

BOARD

#1B

RESOLUTION NO. 25366

APPROVAL OF ATTENDANCE AND TRAVEL TO THE NEW JERSEY SCHOOL BOARDS MANDATED TRAINING FOR NEW BOARD MEMBERS

BE IT RESOLVED, the Fort Lee Board of Education approves the **attendance and travel expenditures for Candace Romba, Esther Han Silver, Holly Morell and David Sarnoff, board members to attend the New Jersey School Boards Mandated Training** and incidental expenses for reimbursement per the GSA rate for each of the following attendees.

GSA Rates		Dates	Tolls/Mileage	Registration	
NJ	Mountain Lakes, New Jersey	Candace Romba Esther Han Silver	2-2-2013 2-2-2013	\$20 \$20	
	Princeton, New Jersey	Holly Morell David Sarnoff	3-8 to 3-10-2013	\$54 \$54	
	Ewing, New Jersey	Candace Romba David Sarnoff	1-18-2013 1-18-2013	\$50 \$50	
	Mercerville, New Jersey	Holly Morell	1-26-2013	\$50	\$125

DATED: January 14, 2013
(As Amended)

*Please note that Mrs. Esther Han Silver, Mrs. Holly Morell, Mrs. Candace Romba and Mr. David Sarnoff abstained from themselves.

Motion by: Mr. Peter Suh

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER				X
MR. CARMELO LUPPINO			X	
MRS. HOLLY MORELL				X
MRS. CANDACE ROMBA				X
MR. DAVID SARNOFF				X
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

ADOPT CURRICULUM FOR THE PERIOD OF JANUARY 2013 TO JUNE 2013

BE IT RESOLVED, BY THE BOARD OF EDUCATION IN THE BOROUGH OF FORT LEE IN THE COUNTY OF BERGEN, and upon the recommendation of the Superintendent of Schools, that it hereby adopts the following curriculum on file as supplemented by the New Jersey State Core Curriculum Content Standards for the period of January 2013 to June 2013:

- Mathematics
- Science
- Social Studies
- World Language
- Bilingual/English as a Second Language
- Language Arts
- Practical Arts
- Fine and Performing Arts
- Business
- Health and Physical Education
- Gifted and Talented
- School Counseling

DATED: January 14, 2013

Motion by: Mr. Peter Suh

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO			X	
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

**ADOPT THE BYLAWS AND POLICIES OF THE BOARD OF EDUCATION
FOR THE CALENDAR YEAR 2013**

RESOLVED, BY THE BOARD OF EDUCATION IN THE BOROUGH OF FORT LEE IN THE COUNTY OF BERGEN, as follows:

1. That the Current Bylaws and Policies of the Board of Education of the Borough of Fort Lee in the County of Bergen adopted and amended as needed, be and the same are hereby confirmed, ratified and approved and supersede any prior policy, bylaw, and regulation.
2. That the said Bylaws, Policies, and Regulations as described in paragraph 1 above, shall remain in full force and effect for 2013 calendar year.

DATED: January 14, 2013

Motion by: Mr. Peter Suh

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO			X	
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

**APPROVING THE AMENDED SCHEDULE OF BOARD MEETINGS FOR THE 2013
CALENDAR YEAR, JANUARY 1, 2013 THROUGH DECEMBER 31, 2013**

**BE IT RESOLVED BY THE FORT LEE BOARD OF EDUCATION OF THE BOROUGH OF
FORT LEE IN THE COUNTY OF BERGEN, as follows:**

**FORT LEE BOARD OF EDUCATION
2175 LEMOINE AVE., 6TH FL
FORT LEE, NEW JERSEY 07024**

The Fort Lee Board of Education at the Public Work Session held on Monday, January 28, 2013 adopted the following amended schedule of board meetings for the 2013 Calendar Year:

PRIVATE WORK SESSIONS

Will be held prior to the Regular Business Meetings at 7:00 PM, in the High School Staff Development Center, 3000 Lemoine Avenue:

Monday, January 14, 2013	Monday, July 15, 2013
Monday, January 28, 2013	Monday, July 29, 2013
Monday, February 11, 2013	Monday, August 12, 2013
Monday, February 25, 2013	Monday, August 26, 2013
Monday, March 11, 2013	Monday, September 9, 2013
Thursday, March 28, 2013	Monday, September 23, 2013
Monday, April 15, 2013	Monday, October 7, 2013
Monday, April 29, 2013	Monday, October 21, 2013
Monday, May 6, 2013	Monday, November 4, 2013
Monday, May 20, 2013	Monday, November 18, 2013
Monday, June 10, 2013	Monday, December 9, 2013
Monday, June 24, 2013	

No official action will be taken at the aforesaid meetings.

PUBLIC WORK SESSIONS

8:00 PM, High School Auditorium, 3000 Lemoine Avenue

Monday, January 14, 2013	Monday, July 15, 2013
Monday, February 11, 2013	Monday, August 12, 2013
Monday, March 11, 2013	Monday, September 9, 2013
Monday, April 15, 2013	Monday, October 7, 2013
Monday, May 6, 2013	Monday, November 4, 2013
Monday, June 10, 2013	

Official action may be taken. The purpose of these meetings is for a Board of Education Work Session.

REGULAR BUSINESS MEETINGS

8:00 PM, High School Auditorium, 3000 Lemoine Avenue

Monday, January 28, 2013
Monday, February 25, 2013
Thursday, March 28, 2013
Monday, April 29, 2013
Monday, May 20, 2013
Monday, June 24, 2013

Monday, July 29, 2013
Monday, August 26, 2013
Monday, September 23, 2013
Monday, October 21, 2013
Monday, November 18, 2013
Monday, December 9, 2013

Official action will be taken. The purpose of these meetings is for a Board of Education Work Session.

1. The Secretary of this Board is hereby authorized and directed to (a) post and maintain posted throughout the year on the Board's officially designated public bulletin board the schedule of the regular meetings of this Board as described in paragraphs nos. 1, 2, and 3 (b) mail a copy of said schedule of meetings to The Record, The Star Ledger, and the Fort Lee Suburbanite, newspapers circulated in the School District; (c) file a copy of said schedule of meetings with the Clerk of the Borough of Fort Lee; (d) the Board's designated online media outlet Fort Lee Patch.com. (d) do all that is necessary to comply with the Open Public Meetings Act (Chapter 231, Laws of 1975) to the end that adequate notice of such public meetings, pursuant to such statute, be given according to law.
2. In addition to the aforesaid meetings, the Board of Education will hold such other meetings as the public business may require, but pursuant to and with such additional notice as is required by the said Open Public Meetings Act.
3. Please note all public work sessions and regular business meetings will be recorded and televised on Time Warner Cable and the district website.

DATED: January 14, 2013
(As Amended)

Motion by: Mr. Peter Suh

Seconded by: Mrs. Candace Romba

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO			X	
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

CURRICULUM & INSTRUCTION COMMITTEE

#1CUR

RESOLUTION NO. 25370

APPROVAL OF CLASS TRIPS AT NO COST TO THE DISTRICT

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the **class trips** listed on the attached summary.

DATED: January 14, 2013
Attachment

Motion by: Mr. David Sarnoff

Seconded by: Mrs. Holly Morell

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO			X	
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

**CLASS TRIPS
BOARD AGENDA OF 1/14/13**

Teacher Name	District Location	Grade/Dept	Destination	City/State	Trip Date	Number of Pupils	Cost to District	Total Cost To Pupil	Notes
Sidorsky, H.,	MS	7th Grade	Medieval Times	Lyndhurst, NJ	2/15/2013	90	N/A	\$40.75	
Accetta, C., DiFalco, C., Green, L., Grossman, A., Morales, N.	S#1	4th Grade	Silver Pond Restaurant	Fort Lee, NJ	2/13/2013	85	N/A	N/A	
Oliver, K., Lombardo, D.	HS	12th Grade	Teen PEP Winter Retreat	Fort Lee, NJ	2/8/2013	17	N/A	N/A	
Spahn, C., Hanley, M.	MS	8th Grade	The Hobbit-Garden State Plaza	Paramus, NJ	1/18/2013 (date revision)	90	N/A	\$12.02	
TOTAL								\$0.00	

ACCEPTANCE OF THE 2011-2012 AUDIT

BE IT RESOLVED, that the Fort Lee Board of Education, upon the recommendation of the Interim Superintendent of Schools, hereby approves the acceptance of the **Audit Report for the year ending June 30, 2012** as prepared by Ferraioli, Wielkotz, Cerullo & Cuva, PA, certified public accountants.

BE IT FURTHER RESOLVED, that a copy of this resolution, together with a copy of the synopsis of the Audit Report, will be filed with the County Superintendent of Schools.

DATED: January 14, 2013
Attachment

Motion by: Mr. Joseph Surace

Seconded by: Mr. Peter Suh

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO			X	
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

**SYNOPSIS OF AUDIT
BOROUGH OF FORT LEE
BOARD OF EDUCATION
JUNE 30, 2012**

FORT LEE BOARD OF EDUCATION
Balance Sheet
Governmental Funds
June 30, 2012

	General Fund	Special Revenue Fund	Capital Projects Fund	Total Governmental Funds
ASSETS				
Cash and cash equivalents				
Checking	3,522,348			3,522,348
Accounts Receivable -				
Interfunds	428,209			428,209
Intergovernmental - Federal		687,500		687,500
Intergovernmental - State	883,341		966,198	1,849,539
Other receivables	5,632			5,632
Prepaid Expenses	115,479			115,479
Prepaid Rent	20,230			20,230
Restricted cash and cash equivalents				
Capital reserve	2,588,639			2,588,639
Emergency reserve	250,000			250,000
Total assets	7,813,878	687,500	966,198	9,467,576
LIABILITIES AND FUND BALANCES				
Liabilities:				
Deficit in cash			1,467,704	1,467,704
Accounts payable	738,275	161,089	338,336	1,237,700
Intergovernmental accounts payable - State		112,934		112,934
Intergovernmental accounts payable - Local	19,148			19,148
Accrued salaries & benefits	482			482
Interfund payables	46,170	412,478		458,648
Deferred revenue	2,250	999		3,249
Total liabilities	806,325	687,500	1,806,040	3,299,865
Fund Balances:				
Restricted for:				
Excess Surplus - current year	236,643			236,643
Excess Surplus - prior year - designated for subsequent year's expenditures	127,926			127,926
Capital reserve account	2,588,639			2,588,639
Emergency reserve account	250,000			250,000
Committed to:				
Year-end Encumbrances	1,182,757			1,182,757
Assigned to:				
Designated by the BOE for subsequent year's expenditures	1,315,959			1,315,959
Capital projects fund			(839,842)	(839,842)
Unassigned:				
General Fund	1,305,629			1,305,629
Total Fund balances	7,007,553	-	(839,842)	6,167,711
Total liabilities and fund balances	7,813,878	687,500	966,198	

Amounts reported for governmental activities in the statement of net assets (A-1) are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. The cost of the assets is \$39,029,186 and the accumulated depreciation is \$24,805,633

14,223,553

Accrued liability for interest on long-term debt is not due and payable in the current period and is not reported as a liability in the funds

(3,823)

Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds (see Note 7)

(6,135,017)

Net assets of governmental activities

14,252,424

The accompanying Notes to Basic Financial Statements are an integral part of this statement.

FORT LEE BOARD OF EDUCATION
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
Fiscal Year Ended June 30, 2012

	General Fund	Special Revenue Fund	Capital Projects Fund	Total Governmental Funds
REVENUES				
Local sources:				
Municipal tax levy	51,250,762			51,250,762
Interest Earned on Capital Reserve Funds	497			497
Miscellaneous	483,649	6,572		490,221
Total - Local Sources	51,734,908	6,572	-	51,741,480
State sources	6,494,449	114,260	663,113	7,271,822
Federal sources	109,786	1,612,812		1,722,598
Total revenues	58,339,143	1,733,644	663,113	60,735,900
EXPENDITURES				
Current:				
Regular instruction	16,415,016	1,271,715		17,686,731
Special education instruction	3,799,173			3,799,173
Other special instruction	1,965,408			1,965,408
School sponsored/other instructional	782,915			782,915
Support services and undistributed costs:				
Tuition	3,315,783			3,315,783
Attendance and social work services	222,456			222,456
Health services	662,070			662,070
Student & instruction related services	5,460,938	461,929		5,922,867
School administrative services	2,167,907			2,167,907
General administrative services	1,191,334			1,191,334
Central services & administrative information technology	741,121			741,121
Plant operations and maintenance	4,149,469			4,149,469
Pupil transportation	1,451,533			1,451,533
Unallocated benefits	8,671,325			8,671,325
On-behalf contributions	4,288,366			4,288,366
Capital outlay	388,388		1,658,271	2,046,659
Total expenditures	55,673,202	1,733,644	1,658,271	59,065,117
Excess (Deficiency) of revenues	2,665,941	-	(995,158)	1,670,783
OTHER FINANCING SOURCES (USES)				
Transfers in	334,958			334,958
Transfers out			(334,958)	(334,958)
Total other financing sources and uses	334,958	-	(334,958)	-
Net change in fund balances	3,000,899	-	(1,330,116)	1,670,783
Fund balance—July 1	4,006,654		490,274	4,496,928
Fund balance—June 30	<u>7,007,553</u>	<u>-</u>	<u>(839,842)</u>	<u>6,167,711</u>

The accompanying Notes to Basic Financial Statements are an integral part of this statement.

BOROUGH OF FORT LEE
BOARD OF EDUCATION

FINDINGS AND RECOMMENDATIONS

Administrative Practices and Procedures

None

Financial Planning, Accounting and Reporting

Finding: Expenditures in the following category were not charged to the appropriate line item account in accordance with the Uniform Minimum Chart of Accounts for New Jersey Public Schools: Required Maintenance.

Recommendation: The District should reference the *Uniform Minimum Chart of Accounts for New Jersey Public Schools, 2012 Edition* and other available reference materials, such as the Budget Guidelines for the proper classifications required to be in compliance with N.J.A.C. 6A:23-2.3(f).

School Purchasing Programs

None

School Food Service

None

Student Activity Fund

Finding: Receipts collected at athletic events are not being properly deposited as required by N.J.A.C. 6A:23A-16.12.

Recommendation: That all receipts be deposited promptly.

Application for State School Aid

None

Pupil Transportation

None

**BOROUGH OF FORT LEE
BOARD OF EDUCATION**

FINDINGS AND RECOMMENDATIONS, (CONTINUED)

Facilities and Capital Assets

None

Miscellaneous

None

Follow-up on Prior Year Findings

None

ACCEPTANCE OF CORRECTIVE ACTION PLAN

BE IT RESOLVED, that the Audit Report for the year ending June 30, 2012 as prepared by Ferraioli, Wielkocz, Cerullo & Cuva, PA, certified public accountants, was accepted by this Board on January 14, 2013;

BE IT FURTHER RESOLVED, that the Audit contains recommendations which were read and discussed at the public meeting as indicated on the **Corrective Action Plan** attached to this resolution;

BE IT FURTHER RESOLVED, that the Business Administrator/Board Secretary of this Board is hereby directed to proceed as indicated in said Corrective Action Plan;

BE IT FURTHER RESOLVED, that a copy of this resolution, together with a copy of the synopsis of the Audit Report and the Corrective Action Plan, will be filed with the County Superintendent of Schools.

DATED: January 14, 2013
Attachment

Motion by: Mr. Joseph Surace

Seconded by: Mr. Peter Suh

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO			X	
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

CORRECTIVE ACTION PLAN

NAME OF SCHOOL Fort Lee Public Schools COUNTY Bergen
 TYPE OF AUDIT Comprehensive Annual Financial Report 2012
 DATE OF BOARD MEETING 12/17/2012
 CONTACT PERSON Cheryl Balletto
 TELEPHONE NUMBER 201-585-4600

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	Expenditures in the following category were not charged in accordance with the Uniform Minimum Chart of Accounts for New Jersey Public Schools Required Maintenance	The business administrator has reviewed the category with the auditor to ensure compliance.	Business Administrator	12/31/2012
2	Receipts collected at athletic events are not properly deposited as required by law	The business administrator will institute a procedure to ensure timely deposits	Business Administrator/ Athletic Director	12/31/2012

CHIEF SCHOOL ADMINISTRATOR

DATE

BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

DATE

cc: County Superintendent

PERSONNEL COMMITTEE

#1P

RESOLUTION NO. 25373

APPROVAL - STAFF TRIPS AND CONFERENCES
TOTALING \$773.36

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the **attendance of staff members at the conferences** listed on the attached summary.

DATED: January 14, 2013
Attachment
(As Amended)

Motion by: Mr. David Sarnoff

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO			X	
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			

**STAFF TRIPS AND CONFERENCES
BOARD AGENDA OF 1/14/13**

First	Last Name	District Location	Conference	City, State	Dates	Total Cost Not to Exceed
Judith	Metcalfe	HS	AP Workshop-College Board	New York, NY	1/28/2013	\$180.00
Steve	Engravalle	CO	NJASA Representative Assembly	Trenton, NJ	3/18/2013	\$36.51
Steve	Engravalle	CO	NJASA Technology Committee Meetings	Trenton, NJ	3/7 & 5/9/2013	\$73.02
Sharon	Amato	CO	NJASA Techspo Conference	Atlantic City, NJ	1/31-2/1/2013	\$593.36
Steve	Engravalle	CO	NJASA Techspo Conference	Atlantic City, NJ	1/31-2/1/2013	\$458.15
Johanna	Barrabee	S#1	Region V -Classifying Speech Students	Oradell, NJ	1/29/2013	N/A
Christine	Romano	S#4 & FLECC	Region V Yoga in the Classroom	Harrington Park, NJ	3/12/2013	N/A
Johanna	Barrabee	S#1	Region V-Using Apps and iPad for AAC Device	TBD	2/4/2013	N/A
Diane	Baker	CO	Social Studies Round Table	Cresskill, NJ	1/16/2013	N/A
Steve	Engravalle	CO	Superintendents' Strategy Summit	New York, NY	1/17-18/2013	\$98.55
TOTAL						\$1,439.59

**APPOINTMENT OF THERESA KAVANAGH AS PRESCHOOL AUTISTIC TEACHER
AT FORT LEE EARLY CHILDHOOD CENTER**

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education hereby approves the appointment of **Theresa Kavanagh as Preschool Autistic Teacher at Fort Lee Early Childhood Center**, for the 2012-2013 school year, to be placed at **Step 1, Class BA**, on the 2012-2013 Teachers' Guide, at a salary of **\$54,000.00 pro-rated**, effective January 15, 2013.

BE IT FURTHER RESOLVED, that contingent upon approval of **Theresa Kavanagh** to be appointed to the teaching position at Fort Lee Early Childhood Center, the Board **accepts the resignation of Theresa Kavanagh as a Classroom Aide at the Fort Lee Early Childhood Center**, effective January 14, 2013.

NOW THEREFORE, BE IT RESOLVED, that this appointment is expressly contingent upon **Theresa Kavanagh** executing the Board's customary employment contract, containing a thirty (30) day termination clause.

DATED: January 14, 2013

Motion by: Mr. David Sarnoff

Seconded by: Mrs. Esther Han Silver

Motion Passed

Motion Failed

ROLL CALL	AYES	NAYS	ABSENT	ABSTAINED
MRS. ESTHER HAN SILVER	X			
MR. CARMELO LUPPINO			X	
MRS. HOLLY MORELL	X			
MRS. CANDACE ROMBA	X			
MR. DAVID SARNOFF	X			
MR. PETER SUH	X			
MR. JOSEPH SURACE	X			
MS. HELEN YOON	X			
MR. YUSANG PARK	X			