

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

- 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 Business Administrator/Board Secretary:  
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 R1.21, 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.

**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 Approval to post** for Interim Coordinator for Denise Cunningham, (Medical Leave of Absence) Department Chair of Art, Business, Family Consumer Science, World Language, Media and Library Science from December 21, 2012 to April 1, 2013. As per SEA Contract.

**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.

2. **Curriculum:**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motion R2.1 through R2.2 as described below.

**Recommended Board Action for the following:**

2.1 **Approval of** Field Trips

2.2 **Approval of** Book Disposal

- Middle School/High School Science Books

3. **Finance**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, 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

<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>
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	<u>February 1, 2013</u>
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	<u>January 1, 2013</u>
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	Assistant School Business Administrator	<u>March 1, 2013</u>

		and student activity accounts.		
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

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 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.

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

**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, 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.

**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 1st reading for the following policy: 0168 – Recording Board Meetings**

**R6.2 Approval of the 1st reading for the following policy: 8467 - Weapons**

**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:**