

**FAIRFIELD BOARD OF EDUCATION**

**Public Work Session**

Meeting Agenda

Thursday, August 15, 2024 at 6:00 PM at the Fairfield Municipal Building

MR. ANTHONY DEPASCALE, BOARD PRESIDENT, CALLED THE ROLL AT 6:00 PM:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Ms. Andrea Bellise-Jandoli		Ms. Angela Altaai	
Mr. Joseph Fede		Mr. Anthony DePascale	
Ms. Melinda Street			

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
Mr. Ryan Gupta	Superintendent of Schools	
Mrs. Kathleen Marano	Interim Business Administrator/Board Secretary	

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

**I. RECOMMENDATION TO MOVE TO EXECUTIVE SESSION**

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;

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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.

Introduced by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Time: \_\_\_\_\_

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

Introduced by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Time: \_\_\_\_\_

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**ADJOURNMENT**

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

Introduced by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Time: \_\_\_\_\_

**ROLL CALL**

Ms. Bellise-Jandoli \_\_\_\_\_ Mr. Fede \_\_\_\_\_ Ms. Street \_\_\_\_\_ Ms. Altaai \_\_\_\_\_ Mr. DePascale \_\_\_\_\_

**FAIRFIELD BOARD OF EDUCATION**

**Meeting Agenda**

Thursday, August 15, 2024

7:30 PM at the Fairfield Municipal Building

(Access livestream at [www.fpsk6.org](http://www.fpsk6.org) at 7:30 PM. Also available on Channel 34)

**I. OPEN MEETING –PUBLIC NOTICE OF MEETING**

MR. ANTHONY DEPASCALE, BOARD PRESIDENT, CALLED THE ROLL AT 7:30 PM:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Ms. Andrea Bellise-Jandoli		Ms. Angela Altaai	
Mr. Joseph Fede		Mr. Anthony DePascale	
Ms. Melinda Street			

*The Board will reconvene from Executive Session and Mr. Anthony DePascale, 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 Herald News and The Progress.

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

ADMINISTRATION	POSITION	ATTENDANCE
Mr. Ryan Gupta	Superintendent of Schools	
Mrs. Kathleen Marano	Interim 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 Board President.*
- 2. Each person who wishes to make a statement must state their name and address for the record.*
- 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.*

**REVIEW OF THE 2022-2023 HIB DISTRICT AND SCHOOL GRADE REPORT:** Our school district has conscientiously implemented the requirements found in the Anti-Bullying Bill of Rights Act. A review of the report can be found through a link on the district website.

### III. ENROLLMENT

Grade	Students 6/7/2024	Students 8/9//2024
Preschool Inclusive	17	21
Preschool Disabilities	17	8
Kindergarten	92	94
First	96	95
Second	99	96
Third	84	103
Fourth	108	84
Fifth	108	108
Sixth	86	110
<b>Out-of-District</b>	<b>2</b>	<b>1</b>
<b>Total</b>	<b>710</b>	<b>720</b>

### IV. PERSONNEL

#### A. Certificated Staff

##### 1. Employment

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of the following staff members, for the 2024-2025 school year, pending receipt of mandatory paperwork:

Name	Location/ Position	Tenure Track or Leave Replacement	Replacing or New Position	Step	Salary/ Hourly Rate	Effective Date(s) on or about:
Emily Lay	Churchill/ Teacher of Grade 3	Leave Replacement	Marisa Caradimitropoulo	B.A./ Step 2	*\$55,844	08/29/2024
Brianna McKernan	District/ Teacher of Art	Tenure Track	Adam Bonfiglio	B.A.+30/ Step 2	*\$57,844	08/29/2024
Hana Onove	Churchill/ Special Education Teacher	Tenure Track	Sandra Rivera	B.A./ Step 9	*\$60,084	08/29/2024

\*pending contract negotiations

##### 2. Approval of New Jersey Learning Acceleration Grant Tutor and Position

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the position and Nichole Pineault Usinowicz as a tutor paid through the New Jersey Learning Acceleration Grant Funding.

3. Movement on Salary Guide

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves movement on the teachers' guide for Danielle Malinowski from B.A. to B.A. +15 effective September 1, 2024.

4. Approval of Building Assignment Changes

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the listed building changes for the following staff for the 2024-2025 school year:

<u>Staff</u>	<u>From</u>	<u>To</u>	<u>Assignment</u>
Puglisi, Gina	Stevenson	Churchill	RR/ICS Co-Teacher
Thompson, Tina	Stevenson	District	STEAM/Interventionist
Vince-Cruz, Caroline	Churchill	District	Special Ed/Interventionist

5. Approval of Stipends for Room/Location Changes

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves a stipend of \$140 for each of the listed room/location changes for the following staff for the 2024-2025 school year:

Ashinsky, Jennifer	DeMarco, Matthew	Salter, Laurie
Bargiel, Dina	Kelly, Andrea	Singh, Jennifer
Bohr, Kaitlynn	Kohlberg, Jodie	Smith, Rebecca
Bowers, Lisa	Nazarian, Dorian	Thompson, Tina
Breznak, Colleen	Patel, Sonal	Pineault (Usinowicz), Nichole
Chavkin, Jaime	Prall, Catherine	Vince-Cruz, Caroline
Colon, Daniela	Puglisi, Gina	Zigouras, Alexandra

B. Non-Certificated Staff

1. Resignation

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts a letter of resignation from Kimberly Straface effective August 8, 2024 with regrets, best wishes and appreciation for her service to the Fairfield School District. Mrs. Straface will be added to our substitute list for the 2024-2025 school year.

C. Substitutes

1. Employees to Serve as Substitutes

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following employees to also serve as substitutes in the areas specified below, as needed, effective for the 2024-2025 school year:

<b><u>Employee/Sub</u></b>	<b><u>Substitute as:</u></b>	<b><u>Employee/Sub</u></b>	<b><u>Substitute as:</u></b>
Blum, Sharyn	Teacher	DeStefano, Daniella	Teacher
Carroll, Lisa	Teacher	Oliva, Porzia	Paraprofessional
Cielo, Karen	Paraprofessional, Sec.	Ortiz, Kristin	Teacher
Convertino, Daniela	Teacher	Rodriguez, Milagros	Paraprofessional
Curving, Patricia	Paraprofessional, Sec.	Schubach, Rita	Paraprofessional, Sec.

**2. Existing Substitutes Reapproval**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reapproves the following fully-qualified teacher, aide and secretarial substitutes for the 2024-2025 school year. All documentation is on file.

<b><u>Substitutes</u></b>	<b><u>Position (s)</u></b>		<b><u>Substitutes</u></b>	<b><u>Position (s)</u></b>
Apriceno, Valerie	Teacher, Aide, Sec.		Mahmoud, Yasmine	Teacher, Aide
Bonapace, Ingrid	Teacher, Aide		Marino, Joanne	Teacher
Bono, Josephine	Teacher		Massaro, Nicole	Teacher, Aide
Butler, Carmela	Aide		Mazzeo, Alexandra	Teacher, Aide, Sec.
Carmagnola, Laurie	Teacher, Aide		Millstein, Brianna	Teacher, Aide
Cielo, Rick	Teacher		Prestifilippo, Christa	Teacher, Aide, Sec.
Cole, Dana	Teacher, Aide		Rubinetti, Anthony	Teacher, Aide
Coyle, Lillian	Teacher, Aide		Santana, Olivia	Teacher, Aide, Sec.
Dias, Judith	Teacher, Aide		Schlachter, Lara	Teacher, Aide
Freda, Kevin	Teacher, Aide		Stolarz, Jonathan	Teacher, Aide
Healy, Micaela	Aide		Straface, Kimberly	Aide
Lepinsky, Rosalie	Teacher, Sec.		Tuttle, Linda	Teacher, Aide, Sec.
Lieberman, Avery	Teacher		Volltrauer, Kaylin	Teacher, Aide
Litz, Renee	Teacher, Aide			

**Personnel Recommendations:**

**Introduced by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Discussion:** \_\_\_\_\_

**ROLL CALL**

Ms. Bellise-Jandoli \_\_\_\_\_ Mr. Fede \_\_\_\_\_ Ms. Street \_\_\_\_\_ Ms. Altaai \_\_\_\_\_ Mr. DePascale \_\_\_\_\_

**V. CURRICULUM/PROGRAM**

**A. Curriculum Approval**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Mathematics and Language Arts Curriculum, which reflects the latest NJSLs requirements.

**B. Curriculum Approval**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Preschool Curriculum for the 2024-2025 school year. After review it was determined no changes were required.

**C. SSDS Investigations/HIB Report for 2023-2024 Period #2**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the Student Safety Data System (SSDS) Investigations Report and the HIB Trainings and Programs Report, for Period #2: January 1, 2024 through June 30, 2024 for the 2023-2024 school year.

**D. District Mentoring Plan and Statement of Assurance**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the revised Mentoring Plan for the 2024-2025 school year and submission of the Statement of Assurance through the Provisional Teacher application as required by the County by September 1, 2024.

**E. District Professional Development Plan and Statement of Assurance**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the 2024-2025 District Professional Development Plan and also approves submission of the Statement of Assurance to the County Office by the September 1, 2024 deadline.

**F. 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 2024-2025 school year and approves the annual submission to the County Office of Education.

**G. Manual/Handbook Annual Approvals**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the annual approval of the following manuals/handbooks for the 2024-2025 school year:

Parent/Student Handbook
Safety and Security Plan
Staff Manual
Transportation Handbook
Behavioral Threat Assessment and Management Manual

**H. Field Trip Approvals**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Field Trip List for the 2024-2025 school year.

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### I. ESY Program (2024)

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following expenses for additional hours required for the Summer 2024 program:

<u>Staff</u>	<u>Hourly Rate</u>	<u>Total Hours</u>	<u>Not to Exceed</u>
Jennifer Ashinsky	\$61.85	14	\$866.00
Jennifer Singh	\$61.85	14	\$866.00
Alexandra Zigouras	\$61.85	14	\$866.00

### J. Club Position Approvals

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following club positions and stipends for the 2024-2025 school year, per current teachers' contract, for a minimum of 15 sessions per year. Split position stipends will be divided evenly.

<u>Club</u>	<u>Stipend*</u>
Stevenson News Club Grade 1 (1 at Stevenson)	\$1,143.68
Grade 2 Homework Club (2 at Stevenson)	\$2,287.36
Art Club (2 at Stevenson)	\$2,287.36
Student Council (1 at Stevenson)	\$1,143.68
Art Club (1 at Churchill)	\$1,143.68
Communications/Coding Club (1 at Churchill)	\$1,143.68
Drama - Musical Director (1 at Churchill) Technical Director (1 at Churchill)	\$2,287.36
Jazz Band (1 at Churchill)	\$1,143.68
Gardening Club (1 at Churchill)	\$1,143.68
Safety Patrol Club (1 at Churchill)	\$1,143.68
Student Council (1 at Churchill)	\$1,143.68
Yearbook Club (1 at Churchill)	\$1,143.68

\*pending contract negotiations

### K. Teacher-in-Charge Position Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Teacher-in-Charge position at Churchill School at the stipend per contract, pending contract negotiations, for the 2024-2025 school year.

### L. Detention Supervisor Position Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Detention Supervisor position at Churchill School at the stipend per contract of \$61.85 per hour, pending contract negotiations, for the 2024-2025 school year.



**FAIRFIELD BOARD OF EDUCATION AGENDA: AUGUST 15, 2024-Page 7****M. Professional Development Workshops**

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>Reg.Fee</u>
Dorian Nazarian	Membership and Professional Development (Essex County Steering Committee for Gifted and Talented Education)	Membership for 2024-2025 school year	\$250
Cheryl Malinski Michelle Manna	Conquer Mathematics “NJSLS Year 1 - Grade 2”	9/30, 10/29, 12/6/2024, 02/05, 03/25/2025	\$950 each Title II Funds
Kaitlyn Bohr Nichole Pineault- Usinowicz	Conquer Mathematics “NJSLS Year 1 - Grade 4”	9/17, 10/16, 11/21, 12/18/2024, 01/13, 02/11, 03/17/2025	\$1,330 each Title II Funds
Joleen Dickson	Conquer Mathematics “3-5 Modeling Fraction Manipulatives”	11/06/2024	\$190 Title II Funds
Laura Barra	Conquer Mathematics “Grade 1 Problem Solving”	11/13/2024	\$190 Title II Funds
Megan Zincone	Conquer Mathematics “Grade 3 Problem Solving”	10/01/2024	\$190 Title II Funds
Giana Annese	Conquer Mathematics “Grade 4 Problem Solving”	10/02/2024	\$190 Title II Funds
Carol Marchetta	Conquer Mathematics “Grade 5 Problem Solving”	10/07/2024	\$190 Title II Funds
Megan Dewland	Conquer Mathematics “Grade 6 Problem Solving”	10/09/2024	\$190 Title II Funds
Caroline Vince-Cruz	NJIDA Fall Conference 2024	10/18 - 10/19/2024 Somerset, NJ and Virtual	\$325
Ryan Gupta Andrea Bellise-Jandoli Wally Lindsley	NJSBA Conference	10/21 - 10/24/2024 Atlantic City, NJ	\$550 Each
Ryan Gupta	Stronge and Associates Educational Consulting, LLC “New Administrator Orientation Training on the Stronge Evaluation Model and Certification”	09/11, 09/18, 09/25/2024 Virtual	\$675

**Curriculum/Program Recommendations:**

**Introduced by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Discussion:** \_\_\_\_\_

**ROLL CALL**

Ms. Bellise-Jandoli \_\_\_\_\_ Mr. Fede \_\_\_\_\_ Ms. Street \_\_\_\_\_ Ms. Altaai \_\_\_\_\_ Mr. DePascale \_\_\_\_\_

**VI. POLICY**

**A. Policy/Regulations First Reading**

**Attachment A**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the first reading of the following policies and regulations, as noted:

<u>Policy #</u>	<u>Title</u>	<u>Status</u>
P 0141	Board Member Number and Term	Revised
P 0164.6	Remote Public Board Meetings During a Declared Emergency (M)	Abolished
P 2200	Curriculum Content (M)	Revised
P&R 3160	Physical Examination (M)	Revised
P&R 4160	Physical Examination (M)	Revised
R 5200	Attendance (M)	Revised
P 5350	Student Suicide Prevention (M)	Revised
P 8420	Emergency and Crisis Situations (M)	Revised
P&R 8467	Firearms and Weapons (M)	Revised

**Policy Recommendations:**

**Introduced by:** \_\_\_\_\_ **Seconded by:** \_\_\_\_\_

**Discussion:** \_\_\_\_\_

**ROLL CALL**

Ms. Bellise-Jandoli \_\_\_\_\_ Mr. Fede \_\_\_\_\_ Ms. Street \_\_\_\_\_ Ms. Altaai \_\_\_\_\_ Mr. DePascale \_\_\_\_\_

**VII. BUSINESS/FINANCE OFFICE RESOLUTIONS**

**A. Minutes Approval**

**Attachment B**

BE IT RESOLVED that the Fairfield Board of Education approves/accepts the following minutes:

June 13, 2024 Public & Executive Sessions
July 16, 2024 Public & Executive Sessions
July 25, 2024 Public & Executive Sessions

***FINANCE:***

**B. Bills/Claims/Payrolls**

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

<b>Ratify and Affirm</b> Bills & Claims List - June 21, 2024*	\$238,440.25
<b>Ratify and Affirm</b> Bills & Claims List - June 22, 2024	\$62,998.45
<b>Ratify and Affirm</b> Bills & Claims List - June 24, 2024*	\$56,454.13
<b>Ratify and Affirm</b> Bills & Claims List - June 26, 2024*	\$71,102.82
<b>Ratify and Affirm</b> Bills & Claims List - July 17, 2024*	\$214,779.24
<b>Ratify and Affirm</b> Bills & Claims List - July 30, 2024*	\$9,370.73
<b>Ratify and Affirm</b> Bills & Claims List - August 1, 2024*	\$650,052.28
<b>Ratify and Affirm</b> Bills & Claims List - August 15, 2024*	\$173,341.20
<b>Ratify and Affirm</b> June 28, 2024 Payroll	\$519,014.49
<b>Ratify and Affirm</b> July 15, 2024 Payroll	\$86,895.67
<b>Ratify and Affirm</b> July 30, 2024 Payroll	\$97,675.70
<b>Ratify and Affirm</b> August 15, 2024 Payroll	\$116,439.27

**C. Transfer of Funds**

**Attachment C**

BE IT RESOLVED that the Fairfield Board of Education approves the transfer of funds for the month of June 2024 as certified by the Business Administrator and authorized by the Superintendent of Schools.

**D. Secretary/Treasurer Report**

BE IT RESOLVED that the Fairfield Board of Education acknowledges and accepts the reports of the Board Secretary and Treasurer of School Monies for the period of June 1, 2024 through June 30, 2024.

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

BE IT FURTHER RESOLVED that the June 2024 Secretary/Treasurer Reports and the Transfer of Funds were sent to the County Office on July 24, 2024.

**E. Appropriation of Extraordinary Aid**

BE IT RESOLVED that the Fairfield Board of Education approves the appropriation of extraordinary aid in the amount of \$110,828 for the 2024-2025 school year.

BE IT FURTHER RESOLVED that the following account will be increased:

11-000-217-320-05	Extraordinary Services	School Year: 2023-2024	\$110,828
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***CONTRACTS:***

**F. Fixed Asset Appraisal Agreement**

BE IT RESOLVED that the Fairfield Board of Education enters into an agreement with Industrial Appraisal Company to provide fixed asset update services to the district in the amount of \$580 for the period of July 1, 2024 through June 30, 2025.

**G. Tiny Treasures 2024-2025 Lease Agreement**

BE IT RESOLVED that the Fairfield Board of Education approves the lease agreement with Tiny Treasures Extended School Day for the 2024-2025 school year.

WHEREAS, the Fairfield Board of Education does not require the use of Adlai E. Stevenson School cafeteria or playground area for school purposes between the hours of 7:15 AM to 8:50 AM and 3:00 PM to 6:00 PM between September 1, 2024 and June 30, 2025.

***ADMINISTRATIVE:***

**H. Standard Operational Procedures & Internal Controls Manual**

BE IT RESOLVED that the Fairfield Board of Education adopts the current District Standards Operations Procedures and Internal Controls Manual for the 2024-2025 school year on file in the Office of the Business Administrator.

**I. Custodian of Public Records**

WHEREAS, pursuant to the Right to Know Law (N.J.S.A.47:1A-1 et. seq.) under the Open Public Records Act;

BE IT RESOLVED that the Fairfield Board of Education appoints Ryan Gupta, Superintendent of Schools, as Custodian of Records for all personnel records for the district for the period of July 1, 2024 through June 30, 2025; and

BE IT RESOLVED that the Fairfield Board of Education appoints Wally Lindsley, Business Administrator, as Custodian of Records for all other district records, other than personnel, for the period of July 1, 2024 through June 30, 2025.

**J. Substitute Rates - 2024-2025 School Year**

BE IT RESOLVED that the Fairfield Board of Education approves the substitute rates of pay listed below, effective September 1, 2024 for the 2024-2025 school year:

Teacher Holding a County Substitute Certification	\$130 for a 7-Hour Day
Teacher Holding a NJ Standard, CEAS or CE	\$150 for a 7-Hour Day
Teacher in Long-Term Assignment (must hold NJ Standard, CEAS, or CE and number of days in long-term assignment are dependent upon subject area status)	Consecutive 7-Hour Day Day 1-25: \$150 Day 26 to end of assignment: \$225 (returns to \$150 at end of assignment)
Secretary	\$15.13 per hour
All Aides (Instructional/Playground)	\$15.13 per hour
Custodian	\$15.13 per hour
Custodian in Long-Term Assignment	Consecutive Day 1-20: \$15.13 per hour Day 21 to end of assignment: \$17.00 per hour (returns to \$15.13 per hour at end of assignment)

**K. Qualified Purchasing Agent**

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq. permits local contracting units to increase their bid threshold up to \$44,000; and

WHEREAS, N.J.S.A. 40A:11-3a permits an increase in the bid threshold of a Qualified Purchasing Agent as appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5, et seq., established the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Wally Lindsley possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5, et seq.; and

WHEREAS, the Fairfield Board of Education wishes to increase the bid threshold and to appoint Wally Lindsley as Qualified Purchasing Agent; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Fairfield Board of Education that the bid threshold be increased to \$44,000; and

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BE IT FURTHER RESOLVED by the governing body of the Fairfield Board of Education hereby appoints Wally Lindsley as the Qualified Purchasing Agent authorized to exercise the duties of a purchasing agent pursuant to N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the contracting unit; and

BE IT FURTHER RESOLVED that the Superintendent and/or the School Business Administrator are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

### ***BUILDINGS AND GROUNDS:***

#### **L. 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 Cheerleading Practice - 2nd Grade Stevenson Gym	September 11, 2024 - November 13, 2024 Wednesdays only 3:30 PM - 4:45 PM
Fairfield Recreation Department Cheerleading Practice - 3rd Grade Churchill Large Gym	September 11, 2024 - November 1, 2024 Fridays only 3:30 PM - 5:00 PM
Fairfield Recreation Department Cheerleading Practice - 4th Grade Churchill Small Gym	September 6, 2024 - November 1, 2024 Fridays only 3:20 PM - 4:30 PM
Mike Giampapa After School Sports Club 1 outside field at Stevenson (Rain days - Main Gym)	September 12, 19, 26 October 10, 17, 24, 2024 3:30 PM - 4:30 PM

#### **M. Dual Use of Room for Educational Space**

BE IT RESOLVED that the Fairfield Board of Education approves the following Dual Use of Educational Space for the 2024-2025 school year and submitted to the County Office on August 1, 2024:

Room Number: 38	Instructional Support	Adlai E. Stevenson School
Room Number: 20	Speech	Adlai E. Stevenson School
TCU - Rooms 30 & 31	5th Grade Classrooms (2)	Winston S. Churchill School
TCU - Rooms 32 & 33	5th Grade Classrooms (2)	Winston S. Churchill School

N. Paving Project at Winston S. Churchill School

BE IT RESOLVED that the Fairfield Board of Education solicited quotes from the following contractors for a paving project at Winston S. Churchill School as follows:

CONTRACTOR'S NAME	TOTAL AMOUNT
D.L.S. Contracting, Inc.	\$43,500*
D&L Paving Contractors	\$41,500
Murray Paving & Concrete, LLC	DID NOT RESPOND
Rich DeFrank Contracting	WITHDREW

BE IT RESOLVED that the Board of Education approves D.L.S. Contracting, Inc. for paving project at Winston S. Churchill School in an amount not to exceed \$43,500.

BE IT FURTHER RESOLVED that the lowest bidder was excluded based upon the required site visitation was not met.

O. Annual Health and Safety Evaluation

BE IT RESOLVED that the Fairfield Board of Education approves the Annual Health and Safety Evaluation of Buildings Checklist for Adlai E. Stevenson and Winston S. Churchill Schools pursuant to NJQSAC.

P. Acceptance of Donations

BE IT RESOLVED that the Fairfield Board of Education accepts the following donations for Adlai E. Stevenson and Winston S. Churchill Schools from the HSA, with appreciation and gratitude:

Churchill School	Stevenson School
Spring Fundraiser: \$16,500	Spring Fundraiser: \$10,233
Fun Day Contribution: \$2,925	
Field Trip: \$7,385	
Total: \$26,810	Total: \$10,233

**Business/Finance Resolutions Items A-P**

Introduced by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Discussion: \_\_\_\_\_

**ROLL CALL**

Ms. Bellise-Jandoli \_\_\_\_ Mr. Fede \_\_\_\_ Ms. Street \_\_\_\_ Ms. Altaai \_\_\_\_ Mr. DePascale \_\_\_\_

**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 Board President.*
2. *Each person who wishes to make a statement must state their name and address for the record.*
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 September 26, 2024, Public Work Session beginning at 6:00 PM followed by Executive Session with Public Session resuming at approximately 7:30 PM, at the Fairfield Municipal Building.

**XIII. ADJOURNMENT**

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

Introduced by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Time: \_\_\_\_\_

**ROLL CALL**

Ms. Bellise-Jandoli \_\_\_\_\_ Mr. Fede \_\_\_\_\_ Ms. Street \_\_\_\_\_ Ms. Altaai \_\_\_\_\_ Mr. DePascale \_\_\_\_\_



# POLICY GUIDE

BYLAWS

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Board Member Number and Term

June 24

[See POLICY ALERT Nos. 202 and 233]

## 0141 BOARD MEMBER NUMBER AND TERM

The Board of Education shall consist of 5 members.

The term of a Board member shall be 3 years, except vacancies in the membership of the Board shall be filled in accordance with the provisions of N.J.S.A. 18A:12-15. Each Board member appointed to fill a vacancy shall serve until the organizational meeting following the next annual election unless the Board member is appointed to fill a vacancy occurring within the sixty days immediately preceding such election if the annual election is held in April, or occurring after the third Monday in July if the election is held in November, to fill a term extending beyond such election, in which case the Board member shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy, and any vacancy for the remainder of the term shall be filled at the annual election or the second annual election next succeeding the occurrence of the vacancy, as the case may be.

~~The term of a Board member appointed to fill a vacancy shall be from the member's appointment to the organizational meeting following the next annual election. Any vacancy for the remainder of the term shall be filled at the next annual school election, except that~~

- ~~1. A Board member appointed to fill a vacancy occurring within sixty days immediately preceding an annual election occurring in April, to fill a term extending beyond the next election, shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy; or~~
- ~~2. A Board member appointed to fill a vacancy occurring after the third Monday in July for an annual election occurring in November, to fill a term extending beyond the next election, shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy.~~



# POLICY GUIDE

BYLAWS

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Board Member Number and Term

~~Any vacancy for the remainder of a term shall be filled at the annual election or the second annual election next succeeding the occurrence of a vacancy, as the case may be.~~

N.J.S.A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15

Adopted:

BYLAWS



# POLICY GUIDE

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Curriculum Content  
June 24  
M

[See POLICY ALERT Nos. 209 and 233]

## 2200 CURRICULUM CONTENT

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy 2220 – **Adoption of Courses**.

For ~~the~~ purposes of this Ppolicy “curriculum” means planned learning opportunities designed to assist students toward the achievement of the intended outcomes of instruction.

The curriculum will be reviewed by the Superintendent and ~~approved annually by the Board. In accordance with law, the curriculum~~ shall, as a minimum, include the curricular mandates of N.J.S.A. 18A – Education, and N.J.A.C. 6–and 6A – Education, and all of the New Jersey **Student Learning Standards Core Curriculum Content Standards and Cumulative Progress Indicators**.

The Superintendent is responsible for implementing the curriculum approved by the Board.

~~The Board directs the curriculum~~ shall be consistent with the educational goals and objectives of this district and, the New Jersey **Student Learning Standards Core Curriculum Content Standards** and be responsive to identified student needs. The Superintendent shall, in consultation with ~~teaching~~ staff members, assure the effective articulation of curriculum across all grade levels and among the schools of this district.

~~The curriculum shall provide programs in accordance with Board policies and the New Jersey Core Curriculum Content Standards including but not limited to:~~



# POLICY GUIDE

PROGRAM  
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Curriculum Content

1. ~~Preparation of all students for employment or post-secondary study upon graduation from high school;~~
2. ~~Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey), and World Languages;~~
3. ~~Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all students in accordance with Policy 2530;~~
4. ~~Guidance and counseling to assist in career and academic planning for all students, in accordance with Policy 2411;~~
5. ~~A continuum of educational programs and services for all children with disabilities, in accordance with Policy and Regulation 2460;~~
6. ~~Bilingual education, English as a Second Language, and English language services for students of limited English language proficiency, when the number of such students so necessitates, in accordance with Policy 2423;~~
7. ~~Programs and services for students at risk who require remedial assistance in accordance with Policies 2414, 2415, and 5460;~~
8. ~~Equal educational opportunity for all students in accordance with Policies 2260, 5750, and 5755;~~
9. ~~Career awareness and exploration as required, and vocational education as appropriate;~~



# POLICY GUIDE

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Curriculum Content

- ~~10. Educational opportunities for students with exceptional abilities, in accordance with Policy 2464;~~
- ~~11. Instruction in accident and fire prevention;~~
- ~~12. A substance abuse prevention program;~~
- ~~13. A program for family life education; and~~
- ~~14. Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher education in the development of educational programs aligned with the standards.~~

~~N.J.S.A. 18A:6-2; 18A:6-3; 18A:35-1 et seq.~~

~~N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.~~

~~New Jersey Student Learning Standards Core Curriculum Content Standards~~

Adopted:



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# POLICY GUIDE

TEACHING STAFF MEMBERS

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Physical Examination

June 24

M

[See POLICY ALERT Nos. 211 and 233]

## 3160 PHYSICAL EXAMINATION

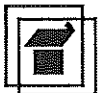
The Board of Education shall requires any each candidate for employment who **has received** receives a conditional offer of employment to undergo a physical examination(s) pursuant to N.J.S.A. 18A:16-2.a. to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), pursuant to N.J.A.C. 6A:32-6.3.

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for tThe physical examination and provide for notification to candidates for employment regarding the requirements for the physical examination which shall include, but not be is-not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, but not be limited to, a health screening to include, but not be limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

**Teaching staff member** School-employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.



# POLICY GUIDE

## TEACHING STAFF MEMBERS

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### Physical Examination

The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. ~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~

**Health records of candidates for employment and current teaching staff members** All staff members' medical and health records, including computerized records, ~~shall will~~ be secured, stored, and maintained separately from other personnel files pursuant to N.J.A.C. 6A:32-6.3(d). The information contained in medical records ~~shall will~~ be kept confidential. Only the **teaching staff member**, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual **teaching staff member employee**. Health records **shall be the property of the Board** and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).

Pursuant to N.J.A.C. 6A:32-6.3(c), ~~an individual~~ The teaching staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, ~~a the~~ teaching staff member may also choose to share with the ~~staff member's Building~~ Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

Pursuant to N.J.S.A. 18A:16-2, the Board may ~~require~~ Additional individual ~~psychiatric or physical or psychiatric~~ examinations of a **teaching any** staff member ~~may be required by the Board~~ whenever, in the Board's judgment of the Board, a teaching staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3(b). Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 3161 – Examination for Cause or disability in accordance with Policies 3425 – Work Related Disability Pay and 3435 – Anticipated Disability.

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2; 18A:16-3; 18A:16-5

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted:



# POLICY GUIDE

SUPPORT STAFF MEMBERS

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Physical Examination

June 24

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[See POLICY ALERT Nos. 211 and 233]

## 4160 PHYSICAL EXAMINATION

The Board of Education shall requires any each candidate for employment who **has received** ~~receives~~ a conditional offer of employment to undergo a physical examination(s) pursuant to N.J.S.A. 18A:16-2.a. to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), pursuant to N.J.A.C. 6A:32-6.3.

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for ~~t~~The physical examination and provide for notification to candidates for employment regarding the requirements for the physical examination which shall include, but not be ~~is not~~ limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, but not be limited to, a health screening to include, but not be limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

**Support staff member** ~~School employee~~ physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.





# POLICY GUIDE

## SUPPORT STAFF MEMBERS

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### Physical Examination

The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. ~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~

**Health records of candidates for employment and current support staff members** ~~All staff members' medical and health records, including computerized records, shall will be secured, stored, and maintained separately from other personnel files pursuant to N.J.A.C. 6A:32-6.3(d). The information contained in medical records shall will be kept confidential. Only the support staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual support staff member employee. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).~~

Pursuant to N.J.A.C. 6A:32-6.3(c), ~~an individual~~ The support staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, ~~a the support staff member may also choose to share with the staff member's Building Principal and, if desired, with the certified school nurse,~~ information regarding current health status to assure ready access in a medical emergency.

Pursuant to N.J.S.A. 18A:16-2, the Board may require ~~Additional individual psychiatric or physical or psychiatric examinations of a support any staff member may be required by the Board whenever, in the Board's judgment of the Board, a support staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3(b). Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 4161 – Examination for Cause or disability in accordance with Policies 4425 – Work Related Disability Pay and 4435 – Anticipated Disability.~~

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2; 18A:16-3; 18A:16-5

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted:



# POLICY GUIDE

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Student Suicide Prevention  
June 24  
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[See POLICY ALERT Nos. 193, 209, 215, and 233]

## 5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among students. Students under severe stress cannot benefit fully from the educational program and may pose a threat to themselves or others.

The Board directs all school district staff members to be alert to a student who exhibits warning signs of self-destruction or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Principal or designee.

The Principal or designee shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) the student will be referred to the Child Study Team or a Suicide Intervention Team, appointed by the Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain medical or psychiatric services for the student. In the event the parent(s) objects to the recommendation or indicates an unwillingness to cooperate in the best interests of the student, the Principal or designee will contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request intervention on the student's behalf.

In the event the student is required to obtain medical or psychiatric services, the parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional, selected by the parent(s) and approved by the Superintendent, indicating the student has received medical services, does not present a risk to themselves or others, and is cleared to return to school. The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school. The parent(s) shall be required to authorize their healthcare professional(s) to release relevant medical information to the school district's healthcare professional, if requested.



# POLICY GUIDE

## STUDENTS

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### Student Suicide Prevention

In accordance with N.J.A.C. 6A:14-1.1(d), special education and related services shall be provided to students with disabilities at public expense, with no charge to the parents. A clearance by a psychiatrist or other medical professional as a requirement to return to school is considered an assessment provided at public expense. The district shall not require the parents to incur the cost of psychiatric clearance.

~~Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24i, any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.~~

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-3 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Not including teaching staff members subject to the requirements of N.J.S.A. 18A:6-112.a. and not including licensed mental health care professionals, a school employee or an employee of a contracted service provider who has regular and direct contact with students, as determined by the Board, shall complete a one-time training program in suicide prevention, awareness, and response identified by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:6-112.c. A person subject to the requirements of N.J.S.A. 18A:6-112.b. shall complete the required training program not less than twelve months from the date of the identification by the NJDOE of training programs or twelve months from the person's date of hire, whichever occurs later.



# POLICY GUIDE

## STUDENTS

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### Student Suicide Prevention

Not less than twelve months following the date of the identification by the NJDOE of the training programs or not less than twelve months from the person's date of hire, and annually thereafter, the district shall provide to their employees who are subject to the requirements of N.J.S.A. 18A:6-112.a. or b., in a hard copy paper form or in an electronic form, guidelines on the district's reporting and suicide prevention, awareness, and response protocols including, but not limited to, contact information for each school's designated staff who should be notified whenever an employee believes a student may be at risk for suicide.

Each person who is required pursuant to N.J.S.A. 18A:6-112.a. or b. to complete a suicide prevention training program shall have a duty to warn and protect when the following conditions exist:

- (1) A student has communicated to that person a clearly identifiable threat of imminent, serious physical violence against oneself and the circumstances are such that a reasonable person would believe the student intended to carry out the threat; or
- (2) The circumstances are such that a reasonable person would believe the student intended to carry out an act of imminent, serious physical violence against oneself.

A person acting in good faith and who takes reasonable steps to discharge a duty to warn and protect shall be immune from civil and criminal liability in regard to that disclosure.

Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24.i., any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.



# POLICY GUIDE

STUDENTS

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Student Suicide Prevention

The Superintendent shall prepare and disseminate guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide, and to prevent contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112

N.J.S.A. 30:9A-23; 30:9A-24

N.J.A.C. 6A:9C-3 et seq.; **6A:14-1.1**

Adopted:



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Emergency and Crisis Situations

June 24

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[See POLICY ALERT Nos. 189, 191, 221, 224, 227, and 233]

## 8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district ~~shall will~~ develop and implement comprehensive ~~written~~ plans, procedures, and mechanisms ~~that to~~ provide for safety and security in the district's public elementary and secondary schools. Plans and procedures, which shall be in written form, and mechanisms shall provide for, at a minimum: the protection of the health, safety, security, and welfare of the school population; the prevention of, intervention in, response to, and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families, in accordance with N.J.A.C. 6A:16-5.1(a).

Pursuant to N.J.S.A. 18A:41-6, "sSchool security drill" means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and other community resources, as appropriate, in the development of the school district's plans, procedures, and mechanisms for school safety and security in accordance with N.J.A.C. 6A:16-5.1(b). The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education. The plans, procedures, and mechanisms shall be reviewed annually, and updated as appropriate.

Pursuant to N.J.S.A. 18A:41-15, in developing its districtwide school safety and security plan, the district shall: demonstrate that it has considered the individual needs of each student with a disability, as enumerated in the students' individualized education programs (IEP), individualized health care plans, 504 plans, or, in the case of students with disabilities enrolled in nonpublic schools, service plans pursuant to N.J.S.A. 18A:46-2.15; and incorporate protocols into the districtwide school safety and security plan for



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Emergency and Crisis Situations

communicating the individual needs of each student with a disability, when appropriate and in compliance with the "Family Educational Rights and Privacy Act of 1974," (20 USC §1232g), to third parties including, but not limited to, first responders and emergency management agencies.

A copy of the school district's school safety and security plan shall be disseminated to all school district employees pursuant to N.J.A.C. 6A:16-5.1(c). New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive the this in-service training, as appropriate, within sixty days of the effective date of their employment. The This in-service training program for all employees shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.b. In the event an individual is employed in a substitute capacity in the district at the time the school safety and security training is being provided to full-time employees pursuant to N.J.S.A. 18A:41-7.a., the district shall include the individual in the training.

Any information or training provided pursuant to N.J.S.A. 18A:41-7 shall address the unique needs of students with disabilities in the event of a fire drill, school security drill, or actual emergency situation. All full-time employees and individuals employed in the district in a substitute capacity shall be made aware of any anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of students in the care of the employee and any supports, modifications,



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### Emergency and Crisis Situations

accommodations, and services to be provided to students, as enumerated in their IEPs, individualized health care plans, 504 plans, or service plans pursuant to N.J.S.A. 18A:46-2.15.

The district shall ensure a student's unique mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making needs in the event of a fire drill, school security drill, or an actual emergency situation that may occur on school grounds is maintained in the student record. The documentation maintained in the student record shall indicate whether or not the student is able to safely and fully participate in fire drills or school security drills without the use of supplementary supports, modifications, accommodations, or services, or if any accommodations are needed, including determining areas of refuge during an emergency, in accordance with N.J.S.A. 18A:46-2.15.a.

If it is determined a student requires supplementary supports, modifications, accommodations, or services in order to safely and fully participate in a fire drill or school security drill, a written plan shall be maintained in the student record, pursuant to N.J.S.A. 18A:46-2.15.b. The written plan shall: describe the anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of the student during a fire drill or school security drill and during an actual emergency situation; describe the supports, modifications, accommodations, and services to be provided to the student during a fire drill or school security drill and during an actual emergency situation; and describe the role of school employees in supporting the student during a fire drill or school security drill and during an actual emergency situation, including the need for any specific training of school employees. The district shall on a regular basis, but not less than once annually, perform a review of any determinations made pursuant to N.J.S.A. 18A:46-2.15 to evaluate the school security needs of a student.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, Employees of the district, whether occupying buildings of one or more stories, shall to keep all exterior doors and exits of their respective rooms and buildings unlocked during the school hours, except locked at all times except when necessary to comply with the





# POLICY GUIDE

## OPERATIONS

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### Emergency and Crisis Situations

requirements set forth in the Uniform Fire Code, including applicable requirements during an emergency lockdown or an emergency lockdown drill. All students and staff shall fully participate in each drill conducted to the greatest extent practicable and, when appropriate, utilize procedures for assisting in the rescue of persons unable to use the general means of egress to ensure that participation does not pose a safety risk. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a **school security** drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. **In accordance with N.J.S.A. 18A:41-7a.**, notwithstanding any other provision of law to the contrary, the school district shall ensure that a school security drill that occurs when students are present:

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;
3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;
4. Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or a traumatic response from a student or school district employee;
5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and



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### Emergency and Crisis Situations

6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The school district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present, pursuant to N.J.S.A. 18A:41-7a.c.

The school district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the school district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels, pursuant to N.J.S.A. 18A:41-7a.d.

The school district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner, pursuant to N.J.S.A. 18A:41-7a.e.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.



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The school district will be required to annually submit a security drill statement of assurance **attesting to the completion of monthly school security drills** to the New Jersey Department of Education/County Office of Education by June 30 of each school year, **in accordance with N.J.A.C. 6A:30 App.A.** Each school in the district will be required to complete **and retain** a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

**N.J.S.A. App.A.:9-86**

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7; 18A:41-7a.;

**18A:41-15; 18A:46-2.15**

N.J.A.C. 6A:16-5.1; 6A:30 App.A.

Adopted:



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[See POLICY ALERT No. 233]

## 8467 FIREARMS AND WEAPONS

The Board of Education prohibits the possession, use, or exchange of any **firearm** or weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a **firearm** or weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this Ppolicy, "weapon" means ~~items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f). anything readily capable of lethal use or of inflicting serious bodily injury.~~ "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this Ppolicy, "firearm" means those items enumerated in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921.

Pursuant to N.J.A.C. 6A:16-6.3(b), whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.



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~~Any student or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the \_\_\_\_\_.~~ The Principal or designee \_\_\_\_\_ ~~(same as previous sentence)~~ shall conduct an appropriate search in accordance with Policy No. 5770 – **Student Right of Privacy** and, if appropriate and feasible, confiscate any firearm or weapon discovered in the course of the search. ~~The Principal or designee He/she shall, if appropriate and feasible, may~~ summon the aid of law enforcement officials officers in the conduct of the search. Any school employee who confirms the presence of a **firearm or** weapon under circumstances that place persons at serious risk may confiscate the **firearm or** weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the **firearm or** weapon has been taken into custody by a law enforcement official officer, the Principal or designee \_\_\_\_\_ shall immediately ~~secure the store~~ any confiscated **firearm or** weapon in a securely and locked location box or container and report the presence of the **firearm or** weapon to the Superintendent. Pursuant to N.J.A.C. 6A:16-6.3(b), ~~t~~The Superintendent shall promptly notify, ~~by telephone call and by letter,~~ local law enforcement the Chief of Police of \_\_\_\_\_ ~~(the municipality; regional districts state "the municipality in which the school district is located")~~ that a **firearm or** weapon is present on school premises; ~~the notice shall and~~ request removal of the **firearm or** weapon by an authorized law enforcement official officer. The Superintendent shall obtain and file a receipt for any **firearm or** weapon removed by a law enforcement official officer.

Any student who possesses, uses, or exchanges a **firearm or** weapon in violation of this Ppolicy shall be subject to stringent discipline, ~~which may include expulsion.~~ Any student or school employee who suspects or knows of the presence of a **firearm or** weapon in violation of this Ppolicy and fails to report the same shall be subject to discipline. Pursuant to N.J.A.C. 6A:16-6.3(b), ~~a~~Any person who possesses a **firearm or** weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

The Board shall immediately remove a student who is convicted or adjudicated delinquent for possession of a **firearm** on school grounds; convicted or adjudicated delinquent for committing a crime while in possession of a **firearm** on school grounds; or found knowingly in possession



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Firearms and Weapons

of a firearm on school grounds from the school's general education program for a period of not less than one calendar year, in accordance with N.J.A.C. 6A:16-5.5(a) and Policy and Regulation 5611 – Removal of Students for Firearms Offenses.

~~Any student who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Students convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the student. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

The Board shall immediately remove a student who commits an assault, as defined under N.J.S.A. 2C:12-1a(1), with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, upon a teacher, administrator, other school board employee, district Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5, from the school's general education program for a period not exceeding one calendar year, in accordance with N.J.A.C. 6A:16-5.6(a) and (b) and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses. ~~Any student who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

Students with disabilities violating the provisions of this Policy shall be addressed dealt with in accordance with the provisions of N.J.A.C. 6A:14-2.8.

Nothing in this Policy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of Federal or State law to crimes committed by a child with disabilities.



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The procedures for ~~Any student requiring~~ removal from and return to the general regular education program of a student for firearms offenses and assaults with weapons offenses for the reasons enumerated above shall be removed in accordance with Policy and Regulation No. 5611 – Removal of Students for Firearms Offenses and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses.

The Superintendent, or designee, shall prepare regulations to implement this Policy for the guidance of school staff in dealing with incidents involving firearms or weapons in the school district.

The school district's reporting requirements to law enforcement officials and the handling of firearms and weapons outlined in this Policy and Regulation 8467 and in accordance with N.J.A.C. 6A:16-3 and N.J.A.C. 6A:16-4 shall be in addition to any reporting and handling requirements included in the current Memorandum of Agreement Between Education and Law Enforcement Officials.

N.J.S.A. 2C:12-1(a)1; 2C:39-1 et seq.; 2C:58-6.1; 2C:58-15

N.J.S.A. 18A:6-1; 18A:37-2.2; 18A:37-2.3; 18A:37-2.4; 18A:37-2.5

N.J.S.A. 23:4-16

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5; 6A:16-5.6; 6A:16-6.3; 6A:16-6.4

Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act

18 U.S.C. 921

20 U.S.C. 1415

Adopted:







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TEACHING STAFF MEMBERS

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Physical Examination

June 24

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[See POLICY ALERT Nos. 211 and 233]

## R 3160 PHYSICAL EXAMINATION

### A. Definitions

1. "Employee" or "staff member" means the holder of any full-time or part-time position of employment.
2. "Health history" means the record of a person's past health events obtained in writing, completed by the individual or their physician.
3. "Health screening" means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. "Physical examination" means the assessment of an individual's health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. **Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.**
5. "Physician assistant" means a health care professional licensed to practice medicine with physician supervision.

### B. Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board's requirements for the physical examination.



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TEACHING STAFF MEMBERS

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- a. A health history shall include, but is not limited to, the candidate's:
  - (1) Past serious illnesses and injuries;
  - (2) Current health problems;
  - (3) Allergies; and
  - (4) A record of immunizations.
- b. A health screening shall include, but is not limited to:
  - (1) Height;
  - (2) Weight;
  - (3) Pulse and respiratory rate;
  - (4) Hearing screening;
  - (5) Blood pressure;
  - (6) Vision screening;

## C. Medical Requirements Upon Employment

- 1. **The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.~~



# REGULATION GUIDE

## TEACHING STAFF MEMBERS

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Physical Examination

- a. ~~Tuberculosis testing is not required:~~
- (1) ~~For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or~~
  - (2) ~~For a school district staff member transferring between school districts or from a non public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~
- b. ~~Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~
- (1) ~~The school district shall determine the criteria essential to document a valid religious exemption.~~
- c. ~~Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.~~
2. An individual teaching staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the teaching staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency pursuant to N.J.A.C. 6A:32-6.3(c).



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## TEACHING STAFF MEMBERS

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### Physical Examination

#### D. Health Records

1. ~~All H~~health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files in accordance with N.J.A.C. 6A:32-6.3(d).
2. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).

#### E. Teaching Staff Member ~~Employees'~~ Physical Examinations and Medical Updates

1. Teaching staff member ~~School—employee~~ physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

#### F. Review of Examinations and Assessments

1. The results of ~~a the~~ physical examination or testing of a candidate for employment who has received a conditional offer of employment will be reviewed by the Superintendent and the school physician and/or the Medical Review Officer, ~~who, in consultation with the Superintendent, will~~ to determine a the candidate's physical and mental fitness to function with reasonable accommodation in the position for which the candidate he/she has made application. That determination will be made a part of the candidate's application.

#### G. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
  - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, tests, and assessments;



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Physical Examination

- b. The required examinations, **tests**, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and
- c. If it is determined upon completing the examination(s), **tests**, or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted:



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SUPPORT STAFF MEMBERS

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Physical Examination

June 24

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[See POLICY ALERT Nos. 211 and 233]

## R 4160 PHYSICAL EXAMINATION

### A. Definitions

1. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
2. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
3. “Health screening” means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. “Physical examination” means the assessment of an individual’s health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. **Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.**
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.

### B. Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board’s requirements for the physical examination.



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### Physical Examination

- a. A health history shall include, but is not limited to, the candidate's:
  - (1) Past serious illnesses and injuries;
  - (2) Current health problems;
  - (3) Allergies; and
  - (4) A record of immunizations.
- b. A health screening shall include, but is not limited to:
  - (1) Height;
  - (2) Weight;
  - (3) Pulse and respiratory rate;
  - (4) Hearing screening;
  - (5) Blood pressure;
  - (6) Vision screening;

#### C. Medical Requirements Upon Employment

- 1. **The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.~~



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## SUPPORT STAFF MEMBERS

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a. ~~Tuberculosis testing is not required:~~

- (1) ~~For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or~~
- (2) ~~For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~

b. ~~Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~

- (1) ~~The school district shall determine the criteria essential to document a valid religious exemption.~~

c. ~~Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.~~

2. An individual support staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the support staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency pursuant to N.J.A.C. 6A:32-6.3(c).





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## SUPPORT STAFF MEMBERS

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### D. Health Records

1. ~~All H~~health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files in accordance with N.J.A.C. 6A:32-6.3(d).
2. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).

### E. Support Staff Member ~~Employees~~ Physical Examinations and Medical Updates

1. Support staff member ~~School-employee~~ physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

### F. Review of Examinations and Assessments

1. The results of ~~a the~~ physical examination or testing of a candidate for employment who has received a conditional offer of employment will be reviewed by the Superintendent and the school physician and/or Medical Review Officer, ~~who, in consultation with the Superintendent, will to determine a the~~ candidate's physical and mental fitness to function with reasonable accommodation in the position for which the candidate he/she has made application. That determination will be made a part of the candidate's application.

### G. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
  - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, tests, and assessments;



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- b. The required examinations, **tests**, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and
- c. If it is determined upon completing the examination(s), **tests**, or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted:



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[See POLICY ALERT Nos. 176, 203, 205, 220, 229, and 233]

## R 5200 ATTENDANCE

### A. Attendance Recording

#### 1. School Register – (N.J.A.C. 6A:32-8.1)

- a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.
- b. The Commissioner of Education will issue and publish on the New Jersey Department of Education's (NJDOE) website guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with at N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and N.J.A.C. 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.



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- (1) “Days in membership” means the number of school days in session in which a student is enrolled in accordance with N.J.A.C. 6A:32-2.1. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

2. Day in Session – (N.J.A.C. 6A:32-8.3)

- a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers’ institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.
- b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.

3. Student Attendance – (N.J.A.C. 6A:32-8.4)

- a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.
- b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.



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- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.
- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- e. State-excused absences shall be as follows:
  - (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
    - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
  - (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
  - (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
  - (4) Take Our Children to Work Day;
  - (5) College visit(s), up to three days per school year for students in grades eleven and twelve; and



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### Attendance

- (6) Closure of a busing school district that prevents a student from having transportation to the receiving school; and-
- (7) Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.
  - (a) "Civic event" means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.
  - (b) The parent of a student shall provide a signed written notice of an intended excused absence to attend a civic event at least five school days in advance of the intended excused absence and such other documentation as the Superintendent deems necessary to prove that the student meets the requirements for an excused absence pursuant to N.J.S.A. 18A:36-33.2.b.
- f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.



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4. Average Daily Attendance – (N.J.A.C. 6A:32-8.5)

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.

5. Absentee and Chronic Absenteeism Rates – (N.J.A.C. 6A:32-8.6)

a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.

(1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.

b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.

c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.

B. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy

1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 – **Attendance** and this Regulation.



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2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.
  - a. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined in B.2.b. below.
  - b. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
    - \* The student’s required attendance in court;
    - \* Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§794 and 705(20), and individualized health care plans;
    - \* The student’s suspension from school;
    - \* Family illness or death supported by notification to the school by the student’s parent, either in writing, email or by phone;
    - \* Take Our Children to Work Day;
    - \* Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;
    - \* Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
    - \* Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;





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- \* **Attendance at a civic event(s), pursuant to N.J.S.A. 18A:36-33.2;**
- \* An absence considered excused by the Commissioner of Education and/or a **NJDOE New Jersey Department of Education** rule;
- \* An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;

3. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240 – **Tardiness**.

## C. Notice to School of a Student's Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school. **However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b. and A.3.e.(7)(b) above.**
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

## D. Readmission to School After an Absence



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1. A student returning from an absence of any length of time must provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.
2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.
3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
  - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

#### E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of five (5) school days duration.
2. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.
4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412 – **Home Instruction Due to Health Condition**. The parent must request home instruction.



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## F. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. An elementary student may be retained at grade level, in accordance with Policy 5410 – **Promotion and Retention**, when the student has been absent 25% or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.

Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

## G. School District Response To Unexcused Absences During the School Year That Count Toward Truancy – (N.J.A.C. 6A:16-7.6(a)4.)

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
  - a. Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
  - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
  - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences,



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- if any, and to have the child return to school and maintain regular attendance;
- d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
  - e. Cooperate with law enforcement and other authorities and agencies, as appropriate;
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;
  - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
  - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
  - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
    - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
    - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
    - (3) Consider an alternate educational placement;



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- (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
  - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
  - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
  - (7) Engage the student's family.
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- 3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
  - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
  - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
  - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
  - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and
- 4. A court referral may be made as follows:



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- a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board's of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;
    - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
  - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g., the student may be referred to Superior Court, Chancery Division, Family Part;
    - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)3.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
- a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.



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- (1) The sending school district shall proceed in accordance with the Board's of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

## H. Discipline

1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.
2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

## I. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 – **Attendance** and this Regulation.
3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

## J. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A parent of a student or an adult student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410 – **Promotion and Retention**.



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3. A **parent of a student or an adult student** who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
  - a. ~~The student shall file~~ A written appeal shall be filed with ~~to~~ the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
  - b. The Principal or designee will respond in writing no later than seven school days after receiving the **written student's** appeal.
  - c. If the **parent or adult** student is not satisfied, the **parent or adult** student may submit a written request to the Principal for consideration by an Attendance Review Committee.
  - d. ~~In response to~~ ~~On a student's request for consideration by~~ an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the ~~student's~~ appeal. The student's parent, **the student**, and teacher(s) may attend the meeting.
  - e. The Attendance Review Committee shall decide the appeal and inform the **parent and** student in writing within seven school days of the meeting.
  - f. The **parent or adult** student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710 – Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to





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have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

## K. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the ~~NJDOE New Jersey Department of Education~~. The school district will comply with all attendance requirements and any improvement plans as required by the ~~NJDOE Department of Education~~.

Adopted:



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Firearms and Weapons  
June 24  
M

[See POLICY ALERT No. 233]

## R 8467 FIREARMS AND WEAPONS

### A. Definitions – N.J.A.C. 6A:16-1.3

1. “Weapon” means items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f).
2. “Firearm” means items enumerated in N.J.S.A. 2C:39-1(f) and 18 USC §921.
3. “School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school district wastewater treatment facilities; generating facilities; and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by municipalities, private entities, or other individuals during times when the school district has exclusive use of a portion of the land.

### B. Reporting to Law Enforcement – N.J.A.C. 6A:16-6.3

1. Whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation.



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**Firearms and Weapons**

- a. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information.
- b. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.
- c. All incidents shall be reported under N.J.A.C. 6A:16-6.3 utilizing the Student Safety Data System, pursuant to N.J.A.C. 6A:16-5.3(e)1, where appropriate.

## C. Handling of Firearms and Dangerous Weapons – N.J.A.C. 6A:16-6.4

1. In accordance with N.J.A.C. 6A:16-6.4(b), whenever a school employee seizes or comes upon a firearm or dangerous weapon, school officials shall:
  - a. In the case of a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the firearm pending the response by law enforcement to retrieve and take custody of the firearm; and
  - b. In the case of a dangerous weapon other than a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the dangerous weapon pending the response by law enforcement to retrieve and take custody of the dangerous weapon.
2. School employees in custody of a firearm or dangerous weapon shall take reasonable precautions, according to Board procedures, to prevent the theft, destruction, or unlawful use of the firearm or dangerous weapon by any person, pursuant to N.J.A.C. 6A:16-6.4(c).



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**Firearms and Weapons**

- a. The Principal shall place the firearm or dangerous weapon in a secure and locked location.
  - b. In the event any person other than the Principal is permitted access to the firearm or dangerous weapon prior to its retrieval by a law enforcement official, that person shall enter their name and signature on the record along with the time and date of inspection and the reason for the access. Access to the firearm or dangerous weapon will be permitted only in the presence of the Principal.
  - c. The law enforcement official who takes custody of the firearm or dangerous weapon shall be required to sign and date the record to indicate their receipt of the firearm or dangerous weapon.
3. The Principal shall provide to the law enforcement official who takes custody of the firearm or dangerous weapon:
- a. All information concerning the manner in which the firearm or dangerous weapon was confiscated;
  - b. The identity of all persons who had custody of the firearm or dangerous weapon following its confiscation; and
  - c. The identity of any student or staff member believed to have been in possession of the firearm or dangerous weapon.
4. Any person employed or engaged in a school or educational institution may, within the scope of their employment, use and apply such amounts of force as is reasonable or necessary to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, pursuant to N.J.S.A. 18A:6-1.

Adopted Issued:



**FAIRFIELD BOARD OF EDUCATION****Public Work Session**Meeting Minutes

Thursday, June 13, 2024 at 6:00 PM at the Fairfield Municipal Building

MR. ANTHONY DEPASCALE, BOARD PRESIDENT, CALLED THE ROLL AT 6:07 PM:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Ms. Andrea Bellise-Jandoli	ABSENT	Ms. Angela Altaai	PRESENT
Mr. Joseph Fede	PRESENT	Mr. Anthony DePascale	PRESENT
Ms. Melinda Street	PRESENT		

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	ABSENT
Mrs. Kathleen Marano	Interim Business Administrator/Board Secretary	PRESENT

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

**I. RECOMMENDATION TO MOVE TO EXECUTIVE SESSION**

BE IT RESOLVED that the Fairfield Board of Education hereby convenes to Executive Session for discussion of the following subjects: 4 and 8.

It is anticipated that the Executive Session will take approximately 45 minutes; 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;

**FAIRFIELD BOARD OF EDUCATION**

**Public Work Session**

Meeting Minutes

Thursday, June 13, 2024 at 6:00 PM

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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.

Introduced by: Melinda Street      Seconded by: Angela Altaai      Time: 6:11 PM

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

Introduced by: Melinda Street      Seconded by: Angela Altaai      Time: 7:20 PM

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**ADJOURNMENT**

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

Introduced by: Melinda Street      Seconded by: Angela Altaai      Time: 7:20 PM

**ROLL CALL**

Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes

Ms. Bellise-Jandoli - Absent

**FAIRFIELD BOARD OF EDUCATION**

**Meeting Minutes**

Thursday, June 13, 2024

7:30 PM at the Fairfield Municipal Building

(Access livestream at [www.fpsk6.org](http://www.fpsk6.org) at 7:30 PM. Also available on Channel 34)

**I. OPEN MEETING –PUBLIC NOTICE OF MEETING**

MR. ANTHONY DEPASCALE, BOARD PRESIDENT, CALLED THE ROLL AT 7:30 PM:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Ms. Andrea Bellise-Jandoli	ABSENT	Ms. Angela Altaai	PRESENT
Mr. Joseph Fede	PRESENT	Mr. Anthony DePascale	PRESENT
Ms. Melinda Street	PRESENT		

*The Board will reconvene from Executive Session and Mr. Anthony DePascale, 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 Herald News and The Progress.

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

ADMINISTRATION	POSITION	ATTENDANCE
Dr. Susan Ciccotelli	Superintendent of Schools	ABSENT
Mrs. Kathleen Marano	Interim Business Administrator/Board Secretary	PRESENT

**II. PUBLIC COMMENT ON: *AGENDA ITEMS ONLY***

None

**Mr. Anthony DePascale presented Mr. Alex Chen with the  
MECCA, Inc. Scholarship Award**

### III. ENROLLMENT

Grade	Students 6/9/2023	Students 6/7/2024
Preschool Inclusive	18	17
Preschool Special Ed	18	17
Kindergarten	98	92
First	96	96
Second	86	99
Third	107	84
Fourth	106	108
Fifth	85	108
Sixth	91	86
Home Instruction	1	1
Out-of-District	2	2
<b>Total</b>	<b>708</b>	<b>710</b>

### IV. PERSONNEL

#### A. Certificated Staff

##### 1. Maternity Leave of Absence

- a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves a Maternity Leave of Absence request for Jennifer Conte. Ms. Conte's due date is August 6, 2024. She is requesting to use 6 sick days from August 29 through September 6, 2024 and to begin her 12-week FMLA leave from September 9, 2024 through November 29, 2024. Ms. Conte plans to return for the 2025-2026 school year.
- b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves a Maternity Leave of Absence request for Marisa Caradimitropoulo. Ms. Caradimitropoulo's due date is November 21, 2024. She is requesting to use 57 sick days from August 29 through November 21, 2024 and to begin her 12-week FMLA leave from November 22, 2024 through February 20, 2025. Ms. Caradimitropoulo plans to return for the 2025-2026 school year.

##### 2. Employment

- a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Laurel Osterman as a full-time non-tenure track Maternity Leave of Absence Replacement Elementary Teacher in Kindergarten for Jennifer D'Elia for the 2024-2025 school year at a salary based on B.A., Step 10 on the current teachers' salary guide, pending contract negotiations.



- b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Anthony Pontone as a full-time tenure track Occupational Therapist for the 2024-2025 school year at a salary based on M.A., Step 8 on the current teachers' salary guide, pending contract negotiations.
  - c. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Cathriona Fitzsimons as a full-time tenure track Speech-Language Specialist for the 2024-2025 school year at a salary based on M.A., Step 12 on the current teachers' salary guide, pending contract negotiations.
  - d. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Christina Proietto as a full-time tenure track Elementary Teacher for the 2024-2025 school year at a salary based on B.A., Step 2 on the current teachers' salary guide, pending contract negotiations.
  - e. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Jonalyn Tulanowski as a full-time non-tenure track Maternity Leave of Absence Replacement Elementary Teacher in Kindergarten for Jennifer Conte for the 2024-2025 school year at a salary based on M.A., Step 2 on the current teachers' salary guide, pending contract negotiations.
  - f. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Jaclyn Van Natten as a full-time non-tenure track Maternity Leave of Absence Replacement Elementary Teacher in Grade Three for Jennifer Sarna for the 2024-2025 school year at a salary based on B.A.+15, Step 2 on the current teachers' salary guide, pending contract negotiations.
  - g. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Olivia Montwaid as a full-time non-tenure track Maternity Leave of Absence Replacement Elementary Teacher in Grade Three for Marisa Caradimitropoulo for the 2024-2025 school year at a salary based on M.A., Step 2 on the current teachers' salary guide, pending contract negotiations.
  - h. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Alexa Iandolo as a full-time tenure track Elementary Teacher for the 2024-2025 school year at a salary based on M.A., Step 10 on the current teachers' salary guide, pending contract negotiations.
  - i. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Gianna DeMassi as a full-time tenure track Elementary Teacher for the 2024-2025 school year at a salary based on B.A., Step 2 on the current teachers' salary guide, pending contract negotiations.
3. Retirement
- BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the letter of retirement from Lisa MacIntosh, Grade Six Elementary Teacher, effective June 30, 2024, with regret, best wishes, and appreciation for her 39 years of service to the students of Fairfield.

**FAIRFIELD BOARD OF EDUCATION MINUTES: June 13, 2024-Page 4**

**4. 2024 Extended Summer School Year Approvals**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following appointments for the ESY 2024 Program. Rates and positions were approved at the March 14, 2024 Board meeting.

<b><u>Position</u></b>	<b><u>Name of Staff</u></b>	<b><u>Per IEP Requirements</u></b>	<b><u>Total Hours</u></b>
Aides MD/LLD (*4)	Kayla Blum Lisa Carroll Kevin Freda Micaela Healy	20 days @ 4.0 hours per day	*320
Substitute Teacher	Susan Healy	On an as-needed basis	Unknown
Substitute Aide	Melissa Fiore	On an as-needed basis	Unknown
Revision to Child Study Team: LDTC	Jennifer Ashinsky (Replacing Spanarelli approved May 22, 2024)	For completing evaluations and meetings	Not to exceed \$7,000

**5. Job Description Revisions**

**Attachment A**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the revised job descriptions for "Principal", "Director of Curriculum and Instruction/Principal" and "Director of Special Services", effective for the 2024-2025 school year due to reorganization of duties.

**B. Non-Certificated Staff**

**1. Employment**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Donna Mustacchio as a Stevenson School Playground/Cafeteria Aide at a salary of \$5,114.00 for the 2024-2025 school year effective September 3, 2024, pending required documentation.

**2. Reappointment of Exempt Playground/Cafeteria/Office Aides**

- a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reappoints the following exempt Playground/Cafeteria/Office Aides for the 2024-2025 school year at their respective 2023-2024 contracted salaries, pending contract negotiations. Days and hours specified below:

Karen Cielo	5 days per week/3 hours per day
Patricia Curving, Grace Raffa, Milagros Rodriguez and Rita Schubach	5 days per week/2 hours per day
Porzia Oliva	4 days per week/2 hours per day

**FAIRFIELD BOARD OF EDUCATION MINUTES: June 13, 2024-Page 5**

- b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reappoints the following exempt Playground/Cafeteria/Office Aide at her 2024-2025 school year contracted salary. Days and hours specified below:

Efsathia Nunez	5 days per week/3 hours per day
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3. Reappointment of BCBA

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reappoints Jacqueline Sousa as a full-time, 12-month, Board Certified Behavior Analyst (BCBA) for the 2024-2025 school year at her respective 2023-2024 contracted salary, pending contract negotiations, effective July 1, 2024.

4. Reappointment of Exempt Non-Certificated Employees

- a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reappoints the following exempt non-certificated employees for the 2024-2025 school year at their respective 2023-2024 contracted salaries, pending contract negotiations, effective July 1, 2024:

Michelle Adams, Payroll/Benefits Coordinator
Zayra Garcia, Accounts Payable Coordinator
Patricia Iandolo, Executive Secretary to the Superintendent
AnnaMaria Karch, Executive Secretary to the Business Administrator/Board Secretary
John Porcino, Supervisor of Buildings and Grounds

- b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reappoints the following exempt non-certificated employees at their 2024-2025 school year contracted salaries, effective July 1, 2024:

Stephanie Belcastro, Part-Time Registered Nurse
Ahmmmed Hamdan, Technology/Network Admin. Assistant
William Harvey, Technology/Network Administrator
Krystina Millstein, Part-Time Registered Nurse

C. Substitutes

1. Substitute Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following fully-qualified substitutes for the 2024-2025 school year pending receipt of required documentation:

Micaela Healy	Aide (effective July 1, 2024 for ESY)
Lara Schlachter	Teacher, Aide

D. Administration

1. Superintendent Evaluation Approval

BE IT RESOLVED that the Fairfield Board of Education approves the Summative Evaluation for Dr. Susan Ciccotelli, Superintendent of Schools, for the 2023-2024 school year, submitted May 2, 2024.

2. Emergent Hiring

BE IT RESOLVED that the Fairfield Board of Education, authorizes the Superintendent to take appropriate action to effectuate any necessary new hires in order to address any unfilled summer positions, unanticipated resignations, retirements, and/or dismissals that may occur between today and the date of the next Board meeting so that the District's schools are appropriately staffed to provide support and instruction during the 2024-2025 school year. Any such emergency issues as noted above, are subject to ratification and approval by the Board at its next regularly scheduled meeting.

3. Administrative Reappointments

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reappoints the following administrators for the 2024-2025 school year at their respective 2023-2024 contracted salaries, pending contract negotiations, effective July 1, 2024:

Meghan Cafone, Director of Special Services
Raymond Santana, Principal
Michael Trabucco, Director of Curriculum and Instruction/Principal

4. Coordinator/Liaison/Officer Assignments for the 2024-2025 School Year

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the assignments listed below, as annually mandated by the NJDOE, for the 2024-2025 school year:

Homeless Liaison, ADA/504 Coordinator and Anti-Bullying Coordinator	Meghan Cafone
Title VI Coordinator	Sarah Kirk
Title IX Coordinator, Affirmative Action Officer and ESEA Grant Coordinator	Raymond Santana
School Safety Specialist Designee	Michael Trabucco

## FAIRFIELD BOARD OF EDUCATION MINUTES: June 13, 2024-Page 7

### 5. Evaluation Tools 2024-2025 School Year

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following evaluation tools for the 2024-2025 school year:

- Certificated staff including: Teachers, Child Study Team Members, Nurses, Guidance Counselors, Reading Specialists, Testing Coordinators, Math Coach will be evaluated using the **Stronge Evaluation Model**.
- Directors and Principals will be evaluated using the **New Jersey Principal Evaluation for Professional Learning Observation Instrument**.
- Business Administrator, Non-certificated staff (i.e. aides, custodians, clerks, secretaries, Behavior Analyst, Technology/Network Administrator, Technology Assistant, Supervisor of Building and Grounds) will be evaluated using a **Narrative**.

### Personnel Recommendations:

Introduced by: Angela Altaai

Seconded by: Melinda Street

Discussion: None

### ROLL CALL

Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes  
Ms. Bellise-Jandoli - Absent

## V. **CURRICULUM/PROGRAM**

### A. Safe Return Plan Reapproval

**Attachment B**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reapproves the Safe Return Plan originally approved at the June 10, 2021 Board of Education Meeting. There have been no revisions since being Board approved on December 14, 2023.

### B. Annual Approval of all Current Curriculum and Textbooks

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reapproves all current written curriculum, including specials, i.e. art, music, computers, physical education, etc., for the 2024-2025 school year, and additionally, approves current textbooks for all students, including mandated programs, specified in code, for the 2024-2025 school year, as per N.J.A.C. as required each year. Revisions/Updates to individual curriculum will be presented for approval as they are completed, to meet the 5-year curriculum update requirement.

**Curriculum/Program Recommendations:**

Introduced by: Angela Altaai

Seconded by: Joseph Fede

Discussion: None

**ROLL CALL**

Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes

Ms. Bellise-Jandoli - Absent

**VI. POLICIES/REGULATIONS**

**A. Annual Approval of all Current Policies and Regulations**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reapproves all policies and regulations currently available from the district website for the 2024-2025 school year. Updates to individual policies and regulations will be presented for approval as they occur.

**B. School Security Drill Statements of Assurance**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves submission of the School Security Drill Statements of Assurance for Churchill and Stevenson Schools which are due to the County by June 30, 2024.

**C. HIB Investigation Confirmation from May 22, 2024 Executive Session**

BE IT RESOLVED that the Fairfield Board of Education accepts the Superintendent's HIB Investigation results as reported during Executive Session on May 22, 2024.

HIB incident AESS #3A 2023-24, AESS #3B 2023-24, AESS #3C 2023-24, WSCS #19 2023-24, WSCS #20 2023-24 and WSCS #21 2023-24 were reported to the principal and reviewed by the Superintendent. After a full investigation, it was determined that the incidents **did not** satisfy the ABR definition of HIB.

**Policies/Regulations Recommendations:**

Introduced by: Melinda Street

Seconded by: Angela Altaai

Discussion: None

**ROLL CALL**

Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes

Ms. Bellise-Jandoli - Absent

**VII. PUPILS**

**A. Child Nutrition Program for Receiving Districts**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, does not require the Gramon Schools (New Beginnings, Glenview Academy, Gramon School) to apply for and receive funding from the Child Nutrition Program for the 2024-2025 school year.

**Pupils Recommendations:**

Introduced by: Melinda Street

Seconded by: Joseph Fede

Discussion: None

**ROLL CALL**

Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes

Ms. Bellise-Jandoli - Absent

**VIII. BUSINESS/FINANCE OFFICE RESOLUTIONS**

**A. Minutes Approval**

**Attachment C**

BE IT RESOLVED that the Fairfield Board of Education approves/accepts the following minutes:

May 16, 2024 Executive Session	May 22, 2024 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:

<b>Ratify and Affirm Bills &amp; Claims List - June 7, 2024</b>	<b>\$213,055.36</b>
<b>Ratify and Affirm May 30, 2024 Payroll</b>	<b>\$441,780.54</b>
<b>Ratify and Affirm June 15, 2024 Payroll</b>	<b>\$519,059.37</b>

**C. Transfer of Funds**

**Attachment D**

BE IT RESOLVED that the Fairfield Board of Education authorizes the transfers in the 2023-2024 budget, per details of the Transfers Report for May 2024, per state law, for the 2023-2024 school year.

BE IT RESOLVED that the Fairfield Board of Education authorizes the transfers in the 2023-2024 budget, per details of the Transfers Report for June 2024, per state law, for the 2023-2024 school year.

MOTION TO APPROVE SUBMISSION TO THE COUNTY OFFICE FOR APPROVAL OF A TRANSFER IN EXCESS OF 10%.

WHEREAS, the district Board has authorized the Business Administrator to pay off the mobile lease in the amount of \$155,361.21; and

WHEREAS, the School Business Administrator is requesting approval from the Board of Education to submit to the County office a transfer form in excess of 10% in

**FAIRFIELD BOARD OF EDUCATION MINUTES: June 13, 2024-Page 10**

the amount of \$155,361.21 net of transfers from account lines 11-000-291-241-00 (\$52,072) and 11-000-291-290-00 (\$103,298.29) to account line 12-000-400-122-00 \$155,361.21 to pay off lease with U.S. Bankcorp.

BE IT RESOLVED that the Fairfield Board of Education authorizes the submission to the County office.

**D. Secretary/Treasurer Report**

BE IT RESOLVED that the Fairfield Board of Education acknowledges and accepts the reports of the Board Secretary and Treasurer of School Monies for the period of May 1, 2024 through May 31, 2024.

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

**E. Capital Reserve and/or Maintenance Reserve Account Transfers**

WHEREAS N.J.A.C 6A:23A-14.3 provides for the supplementation of capital reserve accounts and/or maintenance reserve accounts; and

WHEREAS the District anticipates unexpended line item appropriations in the 2023-2024 budget as outlined in the code; and

WHEREAS the Superintendent recommends the transfer of those funds from this surplus to fund the capital reserve account and/or maintenance reserve accounts;

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education approves the transfer, not to exceed \$3,500,000 from the General Fund surplus to the District's Capital Reserve Account, for the express purpose of meeting the District needs identified in the Long Range Facilities Plan.

**F. Treasurer of School Monies**

BE IT RESOLVED that the Fairfield Board of Education approves Michael Halik to serve as the Treasurer of School Monies from July 1, 2024 through June 30, 2025 at an annual cost of \$5,000.

***CONTRACTS:***

**G. Joint Purchasing Agreements**

WHEREAS, N.J.S.A. 18A:18A-11 provides that, "The Boards of Education of two or more districts may provide jointly by agreement for the provision and performance of goods and services for their respective districts, or one or more boards of education may provide for such provision or performance of goods and services by joint agreement with the governing body of any municipality or county;" and

WHEREAS, the Fairfield Board of Education has the need, on a timely basis, to procure goods and services utilizing joint purchasing agreements; and



**FAIRFIELD BOARD OF EDUCATION MINUTES: June 13, 2024-Page 11**

WHEREAS, the Fairfield Board of Education desires to authorize its purchasing agent for the 2024-2025 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year;

THEREFORE, BE IT RESOLVED that the Fairfield Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services utilizing joint purchasing agreements.

H. Environmental Services

BE IT RESOLVED that the Fairfield Board of Education approves a contract with Karl Environmental Group to provide Comprehensive Environmental Services (Right to Know Services, AHERA, Air Quality Management Services and Right to Know Training) as needed in the amount of \$3,900.00 for the period of July 1, 2024 through June 30, 2025.

I. Integrated Pest Management Services

BE IT RESOLVED that the Fairfield Board of Education approves a contract with Safe Schools Integrated Pest Management for Pest Control & IPM Law Compliance Services from July 1, 2024 through June 30, 2025 at a monthly fee of \$360.00 and other services, as needed, based upon their proposal dated January 24, 2024.

J. Transportation Agreement with Sussex County Regional Cooperative

BE IT RESOLVED that the Fairfield Board of Education approves the participation of a Joint Transportation Agreement with the Sussex County Regional Cooperative for Special Education, Field Trip, Public and Private School Transportation for the 2024-2025 school year.

K. Health Insurance Broker

WHEREAS, the Fairfield Board of Education (the "Board") has determined that it is necessary to retain the services of a health insurance broker to assist with the procurement, analysis; and management of the Board's medical, prescription, dental, vision and health insurance provider; and

WHEREAS, such services are not subject to public bidding per N.J.S.A.18A:18A-5(a)(10) provided that the Board adhere to the requirements for the award of a contract in the nature of an extraordinary unspecifiable service; and

WHEREAS, the Board has determined that the firm of IMAC Insurance Agency (Producer) is qualified to provide such services to the Board and that the appointment of the firm is in the best interest of the district and will result in the provision of the highest quality services at a fair and competitive price; and

NOW, THEREFORE, BE IT RESOLVED upon the recommendation of the Superintendent and the School Business Administrator, the Board hereby approves a Producer Agreement between the Board and IMAC Insurance Agency located at 540 Mill Street Belleville, NJ 07109 for the provision of consultancy services for the period of July 1, 2024 through June 30, 2025; and

**FAIRFIELD BOARD OF EDUCATION MINUTES: June 13, 2024-Page 12**

BE IT FURTHER RESOLVED that the Board's School Business Administrator is authorized to execute the Producer's Agreement with IMAC Insurance Agency on behalf of the Board; and

BE IT FURTHER RESOLVED that a copy of this Resolution and the requisite summary of the contract award shall be published once in an official newspaper of record for the district in accordance with the requirements of N.J.S.A. 18A:18A-5(a)(1).

**L. Bergen Municipal Employee Benefits Fund (BMED)**

BE IT RESOLVED that the Fairfield Board of Education hereby authorizes the district to renew the Indemnity and Trust Agreement with the Bergen Municipal Employee Benefits Fund to participate in the Joint Insurance Fund with respect to health insurance and appoints Kathleen Marano to be Fund Commissioner for the period of July 1, 2024 through June 30, 2025.

**M. Collection and Maintenance of Student Records**

BE IT RESOLVED that the Fairfield Board of Education authorizes certified personnel to collect and maintain mandated student records as per N.J.A.C. 6A:32- 7.1 and Policy 8330 for the period of July 1, 2024 through June 30, 2025.

**N. Annual Tuition Rate for 2024-2025**

BE IT RESOLVED that the Fairfield Board of Education approves the following annual tuition rate for non-resident pupils for the 2024-2025 school year:

Pre-K/Kindergarten	\$18,273
Grades 1 - 5	\$19,940
Grade 6	\$18,688

**O. Related Service Providers**

BE IT RESOLVED that the Fairfield Board of Education approves the following Related Service Providers for the 2024-2025 school year for the services and rates listed below:

Provider	Service	Rate
Wellness and Rehabilitation	Physical Therapy Services	1 Hour: \$95 Evaluations: \$300

**P. Employee Health Benefits Plan - Aetna**

WHEREAS, the Fairfield Board of Education has determined that it requires a contract for the provision of medical insurance coverage services in order to fulfill its contractual obligations to its employees for the period of July 1, 2024 through June 30, 2025; and

WHEREAS, the purchase of such services are not subject to public bidding per N.J.S.A. 18A:18A-5 (a)(10) provided that the Board adhere to the requirements of the award of a contract in the nature of extraordinary unspecifiable services; and

**FAIRFIELD BOARD OF EDUCATION MINUTES: June 13, 2024-Page 13**

WHEREAS, the existing contract, which covers the period of July 1, 2023 through June 30, 2024, will be expiring; and

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent and the School Business Administrator, enters into an agreement with Aetna to renew the following plans for the period of July 1, 2024 through June 30, 2025 at the following monthly rates:

<u>Coverage</u>	Aetna Choice POS II \$10 Copay	Aetna Choice POS II \$25 Copay	<u>NJEHP</u>	<u>GSHP</u>
Single	\$1,189	\$1,073	\$1,055	\$934
Parent/Child (ren)	\$1,735	\$1,566	\$1,541	\$1,367
2 Adults	\$2,593	\$2,340	\$2,304	\$2,040
Family	\$3,028	\$2,731	\$2,689	\$2,383
Dep. Under 31 (Chp. 375)	\$1,189	\$1,073	\$1,055	\$766

BE IT FURTHER RESOLVED that the Board's School Business Administrator is authorized to execute the Agreement with Aetna on behalf of the Fairfield Board of Education.

**Q. Employee Prescription Benefits Plan – Express Scripts**

WHEREAS, the Fairfield Board of Education has determined that it requires a contract for the provision of prescription coverage in order to fulfill its contractual obligations to its employees for the period of July 1, 2024 through June 30, 2025;

WHEREAS, the purchase of such services are not subject to public bidding per N.J.S.A. 18A:18A-5 (a)(10) provided that the Board adhere to the requirements of the award of a contract in the nature of extraordinary unspecifiable services; and

WHEREAS, the existing contract, which covers the period of July 1, 2023 through June 30, 2024, will be expiring; and

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent and the School Business Administrator, enters into an agreement with Express Scripts to renew the existing plan for the period of July 1, 2024 through June 30, 2025 at the following monthly rates:

<u>Coverage</u>	Prescription: \$10/\$20	Prescription: \$20/\$40	<u>NJEHP</u>	<u>GSHP</u>
Single	\$254	\$205	\$228	\$228
Parent/Child (ren)	\$374	\$304	\$336	\$336
2 Adults	\$422	\$434	\$481	\$481
Family	\$719	\$585	\$647	\$647
Dep. Under 31 (Chp. 375)	\$254	\$205	\$228	\$228

**FAIRFIELD BOARD OF EDUCATION MINUTES: June 13, 2024-Page 14**

BE IT FURTHER RESOLVED that the Board's School Business Administrator is authorized to execute the Agreement with Express Scripts on behalf of the Fairfield Board of Education.

**R. Employee Dental Benefits Plan – Delta Dental**

WHEREAS, the Fairfield Board of Education has determined that it requires a contract for the provision of dental insurance coverage services in order to fulfill its contractual obligations to its employees for the period of July 1, 2024 through June 30, 2025; and

WHEREAS, the purchase of such services are not subject to public bidding per N.J.S.A. 18A:18A-5 (a)(10) provided that the Board adhere to the requirements of the award of a contract in the nature of extraordinary unspecifiable services; and

WHEREAS, the existing contract, which covers the period of July 1, 2023 through June 30, 2024, will be expiring; and

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent and the School Business Administrator, enters into an agreement with Delta Dental to renew the existing plan for the period of July 1, 2024 through June 30, 2025 at the following monthly rates:

<u>Coverage</u>	<u>PPO/Premier</u>
Single	\$39
Parent/Child (ren)	\$73
2 Adults	\$80
Family	\$119

BE IT FURTHER RESOLVED that the Board's School Business Administrator is authorized to execute the Agreement with Delta Dental on behalf of the Fairfield Board of Education.

**S. Employee Vision Benefits Plan – Vision Service Plan (VSP)**

WHEREAS, the Fairfield Board of Education has determined that it requires a contract for the provision of vision coverage services in order to fulfill its contractual obligations to its employees for the period of July 1, 2024 through June 30, 2025; and

WHEREAS, the purchase of such services are not subject to public bidding per N.J.S.A. 18A:18A-5 (a)(10) provided that the Board adhere to the requirements of the award of a contract in the nature of extraordinary unspecifiable services; and

WHEREAS, the existing contract, which covers the period of July 1, 2023 through June 30, 2024, will be expiring; and

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent and the School Business Administrator, enters into an agreement with Vision Service Plan (VSP) to renew the existing plan for the period of July 1, 2024 through June 30, 2025 at the following monthly rates:

<u>Coverage</u>	<u>Monthly Rate</u>
Single	\$10.67
Parent/Child (ren)	\$10.67
2 Adults	\$10.67
Family	\$10.67

***ADMINISTRATIVE:***

**T. AHERA Coordinator**

BE IT RESOLVED that the Fairfield Board of Education reaffirms the appointment of John Porcino, Supervisor of Buildings and Grounds, as the AHERA Coordinator for the District for the period of July 1, 2024 through June 30, 2025.

**U. Asbestos Program Manager**

BE IT RESOLVED that the Fairfield Board of Education reaffirms the appointment of John Porcino, Supervisor of Buildings and Grounds, as the Asbestos Program Manager for the District for the period of July 1, 2024 through June 30, 2025.

**V. Right to Know Officer**

BE IT RESOLVED that the Fairfield Board of Education reaffirms the appointment of John Porcino, Supervisor of Buildings and Grounds, as the Right to Know Officer for the District for the period of July 1, 2024 through June 30, 2025.

**W. Contracts**

**Attachment E**

BE IT RESOLVED that pursuant to PL2015, Chapter 47 N.J.S.A. 18A:18A-42.2, the Fairfield Board of Education intends to renew, award or permit to expire the contracts on the list that were previously awarded by the Board of Education. These contracts are, have been and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18A, et seq., N.J.A.C. Chapter 23A, and Federal Uniform Administrative Requirement 2CFR, Part 200.

***OUT-OF DISTRICT TUITION/TRANSPORTATION/HOME INSTRUCTION CONTRACTS:***

**X. Out-of-District Placement**

BE IT RESOLVED that the Fairfield Board of Education approves the out-of-district placement and tuition contract for Student ID #20391666 at New Beginnings in Fairfield, NJ for the period of July 1, 2024 through June 30, 2025. The total estimated tuition charges and extraordinary services is \$166,195.28.

**Y. ABA Therapy**

BE IT RESOLVED that the Fairfield Board of Education approves Adriana Diaz as ABA Therapist to provide Home Instruction per IEP for the 2024-2025 school year at the respective 2023-2024 contracted hourly rate of \$61.85 not to exceed 20 hours per week, pending contract negotiations.

**ADMINISTRATIVE:**

**Z. Petty Cash Accounts**

BE IT RESOLVED that the Fairfield Board of Education approves the following petty cash accounts for the 2024-2025 school year; the amounts as established through policy:

Stevenson Principal	\$300
Churchill Principal	\$300
Special Services	\$300
Superintendent	\$300
Business Administrator/Board Secretary	\$300

**AA. Scholarship Award**

BE IT RESOLVED that the Fairfield Board of Education recognizes Alex Yu Xiang Chen as the 2024 MECCA, Inc. Scholarship Award recipient for academic excellence. Mr. Chen, a former Winston S. Churchill School student, will graduate from West Essex High School as Class Salutatorian in June 2024 and plans to attend the Massachusetts Institute of Technology where he will be studying Aerospace Engineering.

**BB. Annual Boiler Cleaning/Inspection for Adlai Stevenson & Winston S. Churchill Schools**

BE IT RESOLVED that the Fairfield Board of Education received two quotes to clean and inspect the boilers at Adlai E. Stevenson and Winston S. Churchill as follows:

CONTRACTOR NAME	COST
Combustion Service Corp.	\$8,420.00
Miller & Chitty Company, Inc.	\$8,424.00

BE IT RESOLVED that the Fairfield Board of Education approves the quote from Combustion Service Corp. to clean and inspect the boilers at Adlai E. Stevenson and Winston S. Churchill Schools in the amount of \$8,420.

**CC. Amended Quote for Installation of Two Windows at Winston S. Churchill School**

~~BE IT RESOLVED that the Fairfield Board of Education received two quotes to install two windows in the music room/stage area at Winston S. Churchill School as follows:~~

CONTRACTOR NAME	COST
<del>BRG Corporation</del>	<del>\$10,678.00</del>
<del>Window Plus Home Improvement Products</del>	<del>\$13,600.00</del>

~~BE IT RESOLVED that the Fairfield Board of Education approves the amended quote from Window Plus Home Improvement Products for the installation of two windows in the music room/stage area at Winston S. Churchill School in the amount of \$13,600.~~

**FAIRFIELD BOARD OF EDUCATION MINUTES: June 13, 2024-Page 17**

**DD. Purchase One Fireproof File Cabinet for the Fairfield Board Office**

BE IT RESOLVED that the Fairfield Board of Education received four quotes to purchase a fireproof file cabinet for the Fairfield Board Office as follows:

VENDOR NAME	SIZE	COST
Keystone Safe Company	38.78"W	\$4,599.00
ED-DATA (Staples)	37.5"W	\$6,011.68
ED-DATA (Staples)	37.5W	\$5,458.68
Johnson USA	38"W	\$5,867.00

BE IT RESOLVED that the Fairfield Board of Education approves the quote from Keystone Safe Company for the purchase of a fireproof file cabinet for the Fairfield Board Office in the amount of \$4,599.00.

**Business/Finance Resolutions Items A-DD**

Introduced by: Joseph Fede

Seconded by: Anthony DePascale

Discussion: Mr. DePascale asked to withdraw Item CC. Mr. DePascale also asked if item DD was standard size for a fireproof file cabinet.

**ROLL CALL**

Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes

Ms. Bellise-Jandoli - Absent

**IX. OLD BUSINESS**

Melinda Street thanked Ms. Kirk and Mr. Silversti for all their work on the school play.

**X. NEW BUSINESS**

NONE

**XI. COMMITTEE REPORTS**

Angela Altaai reported: Teacher contract negotiations are still ongoing and, as mentioned at the previous meeting, we are at an impasse. Negotiations have stalled over time. The board is seeking additional time before school to be used for various professional purposes - lesson planning, grading, parent communication, and extra help opportunities for students. We will continue to keep an open dialogue on both ends in order to reach a fair and equitable agreement.

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

Vanessa Mayer read a statement from the FEA.

**FAIRFIELD BOARD OF EDUCATION MINUTES: June 13, 2024-Page 18**

Allison Measso - spoke about the teacher contract negotiations and them receiving fair compensation. Mr. Fede and Mr. DePascale responded to Ms. Measso and Ms. Mayer's statement.

Nicole Sudol - inquired about budget, negotiations and new hires. Mr. Fede, Mr. DePascale and Ms. Marano responded.

Donna Gualtieri - spoke about teacher negotiations and compensation. Mr. DePascale and Mr. Fede responded.

Allison Measso - asked about the drop off process at both schools. Mr. DePascale responded.

Stacie Scalia - how the issues in the district are impacting the children.

**XIII. NEXT MEETING**

BE IT RESOLVED that the next meeting will be held, in person, on August 22, 2024, Public Work Session beginning at 6:00 PM followed by Executive Session with Public Session resuming at approximately 7:30 PM, at the Fairfield Municipal Building.

**XIV. ADJOURNMENT**

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

Introduced by: Angela Altaai      Seconded by: Joseph Fede      Time: 8:08 PM

**ROLL CALL**

Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes  
Ms. Bellise-Jandoli - Absent



**FAIRFIELD BOARD OF EDUCATION**

**Public Work Session**

**Special Meeting Minutes**

Tuesday, July 16, 2024 at 9:00 AM at the Stevenson School Media Center

MR. ANTHONY DEPASCALE, BOARD PRESIDENT, CALLED THE ROLL AT 9:00 AM:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Ms. Andrea Bellise-Jandoli	ABSENT	Ms. Angela Altaai	PRESENT
Mr. Joseph Fede	PRESENT	Mr. Anthony DePascale	PRESENT
Ms. Melinda Street	PRESENT		

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
Mr. Ryan Gupta	Superintendent of Schools	PRESENT
Mrs. Kathleen Marano	Interim Business Administrator/Board Secretary	PRESENT

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

**I. RECOMMENDATION TO MOVE TO EXECUTIVE SESSION**

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;

**NO EXECUTIVE SESSION WAS HELD**

**FAIRFIELD BOARD OF EDUCATION**

**Public Work Session**

**Special Meeting Minutes**

Tuesday, July 16, 2024 at 9:00 AM

***Page 2***

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.

Introduced by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Time: \_\_\_\_\_

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

Introduced by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Time: \_\_\_\_\_

---

**ADJOURNMENT**

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

Introduced by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Time: \_\_\_\_\_

**ROLL CALL**

Ms. Bellise-Jandoli \_\_\_\_\_ Mr. Fede \_\_\_\_\_ Ms. Street \_\_\_\_\_ Ms. Altaai \_\_\_\_\_ Mr. DePascale \_\_\_\_\_

**NO EXECUTIVE SESSION WAS HELD.**

**FAIRFIELD BOARD OF EDUCATION**

**Special Meeting Minutes**

Tuesday, July 16, 2024

9:00 AM at the Stevenson School Media Center

(Access livestream at [www.fpsk6.org](http://www.fpsk6.org) at 9:00 AM)

**I. OPEN MEETING –PUBLIC NOTICE OF MEETING**

MR. ANTHONY DEPASCALE, BOARD PRESIDENT, CALLED THE ROLL AT 9:00 AM:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Ms. Andrea Bellise-Jandoli	ABSENT	Ms. Angela Altaai	PRESENT
Mr. Joseph Fede	PRESENT	Mr. Anthony DePascale	PRESENT
Ms. Melinda Street	PRESENT		

*The Board will reconvene from Executive Session and Mr. Anthony DePascale, Board President, will preside and call the public meeting to order at approximately 9:00 AM 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 Herald News and The Progress.

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

ADMINISTRATION	POSITION	ATTENDANCE
Mr. Ryan Gupta	Superintendent of Schools	PRESENT
Mrs. Kathleen Marano	Interim Business Administrator/Board Secretary	PRESENT

**II. PUBLIC COMMENT ON: *AGENDA ITEMS ONLY***

None

### **III. PERSONNEL**

#### **A. Administration**

##### **1. Interim Business Administrator/Board Secretary Employment**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the continued employment of Kathleen Marano as Interim Business Administrator/Board Secretary, by the Interim County Superintendent of Schools, effective July 1, 2024 through August 31, 2024.

##### **2. Rescind Employment Approval**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, rescinds the employment approval for Cathriona Fitzsimons as a full-time tenure track Speech-Language Specialist for the 2024-2025 school year.

##### **3. Employment**

- a. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Martine Shepard as a full-time non-tenure track Maternity Leave of Absence Replacement Elementary Teacher in Grade Five for Melisa Locantore for the 2024-2025 school year at a salary of \$58,744 based on M.A., Step 2 on the current teachers' salary guide, pending contract negotiations.
- b. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the employment of Brianna DiGeronimo as a full-time tenure track Speech-Language Specialist for the 2024-2025 school year at a salary of \$65,743 based on M.A., Step 11 on the current teachers' salary guide, pending contract negotiations.

### **IV. CURRICULUM/PROGRAM**

#### **A. LIEP Three-Year Plan Approval**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the 2024-2027 Language Instruction Educational Program (LIEP) Three-Year Plan. This document was reviewed by the Board of Education members prior to recommendation for approval at this meeting.

#### **B. Comprehensive Equity Plan Extension for 2024-2025**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the extension of the Comprehensive Equity Plan through the 2024-2025 school year and submission of the CEP Statement of Assurance. The current plan, approved in May of 2019, will remain in place.

C. 2024-2025 School Calendar Revision

Attachment A

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following revisions to the 2024-2025 School Calendar, approved at the January 17, 2024 Board meeting:

<u>Conference Revisions</u>	<u>2-Hour Delayed Opening Additions</u>	<u>Early Dismissal Revised to 2-Hour Delayed Opening</u>
Thursday, November 21, 2024	Monday, September 16, 2024	Wednesday, March 19, 2025
Monday, November 25, 2024	Monday, December 9, 2024	
Tuesday, November 26, 2024	Thursday, January 16, 2025	
	Tuesday, May 27, 2025	

V. **BUSINESS/MEMBERSHIP RENEWAL**

A. New Jersey School Insurance Group (NJSIG) Membership Renewal

WHEREAS, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the New Jersey Schools Insurance Group ("NJSIG") is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Fairfield Board of Education, hereinafter referred to as the "Educational Institution," has resolved to apply for and/or renew its membership with NJSIG;

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been canceled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, THAT:

1. This agreement is made by and between NJSIG and the Educational Institution;
2. The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2024, and ending July 1, 2027 at 12:01 a.m.;

**FAIRFIELD BOARD OF EDUCATION MINUTES: July 16, 2024-Page 4**

3. In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
4. The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
5. NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
6. By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
7. The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
8. The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;
9. The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
10. If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;
11. The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
12. The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.

***GRANT APPROVAL:***

**B. ESEA Grant Application 2024-2025**

BE IT RESOLVED that the Fairfield Board of Education accepts the allocation and approves the submission of the ESEA Grant Application to the New Jersey Department of Education for the 2024-2025 school year as follows:

Title I	\$63,455
Title II	\$12,209
Title IV	\$10,000

**C. IDEA Grant Application 2024-2025**

BE IT RESOLVED that the Fairfield Board of Education accepts the allocation and approves the submission of the IDEA Grant Application to the New Jersey Department of Education for the 2024-2025 school year as follows:

Basic	\$157,944
Preschool	\$10,322

***BUILDINGS, GROUNDS AND MAINTENANCE:***

**D. Electrical work for IT Server at Winston S. Churchill School**

BE IT RESOLVED that the Fairfield Board of Education received two quotes for electric work for the new IT Server Relocation at Winston S. Churchill as follows:

CONTRACTOR NAME	COST
Sauchelli Electric	\$11,635.00
Sal Electric Co., Inc.	\$12,754.00

BE IT FURTHER RESOLVED that the Fairfield Board of Education ratifies and affirms Sauchelli Electric for electrical work for the IT Server Relocation at Winston S. Churchill Schools in the amount of \$11,635.00.

**E. Installation of Split Air Handler Cooling System Winston S. Churchill School**

BE IT RESOLVED that the Fairfield Board of Education received two quotes for the installation of a split air handler cooling system in the new IT server room at Winston S. Churchill as follows:

CONTRACTOR NAME	COST
AirMaster Heating & Cooling	\$9,700.00
State Wide Heating & Cooling	\$10,490.00

BE IT RESOLVED that the Fairfield Board of Education approves the quote from AirMaster Heating & Cooling for the installation of a split air handler cooling system for the new IT server room at Winston S. Churchill Schools in the amount of \$9,700.00.

**F. Mold Remediation at Winston S. Churchill School**

BE IT RESOLVED that the Fairfield Board of Education received two quotes for the mold remediation at Winston S. Churchill School as follows:

CONTRACTOR NAME	COST
SERVPRO	\$3,724.24
First OnSite	\$6,000 (T&M)

BE IT RESOLVED that the Fairfield Board of Education approves the quote from SERVPRO for the mold mediation at Winston S. Churchill Schools in the amount of \$3,724.24.

**G. Painting/Touch-up Painting of Administration Offices at Adlai E. Stevenson School**

BE IT RESOLVED that the Fairfield Board of Education received two quotes for the painting and touch-up painting of administration offices at Adlai E. Stevenson School as follows:

CONTRACTOR NAME	COST
Al Franco & Sons Painting, Inc.	\$1,275.00
CertaPro Painters	\$2,462.92

BE IT RESOLVED that the Fairfield Board of Education approves the quote from Al Franco & Sons Painting, Inc. for the painting and touch-up painting of administration offices at Adlai E. Stevenson School in the amount of \$1,275.00.

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

Introduced by: Angela Altaai

Seconded by: Melinda Street

Discussion: Angela Altaai asked if the new Speech-Language Specialist was a new position.

**ROLL CALL**

Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes  
Ms. Bellise-Jandoli - Absent



**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**VIII. COMMITTEE REPORTS**

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

NONE

**X. NEXT MEETING**

BE IT RESOLVED that the next meeting will be held, in person, on **August 15, 2024**, Public Work Session beginning at 6:00 PM followed by Executive Session with Public Session resuming at approximately 7:30 PM, at the Fairfield Municipal Building.

**XI. ADJOURNMENT**

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

Introduced by: Joseph Fede

Seconded by: Angela Altaai

Time: 9:06 AM

**ROLL CALL**

Mr. Fede, Ms. Street, Ms. Altaai, Mr. DePascale - All Ayes

Ms. Bellise-Jandoli - Absent



**FAIRFIELD BOARD OF EDUCATION**

**Public Work Session**

Special Meeting Minutes

Thursday, July 25, 2024 at 9:00 AM at the Stevenson School Media Center

MR. ANTHONY DEPASCALE, BOARD PRESIDENT, CALLED THE ROLL AT 9:00 AM:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Ms. Andrea Bellise-Jandoli		Ms. Angela Altaai	
Mr. Joseph Fede		Mr. Anthony DePascale	
Ms. Melinda Street			

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
Mr. Ryan Gupta	Superintendent of Schools	
Mrs. Kathleen Marano	Interim Business Administrator/Board Secretary	

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

**I. RECOMMENDATION TO MOVE TO EXECUTIVE SESSION**

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;

**NO EXECUTIVE SESSION WAS HELD**

**FAIRFIELD BOARD OF EDUCATION**  
**Public Work Session**  
Special Meeting Minutes  
Thursday, July 25, 2024 at 9:00 AM

*Page 2*

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.

Introduced by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Time: \_\_\_\_\_

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

Introduced by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Time: \_\_\_\_\_

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**ADJOURNMENT**

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

Introduced by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Time: \_\_\_\_\_

**ROLL CALL**

Ms. Bellise-Jandoli \_\_\_\_\_ Mr. Fede \_\_\_\_\_ Ms. Street \_\_\_\_\_ Ms. Altaai \_\_\_\_\_ Mr. DePascale \_\_\_\_\_

**NO EXECUTIVE SESSION WAS HELD**

**FAIRFIELD BOARD OF EDUCATION**

**Special Meeting Minutes**

Thursday, July 25, 2024

9:00 AM at the Stevenson School Media Center

(Access livestream at [www.fpsk6.org](http://www.fpsk6.org) at 9:00 AM)

**I. OPEN MEETING –PUBLIC NOTICE OF MEETING**

MS. ANGELA ALTAI, BOARD VICE PRESIDENT, CALLED THE ROLL AT 9:01 AM:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Ms. Andrea Bellise-Jandoli	ABSENT	Ms. Angela Altaai	PRESENT
Mr. Joseph Fede	PRESENT	Mr. Anthony DePascale	ABSENT
Ms. Melinda Street	PRESENT		

*The Board will reconvene from Executive Session and Ms. Angela Altaai, Board Vice President, will preside and call the public meeting to order at approximately 9:00 AM 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 Herald News and The Progress.

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

ADMINISTRATION	POSITION	ATTENDANCE
Mr. Ryan Gupta	Superintendent of Schools	PRESENT
Mrs. Kathleen Marano	Interim Business Administrator/Board Secretary	PRESENT

**II. PUBLIC COMMENT ON: AGENDA ITEMS ONLY**

NONE

### III. PERSONNEL

#### A. Administration

##### 1. Business Administrator/Board Secretary Employment

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the contract for Wally Lindsley, as Business Administrator/Board Secretary at a salary of \$169,900, approved by the County Superintendent of Schools, and pending receipt of all required documentation, effective approximately August 1, 2024 through June 30, 2025.

#### B. Certificated

##### 1. Resignation

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the letter of resignation from Gabriella Riley, Elementary Teacher effective retroactively to July 18, 2024, with regret, best wishes, and appreciation for her 7 years of service to the students of Fairfield.

##### 2. Employment

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the change of assignment for Olivia Montwaid from a full-time non-tenure track Maternity Leave of Absence Replacement Elementary Teacher in Grade Three for Marisa Caradimitropoulo to a full-time tenure-track Elementary Teacher in Grade Three for Gabriella Riley for the 2024-2025 school year at a salary of \$58,744 based on M.A., Step 2 on the current teachers' salary guide, pending contract negotiations.

#### **Personnel Recommendations:**

Introduced by: Melinda Street

Seconded by: Joseph Fede

Discussion: None

#### **ROLL CALL**

Mr. Fede, Ms. Street, Ms. Altaai - All Ayes

Ms. Bellise-Jandoli, Mr. DePascale - Absent

### IV. BUSINESS/FINANCE OFFICE RESOLUTIONS

#### ***BUILDINGS, GROUNDS AND TECHNOLOGY:***

##### A. Recycle Old and Broken Technology

BE IT RESOLVED that the Fairfield Board of Education has identified old and broken technology that has reached end of life and no longer beneficial to the district that needs to be recycled as follows:

**FAIRFIELD BOARD OF EDUCATION MINUTES: July 25, 2024-Page 3**

66 Samsung Chromebooks	117 HP Chromebooks
116 Plugs/chargers/power cords	6 Desktop Computers
1 HP Printer	1 HP UPS/Battery Back-up

BE IT RESOLVED that the Fairfield Board of Education approves the recycling of the items to Green Wave Electronics, a R2v3 certified provider to recycle at no cost to the board.

**Business/Finance Resolutions Item A**

Introduced by: Joseph Fede

Seconded by: Angela Altaai

Discussion: None

**ROLL CALL**

Mr. Fede, Ms. Street, Ms. Altaai - All Ayes

Ms. Bellise-Jandoli, Mr. DePascale - Absent

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

**VII. COMMITTEE REPORTS**

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

**NONE**

**IX. NEXT MEETING**

BE IT RESOLVED that the next meeting will be held, in person, on **August 15, 2024**, Public Work Session beginning at 6:00 PM followed by Executive Session with Public Session resuming at approximately 7:30 PM, at the Fairfield Municipal Building.

**X. ADJOURNMENT**

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

Introduced by: Joseph Fede

Seconded by: Melinda Street

Time: 9:05 AM

Discussion: None

**ROLL CALL**

Mr. Fede, Ms. Street, Ms. Altaai - All Ayes

Ms. Bellise-Jandoli, Mr. DePascale - Absent





# Fairfield Board of Education Monthly Transfer Report

Attachment C

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
<b>INSTRUCTION</b>									
Regular Programs	11-1XX-100-XXX 12-1XX-100-XXX 13-1XX-100-XXX 15-1XX-100-XXX	3,781,346.00	13,280.52	3,794,626.52	379,462.65	514,229.33	13.55	893,691.98	469,054.10
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1X-2XX-100-XXX 1X-000-216-XXX 1X-000-217-XXX	2,760,415.00	0.02	2,760,415.02	276,041.50	( 17,186.00)	-0.62	258,855.50	539,438.80
Vocational Programs-Local	1X-3XX-100-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School-Spon. Co/Extra-Curr. Activities, School Sponsored Athletics, and Other Instructiona	11-4XX-100-XXX 11-4XX-200-XXX 12-4XX-100-XXX 15-4XX-100-XXX 15-4XX-200-XXX	10,150.00	0.00	10,150.00	1,015.00	23,650.00	233.00	24,665.00	12,881.54
Community Services Programs/Operations	1X-800-330-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL INSTRUCTIONAL EXPENSE</b>		<b>6,551,911.00</b>	<b>13,280.54</b>	<b>6,565,191.54</b>					<b>1,021,174.44</b>
<b>UNDISTRIBUTED EXPENDITURES</b>									
Tuition	11-000-100-XXX	261,369.00	133,884.00	395,253.00	39,525.30	0.00	0.00	39,525.30	155,012.64
Attendance and Social Work, Health, Guidance, Child Study Teams, Education Media Services/	1X-000-211-XXX 1X-000-213-XXX 1X-000-218-XXX 1X-000-219-XXX 1X-000-222-XXX	917,828.00	4,636.50	922,464.50	92,246.45	196,299.60	21.28	288,546.05	124,912.37
Improvement of Instruction Services and Instructional Staff Training Services	1X-000-221-XXX 1X-000-223-XXX	96,840.00	27.00	96,867.00	9,686.70	0.40	0.00	9,687.10	4,916.30
General Administration	1X-000-230-XXX	496,127.00	150.37	496,277.37	49,627.74	36,046.00	7.26	85,673.74	70,108.40
School Administration	1X-000-240-XXX	425,664.00	434.94	426,098.94	42,609.89	850.00	0.20	43,459.89	5,820.30
Central Services & Administrative Information Technology	1X-000-25X-XXX	382,047.00	983.88	383,030.88	38,303.09	( 28,645.00)	-7.48	9,658.09	17,108.39
Operation and Maintenance of Plant Services	1X-000-26X-XXX	1,408,586.00	12,863.40	1,421,449.40	142,144.94	80,317.00	5.65	222,461.94	310,658.84
Student Transportation Services	1X-000-270-XXX	1,049,744.00	2,044.00	1,051,788.00	105,178.80	( 25,150.00)	-2.39	80,028.80	250,778.85

# Fairfield Board of Education Monthly Transfer Report

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06/30/2024

Budget Category	Accounts	Original Budget	Revenues Allowed + Pr Yr Reserve	Orig + Rvnues Allowed + Pr Yr Reserve	Maximum Transfer Out Allowed	YTD Net Transfers	% change of Transfers	Remaining Transfers Out Allowed	Account Balance
Personal Services-Employee Benefits	1X-XXX-XXX-2XX	2,719,563.00	0.00	2,719,563.00	271,956.30	209,034.00	7.69	480,990.30	688,841.99
Food Services	11-000-310-XXX	30,000.00	0.00	30,000.00	3,000.00	0.00	0.00	3,000.00	8,320.50
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL UNDISTRIBUTED EXPENSE</b>		<b>7,787,768.00</b>	<b>155,024.09</b>	<b>7,942,792.09</b>					<b>1,636,478.58</b>
<b>TOTAL GENERAL CURRENT EXPENSE</b>		<b>14,339,679.00</b>	<b>168,304.63</b>	<b>14,507,983.63</b>					<b>2,657,653.02</b>
Equipment	12-XXX-XXX-73X	0.00	0.00	0.00	0.00	21,132.00	0.00	21,132.00	0.64
	15-XXX-XXX-73X								
Facilities Acquisition and Construction Services	12-000-4XX-XXX	430,303.00	6,074.08	436,377.08	0.00	155,362.00	35.60	155,362.00	136,941.20
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4XX-931	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4XX-933	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>430,303.00</b>	<b>6,074.08</b>	<b>436,377.08</b>					<b>136,941.84</b>
TOTAL SPECIAL SCHOOLS	13-XXX-XXX-XXX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer of Funds to Charter Schools	10-000-100-56X	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer of Funds to Renaissance	10-000-100-571	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Fund Contribution to School Based Budgets	10-000-520-930	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>OPERATING BUDGET GRAND TOTAL</b>		<b>14,769,982.00</b>	<b>174,378.71</b>	<b>14,944,360.71</b>					<b>2,794,594.86</b>

*Kathleen Munn*  
 School Business Administrator Signature

6-30-24  
 Date