

Fairfield Board of Education  
Meeting Minutes  
Tuesday, June 12, 2018 at 7:30 P.M.  
Stevenson School - Library  
15 Knoll Road, Fairfield, NJ 07004

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. P. Freda    Seconded by: Mr. J. Didyk    Voice Vote**

II. OPEN MEETING –PUBLIC NOTICE OF MEETING

The Board reconvened from Executive Session and Mr. Brian Egan, President, presided and voiced the call to order at 7:47 p.m.

*The public meeting was called to order at approximately 7:47 p.m., by Mr. Egan, 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.”

*Everyone stood for the Pledge of Allegiance.*

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

**BOARD MEMBERS ABSENT:** Mrs. Andrea Jandoli, Mr. Robert Lombardy, Vice President

**ADMINISTRATORS PRESENT:** Ms. Susan Ciccotelli, Superintendent of Schools; and  
Ms. Yvonne Hellwig, Business Administrator

**PUBLIC AND STAFF PRESENT:** Three teachers and one resident

III. PUBLIC COMMENT ON: *AGENDA ITEMS ONLY*

There were no public comments at this time.

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IV. ENROLLMENT as of 6/8/18

Grade/School	Total Students 6/30/17	Total Students 5/11/18	Total Students 6/8/18
Preschool	41	57	57
K – Stevenson	73	87	87
1 – Stevenson	112	77	77
2 – Stevenson	82	108	108
3 – Stevenson	75	89	89
4 – Churchill	89	78	78
5 – Churchill	105	94	94
6 – Churchill	96	104	104
Total:	673	694	694
Outside #367and #356			

V. PERSONNEL

A. CERTIFICATED STAFF

1. Employment

- a. Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, employ Adriana Diaz as a Full-time Tenure-Track Special Education Teacher for the 2018-2019 school year at B.A. Step 1 on the current teachers’ salary guide, effective September 1, 2018. All documents are currently on file.
- b. Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, employ Casey Hoopes as a Full-Time Tenure-Track Elementary Teacher for the 2018-2019 school year at M.A., Step 1 on the current teachers’ salary guide, effective September 1, 2018, pending receipt of all required documentation.
- c. Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, employ Sarah Kirk as a Full-Time Tenure Track Guidance Counselor for the 2018-2019 school year at M.A., Step 14 on the current teachers’ salary guide, effective September 1, 2018, pending receipt of all required documentation.
- d. Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, employ Monica Ratner in a Full-Time Tenure Track Speech/Language Specialist for the 2018-2019 school year at M.A., Step 13A on the current teachers’ salary guide, effective September 1, 2018, pending receipt of all required documentation.

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- e. Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, employ Giana D’Arco in a Full Time Non-Tenure Track Maternity Leave of Absence Elementary Teacher for the 2018-2019 school year at B.A., Step 1 on the current teachers’ salary guide, effective September 1, 2018, pending receipt of all required documentation.

2. Staff Building Changes

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve the following building staff moves for the 2018-2019 school year.

Bowers	From CH to S
Messina, N.	From District to S

3. Movement on the Guide

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve movement on the guide for Donna Lizza from BA to BA+15, effective for the 2018-2019 school year. All required documentation has been received.

4. Home Instruction

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve Jaime Chavkin as Home Instructor for student case # 367, retro-active to June 1, 2018, pay per teachers’ contract.

B. NON-CERTIFICATED STAFF

1. Playground/Cafeteria Aides

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve the re-employment and salaries of the following exempt playground/cafeteria aides for 2 hours per day for 172 days, for the 2018-2019 School Year.

Patti Curving	\$12.30/\$4,232	Grace Raffa	\$21.21/\$7,296
Dawn LaManna	\$12.08/\$4,157	Kathryn Raniero	\$11.71/\$4,027
Carla Lipari	\$12.86/\$4,424	Renee Russo	\$11.71/\$4,027
Brianna Salvemini	\$10.50/\$3,612	Rita Schubach	\$15.21/\$5,232
AnnaMaria Karch	\$10.71/\$3,684	Tracey Suhey	\$11.42/\$3,928

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2. Summer Custodial Help: Appointments

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, appoint the following summer custodial helpers from June 20, 2018 through August 31, 2018, @ 8 hours per day, \$8.44 per hour.

- William Vaxmonsky, Jr.
- John Porcino, Jr.
- John Carroll

3. Re-employment: Aides

- a. Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve the re-employment of Karen Cielo as Playground/Cafeteria/Office Aide at Stevenson School @ \$14.06 per hour for 3 hours per day for 172 days, at a salary of \$ 7,253.00 for the 2018-2019 School Year.
- b. Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve the re-employment of Marylou Gambino as an Instructional Aide at Stevenson School at \$ 26.60 per hour not to exceed 29 hours per week, for the 2018-2019 School Year.

4. Resignation: Aide

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, accept the letter of resignation from Lynn Fano, Instructional Aide with appreciation for her years of service to the students of Fairfield and with best wishes, effective June 30, 2018.

5. Office Personnel, Registered Nurse, Technology

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve the re-employment and salaries of the following non-exempt tenured office staff for the 2018-2019 School Year.

Michelle Adams, Payroll/Benefits/Transportation Support Clerk	\$45,240
Judy Miller, Accounting/Transportation Clerk	\$50,359
Kathie Festa, Executive Secretary	\$75,931
Michael Ludwig, Technology Coordinator	\$90,690
William Harvey, Technology Assistant	\$42,849
Barbara Rominski, Registered Nurse	\$22,862
Pat Iandolo, Office Clerk	\$41,300

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C. ADMINISTRATION

1. Approve Superintendent's Leave of Absence

Recommended Motion: that the Board of Education, approve a Leave of Absence for Ms. Susan Ciccotelli, Superintendent of Schools, commencing July 1, 2018, as needed, but in no event longer than August 31, 2018.

2. Acting Superintendent Approval

BE IT RESOLVED that the Board of Education, approve Dr. Michael Trabucco as Acting Superintendent of Schools commencing July 1, 2018, as needed, but in no event longer than August 31, 2018, pursuant to the approval of the Executive County Superintendent of Schools. Dr. Trabucco will be paid an additional per diem rate of \$100.

3. Re-Appointment: Director/Principals/Supervisors/Coordinators

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, re-appoint the following administrators, and salaries, for the 2018-2019 school year.

Administrator	Salary
Ray Santana, Director of S.E./Principal	\$128,546
Michael Trabucco, Director of Curriculum & Instruction/Principal	\$140,330
Meghan Cafone, Coord. of Behavioral Prog's. & Home Programs	\$79,860
John Porcino, Supervisor of B & G	\$73,375

4. Change Resignation

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, hereby change the resignation of Yvonne Hellwig, Business Administrator/Board Secretary, to a retirement, effective June 30, 2018.

D. CARRY OVER VACATION – 12 MONTH EMPLOYEES

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve carry-over vacation days, not to exceed 5 days, to be used by August 31, 2018, as follows: 5 Days: M. Trabucco, M. Cafone, S. Ciccotelli, J. Miller, R. Santana, M. Ludwig, W. Harvey, K. Festa, P. Iandolo, J. Porcino.

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E. EVALUATION TOOLS

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve evaluation tools starting June for the 2018-2019 school year.

The following will be evaluated using the Stronge Evaluation Model:  
Certificated Staff, including teachers, Child Study Team Members, Nurse, Guidance/School Counselors, Reading Specialists, Testing Coordinator/Math Coach, Coordinator of Behavioral Programs and Home Programming

The following will be evaluated using the New Jersey Principal Evaluation for Professional Learning Observation Instrument.

Directors, Supervisors, Coordinators, Principals

The following will be evaluated using a narrative:

Business Administrator, Non-certificated staff (i.e. aides, custodians, clerks, secretaries, Technology Coordinator, Technology Assistant, Supervisor of B&G).

F. APPROVAL OF JOB DESCRIPTION/POSITION

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve the job description/position for Treasurer of School Monies, effective beginning the 2018-2019 school year.

**Personnel Recommendations:**

<b>Introduced by:</b>	<b>Mr. P. Freda</b>	<b>Seconded by:</b>	<b>Mr. J. Didyk</b>
<b>Mr. J. Didyk</b>	<b>Aye</b>	<b>Mr. P. Freda</b>	<b>Aye</b>
<b>Mr. B. Egan</b>	<b>Aye</b>		

**Motion Carries**

VI. CURRICULUM/PROGRAM

A. ANNUAL APPROVAL FOR CURRENT WRITTEN CURRICULUM/TEXTBOOKS

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, reapprove all current written curriculum, including specials (i.e. art, music, computers, physical education, etc.), for the 2018-2019 school year, and additionally reapprove all current textbooks for students, including mandated programs, specified in code, for 2018-2019, as per N.J.A.C., as required each year. Revisions and/or Updates to individual curriculum will be presented for approval as they are completed, to meet the 5-year curriculum update requirement.

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### B. NEW CURRICULUM REVISION REVISIONS

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve the Preschool Curriculum revised in conjunction with the West Essex Consortium to meet the 5-year requirement, effective for the 2018-2019 school year. The Curriculum Committee has reviewed the Preschool Curriculum.

### C. GOOD NEWS

#### Churchill School

- Fourth grade HEP students presented the electronic ordering system through Google Forms at Churchill School at the HSA meeting on Tuesday, June 5 at 7:00 p.m. in the media center at Churchill School.
- Fifth grade students are gearing up their math skills for the exciting Challenge 24 Marathon!
- Sixth grade students have been working on writing and illustrating their own hardcover children's book. They have also been creating their own Reading lesson plans that they will soon teach to the fourth and fifth graders.
- The Churchill Garden is in full bloom! Students have already harvested strawberries, green beans, parsley and basil. They have also planted potatoes, tomatoes, lettuce, radishes, cabbage, mint, dill and green peppers. A new garden sign was installed last month. Come by and check it out!
- On Friday, May 25, the Churchill Bulldogs participated in Spirit Day. The entire school participated with their spirit and school colors in the crazy cup relay and kickball games amongst the grade levels. The grand finale game was sixth grade versus the teachers and the sixth grade prevailed as the super bowl champions of kickball. The afternoon events were a round robin of basketball games and the sixth grade team was victorious over the fifth grade team. Winston, our school mascot, cheered for the players and pumped up the school spirit for all.
- Churchill's *Response to Intervention Team*, Mrs. Santalla, Mrs. Torrioni, Mrs. Colon, and Ms. Tirrell, are pleased to report a total of 43 students have moved through the RTI Tiers! The 2017-18 program had three cycles over the course of the school year. The number of students moved includes those moving from Tier 3 (intensive support) up to Tier 2 (supplemental support) and those moving from Tier 2 up to Tier 1 (independent learning). We celebrate the success of this program.

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Stevenson School

- Thanks to a federal grant recently obtained by Stevenson School Principal Dr. Michael Trabucco, Fairfield third graders Rocco Pontrella, David Trioche, Joey Bivona, Reid Clausi and Daniel Gorab, High Enrichment Program (HEP)/STEAM students, demonstrated the school's new 3D printer to parents, friends and district officials at the May board of education meeting. Ms. Gail Battone captured the story in the Tap Into West Essex News.
- Journal writing has played an important part of the Kindergarten program this year. It is amazing to see the growth the students have made this year. At the beginning of the year, most students could only use temporary spelling with a beginning letter or two. Then, it became a word or two, which eventually turns into a full sentence and now in June many students are writing multiple sentences. We are so proud of the Fabulous writers they have become!
- The first graders will be visiting the Environmental Center to learn about recycling and go on a nature walk. In writing, they wrote about how to make an ice cream sundae, and celebrated their writing with an ice cream treat. Students are reading about American symbols and are writing about why they are proud to be Americans. The students have also created a special gift for Dad that they are excited to bring home for Father's Day.
- Second grade attended the Environmental Center for their final field trip of the school year. The children enjoyed going on a nature walk and explored the different insects and animals that live within that habitat. They caught frogs in the frog pond and were able to observe the different stages of the life cycle. The nature center representative demonstrated water conservation in a wetland area and the consequences of flooding. In writing, they are wrapping up the year with their final narrative based upon their own imaginations. Fractions, subtraction, and ball park estimates are being taught in math.
- Third grade students have learned all about the life cycle and how plants and animals are alike. They watched caterpillars go through metamorphosis and saw beautiful butterflies flew away! In math, students are taking on lots of problem based projects and are enjoying working with their peers to figure out problems and collaborate with each other. Students have been busy reading books and making some new pals! Students are making pillow pals from old t-shirts about a book they read. Students are enjoying having this reading buddy with them for the remainder of the year!

**Curriculum/Program Recommendations:**

<b>Introduced by:</b>	<b>Mr. P. Freda</b>	<b>Seconded by:</b>	<b>Mr. J. Didyk</b>
<b>Mr. J. Didyk</b>	<b>Aye</b>	<b>Mr. P. Freda</b>	<b>Aye</b>
<b>Mr. B. Egan</b>	<b>Aye</b>		

**Motion Carries**

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VII. PUPILS

A. CHILD NUTRITION PROGRAM RECEIVING DISTRICTS

BE IT RESOLVED: that, in accordance with N.J.A.C. 6A:23A-18.5, the Board of Education of the Fairfield School District, Essex County, 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 2018-2019 school year.

**Pupils Recommendations:**

**Introduced by: Mr. P. Freda      Seconded by: Mr. J. Didyk**  
**Mr. J. Didyk                      Aye                      Mr. P. Freda                      Aye**  
**Mr. B. Egan                      Aye**

**Motion Carries**

VIII. POLICY

A. FIRST READING OF POLICIES/REGULATIONS

Recommended Motion: that the Fairfield Board of Education, upon the recommendation of the Superintendent, approve the first reading of the following Policy/Regulation revisions.

P&R 1550	Equal Employment/Anti-Discrimination Practices (M)	Revised
P&R 5350	Student Suicide Prevention (M)	Revised
P 5533	Student Smoking (M)	Revised
P 5535	Passive Breath Alcohol Sensor Device	Revised
P&R 5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M)	Revised
P 8462	Reporting Potentially Missing or Abused Children (M)	Revised

**Policy Recommendations:**

**Introduced by: Mr. P. Freda      Seconded by: Mr. J. Didyk**  
**Mr. J. Didyk                      Aye                      Mr. P. Freda                      Aye**  
**Mr. B. Egan                      Aye**

**Motion Carries**

IX. BUSINESS OFFICE RESOLUTIONS

1. FINANCE

A. Minutes Approval

BE IT RESOLVED that “the following minutes be approved” from the May 15, 2018 Public and Executive Sessions.

B. Bills/Claims/Payrolls

BE IT RESOLVED “to approve the following Bills and Claims Lists and Payrolls”.

Bills & Claims List	\$ 384,061.73
May 15, 2018 Payroll	\$ 344,604.21
May 30, 2018 Payroll	\$ 350,041.15

C Financial Report

BE IT RESOLVED to approve and accept the Board Secretary’s Financial Report for the month of April 2018.

D. Budgetary Transfer

BE IT RESOLVED to approve and accept the budgetary transfer report for the month of May 2018.

E. Treasurer’s Report

BE IT RESOLVED to approve and accept the Treasurer’s Report for the month of April 2018.

F. Bid Proposal Review

BE IT RESOLVED that the Fairfield Board of Education accept, for review, the bids for installation of eight unit ventilators at the Stevenson School which were opened at 10:00am June 12, 2018.

G. Scholarship Awarded

BE IT RESOLVED that the Fairfield Board of Education recognize Shaina Barretto as the 2018 MECCA, Inc. Scholarship Award recipient for academic excellence. Ms. Barretto, a former Winston Churchill student, graduates from West Essex Regional High School this month and plans to attend Boston College to study Chemistry.

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H. Donation

BE IT RESOLVED that the Fairfield Board of Education, accept with gratitude, the donation of a drum set for the Winston Churchill School from Mr. & Mrs. Mark LaManna of Fairfield, NJ.

Business Resolution Items A, B, C, D, E, F, G, H:

<b>Introduced by:</b>	<b>Mr. P. Freda</b>	<b>Seconded by:</b>	<b>Mr. J. Didyk</b>
	<b>Mr. J. Didyk</b>		<b>Mr. P. Freda</b>
	<b>Mr. B. Egan</b>		<b>Aye</b>
			<b>Aye</b>

**Motion Carries**

X. COMMITTEE REPORTS

Mr. Egan spoke on behalf of the B&G Committee regarding the short and long term LRF (Long Range Facilities Plan). He provided a list of questions to the Board Members for discussion as a starting point to open dialogue with the community and staff. It is a preliminary outline of questions for feedback regarding the Feasibility Study underway so that the community is involved.

XI. OLD BUSINESS

There was no old business.

XII. NEW BUSINESS

There was no new business.

PUBLIC COMMENT II ON: AGENDA & NON-AGENDA ITEMS

A Fairfield resident had a question about the unit ventilators at Churchill School.

XIII. NEXT MEETING:

BE IT RESOLVED that the next meeting will be held on August 7, 2018 at 7:30 PM in the Stevenson School Library.

IVX. ADJOURNMENT:

There being no further business before the Board, the meeting will be adjourned.

<b>Introduced by:</b>	<b>Mr. P. Freda</b>	<b>Seconded by:</b>	<b>Mr. J. Didyk</b>
	<b>Mr. J. Didyk</b>		<b>Mr. P. Freda</b>
	<b>Mr. B. Egan</b>		<b>Aye</b>
			<b>Aye</b>

**Motion Carries**