

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

REGULAR BUSINESS MEETING MINUTES

Monday, March 26, 2012

Auditorium, High School, 3000 Lemoine Ave.

1. The Regular Business Meeting was called to order at 8:10 PM by Mr. Arthur Levine, President of the Fort Lee Board of Education.
2. Mr. Carmelo Luppino, led the Pledge of Allegiance to the Flag.
3. Public Announcement by the President of the Board of Education:
The New Jersey Open Public Meetings Law was enacted to insure 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 by having the date, time, and place thereof posted in the entrance hall of the Board Office, 2175 Lemoine Avenue; published in the Board's designated newspapers: Fort Lee Patch.com, 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.
4. **ROLL CALL**
PRESENT: Mr. John Bang, Mr. Carmelo Luppino, Jr., Mrs. Linda McCue, Mrs. Angela Napolitano, Mr. Yusang Park, Mr. Joseph Surace, and Mr. Arthur W. Levine

ALSO PRESENT: Mr. Steven Engravalle, Mrs. Cheryl Balletto, and Mr. Mitchell Jacobs, Esq.

ABSENT: Mr. Peter Suh and Ms. Helen Yoon

♦ At approximately 8:13 PM, Mr. Carmelo Luppino offered, Mrs. Angela Napolitano seconded by, to open the Public Hearing for the Lease Purchase Financing for the Central office renovation project. On voice vote, motion carried unanimously.
5. **PUBLIC HEARING - LEASE PURCHASE FINANCING FOR CENTRAL OFFICE –**
Ms. Lisa Gorab, Bond Counsel made a presentation to the audience.
 - ♦ Mr. George Porto asked where are the payments in the budget.
 - ♦ Mrs. Cheryl Balletto stated that they are budgeted in Fund 12, capital outlay.
 - ♦ Dr. Nina Levinson stated that the public only wants one debt service and now we have this debt service which is misleading.
 - ♦ Mrs. Cheryl Balletto stated that it is a part of the 2% cap and is not a debt service.
 - ♦ Mrs. Diane Secari asked how many years are budgeted.
 - ♦ Mrs. Cheryl Balletto stated that the budget for 2012-2013 includes the second year payment. The board seeks proposals then at a future board meeting will approve an agreement.
♦ At approximately 8:13 PM, Mr. Carmelo Luppino offered, Mrs. Angela Napolitano seconded by, to close the Public Hearing for the Lease Purchase of Financing the Central Office Renovation Project. On voice vote, motion carried unanimously.

6. ANNUAL PUBLIC BUDGET HEARING – BUDGET PRESENTATION

- ◆ Mrs. Cheryl Balletto presented the 2012-2013 school budget.
- ◆ Christina Yoo from School #4 asked about new textbooks and why do the children have to share books. They aren't prepared for the NJASK Science. Could you please look into this.
- ◆ Mrs. Susan Elckechen stated that she went to graduate school and would like to know what is the process to build a budget.
- ◆ Mrs. Cheryl Balletto stated in early November the principals and administrators enter their budgets. The draft is reviewed by the superintendent and then the finance committee. As per the budget calendar, the board received the first draft of the budget before holiday break. The district receives the state aid notice in February and the final proposed budget is sent to the board for review.
- ◆ Mr. George Porto asked about the debt service and is it separate from the 2% cap?
- ◆ Mrs. Cheryl Balletto said yes.
- ◆ Mr. George Porto asked if teachers got a 3.5% raise as an offset from their health benefits and what is the net savings.
- ◆ Mrs. Cheryl Balletto stated that the district saved \$2 million dollars in that year. Each year after that is \$2 million plus the increase on the premium.
- ◆ Mr. Matthew Giacobbe, board attorney stated Obama Care is affecting health care premium increases.
- ◆ Mr. David Sarnoff asked what is the school population increase?
- ◆ Mrs. Cheryl Balletto stated that the average is about seventy students based on the Historical trend and the budget reflects this influx.
- ◆ Mrs. Nancy Stern asked if any students are going to the Academies in Englewood or Hackensack.
- ◆ Mrs. Cheryl Balletto stated that Englewood only has transportation and Hackensack's enrollment is maxed out.
- ◆ Mrs. Nancy Stern asked if we were bringing back a custodian and has it been discussed.
- ◆ The board answered the Finance Committee discussed it and it is not feasible at this time.
- ◆ Ms. Nancy Stern asked what positions are included under general administration?
- ◆ Mrs. Cheryl Balletto stated that the Superintendent has a \$167,500. Cap, the Assistant Superintendent has a \$144,000, the Curriculum writer is \$80,000., Director of Guidance is \$146,000., and the stipends are \$30,000. Mrs. Balletto also stated the budget calls for 39 students going to the Academies in Hackensack.
- ◆ Mrs. Nancy Stern asked why isn't the board giving out detailed line items?
- ◆ Mr. Steven Engravalle stated that we will put them on the web-site.
- ◆ Mrs. Nancy Stern asked if the Academy is too expensive will it bring back our students to the school district.
- ◆ Dr. Nina Levinson asked if the textbooks are uniform in all the schools?
- ◆ Mr. Steven Engravalle said yes.
- ◆ Dr. Nina Levinson asked if there is an increase in grants?
- ◆ Mrs. Cheryl Balletto stated that our free and reduced lunch population has increased. NCLB funding has increased due to our changing demographics. The government increases funding because the district will need to increase services for that population.
- ◆ Dr. Nina Levinson asked if there is anything in the budget presentation for everyday repairs?
- ◆ Mrs. Cheryl Balletto stated that there is approximately \$260,000 in total.
- ◆ Mrs. Mimi Nigro asked if there are any program cuts such as a stipend for the Math Club?
- ◆ Mrs. Cheryl Balletto stated none due to funding, and programs are based on enrollment. The Middle School has a stipend for the Math Club.
- ◆ Mrs. Paula Colbath asked if there are stipends for clubs such as the Chess Club.
- ◆ Mrs. Cheryl Balletto stated that Class A activity has \$2,126.
- ◆ Mrs. Paula Colbath asked if we were having problems with Curriculum and why did we get rid of the Director of Curriculum?
- ◆ Mr. Steven Engravalle stated that his recommendation would be to create two Assistant Superintendents and get rid of the Curriculum writer.

- ◆ Mrs. Paula Colbath asked if the new position created for database management and who does it now and for how much?
- ◆ Mr. Steven Engravalle stated that several people perform these reports and the salary is \$55,000 for a 12 month position. He then discussed New Jersey Smart.
- ◆ Mrs. Paula Colbath asked what will the Technology lease of \$200,000. include?
- ◆ Mr. Steven Engravalle stated that we are still investing over the next five years and all our schools will have equal internet.

- ◆ At approximately 9:05 PM, Mr. Carmelo Luppino offered, Mrs. Linda McCue seconded by, to close into the Public Budget Hearing. On voice vote, motion carried unanimously.

- ◆ Mr. Arthur Levine read a letter from the County regarding fiscal management of the district. Mr. Arthur Levine thanked Cheryl Balletto for you her hard work on managing the districts funds.

- ◆ Mrs. Cheryl Balletto thanked everyone and stated that she works with very good people. She commended Ana Flores for her hard work and assistance.

7. REPORT OF THE INTERIM SUPERINTENDENT OF SCHOOLS

- ◆ Mr. Steven Engravalle congratulates School #1 for winning the DARE Basketball.
- ◆ A Memorial Fund for Maria Pulice was set up in School #1.
- ◆ Emergency repairs will be made to the front steps at School #1 and the wall at the High School.
- ◆ The Curriculum Committee will discuss personal financial literacy and strategic planning for align curriculum and personalized instruction.
- ◆ Resolution #4CUR had a revision to the school calendar which was May 15th and May 16th and there will be a closing on May 29th and closing school two days earlier.
- ◆ There will be an update of the Security Audit at a Special Board Meeting.
- ◆ A walk-in resolution will be for the Interim Assistant Superintendent who will start April 2nd to June 30, 2012.
- ◆ There is a Spring Musical this week.

8. REPORT OF THE HIGH SCHOOL STUDENT REPRESENTATIVES-None

9. BOARD SECRETARY REPORT – FEBRUARY 2012

- ◆ For the month of February 2012.

	Motion by Mrs. Linda McCue To approve the Board Secretary Report for the month of February 2012.	Seconded by Mr. Carmelo Luppino On roll call, Motion carried. Mr. Yusang Park abstained. Mr. Peter Suh and Ms. Helen Yoon were absent.	
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10. APPROVAL OF MONTHLY BUDGET STATUS CERTIFICATION

- ◆ For the month of February 2012.

	Motion by Mr. Carmelo Luppino To approve the Monthly Budget Status Certification for the month February 2012.	Seconded by Mrs. Linda McCue On roll call, Motion carried. Mr. Peter Suh and Ms. Helen Yoon were absent.	
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11. **PUBLIC WORK SESSION**

- ◆ Mr. Carmelo Luppino stated that the girls won the Spirit Award for the Whole Cheerleader Camp.

12. **APPROVAL OF MINUTES**

- ◆ Minutes from the Executive Session and Regular Business Meeting on March 26, 2012.

	Motion by Mrs. Angela Napolitano To Approve Minutes from the Executive Session and Regular Business Meeting on March 26, 2012.	Seconded by Mr. Carmelo Luppino On roll call, Motion carried. Mr. Yusang Park abstained. Mr. Peter Suh and Ms. Helen Yoon were absent.	
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13. **QUESTIONS AND COMMENTS FROM THE PUBLIC ON ITEMS LISTED ON TONIGHT'S AGENDA AND ANY OTHER TOPIC OF CONCERN**

- ◆ Christina Yoo asked about Resolution #3P and if there was a posting of the retirement of Lewis Pagano. If the board could hire someone in the beginning of the year?
- ◆ Mrs. Cheryl Balletto stated no Mr. Pagano's retirement is in December.
- ◆ Mr. Yusang Park stated the board can look into it.
- ◆ Mr. Steven Engravalle stated it is not Fort Lee's practice to do so but it can be looked into.
- ◆ Christina Yoo asked if students will take an exam for the Academies. She also asked about Resolution #2F and the cafeteria claims.
- ◆ Mr. David Sarnoff asked if the board would please reconsider the three minute rule and they should be reasonable. He asked what members were at the Curriculum meeting and when was the last meeting? He finds it absurd to request a meeting with the board of such an important topic. He also asked what is the payment to Northern Valley for?
- ◆ Mr. Steven Engravalle stated the committee met in November.
- ◆ Mrs. Cheryl Balletto stated the payment to Northern Valley is for related services for a special education student who attends there.
- ◆ Mr. Alex Floratos stated that he is disappointed in all the Board Members who have been elected and that they have obligations to the community. He held an independent Greek celebration and read a list of invited guests and none of the board members attended.
- ◆ Mr. Steven Engravalle stated that he had a conflict.
- ◆ Mrs. Angela Napolitano stated that in the past she has gone and apologized that she was away and sometimes it is difficult to be a many things at the same time.
- ◆ Mr. Arthur Levine stated that he would take the hit on that and going forward someone will go. He apologized for no one coming to the event.
- ◆ Mrs. Diane Sicari asked about Resolution #1B&G and if the removal of asbestos was a part of 1.8? She also asked if Resolution #2B&G if we are going through an insurance company? On page 9 the Liberty Group says \$4,500 and what people are going? Page 14 \$38,722.12 is for office furniture and how does the tax cap waiver affect us.
- ◆ Mrs. Cheryl Balletto answered the asbestos removal is part of the \$1.8 million dollars and not additional. The Liberty group was the moving company for the new offices. Yes, the district is going through the parents insurance, but in the meantime the district is paying and getting reimbursed from the insurance company.
- ◆ Mrs. Kathy Lee stated that she agreed with Mr. David Sarnoff about the Curriculum Director and had an opportunity to speak with a teacher who was cut because of the budget. Curriculum is a very important part of the system so why the decision was made to get rid of it and not replace it? Is there a savings if there is an Assistant Superintendent and not a Curriculum Director? She asked if there can be a discussion on how to improve the parking situation at School #1. Now that the Board Office has moved is the parking open to parents? Is Spanish a part of the Curriculum in Kindergarten.
- ◆ Mr. Steven Engravalle said yes Spanish starts at Kindergarten. The Math Club is good in the Middle School and they win awards. There is a stipend. There is a difference between

the Curriculum Director vs. Assistant Superintendent who has more of a district level. Virtual alignment is a struggle in the 7th grade and there are four groups with different skills. The savings are not a part of CBA so we cannot negotiate. The parking has been reviewed and what has been presented is the flow of the drop off. Parents should not be in parking spaces.

- ◆ Mr. Joseph Surace stated that Tom Hunter is one road from School #1. Maybe walking is healthy.
- ◆ Mr. Yusang Park stated that Joanne Calabro worked on curriculum mapping, Dr. Bandlow did not do anything and then the board had a referendum. Mr. Engravalle made an issue to work on the curriculum.
- ◆ Mrs. Paula Colbath stated that in Resolution #5P Jenny McCann is one of the best teachers and she would do anything to get her back. She is an asset to the district. Mrs. Colbath asked about Resolution #7F and what is the Public Relations Budget? In Resolution #8F if \$100,000 is budgeted on travel what do you spend and approve. Resolution #1B stated Bully incidents reports and findings. There are different enrollment categories that the pupils shared. Are the students from a private school sent to a regular program or a Special Education Program?
- ◆ Mrs. Cheryl Balletto stated the public relations and maximum travel resolutions are requirements of the accountability regulations. The public relations is for newsletters or website development and not job advertisements. The travel is for professional trips in the district. Both amounts are the same as this current year. The district does not spend \$100,000 and I will get back to you with the exact amounts. Mrs. Balletto stated she would get to Paula regarding enrollment classifications.
- ◆ Mr. Paul Umrichin said thank you for eliminating the High School fee. Mr. Pagano is leaving in the middle of the year. The students he has been a counselor to in mid-year they would be guided by someone they don't know. We need to have a person or give the students to other counselors. It is disheartening that you haven't met as a curriculum committee. Things a starting to settle down now.
- ◆ Mr. Steven Engravalle stated that there will be a continuity plan for Mr. Pagano.
- ◆ Mrs. Nancy Stern stated that the budget hearing went well so the board should consider three minute time limit. She asked about Resolution #10P and why Mr. Welte is on the list? What is the cost of the Superintendent and Assistant Superintendent ad in the Record and The Star Ledger? Does Resolution #11P only have one person in at any particular time? She doesn't understand how you can appoint an Assistant Superintendent who always has to have a salary of \$10,000 for a year or three months. How can the county approve the contract when two people are in the job? Doesn't Ms. Amato receive a stipend for being a supervisor?
- ◆ Mr. Matthew Giacobbe stated that the executive county superintendent is aware that Mr. Engravalle is the interim superintendent and not the assistant superintendent.
- ◆ Mrs. Cheryl Balletto stated she will get back to with the amount of the newspaper ads. Mr. Welte is on the agenda now to correct that he was not on previously.
- ◆ Mrs. Nancy Stern stated the Academy of Finance will be having a basketball night. She handed out flyers for the board.
- ◆ A citizen asked about pink slime in the beef?
- ◆ Mrs. Cheryl Balletto stated she will have a report at the next board meeting.

14. RESOLUTIONS AND REPORTS OF COMMITTEES

Board Committee	
#1B	Approval – Resolution Regarding School District Report of Incidents of Harassment/Intimidation/Bullying
#2B	Approval – Acceptance of Security Audit

	Motion by Mr. Joseph Surace To Approve #1B & #2B	Motion by Mr. Carmelo Luppino On roll call, Motion carried. Mr. Peter Suh and Ms. Helen Yoon were absent.	
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<u>Buildings and Grounds</u>			
#1B&G	Approval of Karl & Associates, Inc. Proposal		
#2B&G	Resolution of The Board of Education of the Borough of Fort Lee in the County of Bergen, New Jersey, Authorizing Certain Actions in Connection with a Lease Purchase Transaction		
#3B&G	Approval of Emergency Repair Totaling \$11,500 (HS East Wall Repair)		
#4B&G	Approval of Emergency Repair Totaling \$21,500 (S#1 Front Steps)		
	Motion by Mr. Carmelo Luppino To Approve #1B&G - #4B&G	Motion by Mrs. Linda McCue On roll call, Motion carried. Mr. Joseph Surace abstained from Resolution #4B&G. Mr. Peter Suh and Ms. Helen Yoon were absent.	

<u>Curriculum Committee</u>			
#1CUR	Approval of Class Trips at a Cost to the district not to exceed \$4,408.00		
#2CUR	Approval of Independent Study		
#3CUR	Approval of Summer 2012 Programs		
#4CUR	Approval of Revised School Calendar for 2011-2012 school year		
	Motion by Mrs. Linda McCue To Approve #1CUR - #4CUR	Seconded by Mrs. Angela Napolitano On roll call, Motion carried. Mr. Peter Suh and Ms. Helen Yoon were absent.	

<u>Finance</u>			
#1F	Approval – Current Bills List totaling \$289,001.32		
#2F	Approval – Cafeteria Claims for February 2012 totaling \$113,691.03		
#3F	Approval - Extended School Day Program Claims for February 2012 totaling \$7,773.00		
#4F	Approval – Line Item Transfers for February 2012		
#5F	Adoption of the 2012-2013 Operating Budget totaling \$59,191,410		
#6F	Tax Levy Cap Waiver		

#7F	Public Relations Maximum Budget	
#8F	Approval of Maximum Reimbursement of Travel Expenditures	
#9F	Acceptance of "Race To The Top" Grant Program and Submission of Application 2012-2013	
#10F	Approval of AccuScan Contract for Electronic Document Scanning not to Exceed \$34,000	
	Motion by Mr. Joseph Surace To Approve #1F - #10F	Seconded by Mr. Peter Suh On roll call, Motion carried. Mr. Peter Suh and Ms. Helen Yoon were absent.

<u>Health-Welfare and Safety</u>		
#1HWS	Payment of Home Instruction Services	
	Motion by Mr. Carmelo Luppino To Approve #1HWS	Seconded by Mr. Joseph Surace On roll call, Motion carried. Mr. Peter Suh and Ms. Helen Yoon were absent.

<u>Personnel</u>		
#1P	Approval of Staff Trips and Conferences not to exceed \$1,420.31	
#2P	Retirement of Barbara Elson as Elementary Teacher at School No. 1	
#3P	Retirement of Lewis Pagano as Middle School Guidance Counselor	
#4P	Medical Leave for Donna Berkowitz as ESL Teacher at Lewis F. Cole Middle School	
#5P	Amended Maternity Leave for Jenny Mccann as Elementary Teacher at School No. 4	
#6P	Amended Dates for Appointment of Ashley Degraaf as Leave Replacement at School No. 4	
#7P	Appointment of Debra Brigida as 2012 Project Jump Start Coordinator	
#8P	Extra Compensation for Parent Involvement Workshops	
#9P	Additional Substitutes for the 2011-2012 school year	
#10P	Appointment of Additional Co-Curricular Personnel for the 2011-2012 school year	
#11P	Appointment of Dr. Sharon Amato as Interim Assistant Superintendent	
	Motion by Mr. Peter Suh To Approve #1P - #11P	Seconded by Mr. Carmelo Luppino On roll call, Motion carried. Mr. Peter Suh and Ms. Helen Yoon were absent.

15. At approximately 10:00 PM, Mr. Joseph Surace, offered, Mrs. Linda McCue, seconded by, to close the Public Comment portion of the meeting. On voice vote, motion carried unanimously.
16. At approximately 10:12 PM, Mrs. Linda McCue, offered, Mr. Joseph Surace, seconded by, adjourn the Regular Business meeting. On voice vote, motion carried unanimously.

Roll calls and resolutions of this meeting are attached.

Respectfully submitted,

CHERYL BALLETT
BUSINESS ADMINISTRATOR/BOARD SECRETARY

CB/mp
Att.
3-21-12