

Fairfield Board Of Education

Reorganization Meeting Agenda

Thursday, January 7, 2016 – 7:00 PM

Stevenson School Cafeteria

15 Knoll Road, Fairfield, NJ 07004

The meeting will be called to order by Mr. Dan Saragnese, Interim 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 . . .”

ROLL CALL: Mrs. Stacy Aschenbach, Mr. Brian Egan, Mr. Pat Freda,
Mrs. Andrea Jandoli, and Mr. Robert Lombardy.
Ms. Susan Ciccotelli, Superintendent of Schools &
Mr. Dan Saragnese, Interim Board Secretary/School Business Admin.

1. Mr. Saragnese will report on the Tuesday, November 3, 2015 School Board Member Election:

Two seats for a 3 Year Board Membership (seats expires **December 2018**)

- | | |
|------------------------|------------------------|
| 1) Mr. Pat Freda | ELECTED with 368 votes |
| 2) Mr. Robert Lombardy | ELECTED with 363 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 2016 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 2016 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.

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

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

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

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

8. **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

9. **BE IT RESOLVED** “that 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.”

10. **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.”

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

<u>January 7 (Thursday)</u>	<u>Reorganization Meeting</u>
<u>January 26</u>	<u>Regular Meeting</u>
<u>February 23</u>	<u>Regular Meeting</u>
<u>March 22</u>	<u>Budget Meeting</u>
<u>April 26</u>	<u>Regular Meeting</u>
<u>May 24</u>	<u>Regular Meeting</u>
<u>June 16 (Thursday)</u>	<u>Regular Meeting</u>
<u>August 2</u>	<u>Regular Meeting</u>
<u>August 23</u>	<u>Regular Meeting</u>
<u>September 20</u>	<u>Regular Meeting</u>
<u>October 18</u>	<u>Regular Meeting</u>
<u>November 15</u>	<u>Regular Meeting</u>
<u>December 13</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** “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.”
14. **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.
15. **BE IT RESOLVED** “to appoint the firm of CBIZ Insurance Services, Inc., as the “Property & Casualty and Workmen’s Compensation Broker of Record.”
16. **BE IT RESOLVED** “to 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.”
17. **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 \$6,000) without the vendor signing a declaration for receipt of payment.”
18. **BE IT RESOLVED** “to appoint the following Board of Education Officers to the positions as listed below until the next Reorganizational Meeting:”

Board Secretary	Dan Saragnese
Custodian of Records	Dan Saragnese
Qualified Purchasing Agent	Dan Saragnese
Treasurer of School Funds	J. John McClusky
Public Agency Compliance Officer (Bids)	Dan Saragnese
AHERA Coordinator	John Porcino
Affirmative Action Officer	Raymond Santana
504 Committee Coordinator	Carly Crescibene
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

19. **BE IT RESOLVED** “to set the Bid threshold at \$36,000 (consistent with current state bidding thresholds) and the Quote threshold at \$6,000 for the 2016 year due to the fact that Mr. Dan Saragnese 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.”

20. **BE IT RESOLVED** “to designate Mr. Giovanni Mancini, Director of the Public Entities Division of CBIZ Insurance Services, to be the district’s Risk Management Consultant.”

21. **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. Dan Saragnese, Interim Business Admin./Bd. Secretary, and Mr. Raymond Santana, Supervisor of Special Services and the Board President.”

22. **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	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

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

24. **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.”

25. **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 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 –26th =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%.

26. **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, with no single purchase to exceed \$25.00 for the following district administrators:

Superintendent \$300

Board Secretary \$300

Stevenson Principal \$300

Churchill Principal \$300

2. SUPERINTENDENT’S REPORT

I. NON-CERTIFICATED STAFF

Business Office Intern

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve the placement of Juan Faciolince, as an Intern, from the Passaic County Educational Services Commission, to work with the Business Administrator from approximately January 18, 2016 through June 30, 2016, at no cost to the district, pending completion of Criminal History Review.

Non-Certificated Placement Recommendations:

Introduced by: Seconded by: Roll Call

3. **WRITTEN CORRESPONDENCE**

4. **BUSINESS RESOLUTIONS**

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**

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9. **NEXT MEETING:**

Tuesday, January 26, 2016 @ 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: