

**SECAUCUS BOARD OF EDUCATION
REGULAR MEETING AGENDA
DATED: October 18, 2012**

- A. Call to Order – Mr. Jack McStowe, President, at 4:00 PM**
- B. Open Public Meeting Act Statement**
- C. Flag Salute**
- D. Roll Call**
- E. Executive Session**
- F. Regular Meeting 7:00PM**
- G. Roll Call**
- H. Approval of Meeting Minutes**
- I. Organization Reports.....SGO**
- J. Correspondence**
- K. Superintendent’s Report:
Recommended action on resolutions and motions to be presented under Committee Reports.**
- L. Report of the Secretary of the Board:
Recommended action on resolutions and motions to be presented under Committee Report**
- M. 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 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.

1. School Government:

Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions R1.1 through R1.19, as described below: Recommended Board Action for the following:

R1.1 Approval to add one Secaucus HS Security Guards for the 2012-2013 school year through the contract with Maschio's Food Services from 2 p.m to 7 p.m (5 hrs/day X \$18/hr) when school is in session Start date: November 1, 2012 or sooner if possible, not to exceed \$14,500. *Per backup*

R1.2 Approval to accept the resignation of Anime Club Advisor (volunteer) Jill Preis.

R1.3 Approval to Post:

- a. 2 Substitutes certified in Math and one in LAL to work on remediation and teaching of Basic Skills using Success Maker, a maximum of 3 days a week November 1, 2012 through April 30, 2013 at \$90 per day each, for 58 days, not to exceed \$5,250 per person, from Title I monies.
- b. 1 Security Guard position at Secaucus HS, to apply to Maschio's Food Service.
- c. ANIME Club Advisor at a stipend of \$500.

R1.4 Approval to appoint District Mentoring Committee Members, Stipend of \$750 as follows

- a. Kerri Stamm- Huber Street School
- b. Susan Montone - Clarendon School
- c. Lynne Gadaleta- Middle School
- d. Allison Urbanovich- High School

R1.5 Approval to appoint the following Extra-curricular positions

- a. Activity Fund Treasurer/Secaucus HS, Joan Cali, \$1,900
- b. High School Spring Musical
 - i. ASST. DIRECTOR, Maleesa Lamatina, \$1500
 - ii. CHOREOGRAPHER, Jody Jaron, \$2200
 - iii. DIRECTOR Allana Herron, \$2,900
 - iv. MUSICAL DIRECTOR/CONDUCTOR, Mr. John Cuozzo, \$2,600 per past practice
- c. Elementary Environmental Trip Lead Advisor, Alexis Leppin, \$1,200.
- d. Robotics Club, Patricia Smeyers, \$3,200

R1.6 Approval to Appoint: All tenured Secaucus HS Education staff to work on mutual agreement at Saturday Detention as needed as Substitutes, and scheduled by building Administration at \$35 per hour, effective October 19, 2012.

R1.7 Approval to Appoint Elementary Technology Integration Gifted & Talented Coordinator for Huber and Clarendon Schools, Michelle Wurst, Step 1 SEA Guide, \$7,500. for the 2012-2013 School Year. Effective October 19, 2012

R1.8 Approval to Appoint District Mentoring Coordinator, Linda Diemer, no stipend, effective October 19, 2012.

R1.9 Approval to accept changed Job Descriptions for Custodian, Lead Custodian Evening Shift, and Head Custodian per attached new descriptions and explanation of changes, effective October 19, 2012.

R1.10 Approval to appoint Bus Driver, Gwendolen Barroqueiro at no compensation for training time, and \$15 per hour as scheduled by the Transportation Department on obtaining CDL, effective October 19, 2012..

R1.11 Approval to appoint Secaucus Teaching Staff as follows

- a. Ashley Yeo, .5 Preschool Teacher, Early Learning Center, GuideBA, Step 1, \$56,784 Start 10/19/2012, pro-rated, no benefits, new position

R1.12 Approval to appoint _____ HR Specialist, at \$ _____ , _____ benefits, replacing Yesenia Howell (\$79,050)

R1.13 Approval to appoint Substitute Teachers as follows:

- a. GENTIANA BANJA Substitute Certificate
- b. VICTORIA BENNETT Substitute Certificate
- c. AMBER BUTLER Substitute Certificate
- d. NANCY CASTELLI Substitute Certificate
- e. MARYANNE FAM Substitute Certificate
- f. MICHELLE GALPERIN K-5-CEAS
- g. VALERIE KOWALEWSKI PRE-K 3
- h. KARLI R. WOODS-MENNUTI Substitute Certificate
- i. MELISSA NOBLE Substitute Certificate

R1.14 Approval to appoint Peacekeepers, at \$1,150 per school

- a. Shared: Jamie Viggiano, Geraldine Fitzpatrick, Allan Bonin - Huber Street School
- b. Shared: Felicia Maloney, Dawn Doering - Clarendon School

R1.15 Approval of Janis Bunis, Speech and Language Therapist to perform Speech and Language Evaluations at the rate of \$350 per evaluation to assist with overflow of and an influx of severely disabled students requiring intensive speech therapy at the Clarendon School not to exceed \$3,500.

R1.16 Approval to execute the 2012-2013 school year contracts pursuant to the August 30, 2012 Board meeting, for the following employees

- Frances Bialkowski..... Admin. Assistant to the Sup. of Buildings and Grounds
- Debbie Bittiger..... Purchasing Clerk
- Sal Cioffi..... Supervisor of Buildings and Grounds
- Michelle Garrett..... Payroll Clerk .
- Ann Marie Grecco..... Administrative Assistant to Superintendent
- Eileen Losurdo..... Administrative Assistant/Data Manager
- Veronica Melendez Administrative Assistant to Human Resources
- Lea Ann Nicolich Admin. Assistant to the Business Administrator/Board Secretary
- Alfonse J. Tobia..... Network Technician
- Grace Yeo Assistant School BA/ABA
- Deborah Zapoluch..... Transportation Supervisor

R1.17 Approval to reconcile back payment of 2011-2012 Guide/Salary for Michelle Martinelli-Wurst per documentation assembled and provided to the Business Office for differential between MA Step 10 and MA+15 Step 10 in the amount of \$1,170.

R1.18 Approval to advance on the Guide

Name	2011-12 Guide (corrected)	2012-13 Guide
Michelle Martinelli-Wurst	MA+15, Step 10	MA 6th year, Step 11

R1.19 Approval of Leave of Absence

- 1. James Barnaba, Medical, with pay and benefits, October 4-December 21, 2012
- 2. Rodaina Sawaged, Intermittent Family Leave as needed, with pay and benefits October 4 - December 21, 2012

**2. Curriculum:
Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions R2.1 through R2.6 as described below. Recommended Board Action for the following:**

R2.1 Approval of Field Trips

R2.2 Approval to Institute Chess Club at the Middle School/High School

R2.3 Approval to Institute the REBEL Club at the Middle School/High School

R2.4 Approval to Institute the Gay Straight Alliance (GSA) – Breaking Social Stigmas Club at the Middle School/High School

R2.5 Approval to Institute the Page Turners Book Club at the High School

R2.6 Be It Resolved that the SBOE approves the 2012-2013 Nursing Plan and authorizes the superintendent to submit it to the HDOE for review and approval

**3. Finance
Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions R3.1 through R3.7, as described below. Recommended Board Action for the following:**

R3.1 Approval of Bills List

R3.2 Approval of Out of District Travel

R3.3 Approval to appoint the Architect – DiCara Rubino to provide pre-referendum services in connection with the additions and renovations to Secaucus High School/Middle School

WHEREAS, the Secaucus Board of Education (hereinafter referred to as the “Board”) has determined that it is in the best interests of the school district to initiate a capital project for additions and renovations to Secaucus High School/Middle School (hereinafter referred to as the “project”); and

WHEREAS, the Board intends to fund the capital project through a bond referendum which will be submitted to the voters for approval; and

WHEREAS, the Board shall seek debt service aid funding for the Project through the New Jersey Department of Education (hereinafter referred to as the “Department”) and is awaiting a determination; and

WHEREAS, DiCara Rubino Architects (hereinafter referred to as the “Architect”) has submitted a proposal indicating he will provide pre-referendum and post-referendum architectural services in connection with said capital project in accordance with the terms of his proposal and, as described in the Agreement which is attached hereto and made a part hereof; and

WHEREAS, the Architect has completed and submitted a Business Entity Disclosure Certification which certifies that the Architect has not made any reportable contributions to a political or candidate committee in the County of Hudson, Town of Secaucus or Secaucus Board of Education in the previous one (1) year, and that the contract will prohibit the Architect from making any reportable contributions through the term of the contract.

NOW, THEREFORE, BE IT RESOLVED that a contract for such services shall be awarded DiCara Rubino Architects for the following reasons:

1. The fee structure proposed is advantageous to the Board, price and other factors considered.
2. The experience and resources necessary to perform the contract have been demonstrated.
3. The reputation and professional responsibility of the Architect are satisfactory.

BE IT FURTHER RESOLVED that:

1. The Board hereby appoints DiCara Rubino Architects to provide pre-referendum architectural services for the additions and renovations to Secaucus High School/Middle School in accordance with the terms of the Agreement that is attached hereto and made a part hereof.

2. The Architect is hereby authorized to provide pre-referendum services (including revisions to the Long Range Facilities Plan) in connection with the proposed capital project, and to prepare the schematic plans and an initial capital project application for the project and to submit same for approval to the Department of Education and all other governmental authorities with jurisdiction over this project.

3. The Board President, the Superintendent of Schools, the Business Administrator/Board Secretary, the Architect, the Board Attorney, Bond Counsel and other appropriate representatives of the Board (hereinafter referred to as "Board Representatives") are hereby authorized to submit schematic plans for the Project, and such other information as may be required, to the State Department of Education and to make application to the Commissioner of Education for approval of the schematic plans, an amendment to the long-range facilities plan and the Project, in accordance with the requirements of the Educational Facilities Construction and Financing Act, N.J.S.A. 18A:7G-1 et seq. (P.L. 2000, c. 72, effective July 18, 2000) and the implementing regulations, N.J.A.C. 6A:26-1 et. seq.

4. The Board Representatives are hereby authorized to take all steps necessary to implement this resolution and Board President and the Board Secretary/ Business Administrator are hereby authorized to execute the attached Agreement and any and all other documents necessary to effectuate this Resolution.

5. The Business Disclosure Form shall be placed on file with this resolution and a notice of award shall be published in the official newspaper of the Board.

R3.4 Approval to enter into agreement with Ingerman Smith, L.L.P. for Special Counsel Services in the Matter of Manhattan Telecommunications Corp d/b/a Mettel v. Secaucus Board of Education

WHEREAS, a complaint has been filed in the Civil Court of the City of New York, County of New York, against the Secaucus Board of Education by Manhattan Telecommunications Corporation d/b/a Mettel for breach of contract captioned Manhattan Telecommunications Corporation d/b/a Mettel v. Secaucus Board of Education, under Index No. 21556/2012 (hereinafter referred to as the "Litigation"); and

WHEREAS, the Board is required to defend itself in the State of New York and must, therefore, retain counsel authorized to practice law in the State of New York; and

WHEREAS, the law firm Ingerman Smith, LLD (Thomas Scapoli, Esq.), has the expertise and experience to provide professional services to the Board of; and

WHEREAS, the Board is desirous of appointing the law firm Ingerman Smith, LLD (Thomas Scapoli, Esq.), to represent the Board in the Litigation;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby appoints Ingerman Smith, LLP (Thomas Scapoli, Esq.), as Special Counsel to represent the Board in the Litigation at an hourly rate of Two Hundred and Five Dollars (\$205) in accordance with the other terms and conditions set forth in the Retainer Agreement, which is attached hereto and made a part hereof. The Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.

R3.5 Approval to enter into a License Agreement with PSE&G to attach communications equipment to utility poles owned by PSE&G.

WHEREAS, the Secaucus Board of Education (hereinafter referred to as the "Board") has a need to attach communication equipment to utility poles owned by Public Service Electric and Gas Company (hereinafter referred to as "PSE&G"); and

WHEREAS, PSE&G requires the Board to enter into a License Agreement for attachment to its utility poles at a rate of Twenty-Eight Dollars and Six Cents (\$28.06) per pole; and

WHEREAS, the Board and PSE&G have agreed to the terms of the License Agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board approves the License Agreement by and between the Board and PSE&G attached to this Resolution and a made a part thereof.

BE IT FURTHER RESOLVED that the Board President and Business Administrator/Board Secretary are hereby authorized to execute the License Agreement attached hereto and all other documents necessary to effectuate the terms of this Resolution.

R3.6 Approval to discontinue the use of polystyrene (Styrofoam) products in the District and change to paper or other alternative biodegradable products.

WHEREAS, the Secaucus Board of Education (“the Board”) is party to an agreement with Maschio’s Food Services, Inc. (“Maschio’s), pursuant to which Maschio’s provides food service management services, with a minimum annual profit guarantee; and

WHEREAS, on October 11, 2012, the Town of Secaucus (“the Town”) passed a resolution banning the use of polystyrene (Styrofoam) products in the Town; and

WHEREAS, the Board’s agreement with Maschio’s, specifically the minimum profit guarantee, is based upon the use of various polystyrene (Styrofoam) products, and a change to paper or other alternative biodegradable products will cost Maschio’s (and, therefore, the Board) approximately \$2,500 per month, or \$25,000 per full school year; and

WHEREAS, the Board’s agreement with Maschio’s requires adjustment to reflect the change in the manner in which Maschio’s performs its food service management services;

NOW, THEREFORE, BE IT RESOLVED that the Board and Maschio’s agree that effective November 1, 2012, Maschio’s shall discontinue the use of polystyrene (Styrofoam) products in the District, and as a result, Maschio’s guarantee shall be reduced by \$25,000 per year (\$2,500 per month), provided that said reduction shall be prorated for the remaining months of the 2012-2013 school year (i.e., the 2012-2013 school year guarantee shall be reduced by only \$20,000); and

BE IT FURTHER RESOLVED that the Board President and Business Administrator are hereby authorized to execute any and all documents, if any, necessary to effectuate this Resolution.

R3.7 Approval to enter into agreement with Meadowlands Hospital Medical Center for School Physician services for the 2012-2013 school year.

4. Safety/Security/Buildings & Grounds

**Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motion R4.1 through R4.2
Recommended Board Action for the following:**

R4.1 Approval to Authorize the transportation coordinator to submit the School Bus Emergency Evacuation Drill Reports for Clarendon Elementary, Huber Street Elementary, Secaucus Middle School, Secaucus High School and the Pre-Kindergarten Early Learning Center.

R4.2 Approval to renew agreement between the Town of Secaucus and the Board of Education to provide busing services to students residing in Riverside complex (approx. \$34,000).

5. Technology Committee

6. Policy Committee

**Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions R6.1 through R6.2
Recommended Board Action for the following:**

R6.1 Approval of the 2nd reading for the following policy:
9325.1 – Use of Teleconferencing

**R6.2 Approval of the 1st reading for the following policy:
Amendment to Policy 2435 Random Drug Testing**

7. Athletic Committee

8. Shared Services Report

9. Legislative Report

10. New Business

11. Public 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 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.

12. Board Member Comments

13. Adjournment: