

Meeting Agenda

REVISED
APRIL 26, 2012

Motion to appoint the Board Secretary as temporary chair to conduct election.

BOARD SECRETARY

1. Announce Election Results

OFFICIAL ELECTION RESULTS	
Gary Riebesell	1,790
Robert Anderson	1,718
Kelli D'Addetta	1,689
Tom Troyer	549
PUBLIC QUESTION #1 : 2012-2013 GENERAL FUND	
Yes	942
No	944

2. Administer Oath of Office to newly elected Board Trustees
3. Roll Call
4. Election of President and Vice President

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.

2012-2013 ACTIONS AND APPOINTMENTS **Recommended Action on following Resolutions**

RO.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.

RO.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.

RO.3 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.

RO.4 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

RO.5 Resolution to approve Attendance and 504 officers for each school.

BE IT RESOLVED: that employees of the Secaucus Board of Education listed below are reappointed to the position indicated, for the 2012-2013 school year:

Attendance Officer(s)

Clarendon School	Pasquale Cocucci
Huber Street School	Linda Wilhelm
Secaucus Middle School	Robert Daniello
Secaucus High School	Robert Berckes

504 Officer(s)

Clarendon School	Dawn Doering
Huber Street School	Jamie Viggiano
Secaucus Middle School	Tara Tavares
Secaucus High School	Christine Calabrese

BE IT FURTHER RESOLVED: that the employees listed above will perform the duties associated with their positions without any additional compensation.

RO.6 Resolution to approve appointment of Supervisor of Buildings & Grounds to mandatory positions.

BE IT RESOLVED: that Supervisor of Buildings & Grounds, Salvatore Cioffi, be appointed for the positions listed below for the 2012-2013 school year:

Designated AHERA Compliance Officer
Designated Right to Know Officer
Designated Integrated Pest Management Coordinator

BE IT FURTHER RESOLVED: that the employee listed above will perform the duties associated with their positions without any additional compensation.

RO.7 Resolution to approve the designation of legal newspapers.

BE IT RESOLVED: that the Board of Education hereby designate the following as legal newspapers for the 2012-2013 school year:

Jersey Journal
The Record
Secaucus Home News

RO.8 Resolution to approve Business Administrator as Qualified Purchasing Agent.

BE IT RESOLVED: by the Secaucus Board of Education as follows:

1. The Board hereby reappoints H. Ronald Smith, Interim School Business Administrator and Board Secretary, as its duly authorized Purchasing Agent to whom the Board duly assigns, to the fullest extent authorized by law, the authority and responsibility for the Purchasing activity for the Board;
2. The Board specifically authorizes H. Ronald Smith to undertake Purchasing Activity (as that term is defined therein) and as such activities are described throughout, including, without limitation, those set forth in 18A:18A-3 and 18A-18A-37 and other provisions, as well as those that may be further authorized or clarified in the regulations required to be promulgated by the New Contract Statute, including those that are, pursuant to the New Contract Statute, required to be authorized by the Board pursuant to resolution;
3. The Board affirms its previously approved increase in its Bid Threshold to \$29,000.00
4. The Board agrees to indemnify and hold harmless its Purchasing Agent in connection with the performance of the rights and obligations of the Board, as

permitted by this Resolution, to the extent that the Purchasing Agent is not knowingly responsible for willful or fraudulent misconduct; and

5. This Resolution shall take effect April 26, 2012 to June 30, 2013.

RO.9 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.

RO.10 Resolution to approve the designation of official depositaries.

BE IT RESOLVED: that the Board of Education hereby designate the following as the official depositaries of District funds

Capital One Bank 1291 Paterson Plank Rd, Secaucus
NJHS Scholarship
Massarsky Scholarship

MBIA

Municipal Investors Service Corporation –Investment Account
NJ Cash Management – Investment Account

TD Bank – 1262 Paterson Plank Road, Secaucus

General & Capital Account

Maintenance Petty Cash

Administrators Petty Cash

Flexible Spending

Payroll Agency

Summer Payroll

Unemployment Escrow

Payroll Account

General Fund Account

Wells Fargo – 4 Penn Center, 8th Fl, Ste 810, Philadelphia, Pa 19103

Debt Service

RO.11 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

RO.12 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	\$500.00	R. Daniello	H. Ronald	G.Yeo		\$100.00

Cash			Smith			
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

RO.13 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

The following dates are tentative, contingent upon Board approval:

MAY 9, 2013

JUNE 20, 2013

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

RO.14 Resolution to approve state contracts.

WHEREAS, Title 18A:18A-10 provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising, therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State of Division of Purchase and Property”; and

WHEREAS, the Secaucus Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the Secaucus Board of Education desires to authorize its Interim Business Administrator for the period April 26, 2012 to June 30, 2013 to make any and all purchases necessary to meet the needs of the school district throughout the school year; and

NOW, THEREFORE, BE IT RESOLVED, that the Secaucus Board of Education does hereby authorize the Acting Business Administrator to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing vendors as listed. This resolution is effective April 26, 2012 to June 30, 2013

Vendor	Commodity/Service	State Contract #
Apple Computer, Inc.	Technology Equipment	81253
CDW-G	Technology Equipment	67176
ChildCraft Education	Educational Supplies	65606
Commercial Interiors Direct	Office Furniture	A84608
Dell Computer Corp.	Technology Equipment	A81247
First Student	Service to School Busses	A56249
Johnston Communications	Technology	A42287
Keyboard Consultants	Technology Equipment	A81193
Lee Distributors	Furniture	A67831
Leisure Sporting Goods	Athletic Equipment	89613
Office Depot, Inc.	Office Supplies	59768 & 65737
Tanner North Jersey, Inc.	Furniture	56319,60687
Tanner of North Jersey	Furniture	55669,61840
VOIP Networks	Telephone	T-1316
Xerox Corp.	Copier Equipment	51145
Staples	Office Supplies	77249

RO.15 Resolution to reappoint the Treasurer of School Monies.

BE IT RESOLVED, that Margaret Barkala is hereby appointed Treasurer of School Monies 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 IF FURTHER RESOLVED that compensation for the school year 2012-2013 is \$7,106.00.

RO.16 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.

RO.17 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.

RO.18 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 -

RO.19 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, 8th Floor
Edison, New Jersey 08837

AIG VALIC
2929 Allen Parkway
Houston, TX 77019

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

RO.20 Resolution to approve Affirmative Action Officer

BE IT RESOLVED, that the Secaucus Board of Education does hereby appoint Yesenia Howell as the Affirmative Action Officer commencing on July 1, 2012 and ending on June 30, 2013 **without any additional compensation.**

RO.21 Resolution to appoint Substance Awareness Coordinator.

BE IT RESOLVED, that the Secaucus Board of Education does hereby appoint Jill Preis as the Substance Awareness Coordinator commencing on July 1, 2012 and ending on June 30, 2013 **without any additional compensation**.

RO.22 Resolution to approve maximum travel expenditures.

WHEREAS, Pursuant to NJSA 18A:11-12, in each pre-budget year, the Secaucus Board of Education is required to establish a maximum travel expenditure amount of the budget year which may not be exceeded; and

WHEREAS, the Secaucus Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State and local funds; and

WHEREAS, the Secaucus Board of Education has elected to exclude travel expenditures supported by federal funds from the maximum travel expenditure amount; and

BE IT RESOLVED, that the Secaucus Board of Education establishes a maximum travel expenditure amount for the 2012-2013 school year of \$44,103.

RO.23 Resolution to approve annual tuition rate.

BE IT RESOLVED, that the Secaucus Board of Education's annual tuition rate for the school year 2012-2013 is \$14,002.

RO.24 Resolution to approve Chart of Accounts.

BE IT RESOLVED, that the Secaucus Board of Education approves the Chart of Accounts for the school year 2012-2013 available at the Board Office for review.

RO.25 Resolution reappoint Medical Insurance Broker of Record.

BE IT RESOLVED, that Brown & Brown, located at 7 Regent Street, Suite 708, Livingston, New Jersey 07039, is hereby appointed as medical insurance broker of record for employee health insurance of the School district, Town of Secaucus, in the County of Hudson commencing on July 1, 2012 and ending on June 30, 2013

RO.26 Resolution to reappoint Architect of Record.

BE IT RESOLVED, that DiCara/Rubino Architects, located at 30 Galesi Drive, West Wing, Wayne, New Jersey 07470, is hereby appointed as architect of record for the Board of Education, Town of Secaucus, in the County of Hudson commencing on July 1, 2012 and ending on June 30, 2013

BE IT FURTHER RESOLVED: that the architectural services will be provided at the fees defined by AIAG606 amendments per individual project

RO.27 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.

RO.28 Resolution to appoint Issuing Officers of Working Papers

BE IT RESOLVED, that the Secaucus Board of Education hereby appoints the following individuals as authorized Issuing Officer(s) of Working Papers for the school year 2012-2013:

Frank Costello
Vickie Nappo
Barbara Totaro
Carol Ann Scheiner
Deborah Zapoluch

RO.29 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 10th 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

Residents’ 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.

Board Member Comments

Adjournment: