

Fairfield Board of Education
Meeting Agenda
Thursday, March 19, 2020 at 7:30 P.M.
Online GoToMeeting
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: **Seconded by:** **Roll Call**

II. OPEN MEETING –PUBLIC NOTICE OF MEETING

The Board will reconvene from Executive Session and Mr. Didyk, President, will preside and voice the call to order at 7:30 p.m.

The public meeting will be called to order at approximately 7:30 p.m., by Mr. Didyk, 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.

ROLL CALL:

Mr. Brian Egan; Mrs. Andrea Jandoli; Mr. Pat Freda;
Mr. Jeffrey Didyk, President; Dr. Mike Sapienza, Vice-President;
Ms. Susan Ciccotelli, Superintendent of Schools; and
Ms. Lyanna Rios, Business Administrator/Board Secretary

III. 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 Fairfield Board of Education President.*
2. *Each person who wishes to make a statement must state their name and address to Ms. Lyanna Rios.*
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.*

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IV. ENROLLMENT: March 13, 2020

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. PERSONNEL

A. Maternity Leave of Absence

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves a Maternity Leave of Absence for Mrs. Dillon, whose due date is July 18, 2020. She has requested to use the 12-week State of New Jersey Family Leave Insurance Benefits provisions from Monday, August 31 2020 to Monday, November 23, 2020. Mrs. Dillon plans to return to work on January 4, 2021.

Personnel Recommendations:

Introduced by: Secoded by: Roll Call

VI. CURRICULUM/PROGRAM

A. Summer Skills Program

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Math and Language Arts Summer Skills Programs and staff, two for Language Arts and two for Math, for 3.5 hours each per day for 20 days at \$61.85 per hour.

B. 2020 ESY Program

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Summer 2020 program outline, which delineates staff positions and hours required for the extended school year.

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OUTSIDE CONTRACTED SERVICES	Staff needed	Days per person	# Hours per day	Total hours	Hourly rate	Estimated cost
Physical Therapist	1	N/A	As needed	12	\$90.00	\$1,080.00
Total outside vendor						\$1,080.00
IN-HOUSE STAFF						
Speech Therapist	1	20	2.5	50	\$61.85	\$3,092.50
Occupational Therapist	1	20	2.5	50	\$61.85	\$3,092.50
Primary MD Teacher	2	20	2.5	100	\$61.85	\$6,185.00
Primary/Secondary LLD	1	20	2.5	50	\$61.85	\$3,092.50
School Nurse/ LLD Aide	1	20	2.5	50	\$61.85	\$3,092.50
Aides (MD/LLD)	6	20	2.5	300	\$15.00	\$4,500.00
Substitute Teachers, Aides, & Nurse (as needed)	Hired teacher, aide, nurse salaries will be adjusted for any time a sub is used.				\$15.00	*adjusted
CHILD STUDY TEAM (LDTC, Psychologist, Speech Therapist and Occupational Therapist)	4	For student contact time and required meetings.			\$61.85 per hour,	Not to exceed \$7,000
					TOTAL	\$31,135.00

C. Professional Development Workshop

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.

Staff	Workshop	Date	Registration*
*J. Valenti J. DeSordi	Ed Tech Throwdown 2020	April 8, 2020	\$175.00

* Pending postponement

Curriculum/Program Recommendations:

Introduced by: Seconded by: Roll Call

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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 27, 2020 Public & Executive Sessions.

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	\$1,059,252.97
February 29, 2020 Payroll	\$365,513.45
March 13, 2020 Payroll	\$376,864.45

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 February 1, 2020 through February 29, 2020.

I hereby certify that for the period ending February 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

Pursuant to N.J.A.C.6A:23A-16.10(c)(4), the Fairfield Board of Education hereby certifies that as of February 29, 2020 after review of the Secretary's monthly financial report for February 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.

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D. Keystone Purchasing Network

BE IT RESOLVED that the Fairfield Board of Education approves the purchase of all goods and services entered into on behalf of the Keystone Purchasing Network, a cooperative purchasing agency.

E. 2020-2021 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 2020-2021 school year using the 2020-2021 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:

ADOPTION OF TENTATIVE 2020-2021 SCHOOL BUDGET

	General Fund	Special Revenues	Debt Service	Total
2021-2021 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 advertises 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 the next board meeting, a public meeting be held at the Adlai E. Stevenson School Library, 15 Knoll Road, Fairfield, New Jersey for the purpose of conducting a public hearing on the budget for the 2020-2021 school year; and

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:

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

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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

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;

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

Service	Cost
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:

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

H. Building Use Applications

BE IT RESOLVED that the Fairfield Board of Education approves the following Building Use Applications:

Organization Group/Location/Purpose	Date and Time Slot
*Fairfield Recreation – Baseball and Softball Games and Practices Adlai E. Stevenson and Winston S. Churchill Fields	March 20 – June 30, 2020 4:30 p.m. – 8:00 p.m.
*Kidding Around Yoga with Kelly Stevenson Library	Thursdays, April 2, 9, 23, 30 and May 7, 14, 21, 28, 2020 3:30 p.m. – 4:30 p.m.

*Pending facilities are re-opened

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Business/Finance Office Resolutions Items A-H

Introduced by:

Seconded by:

Roll Call

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. COMMITTEE REPORTS

XI. PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY

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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.*
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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 on April 28, 2020. Executive Session at 7:00 p.m. Public Session at 7:30 p.m. in the Library at Stevenson School.

Introduced by:

Seconded by:

Roll Call

XIII. ADJOURNMENT

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

Introduced by:

Seconded by:

Roll Call