

Fairfield Board of Education
Meeting Minutes
Thursday, April 28, 2020
Virtual Meeting, 7:30 PM

Attachment B

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 Dr. Sapienza Aye Mrs. Jandoli Aye
Mr. Didyk Aye Mr. Freda Aye
Motion Carries

II. OPEN MEETING –PUBLIC NOTICE OF MEETING

The Board reconvened from Executive Session and Mr. Didyk, Board President, presided and voiced the call to order at 7:36 p.m. by reading the following announcement to those present:

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

Now, please join us for the Pledge of Allegiance.

BOARD MEMBERS PRESENT: Mr. Brian Egan; Mrs. Andrea Jandoli; Mr. Pat Freda; Dr. Michael Sapienza, Vice-President and Mr. Jeffrey Didyk, President

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

III. PUBLIC COMMENT ON: *AGENDA ITEMS ONLY*

None

NJSLA Science presentation by Jim Verrengia

Attachment A

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IV. ENROLLMENT: March 13, 2020 (No changes made.)

Grade/School	Total Students 9/1/2019	Total Students 3/13/2020	
S.E. Home Program	1	1	0
Preschool	32	41	+9
K – Stevenson	98	105	+7
1 – Stevenson	92	92	0
2 – Stevenson	88	90	+2
3 – Stevenson	83	78	-5
4 – Churchill	113	117	+4
5 – Churchill	92	96	+4
6 – Churchill	82	81	-1
Total:	681	701	+20

V. CURRICULUM AND PROGRAM

A. Correction to ESY Program Hours

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the corrected hours for teachers and paraprofessionals for the 20 day 2020 Extended School Year Program. Certificated Staff \$61.85 per hour; paraprofessionals \$15.00 per hour.

Position	Hours per day	Total Hours	Total Cost
Speech Therapist (split)	2.5 hours	50	\$3,093
Occupational Therapist	2.5 hours	50	\$3,093
LLD Teacher (1)	4.5 hours	90	\$5,567
M.D. Teachers (2)	4.5 hours	180	\$11,133
Nurse/LLD Aide	4.5 hours	90	\$5,567
Paraprofessionals (6)	4 hours	480	\$7,200

B. 2020-2021 School Calendar Revision

Attachment B

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the revisions to the 2019-2020 School Calendar to reflect June 17 as the last day of school and June 16 and June 17 to be one session days.

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Curriculum/Program Recommendations:

Introduced by: Mr. Egan

Seconded by: Dr. Sapienza

Mr. Egan Aye Dr. Sapienza Aye Mrs. Jandoli Aye

Mr. Didyk Aye Mr. Freda Aye

Motion Carries

VI. PERSONNEL

A. Summer Skills Program Staff Appointments

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, appoints Jennifer Valenti and Carissa Franzi as Math Instructors and Andrea Goldsmith and Danielle Malinowski as Language Arts Instructors for the Summer Skills Programs for 3.5 hours each per day for 20 days at \$61.85 per hour.

B. 2020 Summer Extended School Year Staff Approval

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the following staff for the 2020 Extended Summer School Program at rates approved at the March Board of Education meeting.

Speech Therapist	Alyssa Fazzini	Alexandra Zigouras
Occupational Therapist	Sonal Patel	N/A
Primary M.D. Teachers (2)	Adriana Diaz	Lisa Salant
Primary/Secondary LLD Teacher (1)	Amy Guerriero	N/A
School Nurse/LLD Aide	TBD	N/A
Paraprofessional Aides (6)	Mark Rivera	Brittany Barrington
“	Nancy Bertoldi	Marissa Bertoldi
“	Deanna Carsillo	TBD
Child Study Team Evaluations	If needed	
LDTC	TBD	N/A
Psychologist	Jennifer Singh	N/A
Occupational Therapist	Sonal Patel	N/A
Speech Therapist	Alyssa Fazzini	Alexandra Zigouras

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C. Renewal of Non-Tenured Staff

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves renewal of the following certificated, non-tenured staff, as well as staff to be tenured, for the 2020-2021 school year:

Non-Tenure until September 2020	Non-Tenure until September 2022
Pilato, Erika (Started 9/2016)	Kirk, Sarah (Started 9/2018)
Sarna, Jennifer (Started 9/2016)	D'Arco, Giana (Started 9/2018)
Non-Tenure until December 2, 2020	Non-Tenure until March 13, 2023
Dewland, Megan (Started 12/1/2016)	Boomer, Gabrianna (Started 3/12/2019)
Non-Tenure until July 2, 2021	Non-Tenure until September 2023
Singh, Jennifer (Started 7/1/2017)	Combs, Alexa (Started 9/2019)
Non-Tenure until October 24, 2021	Colon, Adam (Started 9/2019)
Fitzpatrick, Lauren (Started 10/23/2017)	Manna, Michelle (Started 9/2019)
Non-Tenure until September 2021	Salant, Lisa (Started 9/2019)
Booth, Julia (Started 9/2017)	Salvatoriello, Genna (Started 9/2019)
Maynard, Tatiana (Started 9/2017)	Non-Tenure until January 14, 2024
Smith, Rebecca (Started 9/2017)	Zigouras, Alexandra (Started 1/13/2020)
Tornatore, Gabriella (Started 9/2017)	
Zincone, Megan (Started 9/2017)	
Non-Tenure until September 2022	
Salvemini, Brianna (Started 9/2018)	
Valenti, Jennifer (Started 9/2018)	
Crisafi, Kristen (Started 9/2018)	
Diaz, Adriana (Started 9/2018)	
Caradimitropoulo, Marisa (Started 9/2018)	

Personnel Recommendations:

Introduced by: Mr. Egan

Seconded by: Mrs. Jandoli

Mr. Egan Aye Dr. Sapienza Aye Mrs. Jandoli Aye

Mr. Didyk Aye Mr. Freda Aye

Motion Carries

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2020-2021 Budget Presentation by Ms. Lyanna Rios

VII. BUSINESS/FINANCE OFFICE RESOLUTIONS

A. Minutes Approval

Attachment C

BE IT RESOLVED that the Fairfield Board of Education approves the attached minutes from the March 19, 2020 Public & Executive Sessions.

B. Bills/Claims/Payrolls

Attachment D

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

Bills and Claims List	\$1,400,641.76
March 30, 2020 Payroll	\$372,461.40
April 9, 2020 Payroll	\$372,764.80

C. Transfer of Funds

Attachment E

BE IT RESOLVED that the Fairfield Board of Education authorizes the transfers in the 2019-2020 budget, per details of the Transfers Report for March 2020, per state law, for the 2019-2020 school year.

D. 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 March 1, 2020 through March 31, 2020.

I hereby certify that for the period ending March 2020 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

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Pursuant to N.J.A.C.6A:23A-16.10(c)(4), the Fairfield Board of Education hereby certifies that as of March 31, 2020 after review of the Secretary’s monthly financial report for March 2020 (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.

E. Adoption of Final Budget 2020-2021

BE IT RESOLVED that Fairfield Board of Education, in the County of Essex, New Jersey, approves the budget 2020-2021 school year as follows:

	General Fund	Special Revenues	Debt Service	Total
2020-21 Total Expenditures	\$13,248,639	\$178,496	\$85,700	\$13,512,835
Less: Anticipated Revenues	\$1,353,363	\$178,496	0	\$1,531,859
Taxes to be Raised	\$11,895,276	0	\$85,700	\$11,980,976

BE IT FURTHER RESOLVED that the Fairfield Board of Education approves the following Capital Outlay, Capital Projects and/or Equipment for the 2020-2021 school year:

<u>Description/Activity</u>	<u>Cost</u>
Architect	\$40,000
Classroom/Office Renovations	\$50,000
Total	\$90,000

WHEREAS, the Fairfield Board of Education’s policy and N.J.A.C. 6A:23A-7.3(a) provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2020-2021 school year; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2019-2020 school year was \$16,887; and

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WHEREAS, travel and expense reimbursement has reached a total amount of \$6,728 as of March 1, 2020; and

BE IT RESOLVED that the Fairfield Board of Education in the County of Essex, New Jersey hereby establishes the school district travel maximum for the 2020-2021 school year at the sum of \$17,100; and

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2, a Board of Education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3 (c) 14; and

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education hereby establishes the following maximums for the 2020-2021 year as follows:

<u>Service</u>	<u>Cost</u>
Architect	\$40,000
Legal	\$25,000
Audit	\$27,000
Physician	\$5,000
Total	\$97,000

BE IT FURTHER RESOLVED that the Fairfield Board of Education's School Business Administrator tracks and records these costs to ensure that the maximum amount is not exceeded.

F. Travel and Related Expense Reimbursement 2020-2021

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; and

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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; and

NOW, THEREFORE, BE IT RESOLVED that 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 that 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 \$17,100 for all staff and board members.

G. Capital Reserve Account Withdrawal

WHEREAS, the Fairfield Board of Education requests the approval for a capital reserve withdrawal in the amount of \$50,000. The district will utilize these funds for the following:

<u>Description/Activity</u>	<u>Cost</u>
Classroom/Office Renovations	\$50,000
Total	\$50,000

H. ERIC North Grant Application

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

WHEREAS, the Fairfield Board of Education, hereinafter referred to as the “Educational Institution,” is a member of NJSIG; and

WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve; and

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NOW, THEREFORE, BE IT RESOLVED that 1) The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2020-2021 fiscal year in the amount of \$4,513.11 for the purpose of upgrading 22 existing fire alarm horn strobes; and 2) The Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

I. Opposing Delay in Transmission of Quarterly Property Tax Revenue to School Districts

WHEREAS, Assembly Bill 3902, currently pending in the State Legislature, would authorize the Department of Community Affairs to permit municipalities to delay the quarterly transmission of property tax revenues to school districts during gubernatorial-declared emergencies; and

WHEREAS, New Jersey's public schools are highly dependent on property tax revenue to support education programs; and

WHEREAS, on average, local property taxes constitute close to 60% of public school revenue, with the percentage even greater in a significant number of districts; and

WHEREAS, a delay in payments from municipalities would result in a financial crisis for school districts, seriously disrupting the educational process—and bringing it to a halt; and

WHEREAS, although public school buildings are closed during the current health emergency, the education of our students is taking place through remote learning and home instruction; and

WHEREAS, continued timely transmission of school property taxes is critical for the education process to continue without interruption; and

WHEREAS, even though municipalities are designated as the authorities to collect property taxes, these taxes are levied for specific purposes—e.g., municipal, school, county, fire district—and these obligations must continue to be met; and

WHEREAS, as currently written, A-3902, which is intended to ease a financial burden on municipalities, would place a severe strain on school districts and the students and families that they serve; and

WHEREAS, the Fairfield Board of Education recognizes the impact of the current public health emergency on the state and local governments, as well as local school districts, but believes this legislation would worsen the situation for our communities; and

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NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education urges the State Senate and the Governor to oppose A-3902; and

BE IT FURTHER RESOLVED that this resolution be delivered to Governor Phil Murphy, State Senate President Stephen M. Sweeney, Assembly Speaker Craig Coughlin, Senator Joseph Pennacchio, Assemblywoman BettyLou Croce and Assemblyman Jay Webber; and

BE IT FURTHER RESOLVED that copies of this resolution be sent to the New Jersey School Boards Association.

Business/Finance Office Resolutions Items A-I

Introduced by: Mr. Freda

Seconded by: Mr. Egan

Mr. Egan Aye Dr. Sapienza Aye Mrs. Jandoli Aye

Mr. Didyk Aye Mr. Freda Aye

Motion Carries

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

None

X. COMMITTEE REPORTS

None

XI. PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY

Jane Serpico asked about any potential furloughs. Superintendent Ciccotelli explained that at this point it is too early to tell what will happen.

Effie Janulis, from The Progress, asked about clarification on how ESY services will be provided at home. Superintendent Ciccotelli explained that services will be provided at home as needed as long as the shelter in place mandate is no longer in place. Ms. Janulis also inquired about the 2020-2021 Budget and if it included Capital Projects and Travel Expense Reimbursements. Ms. Rios, Business Administrator, stated that the budget did include Capital Projects as well as Travel Expense Reimbursements.

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XII. NEXT MEETING

BE IT RESOLVED that the next meeting will be held on May 26, 2020. Executive Session at 7:00 p.m. Public Session at 7:30 p.m. tentatively in the Library at Stevenson School.

XIII. EXECUTIVE SESSION (Adjournment from Public Session at 7:53 p.m.)

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 Dr. Sapienza Aye Mrs. Jandoli Aye

Mr. Didyk Aye Mr. Freda Aye

Motion Carries

XIV. ADJOURNMENT

There being no further business before the Board, the executive session adjourned at 8:19 p.m.

Introduced by: Mr. Egan

Seconded by: Mr. Freda

Mr. Egan Aye Dr. Sapienza Aye Mrs. Jandoli Aye

Mr. Didyk Aye Mr. Freda Aye

Motion Carries