

**SECAUCUS BOARD OF EDUCATION
REGULAR MEETING AGENDA
DATED: December 15, 2011**

- A. Call to Order – Mr. Salvatore Manente, President, at 4:30 PM**
- B. Open Public Meeting Act Statement**
- C. Flag Salute**
- D. Roll Call**
- E. Executive Session**
Motion by _____, seconded by _____
- F. Regular Meeting 7:00PM**
- G. Roll Call**

| Board Member | Roll Call |
|------------------------|-----------|
| Charles Krajewski | |
| Joseph Lewis | |
| Jack McStowe | |
| Dora Marra | |
| Gary Riebesell | |
| Lisa Snedeker | |
| Tom Troyer | |
| MaryAnn Weiner | |
| Sal Manente, President | |

H. Approval of Meeting Minutes

| <u>Board Member</u> | 5-5-2011 | 5-12-2011 | 5-18-2011 | 5-19-2011 | 6-8-2011 | 6-23-2011 | 7-13-2011 |
|----------------------------|----------|-----------|-----------|-----------|----------|-----------|-----------|
| Charles Krajewski | | | | | | | |
| Joseph Lewis | | | | | | | |
| Jack McStowe | | | | | | | |
| Dora Marra | | | | | | | |
| Gary Riebesell | | | | | | | |
| Lisa Snedeker | | | | | | | |
| Tom Troyer | | | | | | | |
| MaryAnn Weiner | | | | | | | |
| Sal Manente, President | | | | | | | |

| <u>Board Member</u> | 8-25-2011 | 9-1-2011 | 9-22-2011 | 9-27-2011 | 10-20-2011 | 11-3-2011 | 11-17-2011 |
|----------------------------|------------------|-----------------|------------------|------------------|-------------------|------------------|-------------------|
| Charles Krajewski | | | | | | | |
| Joseph Lewis | | | | | | | |
| Jack McStowe | | | | | | | |
| Dora Marra | | | | | | | |
| Gary Riebesell | | | | | | | |
| Lisa Snedeker | | | | | | | |
| Tom Troyer | | | | | | | |
| MaryAnn Weiner | | | | | | | |
| Sal Manente, President | | | | | | | |

I. Organization Reports.....SGO

I. Correspondence

J. Superintendent’s Report:

Recommended action on resolutions and motions to be presented under Committee Reports.

- **Solar Panels – Mauro DeGennaro**

K. Report of the Secretary of the Board:

Recommended action on resolutions and motions to be presented under Committee Report

L. 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 the 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 R1.13, as described below

Recommended Board Action for the following:

- R1.1** Approval to appoint the following *Substitute Teachers* for the 2011-2012 school year:

Kimberly A. Citro-Substitute Certificate
 Christine T. D'Avanzo- Elementary K-5
 Yvonne A. de Cordova- Elementary K-5
 Felix Melendez III -Substitute Certificate
 Venelin G. Milanov - Substitute Certificate
 Mary Schultz - Substitute Certificate
 David J. Segro - Substitute Certificate
 Kristen Wilhelm - Substitute Certificate

- R1.2** Approval to appoint the following staff members for *Extra Curricular Activities* at *Huber Street School* for the 2011-2012 school year:

| ACTIVITY | STAFF MEMBER | STIPEND |
|-------------------------|------------------|---------|
| Science Trip Chaperones | Sean Powers | \$450 |
| | Judy Jaeger | \$450 |
| | Mayling Cardenas | \$450 |

- R1.3** Approval to appoint *Kristine Tucker* as High School Volunteer Coach for Girls Basketball for the 2011-2012 school year.

- R1.4** Approval of salary increment for the following staff member who acquired an additional degree, retroactive September 1, 2011:

| | Level | Step | Salary |
|-----------------|-------|------|----------|
| Jolanda Harrsch | MA | 6 | \$61,105 |

- R1.5** Approval to revise Job Description for School Nurse.

- R1.6** Approval to appoint **Joan Cali** as the *7th - 8th grade Career Education Coordinator*, compensation \$9000 (prorated) stipend, effective December 16, 2011.

- R1.7** Approval to post for a K-12 Student Services Counselor. Salary as per SEA contract.

- R1.8** Approval to appoint the following Coaches for the 2011-2012 school year as per SEA contract:

| | | |
|------------------|---|--------|
| Melissa DeFino | Indoor Track and Field Assistant Coach | \$2940 |
| Bayu Sutrisno | Outdoor Track and Field Head Coach | \$5680 |
| Janet Regensburg | Outdoor Track and Field Assistant Coach | \$3140 |
| Melissa Pablos | Outdoor Track and Field Assistant Coach | \$3140 |

- R1.9** Approval to post and accept the resignations of:

Gino DePinto, Girls Soccer Head Coach, effective November 14, 2011
 Keith Schneider, Girls Soccer Assistant Coach, effective December 8, 2011

- R1.10** Approval to accept Leave of Absence for Robert Manderson, Custodian(part-time) effective, October 11, 2011- until further notice, without pay.
- R1.11** Approval to compensate Carol Cocucci and Theresa Mongiello, BA Step 1 \$56,384 (*prorated*) for Project Advance, retroactive November 1, 2011 through May 18, 2012.
- R1.12** Authorization to approve all Teachers who hold a Standard Certificate as Home Instructors for the 2011-2012 school year as needed. Compensation Regular Ed students @\$40/hr and Special Education students @ \$45/hr., as per the SEA contract.

| | Yes | No | Abstain | Absent |
|--|------------|-----------|----------------|---------------|
| Charles Krajewski | | | | |
| Joseph Lewis | | | | |
| Jack McStowe, Vice President | | | | |
| Dora Marra | | | | |
| Gary Riebesell | | | | |
| Lisa Snedeker | | | | |
| Tom Troyer | | | | |
| MaryAnn Weiner | | | | |
| Salvatore Manente, President | | | | |

- R1.13** Approval to appoint Stephanie Forgacz as *4th Grade Maternity Leave Replacement Teacher* at Clarendon School, replacing Cara H. Lenas, effective December 19, 2011- June 30, 2012, salary BA Step 1 \$56,384 (prorated).

2. **Curriculum:**
No report

3. **Finance**
Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions R3.1 through R3.14, as described below

Recommended Board Action for the following:

- R3.1** Approval of Bills List – November 2011 & December 2011
- R3.2** Approval of Budgetary Transfers – July 2011 & August 2011
- R3.3** Approval of Financial Reports – July 2011 & August 2011
- R3.4** Approval of Out of District Tuition
- R3.5** Approval of Out of District Transportation
- R3.6** Approval of Out of District Travel
- R3.7** Approval to execute documents of the Joint Transportation Agreements for the State of New Jersey Department of Education for “School Choice” (students who live remote from their choice school from the school district in which they reside).
- R3.8** Approval of Employees Salary expense Allocations
- R3.9** Approval of Corrective Action Plan for audit recommendations for school year ending June 30, 2011.

CORRECTIVE ACTION PLAN

NAME OF SCHOOL Secaucus Board of Education
TYPE OF AUDIT Fiscal Audit
DATE OF BOARD MEETING December 15, 2011

CONTACT PERSON H. Ronald Smith
TELEPHONE NUMBER 201-974-2002

| RECOMMENDATION NUMBER | CORRECTIVE ACTION APPROVED BY THE BOARD | METHOD OF IMPLEMENTATION | PERSON(S) RESPONSIBLE FOR IMPLEMENTATION | COMPLETION DATE OF IMPLEMENTATION |
|---|---|--------------------------|--|-----------------------------------|
| 1. Excess unallocated balance in the Payroll Agency bank account be reviewed and cleared of record. | Excess monies will be transferred from payroll agency account to the general account | | Grace Yeo | December 31, 2011 |
| 2. District properly budget and charge administrative salaries pursuant to budget guidelines. | Administrative staff salaries will be reclassified | | Grace Yeo | December 31, 2011 |
| 3. Purchases made in excess of the quote threshold be made in accordance with the Local Public School Contracts Law. | Business office will adhere to Public Contracts Law by seeking quotes, where applicable. | | H. Ronald Smith | December 31, 2011 |
| 4. Pre-numbered receipts be utilized for all deposits received by the Huber Street School activity account. | Pre-numbered receipt books will be issued to Huber Street School for utilization for all monies received | | Grace Yeo | December 31, 2011 |
| 5. Old outstanding checks and prior year reconciling items on the June 30, 2011 bank reconciliations be reviewed and cleared of record. | Board will pass resolution concerning the cancellation of old outstanding checks at the January 19, 2012 Meeting | | H. Ronald Smith | January 31, 2012 |
| 6. District update the detail capital assets records to reflect all 2010/11 transactions. | Equipment items will be added to fixed asset inventory | | H. Ronald Smith | December 31, 2011 |
| 7. Remedial action be taken to eliminate the unfunded portion of the 2002 referendum project. | This item will be discussed with bond council and auditor and appropriate action will be recommended to Board for action. | | H. Ronald Smith | March 1, 2012 |

R3.10 BE IT RESOLVED that the Secaucus Board of Education authorizes the Acting Business Administrator/Board Secretary to appropriate Extraordinary Aid and Nonpublic Transportation Reimbursement received from the State of New Jersey for the school year 2010-2011 in the amounts of \$119,000 and \$8,004, respectively into the 2011-2012 school year general fund budget account 11-000-291-270-000-11 entitled “Health Benefits”.

BE IT FURTHER RESOLVED, that the Board Secretary is authorized to make the appropriate journal entries in accordance with the Chart of Accounts.

R3.11 WHEREAS, the voters of the Town of Secaucus approved a referendum on September 24, 2002 for various improvements to the Secaucus Board of Education’s buildings, and

WHEREAS, said improvements have been completed and there exists an unexpended appropriation balance of \$93,412 offset by a grant authorization and

WHEREAS, the District's audit for the fiscal year ended June 30, 2011 includes a recommendation to eliminate the unfunded portion of the 2002 referendum,

NOW, THEREFORE BE IT RESOLVED, by the Board of Trustees of the Secaucus Board of Education, that the unexpended appropriation balance and unfunded authorization in the amount of \$93,412 pertaining to the 2002 referendum be cancelled of record.

R3.12 WHEREAS, the Student Activity accounts for the Middle School, High School Activity, Athletics and Clarendon School accounts at June 30, 2011 were maintained at Capital One Bank and TD Bank; and

WHEREAS, in reconciling these Student Activity Accounts it was determined that the following prior year checks were outstanding:

| <u>Clarendon School</u> | | | |
|-------------------------|----------------|---------------|--|
| <u>Date</u> | <u>Check #</u> | <u>Amount</u> | |
| 2/3/2009 | 4427 | \$ 156.94 | |
| 6/29/2009 | 4468 | 121.23 | |
| 11/23/2009 | 4489 | 125.00 | |

| <u>Middle School</u> | | | |
|----------------------|----------------|---------------|--|
| <u>Date</u> | <u>Check #</u> | <u>Amount</u> | |
| 6/17/2005 | 2369 | \$ 28.80 | |
| 10/21/2010 | 1012 | 20.00 | |

| <u>High School</u> | | | | | | |
|--------------------|----------------|---------------|---|-------------|----------------|---------------|
| <u>Date</u> | <u>Check #</u> | <u>Amount</u> | | <u>Date</u> | <u>Check #</u> | <u>Amount</u> |
| 2/17/2006 | 6791 | \$ 99.31 | ✓ | 5/21/10 | 7519 | \$ 73.00 |
| 2/21/2007 | 6942 | 107.00 | ✓ | 10/20/10 | EFT | 156.80 |
| 4/20/2006 | 6831 | 151.84 | ✓ | 10/29/10 | 1034 | 5.00 |
| 11/19/2007 | 7070 | 2,000.00 | ✓ | 10/29/10 | 1036 | 5.00 |
| 4/6/2009 | 7267 | 11.00 | ✓ | 10/29/10 | 1041 | 5.00 |
| 4/6/2009 | 7268 | 11.00 | ✓ | 10/29/10 | 1042 | 5.00 |
| 4/6/2009 | 7269 | 11.00 | ✓ | 10/29/10 | 1044 | 5.00 |
| 4/7/2009 | 7277 | 11.00 | ✓ | 10/29/10 | 1050 | 5.00 |
| 4/7/2009 | 7278 | 11.00 | ✓ | 10/29/10 | 1056 | 5.00 |
| 4/7/2009 | 7288 | 11.00 | ✓ | 10/29/10 | 1067 | 5.00 |
| 6/16/2009 | 7359 | 345.00 | ✓ | 10/29/10 | 1068 | 5.00 |

| <u>High School</u> | | | |
|--------------------|----------------|---------------|------|
| <u>Date</u> | <u>Check #</u> | <u>Amount</u> | |
| 10/29/10 | 1075 | \$ | 5.00 |
| 10/29/10 | 1079 | | 5.00 |
| 10/29/10 | 1083 | | 5.00 |
| 10/29/10 | 1086 | | 5.00 |
| 10/29/10 | 1087 | | 5.00 |
| 10/29/10 | 1088 | | 5.00 |

| <u>Athletics</u> | | | |
|------------------|----------------|---------------|--------|
| <u>Date</u> | <u>Check #</u> | <u>Amount</u> | |
| 10/6/2008 | 18648 | \$ | 100.00 |
| 11/10/2008 | 18732 | | 50.00 |
| 11/10/2008 | 18899 | | 72.00 |
| 11/10/2008 | 19312 | | 78.00 |
| 11/10/2008 | 19648 | | 80.00 |
| 9/9/2010 | 1002 | | 375.00 |
| 12/9/2010 | 1230 | | 75.00 |

R3.13 Approval of E-Rate Consulting contract renewal for the SY 2012-2013 in the amount of \$4,000.

| | Yes | No | Abstain | Absent |
|--|------------|-----------|----------------|---------------|
| Charles Krajewski | | | | |
| Joseph Lewis | | | | |
| Jack McStowe, Vice President | | | | |
| Dora Marra | | | | |
| Gary Riebesell | | | | |
| Lisa Snedeker | | | | |
| Tom Troyer | | | | |
| MaryAnn Weiner | | | | |
| Salvatore Manente, President | | | | |

4. **Safety/Security/Buildings & Grounds**
Motion by _____, seconded by _____, to accept the recommendation of the Superintendent to approve and adopt motions R4.1 through R4.5, as described below
Recommended Board Action for the following:

R4.1 Approval of Field Trips

R4.2 Approval to remove obsolete and damaged equipment from the Art Department.

- Opaque projector – OP-HS-1

OP-85-1

- Filmstrip projector – FSP-85-4
FSP-88-6

R4.3

RESOLUTION

Whereas, The Board of Education of Secaucus in the County of Hudson, New Jersey (the "Board"), desires to proceed with a school facilities project consisting generally of:

New Site Lighting Poles and Re-Installation of Field Lights at Secaucus High School

Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE SECAUCUS BOARD OF EDUCATION IN THE COUNTY OF HUDSON, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the project and the Board further authorizes the submission of same to the Hudson County Superintendent of Schools and the New Jersey Department of Education for approval as an "Other Capital Project- No State Funding."

Section 2. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Hudson County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 3. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

Section 4. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution, including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project.

Section 5. This resolution shall take effect immediately.

R4.4

RESOLUTION

Whereas, The Board of Education of Secaucus in the County of Hudson, New Jersey (the "Board"), desires to proceed with a school facilities project consisting generally of:

New Bus Loop for Clarendon School

Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE SECAUCUS BOARD OF EDUCATION IN THE COUNTY OF HUDSON, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the project and the Board further authorizes the submission of same to the Hudson County Superintendent of Schools and the New Jersey Department of Education for approval as an "Other Capital Project- No State

Funding."

Section 2. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Hudson County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 3. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

Section 4. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution, including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project.

Section 5. This resolution shall take effect immediately.

R4.5 Photovoltaic Panels at Secaucus Middle/High School & Huber Elementary School

RESOLUTION

Whereas, The Board of Education of Secaucus in the County of Hudson, New Jersey (the "Board"), desires to proceed with a school facilities project consisting generally of:

PHOTOVOLTAIC PANELS @SECAUCUS MIDDLE/HIGH SCHOOL, and PHOTOVOLTAIC PANELS @HUBER ELEMENTARY SCHOOL

Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE SECAUCUS BOARD OF EDUCATION IN THE COUNTY OF HUDSON, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the project and the Board further authorizes the submission of same to the Hudson County Superintendent of Schools and the New Jersey Department of Education for approval as an "Other Capital Project - No State Funding."

Section 2. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Hudson County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 3. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project(s).

Section 4. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution, including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project.

Section 5. This resolution shall take effect immediately.

| | Yes | No | Abstain | Absent |
|--|-----|----|---------|--------|
| Charles Krajewski | | | | |
| Joseph Lewis | | | | |
| Jack McStowe, Vice President | | | | |
| Dora Marra | | | | |
| Gary Riebesell | | | | |
| Lisa Snedeker | | | | |
| Tom Troyer | | | | |
| MaryAnn Weiner | | | | |
| Salvatore Manente, President | | | | |

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, as described below
Recommended Board Action for the following:

R6.1 Approval of second reading of the following policy:
 • 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries

R6.2 Approval of first reading of the following policies:
 • **Policy 0168** – Recording Board Meetings
 • **Policy 5519 – Mandatory Update** Dating Violence at School
 • **Policy 6424** – Emergency Contracts
 • **Policy 8505 – Mandatory Update** School Nutrition
 • **Policy 9180** – School Volunteers
 • **Policy 9181** – Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

R6.3 BE IT RESOLVED THAT

The Secaucus Board of Education does hereby adopt the following resolution for submission to New Jersey Department of Education:

WHEREAS, 18A:7a-10 establishes the New Jersey Quality Single Accountability Continuum (NJQSAC) for evaluating performance of each school district, and

WHEREAS, the evaluation of the district is based upon five key components of school district effectiveness: instruction and program, personnel, fiscal management, operations, and governance, and

WHEREAS, the Secaucus Public School District’s five components were reviewed by the New Jersey Department of Education in the 2010-11 school year, and received the maximum designation as ‘High Performing School District’, and

WHEREAS, the Secaucus Public School District is not scheduled to undergo QSAC this year, and all districts not undergoing QSAC in any particular school year must complete a Statement of Assurance (SOA) annually, and

WHEREAS, the Secaucus Public School District assures that all indicators in the QSAC review have continued to be met,

NOW THEREFORE BE IT RESOLVED THAT the Secaucus Board of Education does hereby approve the submission to the New Jersey Department of Education of the Statement of Assurance as certified by the Chief School Administrator and Board President.

| | Yes | No | Abstain | Absent |
|--|------------|-----------|----------------|---------------|
| Charles Krajewski | | | | |
| Joseph Lewis | | | | |
| Jack McStowe, Vice President | | | | |
| Dora Marra | | | | |
| Gary Riebesell | | | | |
| Lisa Snedeker | | | | |
| Tom Troyer | | | | |
| MaryAnn Weiner | | | | |
| Salvatore Manente, President | | | | |

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 the 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: