

Fairfield Board of Education  
Meeting Minutes  
Tuesday, April 25, 2017 – 7:00 PM  
Stevenson School - Cafeteria  
15 Knoll Road, Fairfield, NJ 07004

*The meeting was called to order at approximately 7:07 p.m., by Mrs. Andrea Jandoli, 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.”

**BOARD MEMBERS PRESENT:** Mr. Jeffrey Didyk, Mr. Pat Freda, Mr. Robert Lombardy, Mr. Brian Egan, Mrs. Andrea Jandoli, and

**BOARD MEMBERS ABSENT:** None

**ADMINISTRATION PRESENT:** Ms. Susan Ciccotelli, Superintendent of Schools  
Ms. Yvonne Hellwig, Business Administrator

**PUBLIC & STAFF PRESENT:** Various Staff Members, Township Residents and Students

*The Pledge of Allegiance was then held.*

**PUBLIC COMMENTS: AGENDA ITEMS ONLY**

There were no public comments.

**I. ENROLLMENT (April 21, 2017)**

Grade/School	Total Students	Total Students
Special Ed. Self-Contained	32	40
K – Stevenson	104	73
1 – Stevenson	77	111
2 – Stevenson	70	82
3 – Stevenson	87	74
4 – Churchill	97	89
5 – Churchill	91	105
6 – Churchill	100	95
Total:	658	669
Out of District 3	#342, #367, #412	

**STUDENT PRESENTATIONS**

Students from both the Winston S. Churchill and Adlai E. Stevenson Schools did presentations on ‘School Culture and Climate’. Team Members explained what School Culture and Climate is all about; the frequency of their meetings and the different projects that each grade works on. The Board thanked the students from both schools for their presentations.

**FAIRFIELD BOARD OF EDUCATION: PAGE 2 MINUTES April 25, 2017**

The Board President called for a five (5) minute recess to allow those parents and students who wanted to leave time to exit.

II. PERSONNEL

A. INSTRUCTIONAL

1. Newly-Tenured Staff Reappointment

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, appoint the following as newly tenured certificated staff for the 2017-2018 school year following the 4-year tenure mandate. As required by contract, the staff will be informed of assignments per the June 1st letter.

<b>Hired 9/1/13 Tenure 9/2/17</b>
Breznak, Coleen
Franzi, Carissa
Iarossi, Alyssa
Malinowski, Danielle
Salter, Laurie

2. Renewal of Non-Tenured Teaching Staff

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, renew the following non-tenured certificated staff for the 2017-2018 school year following the 4-year tenure mandate. As required by contract, the staff will be informed of assignments per the June 1st letter.

<b>Hired 9/1/14 Tenure 9/2/18</b>	<b>Hired 1/4/16 Tenure 1/5/20</b>
Colon, Daniele	Casenta Romina
Dillon, Lindsey	DeMarco, Matthew
Crescibene, Carly	<b>Hired 9/16 Tenure 9/2/2020</b>
Goldsmith, Andrea	Lipoma, Desiree
<b>Hired 1/5/15 Tenure 1/6/19</b>	Pilato, Erica
Pero, Kristen	Polay, Jennifer
Simons, Shelly	<b>Hired 12/1/16 Tenure 12/2/20</b>
<b>Hired 9/1/15 Tenure 9/2/19</b>	Dewland, Megan
Barra, Laura	
Hessenius, Lindsay	
Mayer, Vanessa	

**FAIRFIELD BOARD OF EDUCATION: PAGE 3 MINUTES April 25, 2017**

3. Retirement

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, accept the letter of retirement from Susan Baim, Third Grade Teacher, with regrets, best wishes, and appreciation for over 15+ years of service to the students of Fairfield.

4. Administrative Leave

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, rescind the Administrative Leave and approve the paid leave of absence for Employee #100111, utilizing sick days, effective March 22, 2017, pending further action.

B. ADMINISTRATION

BE IT RESOLVED that the Board of Education upon the recommendation of the Superintendent, re-approve the job description/title and position of “Director of Special Education/Principal”, effective for the 2017-2018 school year, as approved by the Interim-Essex County Superintendent of schools on July 21, 2016, and further approve the annual submission of the said job description and excerpt from the Board agenda approving the job description/title and position to the Interim-Essex County Superintendent of Schools.

BE IT RESOLVED that the Board of Education upon the recommendation of the Superintendent, re-approve the job position/title and position of “Director of Curriculum and Instruction/Principal”, effective for the 2017-2018 school year, as approved by the Interim-Essex County Superintendent of schools on July 21, 2016, and further approve the annual submission of the said job description and excerpt from the Board agenda approving the job description/title and position to the Interim-Essex County Superintendent of Schools.

**Personnel Recommendations:**

**Introduced by: Mrs. Jandoli**

**Mr. Jeff Didyk           Aye**

**Mr. Pat Freda            Aye**

**Mrs. Jandoli             Aye**

**Seconded by: Mr. Brian Egan**

**Mr. Brian Egan           Aye**

**Mr. Robert Lombardy   Aye**

**FAIRFIELD BOARD OF EDUCATION: PAGE 4 MINUTES April 25, 2017**

III. POLICY

A. Second Reading of Policies and Regulations

Recommended Motion: that the Fairfield Board of Education, upon the recommendation of the Superintendent, approve the second reading and adoption of the following policies and regulations.

P&R 2460	Special Education	Revised
R 2460.1	Special Education - Location, Identification, and Referral	Revised
R 2460.8	Special Education – Free and Appropriate Public Educ.	Revised
R 2460.9	Special Education – Transition from Early Interv. Programs to Preschool Programs	Revised
R 2460.15	Special Education – In-Service Training for Professional and Paraprofessional Staff	Revised
R 2460.16	Special Education – Instructional Material to Blind of Print-Disabled Students (No changes)	Re-Adopt
P 2467	Surrogate Parents and Foster Parents	Revised

**Policy Recommendations:**

**Introduced by: Mr. Freda**  
**Mr. Jeff Didyk      Aye**  
**Mr. Pat Freda      Aye**  
**Mrs. Jandoli      Aye**

**Seconded by: Mr. Brian Egan**  
**Mr. Brian Egan      Aye**  
**Mr. Robert Lombardy      Aye**

IV. PROGRAM/CURRICULUM

A. 2016-2017 Calendar Revision

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve revisions to the 2016-2017 school calendar. There will be no school on May 26, 2017 for students and teachers. In the event there is no need to utilize the 2 remaining snow days **by May 15**, the last day of school will be designated as June 15, 2017. June 14 and 15 will be one session days for students only.

B. PROFESSIONAL DEVELOPMENT WORKSHOPS

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve attendance at the following workshops and approve the reimbursement of registration, lodging, and/or mileage, expenses to be made, pending completion of the workshops and submission of the travel reports.

**FAIRFIELD BOARD OF EDUCATION: PAGE 5 MINUTES April 25, 2017**

Staff	Workshop	Date(s)	Place	Registration/ Lodging
Ciccotelli, S. Cafone, M.	Spring Leadership Conference	5/17-19, 2017	Atlantic City	\$525
Hellwig, Y.	NJASBO Annual Conference	6/7 - 9, 2017	Atlantic City	\$525

**A. GOOD NEWS**

Stevenson School

- Kindergarten students participated in a fantastic chick hatching project. They were introduced to this unit of study by Farmer John who came from Quiver Farm. He brought 24 eggs and all of the equipment needed to hatch baby chicks. He also brought a hen and rooster so the children could meet the chicks' parents. Students were excited when chick number 9 hatched first! They were proud to receive an award for successfully hatching 24 baby chicks! This was an exciting and engaging way for the students to learn about the life cycle of a chicken.
- First grade has been hard at work! After reading all about the solar system, students were introduced to informational writing. Pairs of students were given a planet to research. They filled in an outline, took the information and turned it into a paragraph. Students enjoyed learning about our solar system!
- As part of Guided Reading homework, first graders have been answering a "journal" question in Google Classroom! Students learned how to log in and respond to questions during Tech Time and Computers. At home, they put their new knowledge to work in responding to questions about their books online, and in complete sentences. First grade teachers are very proud of the tech-savvy kids!
- Second grade has completed their Turtle and Beaver research projects. They are displayed in the green hallway. They are anxiously waiting for our Flat Stanley to arrive back to Stevenson School. The children have been extremely excited sharing his experiences. They are learning about biographies in Ready Gen. One of the stories they are reading is "The Life of John Chapman."
- Student Council held an assembly on Friday, March 24, to introduce Pennies for Patients. A representative from the Leukemia and Lymphoma Society spoke about what their organization does to help children with blood cancer. Our school accepted the challenge of helping to find a cure for blood cancer! We joined over 29,000 schools across the nation to make a difference and raise as much money as we could. Through participation in the Student Series' Pennies for Patients Program, students learn leadership, the

## **FAIRFIELD BOARD OF EDUCATION: PAGE 6 MINUTES April 25, 2017**

- importance of helping others and just how impactful their involvement can be in helping to save lives. This program ran from March 24-31, 2017.
- The Art Expo took place the evening of April 20th alongside the Science and Technology Fair. Students and parents alike proudly admired works of art from throughout the year while student "exhibition guides" dressed as artists and gave information about who they were and described the process of creating their artwork. Also, student volunteers
- collected donations for ceramic pet sculptures which could be "adopted" by the third grade artist that created the sculpture. When combined with donations from all others at the expo, the community of Fairfield raised \$233 which will be donated to Ruff Start Animal Rescue in Fairfield. To top it all off, the highly anticipated mural created by the Stevenson Art Club was revealed! This mural illustrates the history of Fairfield, from its historic landmarks to its agricultural past. All things combined, it was an amazing night showcasing both artistic talent, culture, generosity, and community pride!

### Churchill School

- 5th Grade students attended Challenge 24 Tournament on March 23, 2017 competing against other schools in Essex County. Fairfield took home a trophy...3rd place!
- On Wednesday, March 29, Churchill hosted their annual Career Day. Student Council members welcomed all guests and led them into the school library, where coffee and breakfast were set up for all presenters. Mr. Cardillo and his orchestra students played for the guests during breakfast. More than 20 professionals and community leaders were invited to speak to the students about their individual careers and answer student questions. Presenters not only spoke about their occupations but also described their education and the necessary qualifications needed to be successful. The program began in the school auditorium with HDE Entertainment, who provided an upbeat introduction. From the auditorium, the students went to the first of four sessions. Presenters and staff enjoyed lunch together in the library provided by the HSA. In the afternoon, students wrote letters to the presenters to thank them for sharing their careers and inspiring them. The afternoon's two keynote speakers were Morris County Sheriff James Gannon and David Corsaro, one of the top 200 magicians in the United States. After the two keynote speakers, HDE Entertainment worked with the student Culture and Climate team to prepare a photo slideshow of the day's events that was set to the Winston Churchill School song. At the end of the day, they also provided the entire student body with a dance party, complete with light show and party giveaways.
- The Churchill School Drama Club performed Disney's "Beauty and the Beast" under the direction of Erica Santalla and Carol Janser to a sellout crowd on Thursday, March 30. The cast and crew, of approximately 35 students, have been working since December. Along with students of the Art Club, under the direction of Jamie Cecere, and the

**FAIRFIELD BOARD OF EDUCATION: PAGE 7 MINUTES April 25, 2017**

publicity by the Computer Club under Jennifer Perrone, the students used professional costuming and had a beautiful set to enhance the production. The directors wish to thank all the staff, administration and the Board of Education for their support of the arts in Fairfield.

- The 5th Grade Science Students' Environmental Projects Presentations have inspired the students to take steps outside of school during spring break, with their families, friends, and sports to help the environment in various ways, such as picking up litter from the parks.
- On Wednesday, April 19, the Student Council of Churchill School participated in their annual “Cookies for Courage” community service project. The students donated delicious treats and bagged them for a special delivery to the Fairfield Police Department and Fairfield Volunteer Fire Department. The Student Council sends heartfelt thanks to these brave men and women for their continued service to our community.

**Program/Curriculum Recommendations:**

<b>Introduced by:</b>	<b>Mr. Pat Freda</b>	<b>Seconded by:</b>	<b>Mr. Brian Egan</b>
<b>Mr. Jeff Didyk</b>	<b>Aye</b>	<b>Mr. Brian Egan</b>	<b>Aye</b>
<b>Mr. Pat Freda</b>	<b>Aye</b>	<b>Mr. Robert Lombardy</b>	<b>Aye</b>
<b>Mrs. Jandoli</b>	<b>Aye</b>		

**V. SUPERINTENDENT’S QUANTITATIVE AND QUALITATIVE GOALS**

BE IT RESOLVED that the Fairfield Board of Education has determined that the following Quantitative and Qualitative Merit Goals for Susan Ciccotelli, Superintendent of Schools, have been satisfied and were achieved during the 2016-2017 school year;

- Quantitative Goal: Review and revise Substitute Handbook for 100% of Substitute Staff
- Qualitative Goal: Explore the viability of Consortium-Wide Special Education Programs to support current student needs and goals.

BE IT FURTHER RESOLVED that the Business Administrator/Board Secretary shall forward a certified copy of this resolution to the Essex County Interim-Superintendent of Schools in accordance with N.J.A.C. 6A:23A-3.1e (10)(iv); and

BE IT FURTHER RESOLVED that, upon receipt of confirmation of satisfaction of the above goals from the Essex County Interim-Superintendent of Schools, the applicable Merit Bonus provisions shall be paid.

**FAIRFIELD BOARD OF EDUCATION: PAGE 8 MINUTES April 25, 2017**

**Program/Curriculum Recommendations:**

<b>Introduced by: Mr. Pat Freda</b>	<b>Seconded by: Mr. Robert Lombardy</b>
<b>Mr. Jeff Didyk           Aye</b>	<b>Mr. Brian Egan           Aye</b>
<b>Mr. Pat Freda           Aye</b>	<b>Mr. Robert Lombardy   Aye</b>
<b>Mrs. Jandoli           Aye</b>	

VI. FINANCE

Routine and Recurring Monthly Business Items A-J

- A. BE IT RESOLVED that the minutes from the Public and Executive Session, held on March 21, 2017 be approved.
- B. BE IT RESOLVED that the minutes of the Special Public Sessions, held on April 3, 2017 be approved. No Executive Session was held
- C. BE IT RESOLVED to approve the following attached Bills and Claims Lists and Payrolls:

Bills and Claims	Amount
March 22 – April 25, 2017	\$709,834.22
March 15, 2017	\$364,109.18
March 30, 2017	\$345,541.08

- D. BE IT RESOLVED to approve and accept the Board Secretary’s Financial Report for the month of January 2017.
- E. BE IT RESOLVED to approve the budgetary transfers for the month of March 2017.
- F. BE IT RESOLVED to approve and accept the Treasurer’s Report for the month of January 2017.
- G. BE IT RESOLVED to approve the following Building Use Applications

Organization or Group/Location/Purpose	Date and Time Slot
American Red Cross Churchill Parking Donations Drop-off location	Wednesday, March 29, 2017 6:00 p.m. to 9:00 p.m.

- H. BE IT RESOLVED that the Board affirm the Superintendents decision on Harassment Intimidation and Bullying (HIB) Cases #12 16-17 and CH #13 16-17, first reported to the Board, in Executive Session on March 21, 2017.

**FAIRFIELD BOARD OF EDUCATION: PAGE 9 MINUTES April 25, 2017**

- I. BE IT RESOLVED that the Fairfield Board of Education approve the renewal of transportation services with Sussex Regional Cooperative **only** for current Special Education students during the 2017-2018 school year.

BE IT RESOLVED that the Fairfield Board of Education approve a joint agreement with the Board of Directors of Essex Regional Educational Services Commission to provide regular and athletics student transportation services for the 2017-2018 school year in accordance with State Law and Code and in accordance with the rules and regulations governing pupil transportation as set down by the State Board of Education; and

BE IT FURTHER RESOLVED that the Essex Regional Educational Services Commission will provide Special Education Transportation services for all **new** special education applicants during the 2017-2018 school year in accordance with State Law and Code and in accordance with the rules and regulations governing pupil transportation as set down by the State Board of Education.

BE IT FURTHER RESOLVED that the Fairfield Board of Education will pay an administrative fee of 2% of the actual cost of transportation provided by Essex Regional Educational Services Commission for all necessary administration and supervision services.

- J. Final Adoption of the 2017-2018 School Budget and Public Hearing Presentation of the Budget. Yvonne Hellwig, Business Administrator/Board Secretary will give the Presentation.

BE IT RESOLVED that the Board approve and adopt the 2017-2018 School Budget in the amount of \$11,648,421 for the General Fund (Current Operating Expenses), \$138,050 for the Special Revenue Fund (Federal & State), and \$145,801 for the Debt Service Fund, and

BE IT FURTHER RESOLVED that there should be raised for the General Fund \$11,102,556 through local taxation to support the Current Operating Expense Budget and \$145,801 through local taxation to support the Debt Service Fund for the 2017-2018 School Year, and

BE IT FURTHER RESOLVED that the Current Expense Operating Budget contain budgeted surplus (fund balance) from the June 30, 2016 audit of \$52,687, and

BE IT FURTHER RESOLVED that the Fairfield Board of Education include in the budget the adjustment for enrollment in the amount of \$176,700. The District intends to utilize this adjustment for supplies and materials for the additional students, and

BE IT FURTHER RESOLVED that the Current Expense Operating Budget includes \$11,560 for maximum travel expenditures in accordance with N.J.S.A. 6A:23A-7.1.

**FAIRFIELD BOARD OF EDUCATION: PAGE 10 MINUTES April 25, 2017**

Business Resolutions A, B, C, D, E, F, G, H, I & J

<b>Introduced by: Mr. Pat Freda</b>		<b>Seconded by: Mr. Brian Egan</b>	
<b>Mr. Jeff Didyk</b>	<b>Aye</b>	<b>Mr. Brian Egan</b>	<b>Aye</b>
<b>Mr. Pat Freda</b>	<b>Aye</b>	<b>Mr. Robert Lombardy</b>	<b>Aye</b>
<b>Mrs. Jandoli</b>	<b>Aye</b>		

VII. COMMITTEE REPORTS

Mr. Egan reported that both sides of the negotiations have signed the MOA and we are now running regular business.

Mrs. Jandoli read a statement about the new contract.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

Mr. Egan reported that he attended a NJ School Boards meeting which honored Long Term Board Members. Our very own, Mr. Pat Freda received a pin for his long service as a Board Member.

X. PUBLIC COMMENTS: NON-AGENDA ITEMS ONLY

There were no public comments.

XI. NEXT MEETING

Tuesday, May 16, 2017 at 7:00 PM in the Cafeteria of the Stevenson School.

XII. EXECUTIVE SESSION - Action will be taken.

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.

<b>Introduced by: Mr. Pat Freda</b>		<b>Seconded by: Mr. Robert Lombardy</b>	
<b>Mr. Jeff Didyk</b>	<b>Aye</b>	<b>Mr. Brian Egan</b>	<b>Aye</b>
<b>Mr. Pat Freda</b>	<b>Aye</b>	<b>Mr. Robert Lombardy</b>	<b>Aye</b>
<b>Mrs. Jandoli</b>	<b>Aye</b>		

**FAIRFIELD BOARD OF EDUCATION: PAGE 11 MINUTES April 25, 2017**

XIII. ADJOURNMENT

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

Introduced by: Mr. Pat Freda    Seconded by: Mr. Robert Lombardy    Voice Vote

Respectfully submitted,

Yvonne Hellwig  
Business Administrator