

FAIRFIELD BOARD OF EDUCATION

Public Work Session

Meeting Minutes

Wednesday, May 22, 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	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	PRESENT
Mrs. Kathleen Marano	Interim Business Administrator/Board Secretary	ABSENT

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.

Ms. Meghan Cafone presented 4 HIB investigation cases, all not founded and a residency appeal.

It is anticipated that the Executive Session will take approximately 1 hour; 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

Wednesday, May 22, 2024 at 6:00 PM

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: Melinda Street Seconded by: Angela Altaai Time: 6:30 PM

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

Introduced by: Melinda Street Seconded by: Angela Altaai Time: 7:25 PM

ADJOURNMENT

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

Introduced by: Melinda Street Seconded by: Angela Altaai Time: 7:25 PM

ROLL CALL

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

FAIRFIELD BOARD OF EDUCATION

Meeting Minutes

Wednesday, May 22, 2024

7:30 PM at the Fairfield Municipal Building

(Access livestream at 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 7:31 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	PRESENT
Mrs. Kathleen Marano	Interim Business Administrator/Board Secretary	ABSENT

II. PUBLIC COMMENT ON: *AGENDA ITEMS ONLY*

NONE

III. ENROLLMENT

Grade	Students 6/9/2023	Students 5/17/2024
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
Total	708	710

IV. PERSONNEL

A. Certificated Staff

1. Renewal of Tenured Staff for 2024-2025

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves renewal of the following certificated, tenured staff for the 2024-2025 school year:

Alonso, Daphne	Dickson, Joleen	Perrone, Jennifer
Annese, Giana	Dillon, Lindsey	Prall, Catherine
Bargiel, Dina	Fasulo, Addie	Puglisi, Gina
Barra, Laura	Goldsmith, Andrea	Riley, Gabriella
Booth, Julia	Gualtieri, Donna	Salant, Lisa
Bowers, Lisa	Healy, Susan	Salter, Laurie
Breznak, Colleen	Horvath, Peter	Salvemini, Brianna
Caradimitropoulo, Marisa	Kirk, Sarah	Sarna, Jennifer
Carnovale, Nicole	Kohlberg, Jodie	Singh, Jennifer
Chavkin, Jaime	Lizza, Donna	Smith, Rebecca
Colon, Daniela	Major, Marya	Spanarelli, Donna
Conte, Jennifer	Malinowski, Danielle	Suppa, Maria
Crisafi, Kristin	Malinski, Cherylann	Tabatneck, Donna
Dearani, Cristina	Manna, Michelle	Verrengia, James
D'Elia, Jennifer	Marchetta, Carol	Vince-Cruz, Caroline
DeMarco, Matthew	Mayer, Vanessa	Zigouras, Alexandra
Dewland, Megan	Nazarian, Dorian	Zinconne, Megan
Diaz, Adriana	Patel, Sonal	

2. Maternity Leave of Absence Extension

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves an unpaid Maternity Leave of Absence extension, without benefits, for Jennifer D’Elia for the 2024-2025 school year. Mrs. D’Elia plans to return for the 2025-2026 school year.

3. 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.

<u>Position</u>	<u>Name of Staff</u>	<u>Per IEP Requirements</u>	<u>Total Hours</u>
Speech Therapist	Alexandra Zigouras	20 days @ 4.5 hours per day	90
Primary MD Teacher (2)	Lisa Salant Adriana Diaz	20 days @ 4.5 hours per day	180
Pri./Sec. LLD Teacher	Caroline Vince-Cruz	20 days @ 4.5 hours per day	90
School Nurse/LLD Aide	Donna Tabatneck Patricia A. Lozito	20 days @ 4.5 hours per day	90 To be split
Aides MD/LLD	Tracey Suhey	20 days @ 4.0 hours per day	320
Substitute Teacher	Ceyla Martone	On an as-needed basis	Unknown
Substitute Aide	Sharyn Blum	On an as-needed basis	Unknown
Child Study Team: LDTC, Psychologist, Speech Therapist Occupational Therapist	Donna Spanarelli, Jennifer Singh, Alexandra Zigouras, Sonal Patel	For completing evaluations and meetings	Not to exceed \$7,000

4. 2024 Extended Summer School Year Contracted Occupational Therapy Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Soliant Health, LLC for Occupational Therapy Services for the ESY 2024 Program, at a rate of \$95.15 not to exceed \$8,500.00. Position approved at the March 14, 2024 Board meeting.

5. 2024 Extended Summer School Year Contracted Physical Therapist Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Wellness Rehabilitation for Physical Therapy Services on an as-needed basis for the ESY 2024 Program, not to exceed \$2,500.00. Position approved at the March 14, 2024 Board meeting.

B. Non-Certificated Staff

1. Resignation

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts the letter of resignation from Heba Alatiyat, Paraprofessional, retroactively effective May 14, 2024, with regret, best wishes, and appreciation for her two and half 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 employment of Jonalyn Tulanowski as a Paraprofessional at an hourly rate of \$19.95 retroactively to May 20, 2024 to the remainder of the 2023-2024 school year.

C. Non-Recognized Title Renewal

Attachment A

1. Position/Title/Job Description Annual Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, reapproves the job description, title, and position of “Director of Curriculum and Instruction/Principal” effective for the 2024-2025 school year, as approved by the Interim-Essex County Superintendent of Schools on July 21, 2016 and annually since; and further reapproves the annual submission of said job description and excerpt from the Board agenda approving the job description, title, and position to the Interim-Essex County Superintendent of Schools.

Personnel Recommendations

Introduced by: Joseph Fede

Seconded by: Angela Altaai

Discussion: None

ROLL CALL

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

Ms. Bellise-Jandoli - Absent

V. CURRICULUM/PROGRAM

A. 2024-2025 School Calendar Revision

Attachment B

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the revision to the 2024-2025 School Calendar, approved at the January 17, 2024 Board meeting, to reflect Tuesday, September 10, 2024 as Back to School Night at Stevenson School and Wednesday, September 11, 2024 as Back to School Night at Churchill School.

B. Nursing Plan

Attachment C

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the 2024-2025 Nursing Service Plan revised by the school nursing staff and school physician.

C. Mandated Review of School District and School HIB Grades

Attachment D

BE IT RESOLVED that the Fairfield Board of Education approves the 2022-2023 HIB Grade Report shared at this public meeting. In addition, post the report on the district website.

Curriculum/Program Recommendations

Introduced by: Joseph Fede

Seconded by: Melinda Street

Discussion: None

ROLL CALL

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

Ms. Bellise-Jandoli - Absent

VI. POLICY

A. HIB Investigation Confirmation from April 25, 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 April 25, 2024. There were fourteen HIB investigations at Winston S. Churchill School to report.

1. HIB incident WSCS #10 2023-24, WSCS #11 2023-24, WSCS #12 2023-24, WSCS #13B 2023-24, WSCS #13C 2023-24, WSCS #13D 2023-24, WSCS #13E 2023-24, WSCS #14 2023-24, WSCS #15 2023-24, WSCS #16A 2023-24, WSCS #16B 2023-24, WSCS #17 2023-24 and WSCS #18 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.
2. HIB incident WSCS #13A 2023-24 was reported to the principal and reviewed by the Superintendent. After a full investigation, it was determined that the incident **did** satisfy the ABR definition of HIB.

B. Policy Second Reading and Adoption

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

<u>Policy/ Regulation #</u>	<u>Title</u>	<u>Status</u>
P 1140	Educational Equity Policies/Affirmative Action (M)	Revised
P 1523	Comprehensive Equity Plan (M)	Revised
P 1530	Equal Employment Opportunities (M)	Revised
R 1530	Equal Employment Opportunity Complaint Procedure (M)	Revised
P 1550	Equal Employment/Anti-Discrimination Practices (M)	Revised
R 2200	Curriculum Content (M)	Revised
P 2260	Equity in School and Classroom Practices (M)	Revised
R 2260	Equity in School and Classroom Practices Complaint Procedures (M)	Revised
P 2411	Guidance Counseling (M)	Revised
P&R 2423	Bilingual Education (M)	Revised
P&R 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)	Revised
P 3211	Code of Ethics	Revised
P 5750	Equitable Educational Opportunity (M)	Revised
P 5755	Equity in Educational Programs and Services (M)	Abolished
P 5841	Secret Societies	Revised
P 5842	Equal Access of Student Organizations	Revised
P&R 7610	Vandalism	Revised
P 9323	Notification of Juvenile Offender Case Disposition	Revised

Policy 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

VII. BUSINESS/FINANCE OFFICE RESOLUTIONS

A. Minutes Approval

Attachment E

BE IT RESOLVED that the Fairfield Board of Education approves/accepts the minutes from the April 25, 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:

FAIRFIELD BOARD OF EDUCATION MINUTES: MAY 22, 2024-Page 7

Ratify and Affirm Bills & Claims List - May 7, 2024	\$208,141.87
Ratify and Affirm Bills & Claims List - May 22, 2024	\$117,046.49
Ratify and Affirm April 30, 2024 Payroll	\$426,416.21
Ratify and Affirm May 15, 2024 Payroll	\$432,112.37

C. Transfer of Funds

Attachment F

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

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 April 1, 2024 through April 30, 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. Tax Levy Payment Schedule 2024-2025

BE IT RESOLVED that the Fairfield Board of Education approves the schedule of tax payments from the municipality for the 2024-2025 school year in accordance with N.J.S.A. 18A:13-23 and Policy 6141, per the following schedule and on file with the Board Secretary:

July 10, 2024	\$1,198,670.75	January 10, 2025	\$1,198,670.75
August 10, 2024	\$1,198,670.75	February 10, 2025	\$1,198,670.75
September 10, 2024	\$1,198,670.75	March 10, 2025	\$1,198,670.75
October 10, 2024	\$1,198,670.75	April 10, 2025	\$1,198,670.75
November 10, 2024	\$1,198,670.75	May 10, 2025	\$1,198,670.75
December 10, 2024	\$1,198,670.75	June 10, 2025	\$1,198,670.75

Total Tax Levy 2024-2025: \$14,384,049.00

F. Transfer Between Meetings

BE IT RESOLVED that the Fairfield Board of Education appoints the Business Administrator to make budget transfers as needed to maintain account balances between meetings for the 2024-2025 school year. Such transfers will be submitted to the Board at the next regular Board meeting.

CONTRACTS:

G. Replacement of Network Server for Adlai E. Stevenson School

BE IT RESOLVED that two proposals were received from the Technology Administrator to replace the server at Adlai E. Stevenson School.

JCT Solutions	\$6,365.21
New Era Technology	\$11,863.84

BE IT RESOLVED that the Fairfield Board of Education approves the proposal to replace the server at Stevenson School to JCT Solutions in the amount of \$6,365.21.

BE IT FURTHER RESOLVED that the Board of Education authorizes the following transfer:

from account: 11-190-100-610-06 for \$6,365.21
to account: 11-190-100-340-00 for \$6,365.21

H. Policy Service Provider Agreement

BE IT RESOLVED that the Fairfield Board of Education enters into an agreement with Strauss Esmay Associates, LLP to provide policy update services for the district in the amount of \$4,965.00 for the period of July 1, 2024 through June 30, 2025.

BUILDINGS, GROUNDS AND MAINTENANCE:

I. Purchase of Office Furniture

BE IT RESOLVED that the Fairfield Board of Education approves the purchase of office furniture in accordance with Hollywood Associates, LLC agreement in the amount of \$3,150.00.

J. Relocation Cost - Moving Company

BE IT RESOLVED that the Fairfield Board of Education received two quotes from moving companies to move the Board Office back to Adlai E. Stevenson School as follows:

Goman's Moving Co., Inc.	\$2,640.00
May-Pan Moving & Trucking, Inc.	\$5,480.00

BE IT RESOLVED that the Fairfield Board of Education approves the quote from Goman's Moving Co., Inc. for moving and delivering office furniture from the Board Office to Adlai E. Stevenson School in the amount of \$2,640.00.

K. Replacement of Unit Vent in Room 16B at Winston S. Churchill School

BE IT RESOLVED that the Fairfield Board of Education received the following quotes to replace the Unit Vent in Room 16B at Winston S. Churchill School:

Da-Lor Service Co., Inc.	\$18,293.00
Clean Cut	\$19,755.00

BE IT RESOLVED that the Fairfield Board of Education ratify and affirms payment to Da-Lor Service Co., Inc for the replacement of the Unit Vent in Room 16B at Winston S. Churchill School in the amount of \$18,293.

BE IT FURTHER RESOLVED that this requires a transfer.

L. Lead Water Testing

BE IT RESOLVED that the Fairfield Board of Education approves the proposal for Lead in Water Testing at Adlai E. Stevenson and Winston S. Churchill Schools from Omega Environmental Services, Inc. in the amount of \$4,574.00.

BE IT FURTHER RESOLVED that the water is tested every three years.

M. 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:

BRG Corporation	\$10,678.00
Window Plus Home Improvement Products	\$14,050.50

BE IT RESOLVED that the Fairfield Board of Education approves the 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 \$14,050.50

N. 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>
Churchill Drama Club - Rehearsals (Kirk & Silvestri) - Gym/Stage	3:30 PM to 5:00 PM 5/28/2024 and 6/4/2024
Churchill Drama Club - Performance (Kirk & Silvestri) - Gym/Stage	3:30 PM to 8:00 PM 6/5/2024
SEPAG Meeting - Meghan Cafone Churchill Gym	6:00 PM to 8:00 PM 6/10/2024

O. Bus Emergency Drills

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

- Stevenson School held their drill for routes 1-5, SE-GR and SE-PREK on May 20, 2024. All routes were evacuated and supervised by Dr. Trabucco.
- Churchill School held their drill for routes 6-12 and SE-GR on May 2, 2024. All routes were evacuated and supervised by Mr. Santana, Mr. Biondi and Mr. Silvestri.

Business/Finance Resolutions Items A-O

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

VIII. OLD BUSINESS

Anthony DePascale - Advised that a survey will be going out regarding Tiny Treasures before/aftercare for next year. Please take the time to review and fill out the paperwork.

IX. NEW BUSINESS

None

X. COMMITTEE REPORTS

Melinda Street reported on Special Education and HSA

- SEPAG - Summer Resources Event scheduled for June 10, 2024 from 6:00 to 8:00 pm.
- HSA - Held their Tricky Tray event, next meeting June 5, 2024 at Churchill.

Angela Altaai reported on Negotiations

- Committee met on May 21, 2024 - an agreement has not been reached, but will continue negotiations with the help of a mediator.

XI. PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY

None

XII. NEXT MEETING

BE IT RESOLVED that the next meeting will be held, in person, on June 13, 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: Angela Altaai Seconded by: Melinda Street Time: 7:40 PM

ROLL CALL

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

Ms. Bellise-Jandoli - Absent