

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

**MINUTES**

**PUBLIC BUSINESS MEETING  
OCTOBER 08, 2018  
FORT LEE HIGH SCHOOL MEDIA CENTER  
6:45 P.M.**

**CALL TO ORDER BY THE PRESIDENT**

The meeting was called to order at 6:45 p.m. by Mrs. Romba.

**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 10, 2018 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; 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, Mrs. Paula Colbath, Mr. Ralph DiMeglio (6:54 p.m.), Mrs. Esther Han Silver, Mrs. Holly Morell, Mr. David Sarnoff, Mrs. Lauran Tuck, Mrs. Candace Romba

**Absent:** Mr. Michael Rubino

**Also Present:** Mr. Kenneth Rota, Dr. Sharon Amato, Ms. Haquisha Q. Taylor, and Mr. Dennis McKeever, Esq. (7:02 p.m.)

**EXECUTIVE SESSION**

MOTION by Mr. Sarnoff, seconded by Mrs. Tuck, at 6:47 p.m., to move into Executive Session.

MOTION carried unanimously upon voice vote, 7-0.

The Board reconvened into the Public Meeting at 7:26 p.m.

**REPORT OF THE SUPERINTENDENT OF SCHOOLS**

Mr. Rota reported that there were thirteen (13) HIB investigations. Three (3) were founded.

Mr. Rota reported the annual School Self-Assessment for Determining Grades under the Anti-bullying Bill of Rights as 71. The maximum score is 78. Copies of the Self-Assessment can be found on the district website.

Dr. Amato and Mrs. Carrubba gave a presentation on our 2017-2018 Standardized Testing Results. The presentation will be posted on our website.

### **COMMITTEE REPORTS**

Mrs. Colbath reported that the Policy Committee met on October 1<sup>st</sup> to review policies that are on tonight's agenda for 2<sup>nd</sup> read and adoption. Mrs. Colbath highlighted the changes made and shared the Policy Committee supports the amended policies presented on tonight's agenda.

Mr. Sarnoff reported that the B&G Committee met before tonight's Executive Session. The Administration including Scott Bendul and Jack DeNichilo shared updates with the Committee on construction at the Middle School, emergent repairs needed, and other potential capital projects.

### **PUBLIC WORK SESSION**

Mrs. Candace Romba shared that there will be a walk-in resolution #8F and that there would be an amendment to resolution #3B. Ms. Taylor read into the hearing of the public the walk-in resolution #8F.

Board conversation ensued about emergent repairs' impact on capital reserves and Policy 0155 (Board Committees).

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

MOTION by Mrs. Morell, seconded by Mr. DiMeglio, to open the floor to the public, 8:38 p.m.

MOTION carried unanimously upon voice vote, 8-0.

Sarah Krikscivn, VP of the PTA at School No. 3, shared that there were 75 parents at their 1<sup>st</sup> PTA Meeting. She further expressed that as a member of the School No. 3 Parents Advocacy Meeting, there is concern about (1) overcrowding of classes and requesting for a plan to address this concern; and (2) discontent with the uncomfortable heating and cooling building temperatures.

Mr. Rota shared that he has made recommendations to the Board. The Board will be reviewing his recommendations.

MOTION by Mr. DiMeglio, seconded by Mrs. Morell, to close the floor to the public, 8:45 p.m.

MOTION carried unanimously upon voice vote, 8-0.

**RESOLUTIONS**

**BOARD**

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

Public Business Meeting Minutes	September 12, 2018
Private Executive Meeting Minutes	September 12, 2018

Public Business Meeting Minutes	September 24, 2018
Private Executive Meeting Minutes	September 24, 2018

- 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.

- 3B THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, approves the **attendance of Board Members at the following workshops**:

<u>WORKSHOP</u>	<u>DATE</u>	<u>BOARD MEMBER</u>	<u>PLACE</u>	<u>AMOUNT PER PERSON</u>
BCSBA School Safety & Security	Thursday, 10/04/2018	Mr. Ralph DiMeglio Mr. Michael Rubino	Maggiano's Hackensack 70 Riverside Square Hackensack, NJ 07601	-0-
NJSBA Annual Delegate Assembly	11/17/2018	Mrs. Esther Han Silver Mrs. Holly Morell	The Conference Center at Mercer (Mercer County Community College Campus) 1200 Old Trenton Road West Windsor, NJ	GSA Rate Mileage and Tolls - Not to exceed \$65 per person

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

MOTION carried unanimously upon roll call vote, 8-0.

MOTION by Mrs. Han Silver, seconded by Mrs. Tuck, that the Fort Lee Board of Education amends item #3B.

MOTION carried unanimously upon roll call vote, 8-0 with exception. Mr. DiMeglio abstained on his name.

### **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 2017-2018 to be sent to the New Jersey Department of Education, as per the attached summary. [See Appendix Page 10](#)

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

MOTION carried unanimously upon roll call vote, 8-0.

### **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 11](#)

**2CUR THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the **following additional out-of-district placement for the 2018-2019 school year**:

Student	Placement	Dates	Tuition/Costs
#27080712	Slocum Skewes 650 Prospect Street Ridgefield, NJ 07657	9/17/18 – 6/21/19	Annual tuition cost of \$39,593.00, prorated to \$38,095.56 (178 days @ \$214.02 per diem). Transportation cost @ \$45.00 per diem for 178 days totaling \$8,010.

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

MOTION carried unanimously upon roll call vote, 8-0.

### **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 2018** 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 2018**. 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 \$3,535,128.99 for October 2018 checks**. [See Appendix Page 12](#)
- 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 list in the amount of \$77,622.92 for October 2018 checks**. [See Appendix Page 44](#)
- 5F **THEREFORE BE IT RESOLVED**, that the **Board of Education**, upon recommendation of the Superintendent, accepts the following **donation**:

Item	Amount/ Estimated Value	Donor	On Behalf Of
Ultima 65 Laminator	\$1,604.72	PTA S#4	School No. 4
Check	500.00	Petroleum Marketing Group, Inc. 2539 Research Court Woodbridge, VA 22192	Science Research Honors Program at Fort Lee High School
<b>TOTAL VALUE</b>	<b>\$2,104.72</b>		

- 6F **WHEREAS**, the Fort Lee Board of Education approved Resolution No. 29058 at its public meeting of June 4, 2018 for the transfer of capital reserve to fund the School No. 3 Masonry Window Jamb Crack Repair which was adopted during the fiscal year 2017-2018; and

**WHEREAS**, capital reserve withdrawals by Board resolution are approved within the fiscal year the funds are expended.

**THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education hereby rescinds Resolution No. 29058 dated June 4, 2018 with the project to commence in October 2018 (fiscal year 2018-2019).

**WHEREAS**, the Fort Lee Board of Education ("Board") has established a Capital Reserve Account pursuant to N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-31 in accordance with Generally Accepted Accounting Principles, which is subject to an annual audit.

**WHEREAS**, the Board may use the capital reserve account to implement a capital project in the District's Long-Range Facility Plan (hereinafter referred to as "LRFP") as required pursuant to N.J.S.A. 18A:7G-4(a) and N.J.A.C. 6A:26-2; and

**WHEREAS**, pursuant to N.J.A.C. 6A:23A-14.1, the Board may, by resolution, transfer funds from the capital reserve account to the line items in the capital outlay fund to fund the total costs, less any excess costs, of another capital project, which would otherwise be eligible for State support, as determined in accordance with N.J.A.C. 6A:26-3; and

**WHEREAS**, the Repair of the Masonry Window Jamb Crack at School No. 3 is other capital projects within the scope of the District's LRFP, which would otherwise be eligible for State support.

**WHEREAS**, the Board intends to **transfer \$20,000 from its capital reserve to fund the total cost of the School No. 3 Masonry Window Jamb Crack Repair.**

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The Board of Education hereby authorizes the use of capital reserve to fund the School No. 3 Masonry Window Jamb Crack Repair.
2. The Board hereby approves the total transfer of \$20,000 for the School No. 3 Masonry Window Jamb Crack Project from the capital reserve account to the capital outlay fund to fund the total costs, less any excess costs, of the School No. 3 Window Jamb Crack Repair.
3. The Board hereby authorizes the Business Administrator/Board Secretary to generate account transfers to effectuate the terms of this Resolution.

This Resolution shall take effect immediately.

- 7F **WHEREAS**, the McKinney-Vento Act obligates the temporary district of residence of a displaced student to educate displaced students.

**NOW THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the following **out-of-district placement for the 2018-2019 school year, pursuant to the McKinney Vento Act** and N.J.A.C. 6A:17-2.8.

Student	Placement	Dates	Tuition/Costs
#24100128, SID #4320279973	Clifton Public Schools 745 Clifton Avenue Clifton, NJ 07015	9/5/18 – 6/30/19	Annual tuition cost of \$12,191.00 (180 days @ \$67.73 per diem).

**8F WHEREAS**, the Fort Lee Board of Education (“Board”) has established a Capital Reserve Account pursuant to N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-31 in accordance with Generally Accepted Accounting Principles, which is subject to an annual audit.

**WHEREAS**, the Board may use the capital reserve account to implement a capital project in the District’s Long-Range Facility Plan (hereinafter referred to as “LRFP”) as required pursuant to N.J.S.A. 18A:7G-4(a) and N.J.A.C. 6A:26-2; and

**WHEREAS**, pursuant to N.J.A.C. 6A:23A-14.1, the Board may, by resolution, transfer funds from the capital reserve account to the line items in the capital outlay fund to fund the total costs, less any excess costs, of another capital project, which would otherwise be eligible for State support, as determined in accordance with N.J.A.C. 6A:26-3; and

**WHEREAS**, an emergent need exists to cordon off and provide sidewalk bridging at Three (3) Portico entrances of Fort Lee High School and to design and repair are other capital projects within the scope of the District’s LRFP, which would otherwise be eligible for State support.

**WHEREAS**, the Board intends to **transfer \$175,000 from its capital reserve to fund the total cost of the Fort Lee High School Porticos with Limestone Pediments Repair.**

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The Board of Education hereby authorizes the use of capital reserve to fund the Fort Lee High School Porticos with Limestone Pediments Repair.
2. The Board hereby approves the total transfer of \$175,000 for the Fort Lee High School Porticos with Limestone Pediments Project from the capital reserve account to the capital outlay fund to fund the total costs, less any excess costs, of the Fort Lee High School Porticos with Limestone Pediments Repair.
3. The Board hereby authorizes the Business Administrator/Board Secretary to generate account transfers to effectuate the terms of this Resolution.

This Resolution shall take effect immediately.

MOTION by Mrs. Colbath, seconded by Mr. DiMeglio, that the Fort Lee Board of Education approves items #1F through #8F.

MOTION carried unanimously upon roll call vote, 8-0.

**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 45](#)
- 2P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the following **termination**:

Employee	Position	Location	Effective Date
ID#6950	Part-Time Paraprofessional	S2	9-29-18

- 3P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the following **appointments for the 2018-2019 school year**, pending verification of employment:

<b><u>Appointments</u></b>						
First Name	Last Name	Position	Loc	Position Control #	Annual Salary Prorated	Effective Date
Shahnaz	Saadatkhan	Part Time Paraprofessional	04	04-9151-04	Step 1/ Degreed \$21,019	Amended 9-28-18
Georgette	Manginelli	Accounting Coordinator	CO	00-9301-03	\$67,730	7-1-18

- 4P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the following **transfers for the 2018-2019 school year**:

<b><u>Transfers</u></b>						
Name	From Location	From Position	To Location	To Position	Salary Change	Effective Date
Dana Amato	01	.7 PE Aide	01	.83 PE Aide	\$21,906 prorated	10-1-18

- 5P **THEREFORE BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Fort Lee Board of Education hereby approves the following **leaves**:

Name	Position	Loc	Type	New or Amended	Paid Leave	Unpaid Leave with benefits	Unpaid Leave No Benefits	Return Date
Klarissa Martin	Teacher	HS	Maternity	Amended	5/21/18-6/18/18	6/19/18-12/14/18	N/A	12-17-18
Suzette Rivera	School Secretary	MS	Medical	Amended	10-19-18 to 11-19-18	11-20-18 to 11-30-18	N/A	12-3-18
Diana Ladd	Teacher	HS	Maternity	Amended	N/A	9-1-18 to 1-4-19	N/A	1-7-19

- 6P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the appointment of **leave replacements** during the 2018-2019 school year, as outlined below:

<b>LEAVE REPLACEMENTS</b>					
Name	Grade/Subject	Loc	Salary	Effective Dates	Reason for opening
Vanessa Tapia	Grade 1	03	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	Work Days: 10-30-18 to 6-30-19	Simone Ballance Child Care Leave
Kathleen Miller	PK Spec Ed	02	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	Amended Work days: 10-25-18 to 4-9-19	Teresa Kavanagh Maternity Leave

- 7P **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 2018-2019 school year:

<b>Substitutes</b>
Zarine Lokmanyen Jonelle Louise

- 8P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the appointment of **Winter Coaches** for the 2018-2019 school year, as follows. All appointments are subject to completion of all personnel documentation and fingerprinting process, prior to starting of said activities.

Name	Sport	Position	Season	Class	Step	Stipend
Adam Shrager	Boys Basketball	Head Coach	Winter	II	1	\$7,829
Neil Grant*	Bowling	Head Coach	Winter	III	1	\$4,893

\*Non-Staff Member

- 9P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, authorizes the **abolishment of the position of Bookkeeper-Accounts Payable (Position Control #00-9300-23)**, and **creation of the position of Accounting Coordinator (Position Control #00-9301-03)** - Account #11-000-251-100-00-000.
- 10P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the appointment of **additional Certificated Home Instructors for the 2018-2019 school year**, at the hourly rate of \$45.00 per hour:

Name	Subject Area(s)
Mateusz Pokoj	Social Studies
Alexandra Motola	English K-12, K-6 General
Howard Lipoff	K-12 Special Ed, Social Studies

- 11P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the amending of the **appointment of the following Faculty Coordinator** for the 2018-2019 school year, previously approved on Resolution No. 29217 dated 8/27/18:

**Faculty Coordinator**

Name	Department	Class	Stipend
Klarissa Bruno Martin	Title I Coordinator	N/A	\$2,500 (\$5,000 to be prorated 1/1/19 to 6/30/19)

- 12P **THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the **appointment of additional Co-Curricular Advisors** for the 2018-2019 school year. All appointments are subject to completion of all personnel documentation and fingerprinting process, prior to starting of said activities. [See Appendix Page 47](#)

- 13P THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the **amending of the appointment of the following Building Technology Assistants** at a non-pensionable stipend of \$2,000 for the 2018-2019 school year, previously approved on Resolution No. 29279 dated September 24, 2018:

Name	Location
Douglas Walden	Fort Lee High School (prorated 9/24/18 to 12/31/18)
Klarissa Martin	Fort Lee High School (prorated 1/1/19 to 6/30/19)

MOTION by Mrs. Morell, seconded by Mr. DiMeglio, that the Fort Lee Board of Education approves items #1P through #13P.

MOTION carried unanimously upon roll call vote, 8-0.

### **POLICY**

- 1POL THEREFORE BE IT RESOLVED**, that the Fort Lee Board of Education, upon recommendation of the Superintendent, approves the **second reading and adoption of the following policy/regulation updates** listed below: [Click here for 2018-10-08 #1POL Backup](#)

Policy/Reg No.	Topic
P 0155	Board Committees (Revised)
P & R 1613	Disclosure and Review of Applicant's Employment History (M) (New)
P & R 5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)
P 6620	Petty Cash (M) (Revised)
P 8561	Procurement Procedures for School Nutrition Programs (M) (New)

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

MOTION carried upon roll call vote, 8-0 with exception. Mrs. Han Silver voted No and Mr. Sarnoff abstained on P 0155.

### **OLD BUSINESS** - None

### **NEW BUSINESS**

A copy of Board of Education electronic newsletter; 1<sup>st</sup> draft, please review by Wednesday, October 10.

PTA Presidents group will be sponsoring a Candidates Night on Thursday, November 11, 2018.

Walking through the physical plant.

**ADJOURNMENT**

MOTION by Mr. Sarnoff, seconded by Mrs. Morell, to adjourn, 8:52 p.m.

MOTION carried unanimously upon voice vote, 8-0.

RESPECTFULLY SUBMITTED,

*Haquisha Q. Taylor*

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**HAQUISHA Q. TAYLOR**  
SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

HQT/mo  
Attachments  
10-11-2018