

Fairfield Board of Education  
Reorganization Meeting Minutes  
Tuesday, January 7, 2020 at 7:30 PM  
Stevenson School - Library  
15 Knoll Road, Fairfield, NJ 07004

**Attachment C**

*The meeting was called to order at approximately 7:30 PM, by Ms. Lyanna Rios, 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 Progress Newspaper.”

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

**BOARD MEMBERS PRESENT:** Mr. Brian Egan, Dr. Michael Sapienza and Mr. Jeffrey Didyk, Vice-President

**BOARD MEMBERS ABSENT:** Mrs. Andrea Jandoli and Mr. Pat Freda

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

1. Ms. Lyanna Rios reported on the Tuesday, November 5, 2019 School Board Member Election:

One seat for a 3-Year Board Membership (seats expire **December 31, 2022**)

Mr. Jeffrey Didyk                      ELECTED with 623 votes

2. Ms. Lyanna Rios administered the **“Oath of Allegiance”** to the newly elected Board Member.
3. The Floor was *opened* for nominations for President of the Board.
4. Nominations from Board Members for President of the Board:  
  
Mr. Jeffrey Didyk  
Nominated by: Mr. Brian Egan              Seconded by: Dr. Michael Sapienza
5. The Floor was *closed* for nominations for President of the Board.

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

Mr. Jeffrey Didyk is elected President of the Board for the 2020 term.

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

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

Dr. Michael Sapienza

Nominated by: Mr. Brian Egan      Seconded by: Mr. Jeffrey Didyk

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.

Dr. Michael Sapienza is elected Vice President of the Board for the 2020 term.

11. Mr. Jeffrey Didyk 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.

**A. Reorganization Items for the 2020 Board Term:**

1. **Board Member Terms**

BE IT RESOLVED that the Fairfield Board of Education confirms 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
Dr. Michael Sapienza	On 3 Year Cal Schedule	Reorg Mtg. Jan 2022	November 2021
Mr. Jeffrey Didyk	On 3 Year Cal Schedule	Reorg Mtg. Jan 2023	November 2022

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

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2. **Adoption of 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:

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. I will refuse to surrender my independent judgement to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. 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.
- h. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the Chief Administrative Officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. 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.

3. **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.

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**4. Committee Appointments**

BE IT RESOLVED that the Fairfield Board of Education confirms the existing BOE Committees, Chairpersons and Members for the 2020 organizational year.

<u>Committee</u>	<u>Chairperson</u>	<u>Member</u>
Buildings & Grounds	Brian Egan	Jeffrey Didyk
Curriculum/Technology	Jeffrey Didyk	Pat Freda
Finance	Brian Egan	Andrea Jandoli
Negotiations	Pat Freda	Jeffrey Didyk
Personnel	Jeffrey Didyk	Andrea Jandoli
Policy	Andrea Jandoli	Michael Sapienza
Special Education	Andrea Jandoli	Michael Sapienza
Liaison: HSA/Public Relations	Michael Sapienza	Andrea Jandoli
Liaison: Fairfield Township	Pat Freda	Brian Egan
NJ School Boards Delegate	Brian Egan	N/A
Essex School Boards/Legislative	Andrea Jandoli	N/A
Municipal Alliance Delegate	Pat Freda	N/A

**5. 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 2020 organization.

**6. 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.

**7. Newspaper(s)**

BE IT RESOLVED that The Progress and 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, 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. **Bank**

BE IT RESOLVED that the Fairfield Board of Education approves the reappointment of 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

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

**Attachment A**

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

January 7, 2020	Tuesday	Reorganization Meeting
January 30, 2020	Thursday	Regular Meeting
February 27, 2020	Thursday	Regular Meeting
March 19, 2020	Thursday	Regular Meeting Adoption of Tentative Budget
April 28, 2020	Tuesday	Regular Meeting Public Hearing & Adoption of Budget
May 26, 2020	Tuesday	Regular Meeting
June 16, 2020	Tuesday	Regular Meeting
August 6, 2020	Thursday	Regular Meeting
*August 25, 2020	Tuesday	Regular Meeting
September 22, 2020	Tuesday	Regular Meeting
October 27, 2020	Tuesday	Regular Meeting
November 24, 2020	Tuesday	Regular Meeting Audit Presentation
December 22, 2020	Tuesday	Regular Meeting

\* Tentative Date if needed for new hires

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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10. **Transfer of Funds**

BE IT RESOLVED that the Fairfield Board of Education, pursuant to N.J.S.A. 18A:22-8.1, authorizes 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**

WHEREAS, a Request for Proposal was completed and on January 3, 2020 the Business Administrator/Board Secretary received and opened one proposal for Auditing Services from **Nisivoccia, LLP**; 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 Fairfield Board of Education that 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 Reorganization Meeting at a rate of \$27,000 for the audit of the fiscal year ending June 30, 2020 and a blended hourly rate of \$195 for additional services as needed.

13. **Law Firm**

WHEREAS, a Request for Proposal was completed and on January 3, 2020 the Business Administrator/Board Secretary received and opened one proposal for Legal Services from **The Machado Law Group, Inc.**; 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; and

BE IT FURTHER RESOLVED that the Fairfield Board of Education approves 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: Superintendent of

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Schools, Business Administrator/Board Secretary, Director of Special Services and Board President;

NOW, THEREFORE, BE IT RESOLVED by the Fairfield Board of Education that the firm of **The Machado Law Group, Inc.** of Springfield, New Jersey is hereby appointed as general, personnel/labor counsel to the Fairfield School District Board of Education until the next Reorganization Meeting at a rate of \$155 per hour for attorney and associates and \$72.50 per hour for paralegals.

14. **Payment of Bills**

BE IT RESOLVED that the Fairfield Board of Education appoints Ms. Lyanna Rios, Business Administrator/Board Secretary, to make payment of bills between Board Meetings on an “as needed” basis for the 2020 organization 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 \$6,000) without the vendor signing a declaration for receipt of payment.

15. **Travel Allowance**

BE IT RESOLVED that the Fairfield Board of Education adopts the following resolution regarding the Maximum Travel Allowance in the 2020-2021 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;

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education hereby establishes the maximum travel expenditure amount for the 2020-2021 school year as \$60,000.00.

16. **Appointment of Officers**

BE IT RESOLVED that the Fairfield Board of Education appoints the following Board of Education Officers to the positions as listed below until the next Reorganization Meeting:

Board Secretary  
Custodian of Records

Lyanna Rios  
Lyanna Rios

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Qualified Purchasing Agent	Lyanna Rios
Public Agency Compliance Officer (Public Contracts)	Lyanna Rios
AHERA Coordinator	John Porcino
Affirmative Action Officer	Ray Santana
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

**17. 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;

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

BE IT FURTHER 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
CDWG	Software License and Related Services	89849
Nasco	School and Library Equipment, Supplies and Services	17-FOOD-00267
The Library Store	School and Library Equipment, Supplies and Services	17-FOOD-00264



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<b><u>Vendor</u></b>	<b><u>Goods and/or Services</u></b>	<b><u>State Contract No.</u></b>
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
Howard Technology Solutions	Computers, Software, Supplies, and Services	89976
Dell Marketing, L.P.	Computers Equipment, Peripherals and Related Services	19-TELE-00656
Dell Marketing, L.P.	Software License and Related Services	89850
Dell Marketing, L.P.	Data Communications Equipment	88796
Verizon Business	Data Communications Network Services	85943
Verizon Wireless	Wireless Devices and Services	82583
Grainger	Janitorial and Cleaning Equipment, Supplies, and Services	19-FLEET-00566
Keer Electrical Supplies Co.	Electrical Equipment and Supplies	85583
Linden Electric Wholesalers, Inc.	Electrical Equipment and Supplies	85582
United Electric Supply Co. Inc.	Electrical Equipment and Supplies	85581
Cisco Systems	Data Communications Equipment	87720
Cisco Systems	Computer Equipment, Peripherals and Related Services	89966
Cascade School Supplies	Library and School Supplies	17-FOOD-00243
Public Consulting Group Inc.	Early Intervention Services	17-TELE-00066
Central Jersey Supply Co.	Plumbing and Heating Supplies/Equipment	89796
Kaplan Early Learning Company	Library and School Supplies	17-FOOD-00248
Kurtz Bros.	Library and School Supplies	17-FOOD-00247
Demco	Library and School Supplies	17-FOOD-00246
AV Business Communication Syst	Telecommunications Equipment and Services	80806
EAI Education Eric Armin, Inc.	School and Library Equipment, Supplies and Services	17-FOOD-00258

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<u>Vendor</u>	<u>Goods and/or Services</u>	<u>State Contract No.</u>
Johnstone Supply	Heating, Ventilation and Air Conditioning Parts	41608 and 41605
Triad Security Systems	Maintenance and Repair of Equipment	17-TELE-00228
Brodart Company	Classroom and Library Furniture	83737
BSN Sports, LLC	Furniture and Related Services	16-FLEET-00138
Ben Shaffer Recreation, Inc	Furniture and Related Services	16-FLEET-00135
Core Mechanical	Public Works, Park Equipment and Construction Services	88697
Rich Tree Service, Inc.	Tree Trimming, Pruning and Removal Services	18-DPP-00645
General Recreation, Inc.	Public Works, Park Equipment and Construction Services	16-FLEET-00131
WB Mason Co., Inc.	Office Supplies, Related Items, and Services	0000003
Pitney Bowes, Inc.	Office Supplies, Related Items, and Services	41258
Lakeshore Learning Materials	Library and School Supplies	17-FOOD-00250
NetApp, Inc.	Computers, Software, Supplies, and Services	89977

**18. Petty Cash**

BE IT RESOLVED that the Fairfield Board of Education, in accordance with Policy 6620, establishes the following “petty cash” accounts, maintained on an imprest basis, in the maximum amount of \$300 each, with no single purchase to exceed \$50.00 for the following district administrators:

Superintendent	\$300
Board Secretary	\$300
Stevenson Principal	\$300
Churchill Principal	\$300
Director of Special Services	\$300

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**19. Tax Sheltered Annuity**

BE IT RESOLVED that the Fairfield Board of Education approves the following Tax Sheltered Annuity Programs to operate in the district:

Valic	AXA/Equitable 403B	AXA/Equitable 457B	Security Benefits
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**20. Architect of Record**

BE IT RESOLVED by the Fairfield Board of Education that the firm of DiCara Rubino Architects, 30 Galesi Drive West Wing, Wayne, NJ 07470, is hereby reappointed architects to the Fairfield Board of Education, for the annual school year for the 2020 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.

**21. Bills/Claims/Payrolls**

**Attachment B**

BE IT RESOLVED that the Fairfield Board of Education approves the following Bills and Claims List and Payroll:

Bills and Claims List	\$521,175.85
December 20, 2019 Payroll	\$361,311.03

**22. Treasurer of School Moneys**

BE IT RESOLVED that the Fairfield Board of Education approves reappointment of Mr. Michael Halick as Treasurer of School Moneys for the term starting January 1, 2020 to the next Reorganization Meeting, in accordance with revised state statutes.

**23. Qualified Purchasing**

BE IT RESOLVED that the Fairfield Board of Education sets the Bid threshold at \$40,000 (consistent with current state bidding thresholds) and the Quote threshold at \$6,000 for the 2020 year due to the fact that Ms. Lyanna Rios is a Qualified Purchasing Agent and has been designated as the Purchasing Agent for the Fairfield Board of Education as such until the next Reorganization Meeting.

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**24. Request for Proposal - School Physician Services**

WHEREAS, the Fairfield Board of Education has solicited Requests for Proposal for School Physician Services for the period of January 1, 2020 through December 31, 2020; and

WHEREAS, one proposal was submitted, reviewed and rated based on pertinent criteria; 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;

NOW, THEREFORE, BE IT RESOLVED that the Fairfield Board of Education approves The Doctor's Office Urgent Care of West Caldwell, New Jersey for School Physician Services as needed at the following rates for the period of January 1, 2020 through December 31, 2020.

<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 and Reading	\$25 without reading/\$30 with reading
Chest X-Ray (PA/Lateral)	\$85
Student Physical (without medical homes)	\$50

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**25. Job Descriptions**

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

**26. Adoption of Purchasing Manual**

BE IT RESOLVED that the Fairfield Board of Education adopts the current Purchasing Manual for the 2020 organization year on file in the Office of the Business Administrator.

**All Reorganization Items 1 thru 26:**

Introduced by: Dr. Michael Sapienza      Seconded by: Mr. Brian Egan  
Mr. Brian Egan   Aye; Dr. Michael Sapienza   Aye; Mr. Jeffrey Didyk   Aye  
Motion Carries

**27. OLD BUSINESS**

None

**28. NEW BUSINESS**

None

**29. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

There were no public comments.

**30. NEXT MEETING:**

BE IT RESOLVED that the next meeting will be held on January 30, 2020. Executive Session at 7:00 PM; Public Session at 7:30 PM in the Library of Stevenson School.

**31. ADJOURNMENT**

There being no further business before the Board, the meeting adjourned at 7:52 PM.

Motioned by: Mr. Brian Egan      Seconded by: Dr. Michael Sapienza  
Mr. Brian Egan   Aye; Dr. Michael Sapienza   Aye; Mr. Jeffrey Didyk   Aye  
Motion Carries



## FAIRFIELD TOWNSHIP BOARD OF EDUCATION

**BOARD MEETING SCHEDULE 2020**

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

January 7, 2020	Tuesday	Reorganization Meeting
January 30, 2020	Thursday	Regular Meeting
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March 19, 2020	Thursday	Regular Meeting Adoption of Tentative Budget
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June 16, 2020	Tuesday	Regular Meeting
August 6, 2020	Thursday	Regular Meeting
*August 25, 2020	Tuesday	Regular Meeting
September 22, 2020	Tuesday	Regular Meeting
October 27, 2020	Tuesday	Regular Meeting
November 24, 2020	Tuesday	Regular Meeting Audit Presentation
December 22, 2020	Tuesday	Regular Meeting

\* Tentative Date if needed for new hires