

**SECAUCUS BOARD OF EDUCATION  
REGULAR MEETING AGENDA  
DATED: May 9, 2012**

- A. Call to Order – Mr. Jack McStowe, President, at 5:00 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 – April 2012**
- 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 R1.7, as described below: Recommended Board Action for the following:**

**R1.1** Approval of *Leave of Absence* for the following staff members:

*Beth Schudroff, Speech Correction/Language Specialist, Clarendon School, Child Rearing Leave of Absences effective September 1, 2012 through June 30,2013 without pay.*

*Michele Maxwell, First Grade Teacher, Huber Street School, Family Medical Leave of Absences, effective September 1, 2012 through November 30,2012 using (30) Illness Days and (23) carryover personal days. December 1, 2012 through June 30, 2013 without pay.*

**R1.2** Approval to *post*:

**Summer Curriculum Writing:**

3 World Language teachers @ 20 hours each	\$2,100.00
1 Art teacher @ 20 hours	\$ 700.00
1 Family & Consumer Science teacher @ 20 hours	\$ 700.00
1 Business teacher @ 20 hours	\$ 700.00
4 Social Studies teachers @ 20 hours each	\$2,800.00
4 Math teachers @ 20 hours each	\$2,800.00
4 Science teachers @ 20 hours each	\$2,800.00
4 Language Arts teachers @ 20 hours each	\$2,800.00
Etymological Roots-1 Language Arts teacher @ 20 hours	-\$700.00
Facing History and Ourselves- 1 Social Studies teacher @ 20 hours	-\$700.00

**Summer Custodial/Maintenance Help**

Custodial Summer Help: High School Graduates and College Students only  
July 9, 2012 through August 17, 2012 at the rate of \$10/hr and hours to be determined. (18 years of age)

**R1.3** Approval to recommend employment contracts for certified/non-certified staff, as listed in Exhibit #1, be offered employment at the position noted for the 2012-2013 academic year.(Tenure and Non-Tenure Staff)

**R1.4** Approval to recommend *transfers* of the following staff members:

	<u>From</u>	<u>To</u>
Patricia Smeyers	Clarendon School	MS/HS
Kelly Waters	Huber Street School	MS/HS
Maria Rodriguez	Clarendon/Huber	MS/HS
Michelle Malcolm	Clarendon/Huber	MS/HS

**R1.5** Recommendation to withhold increment for the 2012-2013 school year for the following staff:  
Employee# 4226 Performance

**R1.6** Approval to appoint *Carlos Cueto*, Head Boys Basketball Coach, stipend \$6380 and *Steven Ricciardi*, Assistant Boys Basketball Coach, stipend \$3590.

**R1.7** Approval to appoint Issuing Officers of Working Papers for the school year 2012-2013:

*Frank Costello*  
*Vickie Nappo*  
*Barbara Totaro*  
*Carol Ann Scheiner*  
*Deborah Zapoluch*

2. **Curriculum:**  
**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions R2.1 through R2.3 as described below.**  
**Recommended Board Action for the following:**

**R2.1** Approval of Field Trips

**R2.2** Resolution to approve curriculum and textbooks for all courses and programs.  
**BE IT RESOLVED:** that in accordance with N.J.S.A. 18A:4-25, 33-1, 35-1, 35-3, 35-4, 35-4.1, 35-5 and N.J.A.C. 6:27-1.3, the Board approves the curriculum and textbooks, K-12, for all subjects, inclusive of all mandated state programs and services, until further directive of this Board. The curriculum and textbooks are on file in the Board Administration Office.

**R2.3** **Approval of the 2012/2013 School Calendar**

3. **Finance**  
**Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions R3.1 through R3.15, 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 apply for funds to support implementation of the Anti-Bullying Bill of Rights Act .**

**R3.4** **Approval to renew second year of EE4NJ for the 2012-13 school year.**

**R3.5** **Approval of the adoption and implementation of *Real Time* (Student Information System) for the 2012-2013 school year.**

**R3.6.** Resolution to appoint Interim Board Secretary/Business Administrator to mandatory positions.  
**BE IT RESOLVED:** that the Board of Education hereby appoint Interim Board Secretary/Business Administrator, H. Ronald Smith to the following positions for the period April 26, 2012 to June 30, 2012

Investment Officer  
 Custodian of Records  
 Safety & Health Designee  
 Public Agency Compliance Officer

**R3.7.** Resolution to approve warrant signatures.  
**BE IT RESOLVED:** that the Board of Education hereby authorizes the following warrant signatures for school year 2012-2013:

General Account	(3)	President, Board Secretary, Assistant Board Secretary, Treasurer
Payroll/Agency Account	(1)	Treasurer
Activity Accounts	(2)	Board Secretary, Assistant Board Secretary, School Principal, Activity Fund Treasurer
Athletic Accounts	(2)	Athletic Director, Board Secretary, Assistant Board Secretary, School Principal
Unemployment Account	(2)	President, Board Secretary, Assistant Board Secretary, Treasurer
Capital Projects	(3)	President, Board Secretary, Assistant Board Secretary, Treasurer

**R3.8** Resolution to approve Petty Cash Accounts.

**BE IT RESOLVED:** that the Board of Education hereby establishes the following Petty Cash Checking Accounts for the 2012-2013 school year:

Title:	Amount	Custodian	Co-Custodian	Authorized	Authorized	Max Paym't
Administrative Petty Cash	\$1,500.00	Grace Yeo	C.Randina	G.Yeo		\$1,000.00
Clarendon School Petty Cash	\$500.00	P.Cocucci	H. Ronald Smith	G.Yeo		\$100.00
Huber Street School Petty Cash	\$500.00	Linda Wilhelm	H. Ronald Smith	G.Yeo		\$100.00
Middle School Petty Cash	\$500.00	R. Daniello	H. Ronald Smith	G.Yeo		\$100.00
Athletic Account Petty Cash	\$500.00	C Voohees	H. Ronald Smith	G.Yeo		\$100.00
High School Petty Cash	\$500.00	R. Berckes	H. Ronald Smith	G.Yeo		\$100.00
Transportation Petty Cash	\$750.00	D.Zapoluch	H. Ronald Smith	G.Yeo		\$100.00
Maintenance PettyCash	\$500.00	G Yeo	H. Ronald Smith	Salvatore Cioffi		\$100.00

**R3.9** Resolution to reappoint the Bond Counsel.

**BE IT RESOLVED,** that Wilentz Goldman Spitzer is hereby appointed as Bond Counsel of the School District of the Town of Secaucus, in the County of Hudson, for a term of one (1) year, commencing on July 1, 2012 and ending on June 30, 2013.

**BE IT FURTHER RESOLVED,** that said law firm be compensated on fees based on scope and nature of professional services performed with a minimum rate of \$150.00 per hour as per annexed letter.

**R3.10** Resolution to reappoint Risk Management Consultant Mintz Girgan & Brightly

**WHEREAS,** the Secaucus Board of Education (“Educational Facility”) has resolved to join the School Alliance Insurance Fund (SAIF”); and

**WHEREAS,** the Bylaws of SAIF require that each educational facility designate a Risk Management Consultant to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

**WHEREAS,** the Bylaws indicated that SAIF shall pay each Risk Management Consultant a fee to be established by SAIF;

**NOW, THEREFORE, BE IT RESOLVED** that the Secaucus Board of Education does hereby appoint Mintz Girgan & Brightly, Inc. from July 1, 2012 to July 1, 2013 as its Risk Management Consultant in accordance with the Fund’s Bylaws.

**R3.11** Resolution to reappoint Board Attorney, Fogarty & Hara

**BE IT RESOLVED** that the Secaucus Board of Education does hereby appoint the law firm of Fogarty and Hara to be the Secaucus Board of Education School Board Attorney for the period July 1, 2012 to June 30, 2013; and

**NOW, THEREFORE BE IT RESOLVED,** that the services of the law firm shall be charged to the Secaucus Board of Education at the rates listed below:

Partner	\$165.00/hour
Associate	\$145.00/hour
Paralegal	- 0 -

**R3.12** Resolution to approve tax shelters and annuities companies

**BE IT RESOLVED,** that the Secaucus Board of Education hereby approves the following tax shelters and annuities for the School District, Town of Secaucus, in the County of Hudson for the school year commencing July 1, 2012 and ending on June 30, 2013:

AXA Equitable  
333 Thornall Street, 8<sup>th</sup> Floor  
Edison, New Jersey 08837

AIG VALIC  
2929 Allen Parkway  
Houston, TX 77019

MET LIFE  
P.O. Box 6717  
Somerset, New Jersey 08875

**R3.13** Resolution to appoint RAMM Environmental as Asbestos/Indoor Air Quality Manager.

**BE IT RESOLVED**, that RAMM Environmental Services, located at 77 Nottingham Road, Fair Lawn, New Jersey 0410, is hereby appointed as the Asbestos Management Officer and Indoor Air Quality Designee for the School district, Town of Secaucus, in the County of Hudson commencing on July 1, 2012 and ending on June 30, 2013.

**R3.14 Resolution** to appoint Purchase Agent Compliance Officer for Affirmative Action

**WHEREAS:** the Secaucus Board of Education (“the Board”) is a corporate body politic and organized in accordance with Title 18A of the New Jersey statutes and;

**WHEREAS:** the Board shall designate an officer or employee to serve as a Public Agency Compliance Officer (P.A.C.O.), whose name, title, business address, telephone number and fax number shall be forwarded to the State Affirmative Action Office by January 10<sup>th</sup> of each year; and

**WHEREAS:** the P.A.C.O. is the liaison official for matters concerning P.L. 1975, C.127 (N.J.A.C. 17:27) and should have the authority to recommend the appropriate corrections to the Board’s contracting procedures; and

**NOW, THEREFORE, BE IT RESOLVED**, the Secaucus Board of Education hereby designates, H. Ronald Smith the Interim Business Administrator/Board Secretary of Secaucus Board of Education to serve as Public Agency Compliance Officer, for the period April 26, 2012 to June 30, 2012

**R3.15 Approval** to apply for Principal Evaluation Pilot Grant (similar to the Teacher Evaluation Pilot program)

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** Resolution to approve Safety Committee.

**BE IT RESOLVED**, the Secaucus Board of Education hereby constitutes and establishes a Committee for Safety and Training;

**Composition:**

The Committee shall be comprised of at least one member from the following classifications: Administration/Clerical, Education (i.e. teacher, coach). Transportation, Cafeteria, and Building/Grounds Maintenance appointed by the Fund Commissioner of the School Alliance Insurance Fund. The Fund Commissioner or his/her designee shall serve as Committee Chairperson.

**Term:**

Each member shall serve at the pleasure of the Fund Commissioner.

**Termination:**

Members may be terminated with due cause during the term upon majority vote of the Committee.

**Authority and Responsibility:**

The Committee is to serve as the district’s focal point for communication and implementation regarding safety and training programs which are geared toward reducing the frequency or severity of insured losses. The function of the Committee is advisory in nature; however, is charged with carrying out specific duties as outlines in this charter.

**Safety and Education Committee Bylaws**

The Committee of the Secaucus Board of Education is established by Resolution, approved by the Board of Education on April 26, 2012. The Committee’s operational guidelines and specific duties are set down herein.

5. **Technology Committee**

6. **Policy Committee**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motion R6.1 through R6.3

**Recommended Board Action for the following:**

**R6.1** Resolution to adopt the New Jersey School Board Code of Ethics.

**BE IT RESOLVED:** that the Board of Education hereby adopts the New Jersey School Board Code of Ethics; and

**BE IT RESOLVED** that Policies and Procedures regarding training of the district’s Board of Education members has been adopted; and

**NOW, THEREFORE, BE IT RESOLVED,** that each Board of Education member acknowledges receipt of the Code of Ethics and has become familiar with same.

**R6.2** Resolution to adopt the “By-Laws and Policies” of the Secaucus Board of Education.

**BE IT RESOLVED:** that the bylaws and policies, printed and codified in the comprehensive document, entitled “Bylaws and Policies of the Secaucus Board of Education”, are hereby adopted by the Board of Education until further directive of this Board. The “Bylaws and Policies” are maintained and on file in the Board Administration Office.

**R6.3** Resolution to approve Board of Education meeting dates.

**BE IT RESOLVED,** that the Board of Education hereby establishes the following meeting dates for the ensuing year:

**PROPOSED LIST OF 2012-2013 BOARD MEETINGS:**

**MAY 9, 2012**

**JUNE 14, 2012**

**JULY 19, 2012**

**AUGUST 30, 2012**

**SEPTEMBER 20, 2012**

**OCTOBER 18, 2012**

**NOVEMBER 15, 2012**

**DECEMBER 13, 2012**

**JANUARY 17, 2013**

**FEBRUARY 28, 2013**

**MARCH 21, 2013**

*April 16, 2013 Board Elections*

**APRIL 25, 2013**

**REGULAR/REORGANIZATION**

All meetings will commence on Thursdays at 7:00 PM prevailing time and held at Huber Street School, Multi-Purpose Room.

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:**