

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

**MINUTES**

**REORGANIZATION MEETING  
JANUARY 4, 2017  
FORT LEE HIGH SCHOOL MEDIA CENTER  
7:30 P.M.**

**CALL TO ORDER**

The meeting was called to order at 7:30 p.m. by Ms. Haquisha Taylor.

**FLAG SALUTE**

The Flag Salute was given by Mr. Rota.

**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 November 30, 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 sent 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.

**RESULTS FROM NOVEMBER 8, 2016 ELECTION**

Ms. Haquisha Taylor reported the results of the election of the Fort Lee Board of Education as follows:

<b>Nominations</b>	<b>Number of Votes Cast</b>
Jeff Weinberg	3,490
Paula Colbath	2,754
Candace Romba	2,648
Personal Choice	435

**ADMINISTRATION OF OATH OF OFFICE TO ELECTED BOARD MEMBERS**

Ms. Haquisha Taylor administered the Oath of Office to Mrs. Paula Colbath and Mrs. Candace Romba.

**ROLL CALL**

**Present:** Mrs. Paula Colbath, Mrs. Esther Han Silver, Mrs. Holly Morell,  
Mr. Michael Osso, Mrs. Candace Romba, Mr. Michael Rubino,  
Mr. Joseph Surace, Mr. David Sarnoff

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

**EXECUTIVE COUNTY SUPERINTENDENT'S BOARD VACANCY APPOINTMENT THROUGH  
DECEMBER 31, 2017**

**Board Vacancy Applicants**

Alexia Clayborne  
TJ Kim  
Pratima Roy  
Rossana Condina  
M. Desi Tahiraj  
Jianjeng Jiang  
Anthony Papavasiliou  
Shiping Liao  
James Wooster  
Angie Tuzuner  
Hongjuan An  
Derek Dzormeku  
Evangelia Zouras

- A. THEREFORE BE IT RESOLVED, that the Fort Lee Board of Education,** accepts the Executive County Superintendent's appointment of Mr. Anthony Papavasiliou as a Board Member effective from January 4, 2017 until the organization meeting following the next annual school election in November 2017.

The Board accepted the appointment of Mr. Anthony Papavasiliou by roll call vote, 8-0.

**ADMINISTRATION OF OATH OF OFFICE TO APPOINTED BOARD MEMBER**

Ms. Taylor administered the Oath of Office to Mr. Papavasiliou.

**NOMINATIONS FOR THE OFFICE OF PRESIDENT**

Ms. Haquisha Taylor announced that the floor was open for nominations for President of the Fort Lee Board of Education.

Mr. Osso nominated Mr. Sarnoff for President. Mrs. Colbath seconded the motion.

Roll Call vote, 9-0, for Mr. Sarnoff for President

Ms. Taylor turned the meeting over to newly elected President Sarnoff.

**NOMINATIONS FOR THE OFFICE OF VICE PRESIDENT**

Mr. Sarnoff called for nominations for Vice President of the Fort Lee Board of Education.

Mr. Rubino nominated Mrs. Romba for Vice President. Mrs. Colbath seconded the motion.

Roll call vote, 9-0, for Mrs. Romba for Vice President.

**HEARING OF CITIZENS**

MOTION by Mrs. Morell, seconded by Mrs. Romba, to open the floor to the public, 7:42 p.m.

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

MOTION by Mrs. Morell, seconded by Mrs. Han Silver, to close the floor to the public, 7:43 p.m.

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

**RESOLUTIONS TO BE VOTED UPON FOR THE PURPOSES OF THE REORGANIZATION MEETING**

MOTION by Mrs. Romba, seconded by Mrs. Colbath, to approve resolutions B through W:

**B. THEREFORE BE IT RESOLVED, that the Board of Education** approves the designated newspaper/online media outlets for public notices, as follows:

1. The Record, a newspaper published in Bergen County, New Jersey, and circulated in the School District of Fort Lee, is hereby **designated as the official newspaper of the School District in which all legal advertisements and notices of this Board shall be published**, except as otherwise provided by law.
2. Pursuant to the Open Public Meetings Act, (C: 231, P.L. of N.J. 1975), the following named newspapers/online media outlets are hereby designated as the newspapers and online media outlets to receive the notices of meetings of this Board, because the hereinafter designated newspapers and online media outlets have the greatest likelihood of informing the public within the School District of Fort Lee of the meetings of this Board.
  - a) The Record, a newspaper published in Bergen County, New Jersey, and circulated in the School District of Fort Lee;
  - b) The Star Ledger, a newspaper published in the State of New Jersey and circulated in the School District of Fort Lee; and the
  - c) Gold Coast Life, (formerly Fort Lee Suburbanite) a newspaper published in the State of New Jersey and circulated in the School District of Fort Lee.
3. The bulletin board located in the entrance hall of Central Office at 2175 Lemoine Avenue, 6th Floor, Fort Lee, New Jersey, is hereby designated 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 aforesaid Open Public Meetings Act.

**C. THEREFORE BE IT RESOLVED, that the Board of Education** adopts the following **Schedule of Meetings** for the 2017 Calendar Year:

JANUARY	17 <sup>th</sup> (Tuesday)
FEBRUARY	6 <sup>th</sup> and 21 <sup>st</sup> (Tuesday)
MARCH	6 <sup>th</sup> and 20 <sup>th</sup>
APRIL	3 <sup>rd</sup> and 17 <sup>th</sup>
MAY	8 <sup>th</sup> and 22 <sup>nd</sup>
JUNE	5 <sup>th</sup> and 19 <sup>th</sup> *
JULY	17 <sup>th</sup>
AUGUST	7 <sup>th</sup> and 21 <sup>st</sup>
SEPTEMBER	5 <sup>th</sup> (Tuesday) and 18 <sup>th</sup>
OCTOBER	2 <sup>nd</sup> and 23 <sup>rd</sup>
NOVEMBER	6 <sup>th</sup> and 20 <sup>th</sup>
DECEMBER	11 <sup>th</sup>

All meetings will be held at 7:00 p.m. in the Fort Lee High School Media Center, 3000 Lemoine Avenue, 2<sup>nd</sup> Floor and immediately go into Executive Session. We will reconvene into the Public Business Meeting at approximately 7:30 p.m. Official action will be taken at the public meeting(s). Meetings designated with an asterisk (\*) will be held in the High School Auditorium.

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, 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; 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 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 Spectrum Cable and the district website.

**D. THEREFORE BE IT RESOLVED, that the Board of Education** approves the following **named banks be designated as depositories for** the Fort Lee Board of Education funds for the 2017 Calendar Year:

**TD BANK  
NJ ARM  
BANK OF NJ**

**BE IT FURTHER RESOLVED,** that the Fort Lee Board of Education authorizes the Business Administrator/Board Secretary or Assistant Business Administrator to invest all funds in the General Account, Investment Accounts and Scholarship Accounts;

**WHEREAS,** that upon and after the adoption of the resolution, all warrants, checks or other instruments providing for payment of money hereafter issued by the Board of Education through its Custodian Account shall be signed by the President or Vice President and Business Administrator/Board Secretary or Assistant Business Administrator, and accepted and countersigned by the Treasurer of School Monies; and

**WHEREAS,** all warrants, checks or other instruments providing the payment of money hereafter issued by this Board of Education through its Salary Account and Agency Account shall be signed by the Treasurer of School Monies only; and the Board of Education authorizes the Business Administrator/Board Secretary to utilize wire transfers only after Board President Approval.

**WHEREAS,** all warrants, checks or other instruments providing the payment of money hereafter issued by this Board of Education through its Athletic Account shall be signed by the Athletic Director and Business Administrator/Board Secretary or Assistant Business Administrator; and

**WHEREAS**, all warrants, checks or other instruments providing for the payment of money hereafter issued by this Board of Education through its Cafeteria Account, Unemployment Compensation Trust Account, shall be signed by the Business Administrator/Board Secretary or Assistant Business Administrator; and

**WHEREAS**, all warrants, checks or other instruments providing for the payment of money hereafter issued by this Board of Education through its Scholarship Accounts shall be signed by the Business Administrator/Board Secretary or Assistant Business Administrator; and

**WHEREAS**, all warrants, checks or other instruments providing for the payment of money hereafter issued by this Board of Education through its General Organization Accounts shall be signed by the Principal and Business Administrator/Board Secretary or Assistant Business Administrator.

**E. THEREFORE BE IT RESOLVED, that the Board of Education** approves the following:

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, 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 2017 Calendar Year, except as may be amended from time to time.

**F. THEREFORE BE IT RESOLVED, that the Board of Education** approves abiding by the School Code of Ethics as follows:

**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 (Bylaws 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 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 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 Act, 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**.

**G. THEREFORE BE IT RESOLVED**, that the **Board of Education** will utilize “Robert’s Rules of Order” as the parliamentary procedure for deliberation and debate in order to conduct meetings in a fair and orderly manner.

**H. THEREFORE BE IT RESOLVED**, that the **Board of Education** approves the minimum **Chart of Accounts as per N.J.A.C. 6A:23-2.12** for the 2017 Calendar Year.

**I. THEREFORE BE IT RESOLVED**, that the **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 for the 2017-2018 school year.

**WHEREAS**, the Bond Issuer has heretofore agreed through the execution of Continuing Disclosure Agreements (“CDA’s”) in connection with one or more bond issuances to provide certain financial and other information and notices, within specified timeframes, in a manner prescribed by the regulators of the underwriter that purchased said bond issues; and

**WHEREAS**, but for the execution of the CDA's, the underwriter of such bonds would be prohibited from purchasing the bonds of the Bond Issuer; and

**WHEREAS**, in order to ascertain its compliance with various CDA's executed in conjunction with the issuance of bonds, the Bond Issuer must codify the requirements stipulated in those various CDA's and compare those requirements with its filings and correct any deficiencies; and

**WHEREAS**, new rules and regulations promulgated by the Securities & Exchange Commission ("SEC") restrict the provision of advice concerning the issuance of municipal debt to those that are appropriately registered with the SEC; and

**WHEREAS**, it is beneficial to retain assistance of appropriately registered experts in the field of municipal bond finance, with knowledge and experience in these matters, to assist in assuring compliance with CDA's and to stand ready to provide advice as needed with the issuance of municipal debt as Municipal Advisor of Record; and

**WHEREAS**, Phoenix Advisors provides such continuing disclosure services and is an independent registered municipal advisor under the SEC regulations and has heretofore been appointed by the Bond Issuer to provide the same until the expiration of this Agreement; and

**WHEREAS**, the parties desire to set forth herein the terms and conditions under which Phoenix Advisors will provide such services to the Bond Issuer.

**NOW, THEREFORE, BE IT RESOLVED**, that a **contract be authorized with Phoenix Advisors, LLC** in the annual amount of \$850 as the Continuing Disclosure Agent and Registered Municipal Advisor.

- J. THEREFORE BE IT RESOLVED**, that the **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 2017-2018 school year.

<b>Custodians</b>	<b>Amount</b>
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	\$300
School Business Administrator/Board Secretary	\$300

- K. THEREFORE BE IT RESOLVED**, that the **Board of Education** approves the appointment of **Haquisha Q. Taylor as Board Secretary** for Calendar Year 2017.

- L. THEREFORE BE IT RESOLVED**, that the **Board of Education** approves the appointment of **Charles Hangley, as Treasurer of School Monies**, for 2017-2018 school year.

- M. THEREFORE BE IT RESOLVED**, that the **Board of Education** approves the appointment of **District Physicians** for 2017-2018 school year.

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

- N. THEREFORE BE IT RESOLVED, that the Board of Education** approves the following tax-sheltered annuity providers for the 2017-2018 school year.

**AIG – VALIC Financial Advisors, Inc.**

**AXA Advisors – Equitable**

**Financial Resources**

**Lincoln Investment**

**Metlife**

**Travelers Educators Retirement Services – Citistreet Associates LLC**

- O. THEREFORE BE IT RESOLVED, that the Board of Education** authorizes the School Business Administrator to allow for the Transfer of Funds between Board meetings.
- P. THEREFORE BE IT RESOLVED, that the 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.
- Q. THEREFORE BE IT RESOLVED, that the Board of Education** approves the **maximum expenditure for travel** for 2017-2018 school year for all staff and board members shall not exceed \$100,000, in accordance with N.J.A.C. 6A:23A-7.3.
- R. THEREFORE BE IT RESOLVED, that the Board of Education** approves the use of field trips during the 2017-2018 school year.

**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 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 Board approves the use of field trips during the 2017-2018 school year.

- S. THEREFORE BE IT RESOLVED, that the Board of Education** approves the enrollment of Fort Lee High School as a **Member of the New Jersey State Interscholastic Athletic Association (NJSIAA)** for the 2017-2018 school year.
- T. THEREFORE BE IT RESOLVED, that the 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 2017-2018 school year.



**U. THEREFORE BE IT RESOLVED, that the Board of Education** approves the appointment of **Haquisha Q. Taylor as Qualified Purchasing Agent (QPA)** and authorization to award contracts up to the bid threshold amount of \$40,000 as per N.J.S.A.18A:18A-3.

**V. THEREFORE BE IT RESOLVED, that the Board of Education** approves the appointment of **District Compliance Officers** for the 2017 Calendar Year:

<b>Compliance Position</b>	<b>Employee</b>	<b>Title</b>
504 Committee Coordinator	Diana Davis	Director of Special Services
ADA Officer	Diana Davis	Director of Special Services
Anti-Bullying Coordinator	David Cuozzo	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
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
Issuing Officer for Working Papers	Lauren Glynn	Principal – High School
District Educational Stability/ Homeless Liaison	Lauren Carrubba	Director of School Counseling Services
Integrated Pest Management Officer	Scott Bendul	Supervisor of B&G & Security
Public Affairs Compliance Officer (PACO)	Haquisha Q. Taylor	Business Administrator
Right-To-Know Officer	Scott Bendul	Supervisor of B&G & Security
Substance Awareness Coordinator	David Cuozzo	SAC/Guidance Counselor
District Testing Coordinator – PARCC	Lauren Carrubba	Director of School Counseling Services
Title IX Officer	Michael Raftery	Athletic Director

**W. THEREFORE BE IT RESOLVED, that the Board of Education** approves the Annual Tuition Rate of \$18,000 for Eligible Non-Resident Students for the 2017-2018 school year.

MOTION carried unanimously upon roll call vote, 9-0, for resolutions B through W.

### **NEW BUSINESS**

Mrs. Colbath inquired if Board would consider adjusting the private meeting start time from 6:30 p.m. to 7:00 p.m. What do we budget for field trips? What channel do the Board meetings air on?

Julia Huang stated that the circus is being planned for a weekend by students. Teachers are prepping students for midterms.

Mrs. Morell stated that there is a basketball fundraiser and on January 18<sup>th</sup>, AOF Outback Dinner. Mr. Sarnoff stated that there is Garfield Tournament – Fort Lee Girls won.

Mr. Surace stated that we may want to reach out to the Fort Lee resident recognized in the newspaper as a music teacher. Mr. Surace also mentioned the Athletic Coaching course. Superintendent stated that it is a new course for the 2017/18 school year. Mr. Surace suggested that we have the students volunteer with a recreation team as part of the course requirement.

Mr. Sarnoff stated that the Boys Varsity Basketball Team came in 2<sup>nd</sup> place in the Jack Reilly Tournament.

## **ADJOURNMENT**

MOTION by Mrs. Colbath, seconded by Mrs. Han Silver, to adjourn 7:52 p.m.

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

RESPECTFULLY SUBMITTED,

*Haquisha Q. Taylor*

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

HQT/haa  
01-10-2017