

**SECAUCUS BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
DATED: January 17, 2013**

President McStowe called the meeting to order at 7:07 PM and roll call taken as follows:

**PRESENT:** Messrs., Anderson, Lewis, Manente, Riebesell, McStowe, Mrs. D'Addetta, Ms. Marra, Mrs. Snedeker, and Mrs. Weiner

**ABSENT:**

President McStowe declared a quorum present.

**Also present:** Cynthia Randina, CSA  
H. Ronald Smith, Interim SBA/BS  
Stephen Fogarty

Vice President Riebesell, asked everyone to rise and join in the salute to the flag. In accordance with the provisions of the Open Public Meeting Act, Board Member, Mr. Riebesell, 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. Riebesell

**SECONDED BY:** Mrs. Weiner

**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 4:00 PM in order to discuss personnel.

Motion by Mr. Riebesell seconded by, Mr. Lewis and unanimously adopted by Board Members present to adjourn the Executive Session and resume the Regular Meeting at 6:55 PM

**H. Approval of Meeting Minutes – January 17, 2013**  
Motion by Mr. Manente, seconded by Mrs. Weiner,

<b>Board Member</b>	<b>1-17-13 Executive Session</b>	<b>1-17-13 Regular Meeting</b>
Robert Anderson	<b>X</b>	<b>X</b>
Kelli D'Addetta	<b>Abstain</b>	<b>Abstain</b>
Joseph Lewis	<b>X</b>	<b>X</b>
Sal Manente	<b>X</b>	<b>X</b>
Dora Marra	<b>X</b>	<b>X</b>
Gary Riebesell	<b>X</b>	<b>X</b>
Lisa Snedeker	<b>X</b>	<b>X</b>
MaryAnn Weiner	<b>X</b>	<b>X</b>
Jack McStowe, President	<b>X</b>	<b>X</b>

Correspondence – none

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**S.G.O. Report –**

**Mrs. Wilhelm** gave an update of Activities that took place at Huber Street School including:

- Nook Raffle for Hurricane Relief
- Students teach Wii games to Senior Citizens
- NFL Appreciation for the Superbowl
- Students will wear Pink/Purple/Red for Valentines
- Pennies for Patients
- Ms. Grosso's class planning a Breakfast with parents for the Inauguration
- St. Jude's Mathathon
- Thank you to everyone for being cooperative with the new security measures
- Substitute Teachers will be taught new security procedures
- Thank you to Mr. Mayer, our new Security Guard and the Secaucus Police Department for their involvement in the successful lockdown drill yesterday.

**Mr. Cocucci** gave an update of Activities that took place at Clarendon School including:

- Announcement that the first Clarendon newspaper is ready for publishing
- Mathathon kicking off in February
- Valentine luncheon. Thank you to Mrs. Snedeker, students and Senior Citizens for the 4<sup>th</sup> year and the debut of the Clarendon Rock Band.
- Donation of \$1000.00 to Clarendon School from Bob's Furniture
- Congratulations to Michelle Wurst for the \$250.00 Rubik's Cube Grant
- On February 14<sup>th</sup>, Ms. Primavera's 2<sup>nd</sup> grade class will get a visit from the "Real" Cat in the Hat.
- Thank you to Mr. & Mrs. Sam Buffet who donated a tree through the "give a tree foundation" in a National Forest in the name of Clarendon School.
- Thank you to Mrs. Randina, the Board of Education, students, families and staff for their cooperation with Clarendon's new campus security and bus loop procedures
- Thank you to Security Guard Clark Rhiel who is an asset to our school and a pleasure to work with.

**SMS SGO Secretary Kaitlyn O'Connell** gave an update of Activities that took place at SMS including:

- Salvation Army fundraiser raised \$141.00
- spoke about the Morning Announcements which includes the Pledge of Allegiance, Quote of the Day, and Student Activities

**SMS SGO Representative Christian Bernabe**

- The Holiday MS SGO dance took place on Thursday, December 20<sup>th</sup>, fun was had by all and was a great success.

**SMS Principal Robert Daniello** stepped up to recognize Christian Bernabe and his efforts for the Newtown tragedy First Responders. Christian acquired greeting card donations from CVS and had the 7<sup>th</sup> and 8<sup>th</sup> grade sign and mail to Connecticut.

**Dr. Berckes** gave an update of Activities that took place at Secaucus High School including:

- Students are back from break in great shape both physically and academically as they prepare for midterm exams which are one session days
- Security measures increased with security guards on duty from 6:30am to 6:30pm
- During drop off and pick up Dr. Berckes, Mr. Giele, and Mr. Costello are in the parking lot monitoring
- HSPA classes have begun
- Students getting ready for the Play Annie in April
- Princeton Review has 80 students signed up already
- Students have been reminded about the requirements for the Great Adventure trip, need to be well behaved, not come to school late, be in full uniform and watch out for each other
- Debra Gerbasio will be on the Dr. Oz show on January

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- Thank you to Rob Daniello for a very pleasurable and professional work environment. Good luck and Best wishes.

**Superintendent's Report**

**Recommended action on Motions and Resolutions would be presented under Committee Reports and New Business.**

Mrs. Radina discussed among other items:

- **HIB District Report**

As per District Policy #5512, incidents of harassment, intimidation or bullying for the time period of December 13, through January 17, 2013 are as follows:

<i>School</i>	<i>Total Reports</i>	<i>Confirmed HIB</i>	<i>Not HIB/ Other</i>
• Clarendon	0 reports	0	0
• Huber Street	1 reports	1	0
• Secaucus MS	0 reports	0	0
• Secaucus HS	1 reports	1	0

A thorough and complete investigation was conducted for the report of an alleged incident of harassment, intimidation or bullying by the principal or the principal's designee within one school day of the verbal report of the incident.

The investigation was completed and the written findings submitted to the principal as soon as possible, but not later than 10 school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying.

The Building principal, in accordance with the code of student conduct, determined appropriate disciplinary action to be taken, based on the investigation findings.

- ❖ To Rob Daniello it has been my pleasure to see you move from the Adult School to Director then to Principal. From the beginning I have recognized the talent. So for all staff and parents, best wishes and you will be sorely missed

- ❖ **At this time I would like to introduce Little Ferry Superintendent Mr. Frank Scarafile**

The Secaucus School district with the assistance of Sharon Holsten from Huber Street School and Felice Maloney from Clarendon School were able to obtain donations for the Little Ferry School District which included donations from students and their families as well the district. Donations included books and games, education materials, clothing, food, desks and monetary donations. It is a wonderful feeling as the superintendent to see the school community come together to help a fellow district when in need. Thank you for coming this evening.

Mr. Scarafile – took the opportunity to express how much it meant to Little Ferry for Secaucus to take the time to go out of their way to really help bring them to their feet, many classrooms were lost, the district was closed for two weeks, students had to be bused to other locations. Secaucus treated us like we were their own. Thank you to the Board of Education and the Township, Little Ferry could not have opened as fast as they did. Donations of items and adoption of families helped to do this. Many

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thanks go out to all involved, a special Thank You to Linda Wilhelm, Pat Cocucci and Felicia Maloney for going above and beyond the call of duty. Little Ferry is forever in debt. Please never hesitate to ask Little ferry for help.

❖ **January is School Board Recognition Month**

- Proclamation from the Governor
- Presentation of Awards
  - Dora Marra
  - Mary Ann Weiner
  - Salvatore Manente
  - Gary Riebesell
  - John (Jack) Mc. Stowe
  - Joseph Lewis
  - Lisa Snedeker
  - Kelli D'Addetta
  - Robert Anderson

Thank you for all of your time and Service

❖ **Mid Year State of the District Report**

**District Goals**

**Goal 1** -To analyze the data to improve student achievement, revise curriculum, and improve instruction.

**Goal 2** - To enhance the use of technology integration to promote learning, communication and administrative efficiency.

**Goal 3** - To address students' social, emotional and character education needs to promote individual student well being, safety and security, and to continuously improve climate and culture.

**Role of Administration in Supporting Goals:**

- Administration meets regularly with all stakeholders to assess student and teacher needs
- Plan for the implementation of instructional programs, professional development, data assessment and technology
- Assess safety and security, climate and culture of the schools and provide interventions as needed
- Provide support as needed so that building-level staff can focus on student needs
- Communicate with Board of Education, parents and the community at large to promote understanding of the district's mission.

**Elementary coaches and the Director of Elementary Education implement the follow:**

- Analyze the NJASK test scores to project growth and improvement
- Develop and implement Basis Skills Program and identify students scoring 180-205 on NJASK
- Develop Benchmark Assessment in all subjects areas and implement curriculum with pacing calendars
- Implement SuccessMaker for students in need of remediation

**Elementary Education**

- Implement common core standards within the instructional program.
- Develop an improvement plan targeting needs of students in need of remediation
- Contracted Standards Solutions to help teachers focus on teaching text complexity and align common core standards
- Implementation of Danielson model for staff observations including pre and post-observation conferences
- Review benchmark assessment results in non-tested areas to establish student growth.
- Administer Renaissance Learning Assessments in grades K-6, meet with staff to analyze results and plan appropriate instruction
- Consult with SPED teachers and analyze student progress, growth and needs. Meet with CST to discuss individual student needs and possible intervention
- Work with staff and Dr. DeFina to develop Portfolio Assessments in preparation for the implementation of forthcoming teacher evaluation model
- 50 % of teachers' evaluations will be based on classroom practice and 50% on student assessments.

**Secondary Education**

**Department chairs and the Director of Secondary Education implement the follow:**

- Department chairs oversee the revision of curriculum in various departments in grades 7-12 aligned to Common Core Standards
- Participate in Hudson County Curriculum Consortium Writing Team – all grade levels in mathematics, language arts, social studies, science and begin developing World Language curricula.
- Assess all students in grades 7-12 using Renaissance Learning. Share results with teachers and train on resources.
- Identify students in need of basic skills in grades 7-11.
- A HSPA prep program was recommended and approved to support findings at the high school level
- Middle school students participate in SuccessMaker program for individualized improvement.

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- Department Chairs and teachers developed Benchmark Assessments in non-tested subjects
- Implement curriculum and pacing calendars to support common core standards.
- Develop improvement plan for targeting needs of students in need of remediation.
- Implementation of Danielson model for staff observations including pre and post-observation conferences.
- Implement workshops on Portfolio Assessments with Dr. De Fina from NJCU.
- Develop and finalize new report cards in the elementary, middle and high schools
- Utilize NJ Smart and Ed Analyzer to research student growth percentiles from year to year.

**Professional Development:**

- Ongoing Danielson training
- Creating Benchmark Assessments for all major subject areas
- Portfolio Assessments for tested and non-tested subject areas in collaboration with Dr. Defina / NJCU
- Renaissance Learning
- (Standards Solutions) focusing on NJASK prep and Common Core Standards.
- Common Core Standards for Math and Language Arts by department chairs for secondary schools/
- Interdisciplinary writing
- Revision and updating of pacing guides and curriculum
- Renaissance Learning
- iPad Training
- Student Growth Percentages and Smart Goals as per EE4NJ pilot program
- Realtime Gradebook turnkey training
- HIB training by Dr. Rust

**Special Education**

- Assistive Technology
- Autism Training
- Participated in all general education PD
- Special Education teams participated in a collaborative training on Down's syndrome at the Department of Education.

**Secretaries:**

- Realtime Training for the implementation of a new student information system

**Art, Science, Custodians:**

- Right to Know Training as required by law

**Administration:**

- Teachscape / Danielson evaluation method training for certification
- Safety and Security Training
- Common Core Standards
- Ongoing articulation regarding teacher evaluation pilot
- NJCU Professor in Residence grant to provide mentors for evaluators

**Guidance Department**

- Realtime & Naviance Training
- Elementary counselors develop individual counseling plans for Early Learning Center students
- Administer Teen Screen for early identification of emotionally at-risk students
- Implement Gay-Straight Alliance at the High School/Middle School to address gender diversity needs
- Assembly programs continue with a focus on anti-bullying, multi-cultural, tolerance, anti-discrimination and Internet safety themes
- Hosted College Fair – over 40 colleges participated and Financial Aid Night
- Hosted Alumni Day for graduates to speak with the junior and senior class about college experiences
- Implement Sources of Strength program as a pilot for suicide and bullying prevention
- Drug and Alcohol survey planned with the Department of Health – Spring 2013
- Focus on Career Education through internships
- Focus on social awareness and volunteerism through SAIL and Rotary Interact club.

**Special Education Department**

- Girl's Circles, Social Skills, lunch bunches lead by CST/counselors
- Special Education College Night
- Monthly Self Advocacy meetings for students led by Transition Coordinators to assist high school students understand their IEPs and learn self-advocacy skills
- Administration of the New Jersey Can Interest Profiler and Career Cluster Inventory for all students age 16
- Participation in the Career Exploration Internship Program

**District-Wide Character Education/HIB Activities**

- Participating in the development of the DOE district and school rubric for HIB/ Climate and culture
- Host, organize and lead the Hudson County Consortium for SECD. Planning first annual SECD Hudson County Consortium Conference May 30, 2013.
- Secaucus chosen as a Rutgers Bullying Prevention Institute mentor district for West New York and Hackensack
- Week of Respect (October 2012) sponsored school and district wide activities including Bully Busters curriculum.

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- Clarendon School honored in Washington DC, November, 2012, for best practice as a National School of Character
- Cycle and Elective classes at the Middle and High School include Peer Leadership and Bully Busters curriculum and a Freshman transition program
- Anti-Bullying specialists train new staff at respective schools and lead HIB teams.
- Evening training for parents and substitute teachers on HIB by a nationally renowned Character Education expert, Dr. Rust.
- Anti-Bullying survey and data collection planned Spring 2013
- *Analysis of District wide HIB reporting January 2012 – January 2013 shows decrease by approximately 66%*
- Review lesson plans to assure that teachers are including specific Character Education initiatives
- Teachers are encouraged to incorporate anti-bullying and empathy-building strategies in their lessons
- Developed an outreach relief effort to assist Little Ferry school district donating kindergarten essential items – books, toys, manipulative, etc.
- Relief counseling for families offered at schools by School Psychologists and Social Workers following Super storm Sandy

**Instructional Technology, Data Assessment and Grants**

- Implement the various technology-based assessment tools used in the district
- Oversee NJ State testing and interpret results
- Teacher Evaluation Project Director – attend monthly EPAC meeting with Superintendent and share emerging changes to the evaluation process with DEPAC and staff
- Work with principals and department chairs to implement data and standards-based learning objectives
- Hired new IT Manager
- Continue enhancements/upgrades to technology to comply with PARCC specifications in 2014.
- Coordinate with CEIP to have several SHS students work with IT staff (the students have been a tremendous help!)
- Setup NOOKS for primary grades and install instructional software for the promotion of Literacy success.
- Purchase 10 iPads for teachers in grades 5, 6 and Science to enhance technology instruction and support alignment to the Common Core.

**New systems/projects implemented in 2012-13:**

- Implemented Realtime Student Information System (replaced CST)
- Realtime Special Education Module (replaced IEP Planet)
- Implemented Follet Destiny Media Center System (upgrade from existing system)
- Implement Naviance Guidance/Career System
- Implement Renaissance Learning / STAR Assessments
- Two new labs installed in SHS (rooms 103 & 104)
- Replacement of ~200 CRT monitors
- Increased Wi-Fi coverage
- Improved phone system operation
- Increased Data Center capacity for security camera system
- Improved Data Center resiliency to power failures
- Updated ~400 workstations to PARCC specifications
- 60 additional NOOKS (Clarendon)
- ~ 60 additional iPads

**Security Accomplishments in the Secaucus School District**

- Identified specific security needs of all buildings and developed an improvement plan
- Update Crisis Management Plan for 2012 to include updated regulations and specific building needs. Plans reviewed by SPD
- Conduct fire and lockdown drills
- Additional Surveillance Cameras added in all schools
- Security guards stationed at each school
- Established close relationship with SPD regarding school security
- Procedures are in place for staff to use designated entrances using swipe cards.
- Visitors are only allowed to enter at main entrance of each building and must show ID.
- Locks on all exterior doors are being changed (HS/MS complete) in all schools.
- Alarmed exit bars on doors in all building are planned
- Reorganized the entry and dismissal procedures at Clarendon school to insure student and staff safety.
- All classroom doors are remaining locked in the morning when Head Custodian opens building. Previously doors were being unlocked for teachers.
- Teachers have keys to their classrooms and doors are locked at all times.
- Procedures are in place for substitute teachers to pick up classroom keys at main office each day and return key at end of day.
- Train Maschio's lunch aides to insure student safety and well being during the lunch hour.

**Personnel**

- 310 certificated and non certificated positions filled since July 2012 including co-curricular and extra-curricular to support district endeavors

- ❖ Pleasure to present LaMonica McIver as the new Human Resources Specialist  
Thank you for the opportunity and welcoming me with open arms.

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**Report by the Secretary of the Board**

Business Administrator, Ron Smith read into the official minutes the completed Audit 2011-2012 Audit and Corrective Action Plan. He then introduced Auditor, Michael McGuire who presented himself for questions or comments. Mr. McGuire stated audits are not pleasant, but this went smoothly with only a few minor recommendations.

**Public Comments on Agenda Items - NONE**

**1. School Government:**

**Motion by Mr. Riebesell, seconded by Mr. Manente, to accept the recommendation of the Superintendent to approve and adopt motions R1.1 through R1.21, as described below: Recommended Board Action for the following:**

**R1.1 Approval to appoint** Kindergarten Huber Street School Teacher, Lacey Rozansky as Full Time-Permanent Teacher, at Huber Street School (BA STEP 1 \$56,784) resulting from transfer of Kelly Waters to Secaucus Middle School

**R1.2 Approval to appoint** Joseph Pasculli as Fifth Grade Long Term Leave Replacement Teacher at Huber Street School for Cara Lenas (Family Leave 2012-2013 School Year) MA Step 1 \$60,479

**R1.3 Approval to appoint** Jennine Peduto as 6<sup>th</sup> Grade Long Term Leave Replacement Teacher at Clarendon School through June 30, 2013; BA Step 2 \$56,984 replacing Michelle Maxwell (Family Leave 2012-2013 School Year)

**R1.4 Approval to appoint** Danielle Holland as 6<sup>th</sup> Grade Long Term Leave replacement Teacher at Clarendon School replacing Lisa Smith-Bonin (Maternity Leave) from February 4, 2013-June 30, 2013 at BA Step 1 \$56,784

**R1.5 Approval to appoint** Karlene Paone as 2<sup>nd</sup> Grade Long Term Leave Replacement Teacher at Clarendon School replacing Ed Sommer (Paternity Leave) from tentatively January 24, 2013 – March 4, 2013 at Substitute Teacher's pay rate \$90.00 per day

**R1.6 Approval to appoint** Manal Abuhouran as Long Term Leave Replacement Kindergarten Teacher at Huber Street School for Kelly O'Connor (Maternity Leave) from January 7, 2013 – June 30, 2013 at MA Step 1 \$60,479

**R1.7 Approval to appoint** Amber Butler as Health & Physical Education Long Term Leave Replacement Teacher for James Barnaba (extension of Medical Leave) at Secaucus High School from December 21, 2012-March 4, 2013 at BA Step 1 \$56,784

**R1.8 Approval to appoint** Sean Sonnett and Robert Valente as Construct It Club Advisors for Clarendon School for Grades 3 and 4 at a stipend of \$500.00 each.

**R1.9 Approval to appoint** Allan Bonin and Lucille Wright as Construct It Club Advisors for Huber Street School for Grades 3 and 4 at a stipend of \$500.00 each.

**R1.10 Approval to appoint** Barbara Jo Bruning and Meghan Maddalena as Teachers for Language Arts HSPA Pass Program that will run 8 weeks for a total of 24 sessions/16 hours per teacher @\$35 per hour (\$560.00 each) (Title I Funded).

**R1.11 Approval to appoint** Aomar Elassa and Mihriban Gulistan as Teachers for Math HSPA Pass Program that will run 8 weeks for a total of 24 sessions/16 hours per teacher @\$35 per hour (\$560.00 each) (Title I Funded)

**R1.12 Approval to appoint** Robert Roesing as a Temporary Assistant Wrestling Coach at a stipend of \$3,590 per SEA contract temporarily replacing Michael Vitulano.

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**R1.13 Approval to appoint** David Segro as Middle School Boys Track & Field Coach at a stipend of \$2,700.00 per SEA contract.

**R1.14 Approval to appoint** Substitute Teachers/Nurses as follows:

Mary Beth Vanoni-K-5  
 Courtney Williams-CEAS Elementary Education  
 Lauren Potozniak-Substitute Nurse  
 Jennifer Bator- Substitute Nurse  
 Khevna Amish Bhavasar- Substitute Certificate  
 Hardeep Gill- Substitute Certificate  
 Derrick Mercer-Substitute Certificate  
 Michelle Mitchell- Substitute Certificate  
 Suzanne Petruzella- Substitute Certificate  
 Robert Roseing- Substitute Certificate  
 Evan Pope- Substitute Certificate  
 Kashminie Sawh- Substitute Certificate  
 Zachary Schlemm- Substitute Certificate

**R1.15 Approval to extend** posting P/T Network Technician replacing Carlos Quinones @\$15 per hour/12 month position/22 hours per week

**R1.16 Approval to appoint** the following staff members as chaperones for NJSA trip to Japan from March 3, 2013-March 16, 2013:

Helen Bacigalupo  
 Thomas Tufaro  
 Pavlina Zavorotnaya

**R1.17 Approval to accept** resignation of Middle School Principal Robert Daniello as of February 18, 2013

**R1.18 Approval of** medical Leave of Absence for Denise Cunningham, Department Chair of Art, Business, Family Consumer Science, World Language, Media and Library Science from December 21, 2012 to April 1, 2013.

**R1.19 REMOVED**

**R1.20 Approval of** unpaid medical Leave of Absence for Joseph Labianco Part-Time Custodian from December 26, 2013 to (tentatively) March 4, 2013.

**R1.21 Approval of** paid medical Leave of Absence for Richard Pasinski Full time from January 2, 2013 to (tentatively) February 8, 2013.

	Yes	No	Abstain	Absent
Robert Anderson	X			
Kelli D'Addetta	X			
Joseph Lewis	X		X(R1.12)	
Sal Manente	X			
Dora Marra	X			
Gary Riebesell	X			
Lisa Snedeker	X			
MaryAnn Weiner	X			
Jack McStowe, President	X			

**R1.17 – Mr. McStowe voted yes but opposes release date.**

**R1.19 - REMOVED**



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**2. Curriculum:**

Motion by Mr. Anderson, seconded by Mrs. D'Addetta, to accept the recommendation of the Superintendent to approve and adopt motion R2.1 through R2.3 as described below. Recommended Board Action for the following:

R2.1 Approval of Field Trips

R2.2 Approval of Book Disposal

- Middle School/High School Science Books

R2.3 Approval of Residency Disenrollment

Motion by Mr. Anderson, seconded by Mrs. D'Addetta, to accept the recommendation of the Superintendent to approve and Disenrollment of student L.E. not domiciled in District, to pay outstanding tuition effective immediately.

	Yes	No	Abstain	Absent
Robert Anderson	X			
Kelli D'Addetta	X			
Joseph Lewis	X			
Sal Manente	X			
Dora Marra	X			
Gary Riebesell	X			
Lisa Snedeker	X			
MaryAnn Weiner	X			
Jack McStowe, President	X			

**3. Finance**

Motion by Mr. Lewis, seconded by Mrs. Weiner, to accept the recommendation of the Superintendent to approve and adopt motions R3.1 through R3.12, as described below. Recommended Board Action for the following:

R3.1 Approval of Bills List

R3.2 Approval of Budgetary Transfer Reports

R3.3 Approval of Financial Reports

R3.4 Approval of Out of District Travel

R3.5 Approval of Out of District Tuition

Secaucus Board of Education hereby authorizes the Interim Business Administrator and President to execute contracts, as annexed for out of district placement tuition for the 2012-2013 school year for:

student ID # 14476, January 2013 - June 2013 at A. Harry Moore School, Jersey City (tuition \$55,412.20 prorated).

R3.6 Approval of NCLB Consolidated Grant Amendment for FY13

R3.7 Approval to accept 2011-2012 Audit

R3.8 Approval of 2011-2012 Audit Corrective Action Plan

District: SECAUCUS	County: HUDSON
Date of Board Meeting:	
Contact Person: H. Ronald Smith – Interim Business Administrator	Telephone Number: 201-974-2002

Recommendation #	Conditions that caused the repeat recommendation(s):	Corrective actions taken or to be taken and the dates or projected dates of such actions	The administrator directly responsible for implementing the actions and controls	Internal controls put in place or to be put in place to prevent another repeat of the recommendation and the dates or projected dates of implementation of such controls
1	N/A	The Human Resources Department has been made aware of this recommendation and assures that all required forms and records will be maintained in the future	Human Resources Specialist	February 1, 2013
2	N/A	This recommendation was caused when the conversion to new financial software was not updated with the final closing balances from the 2010-2011 audit.	Assistant School Business Administrator	January 1, 2013

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3	N/A	The file of quotes was not kept in an orderly system. This has been corrected for the 2012-2013 fiscal year.	School Business Administrator	<u>February 1, 2013</u>
4	N/A	A workshop to demonstrate the new Quick Books Pro Software will be conducted so that all staff working with financial records will be properly trained in practices and procedures required.	School Business Administrator	<u>February 1, 2013</u>

<u>Recommendation #</u>	<u>Conditions that caused the repeat recommendation(s):</u>	<u>Corrective actions taken or to be taken and the dates or projected dates of such actions</u>	<u>The administrator directly responsible for implementing the actions and controls</u>	<u>Internal controls put in place or to be put in place to prevent another repeat of the recommendation and the dates or projected dates of implementation of such controls</u>
5	N/A	New software Quick Books Pro will be installed in all school and student activity accounts.	Assistant School Business Administrator	<u>March 1, 2013</u>
6	N/A	The budget and the required records will be segregated in the budget so that all transactions can be reviewed and approved in advance.	School Business Administrator	<u>January 1, 2013</u>
7	N/A	The student records recorded for the annual A.S.S.A. will be reviewed prior to entry into the state reporting system.	Director of Special Services	<u>February 1, 2013</u>

**R3.9 Approval to Enter into agreement with the Secaucus Director's Association**

WHEREAS, the Board of Education of the Town of Secaucus ("the Board") and the Secaucus Directors Association ("the Association") have negotiated a successor Collective Negotiations Agreement for the 2011-2012, 2012-2013 and 2013-2014 school years ("the Agreement"); and

WHEREAS, the Association has, by a majority vote of its membership, ratified the Agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby ratifies and approves the terms of the Agreement for the 2011-2012, 2012-2013 and 2013-2014 school years, which is attached to this Resolution and made a part hereof; and

BE IT FURTHER RESOLVED that the Board hereby authorizes the Board President and the Business Administrator/Board Secretary to execute on behalf of the Board, the Agreement by and between the Board and the Association.

**R3.10 Approval to enter into agreement with the Secaucus Administrator's Association**

WHEREAS, the Board of Education of the Town of Secaucus ("the Board") and the Secaucus Administrators Association ("the Association") have negotiated a successor Collective Negotiations Agreement for the 2011-2012, 2012-2013 and 2013-2014 school years ("the Agreement"); and

WHEREAS, the Association has, by a majority vote of its membership, ratified the Agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby ratifies and approves the terms of the Agreement for the 2011-2012, 2012-2013 and 2013-2014 school years, which is attached to this Resolution and made a part hereof; and

BE IT FURTHER RESOLVED that the Board hereby authorizes the Board President and the Business Administrator/Board Secretary to execute on behalf of the Board, the Agreement by and between the Board and the Association

**R3.11 Approval to amend the Agreement between the Town of Secaucus and the Secaucus Board of Education for Transportation Services**

**ADDENDUM TO THE SHARED SERVICES AGREEMENT BETWEEN THE SECAUCUS BOARD OF EDUCATION AND THE TOWN OF SECAUCUS FOR TRANSPORTATION SERVICES**

WHEREAS, the Secaucus Board of Education ("Board") and the Town of Secaucus ("Town") are Parties to a Shared Services Agreement ("Agreement") wherein the Town provides for the transportation of certain residents to and from school in accordance with N.J.S.A. 18A:39-1.2; and

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**WHEREAS**, the Town, pursuant to Resolution 2012-308, approved on November 27, 2012, has decided to also transport other students residing in the Creekside Manor housing complex to and from school in accordance with *N.J.S.A. 18A:39-1.2*; and

**WHEREAS**, the Parties wish to amend and supplement the terms and conditions contained within the Agreement by memorializing their agreement to the following additional provisions as set forth herein; and

**NOW, THEREFORE**, based on the foregoing premises and mutual promises and covenants contained herein, the Parties hereby agree to amend the Agreement as follows:

1. The following paragraph shall be added after the first "whereas" clause:

**WHEREAS**, the Town also wishes to transport students from the Creekside Manor housing complex (subject to the availability of unassigned seats) to and from school for safety reasons, even though such students live within two (2) miles from their school of attendance, upon the residents' payment of transportation charges specified herein, consistent with *N.J.S.A. 18A:39-1.2*; and

2. Article I.A shall be replaced in its entirety with the following:

**A. Payment:** The Town shall be responsible for the costs of the transportation of students residing in the Riverside Court housing complex and, subject to the availability of unassigned seats, also of students residing in the Creekside Manor housing complex, to and from their school of attendance, which shall not exceed \$34,000 per year. The Town shall remit payment within forty-five (45) days of receipt of the Board's invoices.

3. The following paragraph shall be added as a new Article I.B:

**B. Transportation Charges and Method of Collection.** The Town shall charge, in accordance with the requirements of *N.J.S.A. 18A:39-1.2*, an annual transportation fee of \$400 per child (prorated for any partial year at the rate of \$2.22 per school day) to each resident of the Creekside Manor housing complex whose children utilize the transportation services referenced herein. The Town shall collect such charges on an annual basis, and shall require each child's parent or legal guardian to make payment for the full school year (or, in mid-year, for the remainder of the school year) in advance before transportation shall commence. If the Town determines to discontinue transportation for any child due to non-payment or any other reason, the Town shall promptly notify the Board of the same.

4. Article II.A shall be replaced in its entirety with the following:

**A. Provision of Transportation:** The Board shall provide, by and through its transportation department, transportation to the students residing in the Riverside Court housing complex and, subject to the availability of unassigned seats, also to students residing in the Creekside Manor housing complex, to and from their school of attendance on each day that school is in session for the duration of this Agreement.

5. All other terms and conditions set forth in the Agreement and not specifically addressed herein shall remain in full force and effect.

**R3.12 Approval to appoint Di Cara/Rubino Architects to provide pre-referendum services in connection with the construction of new administrative offices project**

**WHEREAS**, at its meeting on October 18, 2012, the Secaucus Board of Education (hereinafter referred to as the "Board") appointed DiCara Rubino Architects (hereinafter referred to as the "Architect") to provide pre-referendum architectural services for the additions and renovations to Secaucus High School/Middle School (hereinafter referred to as the "project"), which the Board intends to fund through a bond referendum which will be submitted to the voters for approval; and

**WHEREAS**, the Board authorized the Architect to provide pre-referendum services in connection with the proposed project, including the preparation of 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; and

**WHEREAS**, the Board desires the Architect to develop separate plans for the construction of new administrative offices which the Board intends to submit to the voters for approval; and

**WHEREAS**, the preparation of said separate plans will be included in the Architect's fee for pre-referendum architectural services in connection with the project, in accordance with the terms of the Agreement between the Board and the Architect.

**NOW, THEREFORE, BE IT RESOLVED**, as follows:

1. The Board hereby authorizes DiCara Rubino Architects to prepare plans and specifications in connection with the construction of new administrative offices. Said services shall be provided at no additional fee, as they are included in the pre-referendum architectural services being provided to the Board in connection with the additions and renovations to Secaucus High School/Middle School Project, pursuant to the terms of the existing Agreement between the Board and the Architect.

2. The Architect is hereby authorized to revise the Long Range Facilities Plan to include the construction of new administrative offices and to prepare the schematic plans and an initial capital project application for the construction of new administrative offices 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 Acting 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 separate schematic plans for the construction of new administrative offices, 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 construction of new administrative offices, in accordance with the requirements of the Educational Facilities

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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 the Board President and the Acting Board Secretary/Business Administrator are hereby authorized to execute any and all other documents necessary to effectuate this Resolution.

	Yes	No	Abstain	Absent
Robert Anderson	X			
Kelli D'Addetta	X			
Joseph Lewis	X			
Sal Manente	X	X R3.11		
Dora Marra	X	X R3.9 R3.10 R3.11		
Gary Riebesell	X			
Lisa Snedeker	X		X R3.10	
MaryAnn Weiner	X	X R3.11		
Jack McStowe, President	X			

**Mr. Manente** – voted no on R3.11- both lie within 2 mile zone, all for courtesy busing but both should be treated equal.

**Ms. Marra** – voted no on R3.9 & R3.10- received a few hours ago and had no time to review. Voted no on R3.11 – “fair is fair, can’t give to one and not the other”, asked Mr. Fogarty to speak on wording on R3.11. Mr. Fogarty responded that this Resolution is an addendum to Shared Services for Creekside Manor. If majority of Board chooses to strike for “safety reasons” it can be done. Ms. Marra stated that “both the Board of Education and Town deemed as Safe Route. Fearful money will come out of Educational Dollars.” No vote on wording, resolution passed as is.

**Mrs. Weiner** voted no on R3.11 Everyone needs to be treated the same.

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

**Motion by Mr. Manente, seconded by Mr. Riebesell, to accept the recommendation of the Superintendent to approve and adopt motion R4.1**

**Recommended Board Action for the following:**

**R4.1 Approval of 2012-2013 Violence, Vandalism & Substance Abuse report.**

**BE IT RESOLVED:** that the Secaucus Board of Education does hereby approve the of Violence, Vandalism & Substance Abuse Report for the period of September 1, 2012 to December 31, 2012 submitted to the New Jersey Department of Education as required.

	Yes	No	Abstain	Absent
Robert Anderson	X			
Kelli D'Addetta	X			
Joseph Lewis	X			
Sal Manente	X			
Dora Marra	X			
Gary Riebesell	X			
Lisa Snedeker	X			
MaryAnn Weiner	X			
Jack McStowe, President	X			

5. **Technology Committee** None

6. **Policy Committee**

**Motion by Ms. Marra, seconded by Mrs. Weiner, to accept the recommendation of the Superintendent to approve and adopt motions R6.1 through R6.2**

**Recommended Board Action for the following:**

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- R6.1 Approval of the 1st reading for the following policy: 0168 – Recording Board Meetings  
R6.2 Approval of the 1st reading for the following policy: 8467 - Weapons

	Yes	No	Abstain	Absent
Robert Anderson	X			
Kelli D'Addetta	X			
Joseph Lewis	X			
Sal Manente	X			
Dora Marra	X			
Gary Riebesell	X			
Lisa Snedeker	X			
MaryAnn Weiner	X			
Jack McStowe, President	X			

7. **Athletic Committee** Girls Basketball remains in 1<sup>st</sup> place in division & 9<sup>th</sup> in North Jersey. Boys Basketball is in 4<sup>th</sup> place in Division. Boys & Girls Indoor Track will be competing in NJIC on January 19<sup>th</sup>. Boys & Girls swim team will be competing in the County championship on January 26<sup>th</sup> and the NJIC championships on February 2<sup>nd</sup>. This year's wrestling team will be very competitive this year. The Bowling team is in 2<sup>nd</sup> place and will take part in championship matches at the end of January.

8. **Shared Services Report** – Mr. McStowe requested that a meeting be set up.

9. **Legislative Report** None

10. **New Business** –

11. **Public Forum – General Comments:**

Mr. Tom Troyer questioned:

- What new procedures have been instituted to insure student safety in our system?
- When can we expect Board meetings to go on cable?
- How far is the Board in replacing the Superintendent, Business Administrator, and Middle School Principal?
- What will be the process?

Mr. Robert Daniello:

- Thank you for all of the "Well Wishes". In leaving, I wanted to honestly say that in the 16 years in Secaucus I have never has a bad day. Thank you.

Mrs. Eleanore Reinl questioned:

R3.11-

- How many students were extended this courtesy? Mr. McStowe answered that the Bus route is not ours, it is leased by the town, they would need to be asked this question.
- Do we have enough buses for our routes? Mr. McStowe answered yes.

R1.17

- Would be remiss if did not mention Rob Daniello- very impressed with how he moved through the ranks to become Principal.

Mr. Andrew Conti:

- Spoke of the security accomplishments. Important after all of these years that this committee has been accomplished in light of Newtown. Should have been phased in over 4 years to avoid the rushing. Happy to see now that Board members are at Seminars now provided with stats of school violence. That aside, tremendous step to allow this to finally happen. Security should be at the top of the issues along with education of students.

Mr. Michael Gehr:

- Thank you to the Board for the support for himself and the JSA.
- Thank you to Dr. Berckes for his help with all of the JSA trip paperwork.
- On January 22<sup>nd</sup> the Town will recognize the students and alternates traveling to Japan.
- Good-Bye to Rob Daniello.

Mayor Gonnelli:

- Presented the Board with a \$95,000 check for the purchase of a full size school bus.

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- **Good news-** the town will be dedicating an impact fee from Harmon Meadow of \$1.5 million dollars to be used for the new school as well as renegotiating with exchange to generate \$2 million.

**12. Board Member Comments**

**Mr. Anderson-** Good luck to Rob Daniello. Impressed with Mrs. Randina's presentation. Welcome to LaMonica.

**Mrs. D'Addetta-** Happy with new security. Congratulations to Clarendon for the Bob's Furniture donation . congratulations to Ms. Primavera and Mrs. Wurst for their accomplishments. Congratulations to the District sports teams. Thank you to Mayor Gonnelli for the new school bus. Congratulations to the SMS SGO for their Salvation Army fundraiser. Welcome to LaMonica. To Christian Bernabe your efforts showed very good character. Good luck to Rob Daniello.

**Mrs. Snedeker-** Best wishes to Rob Daniello. Welcome to LaMonica. Thank you to Mrs. Wilhelm when your class comes to the Senior Center. Thank you to Mayor Gonnelli for your support for Mardi gras event. Cannot wait for February 14<sup>th</sup> where 300 Senior Citizens will celebrate in Clarendon school. Thank you Mr. Cocucci.

**Mr. Lewis-** Thank you to Mayor Gonnelli and Town Council for the new school bus. Welcome to LaMonica. Good Luck to Rob Daniello who has been a good colleague and friend.

**Ms. Marra** Remember to follow the safety and speed limit rules around the schools. Welcome to LaMonica. Mentioned People to People visit. Good-bye to Rob Daniello. United Way is looking for donations and customers this Friday-Sunday.

**Mrs. Weiner –** Welcome to LaMonica. Good Bye Rob, you will always be in our hearts. Visit to People to People. Little Ferry Schools. Mrs. Randina spoke to County regarding nurturing the whole child. Thank you to Mayor Gonnelli for the new school bus and future money for our kids. Please help to pass the school budget.

**Mr. Manente -** Welcome to LaMonica. Extend Best Wishes and Happiness to Rob Daniello, a team player and friend. Attended seminar, 1.)Breakfast learning. 70 at start 500 now. Teachers sitting with students learning about each other. 2.) Online policy services. 3.) Mission One – screening services for prospects and substitute certifications. 4.) HIB Software 5.) Trenton Seminar.

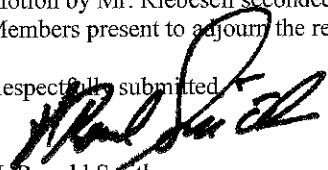
**Mr. Riebesell -** Thank you to Mayor Gonnelli for accomplishing cooperation. Welcome to LaMonica. Rob Daniello- Good Luck and Thank you for your years of service. New implementation of security has been a smooth transition.

**Mr. McStowe** announced the State will be making surprise visits in regard to security. Thank you to Mayor Gonnelli for the check for a new school bus and for the working relationship for the benefit of the children. Good-Bye to Rob Daniello. Welcome LaMonica – Don't let them scare you.

**13. Adjournment:**

Motion by Mr. Riebesell seconded by Mrs. Weiner, and unanimously adopted by Board Members present to adjourn the regular meeting at 9:10PM

Respectfully submitted,

  
H. Ronald Smith  
Interim Board Secretary and Business Administrator