

FAIRFIELD BOARD OF EDUCATION
Reorganization Meeting Minutes
 Thursday, January 5, 2023
 7:30 PM at the Fairfield Municipal Building
 (Access livestream at www.fpsk6.org at 7:30 PM)

REORGANIZATION OF BOARD

The meeting was called to order at 7:30 P.M., by Mrs. Kathleen Marano, Interim Board Secretary/School Business Administrator 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 Passaic Herald (The Herald News) and The Progress. Notice has been posted on the District website.

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Ms. Andrea Bellise-Jandoli	PRESENT	Mr. Anthony DePascale	PRESENT
Mr. Brian Egan	PRESENT	Mr. Pat Freda	PRESENT

“Please join us for the Pledge of Allegiance”

ADMINISTRATION	POSITION	ATTENDANCE
Dr. Susan Ciccotelli	Superintendent of Schools	PRESENT
Mrs. Kathleen Marano	Interim Business Administrator/Board Secretary	PRESENT

OLD BUSINESS:

SWEAR IN NEWLY ELECTED BOARD MEMBERS - Board Secretary to swear in Angela Altaai

1. RESOLUTION OF SCHOOL BOARD ELECTION RESULTS

BE IT RESOLVED that the Fairfield Board of Education affirms the Voter Election official results of the November 8, 2022 election for the Board of Education member as follows:

Ms. Angela Altaai 3 year term 1,426 Total Votes

Motion by: Brian Egan

Seconded by: Andrea Bellise-Jandoli

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ROLL CALL

Ms. Altaai, Ms. Bellise-Jandoli, Mr. Egan, Mr. DePascale, Mr. Freda - All Ayes

2. ELECTION OF THE PRESIDENT

The Board Secretary calls for **nominations for President** of the Board of Education for calendar year 2023:

Nomination: Andrea Bellise-Jandoli

Nominated by: Brian Egan

The Board Secretary calls for any other nominations.

Motion to close the nominations for President of the Board of Education:

Motion by: Anthony DePascale Seconded by: Brian Egan

ROLL CALL

Ms. Altaai, Ms. Bellise-Jandoli, Mr. Egan, Mr. DePascale, Mr. Freda - All Ayes

3. MOTION TO APPOINT BOARD PRESIDENT:

Motion to appoint Andrea Bellise-Jandoli President of the Board of Education for calendar year 2023.

Motion by: Anthony DePascale Seconded by: Brian Egan

ROLL CALL

Ms. Altaai, Ms. Bellise-Jandoli, Mr. Egan, Mr. DePascale, Mr. Freda - All Ayes

RELINQUISHMENT OF CHAIR BY THE BOARD SECRETARY TO THE NEWLY ELECTED BOARD PRESIDENT.

4. ELECTION OF THE VICE PRESIDENT:

The President calls for **nominations for Vice President** of the Board of Education:

Nomination: Anthony DePascale

Nominated by: Pat Freda

The President calls for any other nominations.

Motion to close the nominations for Vice President of the Board of Education:

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Motion by: Brian Egan

Seconded by: Pat Freda

ROLL CALL

Ms. Altaai, Ms. Bellise-Jandoli, Mr. Egan, Mr. DePascale, Mr. Freda - All Ayes

5. MOTION TO APPOINT BOARD VICE PRESIDENT:

Motion to appoint Anthony DePascale Vice President of the Board of Education for calendar year 2023.

Motion by: Brian Egan

Seconded by: Pat Freda

ROLL CALL

Ms. Altaai, Ms. Bellise-Jandoli, Mr. Egan, Mr. DePascale, Mr. Freda - All Ayes

6. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

None

7. BOARD MEMBERS:

The calendar year 2023 Fairfield Board of Education Board Members and Term:

<u>Board Member</u>	<u>Expiration of Term</u>
Brian Egan	November 2023
Anthony DePascale	November 2023
Andrea Bellise Jandoli	November 2024
Pat Freda	November 2024
Angela Altaai	November 2025

***All Board Member Seats will be from January 1st to December 31st for 3 calendar years.**

Motion by: Brian Egan

Seconded by: Pat Freda

Discussion: None

ROLL CALL

Ms. Altaai, Ms. Bellise-Jandoli, Mr. Egan, Mr. DePascale, Mr. Freda - All Ayes

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8. BOARD MEMBER CODE OF ETHICS

BE IT RESOLVED that the Fairfield Board of Education adopts the Purpose and Role of the Code of Ethics N.J.S.A. 18A:12-24.1.

The members of the Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the Board adopts this code of ethics:

1. I will uphold and enforce all laws, rules, and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools, which meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my Board action to policy-making, planning, and appraisal; and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibility not to administer the schools, but together with my fellow Board members, to see that they are well run.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action that may compromise the Board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the Chief Administrative Officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the Chief Administrative Officer and will act on the complaints at public meetings only after failure of an administrative solution.

Motion by: Pat Freda

Seconded by: Anthony DePascale

Discussion: None

ROLL CALL

Ms. Altaai, Ms. Bellise-Jandoli, Mr. Egan, Mr. DePascale, Mr. Freda - All Ayes

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9. COMMITTEE APPOINTMENTS

BE IT RESOLVED that the Fairfield Board of Education confirms the existing BOE Committees, Chairpersons and Members for the 2023 organizational year as follows:

Committee	Chairperson	Member
Buildings & Grounds	Brian Egan	
Curriculum/Technology	Anthony DePascale	Pat Freda
Finance	Brian Egan	Anthony DePascale
Negotiations	Pat Freda	
Personnel		Andrea Bellise Jandoli
Policy	Anthony DePascale	Andrea Bellise Jandoli
Special Education	Andrea Bellise Jandoli	Anthony DePascale
Liaison: HSA/Public Relations	Anthony DePascale	Andrea Bellise Jandoli
Liaison: Fairfield Township	Brian Egan	Pat Freda
NJ School Boards Delegate	Brian Egan	N/A
Essex School Boards/Legislative	Andrea Bellise Jandoli	N/A
Municipal Alliance Delegate	Anthony DePascale	N/A

Motion by: Pat Freda

Seconded by: Anthony DePascale

Discussion: The Board tabled item #9 Committee Appointments

ROLL CALL

Ms. Altaai, Ms. Bellise-Jandoli, Mr. Egan, Mr. DePascale, Mr. Freda - All Ayes

REORGANIZATION RESOLUTIONS

10. PARLIAMENTARY PROCEDURES

BE IT RESOLVED that the Fairfield Board of Education adopts the Parliamentary Procedures of Robert's Rules of Order as the operating guide for Board of Education meetings.

11. POLICIES, ACTIONS, RULES AND REGULATIONS

BE IT RESOLVED that the policies, actions, rules and regulations adopted by prior Fairfield Boards of Education, which were in effect immediately prior to this Organization Meeting, be reaffirmed and adopted by the Fairfield Board of Education for the 2023 organization.

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12. UNIFORM MINIMUM CHART OF ACCOUNTS

BE IT RESOLVED that the Fairfield Board of Education adopts the New Jersey Department of Education’s Chart of Accounts in accordance with Generally Accepted Accounting Procedures (GAAP) for New Jersey Public School Districts.

13. PAYROLL CERTIFICATION

BE IT RESOLVED that the Board President, Board Secretary and Superintendent of Schools certify all payrolls.

14. SCHEDULE OF BOARD MEETINGS

BE IT RESOLVED that the Fairfield Board of Education approves and adopts the Regular Monthly Board Meeting Schedule as follows:

January 5, 2023	Thursday	Reorganization Meeting
January 19, 2023	Thursday	Regular Meeting
February 16, 2023	Thursday	Regular Meeting
March 16, 2023	Thursday	Regular Meeting Adoption of Tentative Budget
April 27, 2023	Thursday	Regular Meeting Public Hearing and Adoption of Final Budget
May 25, 2023	Thursday	Regular Meeting
June 15, 2023	Thursday	Regular Meeting
August 24, 2023	Thursday	Regular Meeting
September 21, 2023	Thursday	Regular Meeting
October 19, 2023	Thursday	Regular Meeting
November 16, 2023	Thursday	Regular Meeting
December 14, 2023	Thursday	Regular Meeting
January 4, 2024	Thursday	Reorganization Meeting

Public Meetings begin at approximately **7:30 PM**

Please visit www.fpsk6.org to ensure meeting dates and/or times have not been canceled and/or rescheduled.

15. OFFICIAL NEWSPAPERS

BE IT RESOLVED that the Fairfield Board of Education designates The Progress and The Herald News as primary and/or The Star Ledger as needed as the official newspapers for the placement of all legal advertisements for the Fairfield Board of Education.

REORGANIZATION RESOLUTIONS (10-15)

Motion by: Brian Egan

Seconded by: Anthony DePascale

Discussion: None

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ROLL CALL

Ms. Altaai, Ms. Bellise-Jandoli, Mr. Egan, Mr. DePascale, Mr. Freda - All Ayes

16. OPERATIONAL ITEMS

a. ARCHITECT OF RECORD

WHEREAS, the Fairfield Board of Education, pursuant to the Public School Contracts Law, N.J.S.A. 18A:18A-1, et. seq., previously adopted a resolution appointing the firm of *DiCara Rubino Architects* of Wayne, NJ to serve as Architect of Record to the Fairfield Board of Education.

WHEREAS, the Board has determined that it continues to require these professional services and desires that *DiCara Rubino Architects* continues to serve as the Architect of Record.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby reappoints *DiCara Rubino Architects* as Architect of Record to the Fairfield Board of Education for the period of January 1, 2023 through December 31, 2023; and

BE IT FURTHER RESOLVED that publication of notice of this contract shall be made in accordance with the requirements of N.J.S.A. 18A:18A-5.

b. AUDITING FIRM

BE IT RESOLVED that the Fairfield Board of Education reappoints the auditing firm of *Nisivoccia LLP* of Mt. Arlington, NJ as the Auditor of Record to the Fairfield Board of Education for the annual school year for the 2023 organizational year; and

BE IT FURTHER RESOLVED that publication of notice of this contract award shall be made in accordance with the requirements of N.J.S.A. 18A:18A-5.

c. LEGAL COUNSEL

WHEREAS, the Fairfield Board of Education, pursuant to the Public School Contracts Law, N.J.S.A. 18A:18A-1, et. seq., previously adopted a resolution appointing *Machado Law Group, LLC* of Springfield, NJ to serve as Board Attorney to the Fairfield Board of Education.

WHEREAS, the Board has determined that it continues to require these professional services and desires that *Machado Law Group, LLC* continues to serve as the Board Attorney.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby reappoints *Machado Law Group, LLC* as Board Attorney to the Fairfield Board of Education for the period of January 1, 2023 through December 31, 2023; and

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BE IT FURTHER RESOLVED that publication of notice of this contract shall be made in accordance with the requirements of N.J.S.A. 18A:18A.

d. **SCHOOL PHYSICIAN**

WHEREAS, the Board of Education, pursuant to the Public School Contracts Law, N.J.S.A. 18A:18A-1, et. seq., previously adopted a resolution appointing *The Doctors' Office Urgent Care of West Caldwell NJ*, 556 Passaic Ave, West Caldwell, NJ 07006, to serve as School Physician to the Fairfield Board of Education.

WHEREAS, the Board has determined that it continues to require these professional services and desires that *The Doctors' Office Urgent Care of West Caldwell NJ* continues to serve as School Physician.

NOW, THEREFORE, BE IT FURTHER RESOLVED that publication of notice of this contract award shall be made in accordance with the requirements of N.J.S.A. 18A:18A-5.

BE IT RESOLVED by the Fairfield Board of Education that *The Doctors' Office Urgent Care of West Caldwell NJ* is hereby reappointed as the School Physician to the Fairfield School District Board of Education for the remainder of the 2022/2023 school year at the following rates:

Description of Service	Rates
In Person Physician Consultation	\$100/visit
Phone/Email Physician Consultation	\$180/hour or \$45/15 minutes
Physician Review	\$45/15 minutes
Prescriptions - Billed in blocks of 5	\$45
Hepatitis B Vaccine (Series of 3)	\$75 each
Hepatitis B Titers	\$280
Drug Screen	\$175 with exam/\$75 without exam
Breath Alcohol Test	\$50
New Hire Physical/Physical required by district	\$75
TB/Mantoux Testing Reading	\$25 without reading/\$30 with reading
Chest X-Ray (PA/Lateral)	\$85
Student Physical (without medical homes)	\$50

e. **BANK**

BE IT RESOLVED that the Fairfield Board of Education reaffirms the designation of *Columbia Bank and/or its successors* as its official depositories of school monies and other funds of this District for the 2023 calendar year; and

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BE IT FURTHER RESOLVED that the Bank be authorized to honor warrants drawn upon the funds of the Fairfield Board of Education and that the following warrant three officers be authorized to sign checks:

<u>Account Name</u>	<u>Signatures Required</u>
General Fund	(3) Board President or Vice-President, Board Secretary, Superintendent
Payroll Agency Account	(3) Board President or Vice-President, Board Secretary, Superintendent
Payroll Account	(3) Board President or Vice-President, Board Secretary, Superintendent

BE IT FURTHER RESOLVED that the Business Administrator and Payroll/Benefits Coordinator be authorized to perform wire transfers.

f. **PAYMENT OF BILLS**

BE IT RESOLVED that the Fairfield Board of Education authorizes the Business Administrator/Board Secretary to approve the payment of bills and claims between Board Meetings on an “as needed” basis for the 2023 organization year; and

BE IT FURTHER RESOLVED that the Fairfield Board of Education authorizes the School Business Administrator to adhere to Public Law 2007, Chapter 42 that changes N.J.S.A. 18A:19-3 that allows the payment of bills and claims below the 15% of the Bid Threshold (any claims under \$6,600) without the vendor signing a declaration for receipt of payment.

g. **JOB DESCRIPTIONS**

BE IT RESOLVED that the Fairfield Board of Education adopts the existing Board approved Job Descriptions.

h. **ADOPTION OF PURCHASING MANUAL**

BE IT RESOLVED that the Fairfield Board of Education adopts the current Purchasing Manual for the 2022-2023 school year on file in the Office of the Business Administrator.

Motion by: Brian Egan

Seconded by: Pat Freda

Discussion: None

ROLL CALL

Ms. Altaai, Ms. Bellise-Jandoli, Mr. Egan, Mr. DePascale, Mr. Freda - All Ayes

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17. OLD BUSINESS

Mr. Egan asked the Superintendent a series of questions.

Brian Egan stated that at the start of the school year third grade moved from Stevenson School to Churchill School. Mr. Egan asked Dr. Ciccotelli how the move was going. The Superintendent stated that Mr. Santana said the children have transitioned very well and they really are enjoying their new home.

Mr. Egan stated that in order to accommodate the third grade students, fifth grade was moved into the trailers. He asked how that move was going. Dr. Ciccotelli informed him that the students' transition was great and the light switches for the trailers were changed during winter break. Dr. Ciccotelli also mentioned that the District received quotes for the security cameras; and we are just waiting for them to be installed.

Brian Egan asked how Stevenson School is functioning on available space. Dr. Ciccotelli stated that all specials are off the cart and are assigned to a classroom. There are no extra rooms available. Dr. Ciccotelli responded that if we continue to receive an increase of Preschool students (students that are aged out of state programs), the District will have to revisit organization in that area.

Lastly, Mr. Egan asked how the District is handling the increase of small group instruction in the schools. The Superintendent responded that they are able to house all instruction and are doing very well; however, there is no extra space at Stevenson School. The schedules are made to reduce conflict with the shared spaces. Dr. Ciccotelli stated that Churchill School has instruction in every possible place. The classes are very crowded.

18. NEW BUSINESS

None

19. COMMITTEE REPORTS

None

20. PUBLIC COMMENTS ON NON-AGENDA ITEMS ONLY

None

21. NEXT MEETING

BE IT RESOLVED that the next meeting will be held, in person, on January 19, 2023, Executive Session at 6:30 PM **Public Session at 7:30 PM**, at the Fairfield Municipal Building.

22. ADJOURNMENT

There being no further business before the Board, the Reorganization meeting adjourned at 7:50 PM.

Motion by: Brian Egan

Seconded by: Pat Freda

ROLL CALL

Ms. Altaai, Ms. Bellise-Jandoli, Mr. Egan, Mr. DePascale, Mr. Freda - All Ayes