

<p>SECAUCUS BOARD OF EDUCATION SPECIAL BOARD MEETING MINUTES DATED: MAY 15, 2014</p>
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President Riebesell called the meeting to order at 5:05PM and roll call taken as follows:

PRESENT: Messrs. Gerbasio, Lewis, McStowe, Ms. O'Connell, Ms. Pantoliano and Mr. Riebesell

LATE ARRIVALS: Mr. Anderson 5:15, Mr. Bartletta 5:17 and Ms. D'Addetta at 5:30pm

Interim Board Secretary declared a quorum present

Also present: Robert Presuto, CSA
Richard T. Calhoun, Interim BA/BS
Francelis De Oca Montes
Victorio LaPira, Esq.

Vice President Lewis, asked everyone to rise and join in the salute to the flag. In accordance with the provisions of the Open Public Meeting Act, Vice President Lewis, announced that the Interim Board Secretary had forwarded notice of this meeting for advertising by having the date, time and place thereof posted in the Secaucus Town Hall, on the bulletin board in the hallway of the Board of Education Administration Building, as well as being provided to the Secaucus Home News, Jersey Journal, and the Bergen Record.

RESOLUTION

INTRODUCED BY: Mr. McStowe

SECONDED BY: Mrs. O'Connell

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 5:10PM in order to discuss personnel.

Board Members present unanimously adopted the foregoing Resolution.

Motion by Mr. Lewis, seconded by Mrs. D'Addetta, and unanimously adopted by Board Members present to adjourn Executive Session and resume Regular Meeting at 7PM.

Organization Reports: - None

Superintendent Report:

Recommended action on resolutions and motions to be presented under Committee Reports.

Interim Business Administrator/Board Secretary Report:

Recommended action on resolutions and motions to be presented under Committee Reports.

Public Agenda Comments:

Mr. Tom Troyer inquired as to how many non-renewals for next school year as well as any transfers will be done at this time. Mr. Troyer was informed that these matters cannot be discussed in public at this time.

Mr. Troyer inquired as to why the Dean of Students position was abolished. Mr. Presuto responded he recommended the action. Mr. Troyer also asked that the filming of the meetings be improved.

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Committee Reports and New Business

RO.1

RESOLUTION

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

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

RESOLUTION

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

BE IT RESOLVED: that the bylaws and policies, on-line 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 on file in the Board Administration Office.

RO.3

RESOLUTION

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids to award contracts as permitted by this chapter; and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (\$26,000), may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution; and

WHEREAS 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (\$3900) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Secaucus Board of Education, pursuant to the statutes cited above hereby appoints Richard T. Calhoun, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Secaucus Board of Education; and

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BE IT FURTHER RESOLVED, that Richard T. Calhoun is hereby authorized to award contracts on behalf of the Secaucus Board of Education that are in the aggregate less than 15% of the bid threshold (\$3900) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED, that the Secaucus Board of Education is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Secaucus Board of Education when contracts in the aggregate exceed 15% of the bid threshold (\$3900) but are less than the bid threshold of \$26000.

1. This Resolution shall take effect May 15, 2014 to June 30, 2015.

RO.4**RESOLUTION**

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

BE IT RESOLVED: that employees of the Secaucus Board of Education listed below are reappointed to the position indicated, for the 2014-2015 school year:

Attendance Officer(s)	
Clarendon School	Open Position
Huber Street School	Linda Wilhelm
Secaucus Middle School	Robert Valente
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.5**RESOLUTION**

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

BE IT RESOLVED: that Supervisor of Buildings & Grounds, Salvatore Cioffi, be appointed for the positions listed below for the 2014-2015 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.

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RO.6**RESOLUTION**

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

BE IT RESOLVED: that the Board of Education hereby authorizes the Interim Business Administrator/Board Secretary and the Superintendent of Schools to implement the 2014-2015 approved budget.

RO.7**RESOLUTION**

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

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

TD Bank
Wells Fargo

RO.8**RESOLUTION**

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

BE IT RESOLVED: that the Board of Education hereby authorizes the following warrant signatures for school year 2014-2015:

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(s)
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.9**RESOLUTION**

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

BE IT RESOLVED: that the Board of Education hereby establishes the following Petty Cash Checking Accounts for the 2014-2015 school year:

Title:	Amount	Custodian	Co-Custodian	Max Paym't
Administrative Petty Cash	\$1,500.00	Ricard T.Calhoun	F.Bialkowski	\$100.00
Clarendon School Petty Cash	\$500.00	Open Position	Bialkowski/Calhoun	\$100.00
Huber Street School Petty Cash	\$500.00	Linda Wilhelm	Bialkowski/Calhoun	\$100.00
Middle School Petty Cash	\$500.00	Robert Valente	Bialkowski/Calhoun	\$100.00
Athletic Account Petty Cash	\$500.00	C Voohees	Berckes/Calhoun	\$100.00
High School Petty Cash	\$500.00	R. Berckes	Bialkowski/Calhoun	\$100.00
Transportation Petty Cash	\$750.00	D.Zapoluch	Bialkowski/Calhoun	\$100.00

RO.10

RESOLUTION

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

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 Interim Business Administrator for the period May 15, 2014 to June 30, 2015 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 Interim 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 May 15, 2014 to June 30, 2015

Vendor	Commodity/Service	State Contract #
100% Educational Videos	Education Supplies	A51464
Apple Computer, Inc.	Technology Equipment	81253
Atlantic Tomorrows Office	Office Equipment	A51464
Budgetext Corporation	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 Floors Covering	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
Rick Trow Productions	Internship/Career Supplies	231887142

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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.11**RESOLUTION****INTRODUCED BY: Gary Riebesell****SECONDED BY: John Gerbasio**

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, 2014 and ending on June 30, 2015.

BE IF FURTHER RESOLVED that compensation for the school year 2014-2015 is \$6000.

RO.12**RESOLUTION****INTRODUCED BY: Gary Riebesell****SECONDED BY: John Gerbasio**

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, 2014 and ending on June 30, 2015.

RO.13**RESOLUTION****INTRODUCED BY: Gary Riebesell****SECONDED BY: John Gerbasio**

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, 2016 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.

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NOW, THEREFORE, BE IT RESOLVED, The Educational Facility's Interim Business Administrator, Richard T. Calhoun, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the annual 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.14

RESOLUTION

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

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, 2014 to July 1, 2015 as the Risk Management Consultant in accordance with the Fund's Bylaws.

RO.15

RESOLUTION

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

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, 2014 and ending on June 30, 2015:

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

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RO.16**RESOLUTION**

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

BE IT RESOLVED, that the Secaucus Board of Education does hereby appoint Thomas Tufaro, PhD., as the Affirmative Action Officer for school year 2014-2015 without any additional compensation.

RO.17**RESOLUTION**

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

BE IT RESOLVED, that the Secaucus Board of Education does hereby appoint Jill Preis as the Substance Awareness Coordinator commencing on July 1, 2014 and ending on June 30, 2015 without any additional compensation.

RO.18**RESOLUTION**

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

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

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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 for all staff and board members.

RO.19

RESOLUTION

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

BE IT RESOLVED, that the Secaucus Board of Education approves the Chart of Accounts as issued by the State of New Jersey Department of Education for the school year 2014-2015 and available at the Business Administrative Office for review.

RO.20

RESOLUTION

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

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, 2014 and ending on June 30, 2015.

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

RO.21 tabled

RO.22

RESOLUTION

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

BE IT RESOLVED, that RAMM Environmental Services, located at 77 Nottingham Road, Fair Lawn, New Jersey, 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, 2014 and ending on June 30, 2015.

RO.23

RESOLUTION

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

WHEREAS, there exists a need for various services for the Secaucus Board of Education for school year 2014-2015; and

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WHEREAS, it has been determined that such services are specialized in nature, require expertise in the fields can be provided only by someone with knowledge of policy and is not reasonably possible to describe the required services with written bid specifications;

BE IT RESOLVED, the following services are approved school year 2014-2015:

E-Rate Consulting, PO Box 1168 Little Falls, NJ – telecommunication
Educational Data Services, 236 Midland Ave. Saddle Brook, NJ – cooperative bidding
Middlesex Regional Educational Service Comm. 1600 Stelton Rd. Piscataway, NJ
 cooperative bidding
Systems3000, 615 Hope Rd. Eatontown, NJ – computer software maintenance services

RO.24

RESOLUTION

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

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 2014-2015:

Vickie Nappo
 Judy Preinfalk
 Barbara Totaro
 Carol Ann Scheiner
 Deborah Zapoluch

RO.25

RESOLUTION

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

BE IT RESOLVED, to approve implementation of the Flexible Spending Plan for school year 2014-2015.

RO.26

RESOLUTION

INTRODUCED BY: Gary Riebesell

SECONDED BY: John Gerbasio

BE IT RESOLVED, that the Secaucus Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in Multipurpose Room of Huber Street School, 1520 Paterson Plank Road at 7pm, as set forth below unless indicated otherwise; and

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BE IT RESOLVED, that the Board of Education does hereby designate the following as official newspapers to receive notices of meetings; and

The Secaucus Home News
Jersey Journal
Bergen Record

BE IT RESOLVED, that notices of meetings of the Board of Education will be posted in the Administrative Office, Town Clerk Office, and posted on the district's website.

BE IT FURTHER RESOLVED, that the Board of Education will meet on the following dates:

June 12, 2014
July 17, 2014
August 21, 2014
September 18, 2014
October 16, 2014
November 20, 2014
December 18, 2014
January 15, 2015
February 26, 2015
March 26, 2015
April 30, 2015 (Tentative Re-Organization)

RO.27

RESOLUTION

INTRODUCED BY: **Gary Riebesell**

SECONDED BY: **John Gerbasio**

BE IT RESOLVED, that in accordance with N.J.S.A. 18A:4-25, 33-1, 35-1, 35-3, 35-4, 35-5 and N.J.A.C. 6:27-1.3, the Secaucus Board of Education adopts the following curricula listed below; and

BE IT FURTHER RESOLVED, the Board certifies that the curricula has been adapted to the Common Core State Standards in English Language Arts, the Common Core State Standards in Mathematics, and the New Jersey Core Curriculum Content Standards in all other content areas as indicated below:

Revised Content Standards	Adoption of Revised Standards	Implementation of Revised Curricula
Common Core State Standards English Language Arts	June 16, 2010	K-12: September 2012
Common Core State Standards Mathematics	June 16, 2010	K-2: September 2011 3-5 and 9-12: September 2012 6-8: September 2013
New Jersey Core Curriculum State Standards: Science	June 17, 2009	September 1, 2011
New Jersey Core Curriculum Content Standards in: <ul style="list-style-type: none"> • Visual and Performing Arts • Comprehensive Health and Physical Education • Technology • 21st Century Life and Careers • World Languages 	June 17, 2009	September 1, 2012
New Jersey Core Curriculum Content Standards: Social Studies	September 9, 2009	September 1, 2012

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The foregoing resolutions were adopted by a roll call vote as follows:

	Yes	No	Abstain	Absent
Robert Anderson	X			
Lance Bartletta	X			
Kelli D'Addetta	X			
John Gerbasio	X			
Joseph Lewis	X			
John McStowe	X			
Kathy O'Connell	X			
Ruby Pantoliano	X			
Gary Riebesell	X			

Motion by John Gerbasio, seconded by Kathy O'Connell, and unanimously adopted by Board Members present to adjourn the regular meeting at 7:24PM

Respectfully submitted,

Richard T. Calhoun,
Interim Board Secretary