

Fairfield Board of Education  
Reorganization Meeting Agenda  
Tuesday, January 3, 2017 – 7:00 PM  
Stevenson School - Library  
15 Knoll Road, Fairfield, NJ 07004

*The meeting will be called to order at approximately 7:00 p.m., by Ms. Yvonne Hellwig, 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”*

**ROLL CALL:** Mr. Brian Egan, Mrs. Andrea Jandoli,  
Mr. Robert Lombardy and Mr. Pasquale Freda  
Ms. Susan Ciccotelli, Superintendent of Schools, and  
Ms. Yvonne Hellwig, Board Secretary/School Business Administrator

1. Ms. Hellwig will report on the November 8, 2016 School Board Member Election:

One seat for a 3 Year Board Membership (seat expires **December 2019**)  
Mr. Jeffrey Didyk ELECTED with 172 votes

2. Ms. Hellwig will administer the ‘Oath of Office’ to the newly elected Board Member who may then be seated on the Board.

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

4. Nominations taken from Board Members for President of the Board are:

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 2017  
Term

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

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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 for Vice Presidential Nomination(s).

Candidate(s): \_\_\_\_\_ Roll Call Vote  
\_\_\_\_\_ is elected Vice President of the Board for  
the 2017 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 (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.

**A. Reorganization Items for the 2017 Board Term:**

**ITEMS 1 THROUGH 27 CAN BE VOTED ON IN ONE BLOCK VIA “CONSENT AGENDA”**

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

<u>Board Member</u>	<u>Original Term</u>	<u>Elected Term</u>	<u>Now Ends</u>	<u>Year Seat up for Election</u>
Mr. Brian Egan	On 3 Year Cal Sched	Reorg Mtg. Jan 2018	Reorg Mtg. Jan 2018	November 2017
Mrs. Andrea Jandoli	On 3 Year Cal Sched	Reorg Mtg. Jan 2018	Reorg Mtg. Jan 2018	November 2017
Mr. Pat Freda	On 3 Year Cal Sched	Reorg Mtg. Jan 2019	Reorg Mtg. Jan 2019	November 2018
Mr. Robert Lombardy	On 3 Year Cal Sched	Reorg Mtg. Jan 2019	Reorg Mtg. Jan 2019	November 2018
Mr. Jeffrey Didyk	On 3 Year Cal Sched	Reorg Mtg. Jan 2020	Reorg Mtg. Jan 2020	November 2019

\*All Board Members Seats will be from January 1 to December 31<sup>st</sup> for 3 calendar years.

2. **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.”

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3. **BE IT RESOLVED** “to confirm the existing BOE Committees, with Board Members to be named at a later date, for the 2017 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		

4. **BE IT RESOLVED** “to adopt the Parliamentary Procedures of Robert’s Rules 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** “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.”
7. **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.”

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

<u>January 3</u>	<u>Reorganization Meeting</u>
<u>January 24</u>	<u>Regular Meeting</u>
<u>February 16 (Thur)</u>	<u>Regular Meeting</u>
<u>March 21</u>	<u>Regular Meeting</u>
<u>April 18</u>	<u>Regular Meeting</u>
<u>May 16</u>	<u>Regular Meeting</u>
<u>June 13</u>	<u>Regular Meeting</u>
<u>August 1</u>	<u>Regular Meeting</u>
<u>August 22</u>	<u>Regular Meeting</u>
<u>September 19</u>	<u>Regular Meeting</u>
<u>October 17</u>	<u>Regular Meeting</u>
<u>November 14</u>	<u>Regular Meeting</u>
<u>December 12</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

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

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.

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**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:”

**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 Clark, 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)

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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 the following resolution:”

**WHEREAS**, there exists a need for Architecture 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 architect firm of **Parette & Somjen Architects** of Rockaway, New Jersey, is contracted as Architect of Record for 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 to provide architectural services to public school districts is regulated by law.”

- 15. 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.”
- 16. BE IT RESOLVED** “to appoint the firm of Treadstone Risk Management, as the “Property & Casualty and Workmen’s Compensation Broker of Record.”
- 17. BE IT RESOLVED** “to designate Mr. Giovanni Mancini, as the District’s Risk Management Consultant.”
- 18. 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.”

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19. **BE IT RESOLVED** “to adopt the following resolution regarding the Maximum Travel Allowance in the 2017-18 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 2017-18 school year as \$60,000.00.”

20. **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.”

21. **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 2017 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.”

22. **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	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

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**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 (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.

**24. 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

**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 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 –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: Will increase to \$8.44 per hour effective 1/1/17 the state minimum hourly wage will increase by .006%

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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 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

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

Valic  
AXA/Equitable

**Motioned by:**

**Seconded by:**

**Roll Call**

28. **PERSONNEL**

A. **CERTIFICATED STAFF**

Anti- Bullying Coordinator

Recommended Motion: that the Board of Education, upon the recommendation of the Superintendent, approve James Verrengia as Anti-Bullying Coordinator for the Fairfield Public Schools, effective approximately January 30, 2017, at a pro-rated stipend, per current contract, pending completion of negotiations.

**Motioned by:**

**Seconded by:**

**Roll Call**

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29. **OLD BUSINESS**

30. **NEW BUSINESS**

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**31. PUBLIC COMMENT I ON 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.

**32. NEXT MEETING:**

Tuesday, January 24, 2017 @ 7:00 PM in the Library of Stevenson School.

**33. ADJOURNMENT**

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

**Introduced by:**

**Seconded by:**

**Voice Vote:**