

**FAIRFIELD BOARD OF EDUCATION**

**Reorganization Meeting Minutes**

Thursday, January 4, 2024

7:30 PM at the Fairfield Municipal Building

(Access livestream at [www.fpsk6.org](http://www.fpsk6.org) at 7:30 PM. Also available on Channel 34)

**REORGANIZATION OF BOARD**

*The meeting will be called to order at approximately 7:30 P.M., by Mrs. Kathleen Marano, Interim 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 Herald News and The Progress. Notice has been posted on the District website.

<b>TRUSTEE</b>	<b>ATTENDANCE</b>	<b>TRUSTEE</b>	<b>ATTENDANCE</b>
Ms. Angela Altaai	PRESENT	Mr. Anthony DePascale	PRESENT
Mr. Joseph Fede	PRESENT	Ms. Andrea Bellise-Jandoli	PRESENT

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

<b>ADMINISTRATION</b>	<b>POSITION</b>	<b>ATTENDANCE</b>
Dr. Susan Ciccotelli	Superintendent of Schools	PRESENT
Mrs. Kathleen Marano	Interim Business Administrator/Board Secretary	PRESENT

**OLD BUSINESS:**

**SWORE IN NEWLY ELECTED BOARD MEMBERS** - Board Secretary swore in Melinda Street, Anthony DePascale and Joseph Fede.

**1. RESOLUTION OF SCHOOL BOARD ELECTION RESULTS**

BE IT RESOLVED that the Fairfield Board of Education *affirms* the Voter Election official results of the November 7, 2023 election for the Board of Education member as follows:

Mr. Anthony DePascale	3 year term	921 Total Votes
Mr. Joseph Fede	1 year term	1,161 Total Votes
Ms. Melinda Street	3 year term	1,257 Total Votes

Motion by: Anthony DePascale

Seconded by: Andrea Bellise-Jandoli

**ROLL CALL**

Ms. Altaai, Mr. Fede, Ms. Street, Mr. DePascale, Ms. Bellise-Jandoli - All Ayes

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**2. ELECTION OF THE PRESIDENT**

The Board Secretary calls for **nominations for President** of the Board of Education for calendar year 2024:

Nomination:       Anthony DePascale

Nominated by:     Andrea Bellise-Jandoli

The Board Secretary calls for any other nominations.

**Motion to *close* the nominations for President of the Board of Education:**

Motion by: Andrea Bellise-Jandoli

Seconded by: Angela Altaai

**ROLL CALL**

Ms. Altaai, Mr. Fede, Ms. Street, Ms. Bellise-Jandoli - All Ayes  
Mr. DePascale - Abstain

**3. MOTION TO APPOINT BOARD PRESIDENT:**

Motion to appoint Anthony DePascale, President of the Board of Education for calendar year 2024.

Motion by: Andrea Bellise-Jandoli

Seconded by: Angela Altaai

**ROLL CALL**

Ms. Altaai, Mr. Fede, Ms. Street, Ms. Bellise-Jandoli - All Ayes  
Mr. DePascale - Abstain

**RELINQUISHMENT OF CHAIR BY THE BOARD SECRETARY TO THE NEWLY ELECTED BOARD PRESIDENT.**

**4. ELECTION OF THE VICE PRESIDENT:**

The President Anthony DePascale calls for **nominations for Vice President** of the Board of Education:

Nomination:       Angela Altaai

Nominated by:     Andrea Bellise-Jandoli

The President calls for any other nominations.

**Motion to *close* the nominations for Vice President of the Board of Education:**

Motion by: Andrea Bellise Jandoli

Seconded by: Joseph Fede

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**ROLL CALL**

Mr. Fede, Ms. Street, Mr. DePascale, Ms. Bellise-Jandoli - All Ayes  
Ms. Altaai - Abstain

**5. MOTION TO APPOINT BOARD VICE PRESIDENT:**

Motion to appoint Angela Altaai Vice President of the Board of Education for calendar year 2024.

Motion by: Andrea Bellise-Jandoli

Seconded by: Joseph Fede

**ROLL CALL**

Mr. Fede, Ms. Street, Mr. DePascale, Ms. Bellise-Jandoli - All Ayes  
Ms. Altaai - Abstain

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

Mr. DePasale recognized Ms. Jandoli and thanked her for her time as President in 2023.

Mr. DePascale thanked the dignitaries and various board members that hold seats in Fairfield for coming out and giving their support to the start of 2024 year.

**7. BOARD MEMBERS:**

The calendar year 2024 Fairfield Board of Education *Board Members and Term:*

<u>Board Member</u>	<u>Expiration of Term</u>
Andrea Bellise-Jandoli	November 2024
Joseph Fede	November 2024
Angela Altaai	November 2025
Anthony DePascale	November 2026
Melinda Street	November 2026

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

Motion by: Andrea Bellise-Jandoli

Seconded by: Angela Altaai

Discussion: None

**ROLL CALL**

Ms. Altaai, Mr. Fede, Ms. Street, Mr. DePascale, Ms. Bellise-Jandoli - All Ayes

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**8. BOARD MEMBER CODE OF ETHICS**

BE IT RESOLVED that the Fairfield Board of Education adopts the Purpose and Role of the Code of Ethics N.J.S.A. 18A:12-24.1.

The members of the Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the Board adopts this code of ethics:

1. I will uphold and enforce all laws, rules, and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools, which meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. I will confine my Board action to policy-making, planning, and appraisal; and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibility not to administer the schools, but together with my fellow Board members, to see that they are well run.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action that may compromise the Board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the Chief Administrative Officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the Chief Administrative Officer and will act on the complaints at public meetings only after failure of an administrative solution.

Motion by: Joseph Fede

Seconded by: Angela Altaai

Discussion: None

**ROLL CALL**

Ms. Altaai, Mr. Fede, Ms. Street, Mr. DePascale, Ms. Bellise-Jandoli - All Ayes

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**9. COMMITTEE APPOINTMENTS**

BE IT RESOLVED that the Fairfield Board of Education confirms the existing BOE Committees, Chairpersons and Members for the 2024 organizational year as follows:

<b>Committee</b>	<b>Chairperson</b>	<b>Member</b>
Buildings & Grounds	<del>FBD</del> <b>Joseph Fede</b>	Anthony DePascale
Curriculum/Technology	<del>Anthony DePascale</del> <b>Angela Altaai</b>	<del>Angela Altaai</del> <b>Anthony DePascale</b>
Finance	<del>FBD</del> <b>Joseph Fede</b>	<del>Joseph Fede</del> <b>Andrea Bellise-Jandoli</b>
Negotiations	Andrea Bellise-Jandoli	Angela Altaai
Personnel	<del>FBD</del> <b>Angela Altaai</b>	<del>Andrea Bellise-Jandoli</del> <b>Melinda Street</b>
Policy	Angela Altaai	Joseph Fede
Special Education	<del>Anthony DePascale</del> <b>Melinda Street</b>	<del>Angela Altaai</del> <b>Anthony DePascale</b>
Liaison: HSA/Public Relations	<del>Anthony DePascale</del> <b>Melinda Street</b>	<del>Angela Altaai</del> N/A
Liaison: Fairfield Township	Anthony DePascale	Andrea Bellise-Jandoli
NJ School Boards Delegate	<del>FBD</del> <b>Angela Altaai</b>	N/A
Essex School Boards/Legislative	<del>Angela Altaai</del> <b>Melinda Street</b>	N/A
Municipal Alliance Delegate	Anthony DePascale	N/A
<b>Recreation</b>	<b>Anthony DePascale</b>	<b>Joseph Fede</b>
<b>Community Outreach</b>	<b>Angela Altaai</b>	<b>Anthony DePascale</b>

Motion by: Andrea Bellise-Jandoli

Seconded by: Angela Altaai

Discussion: Committee appointments were revised as shown above.

**ROLL CALL**

Ms. Altaai, Mr. Fede, Ms. Street, Mr. DePascale, Ms. Bellise-Jandoli - All Ayes

**REORGANIZATION RESOLUTIONS**

Kathleen Marano motioned the board for a consent agenda (resolution 10-16) pending any questions.

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**10. PARLIAMENTARY PROCEDURES**

BE IT RESOLVED that the Fairfield Board of Education adopts the Parliamentary Procedures of Robert’s Rules of Order as the operating guide for Board of Education meetings.

**11. POLICIES, ACTIONS, RULES AND REGULATIONS**

BE IT RESOLVED that the policies, actions, rules and regulations adopted by prior Fairfield Boards of Education, which were in effect immediately prior to this Organization Meeting, be reaffirmed and adopted by the Fairfield Board of Education for the 2024 organizational year.

**12. UNIFORM MINIMUM CHART OF ACCOUNTS**

BE IT RESOLVED that the Fairfield Board of Education adopts the New Jersey Department of Education’s Chart of Accounts in accordance with Generally Accepted Accounting Procedures (GAAP) for New Jersey Public School Districts.

**13. PAYROLL CERTIFICATION**

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

**14. SCHEDULE OF BOARD MEETINGS**

BE IT RESOLVED that the Fairfield Board of Education approves and adopts the Regular Monthly Board Meeting Schedule as follows:

January 4, 2024	Thursday	Reorganization Meeting
January 17, 2024	Wednesday	Regular Meeting
February 22, 2024	Thursday	Regular Meeting
March 14, 2024	Thursday	Regular Meeting Adoption of Tentative Budget
April 25, 2024	Thursday	Regular Meeting Public Hearing and Adoption of Final Budget
May 22, 2024	Wednesday	Regular Meeting
June 13, 2024	Thursday	Regular Meeting
August 22, 2024	Thursday	Regular Meeting
September 26, 2024	Thursday	Regular Meeting
October 24, 2024	Thursday	Regular Meeting
November 21, 2024	Thursday	Regular Meeting
December 19, 2024	Thursday	Regular Meeting
January 9, 2025	Thursday	Reorganization Meeting

Public Meetings begin at approximately **7:30 PM**

**Please visit [www.fpsk6.org](http://www.fpsk6.org) to ensure meeting dates and/or times have not been canceled and/or rescheduled.**

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**15. OFFICIAL NEWSPAPERS**

BE IT RESOLVED that the Fairfield Board of Education designates *The Progress and The Herald News* as primary and/or The Star Ledger as needed as the official newspapers for the placement of all legal advertisements for the Fairfield Board of Education.

**16. OPERATIONAL ITEMS**

**a. ARCHITECT OF RECORD**

WHEREAS, the Fairfield Board of Education, pursuant to the Public School Contracts Law, N.J.S.A. 18A:18A-1, et. seq., previously adopted a resolution appointing the firm of *DiCara Rubino Architects* of Wayne, NJ to serve as Architect of Record to the Fairfield Board of Education.

WHEREAS, the Board has determined that it continues to require these professional services and desires that *DiCara Rubino Architects* continues to serve as the Architect of Record.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby reappoints *DiCara Rubino Architects* as Architect of Record to the Fairfield Board of Education for the period of January 1, 2024 through December 31, 2024; and

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

**b. AUDITING FIRM**

BE IT RESOLVED that the Fairfield Board of Education reappoints the auditing firm of *Nisivoccia LLP* of Mt. Arlington, NJ as the Auditor of Record to the Fairfield Board of Education for the annual school year for the 2024 organizational year; and

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.

**c. LEGAL COUNCIL**

WHEREAS, the Fairfield Board of Education, pursuant to the Public School Contracts Law, N.J.S.A. 18A:18A-1, et. seq., previously adopted a resolution appointing *Machado Law Group, LLC* of Springfield, NJ to serve as Board Attorney to the Fairfield Board of Education.

WHEREAS, the Board has determined that it continues to require these professional services and desires that *Machado Law Group, LLC* continues to serve as the Board Attorney.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby reappoints *Machado Law Group, LLC* as Board Attorney to the Fairfield Board of Education for the period of January 1, 2024 through December 31, 2024; and

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

**d. NEGOTIATIONS**

BE IT RESOLVED that the Fairfield Board of Education reappoints the firm of ***Cornell, Merlino, McKeever & Osborne, LLC (Jeffrey R. Merlino, Esq.)*** for legal services pertaining to labor negotiations.

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.

**e. SCHOOL PHYSICIAN**

WHEREAS, the Board of Education, pursuant to the Public School Contracts Law, N.J.S.A. 18A:18A-1, et. seq., previously adopted a resolution appointing ***The Doctors' Office Urgent Care of West Caldwell NJ***, 556 Passaic Ave, West Caldwell, NJ 07006, to serve as School Physician to the Fairfield Board of Education.

WHEREAS, the Board has determined that it continues to require these professional services and desires that ***The Doctors' Office Urgent Care of West Caldwell NJ*** continues to serve as School Physician.

NOW, THEREFORE, 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.

BE IT RESOLVED by the Fairfield Board of Education that ***The Doctors' Office Urgent Care of West Caldwell NJ*** is hereby reappointed as the School Physician to the Fairfield School District Board of Education for the 2024 organizational year at the following rates:

<b>Description of Service</b>	<b>Rates</b>
In Person Physician Consultation	\$100/visit
Phone/Email Physician Consultation	\$180/hour or \$45/15 minutes
Physician Review	\$45/15 minutes
Prescriptions - Billed in blocks of 5	\$45
Hepatitis B Vaccine (Series of 3)	\$75 each
Hepatitis B Titers	\$280
Drug Screen	\$175 with exam/\$75 without exam
Breath Alcohol Test	\$50
New Hire Physical/Physical required by district	\$75
TB/Mantoux Testing Reading	\$25 without reading/\$30 with reading
Chest X-Ray (PA/Lateral)	\$85
Student Physical (without medical homes)	\$50



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f. **BANK**

BE IT RESOLVED that the Fairfield Board of Education reaffirms the designation of *Columbia Bank and/or its successors* as its official depositories of school monies and other funds of this District for the 2024 calendar year for the following accounts:

General Fund
Payroll Agency Account
Churchill Student Activity Account
Stevenson Student Activity Account
MECCA & Mark Ibrahim Scholarship Account

BE IT FURTHER RESOLVED that the Bank be authorized to honor warrants drawn upon the funds of the Fairfield Board of Education and that the following warrant three officers be authorized to sign checks\*:

<u>Account Name</u>	<u>Signatures Required</u>
General Fund	*(3) Board President or Vice-President, Board Secretary, Superintendent
Payroll Agency Account	(1) Board Secretary or Superintendent
Churchill Student Activity Account	(1) Principal or School Secretary
Stevenson Student Activity Account	(2) Principal or School Secretary
MECCA & Mark Ibrahim Scholarship Account	*(3) Board President or Vice-President, Board Secretary, Superintendent

BE IT FURTHER RESOLVED that the Business Administrator and Payroll/Benefits Coordinator be authorized to perform wire transfers.

g. **PAYMENT OF BILLS**

BE IT RESOLVED that the Fairfield Board of Education authorizes the Business Administrator/Board Secretary to approve the payment of bills and claims between Board Meetings on an “as needed” basis for the 2024 organizational year; and

BE IT FURTHER RESOLVED that the Fairfield Board of Education authorizes 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 \$6,600) without the vendor signing a declaration for receipt of payment.

h. **TRANSFER BETWEEN MEETINGS**

BE IT RESOLVED that the Fairfield Board of Education appoints the Business Administrator to make budget transfers as needed to maintain account balances between meetings for the 2024 organizational year. Such transfers will be submitted to the Board at the next regular Board meeting.

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**i. STANDARD OPERATIONAL PROCEDURES & INTERNAL CONTROL MANUAL**

BE IT RESOLVED that the Fairfield Board of Education adopts the current District Standards Operations Procedures and Internal Controls Manual for the 2024 organizational year on file in the Office of the Business Administrator.

**j. DESIGNATION OF PUBLIC AGENCY COMPLIANCE OFFICER**

WHEREAS, in accordance with N.J.A.C., the State of New Jersey Division of Contract Compliance and Equal Employment Opportunity requires that each public agency annually designate an officer or employee to serve as its public agency compliance officer; and

WHEREAS, the public agency compliance officer is responsible for administering contracting procedures pertaining to equal employment opportunity regarding both the public agency and the service providers. The service providers shall include but shall not be limited to goods and services vendors, professional service vendors, and construction contractors; and

WHEREAS, the Fairfield Board of Education has determined that the Board Secretary can effectively and appropriately perform the duties of the public agency compliance officer; and

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education hereby designates the Board Secretary as the Public Agency Compliance Officer for N.J.A.C. 17:27-3.2.

**k. QUALIFIED PURCHASING AGENT**

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq. permits local contracting units to increase their bid threshold up to \$44,000; and

WHEREAS, N.J.S.A. 40A:11-3a permits an increase in the bid threshold of a Qualified Purchasing Agent as appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5, et seq., established the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Kathleen Marano possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5, et seq.; and

WHEREAS, the Fairfield Board of Education wishes to increase the bid threshold and to appoint Kathleen Marano as Qualified Purchasing Agent; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Fairfield Board of Education that the bid threshold be increased to \$44,000; and

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BE IT FURTHER RESOLVED by the governing body of the Fairfield Board of Education hereby appoints Kathleen Marano as the Qualified Purchasing Agent authorized to exercise the duties of a purchasing agent pursuant to N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the contracting unit; and

BE IT FURTHER RESOLVED that the Superintendent and/or the School Business Administrator are hereby authorized and directed to take such ministerial actions as are necessary to effectuate the provisions of this resolution.

**1. RISK MANAGEMENT/INSURANCE BROKER**

WHEREAS, the Fairfield Board of Education (the “Board”) is authorized to insure, contract or provide for any insurable interest of the school district or Board; and

WHEREAS, the Board has determined that it is necessary, prudent and advisable to employ the services of a risk management consultant for purposes of consulting with and advising the Board on the myriad of insurable risks and coverages available to the Board so as to offset certain liabilities which the Board may incur from time to time; and

WHEREAS, such services are not subject to public bidding per N.J.S.A.18A:18A-5(a)(10) provided that the Board adhere to the requirements for the award of a contract in the nature of an extraordinary unspecifiable service; and

WHEREAS, the Board has determined after an appropriate review process that *Treadstone Risk Management LLC* is qualified to provide such services to the Board and that said appointment is in the best interest of the district and will result in the provision of the highest quality services to the district; and

NOW, THEREFORE, BE IT RESOLVED upon the recommendation of the Superintendent and the School Business Administrator, the Board hereby appoints *Treadstone Risk Management LLC*, 60 Speedwell Avenue, Unit B, Morristown, NJ 07960 as its Risk Management Consultant.

**m. JOB DESCRIPTIONS**

BE IT RESOLVED that the Fairfield Board of Education adopts the existing Board approved Job Descriptions.

**n. ADOPTION OF PURCHASING MANUAL**

BE IT RESOLVED that the Fairfield Board of Education adopts the current Purchasing Manual for the 2024 organizational year on file in the Office of the Business Administrator.

Motion by: Andrea Bellise- Jandoli

Seconded by: Angela Altaai

Discussion: None

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**ROLL CALL**

Ms. Altaai, Mr. Fede, Ms. Street, Mr. DePascale, Ms. Bellise-Jandoli - All Ayes

**17. OLD BUSINESS**

Mr. Depascale reminded everyone that the Fairfield Education Foundation will have their first fundraiser on February 7, 2024.

Ms. Bellise-Jandoli thanked Machado Law Group and IMAC Agency for their christmas cards.

Ms. Altaai thanked Mr. Silvestri and Mr. Lazaro for their efforts in rescheduling the winter concert.

**18. NEW BUSINESS**

Mr. Depascale recognized the reaffirmation of Mayor Galese and Councilmen Campisi and LaForgia

**19. COMMITTEE REPORTS**

None

**20. PUBLIC COMMENTS ON NON-AGENDA ITEMS ONLY**

None

**21. NEXT MEETING**

BE IT RESOLVED that the next meeting will be held, in person, on Wednesday, January 17, 2024, Public Work Session beginning at 6:3000 PM followed by Executive Session with **Public Session resuming at approximately 7:30 PM**, at the Fairfield Municipal Building.

**22. ADJOURNMENT**

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

Motion by: Andrea Bellise-Jandoli      Seconded by: Joseph Fede      Time: 7:50PM

**ROLL CALL**

Ms. Altaai, Mr. Fede, Ms. Street, Mr. DePascale, Ms. Bellise-Jandoli - All Ayes