

Fairfield Board of Education  
Meeting Agenda  
Tuesday, March 16, 2021  
Virtual Meeting, 7:30 P.M.

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 SESSION

The Board will reconvene from Executive Session and Mr. Brian Egan, 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. Brian 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 Herald and The Progress Newspaper.

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

**ROLL CALL:**

Mr. Jeffrey Didyk; Mr. Anthony DePascale; Dr. Michael Sapienza;  
Mr. Pat Freda, Vice-President; Mr. Brian Egan, President;  
Dr. 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 12, 2021

Grade/School	Total Students 9/8/2020	Total Students 3/12/2021
Preschool	38	37
MD: K-3 and Home Instruction	6	7
K – Stevenson	77	76
1 – Stevenson	100	94
2 – Stevenson	96	93
3 – Stevenson	86	84
4 – Churchill	82	84
5 – Churchill	121	119
6 – Churchill	96	95
<b>District Total</b>	<b>702</b>	<b>689</b>

V. CURRICULUM/PROGRAM

A. Creation of Occupational Therapist Asst. Position/Job Description Approval **Attachment A**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Occupational Therapist Assistant Position and Job Description for the 2020-2021 school year, approved by the Essex County Superintendent of Schools on March 3, 2021.

B. Summer Literacy Program

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves a Summer Literacy Program and 6 staff members for 20 days at 3.5 hours per day at \$61.85 per hour.

C. 2021 ESY Program

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the Summer 2021 program outline, which delineates staff positions, expenses, and hours required for the extended school year.

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<b>OUTSIDE CONTRACTED SERVICES</b>	<b>Staff needed</b>	<b>Days per person</b>	<b># Hours per day</b>	<b>Total hours</b>	<b>Hourly rate</b>	<b>Not to Exceed</b>
Physical Therapist		N/A	As needed			\$2,000.00
<b>IN-HOUSE STAFF</b>						
Speech Therapist	1	20	4.5	90	\$61.85	\$5,566.50
Occupational Therapist	1	20	4.5	90	\$61.85	\$5,566.50
Primary MD Teacher	2	20	4.5	180	\$61.85	\$11,133.00
Primary/Secondary LLD	1	20	4.5	90	\$61.85	\$5,566.50
School Nurse/ LLD Aide	1	20	4.5	90	\$61.85	\$5,566.50
Aides (MD/LLD)	6	20	4.0	480	\$15.00	\$7,200.00
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>4</b>	<b>For student contact time and required meetings.</b>			<b>\$61.85 per hour</b>	<b>Not to exceed \$7,000</b>
<b>TOTAL NOT TO EXCEED</b>						<b>\$51,100.00</b>

**Curriculum/Program Recommendations:**

**Introduced by:                      Seconded by:                      Roll Call**

VI. PERSONNEL

A. Certificated

1. 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 Karissa Yelovich, whose due date is July 16, 2021. She has requested to use the 12-week State of New Jersey Family Leave (FMLA) and State Insurance Benefits provisions (FMLI) from September 1, 2021 through November 24, 2021. Mrs. Yelovich plans to return to work on November 29, 2021.

2. Resignation

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, accepts a letter of resignation from Michael Cardillo, Instrumental Music Teacher, effective May 1, 2021, with regrets, best wishes, and appreciation for his service to the students of Fairfield for 12 years. Last day of attendance will be April 30, 2021.

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3. Employment - New Hire

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Dana Glaspy as an Occupational Therapist Assistant at \$45.00 per hour, not to exceed 20 hours per week, pending receipt of all required documentation, including criminal history review.

B. Substitute Approval

1. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Gabriela Karch as a teacher substitute in addition to her duties as an aide/secretary substitute for the 2020-2021 school year, pending receipt of all required documentation.
2. BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves Gianna Aktas as a teacher/aide/secretary substitute for the 2020-2021 school year, pending receipt of all required documentation.

**Personnel Recommendations:**

**Introduced by:                      Secoded by:                      Roll Call**

VII. POLICY

A. Policy and Regulation Approvals

**Attachment B**

BE IT RESOLVED that the Fairfield Board of Education, upon the recommendation of the Superintendent, approves the listed policies and regulations as revised, new or abolished:

P 0145	Board Member Resignation and Removal (M)	Revised
R 1642	Earned Sick Leave Law (M)	Revised
P 1643	Family Leave (M)	New
P 3431.1	Family Leave (M)	Abolished
P 4431.1	Family Leave (M)	Abolished
P 3431.3	New Jersey Family Leave Insurance Program	Abolished
P 4431.3	New Jersey Family Leave Insurance Program	Abolished
P&R 5330.01	Administration of Medical Cannabis (M)	Revised
P 7425	Lead Testing of Water in Schools (M)	Revised
R 7425	Lead Testing of Water in Schools (M)	New
P&R 7430	School Safety (M)	Abolished
R 8451	Control of Communicable Disease (M)	Revised



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I hereby certify that for the period ending January 2021 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, 2021 after review of the Secretary’s monthly financial report for January 2021 (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. Building Use Applications**

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

<b>Organization Group/Location/Purpose</b>	<b>Date and Time Slot</b>
Fairfield Recreation - Baseball and Softball Fields at Adlai E. Stevenson and Winston S. Churchill	Monday - Sunday April 12, 2021 - June 19, 2021 4:30 pm - 8:00 pm

**F. 2021-2022 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 2021-2022 school year using the 2021-2022 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 2021-2022 SCHOOL BUDGET**

	<b>General Fund</b>	<b>Special Revenues</b>	<b>Debt Service</b>	<b>Total</b>
<b>2021-22 Total Expenditures</b>	\$13,469,894	\$422,916	\$81,903	\$13,974,713
<b>Less: Anticipated Revenues</b>	\$1,336,712	\$422,916	0	\$1,759,628
<b>Taxes to be Raised</b>	\$12,133,182	0	\$81,903	\$12,215,085

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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 at the next board meeting, a virtual public meeting be held for the purpose of conducting a public hearing on the budget for the 2021-2022 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 2021-2022 school year:

<b>Description/Activity</b>	<b>Cost</b>
Architect	\$40,000
Assessment for Debt Service on SDA Funding	\$11,855
<b>Total</b>	<b>\$51,855</b>

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 2021-2022 school year; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2020-2021 school year was \$17,100; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$736 as of March 1, 2021; 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 2021-2022 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 2021-2022 school year as follows:

<b>Service</b>	<b>Cost</b>
Architect	\$40,000
Legal	\$25,000
Audit	\$27,100
Physician	\$5,000
<b>Total</b>	<b>\$97,100</b>

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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.

G. Travel and Related Expense Reimbursement 2021-2022

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

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.

H. Educational Services Commission of Morris County Agreement                      **Attachment F**

BE IT RESOLVED that the Fairfield Board of Education approves the Services Agreement operated with the Educational Services Commission of Morris County for the 2021-2022 school year for Professional Support Services on an "as needed" basis per the attached rate sheet.

I. Capital Reserve Transfer

WHEREAS, the Fairfield Board of Education approved Business/Finance Office Resolution Item G., Capital Reserve Account Withdrawal, at the March 19, 2020 Board meeting; and

WHEREAS, Business/Finance Office Resolution Item G. approved a capital reserve withdrawal in the amount of \$50,000.00 for the use of classroom/office renovations; and

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WHEREAS, the Fairfield Board of Education has not used and does not anticipate using the \$50,000.00 for any classroom/office renovations; and

WHEREAS, the Fairfield Board of Education has instead the need for roof repairs in the amount of \$9,500.00; and

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education approves the redesignation of \$9,500.00 of the capital reserve withdrawal of \$50,000.00 to be utilized for the roof repair costs, and the remainder \$40,500.00 to be returned to the capital reserve account.

**Business/Finance Office Resolutions Items A-I:**

**Introduced by:                      Seconded by:                      Roll Call**

IX. OLD BUSINESS

X. NEW BUSINESS

XI. COMMITTEE REPORTS

XII. PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY

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XIII. NEXT MEETING

BE IT RESOLVED that the next meeting will be held on April 27, 2021. Executive Session at 7:00 p.m. Public Session at 7:30 p.m. to be held virtually until further notice.

XIV. ADJOURNMENT

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

**Introduced by:                      Seconded by:                      Roll Call**