

**SECAUCUS BOARD OF EDUCATION  
REGULAR BOARD MEETING MINUTES  
DATED: OCTOBER 20, 2016**

President Gerbasio called the meeting to order at 4PM and roll call taken as follows:

**PRESENT:** Messrs Gerbasio, Giele, Lewis, McStowe, Ms. Cali, Mrs. Hanley Ms. O’Connell, and Ms. Pantoliano

**LATE ARRIVALS:** Mr. Bartletta

President Gerbasio declared a quorum present

Also present: Kenneth J. Knops, Interim CSA  
Grace Yeo, Business Administrator/Board Secretary  
Stephen Fogarty, Board Attorney

Vice President McStowe, 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 McStowe, announced that the 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:** Mr. Lewis

**WHEREAS**, the Open Public Meetings Act allows for the exclusion from discussion as the public portion of a meeting certain matters as outlined below, and

**WHEREAS**, the Secaucus Board of Education wishes to discuss such matters made and will make such discussion public when a proper conclusion has been reached:

**NOW, THEREFORE, BE IT RESOLVED**, that the Secaucus Board of Education will hold a Closed Executive Session on this date, in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8) for the purpose(s) as outlined and described below. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies:

- 7. Litigation or Contract Matters or Attorney/Client Privilege
- 8. Personnel Matters

Board Members present unanimously adopted the foregoing Resolution.

Motion by Mr. McStowe, seconded by Mr. Lewis, and unanimously adopted by Board Members present to adjourn Executive Session and resume Regular Meeting at 7:10PM.

Motion by Mr. McStowe, seconded by Ms. O’Connell and unanimously adopted by board members present to accept and approve the September 22, 2016 board meeting minutes, with Mr. Lewis and Ms. O’Connell abstaining.

**Showcase:**

Ms. Alyssa Curry was honored for “Bringing History to Life” a presentation which will be presented state-wide on October 25, 2016 workshop at Rutgers for the NJ Council for Social Studies:

Assemblymen Prieto, Mayor Michael Gonnelli were honored for the assistance and guidance in obtaining the lease and obtaining all necessary approvals for the building located at 40 Mill Ridge from the State of N.J. This building is now housing our Early Learning Center for our pre-k programs.

Mr. Carl Leppin was honored for his dedication, diligence and assistance in obtaining the necessary Temporary Certificates of Occupancy for both the High School/Middle School as well as Early Learning Center.

Mr. Angelo Moniello, Head Custodian at Middle/High Schools was honored for his dedication, leadership, cooperation and perseverance in preparing the schools for opening day of school within little more than a week.

**Organization Reports:**

Building Principals provided updates to all activities, including week of respect, book fairs, PTA meetings, as well as upcoming events. All expressed students are looking forward to their individual Halloween events. Dr. Berckes reported on the recently held College Fair in which some 60 colleges participated.

**Superintendent Report:**

Recommended action on resolutions and motions to be presented under Committee Reports. Mr. Knops explained the purpose of the Day of Respect, Remembrance and Reflection and provided a brief overview of each presenter.

**Business Administrator/Board Secretary Report:**

Recommended action on resolutions and motions to be presented under Committee Reports. Ms. Yeo wanted to acknowledge the Technology Department for all of their hard work this past summer. As the unsung hero's of the district this is some of what was accomplished.

- Moving of Middle School/High School Administrator's and staff to Huber Street and then back upon completion of construction.
- Installed wireless connectors to provide service to most areas within the complex
- Converted the district website from .us to .org
- Moved staff from 150 Plaza Center to 40 Mill Ridge (Early Learning Center)
- Installed a direct line from the district to the Secaucus Policy Department
- Preparing the new mandated 3 year Technology Plan

Ms. Yeo indicated that she would be remiss if she did not acknowledge the hardest working, most dedicated staff of the Board Office. Over the summer they accomplished the following:

- Close out of school year 2015-2016 and implemented new school year 2016-2017
- Insured that supplies were delivered to all facilities
- Assisted in the construction/renovations of Early Learning Center, High School/Middle School.

The staff went above and beyond, as they always do, to make sure that the district is up and running for the school year.

**Public Agenda Comments:** - None

**Committee Reports and New Business**

**1. School Government**

**R1.1**

**RESOLUTION**

**INTRODUCED BY:** Mr. McStowe

**SECONDED BY:** Mr. Lewis

**BE IT RESOLVED** that the Secaucus Board of Education hereby approves to appoint the following individuals as recommended by the Interim Superintendent of Schools to per diem positions for the 2016-2017 school year:

<b>Name</b>	<b>Position</b>	<b>Rate</b>
Courtney Curko	Substitute Teaching Certificate	\$ 85 per day
Tooba Shaida	Substitute Teaching Certificate	\$ 85 per day
Kristel Vargas	Substitute Teaching Certificate	\$ 85 per day
Patricia Sottarelli	Standard Certificate Teacher of the Handicapped, Standard Supervisor, CE; Principal	\$ 90 per day
Kailyn Sadivar	Per Diem School Bus Driver	\$16.45 per hr.
Rene Rivas	Security Guard	\$20 per hr.
Steve Conti*	Security Guard	\$20 per hr.
James Finnegan*	Security Guard	\$20 per hr.

\*Pending background verification

**R1.2**

**RESOLUTION**

**INTRODUCED BY:** Mr. McStowe

**SECONDED BY:** Mr. Lewis

**BE IT RESOLVED** that the Secaucus Board of Education hereby approves to appoint the following individuals to Extra-Curricular positions for the 2016-2017 school year:

<b>School</b>	<b>Name</b>	<b>POSITION</b>	<b>2016-17</b>
High School	Alexis Chisari	Saturday Detention	\$35/hr.
High School	Mihriban Gulistan	Freshman Class Advisor	\$2,875*
High School	Toni Ann Palmisano	UNICO	\$500
High School	Alexis Chisari	Business Club	\$1,400
High School	Alexis Chisari	AM/PM Detention	\$35/hr.
High School	Amanda DeAngelo	AM/PM Detention	\$35/hr.
High School	Denise McKenna	AM/PM Detention	\$35/hr.
High School	Danielle Roberto	AM/PM Detention	\$35/hr.
High School	Edward Roesing	AM/PM Detention	\$35/hr.
High School	Fury Baker	AM/PM Detention	\$35/hr.
High School	Allison Urbanovich	AM/PM Detention	\$35/hr.
High School	Martha Rodriguez	AM/PM Detention	\$35/hr.
Middle School	Allison Cunniff	Character Education	\$1,150
Middle School	Donald Somerset	Chess Club	\$750
Middle School	Jessica Franko	Technology Club	\$1,150
Clarendon	Dawn Doering	Newspaper Club	\$1,350*
Clarendon	Dawn Doering	Peacekeepers	\$1,150*

\*Shared Stipend

**R1.3**

**RESOLUTION**

**INTRODUCED BY:** Mr. McStowe

**SECONDED BY:** Mr. Lewis

**BE IT RESOLVED**, that the Secaucus Board of Education hereby approves, as recommended by the Interim Superintendent, to appoint the following individuals as to the following Fall Co-Curricular positions for the 2016-17/SY

Name	Position	Stipend
Krystal Snarski	Swimming Head Coach	\$4,870
Chelsea Cullen	Swimming – Asst. Coach	\$3,590
Joseph Verducci Jr.	Band Assistant Instructor	\$3,945

**R1.4**

**RESOLUTION**

**INTRODUCED BY:** Mr. McStowe

**SECONDED BY:** Mr. Lewis

**BE IT RESOLVED**, that the Secaucus Board of Education hereby approves, rescind the appointment of the following individuals appointed at the September 22, 2016 Board Meeting, Resolution R1.2, from the

School	Name	POSITION	2016-17
High	Keith Schneider	Saturday Detention	\$35/Hour
High	Allison Urbanovich	Saturday Detention	\$35/Hour
Middle	Bayu Sutrisno	Web-Site Manager	\$1,600

**R1.5**

**RESOLUTION**

**INTRODUCED BY:** Mr. McStowe

**SECONDED BY:** Mr. Lewis

**BE IT RESOLVED**, that the Secaucus Board of Education hereby approves, to amend the appointment of Sara Sciscilo as Marching Band Assist in Resolutions 1.6 from the September 22, 2016 agenda and Allison Alvarez as Marching Band Assist in Resolution 1.6 from the July 21, 2016, to a shared positions with shared stipend of \$3,994

**R1.6**

**RESOLUTION**

**INTRODUCED BY:** Mr. McStowe

**SECONDED BY:** Mr. Lewis

**BE IT RESOLVED**, that the Secaucus Board of Education hereby approves, to create and revise job descriptions for the following positions:

- Administrative Assistant to the Business Administrator
- Administrative Assist to the Superintendent
- Human Resources Administrative Assistant
- District Data Manager

Note: Part-time clerk for Administrative Offices was removed.

**R1.7**

**RESOLUTION**

**INTRODUCED BY:** Mr. McStowe

**SECONDED BY:** Mr. Lewis

**BE IT RESOLVED** that the Secaucus Board of Education hereby approves medical leave request for

Employee #	Leave Date	Tentative RTW
4067	12/24/2016	9/1/2017

**R1.8**

**RESOLUTION**

**INTRODUCED BY:** Mr. McStowe

**SECONDED BY:** Mr. Lewis

**BE IT RESOLVED** that the Secaucus Board of Education hereby approves medical leave request for

Employee #	Leave Date	Tentative RTW
4322	10/17/2016	12/23/2016

**M1.1** Approval to accept, with regret, the retirement of Ms. Laurie Ann Michaels, Huber Street teacher, effective January 1, 2017

**M1.2** Approval to accept, with regret, the resignation of Juliet Fidych, Head Swimming Coach

**M1.3** Approval to post for the following:

- Spring Coaching Positions
- Middle School and High School Web Site Manager
- Elementary Resource Long Term Replacement Teacher (L. Michaels)
- Elementary Resource Teacher effective January 1, 2017
- District Data Manager and Assessment Coordinator (District Data Manager)

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

	Yes	No	Abstain	Absent
Lance Bartletta	X			
Joan Cali	X			
John Gerbasio	X			
Louis Giele	X			
Norma Hanley	X			
Joseph Lewis	X			
John McStowe	X			
Kathy O'Connell	X			
Ruby Pantoliano	X			

**2. Curriculum**

**R2.1**

**RESOLUTION**

**INTRODUCED BY:** Ms. O'Connell

**SECONDED BY:** Ms. Cali

**BE IT RESOLVED:** that the Secaucus Board of Education hereby approves, as recommended by the Interim Superintendent, the annexed Field Trips.

**R2.2**

**RESOLUTION**

**INTRODUCED BY:** Ms. O'Connell

**SECONDED BY:** Ms. Cali

**BE IT RESOLVED:** that the Secaucus Board of Education hereby approves, as recommended by the Superintendent, to utilize Comprehensive Test of Phonological Processing (CTOPP) screening tool for dyslexia for grades 3 and above.

**R2.3**

**RESOLUTION**

**INTRODUCED BY:** Ms. O'Connell

**SECONDED BY:** Ms. Cali

**BE IT RESOLVED:** that the Secaucus Board of Education hereby approves, dispose of worn and outdated elementary books.

**R2.4**

**RESOLUTION**

**INTRODUCED BY:** Ms. O'Connell

**SECONDED BY:** Ms. Cali

**BE IT RESOLVED:** that the Secaucus Board of Education hereby approves, to adopt a pro bono lunchtime Meditation Club

**R2.5**

**RESOLUTION**

**INTRODUCED BY:** Ms. O'Connell

**SECONDED BY:** Ms. Cali

**BE IT RESOLVED:** that the Secaucus Board of Education hereby approves, the submission of the NJQSAC Statement of Assurance (SOA) for school year 2015-2016

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

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Lance Bartletta	X			
Joan Cali	X			
John Gerbasio	X			
Louis Giele	X			
Norma Hanley	X			
Joseph Lewis	X			
John McStowe	X			
Kathy O'Connell	X			
Ruby Pantoliano	X			

**3. Finance**

**R3.1**

**RESOLUTION**

**INTRODUCED BY:** Mr. Lewis

**SECONDED BY:** Ms. Cali

**BE IT RESOLVED:** that the Board of Education approve the check register, as submitted by the Business Administrator/Board Secretary to pay bills and claims in the amount of \$4,450,559.61.

**R3.2**

**RESOLUTION**

**INTRODUCED BY:** Mr. Lewis

**SECONDED BY:** Ms. Cali

**BE IT RESOLVED:** the Report of Transfers submitted by the Business Administrator/Board Secretary for the month of July within the various appropriations for the 2016-2017 school year as shown on the annexed report.

**R3.3**

**RESOLUTION**

**INTRODUCED BY:** Mr. Lewis

**SECONDED BY:** Ms. Cali

**BE IT RESOLVED,** that pursuant to N.J.A.C. 6:20-2.12(e), we certify that the Financial Reports of the Business Administrator/Board Secretary and the Treasurer of School Monies, as presented by the School Business Administrator for the month(s) of July be placed on file. The Reports are in agreement. The Board of Education, after review of the Secretary's Financial Reports (Appropriations Section) and upon consultation with the appropriate district officials, hereby certifies to the best of our knowledge, no major account or funds have been over expended in violation of N.J.A.C. 6:20-2.23(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**R3.4**

**RESOLUTION**

**INTRODUCED BY:** Mr. Lewis

**SECONDED BY:** Ms. Cali

**WHEREAS,** the School District of Secaucus (the "Board") adopted a Travel Expense Reimbursement Policy that addresses the reimbursement of travel-related expenses by Board members and employees of the District; and

**WHEREAS,** the Board as considered all other relevant guidelines and circulars associated with the adoption of its Travel Expense Reimbursement Policy; and

**WHEREAS,** the Board has determined that the travel listed in this Resolution is educationally necessary and fiscally prudent; and

**WHEREAS,** the Board has concluded that the travel and expense reimbursement listed in this Resolution are directly related to and within the scope of the employee's current responsibilities; and

**WHEREAS,** the Board had determined that the travel and expense reimbursements listed in this Resolution are for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS,** the Board has concluded that the travel and expense reimbursement listed in this Resolution are in compliance with State travel reimbursement guidelines as established by the Department of Treasury and incorporated herein;

Professional Development Requests for Board of Education Approval\*  
NJSBA Workshop October 25-27, 2016 Atlantic City, NJ

BOARD MEMBER	Mileage	Toll	Oct. 25-27	Daily	Total	Maximum	Maximum	Maximum
	Reimburse	Reimburse	#of Days	Hotel Rate	Hotel	Meal Expense	Other	Reimburse
Joan Cali	\$75.70	\$22.55	2	\$89	\$178	\$165	\$10	\$273.25
John Gerbasio	\$75.70	\$22.55	2	\$89	\$178	\$165	\$10	\$273.25
Norma Hanley	\$75.70	\$22.55	2	\$89	\$178	\$165	\$10	\$273.25
Joseph Lewis	\$75.70	\$22.55	2	\$89	\$178	\$165	\$10	\$273.25
Jack McStowe	\$75.70	\$22.55	2	\$89	\$178	\$165	\$10	\$273.25
Kathy O'Connell	\$75.70	\$22.55	2	\$89	\$178	\$165	\$10	\$273.25
Ruby Pantoliano	\$75.70	\$22.55	2	\$89	\$178	\$165	\$10	\$273.25
Kenneth Knops	\$75.70	\$22.55	2	\$89	\$178	\$165	\$10	\$273.25
Grace Yeo	\$75.70	\$22.55	2	\$89	\$178	\$165	\$10	\$273.25

**R3.5**

**RESOLUTION**

**INTRODUCED BY:** Mr. Lewis

**SECONDED BY:** Ms. Cali

**BE IT RESOLVED**, that the Secaucus Board of Education hereby authorizes the Business Administrator to execute contracts with Bergen County Special Services to provide Home Instruction for two students ID# 15867 and 15868 in the amount not to exceed \$5360 each for a maximum of eight weeks.

**R3.6**

**RESOLUTION**

**INTRODUCED BY:** Mr. Lewis

**SECONDED BY:** Ms. Cali

**BE IT RESOLVED**, that the Secaucus Board of Education hereby authorizes the Business Administrator to execute an agreement with rethink first (a learning management platform and services) for special services; located at 19 West 21<sup>st</sup> Street, NYC, NY in the amount of \$9000 for school year 2016-2017.

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

	Yes	No	Abstain	Absent
Lance Bartletta	X			
Joan Cali	X			
John Gerbasio	X			
Louis Giele	X			
Norma Hanley	X			
Joseph Lewis	X			
John McStowe	X			
Kathy O'Connell	X			
Ruby Pantoliano	X			

**4. Safety, Security Buildings & Grounds**

**R4.1**

**RESOLUTION**

**INTRODUCED BY:** Mrs. Pantoliano

**SECONDED BY:** Ms. O'Connell



**BE IT RESOLVED**, that the Secaucus Board of Education authorizes the Transportation Coordinator to submit the annexed School Bus Emergency Evacuation Drill Reports for Clarendon Elementary, Huber Street Elementary, Early Learning Center, Secaucus Middle School, and Secaucus High School, the first of two mandatory drills for school year 2016-2017.

**R4.2**

**RESOLUTION**

**INTRODUCED BY:** Mrs. Pantoliano

**SECONDED BY:** Ms. O’Connell

**BE IT RESOLVED**, that the Secaucus Board of Education hereby authorizes the Business Administrator and Board President to execute a Joint Transportation Agreement for school year 2016-2017 with Hudson County Schools of Technology.

**R4.2**

**RESOLUTION**

**INTRODUCED BY:** Mrs. Pantoliano

**SECONDED BY:** Ms. O’Connell

**WHEREAS, Dobco** was awarded the Bid for General Contractor at Secaucus High School/Middle School; and

**WHEREAS, Dobco** has encountered changed circumstances; and

**WHEREAS, Legacy Construction Management, DiCara/Rubino, Architects, and Dobco** have agreed that the Change Order(s) listed below are appropriate for the changed circumstances:

**NOW, THEREFORE, BE IT RESOLVED**, that the following change orders be approved in for the (net) amounts as listed in accordance with annexed documentation:

Change Order #48	Bulletproof glass in security area @ HS	\$21,700.51
Change Order #49	Area J waterproofing wall	\$5,781.13
Change Order #50	Area D, support existing wires	\$12,095.01
Change Order #51	Modifications to MS Security Office	\$135,515.76
Change Order #52	Rewire 4 existing electrical circuits at Café as per Inspector	\$4,959.97
Change Order #53	Girls Locker Room Ceiling height add soffits	\$7,508.68
Change Order #54	Repair of conduits in loading zone area B	\$906.49
Change Order #55	Remove lockers and install new door frame	\$3,535.87
Change Order #56	Mechanical soffits in wrestling room	\$19,686.44
Change Order #57	Removal of unsound masonry wall in room 18C	\$5,666.72
Change Order #58	Add Fire Pull Stations as per building Inspector	\$7,555.77
Change Order #59	Additional demolition in Café no on original drawings	\$1,109.40
Change Order #60	Furnish & install emergency light fixtures as per Inspector	\$5,034.58
		\$231,056.33

**M4.1 Approval** to dispose of obsolete and or irreparable technology equipment from Huber, Middle and High School

**M4.2 Approval** to accept a donation of a refrigerator for the Middle School faculty/break room from the Town of Secaucus through Home Depot

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

	Yes	No	Abstain	Absent
Lance Bartletta	X			
Joan Cali	X			
John Gerbasio	X			
Louis Giele	X			
Norma Hanley	X			
Joseph Lewis	X			
John McStowe	X			
Kathy O'Connell	X			
Ruby Pantoliano	X			

**5. Technology –No Report**

**6. Policy – No Report**

**7. Athletic Liaison**

Mr. Bartletta reported that boys' cross-country tied for county playoffs. Girls & Boys soccer playoff's start November 1<sup>st</sup>, and girls' volleyball start October 27<sup>th</sup>.

**8. Shared Services – No Report**

**9. New Business - None**

**Public General Comments**

Mr. Tom Troyer commented on the appointment of Councilmen Gary Jeffas, first ward, as Town Administrator, and Board President John Gerbasio as first ward Councilmen, effective January 1, 2017. Mr. Troyer inquired if Mr. Jeffas would have to wait a 6 month waiting period (as do Board Members) before taking the position. Mr. Fogarty responded he was not familiar with the regulations pertaining to municipalities, and that question should be presented to the Town Council.

Mr. Don Evanson reported on activities provided by town organizations throughout the district such as Shark Tank for fifth and eighth graders, and an essay contest for high school students. He also reminded everyone of the November 19<sup>th</sup> program honoring our veterans.

Mrs. Karen Boylan commented on having taken the tour of the middle/high school facilities and complimented the board on the beautiful facilities. She congratulated Dr. Berckes on the 92 ranking of the Secaucus High School of the top 100 schools in New Jersey. In addition, she also complimented Mr. Valente on the great video "We're Not Going to Take It" anti-bullying message. However, the reason for speaking was the nose dive field trips have taken this last couple of years. She reminisced of her own experience as a child and the various field trips she had taken. She agrees that field trips should be educational, but they should also be fun. Fun field trips have totally disappeared and need to again become part of the tradition.

At this time, public comments had closed but Mr. Tom Roarty (who came in late) requested to speak. A motion by Mr. McStowe, and seconded by Mrs. Pantoliano, and unanimously adopted by the board reopened Public General Comments.

Mr. Roarty addressed Mr. Gerbasio. Having voted for Mr. Gerbasio he asked who should he vote for to replace him on the board. Mr. Gerbasio responded to whom you feel will serve the children of the district best. Mr. Roarty also inquired as to how the board could allow the work protest on June 1<sup>st</sup>, with the very large blow up rat on the premises, by not paying prevailing wage to the workers. Ms. Fogarty replied, the board bid out the contract and awarded to the lowest qualified bidder with a prevailing wage clause. Mr. McStowe also pointed out that while this was taking place, six other unions remained on site and continued work.

### **Board Member Comments**

Members of the Board all acknowledged those who were showcased in our board meeting tonight. Without the cooperation, dedication and perseverance of our town officials, Head Custodian, and staff we would not have been successful in the opening of all of the schools, including the new Early Learning Center on time. Thank you to all.

Mr. Giele announced that administrators and curriculum committee were working on field trips to ensure we are going in the right direction.

Ms. O'Connell wanted to acknowledge that Ms. Grace Yeo should also be recognized for her long hours, dedication, perseverance, to make sure all went smoothly with the buildings to make sure they were in compliance and ready for the opening of school.

Mr. Lewis thanked everyone for coming and also wished Mr. McStowe a very Happy Birthday. Speaking of Mr. McStowe, the board nominated him to the New Jersey Schools Business Association for Board Member of the year. Mr. Gerbasio announced that Mr. McStowe came in seventh (7<sup>th</sup>) in the State.

Mr. Gerbasio also assured Mrs. Boylan that the board is looking at field trips and that he also noted that there is a policy on Social Trips; which will also be reviewed and if necessary updated and/or incorporated. At this time Mr. Gerbasio spoke on the recent article in the Home News in which it was announced that he will become the First Ward Councilmen of the Town Council. He explained that this was not an easy decision, but after conferring with his wife and family he made the decision to accept the position. Mr. Gerbasio contacted the Hudson County Board of Elections who informed him that he would have had to withdraw his petition for the Board by August 31, 2016. Since the deadline had long since passed, he will not actively campaign for the November 8, 2016 election. He has the utmost respect for all the Board Members and he leaves with a heavy heart.

Motion by Mr. McStowe, seconded by Ms. Cali, and unanimously adopted by Board Members present to adjourn the regular meeting at 8:25PM

Respectfully submitted,

Grace Yeo, Board Secretary