

**SEANUCIS BOARD OF EDUCATION
REORGANIZATION MEETING MINUTES
DATED April 15, 2013**

Motion by Mr. Gary Riebesell, seconded by Mrs. Kelli D'Addetta, and unanimously adopted by the Board Members present to appoint the Acting Board Secretary as temporary chair to conduct the election of the President.

Ms. Grace Yeo, Acting Board Secretary, announced the official results of the April 16, 2013 election as follows:

1. <u>Public Question #1-General Fund</u>	Yes	1236
	No	707
2. <u>Public Question #2- Security In the Schools</u>	Yes	1096
	No	814

Official Election Results

John Gerbasio	1517	John A. McStowe	1510
Kathy O'Connell	1431	Salvatore Manente	547
Tom Troyer	409	MaryAnn Weiner	539

Ms. Yeo administered the Oath of Office to Mr. Gerbasio, Mr. McStowe and Mrs. O'Connell, then called for a roll call:

Robert Anderson	X			
Kelli D'Addetta	X			
John Gerbasio	X			
Joseph Lewis	X			
Jack McStowe	X			
Dora Marra	X			
Kathy O'Connell	X			
Gary Riebesell	X			
Lisa Snedeker	X			

Ms. Yeo announced that the first order of business would be the nomination and election of a President for the ensuing year and explained the process of nomination, then opened the floor for nomination of President.

Motion by Mr. Riebesell to nominate, Mr. McStowe, and seconded by Mr. Anderson. There being no other nominations, a roll call vote resulted in the unanimous election of Mr. McStowe as President of the Board.

At this time Mr. McStowe, President, called for nominations for Vice President.

Motion by Mrs. Snedeker to nominate Mr. Riebesell, seconded by Ms. Marra. There being no other nominations, a roll call voted resulted in the unanimous election of Mr. Riebesell as Vice President of the Board.

Public forum regarding agenda items - None

2013-2014 Actions and Appointments**RO.1**

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED: that the Board of Education hereby adopts the New Jersey School Board Code of Ethics; and

BE IT RESOLVED that Policies and Procedures regarding training of the district's Board of Education members has been adopted; and

NOW, THEREFORE, BE IT RESOLVED, that each Board of Education member acknowledges receipt of the Code of Ethics and has become familiar with same.

RO.2

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED: that in accordance with N.J.S.A. 18A:4-25, 33-1, 35-1, 35-3, 35-4, 35-4.1, 35-5 and N.J.A.C. 6:27-1.3, the Board approves the curriculum and textbooks, K-12, for all subjects, inclusive of all mandated state programs and services, until further directive of this Board. The curriculum and textbooks are available on line and/or in the respective principal's office of each school.

RO.3

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED: that the bylaws and policies, printed and codified in the comprehensive document, entitled "Bylaws and Policies of the Secaucus Board of Education", are hereby adopted by the Board of Education until further directive of this Board. The "Bylaws and Policies" are maintained and on file in the Board Administration Office.

RO.4

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED: that the Board of Education hereby appoint Acting Board Administrator/Board Secretary, Grace Yeo, to the following positions for the period July 1, 2013 to June 30, 2014

Investment Officer
Custodian of Records
Public Agency Compliance Officer

RO.5

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED, that the Secaucus Board of Education hereby appoints Grace Yeo, Acting Business Administrator, as it's duly authorized Purchasing Agent to whom the Board dully assigns, to the fullest extent authorized by law, the authority and responsibility for the Purchasing activity for the Board.

BE IT FURTHER RESOLVED, The Board specifically authorizes Grace Yeo to undertake Purchasing Activity (as that term is defined therein) and as such activities are described throughout, including, without limitation, those set forth in 18A:18A-3 and 18A-18A-37 and other provisions , as well as those that may be further authorized or clarified in the regulations required to be promulgated by the New Contract Statute, including those that are, pursuant to the New Contract Statute, required to be authorized by the Board pursuant to resolution;

1. The Board affirms its approval to a Bid Threshold of \$17,500.00
2. The Board agrees to indemnify and hold harmless its Purchasing Agent in connection with the performance of the rights and obligations of the Board, as permitted by this Resolution, to the extent that the Purchasing Agent is not knowingly responsible for willful or fraudulent misconduct; and
3. This Resolution shall take effect April 25, 2013 to June 30, 2014.

RO.6

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED: that employees of the Secaucus Board of Education listed below are reappointed to the position indicated, for the 2013-2014 school year:

Attendance Officer(s)

Clarendon School	Pasquale Cocucci
Huber Street School	Linda Wilhelm
Secaucus Middle School	Linda Diemer
Secaucus High School	Robert Berckes

504 Officer(s)

Clarendon School	Dawn Doering
Huber Street School	Jamie Viggiano
Secaucus Middle School	Tara Tavares
Secaucus High School	Christine Calabrese

BE IT FURTHER RESOLVED: that the employees listed above will perform the duties associated with their positions without any additional compensation.

RO.7

INTRODUCED BY: John Gerbasio
SECONDED BY: Gary Riebesell

BE IT RESOLVED: that Supervisor of Buildings & Grounds, Salvatore Cioffi, be appointed for the positions listed below for the 2013-2014 school year:

Designated AHERA Compliance Officer
 Designated Right to Know Officer
 Designated Integrated Pest Management Coordinator
 Designated Safety & Health

BE IT FURTHER RESOLVED: that the employee listed above will perform the duties associated with their positions without any additional compensation.

RO.8

INTRODUCED BY: John Gerbasio
SECONDED BY: Gary Riebesell

BE IT RESOLVED: that the Board of Education hereby designate the following as legal newspapers for the 2013-2014 school year:

Jersey Journal
 The Record
 Secaucus Home News

RO.9

INTRODUCED BY: John Gerbasio
SECONDED BY: Gary Riebesell

BE IT RESOLVED, the Secaucus Board of Education hereby constitutes and establishes a Committee for Safety and Training;

Composition:

The Committee shall be comprised of at least one member from the following classifications: Administration/Clerical, Education (i.e. teacher, coach), Transportation, Cafeteria, and Building/Grounds Maintenance appointed by the Fund Commissioner of the School Alliance Insurance Fund. The Fund Commissioner or his/her designee shall serve as Committee Chairperson.

Term:

Each member shall serve at the pleasure of the Fund Commissioner.

Termination:

Members may be terminated with due cause during the term upon majority vote of the Committee.

Authority and Responsibility:

The Committee is to serve as the district's focal point for communication and implementation regarding safety and training programs which are geared toward reducing the frequency or severity of insured losses. The function of the Committee is advisory in nature; however, is charged with carrying out specific duties as outlined in this charter.

Safety and Education Committee Bylaws

The Committee of the Secaucus Board of Education is established by Resolution, approved by the Board of Education on April 25, 2013. The Committee's operational guidelines and specific duties are set down herein.

RO.10

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED: that the Board of Education hereby designate the following as the official depositories of District funds

MBIA
Municipal Investors Service Corporation – Investment Account
NJ Cash Management – Investment Account
Wells Fargo – 4 Penn Center, 8th Fl, Ste 810, Philadelphia, Pa
19103 Debt Service

RO.11

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED: that the Board of Education hereby authorizes the following warrant signaures for school year 2013-2014:

General Account	(3)	President, Board Secretary, Assistant Board Secretary, Treasurer
Payroll/Agency Account	(1)	Treasurer
Activity Accounts	(2)	Board Secretary, Assistant Board Secretary, School Principal, Activity Fund Treasurer
Athletic Accounts	(2)	Athletic Director, Board Secretary, Assistant Board Secretary, School Principal
Unemployment Account	(2)	President, Board Secretary, Assistant Board Secretary, Treasurer
Capital Projects	(3)	President, Board Secretary, Assistant Board Secretary, Treasurer

RO.12

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED: that the Board of Education hereby establishes the following Petty Cash Checking Accounts for the 2013-2014 school year:

Title:	Amount	Custodian	Co-Custodian	Max Paym't
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Administrative Petty Cash	\$1,500.00	Grace Yeo	LaMonica McIver	\$1,000.00
Clarendon School Petty Cash	\$500.00	P. Colucci	Grace Yeo	\$100.00
Huber Street School Petty Cash	\$500.00	Linda Wilhelm	Grace Yeo	\$100.00
Middle School Petty Cash	\$500.00	Linda Diemer	Grace Yeo	\$100.00
Athletic Account Petty Cash	\$500.00	C Vothees	Grace Yeo	\$100.00
High School Petty Cash	\$500.00	R. Berckes	Grace Yeo	\$100.00
Transportation Petty Cash	\$750.00	D. Zapoluch	Grace Yeo	\$100.00

RO.13

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED, that the Board of Education hereby establishes the following meeting dates for the ensuing year:

May 9, 2013
 June 13, 2013
 July 18, 2013
 August 22, 2013
 September 19, 2013
 October 17, 2013
 November 14, 2013
 December 12, 2013
 January 16, 2014
 February 13, 2014
 March 20, 2014
 April 24, 2014
 (Reorganization)

The following dates are tentative, contingent upon Board Approval

May 8, 2014
 June 12, 2014

All meetings will commence on Thursdays at 7PM prevailing time and held at Huber Street School, Multi-Purpose Room.

RO.14

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

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 of Division of Purchase and Property"; and

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

WHEREAS, the Secaucus Board of Education desires to authorize its Acting Business Administrator for the period April 25, 2013 to June 30, 2014 to make any and all purchases necessary to meet the needs of the school district throughout the school year; and

NOW, THEREFORE, BE IT RESOLVED, that the Secaucus Board of Education does hereby authorize the Acting Business Administrator to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing vendors as listed. This resolution is effective April 25, 2013 to June 30, 2014

<u>Vendor</u>	<u>Commodity/Service</u>	<u>State Contract #</u>
100% Educational Videos	Education Supplies	A51464
Apple Computer, Inc.	Technology Equipment	81253
Atlantic Tomorrows Office	Office Equipment	A51464
Budgetext Corpotation	Educational Supplies	710654575
CDW-G	Technology Equipment	67176
Child Craft Education	Educational Supplies	65606
Commercial Interiors Direct	Office Furniture	A84608
Dell Computer Corp.	Technology Equipment	A81247
First Student	Service to School Busses	A56249
Haig Service Corporation	Alarm Services	900786
Hannon FloorsCovering	Carpeting	A81751
Hertrich Fleet Services, Inc.	Busses	A78758
Johnston Communications	Technology	A42287
Keyboard Consultants	Technology Equipment	A81193
Lee Distributors	Furniture	A67831
Leisure Sporting Goods	Athletic Equipment	89613
Municipal Capital Corp.	Office Equipment	A51464
Office Depot, Inc.	Office Supplies	59768 & 65737 231887142
Tanner North Jersey, Inc.	Furniture	56319,60687
Tanner of North Jersey	Furniture	55669,61840
VOIP Networks	Telephone	T-1316
Xerox Corp.	Copier Equipment	51145
Staples	Office Supplies	77249

RO.15

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED, that Anna Territola is hereby appointed Treasurer of School Monies of the School District of the Town of Secaucus, in the County of Hudson, effective July 1, 2013 and ending on June 30, 2014.

BE IF FURTHER RESOLVED that compensation for the school year 2013-2014 is \$6000.

RO.16

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED, that Wilentz Goldman Spitzer is hereby appointed as Bond Counsel of the School District of the Town of Secaucus, in the County of Hudson, for a term of one (1) year, commencing on July 1, 2013 and ending on June 30, 2014.

BE IT FURTHER RESOLVED, that said law firm be compensated on fees based on scope and nature of professional services performed with a minimum rate of \$150.00 per hour as per annexed letter.

RO.17

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

WHEREAS, the Secaucus Board of Education, hereafter referred to as "Educational Facility" is a member of SAIF, hereinafter referred to as "Fund"; and

WHEREAS, said renewal membership terminates as of July 1, 2013 at 12:01am, standard time, unless earlier renewed by agreement between the Educational Facility and the Fund; and

WHEREAS, the Educational Facility is afforded the following types of coverage: workers compensation, property, boiler & machinery, general, auto liability and environmental impairment liability, excess liability, school leaders professional liability, excess liability, student accident, supplemental indemnity – workers compensation.

WHEREAS, the Educational Facility desires to renew said membership;

NOW, THEREFORE, BE IT RESOLVED:

The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning July 1, 2013, and ending July 1, 2016 at 12:01am eastern standard time, and to be subject to the coverages, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance. The Educational Facility's Acting Business Administrator, Grace Yeo, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.

RO.18

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

WHEREAS, the Secaucus Board of Education ("Educational Facility") has resolved to join the School Alliance Insurance Fund (SAIF"); and

WHEREAS, the Bylaws of SAIF require that each educational facility designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicated that SAIF shall pay each Risk Management Consultant a fee to be established by the Executive Committee;

NOW, THEREFORE, BE IT RESOLVED that the Secaucus Board of Education does hereby appoint Mintz Girgan & Brightly, Inc. from July 1, 2013 to July 1, 2016 as the Risk Management Consultant in accordance with the Fund's Bylaws.

RO.19

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED, that the Secaucus Board of Education hereby approves the following tax shelters and annuities for the School District, Town of Secaucus, in the County of Hudson for the school year commencing July 1, 2013 and ending on June 30, 2014:

AXA Equitable
333 Thornall Street, 8th Floor
Edison, New Jersey 08837

AIG VALIC
2929 Allen Parkway
Houston, TX 77019

MET LIFE
P.O. Box 6717
Somerset, New Jersey 08875

RO.20

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED, that the Secaucus Board of Education does hereby appoint LaMonica McIver as the Affirmative Action Officer commencing on April 25, 2013 and ending on June 30, 2014 without any additional compensation.

RO.21

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED, that the Secaucus Board of Education does hereby appoint Jill Preis as the Substance Awareness Coordinator commencing on July 1, 2013 and ending on June 30, 2014 without any additional compensation.

RO.22

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

WHEREAS, the Secaucus Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C.6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive

prior approval of these expenses by the Superintendent of Schools and majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C.6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms, now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C.6A:23B1-1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$44,522.00 for all staff and board members.

RO.23

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED, that the Secaucus Board of Education approves the Chart of Accounts for the school year 2013-2014 available at the Board Office for review.

RO.24

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED, that Brown & Brown, located at 7 Regent Street, Suite 708, Livingston, New Jersey 07039, is hereby appointed as medical insurance broker of record for employee health insurance of the School district, Town of Secaucus, in the County of Hudson commencing on July 1, 2013 and ending on June 30, 2014.

RO.25

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED, that DiCara/Rubino Architects, located at 30 Galesi Drive, West Wing, Wayne, New Jersey 07470, is hereby appointed as architect of record for the Board of Education, Town of Secaucus, in the County of Hudson commencing on July 1, 2013 and ending on June 30, 2014.

BE IT FURTHER RESOLVED: that the architectural services will be provided at the fees defined by AIAG606 amendments per individual project.

RO.26

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED, that RAMM Environmental Services, located at 77 Nottingham Road, Fair Lawn, New Jersey 0410, is hereby appointed as the Asbestos Management Officer and Indoor Air Quality Designee for the School district, Town of Secaucus, in the County of Hudson commencing on July 1, 2013 and ending on June 30, 2014.

RO.27

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED, that Samuel Klein and Company, located at 550 Broad Street, Newark, New Jersey 07102 is hereby appointed as the auditors for the School district, Town of Secaucus, in the County of Hudson commencing on July 1, 2013 and ending on June 30, 2014.

RO.28

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED, that the Secaucus Board of Education hereby appoints the following individuals as authorized Issuing Officer(s) of Working Papers for the school year 2013-2014:

Vickie Nappo
Judy Preinfalk
Barbara Totaro
Carol Ann Scheiner
Deborah Zapoluch

RO.29

INTRODUCED BY: John Gerbasio

SECONDED BY: Gary Riebesell

BE IT RESOLVED: that the Board of Education hereby authorizes the Acting Business Administrator/Board Secretary and the Interim Superintendent of Schools to implement the 2013-2014 approved budget.

The foregoing resolutions RO.1 through RO.29 were unanimously adopted by a roll call vote of:

Robert Anderson	X			
Kelli D'Addetta	X			
John Gerbasio	X			
Joseph Lewis	X			
Jack McStowe	X			
Dora Marra	X			
Kathy O'Connell	X			
Gary Riebesell	X			
Lisa Snedeker	X			

Residents Forum General Comments:

Ms. Pat Belinski, 1601 Paterson Plank Road, invited the Board Members to join the Hudson County Consortium on May 30, 2013 at Meadowlands Hospital for a Character Education symposium. Mr. McStowe, on behalf of the board, thanked Mrs. Belinski for the invitation.

RESOLUTION

INTRODUCED BY: Gary Riebesell

SECONDED BY: Joseph Lewis

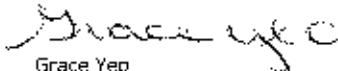
WHEREAS, it shall be necessary for the Secaucus Board of Education to discuss subjects concerning personnel matters;

BE IT RESOLVED, that the aforesaid subject will be discussed in closed Executive Session pursuant to the provisions of P.L. 1975, Chapter 231, and that such deliberations thereto will be made available to the public as soon as the reasons for non-disclosure no longer exist.

NOW, THEREFORE, BE IT RESOLVED, that the Secaucus Board of Education went into Executive Session at 7:20PM, and no action will be taken.

Motion by Mr. Lewis, seconded by Mr. Anderson, and unanimously adopted by Board Members present to adjourn the meeting at 7:21 PM.

Respectively submitted,



Grace Yeo

Acting Board Secretary and Business Administrator