinois.

F. Tiny Treasures 2019-2020 Lease Agreement

**Attachment D**

BE IT RESOLVED that the Fairfield Board of Education approves the attached lease agreement with Tiny Treasures Extended School Day for the 2019-2020 school year.

G. Bus Emergency Drills

BE IT RESOLVED that the listed School Bus Emergency Evacuation Drills for the Fairfield Schools were held in accordance with N.J.A.C. 6a:27-11.2:

- Stevenson School held their drill on September 13, 2019 for routes 1-7 in the front of the school at 8:40 AM. All routes were evacuated and supervised by Dr. Trabucco.
- Churchill School held their drill on September 16, 2019 for routes 8-13 at the bus drop off in front of the school at 8:25 AM. All routes were evacuated and supervised by Mr. Santana.

**Business/Finance Office Resolutions Items A-G**

**Introduced by: Mr. Egan**

Mr. Egan Aye

Mr. Didyk Aye

**Seconded by: Dr. Sapienza**

Mr. Sapienza Aye

Mr. Freda Aye

Motion Carries

VIII. OLD BUSINESS

Ms. Rios read the following statement with regards to transportation:

On the morning of Thursday, August 29th it was discovered that the District was provided incorrect information from Essex Regional Services Commission with regards to some of the pick up/drop off times of students. The first file that was provided by Essex Regional Services Commission was checked however it did not include pick up/drop off time. A second file was provided with the pick up/drop off time, unfortunately, this file was not checked prior to being uploaded into Genesis. Despite the district being closed for the next few days our transportation coordinator work diligently

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over the weekend to ensure that the pick up/drop off times were corrected in Genesis by Wed Sept 4th.

On Wed Sept 4th the district conducted a second dry run since West Essex was in session we felt would give us a more accurate idea of bus arrivals & any potential delays resulting from the New Dutch Lane Closure. This resulted in last minute changes to routes that were not shared with some of the drivers the very next morning which was the first day school was in session. This was addressed with Kevin from STA.

Every year as parents receive the alerts of their child's bus information being available in Genesis, the business office begins receiving emails & phone calls from parents requesting changes to stops, making last minute address changes and/or requesting transportation that was not originally requested.

Requests like this require additional last minute revisions to routes which we have been addressing since the beginning of school. While we do not accommodate all requests for changes some changes are necessary.

Some of the steps taken to address parent concerns:

1. The arrival/departure of buses were timed to ensure children arrive on time. If a bus was not arriving on time then routes were reviewed & modified. (ST Bus # 6)
2. A 24 passenger bus was avail on Fri Sept 6 to transport any overflow of children transported from CH to Tiny Treasures in Stevenson (CH 12 PM)
3. Teachers & drivers have been checking student rosters while children are boarding to ensure that children are getting on the correct bus.
4. We are proposing to the board a change in two job descriptions, which will allow us to have 2 staff members assist with district transportation, one will be assigned to Stevenson & the other to Churchill.
5. For the 20-21 SY the district will finalize routes & conduct our dry runs by Aug 1st. Parents will be notified of bus routes by Aug 15th. During the period of Aug 15<sup>th</sup> and Sept 1 we will address parent concerns and make any necessary changes that present a safety concern. No other changes will be reviewed until after October 1, unless they are determined to be a safety concern. This will allow the drivers to familiarize themselves with the children & their routes before changes are made.

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6. On a regular basis the district receives last minute phone calls right up until dismissal time some of these calls include:
  - a. Parent notifying of early pick up
  - b. “Can Joe Doe (who normally rides bus 8) ride with John Doe on Bus 9 today?”
  - c. “Can Jane Doe go to Tiny Treasures (bus 12) instead of home (bus 12) today?”

These calls not only alter bus routes but pose a security concern for the district. To address effective Oct 1 the district will no longer be accepting phone calls. A note/email must be sent to the school’s Principal and Secretary prior to 12pm. The school secretary will then provide this information to the Transportation Dept.

7. The district will no longer reserve 2 bus seats per route for students who attend Tiny Treasures. Students will be assigned 1 AM and 1 PM bus route. The alternating of drop off between home and tiny treasures on certain days also imposes last minute route changes that can be confusing for the drivers and become difficult to track.

**IX. NEW BUSINESS**

None

**X. COMMITTEE REPORTS**

None

**XI. PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY**

Agnieszka Golioto asked about the new Math program, Ms. Ciccotelli explained that the district is now aligned with the standards for grades 3-5.

Ms. Golioto also asked if Mr. Cardillo stipend on section VI. A. B was new? Ms. Ciccotelli explained that this was not a new stipend.

Lastly, Ms. Golioto asked about last year test results. Ms. Ciccotelli explained that these results will be available this week.

Ms. Golioto and Ms. Hanlon inquired about transportation and changes being proposed. Ms. Rios provided clarification on the changes being proposed and how the job description changes will address these concerns.

**XII. NEXT MEETING**

BE IT RESOLVED that the next meeting will be held on October 15, 2019 at 7:30 PM in the Stevenson School Library.

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**XIII. 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: Dr. Sapienza      Seconded by: Mr. Egan**

Mr. Egan Aye                      Mr. Sapienza Aye

Mr. Didyk Aye                    Mr. Freda Aye

Motion Carries

**XIV. ADJOURNMENT**

There being no further business before the Board, the meeting adjourned at 8:37 pm.

**Introduced by: Mr. Egan      Seconded by: Dr. Sapienza**

Mr. Egan Aye                      Mr. Sapienza Aye

Mr. Didyk Aye                    Mr. Freda Aye

Motion Carries