

Fairfield Board of Education
Reorganization Meeting Minutes
Thursday, January 6, 2022
7:30 P.M. in the Churchill School Gym
(No virtual option)

Attachment B

*The meeting was called to order at 7:30 P.M., 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 Township Clerk, and a notice to The Passaic Herald (The Herald News) and The Progress.

“Please join us for the Pledge of Allegiance”

*Please remain standing for a moment of silence as we remember
one of our students, Mark Ibrahim, who we recently lost.*

BOARD MEMBERS PRESENT: Mr. Brian Egan, Mr. Pat Freda, Mr. Anthony DePascale,
Mr. Jeffrey Didyk and Ms. Andrea Bellise Jandoli

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

I. REVIEW OF ELECTION RESULTS

1. Ms. Rios reported on the Tuesday, November 2, 2021 School Board Member Election:

~~One~~ Two seats for a 3-Year Board Membership (seats expire **December 31, 2023**)

Mr. Pat Freda	ELECTED with 1,469 votes
Ms. Andrea Bellise Jandoli	ELECTED with 1,268 votes

2. Ms. 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. Nominations from Board Members for President of the Board:

Mr. Pat Freda nominated by Mr. Brian Egan

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

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

Mr. Pat Freda was elected President of the Board for the 2022 term.

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

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

Mr. Anthony DePascale nominated by Mr. Pat Freda

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

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

Mr. Anthony DePascale was elected Vice-President of the Board for the 2022 term.

11. Mr. Pat Freda took the Gavel and President's Seat and presided over the rest of the meeting.

II. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

There were no public comments.

III. REORGANIZATION ITEMS FOR THE 2022 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
Brian Egan	On 3 Year Cal Schedule	Reorg Mtg. Jan 2024	November 2023
Anthony DePascale	On 3 Year Cal Schedule	Reorg Mtg. Jan 2024	November 2023
Pat Freda	On 3 Year Cal Schedule	Reorg Mtg. Jan 2025	November 2024
Andrea Bellise Jandoli	On 3 Year Cal Schedule	Reorg Mtg. Jan 2025	November 2024
Jeffrey Didyk	On 3 Year Cal Schedule	Reorg Mtg. Jan 2023	November 2022

*All Board Member Seats will be from January 1st to December 31st 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 judgment 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 2022 organizational year.

Committee	Chairperson	Member
Buildings & Grounds	Brian Egan	Jeffrey Didyk
Curriculum/Technology	Pat Freda	Anthony DePascale
Finance	Brian Egan	Anthony DePascale
Negotiations	Pat Freda	Jeffrey Didyk
Personnel		Jeffrey Didyk
Policy	Anthony DePascale	
Special Education	Anthony DePascale	
Liaison: HSA/Public Relations		Anthony DePascale
Liaison: Fairfield Township	Pat Freda	Brian Egan
NJ School Boards Delegate	Brian Egan	N/A
Essex School Boards/Legislative	Anthony DePascale	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 2022 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. Payroll Certification

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

8. 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 as follows:

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January 6, 2022	Thursday	Reorganization Meeting
January 20, 2022	Thursday	Regular Meeting
February 15, 2022	Tuesday	Regular Meeting
March 15, 2022	Tuesday	Regular Meeting Adoption of Tentative Budget
April 28, 2022	Thursday	Regular Meeting Public Hearing and Adoption of Budget
May 24, 2022	Tuesday	Regular Meeting
June 14, 2022	Tuesday	Regular Meeting
August 23, 2022	Tuesday	Regular Meeting
September 20, 2022	Tuesday	Regular Meeting
October 18, 2022	Tuesday	Regular Meeting
November 15, 2022	Tuesday	Regular Meeting and Audit Presentation
December 13, 2022	Tuesday	Regular Meeting

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

9. Architect of Record

WHEREAS, a Request for Proposal was completed and on January 4, 2022 the Business Administrator/Board Secretary received and opened four proposal(s) for Architectural Services from the following:

Firm	Proposed Fee
FKA Architects	Principal - \$175/hour
DiCara Rubino	Principal - \$175/hour
The Musial Group	Principal - \$195/hour
LAN Associates	Principal- \$190/hour

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

NOW, THEREFORE, BE IT RESOLVED by the Fairfield Board of Education that the Architectural Firm of DiCara Rubino from Wayne, NJ is hereby appointed as the Architect to the Fairfield School District Board of Education until the next Reorganization Meeting at the rates listed below:

Job Description	Proposed Fee
Principal	\$175/hour
Project Manager/Coordinator	\$150/hour

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Job Description	Proposed Fee
Associate	\$165/hour
Project Architect	\$140/hour
Project Engineer	\$140/hour
Designer/Consultant	\$125/hour
Production/Draftsman	\$100/hour
Administrative Support	\$45/hour

10. Auditing Firm

WHEREAS, a Request for Proposal was completed and on January 4, 2022 the Business Administrator/Board Secretary received and opened one proposal(s) 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; and

NOW, THEREFORE, BE IT RESOLVED by the Fairfield Board of Education that the auditing firm of Nisivoccia, LLP from Mt. Arlington, NJ 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 \$28,050 for the audit of the fiscal year ending June 30, 2022 and a blended hourly rate of \$195 for additional services as needed.

11. Law Firm

WHEREAS, a Request for Proposal was completed and on January 4, 2022 the Business Administrator/Board Secretary received and opened five proposal(s) for Legal Services from the following:

Firm	Proposed Fee
AG&L	\$165/hour
Machado Law Group, LLC	\$155/hour
Comegno Law Group, P.C.	\$175/hour
Inglesino Webster Wyciskala Taylor, LLC	\$170/hour
Plosia Cohen Law Firm	\$165/hour

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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

NOW, THEREFORE, BE IT RESOLVED by the Fairfield Board of Education that the firm of Machado Law Group, LLC from Springfield, NJ 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 \$77.50 per hour for paralegals.

12. **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 remainder of the 2021-2022 school year at the following rates:

Description of Service	Rates
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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13. 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 2022 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 \$6,600) without the vendor signing a declaration for receipt of payment.

14. Bills/Claims/Payrolls

Attachment B

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

December 15, 2021 Payroll	\$399,799.35
December 23, 2021 Payroll	\$385,649.10

15. Job Descriptions

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

16. Adoption of Purchasing Manual

BE IT RESOLVED that the Fairfield Board of Education adopts the current Purchasing Manual for the 2021-2022 school year on file in the Office of the Business Administrator.

17. Substitute Services Rates

BE IT RESOLVED that the Fairfield Board of Education confirms the rates of pay below, effective January 1, 2022 for the following Substitute Services until the next Reorganization meeting:

Secretary	\$13.21 per hour
All Aides (Instructional/Playground)	\$13.00 per hour
Custodial Summer Help	\$13.00 per hour

18. Stevenson School Electrical Upgrade

WHEREAS, the Board of Education of Fairfield in the County of Essex, New Jersey (the “Board”), desires to proceed with a school facilities project consisting generally of Electrical Upgrades at Adlai E. Stevenson School.

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WHEREAS, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Fairfield in the County of Essex, New Jersey, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic and Final Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Essex County Superintendent of Schools and the New Jersey Department of Education for approval. This project is designated "Other Capital" and the Board is not seeking state funding.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project.

Section 4. This resolution shall take effect immediately.

All Reorganization Items 1 thru 18:

Introduced by: Mr. Brian Egan Seconded by: Ms. Andrea Bellise Jandoli

Mr. Egan: Aye Mr. Freda: Aye Mr. DePascale: Aye Mr. Didyk: Aye

Ms. Bellise Jandoli: Aye

Motion Carries

IV. OLD BUSINESS

Mr. Brian Egan suggested using town hall facilities and equipment to televise the Board meetings.

Item #4, Committee Appointments, will be tabled until the next Board meeting.

V. NEW BUSINESS

None

VI. COMMITTEE REPORTS

None



FAIRFIELD TOWNSHIP BOARD OF EDUCATION

BOARD MEETING SCHEDULE 2022

Public Meetings begin at approximately **7:30 PM**
tentatively in the gym at Churchill School, 233 Fairfield Road, Fairfield, NJ 07004

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