

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

REORGANIZATION MEETING AGENDA

Monday, January 4, 2021
Meeting Start Time: 6:00 pm

Lewis F. Cole Intermediate School Cafetorium
467 Stillwell Avenue, Fort Lee, New Jersey 07024

Monday, January 4, 2021

Meeting Start Time: 6:00 pm

Zoom Meeting:

<https://us02web.zoom.us/j/89795925062?pwd=NWt1WWNXcEZZVW9rc0lBRTlGRG1NZz09>

CALL TO ORDER BY THE PRESIDENT

FLAG SALUTE

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 posted on the district website at www.flboe.com; published in the Board's designated online media outlet/newspaper: The Record; 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 may be broadcasted on local TV and the district's website at a future date.

The Open Public Meeting Act allows for remote participation at Board Meetings and defines "meeting" as any gathering whether corporeal or by means of communication equipment, which is attended by, or open to, all of the members of a public body, held with the intent, on the part of the members of the body present, to discuss or act as a unit upon the specific public business of that body.

RESULTS FROM NOVEMBER 3, 2020 ELECTION

(3) Board Members – Three-Year Terms	Votes
Tanya Byers-Kang	7,940
Julene Stassou	7,573
Elisa Cho	7,156
Ralph DiMeglio	5,019
Write Ins	167

ADMINISTRATION OF OATH OF OFFICE TO ELECTED BOARD MEMBERS

ROLL CALL

NOMINATIONS FOR THE OFFICE OF PRESIDENT

HEARING OF NOMINEES

NOMINATIONS FOR THE OFFICE OF VICE PRESIDENT

HEARING OF NOMINEES

HEARING OF CITIZENS

REORGANIZATION RESOLUTIONS

- A. **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education approves The Record and The Star Ledger as the designated newspapers for public notices, for the 2021 Calendar Year

BE IT FURTHER RESOLVED, that the Fort Lee Board of Education designates the bulletin board located at the entrance of the Central Office at 2175 Lemoine Avenue, 6th Floor, Fort Lee, New Jersey, as the official public place where all notices of meetings of this Board together with all other notices which may be required by law or by designation of this Board be posted pursuant to the Open Public Meetings Act.

- B. **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education adopts the following **Schedule of Meetings** for the 2021 Calendar Year. Unless noted, the meeting day is a Monday. Check our district website at www.flboe.com for meeting locations and/or remote access links for public participation.

Month	Day
JANUARY	4 th (Reorganization Meeting)
	19 th (Tuesday)
FEBRUARY	1 st
	22 nd
MARCH	8 th
	22 nd
APRIL	12 th
	26 th
MAY	10 th
	24 th
JUNE	7 th
	21 st
JULY	12 th
AUGUST	16 th
	30 th
SEPTEMBER	7 th (Tuesday)
	20 th
OCTOBER	4 th
	18 th
NOVEMBER	8 th
	22 nd
DECEMBER	13 th

All meetings will be held at 6:30 p.m. and immediately go into Executive Session. We will reconvene into the Public Business Meeting at approximately 7:30 p.m. The Fort Lee Board of Education reserves the right to change locations of meetings by posting notices at the affected schools and on our District website (www.flboe.com). Official action will be taken at public meeting(s).

Any revisions of this schedule will be publicized in accordance with the notice requirements of the "Open Public Meetings Act," Chapter 231, P.L. 1975.

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) submit a copy of said schedule of meetings to The Record; (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; and (e) 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 Fort Lee 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 Regular Business Meetings will be recorded and televised on Spectrum Cable and the district website.

BE IT FURTHER RESOLVED, that the Fort Lee Board of Education approves the next **Reorganization Meeting to be held on Wednesday, January 5, 2022** at 6:00 p.m. in the Fort Lee High School Media Center, 3000 Lemoine Avenue, Fort Lee, NJ 07024. Official action will be taken.

- C. THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education approves the following **named banks be designated as depositories** for the Fort Lee Fort Lee Board of Education funds for the 2021 Calendar Year:

**TD BANK
New Jersey Asset and Rebate Management**

WHEREAS, all warrants, checks or other instruments providing the payment of money hereafter issued by the Fort Lee Board of Education through the following bank accounts:

<u>Bank Account</u>	<u>Signatory 1</u>	<u>Signatory 2</u>	<u>Signatory 3</u>
Custodian	President or Vice President	Business Administrator/Board Secretary or Asst. Business Administrator	Treasurer of School Monies
Payroll/Salary and Agency	Treasurer of School Monies, only		
Athletic	Athletic Director	Business Administrator/Board Secretary or Asst. Business Administrator	
Cafeteria	Business Administrator/Board Secretary or Asst. Business Administrator		
Unemployment Compensation Trust	Treasurer of School Monies	Business Administrator/Board	

		Secretary or Asst. Business Administrator	
Scholarship	Business Administrator/Board Secretary	Principal	
General Organization	Principal	Business Administrator/Board Secretary or Asst. Business Administrator	

WHEREAS, the Fort Lee Board of Education authorizes the Business Administrator/Board Secretary to utilize wire transfers.

D. THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education approves the following:

1. That the **Current Bylaws and Policies** of the Fort Lee Board of Education of the Borough of Fort Lee in the County of Bergen adopted and amended as needed, 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 the 2021 Calendar Year, except as may be amended from time to time.

E. THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education adopts the **School Code of Ethics** for the 2021 Calendar Year:

WHEREAS, each School Board Member is responsible to read and become familiar with the Code of Ethics for School Board Members; the Code of Ethics became part of the School Ethics Act on July 26, 2001. Questions about the Policy should be directed to the District Board Secretary. If the Board Secretary is unable to answer the question, you may be directed to the School Ethics Commission from whom you may request an advisory opinion; and

WHEREAS, the following Code of Ethics (Policy No. 0142) for Board Members is set forth as a guide to conflict-of-interest situations and unethical activity for Board Members.

18A:12-24.1 Code of Ethics for School Board Members

A school board member shall abide by the following Code of Ethics for School Board Members:

a. I will uphold and enforce all laws, rules and regulations of the State Fort Lee 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 that 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 Fort Lee 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 school.

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.

L.2001,c.178,s.5.

NOW THEREFORE BE IT RESOLVED, that each Board Member shall abide by the Code of Ethics and has signed an Acknowledgment of Receipt to confirm that they have received a copy of the Code of Ethics for School Board Members contained within the School Ethics Actc, C.178, P.L. 2001. Failure to sign this Acknowledgment does not relieve a Board Member of the responsibility to understand and adhere to the **Code of Ethics**.

F. THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education approves utilizing “**Robert’s Rules of Order**” as the parliamentary procedure for deliberation and debate in order to conduct meetings in a fair and orderly manner for the 2021 Calendar Year.

G. THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education approves the use of the **Uniform Minimum Chart of Accounts** as per N.J.A.C. 6A:23-2.2 for the 2021 Calendar Year.

H. THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education authorizes the School Business Administrator to enter into a contract with **Phoenix Advisors, LLC** as the Continuing Disclosure Agent and Registered Municipal Advisor in connection with bond issuances to provide certain financial and other information and notices, within specified timeframes, for the contract period through June 30, 2021 in the annual amount of \$1,000.

- I. **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education authorizes the School Business Administrator to establish and monitor the **petty cash funds** in the care of the following persons and in the following amounts for the 2021 Calendar Year.

Custodians	Amount
Principal – School No. 1	\$300
Principal – School No. 2	\$300
Principal – School No. 3	\$300
Principal – School No. 4	\$300
Principal – Lewis F. Cole Middle School	\$300
Principal – Fort Lee High School	\$700
School Business Administrator/Board Secretary	\$300
Director of Special Services	\$300

- J. **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education approves the appointment of **Haquisha Q. Taylor as Board Secretary** through June 30, 2021.
- K. **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education approves the appointment of **Charles Hangle, as Treasurer of School Monies** through June 30, 2021.
- L. **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education approves the appointment of **District Physicians** through June 30, 2021.

Physician	Service
Dr. Jen F. Lee	School Physician/ Football Team Physician
Dr. Mary Ann Colenda	Medical Director

- M. **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education approves the following **tax-sheltered annuity providers** for the 2021 Calendar Year.

AIG – VALIC Financial Advisors, Inc.

AXA Advisors – Equitable

Financial Resources

Lincoln Investment

MetLife

Travelers Educators Retirement Services – Citistreet Associates LLC

- N. **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education approves **ADMIN Partners, LLC as the Third Party Administrator of Tax Shelter Annuities** for the 2021 Calendar Year.
- O. **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education authorizes the School Business Administrator to make **Line Item Transfers of Funds**, at the State chart of accounts level, to be made prior to the account being in deficit and, therefore, subject to ratification at the next Regular Meeting of the Board.

P. THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education authorizes the School Business Administrator to approve **payment of bills between Board Meetings**, in accordance with N.J.S.A. 18A:19-4.1 for the 2021 Calendar Year.

Q. WHEREAS, the Fort Lee Board of Education recognizes that field trips, used as a device for teaching and learning, are integral to the curriculum, educationally sound, and an important ingredient in the instructional program of the school; and

WHEREAS, a field trip is defined as any journey by a group of pupils away from the school premises, under the supervision of a teacher, which is part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom; and

WHEREAS, the Fort Lee Board of Education shall consider field trips which are included in curriculum guides to have been approved in advance and all trips not listed on the curriculum guide must be individually approved by the Board.

NOW THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education approves the **use of field trips** during the 2021 Calendar Year.

R. THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education approves the enrollment of Fort Lee High School as a **Member of the New Jersey State Interscholastic Athletic Association (NJSIAA)** through June 30, 2021.

S. THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education authorizes the School Business Administrator/Board Secretary to utilize **State Contracts** for the procurement of Goods and Services through State Agencies for the 2021 Calendar Year:

WHEREAS, Title 18A:18A-10 provides that a Board of Education, without advertising for bids or after having rejected all bids obtained pursuant to advertising therefore by resolution, may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property; and

WHEREAS, the Fort Lee Board of Education has the need, on a timely basis, to procure goods and services utilizing State contracts; and

WHEREAS, the Fort Lee Board of Education desires to authorize its purchasing agent for the 2021 Calendar Year to make any and all purchases necessary to meet the needs of the School District throughout the school year;

NOW THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education does hereby authorize the District purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property, including but not limited to the Federal General Services Administration and cooperative purchasing programs in other states and those contained on the Division's website; and

BE IT FURTHER RESOLVED that the Fort Lee Board of Education does hereby authorize the District purchasing agent to make purchases of goods and services entered into on behalf of the following **cooperative purchasing agencies**:

- Bergen County Registered Cooperative Pricing System

- Bergen County Special Services School District (BCSSSD)
- Educational Data Services
- Hunterdon County Educational Services Commission (HCESC)
- Educational Services Commission of New Jersey A.K.A. Middlesex County Cooperative
- Region V Council for Special Education
- South Bergen Jointure Commission
- The Cooperative Purchasing Network
- Keystone Purchasing Network
- National Joint Powers Alliance
- Federal Government General Services Administration (GSA), Contract Number GS-35F-0220R
- Fort Lee Municipality/Public Works
- U.S. Communities Cooperative Purchasing
- Elite Spiders, a Purchasing Cooperative through Lead Agency Maywood Public Schools

T. THEREFORE BE IT RESOLVED, pursuant to N.J.S.A. 18A:18A-3(a), the Fort Lee Board of Education designates **Haquisha Q. Taylor**, Board Secretary/Business Administrator as the **Qualified Purchasing Agent** pursuant to N.J.A.C. 5:34-5.1 for the Fort Lee Board of Education and authorizes her to award contracts that do not exceed in the aggregate in a contract year the total sum of \$44,000 as provided in N.J.S.A. 18A:18A-3 and 18A:18A-4.3 without public advertising for bids. Furthermore, purchasing agent is authorized to solicit competitive quotations for purchases in excess of \$6,600, pursuant to N.J.S.A. 18A:18A-37(a) and to award contracts pursuant to N.J.S.A. 18A:18A-37(c).

Preparation of Bid Advertisements – Pursuant to N.J.S.A. 18A:18A-2(b), the purchasing agent is designated to have the power to prepare advertisements, to advertise for and receive bids.

Purchase Order System Authorized Purchases – All purchases made by the Fort Lee Board of Education shall be done through the purchase order system. Pursuant to N.J.S.A. 18a:18a-2(v), a purchase order is a document issued by the purchasing agent authorizing a purchase transaction with a vendor to provide goods or to perform services.

Unauthorized Purchases – Any Fort Lee Board of Education employee who orders and/or received any goods and services without going through the approved purchase order process has made an unauthorized purchase. Unauthorized purchases are a violation of State Law N.J.S.A. 18A:18A-2(v) and 18A:18A-3(a). Fort Lee Board of Education employees making unauthorized purchases are subject to disciplinary action as outlined by the Superintendent.

Inspection of Goods and Services – Pursuant to 18A:18A-44, all goods and services provided or performed under any contract with the Fort Lee Board of Education shall be inspected and reviewed by the purchasing agent and/or by the appropriate officer (administrator; supervisor) of the Fort Lee School District who initially recommended the award of contract.

Trade-in of Personal Property – The purchasing agent pursuant to N.J.S.A. 18A:18A-45(g) may include the sale of district property no longer needed for school purposes as part of the specifications to offset the price of a new purchase; and

BE IT FURTHER RESOLVED that the Business Administrator/Board Secretary or her designee, are hereby authorized and directed to execute warrants without further action on the part of the Board for payment, when due, including the salaries and health benefits of all Fort Lee Board of Education personnel heretofore authorized and approved by the Fort Lee Board of Education as well as other payments necessary to conduct district business and the payroll operation; and

BE IT FURTHER RESOLVED that the Business Administrator/Board Secretary is hereby authorized and directed to make principal and interest payments on school bonds for the 2021 Calendar year.

- U. THEREFORE BE IT RESOLVED**, that the School Business Administrator/Board Secretary shall be responsible to initiate a claim for payment using an Electronic Fund Transfer (EFT) method that has been approved in accordance with the N.J.S.A. 18A:19-1 et seq. and Policy and Regulation 6470.01 and to make the payment once authorization is granted.

BE IT FURTHER RESOLVED, the Superintendent of Schools or the Superintendent's designee not under the direct supervision of the School Business Administrator/Board Secretary shall be responsible to review and authorize, in writing, the EFT payment of claim using an EFT technology that was initiated and presented by the School Business Administrator/Board Secretary.

BE IT FURTHER RESOLVED an employee, non-employee, Board President, or other individual who is not under the direct supervision of the School Business Administrator/Board Secretary shall be responsible to review all EFT weekly Activity Reports on all EFT-based transactions.

- V. THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education approves the appointment of **District Compliance Officers** for the 2021 Calendar Year:

Compliance Position	Employee	Title
504 Committee Coordinator	Lauren Carrubba	Director of School Counseling Services
ADA Officer	Diana Davis	Director of Special Services
Affirmative Action Officer	Jaime Murphy	Director of Human Resources
Anti-Bullying Coordinator	David Cuzzo	SAC/Guidance Counselor
Bloodborne Pathogen Compliance Officer and Liaison	Scott Bendul	Supervisor of B&G & Security
Chemical Hygiene Officer	Scott Bendul	Supervisor of B&G & Security
Custodian of School Records	Haquisha Q. Taylor	Business Administrator
District Educational Stability/ Homeless Liaison	Lauren Carrubba	Director of School Counseling Services
District Liaison to State's Child Welfare Authorities	Jaime Murphy	Director of Human Resources
District Testing Coordinator – PARCC	Lauren Carrubba	Director of School Counseling Services
Environmental Compliance Officer: (Including, but not limited to, AHERA Coordinator, Asbestos Management and PEOSHA Officer/Coordinator, Indoor Air Quality Designee, Safety & Health Designee)	Scott Bendul	Supervisor of B&G & Security

Integrated Pest Management Officer	Scott Bendul	Supervisor of B&G & Security
Issuing Officer for Working Papers	Lauren Glynn	Principal – High School
Public Affairs Compliance Officer (PACO)	Haquisha Q. Taylor	Business Administrator
Right-To-Know Officer	Scott Bendul	Supervisor of B&G & Security
School Safety Specialist	Scott Bendul	Supervisor of B&G & Security
Substance Awareness Coordinator	David Cuzzo	SAC/Guidance Counselor
Title IX Officer	Michael Raftery	Athletic Director

W. THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education approves the **Annual Tuition Rates** for Eligible Non-Resident Students through June 30, 2021.

Pre-K – Kindergarten	Grades 1 – 5	Grades 6 – 8	Grades 9 - 12
\$13,690	\$13,930	\$14,910	\$14,930

X. THEREFORE BE IT RESOLVED that the Fort Lee Board of Education approves the appointment of the law firm of **Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC as Board Attorneys** through June 30, 2021.

Y. THEREFORE BE IT RESOLVED that the Fort Lee Board of Education approves the appointment of **PKF O'Connor Davies for School Auditing Services** through June 30, 2021.

Z. THEREFORE BE IT RESOLVED that the Fort Lee Board of Education approves the following **Insurance Brokers** through June 30, 2021:

Medical, Vision and Dental	Brown & Brown Benefit Advisors
Flexible Spending & Cobra Administration	Brown & Brown Benefit Advisors
Student Accident	CBIZ Insurance Services, Inc.
Fiduciary Liability	CBIZ Insurance Services, Inc.
Property & Casualty	CBIZ Insurance Services, Inc.
General Liability & Automobile	CBIZ Insurance Services, Inc.
Public Official Bonds	CBIZ Insurance Services, Inc.
Boiler & Machinery	CBIZ Insurance Services, Inc.
Errors and Omissions	CBIZ Insurance Services, Inc.
Accidental Death & Dismemberment	CBIZ Insurance Services, Inc.

AA. THEREFORE BE IT RESOLVED that the Fort Lee Board of Education approves the **adoption of all current written curriculum, courses, textbooks, workbooks and ancillary materials** of the District, on file in Central Office, for the 2021 Calendar Year, unless modified upon recommendation of the Superintendent.

BB. THEREFORE BE IT RESOLVED that the Fort Lee Board of Education approves the approval of the Emergency Operations Plan, Crisis Intervention Procedures Manual, and Emergency Management Plan for the 2021 Calendar Year.

CC. BE IT RESOLVED that N.J.A.C. 6A:23A-6.5 requires schools districts to evaluate business processes annually to ensure that a strong control environment exists in which sound segregation of duties are in place and allocated amongst available resources appropriately.

BE IT RESOLVED that N.J.A.C. 6A:23A-6.6 requires school districts to establish standard operating procedures for each task or function of the business operations of the district and that district employees are aware of such procedures.

NOW THEREFORE BE IT RESOLVED that the Board of Education approve a standard operating procedures and internal controls manual for the period July 1, 2020 through June 30, 2021 and such manual will be updated and modified as needed, as recommended by the Superintendent.

DD. BE IT RESOLVED that the Board of Education renew its participation in the South Bergen Region VII Workers' Compensation Pool for the 2020/21 school year, as recommended by the Superintendent.

EE. BE IT RESOLVED that the Board of Education approve membership in **New Jersey School Boards Association (NJSBA)** through June 30, 2021.

FF. BE IT RESOLVED that the Fort Lee Board of Education does hereby approve an agreement with the South Bergen Jointure Commission, an approved Coordinated Transportation Service Agency, for the purposes of transporting students in accordance with Chapter 53, P.L. 1997 for the time period July 1, 2020 through June 30, 2021. The services to be provided include, but are not limited to, the Coordinated Transportation of non-public, out of district special education, vocational and summer programs.

GG. BE IT RESOLVED that the Fort Lee Board of Education authorizes participation in the State School Employee's Health Benefit Program of the State of New Jersey effective July 1, 2020 through June 30, 2021.

ADJOURNMENT

RESPECTFULLY SUBMITTED,

Haquisha Q. Taylor

HAQUISHA Q. TAYLOR
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

HQT/toc
1-4-2021