

**SECAUCUS BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
DATED: May 21, 2012**

President McStowe called the meeting to order at 3:10 PM and roll call taken as follows:

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

**ABSENT:** Ms. Marra

President McStowe declared a quorum present.

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

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, Vice President 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. Snedeker

**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 5:00 PM in order to discuss personnel.

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_, and unanimously adopted by Board Members present to adjourn the Executive Session and resume the Regular Meeting at 7:00 PM

**H. Approval of Meeting Minutes – April 2012  
Motion by Mr. Manente, seconded by Mr. Lewis,**

<u>Board Member</u>	4-26-12 Regular/Reorganization Meeting
Robert Anderson	<b>X</b>
Kelli D'Addetta	<b>X</b>
Joseph Lewis	<b>X</b>
Sal Manente	<b>X</b>
Dora Marra	<b>X</b>
Gary Riebesell	<b>X</b>
Lisa Snedeker	<b>X</b>
MaryAnn Weiner	<b>X</b>
Jack McStowe, President	<b>X</b>

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**Correspondence – none**

**S.G.O. Report**

Linda Wilhelm gave an update of Activities that took place at Huber Street School including Kids Tricky Tray run by Michelle Maxwell with proceeds going to Relay for Life, Collection for the local food pantry, the ELINC Boxcar Derby, as well as the debate held by Mr. Grazioli and the upcoming visit by Channel 7 Meteorologist Bill Evans.

Mr. Coccuci gave an update on happenings in Clarendon School including St. Judes, 6<sup>th</sup> grade breakfast, Camp Wapalane, Character Education Poster awards, Arbor day as well as reconditioning the Clarendon courtyard.

Mr. Daniello reported that Kid Witness News won big honors in a Nationwide contest regarding environmental issues. They were the only Middle School chosen in the Top 10. If they are chosen for the Top 4 they win a trip to New York City and the Winners win a trip to London.

Dr. Berckes reported on Secaucus High School striving to be a Safe Haven for Learning. He also discussed the Wizard of Oz production and the Junior Prom. Dr. Berckes thanked the teachers of SHS for filling in at the front Security Desk .

**Superintendent's Report**

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

**INCIDENTS OF HARRASSMENT, INTIMIATION OR BULLYING  
For the time period of April 26, 2012 through May 9, 2012**

<b>School</b>	<b>Total Reports</b>	<b>Confirmed HIB</b>	<b>Not HIB/Other</b>
Clarendon School	1 report	1	0
Huber Street School	0 reports	0	0
Secaucus Middle School	0 report	0	0
Secaucus High School	0 report	0	0

A thorough and complete investigation was conducted for each 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.

Investigations were 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.

- ✓ Mrs. Randina acknowledged Michael Gehm as "Outstanding Star Teacher" as honored by the Bergen Record/Herald News
- ✓ Susan Smahl-Update Social/Emotional Learning Reviewing Activities 2011-2012. Also mentioned The Fair Share cash raffle for the Secaucus Education Foundation.
- ✓ Linda Diemer-Number of students enrolled in Media Academy and enrolled in individual classes
- ✓ Rob Presuto spoke on "Real Time"

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- ✓ Mrs. Randina acknowledged May 9<sup>th</sup> as School Nurses' Day and also recognized and Thanked our teachers during Teacher Appreciation week.

**Report by the Secretary of the Board**

Business Administrator, Ron Smith updated the meeting on the ongoing 2012/2013 budget process as well the upcoming Special Meeting with the Town to approve the Budget.

**Public Comments on Agenda Items**

Bill Millevoi

R1.6 – Made a statement to the Board that he did not resign but was non re-appointed. He then thanked the board for all of their support during his tenure as Boys Basketball Coach.

Nancy Lynch

Ms. Lynch commented on R1.7 and R3.5

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

**1. School Government**

Motion by Mr. Riebesell, seconded by Mrs. Weiner, 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

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- 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*

	Yes	No	Abstain	Absent
Robert Anderson	X		X-R1.6	
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			

Motion by Mr. Riebesell, seconded by Mrs. Weiner, to table resolutions – R1.3, R1.4 & R1.7. The Board unanimously agreed.

**2. Curriculum:**

Motion by Mr. Anderson, seconded by Mr. Lewis, to accept the recommendation of the Superintendent to approve and adopt motions R2.1 through R2.2 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**

	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. Snedeker, 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**

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- 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.**
- R3.6. 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.

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

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**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).

	Yes	No	Abstain	Absent
Robert Anderson	X	X-3.15		
Kelli D'Addetta	X	X-3.15		
Joseph Lewis	X	X-3.15		
Sal Manente	X			
Dora Marra	X			
Gary Riebesell	X	X-3.15		
Lisa Snedeker	X	X-3.15		
MaryAnn Weiner	X			
Jack McStowe, President	X	X-3.15	X-3.11	

**TABLED - R3.5 & R3.11**

**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** 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.

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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.

	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** - No Report

6. **Policy Committee** -

**Motion by Mrs. Marra, seconded by Mr. Manente, to accept the recommendation of the Superintendent to approve and adopt motions R6.1 through R6.3, as described below**

**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

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

	Yes	No	Abstain	Absent
Robert Anderson	X	X-6.2		
Kelli D'Addetta	X	X-6.2		
Joseph Lewis	X			
Sal Manente	X			
Dora Marra	X			
Gary Riebesell	X			
Lisa Snedeker	X			
MaryAnn Weiner	X			
Jack McStowe, President	X			

7. **Athletic Liaison** -
8. **Shared Services**- No Report
9. **Legislative Report** - No Report
10. **New Business** -
11. **Resident's Forum General**

Linda Diemer – Would like to have District continue with its “Hall of Fame”. Expressed concerned over Board Meetings.

Tom Troyer- believes the Media Academy should tape each Board meeting to be televised on channel 34.

Thomas Abromowitz- Thank you for reconsidering “Spirit Week”- this is the one time a year that everyone unites. On a petition to reinstate “Spirit Week”, in 24 hours, we were able to get 367 signatures. Mrs. Randina thanked Ms. Hess and Mr. Abromowitz for clarification. Mr. McStowe stated it is always a pleasure seeing students speak for what they believe in. Mrs. Weiner felt the Board should have been notified this was happening.

John Schwartz – stated that his family has had tough times in the District this school year. The Board informed Mr. Schwartz that Personnel matters cannot be discussed. Mr. Schwartz asked that the current Board reconsider the decision.

Joan Cali- recognized that it is National Teacher Appreciation week.

Debra Gerbasio- announced that the Media Academy has been invited back to Great Adventure to work with CNN and MSNBC.

12. **Board Member Comments**

Mr. Anderson-Congratulated the Track Team

Mrs. D'Addetta- Happy to be here, taking it all in. We as a Board do good things.

Mrs. Snedeker- Glad to see students here. Will look into possibly extending “Spirit Week” with the town and make it a combined effort.

Mr. Lewis- Offered Thanks to all of the teachers and support staff

Ms. Marra – Thank you to all of the students for doing a great job

Mrs. Weiner – Attended Rotary meeting where Mrs. Randina was inducted. Very proud of the efforts regarding St. Judes and the Seeing Eye Dog fundraisers

Mr. Manente – Thank you to Mrs. Cali, all of the teachers and nurses. To Mrs. Gerbasio-possibly film the next Board Meeting.

Mr. Riebesell- Would like to wish our sports team good luck, congratulations to the SMS Drama club, Thank you to the students that attended the meeting, and very proud of and thank you to our teachers and nurses.

Mr. McStowe – Thank you to our teachers and nurses. Congratulations to the track team. Apologies to Mrs. Gerbasio, the Board never made a statement for article in the Home News.



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**Adjournment into Executive Session at 8:25PM**

**Motion by Mr. McStowe, seconded by Ms. Marra to move into Executive session to discuss tabled items. Action may be taken.**

**The public meeting resumed at 9:36 PM,**

President McStowe called the meeting to order at 7:10 PM and roll call taken as follows:

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

**ABSENT:** Mrs. Snedeker

President McStowe declared a quorum present.

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

**Motion by Mr. Riebesell, seconded by Mr. Lewis, to accept the recommendation of the Superintendent to approve and adopt motions R1.3 and R1.4, as described below:  
Recommended Board Action for the following:**

**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) – Dr. Berckes was offered employment.

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

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

**Motion by Mr. Riebesell, seconded by Mr. Lewis, to accept the recommendation of the Superintendent to approve and adopt motion R1.7, as described below:  
Recommended Board Action for the following:**

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

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

	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			

**13. Adjournment**

Motion by Mr. Riebesell seconded by Mr. Manente, and unanimously adopted by Board Members present to adjourn the regular meeting at 9:39 PM

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Respectfully submitted,



H. Ronald Smith  
Interim Board Secretary and Business Administrator