

**ATTACHMENT C**

Fairfield Board of Education  
Reorganization Meeting Minutes  
Thursday, January 3, 2019 at 7:30 PM  
Stevenson School - Library  
15 Knoll Road, Fairfield, NJ 07004

*The meeting was called to order at approximately 7:34 p.m., by Ms. Lyanna Rios, Board Secretary/School Business Administrator read 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 Progress Newspaper.”

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

and BOARD MEMBERS PRESENT: Mr. Pat Freda, Mr. Brian Egan, Mrs. Andrea Jandoli  
Mr. Michael Sapienza

BOARD MEMBER ABSENT: Mr. Jeffrey Didyk

ADMINISTRATORS PRESENT: Ms. Susan Ciccotelli, Superintendent of Schools and  
Ms. Lyanna Rios, Business Administrator

- 1. Ms. Rios reported on the Tuesday, November 6, 2018 School Board Member Election:

Two seats for a 3 Year Board Membership (seats expire **December 31, 2021**)

Mr. Pasquale Freda                      ELECTED with 1,554 votes  
Mr. Michael Sapienza                    ELECTED with 1,413 votes

- 2. Ms. Lyanna Rios administered the **“Oath of Allegiance”** to the newly elected Board Members.
- 3. The Floor was opened for nominations for President of the Board.
- 4. Nomination from Board Members for President of the Board is:

Mr. Pat Freda  
Nominated by: Andrea Jandoli                      Seconded by: Brian Egan

- 5. The Floor was closed for nominations for President of the Board.

**FAIRFIELD BOARD OF EDUCATION: REORGANIZATION MEETING MINUTES  
JANUARY 3, 2019: PAGE 2**

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

Mr. Pat Freda is elected President of the Board for the 2019 Term.

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

8. Nominations from Board Members for Vice President of the Board:

Mr. Jeff Didyk

Nominated by: Brian Egan    Seconded by: Andrea Jandoli

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

10. Voice Roll Call vote for Vice Presidential Nominee: All Ayes; nomination carried.

Mr. Jeff Didyk is elected Vice President of the Board for the 2019 Term.

11. Mr. Pat Fred took the Gavel and President’s Seat and will now preside over the rest of the meeting.

12. **PUBLIC COMMENTS ON AGENDA ITEMS ONLY**

There were no public comments.

**PRESENTATION BY JOHN MOONEY FROM NISIVOCCIA, LLP ON THE  
2017-2018 FINANCIAL AUDIT DRAFT PENDING THE EDUCATION FUND GASB  
STATEMENT NO. 75 AUDIT REPORT FROM THE NEW JERSEY DIVISION OF  
PENSIONS AND BENEFITS**

**A. Reorganization Items for the 2019 Board Term:**

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

Board Member	Original Term	Elected Term Now Ends	Year Seat Up for Election
Mr. Brian Egan	On 3 Year Cal Schedule	Reorg Mtg. Jan 2021	November 2020
Mrs. Andrea Jandoli	On 3 Year Cal Schedule	Reorg Mtg. Jan 2021	November 2020
Mr. Pat Freda	On 3 Year Cal Schedule	Reorg Mtg. Jan 2022	November 2021
Mr. Michael Sapienza	On 3 Year Cal Schedule	Reorg Mtg. Jan 2022	November 2021
Mr. Jeffrey Didyk	On 3 Year Cal Schedule	Reorg Mtg. Jan 2020	November 2019

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

**FAIRFIELD BOARD OF EDUCATION: REORGANIZATION MEETING MINUTES  
JANUARY 3, 2019: PAGE 3**

**2. Adoption of Code of Ethics**

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.”

**3. Committee Appointments**

BE IT RESOLVED “to confirm the existing BOE Committees, with Board Members to be named at a later date, for the 2019 Year:

<u>Committee</u>	<u>Chair Person</u>	<u>Member</u>
Building & Grounds		
Curriculum/Technology		
Finance		
Negotiations		
Personnel		
Policy		
Special Education		
Liaison: HSA/Public Relations		
Liaison: Fairfield Township		
NJ School Boards Delegate		
Essex School Boards/Legislative		
Municipal Alliance Delegate		

**4. Parliamentary Procedures**

BE IT RESOLVED “to adopt the Parliamentary Procedures of Robert’s Rules of Order as the operating guide for Board of Education meetings.”

**5. Policies and Regulations**

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

**FAIRFIELD BOARD OF EDUCATION: REORGANIZATION MEETING MINUTES  
JANUARY 3, 2019: PAGE 4**

BE IT FURTHER RESOLVED, that the policies, actions, rules and regulations adopted by prior Boards of Education of the Fairfield School District, which were in effect immediately prior to this Organization Meeting, be reaffirmed and adopted by the Fairfield Board of Education for the 2019 organization.

**6. Uniform Minimum Chart of Accounts**

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. Newspaper(s)**

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.”

**8. Establish Board of Education Meeting Schedule**

**Attachment A**

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

January 3, 2019	Thursday	Reorganization Meeting
January 22, 2019	Tuesday	Regular Meeting
February 26, 2019	Tuesday	Regular Meeting
March 19, 2019	Tuesday	Regular Meeting Adoption of Tentative Budget
April 30, 2019	Tuesday	Regular Meeting Adoption of Budget
May 21, 2019	Tuesday	Regular Meeting
June 13, 2019	Thursday	Regular Meeting
August 6, 2019	Tuesday	Regular Meeting
August 27, 2019	Tuesday	Regular Meeting
September 24, 2019	Tuesday	Regular Meeting
October 22, 2019	Tuesday	Regular Meeting
November 19, 2019	Tuesday	Regular Meeting
December 17, 2019	Tuesday	Regular Meeting

Public Meetings

Begin at approximately **7:30 PM** in the  
Library/Media Center of Stevenson School, 15 Knoll Road, Fairfield, NJ 07004

**FAIRFIELD BOARD OF EDUCATION: REORGANIZATION MEETING MINUTES  
JANUARY 3, 2019: PAGE 5**

9. **Bank**

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

10. **Transfer of Funds**

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 meeting.

11. **Payroll Certification**

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

12. **Auditing Firm**

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:

**FAIRFIELD BOARD OF EDUCATION: REORGANIZATION MEETING MINUTES  
JANUARY 3, 2019: PAGE 6**

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. **Law Firm**

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

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.”

BE IT FURTHER 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

**FAIRFIELD BOARD OF EDUCATION: REORGANIZATION MEETING MINUTES  
JANUARY 3, 2019: PAGE 7**

State Board of Education Commissioner: Superintendent of Schools, Business Administrator/Board Secretary, Director of Special Services and Board President.

14. **Insurance Broker**

BE IT RESOLVED “to appoint the firm of Treadstone Risk Management, as the Property & Casualty and Workmen’s Compensation Broker of Record.”

15. **Risk Management Consultant**

BE IT RESOLVED “to designate Mr. Giovanni Mancini, as the District’s Risk Management Consultant.”

16. **Payment of Bills**

BE IT RESOLVED that the Fairfield Board of Education, in the County of Essex, New Jersey, appoints Ms. Lyanna Rios, Business Administrator/Board Secretary, to make payments of bills between Board Meetings on an “as needed” basis for the 2019 organization year.

BE IT FURTHER RESOLVED, that the Fairfield Board of Education 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.”

17. **Travel Allowance**

BE IT RESOLVED “to adopt the following resolution regarding the Maximum Travel Allowance in the 2019-20 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 Fairfield 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 2019-20 school year as \$60,000.00.”

**FAIRFIELD BOARD OF EDUCATION: REORGANIZATION MEETING MINUTES  
JANUARY 3, 2019: PAGE 8**

**18. Appointment of Officers**

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

Board Secretary	Lyanna Rios
Custodian of Records	Lyanna Rios
Qualified Purchasing Agent	Lyanna Rios
Public Agency Compliance Officer (Bids)	Lyanna Rios
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

**19. Approved State Contract Vendors**

WHEREAS, the Fairfield Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29c, may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program contracts entered into on behalf of the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Fairfield Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Fairfield Board of Education intends to enter into contracts with State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

THEREFORE BE IT RESOLVED, the Fairfield Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors and;

**FAIRFIELD BOARD OF EDUCATION: REORGANIZATION MEETING MINUTES  
JANUARY 3, 2019: PAGE 9**

BE IT FUTHER RESOLVED, that the Fairfield Board of Education’s School Business Administrator shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services;

<u>Vendor</u>	<u>Goods and/or Services</u>	<u>State Contract No.</u>
NCS Pearson, Inc	School and Library Equipment, Supplies and Services	19-PROS1-00591
PSI Services	School and Library Equipment, Supplies and Services	19-PROSV-00236
Nasco	School and Library Equipment, Supplies and Services	17-FOOD-00267
The Library Store	School and Library Equipment, Supplies and Services	17-FOOD-00264
EAI Education Eric Armin, Inc.	School and Library Equipment, Supplies and Services	17-FOOD-00258
School Specialty, Inc.	School and Library Equipment, Supplies and Services	17-FOOD-00242
Dynamic Security, LLC	Maintenance and Repair of Equipment	17-TELE-00230
Main Access Systems, Inc.	Maintenance and Repair of Equipment	17-TELE-00229
Triad Security Systems	Maintenance and Repair of Equipment	17-TELE-00228
Brodart Company	Classroom and Library Furniture	83737
BSN Sports, LLC	Furnitutre and Related Services	16-FLEET-00138
Ben Shaffer Recreation, Inc	Furnitutre and Related Services	16-FLEET-00135
Core Mechanical	Public Works, Park Equipment and Construction Services	88697
Nelson Tree Service, Inc.	Public Works, Park Equipment and Construction Services	80906
Rich Tree Service, Inc.	Public Works, Park Equipment and Construction Services	80902
General Recreation, Inc.	Public Works, Park Equipment and Construction Services	16-FLEET-00131
Xerox Corportation	Office Supplies, Related Items, and Services	82703
WB Mason Co., Inc.	Office Supplies, Related Items, and Services	0000003
Pitney Bowes, Inc.	Office Supplies, Related Items, and Services	41258

**FAIRFIELD BOARD OF EDUCATION: REORGANIZATION MEETING MINUTES  
JANUARY 3, 2019: PAGE 10**

<u>Vendor</u>	<u>Goods and/or Services</u>	<u>State Contract No.</u>
NetApp, Inc.	Computers, Software, Supplies, and Services	89977
Howard Technology Solutions	Computers, Software, Supplies, and Services	89976
Dell Marketing, L.P.	Computers, Software, Supplies, and Services	89967 & 88796
Millennium Communications Group, Inc.	Communication Equipment and Services	88740
Verizon Business	Communication Equipment and Services	85943
Grainger	Janitorial and Cleaning Equipment, Supplies, and Services	19-FLEET-00566
General Recreation, Inc.	Janitorial and Cleaning Equipment, Supplies, and Services	16-FLEET-00130
Keer Electrical Supplies Co.	Electrical Equipment and Supplies	85583
Linden Electric Wholesalers, Inc.	Electrical Equipment and Supplies	85582
FranklinGriffith, LLC	Electrical Equipment and Supplies	85580
Cisco Systems	Data Communications Equipment	87720

20. **Substitute Services**

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

Teachers: Holding a County Substitute Certificate (7hrs/day):

\$90.00 from Day 1 to 25

\$95.00 on 26th day thereafter

Certified Teachers: Holding a Standard NJ Teaching Certificate (7 hrs/day):

\$100.00 from Day 1

Long-Term Certified Teachers:

\$200.00 per day beginning on the 26th Consecutive Day

Nurses:

\$90.00 from Day 1 to 25

\$200.00 per day beginning on the 26th Consecutive Day

**FAIRFIELD BOARD OF EDUCATION: REORGANIZATION MEETING MINUTES  
JANUARY 3, 2019: PAGE 11**

Secretaries:

\$12.00 per hour

All Aides:

\$10.50 per hour

Custodians:

\$13.00 per hour for non-consecutive days

\$15.00 per hour upon reaching the 21<sup>st</sup> consecutive day. Once consecutive-day work period ends, hourly rate returns to \$13.00 per hour

Custodial Summer Help:

\$8.85 per hour

**21. Petty Cash**

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

**22. Tax Sheltered Annuity**

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

Valic	AXA/Equitable 403B	AXA/Equitable 457B
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**23. Architect of Record**

BE IT RESOLVED by the Fairfield Board of Education of the Township of Fairfield, Essex County, New Jersey, that the firm of DiCara Rubino Architects, 30 Galesi Drive West Wing, Wayne, NJ 07470, is hereby appointed architects to the Fairfield Board of Education, for the annual school year for the contract period of January 15, 2019 – January 15, 2020.

BE IT FURTHER RESOLVED that publication of notice of this contract award shall be made in accordance with the requirements of N.J.S.A. 18A:18A-5.

**FAIRFIELD BOARD OF EDUCATION: REORGANIZATION MEETING MINUTES  
JANUARY 3, 2019: PAGE 12**

**24. Grant Acceptance**

BE IT RESOLVED that the Fairfield Board of Education accept the Columbia Bank Foundation grant awarded to the Fairfield Home and School Association for the Fairfield Public Schools in the amount of \$15,000.00. The funds will be used for interior security cameras at Winston S. Churchill School and Adlai E. Stevenson School.

**25. Bills/Claims/Payrolls**

**Attachment B**

BE IT RESOLVED “to approve the following Bills and Claims Lists and Payrolls”.

Bills and Claims List	\$ 438,733.21
December 14, 2018 Payroll	\$ 352,962.61
December 21, 2018 Payroll	\$ 348,258.57

**All Reorganization Items 1 thru 25:**

Introduced by: Mr. Egan      Seconded by: Mrs. Jandoli  
                  Mr. Egan Aye            Mrs. Jandoli Aye  
                  Mr. Sapienza Aye        Mr. Freda      Aye

**26. OLD BUSINESS** – A discussion among board members took place with regards to the completion of the Comprehensive Annual Financial Report by January 31, 2019. Ms. Rios explained that a decision was not needed right away.

**27. NEW BUSINESS**

**28. PUBLIC COMMENT I ON NON-AGENDA ITEMS**

There were no public comments.

**29. NEXT MEETING:**

BE IT RESOLVED that the next meeting will be held on January 22, 2019. Executive Session at 7:00 p.m. Public Session at 7:30 p.m. in the Library of Stevenson School.

**FAIRFIELD BOARD OF EDUCATION: REORGANIZATION MEETING MINUTES  
JANUARY 3, 2019: PAGE 12**

**30. ADJOURNMENT**

There being no further business before the Board, the meeting adjourned at 8:00 pm.

Motioned by: Mrs. Jandoli	Seconded by: Mr. Egan
Mr. Egan Aye	Mrs. Jandoli Aye
Mr. Sapienza Aye	Mr. Freda Aye



## FAIRFIELD TOWNSHIP BOARD OF EDUCATION

**BOARD MEETING SCHEDULE 2019**

Public Meetings  
 Begin at approximately **7:30 PM** in the  
 Library/Media Center of Stevenson School, 15 Knoll Road, Fairfield, NJ 07004

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August 6, 2019	Tuesday	Regular Meeting
August 27, 2019	Tuesday	Regular Meeting
September 24, 2019	Tuesday	Regular Meeting
October 22, 2019	Tuesday	Regular Meeting
November 19, 2019	Tuesday	Regular Meeting
December 17, 2019	Tuesday	Regular Meeting