

WARREN HILLS REGIONAL BOARD OF EDUCATION

March 19, 2019

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

A. Call to Order - Mr. Christopher Hamler, President

B. Roll Call - Mrs. Donnamarie Palmiere, Business Administrator

Roll call was taken by Mrs. Donnamarie Palmiere. Members present were Joseph Bodenschatz, Sam Knutson, Christine Pi, Christopher Cannavo, Lisa Marshall, , Corey Piasecki, Eric Walls, Paula Merrill and Christopher Hamler. Also present were Earl Clymer, Donnamarie Palmiere and Dennis Mack.

C. Executive Session- 6:30 p.m.

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the board of education to meet in closed session to discuss certain matters.

BE IT THEREFORE RESOLVED, that the Warren Hills Regional Board of Education adjourns to closed session to discuss:

- 1) *Matters rendered confidential by Federal Law, State Law, or Court Rule*
- 2) *Student Matters*

BE IT FURTHER RESOLVED, that the Warren Hills Regional Board of Education reserves the right to discuss such other matters rendered confidential by law should the need arise; and BE IT FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists. Action may be taken.

Motion by Mr. Cannavo and seconded Mr. Piasecki by to end Executive Session at 7:04 with full board consent.

D. Reconvene: 7:00 p.m.

Motion by Mr. Cannavo and seconded by Mrs. Bodenschatz to go into open session at 7:04 with full board consent.

President's Announcement: Adequate notice of this meeting in accordance with the Open Public Meeting Act has been given by posting one copy of a Notice of Meeting in the Warren Hills Regional Board of Education Office, by mailing copies to *The Express-Times, Warren-Reporter, Newark Star-Ledger* and to the municipal clerks in the Borough of Washington and Townships of Franklin, Mansfield and Washington.

Our Mission Statement

The Warren Hills Regional School District challenges and empowers a dynamic, diverse student body in a supportive learning environment by providing academic and co-curricular opportunities to become successful, productive members of the global community.

Pledge of Allegiance

E. Motion by Mr. Piasecki and seconded by Mrs. Merrill to approve the Minutes of the March 5, 2019, Regular and Executive Session meetings.

MOTION: Corey Piasecki		SECOND: Paula Merrill		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Sam Knutson	X			
Lisa Marshall	X			
Paula Merrill	X			
Christine Pi	X			
Eric Walls	X			
Corey Piasecki	X			
Christopher Hamler	X			

F. Communications – Mrs. Donnamarie Palmiere, Business Administrator

G. Superintendent’s Report – Earl C. Clymer, III

Mr. Clymer welcomed Middle School Reporter Jennifer Umana who shared the following:

- High School Peer Leaders held team building activities at the Middle School during lunch periods.
- Recognition of Blue Streak Blast recipients was held on March 7th.
- Middle School Peer Leaders visited elementary schools to talk about bullying, the dangers of drugs and alcohol and promote positivity.
- The Middle School won a \$5,000 grant from the National Kitchens & Baths Association. The grant money will be used to further increase technology in the middle school.

Mr. Clymer then shared the following High School happenings:

- HSFFA Club participated in a floral design show and had six first place, three second place, three third place and two fourth place winners.
- HS students visited Google Building and heard from alumni who work at Goolge.
- The archery team placed first in the state.
- The Robotics team kicked off the season last week and placed seventh advancing to the playoff round.

Mr. Clymer then shared the following:

Discipline and Suspension Report for 2/1/19 – 2/28/19:

- MS - ISD - 20 OSS - 0
- HS - ISD - 18 OSS – 5

Congratulations to Mrs. Merrill who will be recognized by the NJSBA at the Spring Warren County SBA meeting for earning 10 Board Member Credits in the critical areas of Board Governance.

Mr. Clymer also shared the following Level IV World Language and ESL teacher news regarding the trend of student success on the Seal of Biliteracy:

- WH graduating classes:
 - Class of 2017 (first year) - 4 students
 - Class of 2018 - 9 students (one with two Seals!)
 - Class of 2019 - 22 students
 - The Class of 2020 already has 20 students who have earned the Seal (also, two with two Seals).

Relevant to Warren Hills Regional School District 2018-19 goal #2, Mr. Clymer noted that he and Mrs. Apple, Math/Science Supervisor, have begun meeting with Cluster Superintendent's to discuss sharing best practices and strategies to increase student achievement for students entering Grade 7. He further noted that Mrs. Apple and Mr. Dennison have conducted a thorough data analysis of student scores which will be shared with the Cluster Superintendents.

A pre-bid meeting for the HS Security and HS Roof projects will be held on March 20, 2019.

A vaping presentation will be held on Wednesday, March 20, 2019 in the High School Cafeteria that will begin at 6:30.

Presentations

- Dawn Moore and Jacqueline Solecitto – Gifted and Talented Presentation and shared that this is the third year of the Renzulli model.
- Michael Jones – Athletics & Student Activities Presentation. He shared community pride and stressed parents, athletes and coaches as key stakeholders. He then shared various accomplishments from the sports and clubs.

H. Goals:

Warren Hills Regional School District Goals for 2018-2019 School Year

1. Implement and support strategies to improve student achievement for ALL students, including but not limited to, Advanced Placement, Vocational Education, Gifted & Talented, General Education and Special Education through course offerings, 1:1 technology initiative and enhanced PLCs.
2. Improve communication and involvement with the community at-large regarding district initiatives and events.

The Superintendent is meeting with cluster groups regarding math.

3. Ensure effective fiscal efficiency for the district through the budget development process.

Warren Hills Regional Board of Education Goals for 2018-2019 School Year

1. Support fiscal sustainability for the district budget through the budget development process.
2. Become a Certified Board – improve understanding of financial operations for all members.
3. Increase student presentations at Board of Education meetings.

I. Committee Reports

Wall of Fame

- Mr. Walls reflected that the committee met last week. They are reviewing applications and will vote at the next meeting accepting 24 applications. Discussion around raising the bar due to an abundance of applications received. They have team and individual applications.

J. Old Business – May 14, 2019 is the date with Kathy Helewa for the board retreat.

K. New Business – Mrs. Marshall

- News Clips sent to the Board – Vaping detectors cost \$1,000 each.
- Vote on the two resolutions
- Extend invitation to meet with Senator Oroho on April 1 and Senator Doherty on April 2, 2019 @ 4

L. Public Comment – concerning action items.

Public comment shall be governed by the Board of Education Bylaw 0167. There are two public comment opportunities. The first public comment is reserved for Action Items only, those items on the agenda the Board is voting on this evening. The second public comment is set aside for public comment on any school or school district issue that the public feels may be of concern to the residents of the school district. The first public comment is limited to three (3) minutes per person. The second public comment length is determined by the board as per policy. Before making a public comment, participants are to state their name, place of residence, and group affiliation if appropriate.

The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his designee.

Please let the record reflect that the Board of Education does not endorse your comments nor will the Board of Education be held liable for comments you make about a staff member or other person which the staff member or other person may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

Mr. Cadigan – Washington Township. Questioned legal costs in the budget.

M. ACTION ITEMS

I. PERSONNEL

Motion by Mr. Cannavo and seconded by Mr. Piasecki to accept the recommendation of the Superintendent to approve and adopt motions **I.1** through **I.3** as described below:

The Superintendent of Schools recommends action on the following:

*1. Motion to approve/accept the following appointments / resignations / retirements:

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Erica Russell	Approve	Assistant Lacrosse Coach	\$4,302.00	High School	3/20/19	End of Season	Tier 3, Step 1 – All paperwork complete & on file
2	Michael Adames	Approve	Substitute Teacher	\$85/day	District	3/20/19	6/30/19	All paperwork complete & on file
3	Elizabeth Bracey	Approve	Substitute Teacher	\$85/day	District	3/20/19	6/30/19	All paperwork complete & on file
4	Jacqueline Arguello	Approve	1:1 Paraprofessional	\$15.00/hour	Middle School	Start of Season	End of Season	1:1 Aide for track team member

*2. Motion to approve the following observations/internships/volunteers:

Code No.	Name	Position	Degree/Step No. of Hrs.	Salary/Stipend	Location	Date Effective	Date Terminated	Discussion
1	Larry Cascio	Volunteer	N/A	N/A	High School	Start of Season	End of Season	Lacrosse Program
2	Alex Cole	Physical Education Observations	N/A	N/A	High School	3/20/19	Upon Completion	150 observation hours under the direction of Mr. Kavcak

*3. Motion to approve the Home Instructor rate of pay to \$45.00 per hour, effective March 20, 2019.

*4. Motion to approve updates of the following job descriptions as approved by the Personnel Committee and Superintendent:

- a. Confidential Secretary to the Supervisor of Special Education
- b. Child Study Team Secretary

Motion by Mr. Piasecki and seconded by Mrs. Merrill to table motion **I.4**

MOTION: Corey Piasecki		SECOND: Paula Merrill		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Christine Pi	X			
Christopher Cannavo	X			
Eric Walls	X			
Sam Knutson	X			
Lisa Marshall	X			
Paula Merrill	X			
Corey Piasecki	X			
Christopher Hamler	X			

Motion by Mr. Cannavo and seconded by Mr. Piasecki to accept the recommendation of the Superintendent to approve and adopt motions **I.1** through **I.3**. Motion **I.4** was tabled.

MOTION: Christopher Cannavo		SECOND: Corey Piasecki		
Name	Ayes	Nayes	Abstain	Absent
Joseph Bodenschatz	X			
Christine Pi	X			
Christopher Cannavo	X			
Eric Walls	X			
Sam Knutson	X			
Lisa Marshall	X			
Paula Merrill	X			
Corey Piasecki	X			
Christopher Hamler	X			

II. Education and Policy

Motion by Mr. Piasecki and seconded by Mrs. Marshall to accept the recommendation of the Superintendent to approve and adopt motions **II.1** through **II.7**, as described below:

*1. Motion to approve the 2019-2020 school year calendar as recommended by the Education and Policy Committee and the Superintendent.

First read policies posted on WHR Website

*2. Motion to approve the **first reading** of the following policies for inclusion in the district's policy manual, as recommended by the Education and Policy Committee and the Superintendent:

- 0110** Identification
- 0120** Authority and Powers
- 0131** Bylaws and Policies
- 0132** Executive Authority
- 0133** Adjudication of Disputes
- 0142.1** Nepotism
- 0143** Board Member Election and Appointment
- 0146** Board Member Authority
- 0162** Notice of Board Meetings
- 0164** Conduct of Board Meeting
- 0171** Duties of Board President and Vice President

*3. Motion to affirm the administrative decision regarding the following HIB cases:

MS – 18-19 – 015

*4. Motion to approve the following field trip requests in accordance with Policy 2340:

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Nicole Bayer, Cheryl Yanoff & Michele McGann	MD/AU Life Skills Classes	Substitutes & Transportation	\$9.50/student
2	Christopher Kavcak	Project Graduation	Transportation	N/A
3	Jason Graf	Band to participate in competition performance	Transportation	Competition
4	Megan Bublitz & Jen Cavo	Lacrosse Team to view game at higher level	N/A	Saturday trip – paid by team
5	LeeAnn Kubbishun, John Heine, Hope	WHRMS Alternative Classes incentive trip	Substitutes, Transportation, books & lunch	N/A

Code	Requested by:	Trip	Board of Education Cost	Discussion
	Ranalli & Nicole Silvis			
6	Jacqueline Solecitto	Gifted & Talented students to Destination Imagination	Transportation	Competition
7	Cedric Hickerson & Vittoria Busardo	Social Media & Marketing Classes Field Trip	Substitutes	Transportation/lunch paid by students

*5. Motion to approve the following travel and conference request:

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Kevin Horn	The Curious Classroom	Rutgers University	\$150.00 Registration + Mileage	March 22, 2019
2	Marshall Cuomo	CP Principles Workshop	The College of New Jersey	\$650.00 Registration + Mileage	July 29, 2019 – August 2, 2019

6. Motion to approve the following:

RESOLUTION

Opposing A-3395 / S-296

(Undermining a School Board's Ability to Subcontract Services)

WHEREAS, New Jersey's boards of education represent the community's interests in the governance and budget oversight of school districts that collectively serve the health and educational needs of nearly 1.4 million children; and

WHEREAS, school boards continually strive to provide cost-effective ways to deliver services, which will free up additional funds to be used in the classroom or for property-tax relief; and

WHEREAS, many New Jersey school boards have found subcontracting of services such as transportation, cafeteria and maintenance is an option that has saved millions of tax dollars every year; and

WHEREAS, 40 percent of school districts responded to a 2009 survey conducted by the New Jersey School Boards Association, which found the responding districts saved more than \$34 million annually through subcontracting services; and

WHEREAS, Assembly Bill 3395 and Senate Bill 296 of the 2018-2019 Legislative Session is a union-backed bill that would place severe obstacles in the way of a school board's ability to subcontract services and save tax dollars; and

WHEREAS, the sole purpose of Assembly Bill 3395 and Senate Bill 296 is to undermine a board's ability to subcontract services, thereby increasing school employees and increasing the rolls of union membership, which generates more dues for union coffers; and

WHEREAS, Assembly Bill 3395 and Senate Bill 296 would remove a school board's option to subcontract services, thereby diverting funds from the classroom and burdening property taxpayers.

NOW, THEREFORE, BE IT RESOLVED that the Warren Hills Regional Board of Education, in its continued effort to provide cost-effective school operations to the community, opposes Assembly Bill 3395 and Senate Bill 296; and be it further

RESOLVED, that the Warren Hills Regional Board of Education calls on the New Jersey Legislature to reject any such measures that will have the effect of depleting limited resources from our classroom; and be it further

RESOLVED, that a copy of this resolution shall be forwarded to the members of the *(insert legislative district number)* legislative district delegation, Assembly Speaker Craig J. Coughlin, Senate President Stephen M. Sweeney, Governor Phil Murphy, and to the New Jersey School Boards Association.

7. Motion to approve the following:

RESOLUTION

Opposing A-3664 and S-3089

(Creates Tenure-Like Protections for Non-Teaching Staff)

WHEREAS, New Jersey's local boards of education represent the community's interests in the governance and financial oversight of school districts that serve the educational needs of nearly 1.4 million children; and

WHEREAS, Assembly Bill 3664 and Senate Bill 2089 of the 2018-2019 Legislative Session would give non-teaching employees, such as teacher assistants, bus drivers and cafeteria aides, tenure-like protection by forcing school districts to enter into binding arbitration over non-renewal of employment, as well as virtually any "disciplinary" action, ranging from reprimands to withholding increments; and

WHEREAS, A-3664 and S-2089 would undermine the authority of local boards of education, the public's elected and appointed representatives, by preventing them from negotiating disciplinary procedures to effectively and efficiently manage employee conduct and performance; and

WHEREAS, mandated binding arbitration would require the expenditure of valuable time and resources, while placing critical decisions in the hands of arbitrators, who are not accountable to the taxpayers of the community; and

WHEREAS, A-3664 and S-2089 would subject economic decisions, such as a reduction of non-teaching staff due to a budgetary shortfall or enrollment decline, to binding arbitration; and

WHEREAS, A-3664 and S-2089 define “disciplinary action” so broadly that the term would include non-renewals of employment contracts, thereby bypassing court rulings that have consistently held that the decision not to renew fixed-term contracts of such staff does not constitute discipline; and

WHEREAS, extending binding arbitration to such “disciplinary” matters involving non-teaching staff employees will have an adverse economic impact on local school budgets at a time when school districts must make the best possible use of limited financial resources.

NOW, THEREFORE, BE IT RESOLVED that the Warren Hills Regional Board of Education, in fulfilling its responsibility to provide effective governance and financial oversight to our community’s public schools, opposes Assembly Bill 3664 and Senate Bill 2089; and be it further

RESOLVED, that the Warren Hills Regional Board of Education calls on the Governor and the New Jersey Legislature to reject any and all measures that would require binding arbitration over disciplinary matters and non-renewal of employment; and be it further

RESOLVED, that a copy of this resolution shall be forwarded to the members of the *(insert legislative district number)* legislative district delegation, Assembly Speaker Craig J. Coughlin, Senate President Stephen M. Sweeney, Governor Phil Murphy, and to the New Jersey School.

MOTION: Corey Piasecki		SECOND: Lisa Marshall		
Name	Ayes	Nays	Abstain	Absent
Corey Piasecki	X			
Lisa Marshall	X			
Christopher Cannavo	X			
Joseph Bodenschatz	X			
Sam Knutson	X			
Paula Merrill	X			
Christine Pi	X			
Eric Walls	X			
Christopher Hamler	X			

BUDGET AND FINANCE

Motion by Mrs. Merrill and seconded by Mr. Piasecki to accept the recommendation of the Superintendent to approve and adopt motions **III.1** through **III.14** as described below:

*1. The Warren Hills Regional Board of Education approves the February, 2019 Board Secretary and Treasurer’s Report as follows:

BE IT RESOLVED that the Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10(c)3, does hereby certify that as of the date of this report, no line item account has encumbrances and

expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a);

BE IT FURTHER RESOLVED that the Warren Hills Regional Board of Education accepts the monthly financial report of the Secretary and the Treasurer for the month of February, 2019; in compliance with N.J.A.C. 6A:23A-16.10(c)4, that the Board of Education certifies that no major account has been overexpended in violation of N.J.A.C. 6A:23A-16.10(b), and that as of this report sufficient funds are available to meet the District's financial obligation for the remainder of the year.

*2. Motion to approve the bill list for the period March 6, 2019 through March 19, 2019, in the amount of \$1,524,714.15.

*3. Motion to approve transfers in the amount of \$401,078.39 for the month February, 2019.

*4. Motion to enter into a Dual Credit Program Articulation Agreement with Centenary University effective July 1, 2019 through June 30, 2020.

*5. Motion to approve the change in placement for student #5895878105 from Morris Hills Regional High School to Bonnie Brae, 3415 Valley Road, P.O. Box 825, Liberty Corner, NJ 07938. Placement retroactive to February 25, 2019.

*6. Motion to approve the change in placement for student #8695843559 from Cornerstone Day School to Warren Hills Regional High School, 41 Jackson Valley Road, Washington, NJ 07882. Placement retroactive to February 11, 2019.

*7. Motion to approve a Home/Bedside Instruction Agreement with Saint Clare's Hospital for Student #8698772343, commencing March 7, 2019, and continuing until further notice, in the amount of \$55.00 per hour for a total of 5 hours per week.

*8. Motion to approve the change in placement for Student #1658261989 from Warren Hills Regional High School to New Jersey Project Teach/Tech, 540 Route 57 East, Port Murray, NJ 07865 with a tuition of \$36,247. Placement retroactive to March 7, 2019.

*9. Motion to approve a Home/Bedside Instruction Agreement with Saint Clare's Hospital for Student #2498776643, commencing March 14, 2019, and continuing until further notice, in the amount of \$55.00 per hour for a total of 5 hours per week.

*10. Motion to approve the revised Tuition Contracts with Oxford Township School District for the 2018-2019 school year reflecting a tuition change from \$21,835.00 (LD Program) to \$17,625 (Regular Tuition plus Resource Room charge) for the following students:

8576034277	4356509214	6677432792	1098549706
1658261989	8493645549	2158802789	

*11. Motion to approve the donation of 10 hurdles to the Belvidere High School Track program from the WHR Athletic Department.

*12. Motion to approve the following Resolution ratifying the Memorandum of Agreement with the Warren Hills Regional Administrators' Association:

Resolved, that the Board of Education hereby ratifies the Memorandum of Agreement with the Warren Hills Regional Administrators' Association, dated March 13, 2019, for the contract period July 1, 2018 through June 30, 2021, including related mutually adopted salary guides, which was previously ratified by the Association and which is on file in the office of the Business Administrator; and be it

Further Resolved, that the Board authorizes its Board President to execute an appropriate successor collective negotiations agreement upon approval of the form of same by the Board's Labor Counsel.

*13. Motion to approve the following Resolution ratifying the Memorandum of Agreement with the Warren Hills Regional Education Association:

Resolved, that the Board of Education hereby ratifies the Memorandum of Agreement with the Warren Hills Regional Education Association, dated January 28, 2019, for the contract period July 1, 2018 through June 30, 2021, including related mutually adopted salary guides, which was previously ratified by the Association and which is on file in the office of the Business Administrator; and be it

Further Resolved, that the Board authorizes its Board President to execute an appropriate successor collective negotiations agreement upon approval of the form of same by the Board's Labor Counsel.

*14. Motion to approve submittal of the tentative 2019-2020 budget to the Executive County Superintendent for approval in accordance with the statutory deadline:

BE IT RESOLVED that the tentative budget be approved for the 2019-2020 school year using the 2019-2020 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2019-20 Total Expenditures	\$38,445,403	\$492,930	\$2,312,046	\$41,250,379
Less: Anticipated Revenues	<u>\$16,016,742</u>	<u>\$492,930</u>	<u>\$17,319</u>	<u>\$16,526,991</u>
Taxes to be Raised	\$22,428,661	0	\$2,294,727	\$24,723,388

And to advertise said tentative budget in the Express Times in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at Warren Hills Regional Board of Education Administration Building, 89 Bowerstown Road, Washington, New Jersey on April 30, 2019 at 7:00 PM for the purpose of conducting a public hearing on the budget for the 2019-2020 School Year.

BE IT FURTHER RESOLVED, that the Board of Education approves the following Capital Reserve Account Withdrawal for the 2019-2020 budget:

District Office Excel Building Renovations	\$ 500,000
Middle School Interior Door & Lock Replacement Project	\$ 160,000
High School Athletic Field Turf Replacement	\$ 400,000
Total Capital Reserve Withdrawal	\$ 1,060,000

Further approve, in accordance with N.J.S.A. 18A:19-1, that for the 2019-2020 school year the annual maximum for regular business travel shall be \$1,500 per employee.

Further approve, that for the 2019-2020 school year the Warren Hills Regional Board of Education shall set \$50,000 as the maximum travel expenditure amount for the budget year.

Further approve, in accordance with N.J.A.C. 6A:23A-5.2 and N.J.A.C. 6A-9.3 (c)14, the maximum dollar limit for public relations and professional services of: \$20,000 for printing services, \$152,500 for legal services, \$45,000 for auditing services, \$25,000 for Architect of Record services and \$10,000 for professional services related to public relations for the 2019-2020 school year.

Further approve, in accordance with N.J.A.C. 6A:23A-5.8 the dollar threshold for awards to recognize special accomplishments at \$35.00 per student for the 2019-2020 school year.

MOTION: Paula Merrill		SECOND: Corey Piasecki		
Name	Ayes	Nayes	Abstain	Absent
Paula Merrill	X			
Sam Knutson	X			
Corey Piasecki	X			
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Lisa Marshall	X		#7, 9, 13	
Christine Pi	X			
Eric Walls	X			
Christopher Hamler	X			

N. Public Comment

Meg McGann – Commented on a \$35 per student budget.

Daryl Detrick, WHRSD staff member, questioned the number of students on the wall of fame and the number in other districts. He stated “We should be celebrating excellence for people in the wall of fame.” He believes it should be limited to 1-2 per year.

Jennifer Knittel of Washington Township voiced a concern about the lack of committee meetings.

O. Adjourn

Motion by Mr. Piasecki and seconded by Mr. Cannavo to adjourn at 8:25 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere
Business Admin./Bd. Secretary

cZ