

Fairfield Board of Education  
Meeting Minutes  
Tuesday, March 19, 2019 at 7:30 P.M.  
Stevenson School - Library  
15 Knoll Road, Fairfield, NJ 07004

**ATTACHMENT F**

I. EXECUTIVE SESSION

BE IT RESOLVED that the Fairfield Board of Education finds it necessary to meet in Executive Session (Closed to the Public) to discuss attorney/client privileged information, which is exempt from the Open Public Meetings Act.

Introduced by: Mr. Egan                      Seconded by: Mrs. Jandoli  
Mr. Egan Aye      Ms. Jandoli Aye      Mr. P. Freda Aye  
Motion Carries

II. OPEN MEETING –PUBLIC NOTICE OF MEETING

The Board reconvened from Executive Session and Mr. Freda, President, presided and voiced the call to order at 7:42 p.m.

*The public meeting was called to order at approximately 7:42 p.m., by Mr. Freda, Board President, by reading the following announcement to those present:*

The public has been duly informed of this meeting in accordance with Chapter 231 of the Public Laws of 1975 by posting, at least 48 hours in advance, a notice on the bulletin boards in Stevenson and Churchill Schools, a notice to the Township Clerk, and a notice to The Progress Newspaper.”

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

**BOARD MEMBERS PRESENT:** Mr. Brian Egan, Ms. Andrea Jandoli,  
and Mr. Pat Freda, President

**BOARD MEMBERS ABSENT:** Mr. Jeff Didyk, Vice President  
and Mr. Michael Sapienza

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

III. PUBLIC COMMENT ON: *AGENDA ITEMS ONLY*

None

**STUDENT PRESENTATIONS**

A short recess was taken at 7:54 pm. The meeting reconvened at 7:59 pm.

IV. ENROLLMENT: March 15, 2019

Grade/School	Total Students 6/12/18	Total Students 3/15/19	
Preschool	57	31	-26
S.E. Home Program	0	1	+1
K – Stevenson	87	93	+6
1 – Stevenson	77	85	+8
2 – Stevenson	108	82	-26
3 – Stevenson	89	114	+25
4 – Churchill	78	92	+14
5 – Churchill	94	79	-15
6 – Churchill	104	96	-8
Total:	694	673	-21

V. PERSONNEL

A. Certificated

Retirement

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts a letter of retirement from Mrs. Cofnuk, P.E. teacher, effective July 1, 2019, last day being June 30, 2019. The Board accepts Ms. Cofnuk’s retirement letter with regret, best wishes, and appreciation for her 31 years of service to the children of Fairfield.

B. Non-Certificated

Instructional Aide

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Theresa Jones as Instructional Aide at \$17.00 per hour. Start date is dependent upon receipt of all required documentation, including criminal history review approval.



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<b>OUTSIDE CONTRACTED SERVICES</b>	Staff needed	Days per person	# Hours per day	Total hours	Hourly rate	Estimated cost
Physical Therapist	1	22	As needed	16	\$90.00	\$1,440.00
<b>Total outside vendor</b>						<b>\$1,440.00</b>
<b>IN-HOUSE STAFF</b>						
Speech Therapist	1	22	2.5	55	61.85	\$3,401.80
Occupational Therapist	1	22	2.5	55	61.85	\$3,401.80
Primary MD Teacher	1	22	4.5	99	61.85	\$6,123.20
Primary/Secondary LLD	1	22	4.5	99	61.85	\$6,123.20
School Nurse/ LLD Aide	1	22	4.5	99	61.85	\$6,123.20
Aides (MD/LLD)	7	22	4.0	616	15.00	\$9,240.00
Substitute Teachers, Aides, & Nurse (as needed)	Hired teacher, aide, nurse salaries will be adjusted for any time a sub is used.				\$15.00	*adjusted
<b>CHILD STUDY TEAM (LDTC, Psychologist, Speech Therapist and Occupational Therapist)</b>		<b>For student contact time and required meetings.</b>			<b>\$61.85 per hour, not to exceed \$7,000 Total</b>	
					<b>TOTAL</b>	<b>\$42,853.20</b>

B. Summer Skills Program

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves a Summer Skills Program, formerly the Summer Literacy Program, for 3 staff for 4.5 hours each per day for 22 days at \$61.85 per hour. The program will consist of Language Arts and piloting a Math program for the Summer of 2019

C. The Good News

Stevenson

- February was a very interesting month for kindergarten students. In Social Studies, time was spent learning all about the presidents, especially Abe Lincoln and George Washington. Math was incorporated into lessons by focusing on coins. Students practiced counting by ones with pennies and by tens with dimes. For Black History Month, students learned about famous African American inventions. Did you know that the traffic light, ice cream scooper, pencil sharpener, peanut butter, and mailbox were all invented by African American Inventors? The kindergarten students do!

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- First grade students enjoyed Read Across America and celebrated Dr. Seuss's birthday by reading multiple Dr. Seuss books. The Cat in the Hat was read and various story elements were discussed. The first grade classes combined and read Horton Hatches the Egg. Students then partnered with a classmate to create their own animals through writing and drawing. "Green Eggs and Ham" (actually powdered donuts with green cool whip) were enjoyed by all!
- During the month of February, second grade students wrote opinion pieces about the African American that made the greatest influence on America. They studied Martin Luther King Jr., George Washington Carver, and Ruby Bridges. Second graders also were busy utilizing the computers in the classroom and are now using Google Classroom at home as well!
- This month, the third grade students have been working hard on finishing the second science unit. Students have used what they know about adaptations and ecosystems and created their own ecosystem. They have also been working hard outside of school to work on their biography Pop Bottle figures.
- Third grade HEP students continue refining their Challenge 24 skills by leveling up to double digits. Students use order of operations to add, subtract, multiply, and divide to get to the number of make 24 by using double digits.
- First grade HEP students continue to code by looping, to repeat their Blockly commands over again. Students also had the opportunity to learn Java Script when learning Blockly Based Coding.

### Churchill

- Mrs. Colon's sixth grade DI class and Ms. Sarna's fourth grade DI class have been working on projects researching Winston Churchill. Mrs. Colon's class worked in groups to create slideshow presentations about his early life, political career, his impact during WWII, and his legacy. Then students worked individually to research Churchill's famous quotes by choosing a quote, defining the quote and relating it to their own life. Mrs. Sarna's group worked to create posters or slideshows about Churchill's life. Students sought to learn more about the individual whom our school was named after. They were required to include their thoughts on why the school was named after this influential individual. Both groups presented their work to each other and will use this information as background knowledge in their Holocaust studies.
- Churchill School's Student Council, along with the support of Fairfield Unico and Fairfield Knights of Columbus, celebrated "Mardi Gras for Lauren" on March 5. Lauren, Fairfield Public School's alumnae, was recently diagnosed with Aplastic Anemia and recently had a bone marrow transplant. The students dressed up in Mardi

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Gras gear, had their faces painted, took a chance at guessing jars, and enjoyed King Crown cupcakes and Moon Pies. It was a spirited day for everyone! The generosity of the Churchill School community helped students to donate \$2,146.00 to help offset the medical costs of Lauren's treatment. The Student Council sincerely thanks all those who helped to make this day a success and all those who contributed to help Lauren in her fight against Aplastic Anemia.

- Students in grade four are currently working through the steps of the writing process to complete an opinion writing assignment. The assignment has them making persuasive arguments supported with evidence from reputable sources. In science, students are studying animal and plant structures. They will have the opportunity to take part in some unique experiments such as: growing radish plants, dissecting squids, and investigating the internal organs of the squid. Students are currently learning about how market economy works. By taking part in some interesting economic lessons, the fourth graders are learning about how goods and services, as well as producers and consumers, work together to form the country's economy.
- Fifth graders hosted and ran their "Carnival of Escape Rooms". Students set-up their escape rooms in the gym and fifth grade classrooms. All grades had the opportunity to test out each escape. They were thrilled to hear that News 12, Tap into West Essex, and The Progress were there to capture the excitement! The fifth graders are now diving into their colony project and are looking forward to presenting at the Board of Education meeting on March 19.
- Sixth-grade students donated roughly 230 books to the Fairfield Public Library. Nearly 67 students participated in this generous act. These books will be used for the library's summer reading program!

### **Curriculum/Program Recommendations:**

Introduced by: Ms. A. Jandoli                      Seconded by: Mr. B. Egan  
Mr. B. Egan   Aye   Ms. A. Jandoli   Aye   Mr. P. Freda   Aye

Motion Carries

## VII. BUSINESS/FINANCE OFFICE RESOLUTIONS

A. Minutes Approval

**Attachment A**

BE IT RESOLVED that the Fairfield Board of Education approves the attached minutes from the February 26, 2019 Public & Executive Sessions.

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**B. Bills/Claims/Payrolls**

**Attachment B**

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

Bills and Claims List	\$400,972.82
February 28, 2019 Payroll	\$ 350,858.57
March 15, 2019 Payroll	\$361,069.58

**C. Secretary/Treasurer Report**

BE IT RESOLVED that the Fairfield Board of Education acknowledges and accepts the report of the Board Secretary and Treasurer of School Monies for the period of January 1, 2019-January 31, 2019.

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



Lyanna Rios  
Business Administrator/Board Secretary

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

**D. 2019-2020 Tentative Budget**

BE IT RESOLVED that the tentative budget for the Fairfield Board of Education, in the County of Essex, New Jersey be approved for the 2019-2020 school year using the 2019-2020 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

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**ADOPTION OF TENTATIVE 2019-2020 SCHOOL BUDGET**

	General Fund	Special Revenues	Debt Service	Total
2019-2020 Total Expenditures	\$13,011,133	\$180,857	\$89,480	\$13,281,470
Less: Anticipated Revenues	\$1,349,098	\$180,857	\$48,881	\$1,578,836
Taxes to be Raised	\$11,662,035	0	\$40,599	\$11,702,634

And to advertise said tentative budget in the Progress and/or The Star Ledger in accordance with the form suggested by the State Department of Education and according to the law; and

BE IT FURTHER RESOLVED, that at the next board meeting a public meeting be held at the Adlai E. Stevenson Library, 15 Knoll Road, Fairfield, New Jersey for the purpose of conducting a public hearing on the budget for the 2019-2020 school year; and

BE IT FURTHER RESOLVED, that the Fairfield Board of Education approves the following Capital Outlay, Capital Projects and Equipment for the 2019-2020 school year:

Description/Activity	Cost
Maintenance Equipment	\$13,000
Security Improvements	\$88,000
Assessment for SDA Funding	\$11,855
HVAC Upgrades	\$83,000
Architect	\$40,000
Total	\$235,855

NOW, THEREFORE, BE IT RESOLVED, that the Fairfield Board of Education hereby establishes the following maximums for the 2019-2020 year as follows:

Service	Cost
Architect	\$40,000
Legal	\$25,000
Audit	\$26,500
Physician	\$6,000
Total	\$97,500

BE IT FURTHER RESOLVED, that the School Business Administrator track and record these costs to insure that the maximum amount is not exceeded.



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E. Adjustment Enrollment

BE IT RESOLVED that the Fairfield Board of Education includes in the proposed 2019-2020 budget partial adjustment for enrollment in the amount of \$52,556. The district intends to utilize this adjustment for the purpose of paying for supplies and materials when necessary for additional students.

F. Capital Reserve Account Withdrawal

WHEREAS, the Fairfield Board of Education requests the approval for a capital reserve withdrawal in the amount of \$100,000. The district will utilize these funds for the following.

Description/Activity	Cost
Adlai E. Stevenson Partial Paving	\$56,500
Adlai E. Stevenson Entrance Canopy	\$13,500
Winston S. Churchill Boiler Mud Drum	\$30,000
Total	\$100,000

G. Travel and Related Expense Reimbursement 2019-2020

WHEREAS, the Fairfield Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district, and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board.

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

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THEREFORE, BE IT RESOLVED, the Fairfield Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Fairfield Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B1.2(b), to a maximum expenditure of \$16,800 for all staff and board members.

H. McKinney-Vento Determination

WHEREAS, the Fairfield Board of Education approves the tuition contract agreement with Clifton School District to send homeless student, #2027819, eligible under McKinney-Vento Act, as determined by the Passaic County Superintendent of Schools, from 3/16/18 through 6/30/18 and 9/5/18 through 3/15/19. Tuition totaling \$11,619.93.

I. Professional Services Contract

WHEREAS, the Fairfield Board of Education approves the following Professional Services Contract to provide a demographic study by Statistical Forecasting, LLC for the Fairfield School District:

Awarded to:	Richard S. Grip, Ed.D Statistical Forecasting, LLC
Duration:	March 20, 2019 until the end of the study
Nature and type of contract:	Demographic Study of Student Enrollment Trends
Amount of contract:	Not to Exceed \$17,100

- a. This contract will be awarded as a “Professional Service” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-2h, being that it is for services performed by persons authorized by law to practice a recognized profession.
- b. The above professionals have submitted a political contribution disclosure form in accordance with N.J.S.A. 19:44A-20.26.c. A copy of this resolution, as well as the contract and political contribution form, shall be placed on file with the Secretary of the Board and will be available for public inspection along with notice to the newspaper of record for this award.

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J. HIB Affirmation

BE IT RESOLVED that the Fairfield Board of Education affirm the Superintendents decision on Harassment Intimidation and Bullying (HIB) Case CH #1 18-19 reported to the Board, in Executive Session on February 19, 2019.

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

Introduced by: Ms. A. Jandoli                      Seconded by: Mr. B. Egan  
Mr. B. Egan   Aye   Ms. A. Jandoli   Aye      Mr. P. Freda   Aye

Motion Carries

VIII. OLD BUSINESS - None

IX. NEW BUSINESS - None

X. COMMITTEE REPORTS

Mr. Egan reported on the Finance Committee meeting and all the work that was done in preparing the 2019-2020 Budget, he also thanked the Business Administrator.

Mr. Freda reported that the last negotiations meeting took place on March 14, 2019 and the next meeting has been scheduled for April 10, 2019.

XI. PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY

Mrs. Alagia inquired about the Summer Literacy program.

Mr. Aburomi 2019-2020 Budget and the proposed HVAC upgrades, he indicated that he previously offered to do this work at no cost to the district.

XII. NEXT MEETING

BE IT RESOLVED that the next meeting will be held on April 30, 2019 at 7:30 P.M. in the Stevenson School Library.

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**XIII. EXECUTIVE SESSION**

BE IT RESOLVED that the Fairfield Board of Education finds it necessary to go back into Executive Session (Closed to the Public) to discuss attorney/client privileged information, which is exempt from the Open Public Meetings Act.

Introduced by: Mr. B. Egan                      Seconded by: Ms. A. Jandoli  
Mr. B. Egan    Aye    Ms. A. Jandoli    Aye    Mr. P. Freda    Aye

Motion Carries

**XIV. ADJOURNMENT**

There being no further business before the Board, the public and executive session adjourned at 8:11 pm

Introduced by: Mr. B. Egan                      Seconded by: Ms. A. Jandoli  
Mr. B. Egan    Aye    Ms. A. Jandoli    Aye    Mr. P. Freda    Aye

Motion Carries