

WARREN HILLS REGIONAL BOARD OF EDUCATION

November 19, 2019

6:30 p.m. – Executive Session

7:00 p.m. Regular Meeting

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

B. Certified Election Results

<u>District</u>	<u>Candidate</u>	<u># of Votes</u>	<u>Term</u>
Mansfield Township – Write In	Eric Walls	28	1/1/20 – 12/31/22
Washington Borough	Sherri Musick	444	1/1/20 – 12/31/22
Washington Borough	William Moore	315	
Washington Township	Scott Bodenschatz	550	1/1/20 – 12/31/22
Washington Township	Ras Sheppard	316	

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

Roll call was taken by Mrs. Donnamarie Palmiere. Members present were Joseph Bodenschatz, Sam Knutson (arrived at 6:32 pm), Christine Pi, Christopher Cannavo, Lisa Marshall, Corey Piasecki, Christopher Hamler, Paula Merrill, and Eric Walls. Also present were Earl Clymer, Donnamarie Palmiere, Dennis Mack, and Board Attorney, Joe Roselle.

D. 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) *Pending Litigation*
- 3) *Personnel 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 by Mr. Piasecki to enter into Executive Session at 6:30p.m. with full board consent.

E. Reconvene: 7:30 p.m.

Motion by Mr. Piasecki and seconded by Mr. Cannavo to go into open session at 7:30 p.m. 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

F. Motion by Mrs. Merrill and seconded by Mr. Piasecki to approve the Minutes of the October 15, 2019, Regular and Executive Session meetings.

MOTION: Paula Merrill		SECOND: Corey Piasecki		
Name	Ayes	Naves	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			

G. Communications – Mr. Earl C. Clymer, III, Superintendent of Schools

Let the record reflect that correspondence to the Board was received from Mr. & Mrs. Hame.

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

Mr. Clymer welcomed Middle School Reporters, Denise Coutinho and Eimi Coronel-Paz, who shared the following:

- School Counselor, Mrs. Rannali and Wellness Champion, Certified Yoga Instructor, and 8th grade ELA teacher Mrs. Garcia created and implemented their first Mindfulness Pop-Up Shop for students this past month. The idea for the program was born from the desire

to better support our students socially, emotionally and academically. The first session focused on introducing the concept of mindfulness, completing a pre survey, and participating in a guided meditation. The sessions will occur one time per month and focus on different mindfulness techniques that will be taught to a select group of students. The goal is for students to learn the techniques they are being exposed to and utilize them in and outside of the classroom to assist them with self-regulation, compassion, stress reduction and adaptability.

- The Builders Club hosted its annual can drive for the Washington Food Pantry, over the last half of October. The Builders Club raised awareness and participation for this school wide event and in just two short weeks, the Warren Hills Middle School raised \$60.00 in funds that will be donated to the pantry to aid in purchasing food for the upcoming holiday season, and 110 non-perishable items which will be delivered and categorized in the pantry by the Builders Club members on December 12th. This yearly event raises the awareness of the crucial role the Washington Food Pantry plays within the surrounding community and the importance of working together as a school to give back to families and students in need within the community.
- On Tuesday, November 12, Mykee Fowlin made a return visit to the middle school this time to perform his one-man play “You Don’t Know Me Until You Know Me” for our 7th grade students. In it, Dr. Fowlin plays several characters that challenge our expectations, stereotypes and beliefs, ultimately leading to examples of tolerance and acceptance for everyone. It was very powerful.
- It was a week of recognizing our students for all of their accomplishments so far this year. On Wednesday, November 13, the middle school announced our Students of the Month in the areas of Academics, Athletics, the Arts, and Perseverance. Those honored were Oleksandr Pradid, Jaiden Dorsch, Nico Giovannetti, and Denise Coutinho for Academics; Nicola Falco, Paige Volckmann, Robert Delseni, and Sarah Salameh for Athletics; Jeremiah McMahan, Echo Picone, Daniel Nozza, and Isabella Bonenfant for the Arts; and Vincent Montero, Erin Boykin, Taru Mwindi , and Alicia Werkheiser for Perseverance.

Mr. Clymer then share the following happenings from Warren Hills High School:

- Our social media marketing students showcased our program at the NJ School Boards Convention in October. The students and Mr. Hickerson highlighted our program and provided examples as to how our students are working to support business in our community while learning how to utilize social media to increase business.
- Congratulations to our marching band and color guard for placing 3rd at this year’s state competition. Overall our students and their show, Storm Warning, were very successful, leading to many awards and numerous recognitions.

- Congratulations to our students who earned a spot on our Honor roll during Marking Period 1. Overall, 37% of our students earned this honor, 23% on Principal's Honor Roll, 44% High Honor Roll, 33% Honor Roll. Congrats to our seniors, who lead the classes with 43% of students earning honor roll.
- Congrats to our field hockey team for another successful season which lead to a Hunterdon Warren Sussex Championship, Section Title, and a Group 3 runner-up.
- Our Drama Club put on three awesome shows this past weekend. Congrats to our cast and crew on wonderful performances. We are looking forward to our spring musical, Matilda.
- Congratulations to the following students who signed National Letters of Intent on Wednesday November 13th:
 - Samantha Dugan - Field Hockey - Quinnipiac
 - Kate Fenner - Field Hockey - Fairfield University
 - Julie Ruskan - Cross-Country - Rider University

I. Presenters

- William Schroeder, Nisivoccia, LLP, Auditor
- Theatre Arts Students – Scene from the play
- Earl Clymer – Future Ready Schools Update

Mrs. Schroeder presented the audit.

The High School Drama Club provided a performance of a scene from the play.

Mr. Clymer provided an update on Future Ready Schools.

Mr. Hamler read a proclamation to Mrs. Merrill. There was a cake to thank and recognize Paula Merrill for her years of service on the Warren Hills Board of Education.

J. Goals:

Warren Hills Board of Education District Goals for 2019-20

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, the 1:1 technology initiative, and enhanced PLCs.
2. Continue vertical articulation within the WHRSD cluster with a focus on increased achievement for students in grades 6-9.
3. Ensure effective implementation of Phases II & III of the Future Ready Schools initiative.

Warren Hills Board of Education Board Goals for 2019-20

1. Utilize resources to ensure the support of District Goals.
2. Recognize student achievement through student presentations at Board meetings.
3. Work towards building optimal Board communication and trust.

K. Committee Reports

Finance, Facilities & Transportation – did not meet

Education and Policy:

- Hazardous Policy for Bussing
- Bussing Issue from parent still being reviewed

Personnel and Student Activities:

- Uniform rotation schedule
- Girls Wrestling uniforms

Technology – did not meet

Negotiations – did not meet

Wall of Fame – did not meet

L. Old Business

M. New Business

N. 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.

A report on school board workshops will take place at the next month's board meeting.

A demo camera was given to the district to use as a trial.

O. ACTION ITEMS

I. PERSONNEL

Motion by Mr. Bodenschatz 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:

*1. Motion to approve/accept the following appointments / resignations / retirements as recommended by the Superintendent:

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
1	Deborah Archer-Cole	Accept	Learning Disability Teacher Consultant	\$91,635.00	High School	7/1/20	7/1/20	Retirement
2	Cheryl Zarra	Accept	Administrative Assistant to BA	\$66,970.00	District	11/30/19	11/30/19	Resignation
3	Kimberly Beers	Accept	Chemistry Teacher	\$61,540.00	High School	As soon as practical	As soon as practical	Resignation
4	Roy Hanshaw	Accept	Substitute Security	\$16.00/hour	District	11/20/19	11/20/19	Resignation
5	Laura Rice	Approve	Administrative Assistant to BA	\$63,000.00, prorated	District	01/02/20	N/A	Pending receipt of all required paperwork
6	Laura Muroski	Approve	Cognetics Club Advisor	\$2,700, prorated	Middle School	12/01/19	6/30/20	Tier 5
7	Heather Heslin	Approve	Home Instructor	\$45.00/hour	Middle School	11/20/19	6/30/20	IEP Driven
8	Amy Haines	Approve	Substitute Teacher	\$85.00/day	District	11/20/19	6/30/20	All paperwork complete & on file
9	Grace Balog	Approve	Substitute Teacher Substitute Security	\$85.00/day \$16.00/hour	District	11/20/19	6/30/20	All paperwork complete & on file
10	Richard Dobbins	Approve	Substitute Teacher	\$85.00/day	District	11/20/19	6/30/20	Pending receipt of all required paperwork
11	Elizabeth North	Approve	Substitute Teacher	\$85.00/day	District	11/20/19	6/30/20	Pending receipt of all required paperwork
12	John Kerner	Approve	Substitute Security Event Security	\$16.00/hour \$40.00/hour	District	11/20/19	6/30/20	All paperwork complete & on file

Code No.	Name	Nature of Action	Position	Salary	Location	Date Effective	Date Terminated	Discussion
13	Corey Townsley	Approve	Substitute Custodian	\$14.25/hour	District	11/20/19	6/30/20	All paperwork complete & on file
14	Virginia McDonnell	Approve	Substitute Custodian	\$14.25/hour	District	11/20/19	6/30/20	All paperwork complete & on file

***2. Motion to approve the following maternity leave of absence:**

Code No.	Employee	Reason	Position	Location	Leave Start Date	Paid Days to be used	Unpaid FMLA Start Date	Unpaid NJFLA Start Date	Unpaid Leave without Benefits	Return Date	Discussion
1	54945662	Maternity	Mathematics Teacher	High School	2/5/20	36	3/27/20	3/27/20	N/A	On or about 5/11/20	N/A
2	35480300	Paternity	Mathematics Teacher	Middle School	2/24/20	N/A	2/24/20	2/24/20	N/A	On or about 5/18/20	N/A
3	68475763	Paternity	Business Teacher	High School	12/2/19	N/A	12/2/19	12/2/19	N/A	On or about 12/16/19	Intermittent Leave
4	68475763	Paternity	Business Teacher	High School	1/2/20	N/A	1/2/20	1/2/20	N/A	On or about 1/16/20	Intermittent Leave

***3. 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	Michael Coates	Volunteer Boys Basketball	N/A	N/A	High School	11/20/19	3/15/20	Pending receipt of background check
2	Joseph Kratochvil	Volunteer Wrestling	N/A	N/A	High School	11/20/19	3/15/20	Pending receipt of background check
3	Jon Slack	Volunteer Wrestling	N/A	N/A	High School	11/20/19	3/15/20	All paperwork complete & on file

***training will be provided**

MOTION: Joseph Bodenschatz		SECOND: Corey Piasecki		
Name	Ayes	Nays	Abstain	Absent
Joseph Bodenschatz	X			
Christine Pi	X			
Eric Walls	X			
Christopher Cannavo	X			
Lisa Marshall	X			
Paula Merrill	X			
Sam Knutson	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.5**, as described below:

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

MS – 19-20 – 004, 005, 006, 007 & 008
 HS - 19-20 – None

*2. Motion to approve the **second and final reading** of the following policy and regulation for inclusion in the district’s policy manual, as recommended by the Education and Policy Committee and the Superintendent:

5600 Student Discipline / Code of Conduct

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

Code	Requested by:	Trip	Board of Education Cost	Discussion
1	Lauren Voight & Richard Patricia	Select Choir to perform at United Nations	Substitutes	Select Choir will raise money for transportation & entry fees
2	Daryl Detrick & Kerry Throckmorton	NJIT Engineering Day	Transportation + substitute	Curriculum
3	Cheryl Yanoff, Nicole Bayer, Heather Heslin & Michele McGann	HS & MS MD & AU classes	Transportation, Nurse	Community Based Instruction
4	Cheryl Yanoff, Nicole Bayer, Heather Heslin & all paraprofessionals	MS & HS MD classes to Annual Special Education Day	Transportation, Nurse	Science themed community based instruction
5	Hope Ranalli	8 th Grade students to visit Warren Tech in a.m.	None	Warren Tech pays transportation
6	Margaret Devine	MS Horizons to Warren County Consortium Debate	Transportation –sharing bus with Brass Castle	Competition
7	Margaret Devine & Kevin Horn	HS Horizons to WHAM Academic Meet	Substitutes + Transportation	Competition
8	Heather Heslin & Nicole Bayer	MS MD Program for Community Based Instruction	1 Substitute + Transportation	Curriculum
9	Christine Angebrandt	Builders Club to stock shelves at food pantry with items donated at their event	Transportation	N/A
10	Emily Kablis & Jodi Edmonds	Student Council to prepare meals & help at Ronald McDonald House	Substitutes & Transportation	N/A

Code	Requested by:	Trip	Board of Education Cost	Discussion
11	Emily Kablis, Jodi Edmonds & Nicole Silvis	Student Council to NJASC Spring Awards	Substitutes & Transportation	N/A
12	Julia Henning	Streak Nation to help seniors with technology	Transportation	N/A
13	Patricia Smith	NJFFA Career Development	Substitute + Transportation	Curriculum
14	Emily Kablis & Jodi Edmonds	Student Council will deliver toys from their toy drive to Children's Hospital	Substitutes + Transportation	N/A
15	Cheryl Yanoff, Michele McGann & Nicole Bayer	MD/AU Life Skills classes for Community Based Instruction	Transportation	Curriculum
16	Jason Graf	WHR Wind Ensemble to Abilities of Northwest NJ	Transportation	N/A
17	Alison Frey, Deana Marie Turner & Nicholas Sarlo	DECA to competition	Transportation	Competition

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

Code No.	Name	Title	Location	Cost/Mileage	Date and Discussion
1	Alison Loro, Carmello Chiara & Mary Ann McKinney	Strengthening Students Writing Skills While Significantly Decreasing Grading Time	West Orange, NJ	\$259. per person Registration + Mileage	January 23, 2020 – English PLC's
2	Kenneth Kurpat	Track & Field Conference	Atlantic City, NJ	\$109. Registration + Mileage	December 5 & 6, 2019

*5. Motion to approve the *2020-2021 Warren Hills Regional School District Program of Studies*.

MOTION: Corey Piasecki		SECOND: Lisa Marshall		
Name	Ayes	Nays	Abstain	Absent
Corey Piasecki	X			
Lisa Marshall	X	5		
Christopher Cannavo	X			
Joseph Bodenschatz	X		5	
Sam Knutson	X	5		
Paula Merrill	X	5		
Christine Pi	X			
Eric Walls	X			
Christopher Hamler	X			

III. BUDGET AND FINANCE

Motion by Mrs. Merrill and seconded by Mr. Cannavo to accept the recommendation of the Superintendent to approve and adopt motions **III.1** through **III.24** as described below:

*1. The Warren Hills Regional Board of Education approves the September, 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 September, 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. The Warren Hills Regional Board of Education approves the October, 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 October, 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.

*3. Motion to approve the bill list for the period October 16, 2019 through November 19, 2019, in the amount of \$3,580,046.78.

*4. Motion to approve transfers in the amount of \$138,153.32 for the month of September, 2019.

*5. Motion to approve transfers in the amount of \$400,655.00 for the month of October, 2019.

*6. Motion to approve the cafeteria bill list for the period July 1, 2019 through September 30, 2019 in the amount of \$3,920.43.

*7. Motion to approve the Student Activities bill list for the period September 1, 2019 through September 30, 2019, in the amount of \$12,251.91.

*8. Motion to approve the Student Activities bill list for the period October 1, 2019 through October 31, 2019, in the amount of \$32,452.39.

*9. Motion to approve the Athletics bill list for the period September 1, 2019 through September 30, 2019, in the amount of \$14,129.83.

*10. Motion to approve the Athletics bill list for the period October 1, 2019 through October 31, 2019, in the amount of \$9,348.00.

*11. Motion to terminate the 2019-2020 Special Education Tuition Contract for student #3664901687 from Montgomery Academy, 188 Mount Airy Road, Basking Ridge, NJ 07920 effective November 12, 2019.

*12. Motion to approve a contract with New Jersey Project Teach/Tech, 540 Route 57 East, Port Murray, NJ 07865 for Student #8502323293 with a tuition of \$51,792.40 for the 2019/2020 school year.

*13. Motion to approve a tuition contract with East Mountain School, 252 County Road 601, Belle Mead, NJ 08902 for the 2019-2020 school year for student #3215467566 retroactive to October 16, 2019. Student to attend on a part-time basis as a ½ day student with a tuition of \$30,456.18.

*14. Motion to approve Home/Bedside Instruction Agreement with Saint Clare’s Hospital for Student # 2545827307, commencing November 1, 2019, and continuing until further notice, in the amount of \$55.00 per hour for a total of 5 hours per week.

*15. Motion to approve Professional Education Services, Inc. to provide educational instruction services for Student #1237361432 currently at High Focus Centers of Branchburg, commencing November 6, 2019, and continuing until further notice at the rate of \$41.00 per hour, not to exceed a total of 2 hours per day.

*16. Motion to approve the Annual Required Maintenance Budget Amount Worksheet [Form M-1] and the FY 2019-2020 Comprehensive Maintenance Plan.

*17. Motion to accept the sealed bids on October 29, 2019 for Snow Removal Services for the 2019-2020 through 2021-2022 school years. One (1) bidder responded as follows:

Bidder: Stone Hill Excavating, LLC	2019-2020	2020-2021	2021-2022
2 to 6 inches	\$2,605.63	\$2,605.63	\$2,605.63
6 to 12 inches	\$3,769.15	\$3,769.15	\$3,769.15
12 inches and over	\$4,867.00	\$4,867.00	\$4,867.00
Salting and sanding per application	\$1,485.00	\$1,485.00	\$1,485.00
Hourly rate for snow removal (relocation) Equipment and Manpower	\$125.00	\$125.00	\$125.00

Authorize award of bid to Stone Hill Excavating, LLC, as lowest responsible bidder in full conformance with specifications.

*18. Motion to accept a \$1,000 grant from First Energy Foundation which will be used to create a lending library supplied with classroom sets of digital devices for loan to local elementary schools.

*19. Resolved to commission Design Resource Group, Architects, to submit to the New Jersey Department of Education the following project:

Alterations/Renovations to the Excel Building and secure schematic and final educational adequacy for the project.

*20. Motion to withdraw additional \$15,000 from Capital Reserve for HS Security Office to cover architect fees previously approved under Budget and Finance, motion #14, on October 15, 2019.

*21. Motion to accept, with gratitude, a donation of two bikes and a Samsung HHD 75” TV screen and bracket, totaling \$3,600.00, from the Wrestling Club, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

*22. Motion to accept, with gratitude, the donation of \$384.80 from Christopher Cannavo for hotel and workshop costs for the 2019-2020 school year, pursuant to Policy 7230, GIFTS, GRANTS AND DONATIONS.

*23. Motion to accept the 2018-2019 Comprehensive Annual Financial Report (C.A.F.R.) and Report of the Auditor as submitted. Further, the Board authorizes submission of the synopsis and recommendations of the Corrective Action Plan (CAP) to the County Superintendent, as per statute, see attached CAP. [Attachment]

*24. Motion to increase summer weight room strength and conditioning coach hours by an additional 28.5 hours at \$45 per hour (\$1,282.50) and reduce spring weight room strength and conditioning stipend by \$626.00.

MOTION: Paula Merrill		SECOND: Christopher Cannavo		
Name	Ayes	Nayes	Abstain	Absent
Paula Merrill	X			
Sam Knutson	X		Bill #051894 & #051895	
Corey Piasecki	X			
Joseph Bodenschatz	X			
Christopher Cannavo	X			
Lisa Marshall	X		#14 and Bill #051917	
Christine Pi	X			
Eric Walls	X			
Christopher Hamler	X			

P. Public Comment

Jennifer Knittel – Commented on program of study.

Steve Caddigan – Read a letter to the board.

Meghan McGeehan – Requested that Finance/Facilities motion #24 be read again.

Q. Adjournment

Motion by Mr. Piasecki and seconded by Mr. Cannavo to adjourn at 8:23 p.m. with full board consent.

Respectfully submitted,

Donnamarie Palmiere
Business Admin./Bd. Secretary

cz