

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

**PUBLIC BUSINESS MEETING MINUTES**

Monday, November 7, 2016  
Meeting Start Time: 6:30 pm

Fort Lee High School Media Center  
3000 Lemoine Avenue, Fort Lee, New Jersey 07024

**CALL TO ORDER BY THE PRESIDENT**

The meeting was called to order at 6:30 p.m. by Mr. Sarnoff.

**FLAG SALUTE**

The Flag Salute was led by Mr. Surace.

**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 11, 2016 and posted in the entrance hall of the Board Office, 2175 Lemoine Avenue; published in the Board's designated online media outlet/newspapers: The Record, The Star Ledger, The Suburbanite; 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:** Mrs. Paula Colbath (*arrived at 6:45 p.m.*), Mrs. Esther Han Silver  
Mrs. Holly Morell (*arrived at 6:35 p.m.*), Mr. Michael Osso,  
Mrs. Candace Romba, Mr. Michael Rubino (*arrived at 6:50 p.m.*),  
Mr. Joseph Surace, Mr. David Sarnoff

**Also Present:** Mr. Kenneth Rota, Ms. Haquisha Taylor, Dr. Sharon Amato, Dennis  
McKeever, Esq., Ms. Julia Huang, Student Representative

**EXECUTIVE SESSION NO. 1**

MOTION by Mrs. Romba, seconded by Mrs. Han Silver, at 6:32 p.m., to move into Executive Session.

MOTION carried unanimously upon voice vote, 5-0.

The Board reconvened into the Public Meeting at 7:32 p.m.

**BOARD CANDIDATE INTERVIEWS**

The Superintendent introduced the Board candidates.

Mrs. Colbath shared that she has no objection to interviewing the candidates but an appointment tonight may influence tomorrow's election. Mr. Surace reiterated similar feelings at the last Board meeting. President Sarnoff shared that the Board will interview candidates tonight and appoint at next meeting. Board candidates were interviewed by Board members.

**EXECUTIVE SESSION NO. 2**

MOTION by Mrs. Morell, seconded by Mr. Rubino, at 8:08 p.m., to move into Executive Session.

MOTION carried unanimously upon voice vote, 8-0.

The Board reconvened into the Public Meeting at 8:21 p.m.

**REPORT OF THE SUPERINTENDENT OF SCHOOLS**

Superintendent Rota shared HIB Report.

Ms. Taylor shared the purchase order process with Board members highlighting that the description on Bills List items is entered at the time the requisition is created prior to Levels 1, 2 and 3 approvals and Purchase Order Dispatch.

**COMMITTEE REPORTS**

Board members each shared their respective views on the NJSBA Conference including takeaways and best practices learned.

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

MOTION by Mrs. Colbath, seconded by Mrs. Romba, at 8:19 p.m., to open the floor to the public.

MOTION carried unanimously upon voice vote, 8-0.

There were no citizens who addressed the Board with any concerns.

**RESOLUTIONS**  
**BOARD**

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

Public Business Meeting Minutes  
Private Executive Meeting Minutes

October 24, 2016  
October 24, 2016

**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. Romba, that the Board of Education approves items #1B and #2B.

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

#### **BUILDINGS & GROUNDS**

**1B&G WHEREAS**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities; and

**WHEREAS**, the required maintenance activities as listed in the attached document for the various school facilities of **Fort Lee School District** are consistent with these requirements; and

**WHEREAS**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid.

**NOW THEREFORE BE IT RESOLVED**, that the **Fort Lee School District** hereby authorizes the school Business Administrator to submit the attached **Comprehensive Maintenance Plan for Fort Lee School District for the 2016-2017 school year** in compliance with Department of Education requirements. *See Appendix Page 8*

**2B&G THEREFORE, BE IT RESOLVED**, that the **Board of Education**, upon recommendation of the Superintendent, approves the Addendum to Service Agreement for year two (2) between Pritchard Industries and the Fort Lee Board of Education for the amended contract price of \$813,233.47 for the period of July 1, 2016 through June 30, 2017.

MOTION by Mrs. Romba, seconded by Mr. Rubino, that the Board of Education approves items #1B&G and #2B&G.

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

**COMMITTEE OF THE WHOLE**

- 1CW** THEREFORE BE IT RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following appointments as **student representatives to the Fort Lee Board of Education** at public board meetings for the 2016-2017 school year:

**Sunny Son (Senior)**  
**Joon Shin (Junior)**  
**Julia Huang (Sophomore)**

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

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

**CURRICULUM & INSTRUCTION**

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

- 2CUR** THEREFORE BE IT RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the **revised payment of Home Instruction Services**, not to exceed the budgeted amount of \$106,500 for the 2016-2017 school year, without further Board approval.

MOTION by Mrs. Morell, seconded by Mrs. Romba, that the Board of Education approves items #1CUR and #2CUR.

**FINANCE**

- 1F** THEREFORE BE IT RESOLVED, that the Board of Education, has received and accepts the **financial reports of the Secretary and Treasurer of School Monies for the month of September 2016** 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 11*

- 2F** THEREFORE BE IT RESOLVED, that the Board of Education, upon recommendation of the Superintendent, confirms the **line item transfers for the month of September 2016**. 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 47*

- 3F** THEREFORE BE IT RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the payment of the claims on the current **bills list** in the amount of \$2,839,358.66 for November 2016 checks. *See Appendix Page 49*

- 4F **THEREFORE BE IT RESOLVED**, that the Board of Education, upon recommendation of the Superintendent, accepts the revised non-public funding for the 2016-2017 school year as follows:

| Non-Public Funding 2016-2017 |          |           |
|------------------------------|----------|-----------|
| Nursing                      | \$20,610 | Amended   |
| Technology                   | \$5,954  | Amended   |
| Textbook                     | \$13,200 | No Change |
| Security                     | \$11,450 | New       |

- 5F **THEREFORE BE IT RESOLVED**, that the Board of Education, upon recommendation of the Superintendent, approves the **2017-2018 Budget Development Schedule**, as per the attached. *See Appendix Page 68*
- 6F **THEREFORE BE IT RESOLVED**, that the Board of Education, upon recommendation of the Superintendent, approves the following claims for Cafeteria for the month of **October 2016** should be paid.

| Check # | TD Bank                     | Check Amount        |
|---------|-----------------------------|---------------------|
| 10424   | The Pomptonian              | \$12,826.64         |
| 10425   | The Pomptonian              | \$40,904.88         |
| 10426   | The Pomptonian              | \$42,462.17         |
| 10427   | Johnson's Restaurant Supply | \$38,427.42         |
| 10428   | Johnson's Restaurant Supply | \$14,600.00         |
|         | <b>TOTAL</b>                | <b>\$149,221.11</b> |

- 7F **THEREFORE BE IT RESOLVED**, that the Board of Education, upon recommendation of the Superintendent, approves the **termination** of the Professional Engineering Services Facilities Management Program Contract with **Energy For America (EFA)** effective November 30, 2016.
- 8F **THEREFORE BE IT RESOLVED**, that the Board of Education, upon recommendation of the Superintendent, approves the disposal of property of portable wooden cabinets from the old School No. 2 library as outlined below.

| Wooden Cabinet Tag # |       |
|----------------------|-------|
| 01258                | 11509 |
| 20215                | 01375 |
| 11517                | 20189 |
| 11520                | 11423 |
| 11515                | 11796 |
| 11519                | 01613 |
| 11522                |       |

MOTION by Mr. Surace, seconded by Mrs. Romba, that the Board of Education approves items #1F through #8F.

### **PERSONNEL**

- 1P **THEREFORE BE IT RESOLVED**, that the 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 71*

2P **THEREFORE BE IT RESOLVED, that the Board of Education**, upon recommendation of the Superintendent, accepts the resignation of Michael Gould as Band Wind Instructor, effective October 31, 2016.

3P **THEREFORE BE IT RESOLVED, that the Board of Education**, upon recommendation of the Superintendent, approves the **appointment of additional Aides for the 2016-2017 school year**, as follows:

| <b>Appointment of Additional Aides for the 2016-2017 School Year<br/>(All Salaries are Prorated and Pending Negotiations)</b> |                  |                   |            |             |              |                      |                       |               |
|---|------------------|-------------------|------------|-------------|--------------|----------------------|-----------------------|---------------|
| <b>First Name</b>   | <b>Last Name</b> | <b>Position</b>   | <b>Loc</b> | <b>Step</b> | <b>Class</b> | <b>Annual Salary</b> | <b>Effective Date</b> | <b>Reason</b> |
| Susie   | Lee              | PT 2:1 Aide (.83) | S2         | 1           | Degreed      | \$21,019.00          | 11/9/2016             | IEP Need      |

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

| <b>First Name</b> | <b>Last Name</b> | <b>Position</b> | <b>Loc</b> | <b>Type</b> | <b>New or Amended</b> | <b>Paid Leave</b> | <b>Unpaid Leave with benefits</b>         | <b>Return Date</b> |
|-------------------|------------------|-----------------|------------|-------------|-----------------------|-------------------|---|--------------------|
| Grace             | Ma               | Special Ed.     | HS         | Maternity   | New                   | 1/2/17 – 1/13/17  | 1/17/17- 3/13/17                          | 3/14/17            |
| Christen          | Cohn             | Special Ed.     | 04         | Maternity   | New                   | 1/2/17 – 1/30/17  | 1/31/17- 4/4/17 (Spouse carries benefits) | 4/5/17             |

6P **THEREFORE BE IT RESOLVED, that the Board of Education**, upon recommendation of the Superintendent, approves the appointment of the following Substitutes for the 2016-2017 school year:

Najmeh Abdosalami  
Crystal Sepulveda  
Sheiba Koshy

7P **THEREFORE BE IT RESOLVED, that the Board of Education**, upon recommendation of the Superintendent, approves the appointment of additional **Winter Coaches for the 2016-2017 school year**, as follows:

| <b>Coach</b>   | <b>Sport</b> | <b>Position</b> | <b>Class</b> | <b>Step</b> | <b>Stipend</b> |
|----------------|--------------|-----------------|--------------|-------------|----------------|
| Charlie Salame | Winter Track | Assistant Coach | III          | 1           | \$4,573        |

|                    |                 |                 |    |   |         |
|--------------------|-----------------|-----------------|----|---|---------|
| Brian Gelenius*    | Boys Basketball | Assistant Coach | II | 1 | \$5,955 |
| Jeffrey Rodriguez* | Wrestling       | Assistant Coach | II | 1 | \$5,955 |

\*Out-of-District Coaches

**BE IT FURTHER RESOLVED**, that the **Board of Education**, upon recommendation of the Superintendent, **rescinds the appointment of Jeffrey Rodriguez as a Volunteer Wrestling Coach for the 2016-2017 school year**, contingent upon his appointment as an Assistant Coach.

- 8P THEREFORE BE IT RESOLVED**, that the **Board of Education**, upon recommendation of the Superintendent, approves the following teachers to participate in the Title I Parent Literacy Nights at School No. 2, during the 2016-2017 school year to be paid a stipend of \$45.00 per hour for certificated staff members to be funded by the Title I grant.

| Location     | Name   |
|--------------|--|
| School No. 2 | Rachel DiBartolo<br>Ashley Rice<br>Jessica Tomarchio<br>Samantha Milgram |

- 9P THEREFORE BE IT RESOLVED**, that the **Board of Education**, upon recommendation of the Superintendent, approves the additional **after-school tutors for Fort Lee High School**, during the 2016-2017 school year to be paid a stipend of \$45.00 per hour for certificated staff members and \$30 per hour\* for non-certificated staff members, to be funded by the Title I grant, as outlined below.

| Location             | Name  |
|----------------------|---|
| Fort Lee High School | Grace Ma<br>Carlie Van Patten<br>George Wagner* |

MOTION by Mrs. Colbath, seconded by Mrs. Morell, that the Board of Education approves items #1P through #9P.

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

### **NEW BUSINESS**

Ms. Huang reported that the Student Council set up the flags for Field of Heroes.

Mr. Osso shared that there were site visits to School No. 2 and Lewis F. Cole Middle School on Saturday. School No. 2 Media Center looks amazing and there is great progress at Lewis F. Cole Middle School.

President Sarnoff thanked Superintendent Rota, Mr. Bendul and Mr. DeNichilo for taking the time on Saturday morning to do the site visits.

Superintendent shared that School No. 2 hosted a Veteran's Day recognition ceremony which was well attended and well received.

**ADJOURNMENT**

MOTION by Mrs. Morell, seconded by Mrs. Han Silver, to adjourn, 8:28 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/haa  
11-09-2016