

**FORT LEE BOARD OF EDUCATION
FORT LEE, NEW JERSEY**

MINUTES

**PUBLIC BUSINESS MEETING
October 14, 2019
FORT LEE HIGH SCHOOL – MEDIA CENTER
6:30 P.M.**

CALL TO ORDER BY THE PRESIDENT

The meeting was called to order at 6:50 p.m. by Mrs. Han Silver.

FLAG SALUTE

The Flag Salute was led by Ms. Cho.

PUBLIC ANNOUNCEMENT

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, the Fort Lee Board of Education has caused notice of this meeting to be published on January 16, 2019 and posted in the entrance hall of the Board Office, 2175 Lemoine Avenue; published in the Board's designated online media outlet/newspaper: The Record and the Gold Coast Life; filed with the Clerk of the Borough of Fort Lee; and mailed to all persons, if any, who have requested said notice. Please be advised that this meeting is being taped and will be broadcasted on local TV and the district's website at a future date.

ROLL CALL

Present: Ms. Elisa Cho, Ms. Paula K. Colbath, Mr. Ralph DiMeglio, Mrs. Holly Morell, Mrs. Kristen Richter, Mrs. Candace Romba, Mr. Michael Rubino, Mrs. Lauran Tuck, Mrs. Esther Han Silver

Also Present: Mr. Kenneth Rota, Dr. Sharon Amato, Ms. Haquisha Q. Taylor, Mr. Dennis McKeever, Attorney

EXECUTIVE SESSION

MOTION by Mrs. Romba, seconded by Mrs. Morell, at 6:54 p.m., to move into Executive Session.

MOTION carried unanimously upon voice vote, 9-0.

The Board reconvened into the Public Meeting at 7:31 p.m.

REPORT OF THE SUPERINTENDENT OF SCHOOLS

Mr. Rota shared that there were seven (7) HIB investigations. One (1) was founded.

Mr. Rota shared that the Fire and Security Drills for September are posted on the website.

Mr. Rota reported that the annual School Self-Assessment for Determining Grades under the Anti-bullying Bill of Rights presentation would be shared tonight. The highest possible score is 78. Copies of the Self-Assessment can be found on the district website.

Mr. Rota introduced Mrs. Carrubba and Dr. Amato to present testing scores.

Dr. Amato and Mrs. Carrubba gave a presentation on our 2018-2019 Standardized Testing Results. The presentation will be posted on our website.

COMMITTEE REPORTS

Ms. Colbath shared that the Policy Committee met at 7:00 a.m. on Tuesday, October 8th and on tonight's agenda there are about a dozen policies.

Ms. Colbath further shared that there are two (2) policies that were recommended by the outside policy agency, Strauss Esmay, which we did not choose to adopt. They are: 1. Media and Relations and 2. PTA's. The committee decided our current policies on these matters were more comprehensive.

Ms. Colbath further shared that class size guidelines were discussed. Mr. Rota has agreed to do some research on this policy.

Mr. DiMeglio shared that the Negotiations Committee met and will be meeting again on Monday, October 21st.

PUBLIC WORK SESSION

None.

HEARING OF CITIZENS - QUESTIONS AND COMMENTS FROM THE PUBLIC ON ITEMS LISTED ON TONIGHT'S AGENDA AND ANY OTHER TOPIC OF CONCERN

MOTION by Ms. Cho, seconded by Mrs. Tuck, to open the floor to the public, 8:13 p.m.

MOTION carried unanimously upon voice vote, 9-0.

School No. 3 parent congratulated the Board on the Ribbon Cutting ceremony and opening of the Lewis Intermediate School.

Sarah Kriksciun, School No. 3 parent, applauded and thanked the Board and Mr. Rota for their increased communication with the parents as it pertains to the class size concerns at School No. 3.

MOTION by Mrs. Morell, seconded by Mr. Rubino, to close the floor to the public, 8:18 p.m.

MOTION carried unanimously upon voice vote, 9-0.

RESOLUTIONS

BOARD

1B THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, approves the following minutes:

Public Business Meeting Minutes	September 23, 2019
Private Executive Meeting Minutes	September 23, 2019

2B WHEREAS, the Fort Lee Board of Education has received the Superintendent's report of incident(s) of Harassment/Intimidation/Bullying ("HIB") within the District; and

WHEREAS, the Board has had the opportunity to review the Superintendent's recommendations with respect to the incident(s) of HIB.

NOW, THEREFORE BE IT RESOLVED, that the Board accepts the Superintendent's recommendations.

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:37-15(d), the Superintendent of Schools shall inform the applicable parents/guardians of the students involved in these incidents with the following information within five school (5) days of this Board meeting:

1. The nature of the investigation;
2. Whether the District found evidence of HIB;
3. Whether discipline was imposed;
4. Whether services were provided to address the incident of HIB.

MOTION by Mrs. Morell, seconded by Mrs. Tuck, that the Fort Lee Board of Education approves items #1B through #2B.

MOTION carried unanimously upon roll call vote, 9-0.

COMMITTEE OF THE WHOLE

1CW THEREFORE BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education approves the **submission of the Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act** for the Fort Lee School District for 2018-2019 to be sent to the New Jersey Department of Education, as per the attached summary. [See Appendix Page 11](#)

MOTION by Mrs. Romba, seconded by Mrs. Richter, that the Fort Lee Board of Education approves item #1CW.

MOTION carried unanimously upon roll call vote, 9-0.

CURRICULUM & INSTRUCTION

1CUR THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves **class trips** listed in the attached summary. *See Appendix Page 10*

2CUR THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the **following additional out-of-district placements for the 2019-2020 school year**:

Student	Placement	Dates	Tuition/Costs
#99000228	Today's Learning Center (TLC) for Exceptional Children 199 Scoles Avenue Clifton, NJ 07012	9/5/19 – 11/1/19 (As amended)	Prorated Tuition of \$8,360.00 (\$209.00 per half diem) Annual Transportation Cost: \$11,800.00 (\$200.00 per diem)
#27001	BCSS Washington Emerson Villano School 175 Linwood Avenue Emerson, NJ 07630	9/12/19 – 6/26/20	Annual Tuition of \$82,620.00 Annual Transportation Cost: \$39,550.00 (\$226.00 per diem)

MOTION by Mrs. Richter, seconded by Mrs. Romba, that the Fort Lee Board of Education approves items #1CUR through #2CUR.

MOTION carried unanimously upon roll call vote, 9-0.

FINANCE

1F THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, has received and accepts the **financial reports of the Secretary and Treasurer of School Monies for the month ending August 2019** and certifies that the reports indicate that no major account or fund is over expended in violation of N.J.A.C. 6:20-2.13 and that sufficient funds are available to meet the district's financial obligations for the remainder of the school year. *See Appendix Page TBD*

2F THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, confirms the **line item transfers for the month of August 2019**. In order to accomplish the aforesaid purpose, the Business Administrator was authorized to transfer the amount of money into and out of the line items set forth on the attached schedule. *See Appendix Page TBD*

3F THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the payment of the claims on the current **bills list in the amount of \$5,670,452.10 for October 2019 checks**. *See Appendix Page 20*

4F THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the payment of the claims on the current **Cafeteria bills list in the amount of \$124,848.10 for October 2019 checks**. *See Appendix Page 61*

5F **WHEREAS**, the Fort Lee Board of Education, hereafter referred to as "**Educational Facility**" is a member of the School Alliance Insurance Fund, hereinafter referred to as "**Fund**"; and

WHEREAS, said renewal membership terminates as of July 1, 2019 at 12:01 a.m. standard time, unless earlier renewed by agreement between the **Educational Facility** and the **Fund**; and

WHEREAS, the **Educational Facility** is afforded the following types of coverages:

- Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
- Excess Liability (AL/GL)
- School Leaders Professional Liability
- Excess Liability (SLPL)

WHEREAS, the **Educational Facility** desires to renew said membership;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The **Educational Facility** agrees to renew its membership in the **Fund** for a period of three years beginning July 1, 2019, and ending July 1, 2022 at 12:01 a.m. eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the **Fund** presently existing or as from time to time amended by the **Fund** and/or the Department of Banking and Insurance.

2. The **Educational Facility's** Business Official, Haquisha Q. Taylor, is hereby appointed as the **Educational Facility's** Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the **Fund** the **Educational Facility's** renewal of its membership. *(Amended)*

6F **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, authorizes the Business Administrator/Board Secretary to utilize **joint transportation services with the Leonia Public Schools Board of Education** for out-of-district transportation of students at a cost not to exceed \$92,160.00 for the 2019-2020 school year. *See Appendix Page 15*

7F **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, authorizes the Business Administrator/Board Secretary to **renew all transportation contracts with Cliffside Park, as amended**, for the 2019-2020 school year as follows. This resolution supersedes Resolution No. 29799 dated August 26, 2019. *See Appendix Page 12*

Route #	Contract Amount
Cliffside Park 1 Summer	\$ 28,355
Cliffside Park 2	\$403,080

Total Contract Amount	\$431,435
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MOTION by Ms. Cho, seconded by Mr. DiMeglio, that the Fort Lee Board of Education approves items #1F through #7F.

MOTION carried unanimously upon roll call vote, 9-0, with exception. Mrs. Richter abstained on item #6F.

PERSONNEL

- 1P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the attendance of staff members at the **staff trips/conferences** listed on the attached summary. *See Appendix Page 59*

- 2P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the following **resignation**:

<u>RESIGNATIONS</u>			
Employee	Position	Location	Effective Date
Peter Crawley	Assistant Business Administrator	CO	1/02/20

3P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the following **appointments for the 2019-2020 school year**, pending verification of employment:

APPOINTMENTS						
First Name	Last Name	Position	Loc	Position Control #	Annual Salary (Prorated and Pending Negotiations)	Effective Date
Lina	Giraldo	Instructional Aide Grades 5-6 LLD (.83)	LFCIS	05-9101-88	\$21,019.00 Step 1/ Degreed	10/15/19
Vjollca	Braha-Ahmeti	Personal Aide Grade 5 1:1 (.83)	LFCIS	05-9101-97	\$21,019.00 Step 1/ Degreed	10/15/19
Alexander	Lopez	Custodian	S4	04-9400-08	\$37,814.00 + \$375.00 Night Differential = \$38,189.00 Step 1/Custodian	11/1/19
Hannah	Guitierrez	Instructional Aide Physical Education (.5)	S2	02-9101-34	\$12,662.00 Step 1/ Degreed	10/15/19
Hye	Shim	Instructional Aide PK Inclusion (.83)	S2	02-9101-04	\$21,019.00 Step 1/ Degreed	10/02/19 (Amended)
Martha	Franco	Personal Aide Grade 5 1:1 504 (.83)	LFCIS	05-9101-120	\$21,019.00 Step 1/ Degreed	9/24/19 (Amended)
Malik	Lopes	Instructional Aide Grade 9-12 Resource (.83)	FLHS	07-9101-59	\$21,019.00 Step 1/ Degreed	10/02/19 (Amended)

4P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the following **leaves**:

LEAVES								
Name	Position	Loc	Type	New or Amended	Paid Leave	Unpaid Leave with benefits	Unpaid Leave No Benefits	Return Date
Ada Acosta Chehirian	Teacher World Language	HS	Maternity	Amended	9/20/19 to 11/21/19	11/22/19 to 3/1/20	N/A	3/2/2020
Janine Mendoza	Teacher Grade 2	S1	Maternity	New	12/2/19 to 1/8/20	1/9/20 to 4/30/20	N/A	5/1/2020
Jennifer Leyton	Teacher Art	S3	Medical	New	10/7/19 to 10/27/19	N/A	N/A	10/28/19
Jennifer Leyton	Teacher Art	S3	Family Leave	New	N/A	10/28/19 to 11/14/19	N/A	11/15/19

5P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the appointment of **leave replacements** during the 2019-2020 school year, as outlined below:

LEAVE REPLACEMENTS					
Name	Grade/Subject	Loc	Salary	Effective Dates	Reason for opening
Kathleen Miller	Teacher Grade 2	S1	Sub pay for the first 10 days \$100 per day, day 11-60 \$110 per day, day 61+ at the daily rate equal to a BA, Step 1; No Benefits. (Continuous Assignment)	11/25/19 to 5/4/20	Janine Mendoza (Maternity)
Leo Ellison	Teacher Social Studies	HS	Sub pay for the first 10 days \$100 per day, day 11-60 \$110 per day, day 61+ at the daily rate equal to a BA, Step 1; No Benefits	10/4/19 to 12/31/19 (Amended)	Melissa Rosen (Maternity)

6P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the **appointment of the following Substitutes** for the 2019-2020 school year:

SUBSTITUTES
Firoozeh Faiz
Luis M Ramirez, Custodial Sub – without a Black Seal

BE IT FURTHER RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, accepts the **resignation of Linda Glickstein as a Substitute** for the 2019-2020 school year.

7P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the **placement of the following Student Teacher or Practicum Candidate** during the 2019-2020 school year:

Referring University	Student Name	Type of Placement	Subject Area	Duration	Months From-To	School Placed	Cooperating Staff Member
Sacred Heart University	Jinhee Song	Level II Fieldwork	Occupational Therapy	11 Weeks	January 6 – March 28, 2020	School No. 1	Michelle Schramm

8P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves **the appointment of Certificated Home Instructors for the 2019-2020 school year**, at the hourly rate of \$45.00 per hour for teaching staff and \$30.00 per hour for certified paraprofessionals. [See Appendix Page 58](#)

9P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves **translator assignments** during the 2019-2020 school year, as outlined below:

Name	Language	Assignment	Rate/Hours
Ayako Katayma	Japanese	Document translation services for the K-4 Report Card	Maximum of 10 hours each @ \$45.00 per hour for a total not to exceed \$450.00 per person.
Burcu Kayar	Turkish		

10P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the **creation of 3 new positions** for the 2019-2020 school year.

New Position	Location	Position Control #	Account #	Reason
Personal Aide Grades K-1 ASD 1:1 – (.83)	S2	02-9101-121	11-190-100-101-00-000	IEP Need
Two - PT Nurse (.65)	FLHS	07-3114-08 07-3114-09	11-213-100-101-00-000	Student Medical Need and Enrollment

11P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the **inactivation of Position Control # 00-0500-01 Director of Curriculum and Instruction and create in its place Position Control # 00-0120-01 Assistant Superintendent** for the 2019-2020 school year.

MOTION by Mrs. Morell, seconded by Mrs. Tuck, that the Fort Lee Board of Education approves items #1P through #11P.

MOTION carried unanimously upon roll call vote, 9-0.

POLICY

1POL THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the first reading of the following policy/regulation updates listed below: [Click here for 2019-10-14 #1POL Back-up](#)

Policy/Reg No.	Topic
P 3159	Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)
P & R 3218	Use, Possession, or Distribution of Substances (M) (Revised)
P & R 4218	Use, Possession, or Distribution of Substances (M) (Revised)
P 4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) (Revised)
P 5517	School District Issued Student Identification Cards (Revised)
P & R 6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
P & R 7440	School District Security (M) (Revised)
P 8600	Student Transportation (M) (Revised)
R 8600	Student Transportation (Revised)
P 8630	Bus Driver/Bus Aide Responsibility (M) (Revised)
R 8630	Emergency School Bus Procedures (M) (Revised)
P 8670	Transportation of Special Needs Students (M) (Revised)
P 9210	Parent Organizations (Revised)
P 9400	Media Relations (Revised)
P 8611	Subscription Busing

MOTION by Ms. Colbath, seconded by Mrs. Morell, that the Fort Lee Board of Education approves item #1POL.

MOTION carried unanimously upon roll call vote, 9-0.

OLD BUSINESS

Ms. Colbath asked how we get a bike rack ordered for the Fort Lee High School. Mr. Rota confirmed it's been ordered.

NEW BUSINESS

Mrs. Han Silver went last week to MetLife for the marching band competition. Mrs. Han Silver commended the band for their hard work.

EXECUTIVE SESSION #2

MOTION by Mrs. Morell, seconded by Ms. Cho, at 8:23 p.m., to move into Executive Session.

MOTION carried unanimously upon voice vote, 9-0.

The Board reconvened into the Public Meeting at 8:38 p.m.

ADJOURNMENT

MOTION by Mrs. Romba, seconded by Ms. Cho, to adjourn, 8:40 p.m.

MOTION carried unanimously upon voice vote, 9-0.

RESPECTFULLY SUBMITTED,

Haquisha Q. Taylor

HAQUISHA Q. TAYLOR
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

HQT/mo
10-21-19