

Fairfield Board of Education
Reorganization Meeting Minutes
Rescheduled for Tuesday, January 9, 2018 – 6:30 PM
Stevenson School - Library
15 Knoll Road, Fairfield, NJ 07004

The meeting was called to order at approximately 6:40 p.m., by Ms. Yvonne Hellwig, 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 Progress Newspaper.”

“Please join us for the Pledge of Allegiance”

BOARD MEMBERS PRESENT: Mr. Pat Freda, Mr. Brian Egan, Vice President and Mr. Robert Lombardy

BOARD MEMBERS PRESENT: Mr. Jeffrey Didyk, Mrs. Andrea Jandoli

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

STAFF MEMBERS & PUBLIC: Newspaper reporter from the Progress

1. Ms. Hellwig reported on the November 7, 2017 School Board Member Election:

Two seats for a 3 Year Board Membership (seats expire **December 31, 2020**)

Mr. Brian Egan	ELECTED with 892 votes
Mrs. Andrea Jandoli	ELECTED with 828 votes

2. Ms. Hellwig administer the ‘Oath of Office’ to the newly-elected Board Member.
3. The Floor was *opened* for nominations for President of the Board.
4. Nominations from Board Members for President of the Board are:

Mr. Brian Egan	
Nominated by: Mr. Pat Freda	Seconded by: Mr. Robert Lombardy

5. The Floor will be *closed* for nominations for President of the Board.

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- 6. Voice Roll Call** vote for Presidential Nominee: All Ayes; nomination carried

Mr. Brian Egan is elected President of the Board for the 2018 Term

- 7.** The Floor is *opened* for nominations for Vice President of the Board.

- 8.** Nominations from Board Members for Vice President:

Mr. Robert Lombardy

Nominated by: Mr. Brian Egan

Seconded by: Mr. Pat Freda

- 9.** The Floor was *closed* for nominations for Vice President of the Board.

- 10. Voice Roll Call** Vote for Vice President Nominee: All Ayes; nomination carried

Mr. Robert Lombardy is elected Vice President of the Board for the 2018 Term.

- 11.** Mr. Brian Egan took the Gavel and President’s Seat and presided over the remainder of the meeting.

12. PUBLIC COMMENTS ON AGENDA ITEMS (If Any)

There were no public comments

A. Reorganization Items for the 2018 Board Term:

(Items 1 thru 26 were voted on in one block via “Consent Agenda”)

- 1. BE IT RESOLVED** “to confirm the current Board Member Terms:

<u>Board Member</u>	<u>Original Term</u>	<u>Elected Term Now Ends</u>	<u>Year Seat up for Election</u>
Mr. Brian Egan	On 3 Year Cal Sched	Reorg Mtg. Jan 2021	November 2020
Mrs. Andrea Jandoli	On 3 Year Cal Sched	Reorg Mtg. Jan 2021	November 2020
Mr. Pat Freda	On 3 Year Cal Sched	Reorg Mtg. Jan 2019	November 2018
Mr. Robert Lombardy	On 3 Year Cal Sched	Reorg Mtg. Jan 2019	November 2018
Mr. Jeffrey Didyk	On 3 Year Cal Sched	Reorg Mtg. Jan 2020	November 2019

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

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1. **BE IT RESOLVED** “to adopt the New Jersey School Boards Association Code of Ethics for School Board Members pursuant to N.J.S.A. 18A:12-24.1 and to acknowledge receipt of said code and training requirements by signing the “Acknowledgement of Receipt” and submitting to the Board Secretary.”

(This Item was Tabled until the January 16, 2017 Meeting)

2. **BE IT RESOLVED** “to confirm the existing BOE Committees, with Board Members to be named at a later date, for the 2018 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 Twp.		
NJ Sch. Bds. Delegate		
Essex Sc. Bds. /Legislative		
Municipal Alliance Delegate		

3. **BE IT RESOLVED** “to adopt the Parliamentary Procedures of Robert’s Rules of Order as the operating guide for Board of Education meetings.”
4. **BE IT RESOLVED** “to adopt the current Fairfield Board of Education Policy Manual and Regulations contained therein.”
5. **BE IT RESOLVED** “to adopt the New Jersey Department of Education’s Chart of Accounts in accordance with Generally Accepted Accounting Procedures (GAAP) for New Jersey Public School Districts.”
6. **BE IT RESOLVED** “that The Progress and/or The Star Ledger are hereby designated as the two newspapers to receive notification of meetings as required by any and all sections of the Open Public Meetings Act, it appearing that these two newspapers are most likely to inform the local public of such meetings and meet the requirements of the statute.”
7. **BE IT RESOLVED** “to approve and adopt the Regular Monthly Board Meeting Schedule:

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<u>January 9</u>	<u>Reorganization Meeting</u>
<u>January 16</u>	<u>Regular Meeting</u>
<u>February 13</u>	<u>Regular Meeting</u>
<u>March 13</u>	<u>Regular Meeting</u>
<u>April 17</u>	<u>Regular Meeting</u>
<u>May 15</u>	<u>Regular Meeting</u>
<u>June 12</u>	<u>Regular Meeting</u>
<u>August 7</u>	<u>Regular Meeting</u>
<u>August 28</u>	<u>Regular Meeting</u>
<u>September 18</u>	<u>Regular Meeting</u>
<u>October 16</u>	<u>Regular Meeting</u>
<u>November 13</u>	<u>Regular Meeting</u>
<u>December 11</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

8. **BE IT RESOLVED** “that Columbia 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 Money Market (MECCA Scholarship)
For Investments: NJ Cash Mgt. Beneficial Bank/Columbia Bank

9. **BE IT RESOLVED** “pursuant to N.J.S.A. 18A:22-8.1, that the Superintendent and School Business Administrator be designated to approve such line item budget transfers as are necessary between Board of Education meetings, and, that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meetings.
11. **BE IT RESOLVED** “that the Board President, Board Secretary and Superintendent of Schools certify all payrolls.”
12. **BE IT RESOLVED** “that the Fairfield Board of Education approve the following resolution:”

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WHEREAS, there exists a need for Auditing Services to the Board of Education of the Fairfield School District, and

WHEREAS, the Local Public Contracts Law (N.J.S.A.: 18A:18A-5 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 Nisivoccia, LLP of Mount Arlington, New Jersey, 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.”

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 (N.J.S.A.: 18A:18A-5 et. Seq.) requires that the resolution authorizing the award of contract for “Professional Services” without competitive bids must be publicly advertised:

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

The firm of **The Machado Law Group, INC.** of Springfield, 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)

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.”

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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** “to appoint the firm of Treadstone Risk Management, as the “Property & Casualty and Workmen’s Compensation Broker of Record.”
16. **BE IT RESOLVED** “to designate Mr. Giovanni Mancini, as the District’s Risk Management Consultant.”
17. **BE IT RESOLVED** “to appoint IMAC Insurance of Belleville, NJ, as the Broker of Record for the district’s medical, prescription, dental, and vision employee benefit plans.”
18. **BE IT RESOLVED** “to adopt the following resolution regarding the Maximum Travel Allowance in the 2018-19 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 2018-19 school year as \$60,000.00.”
19. **BE IT RESOLVED** “to authorize 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 \$6,000) without the vendor signing a declaration for receipt of payment.”
20. **BE IT RESOLVED** “to set the Bid threshold at \$40,000 (consistent with current state bidding thresholds) and the Quote threshold at \$6,000 for the 2018 school year due to the fact that Ms. Yvonne Hellwig is a Qualified Purchasing Agent and has been designated the Purchasing Agent for the Fairfield Board of Education until the next Reorganizational Meeting.”

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21. BE IT RESOLVED “to appoint the following Board of Education Officers to the positions as listed below until the next Reorganizational Meeting:”

Board Secretary	Yvonne Hellwig
Custodian of Records	Yvonne Hellwig
Qualified Purchasing Agent	Yvonne Hellwig
Level of Threshold \$40,000	
Public Agency Compliance Officer (Bids)	Yvonne Hellwig
AHERA Coordinator	John Porcino
Affirmative Action Officer	Ray Santana
504 Committee Coordinator	Erika Pilato
Asbestos Management Officer	John Porcino
Health & Safety Designee	John Porcino
Indoor Air Quality Designee	John Porcino
Integrated Pest Management Coordinator	John Porcino
Right-to-Know Officer	John Porcino

22. 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 (N.J.A.C. 6A:23A-1, et seq.), promulgated by the NJ State Board of Education Commissioner: Ms. Susan Ciccotelli, Superintendent of Schools, Ms. Yvonne Hellwig, Business Admin/Bd. Secretary, and Mr. Ray Santana, Director of Special Services.

23. BE IT RESOLVED “to approve purchasing goods & services (as 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	#4949 (Ed-Data)
CDW- Government (MRESC)	Computer hard & software	65MCECCPS
Dell Computer Inc.	Computer hard & software	A70256
Grainger, Inc.	Custodial supplies & goods	A79875
Hertz Furniture	Classroom & office furniture	Various (Ed-Data)
Pearson Education, Inc.	Educational classroom supplies	A84155 & A85435
Pitney Bowes, Inc.	Postage machines lease pgm.	A75237
Siemens Bldg. Tech, Inc.	Automated heating controls	A42289
School Specialty, Inc.	Educational classroom supplies	A80986
Verizon Wireless, Inc.	Cell phone service contract	A82583
Xerox, Inc.	District copiers leases & service	A51145

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- 24. BE IT RESOLVED** “to confirm the rates of pay for the following Substitute Services until the next Reorganizational Meeting:”

Teachers Sub Certified Only (7hrs/day):
 \$90.00 from Day 1 to 25
 \$95.00 on 26th day thereafter
Certified Sub Teachers (7hrs/day): \$100 per day
Long-Term Sub Teachers: \$200.00 per day beginning on 26th Consecutive Day
Nurses: \$90.00 from Day 1 to 25
 \$200.00 on 26th day thereafter
Secretaries: \$12.00 per hour
All Aides: \$10.50
Custodian Substitutes: \$13.00 per hour for non-consecutive days
\$15.00 per hour upon reaching the twenty-first consecutive day. Once
consecutive days work period ends, hourly rate returns to \$13.00 per hour
Custodial Summer Help: \$8.60 per hour

- 25. BE IT RESOLVED** in accordance with Policy 6620, to establish the following “petty cash” accounts, maintained on an impress basis, in the maximum amount of \$300 each and an additional \$300 for the Churchill Principal/CST, with no single purchase to exceed \$25.00 for the following district administrators:

Superintendent	\$300
Board Secretary	\$300
Stevenson Principal	\$300
Churchill Principal/CST	\$600

- 26. BE IT RESOLVED** “to approve the following Tax Sheltered Annuity Programs to operate in the district:

Valic
AXA/Equitable 403B
AXA/Equitable 457B

Reorganization Items 1-26 were voted as one block via “Consent Agenda”

**Motioned by: Mr. P. Freda Seconded by: Mr. R. Lombardy
Motion Carried**

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27. OLD BUSINESS

Mr. Egan stated that the Buildings & Grounds Committee was narrowing its selection of a consultant for the Feasibility Study. There is one company that came closest to what the Committee is looking for. The consulting group may be asked to come in for a discussion and possibly to do a presentation on their organization.

28. NEW BUSINESS

Ms. Ciccotelli spoke about encouraging people to nominate teachers for the Teacher of the Year Award. Ms. Ciccotelli suggested bringing in these teachers to receive recognition for their dedication to education at the February 13, 2018 Meeting.

29. PUBLIC COMMENT I ON NON-AGENDA ITEMS

There were no public comments.

30. NEXT MEETING:

Tuesday, January 16, 2018 at 7:30 PM in the Library of Stevenson School.

31. ADJOURNMENT 7:05 PM

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

**Motioned by: Mr. R. Lombardy Seconded by: Mr. P. Freda Voice Vote: All Ayes
Motion Carried**