

# Fairfield Board Of Education

## Reorganization Meeting Agenda

Thursday, January 8, 2015 – 7:00 PM

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:

öThe 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.ö

*“Please join us for the Pledge of Allegiance . . .”*

**ROLL CALL:** Mrs. Stacy Aschenbach, Mr. Brian Egan, Mr. Pat Freda,  
Mrs. Andrea Jandoli, and Mr. Thomas Patierno.  
Ms. Susan Ciccotelli, Superintendent of Schools &  
Mr. William Stepka, Board Secretary/School Business Administrator

1. Mr. Stepka will report on the Tuesday, November 4, 2014 School Board Member Election:

Two seats for a 3 Year Board Membership (seats expires December 2017)

- |                        |                        |
|------------------------|------------------------|
| 1) Mr. Brian Egan      | ELECTED with 876 votes |
| 2) Mrs. Andrea Jandoli | ELECTED with 791 votes |

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

3. The Floor will be *open* for nominations for President of the Board:

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

5. The Floor will be *closed* for nominations for President of the Board.
  
6. Roll Call Vote for Presidential Nomination(s).  
Candidate(s): \_\_\_\_\_ Roll Call Vote  
\_\_\_\_\_ is elected President of the Board for the 2015 Term.
  
7. The Floor will be *open* for nominations for Vice President of the Board.
  
8. Nomination(s) will now be taken from Board Members for Vice President:
  
  
9. The Floor will be *closed* for nomination(s) for Vice President of the Board.
  
  
10. ROLL CALL VOTE on Vice Presidential Nomination(s).  
Candidates: \_\_\_\_\_ Roll Call Vote  
\_\_\_\_\_ is elected Vice President of the Board for the 2015 Term.
  
  
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 (If Any)**  
*Guidelines in Accordance with Policy #0164:*
  - 1) Each Person who wishes to comment must state their name & address to the Board Secretary.
  - 2) If it appears this portion of the meeting will last longer than 30 minutes, the President may limit comments to 3 minutes each, with comments directed to the President of the Board.
  - 3) No participant may speak more than once on the same topic until all others have been heard.
  - 4) Please be respectful of the Board, Administration, Staff and audience members in attendance.

**1. Reorganization Items for the 2015 Board Term:**

**ITEMS 1 THROUGH 27 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. 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
Mr. Brian Egan	On 3 Year Cal Sched	Reorg Mtg. Jan 2018	November 2017
Mrs. Andrea Jandoli	On 3 Year Cal Sched	Reorg Mtg. Jan 2018	November 2017

\*All Board Member Seats will be from January 1 to December 31<sup>st</sup> 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 confirm the existing BOE Committees, with Board Members to be named at a later date, for the 2015 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		

4. **BE IT RESOLVED** ðto adopt the Parliamentary Procedures of Roberts Rule of Order as the operating guide for Board of Education meetings.ö
  
5. **BE IT RESOLVED** ðto adopt the current Fairfield Board of Education Policy Manual and Regulations contained therein.ö
  
6. **BE IT RESOLVED** ðthat The Progress and/or The Star Ledger be designated as the official newspapers for Board Public Notices.ö
  
7. **BE IT RESOLVED** ðthat the Board President, Board Secretary and Superintendent certify all payrolls.ö
  
8. **BE IT RESOLVED** ðthat TD Bank and/or its successors be designated as depository for the following accounts:ö  
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
  
9. **BE IT RESOLVED** ðthat Mr. J. John McClusky, (Fairfield Township's CFO) be appointed Treasurer of School Moneys for the term January 1 to the next Reorganization Meeting, in accordance with revised state statutes.ö
  
10. **BE IT RESOLVED** ðto adopt the New Jersey Department of Education's Chart of Accounts in accordance with Generally Accepted Accounting Procedures (GAAP) for NJ Public School Districts.ö

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

<u>January 8</u>	<u>Reorganization Meeting</u>
<u>January 20</u>	<u>Regular Meeting</u>
<u>February 12 (Thur)</u>	<u>Regular Meeting</u>
<u>March 17</u>	<u>Regular Meeting</u>
<u>April 28</u>	<u>Regular Meeting</u>
<u>May 19</u>	<u>Regular Meeting</u>
<u>June 16</u>	<u>Regular Meeting</u>
<u>August 4</u>	<u>Regular Meeting</u>
<u>August 25</u>	<u>Regular Meeting</u>
<u>September 15</u>	<u>Regular Meeting</u>
<u>October 20</u>	<u>Regular Meeting</u>
<u>November 17</u>	<u>Regular Meeting</u>
<u>December 15</u>	<u>Regular Meeting</u>

Public Meetings are typically held on a Tuesday of each month, unless otherwise noted, beginning at approximately **7:00 PM** in the Library/Media Center of Stevenson School, 15 Knoll Road, Fairfield, NJ 07004

12. 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.

13. **BE IT RESOLVED** öthat 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.ö
14. **BE IT RESOLVED** öthat the Fairfield Board of Education approve the following resolution:ö
- 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 öProfessional Servicesö 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 öProfessional Serviceö 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.ö
15. **BE IT RESOLVED** öto appoint the firm of Gianforcaro Architects, Engineers, and Planner of Chester, New Jersey as the öArchitect of Recordö at an hourly rate of \$100, as/if needed.
16. **BE IT RESOLVED** öto appoint the firm of CBIZ Insurance Services, Inc., as the öProperty & Casualty and Workmen¸ Compensation Broker of Record.ö
17. **BE IT RESOLVED** öto adopt the following resolution regarding the Maximum Travel Allowance in the 2015-16 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 2015-16 school year as \$60,000.00.ö

18. **BE IT RESOLVED** òto 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.ö
19. **BE IT RESOLVED** òto appoint the following Board of Education Officers to the positions as listed below until the next Reorganizational Meeting:ö
- |   |                  |
|---|------------------|
| 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               | Carly Crescibene |
| 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   |
20. **BE IT RESOLVED** òto set the Bid threshold at \$36,000 (consistent with current state bidding thresholds) and the Quote threshold at \$5,400 for the 2015 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.ö
21. **BE IT RESOLVED** òto designate Mr. Giovanni Mancini, Director of the Public Entities Division of CBIZ Insurance Services, to be the district's Risk Management Consultant.ö
22. **BE IT RESOLVED** òto 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, and Mrs. Erica Cerilli-Levine CST Coordinator and the Board President.ö

23. **BE IT RESOLVED** to approve purchasing goods & services (as necessary) from the following State Contract Vendors:

Vendor	Goods and/or Service	State Contract No.
Becker's School Supply	Educational classroom supplies	#4949 (Ed-Data)
CDW- Government	Computer hard & software	65MCECCPS (MRESC)
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

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

25. **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.

26. **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 on 26<sup>th</sup> day thereafter

Certified Sub Teachers (7hrs/day): \$100 per day

Long-Term Sub Teachers: \$200.00 per day beginning on 26<sup>th</sup> Consecutive Day

Nurses: \$90.00 from Day 1 to 25 ó 26<sup>th</sup> =day to Teacher Long-Term Sub-Pay

Secretaries \$12.00 per hour

All Aides: \$10.50 per hour

Custodians: \$13.00 per hour for first 20 days, then \$15.00 per hour for consecutive days after that.

Custodial Summer Help: \$8.38 per hour. (Was \$8.25, now eff 1/1/15, this is the state minimum hourly wage +1.59%.)



3. **WRITTEN CORRESPONDENCE**

4. **BUSINESS RESOLUTIONS**

A. **BE IT RESOLVED** that the following minutes be approved:

December 16, 2014 Regular Meeting

Introduced by: Seconded by: Roll Call Vote:

B. **BE IT RESOLVED** to approve the following attached Bills and Claims Lists and Payrolls:

B&C List: Dec 17 to Jan 7	\$16,725.71
B&C List: January 8, 2015	\$162,977.75
Payroll: December 23, 2014	\$328,898.09

Introduced by: Seconded by: Roll Call Vote:

5. **COMMITTEE REPORTS**

If you wish to sit on a committee that is of particular interest to you, please submit a request to the President for consideration. Final committee assignments will be announced at the next meeting.

6. **OLD BUSINESS**

7. **NEW BUSINESS**

1) The Board will review and discuss the Board Member Code of Ethics.

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

*Guidelines in Accordance with Policy #0164:*

- 1) Each Person who wishes to comment must state their name & address to the Board Secretary.
- 2) If it appears this portion of the meeting will last longer than 30 minutes, the President may limit comments to 3 minutes each, with comments directed to the President of the Board.
- 3) No participant may speak more than once on the same topic until all others have been heard.
- 4) Please be respectful of the Board, Administration, Staff and audience members in attendance.

9. **NEXT MEETING:**

Tuesday, January 20, 2015 @ 7:00 PM 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: