

# Meeting Agenda

APRIL 25, 2013

Motion to appoint the Board Secretary as temporary chair to conduct election.

## **BOARD SECRETARY**

### 1. Announce Election Results

<u>Public Question #1 General Fund</u>	Yes	1236
	No	707

<u>Public Question #2 Security in Schools</u>	Yes	1096
	No	814

### Official Election Results

John Gerbasio	1517
John A. McStowe	1510
Kathy O'Connell	1431
MaryAnn Weiner	559
Salvatore Manente	547
Tom Troyer	409

2. Administer Oath of Office to newly elected Board Trustees
3. Roll Call
4. Election of President and Vice President

### **Public Forum regarding Agenda Items**

*The meeting is open to the public for the purpose of addressing resolutions on this agenda only. Residents are requested to sign the register provided for this purpose and to state their names, addresses and subject matter. Comments are limited to five minutes per person. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of the New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments. In accordance with District Policy #1100, the Board of Education*

*will not comment or respond to any matters mentioned unless we are assured and can confirm with the Superintendent that they have been brought to the attention of the appropriate person(s) in the school system in an attempt to resolve the issue.*

2013-2014 ACTIONS AND APPOINTMENTS

Motion to Recommend Action on the following Resolutions

**RO.1** Resolution to adopt the New Jersey School Board Code of Ethics.

**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 to approve curriculum and textbooks for all courses and programs.

**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** Resolution to adopt the "By-Laws and Policies" of the Secaucus Board of Education.

**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** Resolution to appoint Acting Board Secretary/Business Administrator to mandatory positions for school year 2013-2014.

**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** Resolution to appoint Acting Business Administrator as Purchasing Agent

**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** Resolution to approve Attendance and 504 Offices for each school.

**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** Resolution to approve appointment of Supervisor of Buildings, Grounds, Safety and Security to mandatory positions for school year 2013-2014.

**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** Resolution to approve the designation of legal newspapers for school year 2013-2014.

**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** Resolution to approve Safety Committee for school year 2013-2014.

**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 outlines 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** Resolution to approve the designation of official depositaries for school year 2013-2014.

**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, 8<sup>th</sup> Fl, Ste 810, Philadelphia, Pa 19103  
 Debt Service

**RO.11** Resolution to approve warrant signatures.

**BE IT RESOLVED:** that the Board of Education hereby authorizes the following warrant signatures 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** Resolution to approve Petty Cash Accounts.

**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
Administrative Petty Cash	\$1,500.00	Grace Yeo	LaMonica McIver	\$1,000.00
Clarendon School Petty Cash	\$500.00	P.Cocucci	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 Voohees	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** Resolution to approve Board of Education meeting dates for school year 2013-2014

**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** Resolution to approve state contracts.

**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

<b>Vendor</b>	<b>Commodity/Service</b>	<b>State Contract #</b>
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 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** Resolution to appoint Treasurer of School Monies for school year 2013-2014

**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** Resolution to approve reappointment of Bond Counsel for school year 2013-2014.

**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** Resolution to approve Renewal of Membership with School Alliance Insurance Fund (SAIF)

**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:**

1. 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.
2. 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** Resolution to approve appointment of Risk Management Consultant

**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** Resolution to approve tax shelters and annuities companies for school year 2013-2014.

**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, 8<sup>th</sup> 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** Resolution to approve Affirmative Action Officer for school year 2013-2014.

**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** Resolution to appoint Substance Awareness Coordinator

**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** Resolution to approve travel and related expense reimbursement for school year 2013-2014.

**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:23B-1.1 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** Resolution to approve Chart of Accounts.

**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** Resolution to reappoint Medical Insurance Broker of Record.

**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** Resolution to reappoint Architect of Record.

**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** Resolution to appoint RAMM Environmental as Asbestos/Indoor Air Quality Manager.

**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** Resolution to appoint Samuel Klein and Company as Auditors.

**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** Resolution to appoint Issuing Officers of Working Papers

**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** Resolution to authorize the Interim Superintendent and Acting Business Administrator/Board Secretary to implement the approved budget.

**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.

Residents' Forum General Comments:

*This portion of the meeting is open to public for the purpose of addressing any subject matter pertinent to and/or directly related to the operation of the Secaucus Public School District. Residents are requested to sign the register provided for this purpose and to state their names, addresses and subject matter. Comments are limited to five minutes per person. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of the New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.*

Board Member Comments:

Adjournment: