

Fairfield Board Of Education

Reorganization Meeting Agenda

Tuesday, January 7, 2014

6:30 PM Executive Session (Closed to the Public)

7:30 PM Open Public Business Meeting

Stevenson School Library

15 Knoll Road, Fairfield, NJ 07004

The meeting will be called to order by Mr. William Stepka, Board Secretary/School Business Administrator, by reading the following announcement:

“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 or Star Ledger Newspapers.”

Please join us for the Pledge of Allegiance . . .

BOARD ROLL CALL: Mrs. Stacy Aschenbach, Mr. Brian Egan, Mr. Pat Freda,
Mrs. Andrea Jandoli, and Mr. Thomas Patierno.

ADMINISTRATION: Ms. Susan Ciccotelli, Superintendent of Schools (non-voting board member) &
Mr. William Stepka, Board Secretary/School Business Administrator

EXECUTIVE SESSION: 6:30 PM

BE IT RESOLVED that the Fairfield Board of Education finds it necessary to meet in Executive Session (Closed to the Public) to discuss a negotiation matter, which is exempt from the Open Public Meetings Act.

Introduced by:

Seconded by:

Voice Vote:

RECONVENE TO OPEN PUBLIC SESSION: 7:30 PM

BE IT RESOLVED that the Fairfield Board of Education adjourns the Executive Session and reconvenes in Open Public Session.

Introduced by:

Seconded by:

Voice Vote:

1. Mr. Stepka will report on the Tuesday, November 5, 2013 School Board Member Election:

One seat for a 3 Year Board Membership (seats expires December 2016)

1) Stacy Aschenbach ELECTED

2. The newly elected Board Member will now take the “Oath of Allegiance” and be seated on the Board.

3. Motion to Open the Floor for nominations for President of the Board:
Introduced by: Seconded by: Voice Vote:

4. Nominations will now be taken from Board Members for President.

 nominates , seconded by .

5. Motion to CLOSE the Floor for nominations for President of the Board.
Introduced by: Seconded by: Voice Vote:

6. Roll Call Vote for Presidential Nomination(s).
Candidate(s): Roll Call Vote
 is elected President of the Board for the 2014 Term.

7. Motion to Open the Floor for nominations for Vice President of the Board.
Introduced by: Seconded by: Voice Vote:

8. Nomination(s) will now be taken from Board Members for Vice President.

 nominates , seconded by .

9. Motion to CLOSE the Floor for nomination(s) for Vice President of the Board.
Introduced by: Seconded by: Voice Vote:

10. ROLL CALL VOTE on Vice Presidential Nomination(s).
Candidates: Roll Call Vote
 is elected Vice President of the Board.

11. The new President takes the Gavel and President’s Seat and will now preside over the rest of the meeting.

12. **PUBLIC COMMENT I ON AGENDA ITEMS ONLY**

13. **SUPERINTENDENT’S REPORT**

A. Reorganization Items for the 2014 Board Term:

ITEMS 1 THROUGH 26 CAN BE VOTED IN ONE BLOCK VIA "CONSENT AGENDA"

Introduced by: Seconded by: Roll Call Vote:

- 1. BE IT RESOLVED** "to confirm the current Board Member Terms due to the Moving of Board of Education Member Election to November*:

<u>Board Member</u>	<u>Original Term</u>	<u>Elected Term Now Ends</u>	<u>Year Seat Up for Election</u>
Mr. Brian Egan	April 2011-2014	Reorg Mtg Jan 2015	November 2014
Mrs. Andrea Jandoli	April 2011-2014	Reorg Mtg Jan 2015	November 2014
Mr. Pat Freda	On 3 Year Cal Sched	Reorg Mtg. Jan 2016	November 2015
Mr. Thomas Patierno	On 3 Year Cal Sched	Reorg Mtg. Jan 2016	November 2015
Mrs. Stacy Aschenbach	On 3 Year Cal Sched	Reorg Mtg. Jan 2017	November 2016

*All Board Member Seats will be from January 1 to December 31st for 3 calendar years, not from April to April."
(Committed to November elections until 2015 - 4 years)

- 2. BE IT RESOLVED** "to adopt the New Jersey School Boards Association Code of Ethics for School Board Members pursuant to NJSA 18A:12-24.1 and to acknowledge receipt of said code by signing and returning the "Acknowledgement of Receipt" to the Board Secretary."

- 3. BE IT RESOLVED** "to authorize the School Business Administrator to adhere to Public Law 2007, Chapter 42 that changes NJSA 18A:19-3 and allows the payment of bills and claims below the 15% of the Bid Threshold (any claims under \$5,400) without the vendor signing a declaration for receipt of payment."

- 4. BE IT RESOLVED** "to confirm the existing BOE Committees, with Board Members to be named at a later date, for the 2014 Year:

<u>Committee</u>	<u>Chair Person</u>	<u>Member</u>
Building & Grounds		
Curriculum/Technology		
Finance		
Negotiations		
Personnel		
Policy		
Special Education		
Liaison HSA/Public Rel.		
Liaison: Fairfield Twsp.		
NJ Sch. Bds. Delegate		
Essex Sc. Bds./Legislative		
Municipal Alliance Delegate		

5. **BE IT RESOLVED** “to adopt the Parliamentary Procedures of Roberts Rule of Order as the operating guide for Board of Education meetings.”

6. **BE IT RESOLVED** “to adopt the current Fairfield Board of Education Policy Manual and Regulations contained therein.”

7. **BE IT RESOLVED** “that The Progress and/or The Star Ledger be designated as the official newspapers for Board Public Notices.”

8. **BE IT RESOLVED** “that the Board President and Board Secretary certify all payrolls.”

9. **BE IT RESOLVED** “that TD Bank and/or its successors be designated as depository for the following accounts:”
 - General Fund
 - Agency Account
 - Payroll Account
 - Debt Service Account
 - Churchill Student Activity Account
 - Stevenson Student Activity Account
 - FBOE Scholarship CD (Roberta Felcher \$500 Scholarship)
 - For Investments: NJ Cash Mgt./Beneficial Bank/Columbia Bank

10. **BE IT RESOLVED** “that Mr. J. John McClusky, CMFO, CTC be appointed Treasurer of School Moneys for the term January 1 to the next Reorganization Meeting, in accordance with revised state statutes.”

11. **BE IT RESOLVED** “to adopt the New Jersey Department of Education’s Chart of Accounts in accordance with Generally Accepted Accounting Procedures (GAAP) for NJ Public School Districts.”

12. BE IT RESOLVED “to approve and adopt the Regular Monthly Board Meeting Schedule:

<u>January 10</u>	<u>Reorganization Meeting</u>
<u>January 28</u>	<u>Regular Meeting</u>
<u>February 25</u>	<u>Regular Meeting</u>
<u>March 25</u>	<u>Regular Meeting</u>
<u>April 29</u>	<u>Regular Meeting</u>
<u>May 20</u>	<u>Regular Meeting</u>
<u>June 24</u>	<u>Regular Meeting</u>
<u>August 5</u>	<u>Regular Meeting</u>
<u>August 26</u>	<u>Regular Meeting</u>
<u>September 23</u>	<u>Regular Meeting</u>
<u>October 21</u>	<u>Regular Meeting</u>
<u>November 18</u>	<u>Regular Meeting</u>
<u>December 16</u>	<u>Regular Meeting</u>

Public Meetings are typically held on a Tuesday of each month, unless otherwise noted, beginning at approximately 7:30 PM in the Library/Media Center of Stevenson School, 15 Knoll Road, Fairfield, NJ 07004. The Board reserves the right to enter into Closed Executive Session at 6:30 PM Before every Public Regular & Special Meetings, as it so determines.

13. BE IT RESOLVED “that the Fairfield Board of Education approve the following resolution:”

WHEREAS, there exists a need for the services of GENERAL COUNSEL to the Board of Education of the Fairfield School District, and

WHEREAS, the Local Public Contracts Law (NJSA: 4-11 et. Seq.) Requires that the resolution authorizing the award of contract for “Professional Services” without competitive bids must be publicly advertised:

NOW THEREFORE BE IT RESOLVED by the Board of Education of the Fairfield School District in Essex County as follows:

1. The firm of The Machado Law Group, INC. of Clark, Inc. of NJ is hereby appointed general, personnel/labor counsel to the Fairfield School District Board of Education with fees to be paid in accordance with services rendered, without retainer (fee is set at \$155.00 per hour - no change from last year)
2. The appointment is made without competitive bidding as a “Professional Service” under the provisions of the Local Public Contracts Law because the appointment is made for services performed by a person or persons authorized by law to practice is regulated by law.”

14. **BE IT RESOLVED** “that the Fairfield Board of Education approve Notch View Pediatrics Group to assume the duties, per State Requirement, as **School Physicians**, at a yearly (calendar year) fee of \$4,000.00.”
15. **BE IT RESOLVED** “that the Fairfield Board of Education approve the following resolution:”
- WHEREAS, there exists a need for the services of **AUDITING SERVICES** to the Board of Education of the Fairfield School District, and
- WHEREAS, the Local Public Contracts Law (NJSA: 4-11 et. Seq.) Requires that the resolution authorizing the award of contract for “Professional Services” without competitive bids must be publicly advertised, now, therefore,
- BE IT RESOLVED by the Board of Education of the Fairfield School District in Essex County as follows:
- The auditing firm of **Lerch, Vinci & Higgins, LLP of Fair Lawn, NJ** is hereby appointed as the auditor of record to the Fairfield School District Board of Education until the next Reorganizational Meeting, as needed.
- The appointment is made without competitive bidding as a “Professional Service” under the provisions of the Local Public Contracts Law because the appointment is made for services performed by a person or persons authorized by law to audit public school districts is regulated by law.”
16. **BE IT RESOLVED** “to appoint the firm of Gianforcaro Architects, Engineers, and Planner of Chester, New Jersey as the “Architect of Record” at an hourly rate of \$100, as/if needed.
17. **BE IT RESOLVED** “to appoint the firm of Bollinger Insurance Group, of Short Hills, New Jersey as the “General Insurance & Workmen’s Compensation Broker of Record.”
18. **BE IT RESOLVED** “to adopt the following resolution regarding the Maximum Travel Allowance in the 2013-14 School District Budget:
- Whereas, pursuant to N.J.S.A. 18A:11-12, in each pre-budget year, the Fairfield Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded; and
- Whereas, the board of education has determined that the maximum travel expenditure amount includes all travel that is supported by State and Local funds; and therefore, be it
- Resolved that the Fairfield Board of Education hereby establishes the maximum travel expenditure amount for the 2014-15 school year as \$50,000.00.”

19. **BE IT RESOLVED** “to authorize the School Business Administrator to adhere to Public Law 2007, Chapter 42 that changes NJSA 18A:19-3 that allows the payment of bills and claims below the 15% of the Bid Threshold (any claims under \$5,400) without the vendor signing a declaration for receipt of payment.”
20. **BE IT RESOLVED** “to appoint the following Board of Education Officers to the positions as listed below until the next Reorganizational Meeting:”
- | | |
|---|------------------|
| Board Secretary | William Stepka |
| Custodian of Records | William Stepka |
| Qualified Purchasing Agent | William Stepka |
| Treasurer of School Funds | J. John McClusky |
| Public Agency Compliance Officer (Bids) | William Stepka |
| AHERA Coordinator | William Stepka |
| Affirmative Action Officer | Lorry Booth |
| 504 Committee Coordinator | John Smatla |
| Asbestos Management Officer | William Stepka |
| Health & Safety Designee | William Stepka |
| Indoor Air Quality Designee | William Stepka |
| Integrated Pest Management Coordinator | John Porcino |
| Right-to-Know Officer | William Stepka |
21. **BE IT RESOLVED** “to set the Bid threshold at \$36,000 (consistent with current state bidding thresholds) and the Quote threshold at \$5,400 for the 2014 year due to the fact that Mr. William Stepka is a Qualified Purchasing Agent and has been designated as the Purchasing Agent for the Fairfield Board of Education as such until the next Reorganizational Meeting.”
22. **BE IT RESOLVED** “to designate Mrs. Noel Walsh, Vice President of Bollinger Insurance Company of Shorts Hills, NJ, to be the district’s Risk Management Consultant.”
23. **BE IT RESOLVED** “to approve the following school district personnel as the only persons authorized to contact our general counsel legal firm, in accordance with the School District Accountability Regulations (NJAC 6A:23A-1, et seq.), promulgated by the NJ State Board of Education Commissioner: Ms. Susan Ciccotelli, Superintendent, Mr. William Stepka, Business Admin./Bd. Secretary, Mrs. Erica Cerilli-Levine CST Coordinator and the Board President.”

24. **BE IT RESOLVED** “to approve purchasing goods & services (if necessary) from the following State Contract Vendors:”

<u>Vendor</u>	<u>Goods and/or Service</u>	<u>State Contract No.</u>
Becker’s School Supply	Educational classroom supplies	A65592
CDW- Government	Computer hard & software	A67176
Consolidated Fence, Inc.	Fencing, posts, and hardware	A74881
Dell Computer Inc.	Computer hard & software	A70256
Grainger, Inc.	Custodial supplies & goods	A72605
Hertz Furniture	Classroom & office furniture	A70269
Konica/Minolta, Inc.	1 copier & cost per copy pgm.	A68256
Pearson Education, Inc.	Educational classroom supplies	A58781
Pitney Bowes, Inc.	Postage machines lease pgm.	A63753
Siemens Bldg. Tech, Inc.	Automated heating controls	A42289
School Specialty, Inc.	Educational classroom supplies	A65606
Verizon Wireless, Inc.	Cell phone service contract	A64428
Xerox, Inc.	District copiers leases & service	A64042

25. **BE IT RESOLVED** “to approve the following Tax Sheltered Annuity Programs to operate in the district: Valic and AXA/Equitable.”

26. **BE IT RESOLVED** “to appoint Brown & Brown Benefit Advisors, of Livingston, NJ, as the broker-of-record for the district’s medical, prescription, dental, and vision employee benefit plans.”

3. **WRITTEN CORRESPONDENCE**

4. **BUSINESS RESOLUTIONS**

5. **COMMITTEE REPORTS**

6. **OLD BUSINESS**

7. NEW BUSINESS

8. PUBLIC COMMENT II ON AGENDA & NON-AGENDA ITEMS

9. NEXT MEETING:

Tuesday, January 28, 2014 @ 7:30 PM for the Public Session, in the Library of Stevenson School.

10. ADJOURNMENT

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

Introduced by:

Seconded by:

Voice Vote: