

# MINUTES OF THE MEETING

## DENVILLE TOWNSHIP BOARD OF EDUCATION

June 10, 2019

Work Session - 7:00 p.m.

(Public Portion of Meeting will begin at 7:30 p.m.)

Township of Denville - Council Chambers

### I. CALLED TO ORDER BY MR. ANDERSEN AT 7:00 P.M

#### • OPENING STATEMENT

“This meeting of the Denville Township Board of Education is being held in accordance with the Open Public Meetings Act. Notice of this meeting was provided to the Daily Record and/or the Star Ledger of Morris County; has been delivered to the Township Clerk and has been posted on the bulletin board of the Board of Education Office, and at each of the school buildings in the District”.

#### • ROLL CALL

Mr. Cappello - \*, Mr. Casse - P, Mr. Luer - \*, Mr. Kim - P, Mrs. Wagner - P, Mrs. Gould - \*, Mr. Andersen - P.

\* Arrived at 7:05 p.m.

#### • EXECUTIVE SESSION

Mr. Casse moved, seconded by Mr. Kim, to convene in executive session in accordance with Section 8 of the Open Public Meetings Act. The purpose of this closed session will be to discuss negotiations, legal, security, and personnel issues. Minutes of this session will be made available to the public when the need for confidentiality no longer exists.

#### ACTION ON MOTION:

Yeas 4          Nays 0          Abstentions 0          Time: 7:01 p.m.

The Board returned to open session at 7:33 p.m.

#### • PLEDGE OF ALLEGIANCE

#### • SPECIAL PRESENTATIONS

#### • SUPERINTENDENT’S COMMENTS - Mr. Forte discussed the following:

- St. Mary’s Prep facility study to investigate if the space is feasible for leasing to educate preschool and kindergarten students.
- Demography Study update and Long Range Facility Plan update

#### G. ASSISTANT SUPERINTENDENT’S COMMENTS - Dr. Cullis discussed the following:

- Wrapping up the end of the school year activities.
- Congratulations to the Future Ready team: 135 write-ups/application will be submitted soon.

#### H. BUSINESS ADMINISTRATOR’S COMMENTS - Mrs. Gurowsky discussed the following:

- Long Range Facility Plan resolution to comply with the five-year reporting requirements and update the projects for the summer-2019.

### II. OPEN TO PUBLIC DISCUSSION (Agenda Items Only)

Opened: 7:47 p.m.

Closed: 7:48 p.m.

No comments were made.

**III. OLD BUSINESS (NO ACTION TO BE TAKEN)**

Superintendent of Schools to the Board of Education for approval.

Pursuant to N.J.A.C. 6:20-2.13, we certify that as of June 2019 after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.13(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

The Board discussed the following Resolutions, action will be taken on June 24<sup>th</sup>.

To approve the following Resolutions under Old Business:

**A. RESOLVED** that the Board of Education approves the following REPORTS from **May 2019**:

1. Treasurer of School Monies
2. Board Secretary

**B. EDUCATION REPORTS**

1. Report of Student Enrollment - **May 2019**
2. Report of Medical Office - **May 2019**
3. HIB Reports
  - a. HIB Case VV-11

**C. MINUTES - RESOLVED** that the Board approve the following Minutes:

1. Work Session Meeting & Executive Session - May 13, 2019
2. Regular Session Meeting & Executive Sessions 1 & 2 - May 20, 2019

**IV. NEW BUSINESS (ACTION TO BE TAKEN)** – The following resolutions have been recommended by the Superintendent of Schools to the Board of Education for approval.

**A. PERSONNEL (Includes Technology) – Chair, Dave Luer**

Mr. Luer moved, seconded by Mr. Kim, to approve the following Resolutions under Personnel:

Upon the recommendation of the Superintendent of Schools, to approve the following resignations, retirements, salary adjustments, reassignments, appointments, etc. (pending approval from the State Department of Education and subject to the New Jersey Criminal Background Check and the Pre-Employment Drug Testing); **any staff member approved for leave will pay their portion of their health benefits while on leave and upon their return the Superintendent will assign them to a position:**

**1. BE IT RESOLVED – NEW HIRES / RESIGNATIONS / RETIREMENTS / EXTRA PAY / SALARY ADJUSTMENT** – that the Board approve the following staff members for new hire, resignation, retirement, extra pay for extra duty, sick, and/or vacation pay, and/or a deduction in pay:

	Name	Position	School	Reason/Time	Ref	Amount
a.	Plumb, Shawn	Painter	Dist	2019 Summer workers		\$19.00/hr
	Vandyk, Zachary	Summer Maint.				\$15.00/hr
	Reinhardt, Dean	Summer Help				\$13.50/hr
	Kaiser, David	Summer Help				\$10.50/hr
	Kaiser, Michael	Summer Help				\$10.50/hr

	Rosado, Esther	Sub Custodian				\$17.30/hr
<b>b.</b>	Maass, Shawn	Custodian	RV	New Hire 19/20 SY		\$43,548.00 Step - 5
<b>c.</b>	Cerce, Tara	Teacher	RV	New Hire 19/20 SY		\$52,322.00 Step - BA4
<b>d.</b>	Dell' Aquila, Adrienne	Teacher	RV	New Hire 19/20 SY		\$52,322.00 Step - BA1
<b>e.</b>	Thorpe, Alexia	Teacher	LV	New Hire 19/20 SY		\$39,621.18 Step - MA1 FTE 0.69
<b>f.</b>	Johnston, Gina	Teacher	VV	Rescind from 5/13/19 Meeting: Personnel #3, the appointment as instructional aide for 19/20 SY <hr/> New Hire as Spec. Ed. Teacher 19/20 SY		\$22,745.58 Step - MA6 FTE 0.39
<b>g.</b>	Sakofs, Rachel	Speech	Dist	Resignation, effective 7/1/19		
<b>h.</b>	Anderson, Stephanie Zeleny, Tia Johnson, Kristina Kolk, Dorothy Molina, Karen Nardone, Julie McCabe, Todd Norris, Liz Reichhard, Alison Scrape, Jordan Sommer, Jen Sylvester, Sue Whalen, Jim	Teachers/Aides	RV RV VV LV RV LV RV RV RV RV LV RV VV	Summer Exploration program to be paid by registration fees		
<b>i.</b>	Adams, Christine	Teacher Instr. Aide	LV	2019 ESY Substitute teacher/aide 6/24/19 - 8/1/19	2B	\$48.98/hr \$20.02/hr
<b>j.</b>	Nixon, Karin Montesano, Dawn	Instructional Aide	RV	ESY instructional aides, 6/24/19 - 8/1/19 Not to exceed 66 hrs each (\$1,321.32)		\$20.02/hr each
<b>k.</b>	Dykes, Tamika	Instructional Aide	LV	Rescind from 5/13/19 Meeting: Personnel #3, FTE 1.0 for 19/20 SY <hr/> FTE 0.69 for 19/20 SY		\$23,881.00 Step - 6 <hr/> \$16,477.89 Step - 6
<b>l.</b>	Beere, Barbara	Nurse	RV	New Hire, effective 19/20 SY		\$58,447.00 Step - BA10

2. **BE IT RESOLVED – SUBSTITUTES** - that the Board approve the following new hire substitute(s) for the district:

	Name	Position	Effective Date	Per Diem Rate
<b>a.</b>	Mordini, Frank	Driver	Resignation, effective 5/22/19	

3. **BE IT RESOLVED**, that the Board approve Seth Korman as a chaperone for the Valleyview Middle School Washington, DC trip, June 5 - June 7, 2019.
4. **BE IT RESOLVED**, that the Board approve to pay Seth Korman a monthly non-pensionable stipend of \$1,000 per month, retroactive to May 20, 2019, for serving as Acting Principal, through the 2019-2020 school year or until he is no longer in the Acting Principal capacity.
5. **BE IT RESOLVED**, that the Board approve the job description for Middle School Vice Principal.
6. **BE IT RESOLVED**, that the Board approve the extension of the 2018-19 class three agreement with the Township of Denville to include coverage for ESY/Enrichment summer 2019. Total of \$2,760 for 23- 4 hour days.

**ROLL CALL (Motions 1-6)**

Mr. Cappello-Y, Mr. Casse-Y, Mr. Luer-Y, Mr. Kim-Y, Mrs. Wagner-Y, Mrs. Gould-Y, Mr. Andersen-Y.

**B. OPERATIONS (Includes Technology) – Chair, Laura Wagner\_\_\_\_\_**

Mrs. Wagner moved, seconded by Mr. Kim, to approve the following Resolutions under Operations:

**1. BUILDING AND GROUNDS**

- B1. BE IT RESOLVED**, that the Board approve to amend the approved Long-range Facilities Plan to comply with the five-year reporting requirements per the Educational Facilities Construction and Financing Act, P.L. 2000, c.72 (N.J.S.A. 18A:7G-1 et seq.) as amended by P.L. 2007, c.137 (Act), N.J.A.C. 6A:1 et seq. (Educational Facilities Code).
- B2. BE IT RESOLVED**, that the Board approve the attached proposal from Pro Academy Furniture, Hunterdon contract number: HCESC BID #183 to replace/repair the locker room at Valleyview Middle School in the amount of \$37,516.81 funded with Maintenance Reserve Fund or 18/19 unspent funds.
- B3. BE IT RESOLVED**, that the Board approve the attached proposal from C&M Door Controls, Inc. to replace two doors (#5 & #13) at Riverview Elementary School in the amount of \$20,400.00 funded with Maintenance Reserve Fund or 18/19 unspent funds.
- B4. BE IT RESOLVED**, that the Board appoints French & Parrello Associates to provide Electrical Engineering Services for an Electric feasibility report for Lakeview and Riverview School in the amount of \$3,500 each school (\$7,000 total). These services are exempt from public advertising for bids under New Jersey Statutes Annotated (18A:18A-3).
- B5. BE IT RESOLVED**, that the Board approve the attached proposal from Roxbury Flooring to replace damage carpet at Riverview (computer lab and ESL class) and Lakeview Elementary School (computer lab) in the amount of \$7,900.00 funded with Maintenance Reserve Fund or 18/19 unspent funds.
- B6. BE IT RESOLVED**, that the Board approve the attached proposal from Roxbury Flooring to replace damage carpet at Valleyview main office in the amount of \$4,494.00 funded with Maintenance Reserve Fund or 18/19 unspent funds.
- B7. BE IT RESOLVED**, that the Board approve attached proposal from Pro Academy furniture to replace damage counter top, desk, and mail sorter at Valleyview main office in the amount of \$9,893.96 funded with Maintenance Reserve Fund or 18/19 unspent funds.

- B8. BE IT RESOLVED**, that the Board approve attached proposal from Straight Edge Striping LLC to repair and improve parking lot at Valleyview and Lakeview schools in the amount of \$32,280.00 funded with Maintenance Reserve Fund or 18/19 unspent funds.
- B9. BE IT RESOLVED**, that the Board approve attached proposal from R. Ulrich & Son Contractors, LLC for masonry brick repointing district-wide and security bollards at Lakeview School in the amount of \$27,000.00 funded with Maintenance Reserve Fund or 18/19 unspent funds.
- B10. BE IT RESOLVED**, that the Board approve the EI feasibility study of St. Mary’s Prep for additional classroom space for a cost of \$4,800. Ref 4D
- B11. BE IT RESOLVED**, that the Board approve the attached proposal from Pro Academy Furniture, Hunterdon contract number: HCESC BID #183 to replace old/unsafe cafeteria tables at Lakeview Elementary School in the amount of \$54,762.40 funded with 18/19 budget (breakage).

**ROLL CALL (Motions B1-B11)**

Mr. Cappello-Y/A #B4/N #B11, Mr. Casse-Y, Mr. Luer-Y, Mr. Kim-Y, Mrs. Wagner-Y, Mrs. Gould-Y/A #B4, Mr. Andersen-Y/N #B4.

**V. NEW BUSINESS (NO ACTION TO BE TAKEN)** – The following resolutions have been recommended by the Superintendent of Schools to the Board of Education for approval.

**A. PERSONNEL (Includes Technology) – Chair, Dave Luer**

To approve the following Resolutions under Personnel:

Upon the recommendation of the Superintendent of Schools, to approve the following resignations, retirements, salary adjustments, reassignments, appointments, etc. (pending approval from the State Department of Education and subject to the New Jersey Criminal Background Check and the Pre-Employment Drug Testing); **any staff member approved for leave will pay their portion of their health benefits while on leave and upon their return the Superintendent will assign them to a position:**

**1. BE IT RESOLVED – NEW HIRES / RESIGNATIONS / RETIREMENTS / EXTRA PAY / SALARY ADJUSTMENT** – that the Board approve the following staff members for new hire, resignation, retirement, extra pay for extra duty, sick, and/or vacation pay, and/or a deduction in pay:

	Name	Position	School	Reason/Time	Amount
a.	Adams, Christine	Instructional Aide	LV	Move across guide to ABA Cert. for 19/20 SY	\$24,416.00 Step - ABA8
b.	Chaparro, Jessica	Teacher	LV	Move across guide to Teacher MA for 19/20 SY	\$61,747.00 Step - MA9
c.	Mellini, Tracy	Teacher	LV	Leave Replacement 8/28/19 - 2/1/2020	\$175/day differential
d.	Matasker, Lauren	Instructional Aide	RV	ABA program collaboration for 19/20 SY Not to exceed 31.5 hrs (\$515.66)	2D \$16.37/hr
e.	Cicchino, James	Teacher	VV	Future Ready Team Member to complete Future Ready School Application, Not to exceed 8 hrs	2D \$41.21/hr

				(\$329.68)		
<b>f.</b>	Corforte, Jennifer	Teacher	Dist	18/19 SY additional hours. Not to exceed 30 hrs (\$1,853.10)	1B	\$61.77/hr
<b>g.</b>	Gallagher, K - 13 days Foth, L - 13 days Navarro, C - 11.5 days Roth, A - 9 days Farley, A - 17 days Dolan, M - 7 days Forkins, J - 7 days	LDT-C LDT-C Psychologist Psychologist Soc.Worker Speech Speech	RV VV RV/VV LV Dist RV/VV LV	Conduct state mandated ECR/IEP meetings and/or evaluations during 2019 summer at per diem rate of pay listed. Not to exceed number of days listed	1C	\$405.58 \$535.27 \$330.09 \$535.27 \$523.72 \$523.72 \$377.30
<b>h.</b>	Vyksyuk, Mariana	Nurse	LV	Work summer hours Not to exceed 21 hours (\$867.51)		\$41.21/hr
<b>i.</b>	Beere, Barbara	Nurse	RV	Work summer hours Not to exceed 14 hours (\$576.94)		\$41.21/hr
<b>j.</b>	Seidel, Jessica	Nurse	VV	VV nursing summer hours Not to exceed 42 hrs (\$1,730.82)		\$41.21/hr
<b>k.</b>	Komorowski, Dan	Teacher	LV	Direct 5 <sup>th</sup> grade play on evening of 6/6/19. Not to exceed 1.5 hrs (\$61.82)		\$41.21/hr
<b>l.</b>	Ackerman, Katie Corforte, Jenn McBride, Sharon Pridham, Marybeth Sommer, Jenn Zeman, Maureen	Teachers	LV Dist VV RV LV VV	2019 summer curriculum work for Reflective Practice Protocol Not to exceed 4 hrs each (\$164.84/each)	1B	\$41.21/hr each
<b>m.</b>	Bellini, Adrienne Marino, Katherine	Teachers	RV VV	Complete Community Based Instruction curriculum writing - Summer 2019. Not to exceed 6 hrs each (\$247.26/ea)	1B 2A	\$41.21/hr each

- BE IT RESOLVED**, that the Board hereby approves employee #1141, for a leave of absence, having received doctor's certification, commencing August 28, 2019 under the Federal Family Medical Leave Act (FMLA), ending on November 22, 2019, while utilizing twenty three (23) sick days.

**BE IT FURTHER RESOLVED**, that the Board hereby approves the leave under the NJ Family Leave Act (FLA) for employee #1141, commencing on October 7, 2019 through December 13, 2019.

**BE IT FURTHER RESOLVED**, that the Board hereby approves the leave for employee #1141 and anticipate a return to work on December 16, 2019.

**B. INSTRUCTION AND PROGRAM (Includes Technology) – Chair, Dino Cappello**

To approve the following Resolutions under Instruction and Program:

- BE IT RESOLVED**, that the Board approve the attached list of field trip requests.
- BE IT RESOLVED – WORKSHOPS with EXPENSES** – that the Board approve the following professional development workshops with expenses for staff members and/or Board members' payable through the professional development account. Travel may include mileage reimbursement specified below per Chapter 53, Public Law 2007, NJSA 18A:11-12, NJAC 6A:23A-1 that all mileage will be reimbursed at the maximum NJ Circular 08-19-OMB rate currently at \$0.31 per mile.

	Name	Position	School	Cost	Event/Location	Ref	Date
a.	Abel, Angela	Teacher	LV	\$1,175 + travel using Title II funds	Comprehensive IMSE Orton Gillingham Training, Secaucus, NJ		7/8/19 - 7/12/19
b.	O'Connell, Dawn	Teacher	LV	\$1,175 + travel using Title II funds	Comprehensive IMSE Orton Gillingham Training, Secaucus, NJ		7/29/19 - 8/2/19
c.	Paradiso, Lisa Marino, Katherine Didomenico, Jennifer	Teacher	RV	\$1,175 + travel each using Title II funds	Comprehensive IMSE Orton Gillingham Training, Secaucus, NJ		8/5/19 - 8/9/19

3. **BE IT RESOLVED**, that the Board approve the attached survey for the Denville Fire Department for Elementary Students to be completed during the 19/20 SY. Ref 4

### C. POLICY REVISIONS

To approve the following Resolutions under Policy Revisions:

1. **BE IT RESOLVED**, that the Board adopt the following policies and/or regulations as first reading or second reading/adoption as indicated: Ref 1-4

Policy/ Reg #	Policy/Regulation Name	1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading/ Adoption

### D. FINANCE (Includes Technology) – Chair, Don Casse

To approve the following Resolutions under Finance:

1. **BE IT RESOLVED**, that the Board approve the enclosed check list(s) in the following amounts:

Amount	Description	Check Register
		Milk Fund
		Current Expenses
		General Organization
		Elementary Enrichment

2. **BE IT RESOLVED**, that the Board of Education of the Township of Denville approve the following Resolution regarding the Capital Reserve Transfer:

**WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and;

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and;

**WHEREAS**, the Denville Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and;

**WHEREAS**, the Denville Board of Education has determined that an amount not to exceed \$2,000,000 is available

for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED**, by the Denville Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 3. BE IT RESOLVED**, that the Board of Education of the Township of Denville approve the following Resolution regarding the Maintenance Reserve Transfer:

**WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-31, NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and;

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and;

**WHEREAS**, the Denville Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Maintenance Reserve account at year end, and;

**WHEREAS**, the Denville Board of Education has determined that an amount not to exceed \$500,000 is available for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED**, by the Denville Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 4. BE IT RESOLVED**, that the Board of Education of the Township of Denville approve authorizing the Business Administrator/Board Secretary to proceed with all necessary entries for the 2018-2019 school year; including the cancellation of purchase orders, stale dated checks, transfers, compliance with Public Contract Law and award of bids, and other such actions as may be required by statute, code and policy. Any action taken shall be confirmed by the Board of Education at its next regular public meeting.
- 5. BE IT RESOLVED**, that the Board approve The Uncommon Thread (TUT) to provide district-wide BCBA/Behaviorist services for the 19/20 ESY and regular school year. Total fees not to exceed \$189,630.00. Ref 3C
- 6. BE IT RESOLVED**, that the Board approve PG Chambers to conduct Occupational and Physical Therapy sessions, evaluations and training including Augmentative Services for 19/20 SY including ESY program. Total fees no to exceed \$88,810.00. Ref 3C
- 7. BE IT RESOLVED**, that the Board approve Prime Healthcare Services – Saint Clare's LLC to provide healthcare services, if needed, commencing 8/1/19 at a cost of \$222.00 per evaluation. Ref 2B

**E. OPERATIONS (Includes Technology) – Chair, Laura Wagner \_\_\_\_\_**

To approve the following Resolutions under Operations:

**1. TRANSPORTATION**

- E1. BE IT RESOLVED**, that the Board of Education of the Township of Denville approve the following school bus emergency evacuation drill reports:

LAKEVIEW SCHOOL:

Date: 6/5/19 Time: 7:45 a.m.

Location: Gravel Lot across from Lakeview



Lot Route Numbers: 11, 12, 13, 14, 16, 17, 18, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189

**RIVERVIEW SCHOOL:**

Date: 5/29/19 Time: 8:10 a.m.

Location: Back parking lot of Riverview

Lot Routes: 11, 12, 13, 14, 176, 177, 178, 180, 181, 183, 185, 186, 188, 189, 190

**VALLEYVIEW SCHOOL:**

Date: 6/3/19 Time: 7:00 a.m.

Location: Bus Garage Parking Lot

Lot Routes: 11, 12, 13, 14, 16, 17, 18, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190

## 2. BUILDING AND GROUNDS

- E1. BE IT RESOLVED**, that the Board approve the attached shared services agreement with the Township of Denville for the renovations and use of the Valleyview Middle School Athletic Field. Ref 4B, 4C
- E2. BE IT RESOLVED**, that the Board approve to award Cashman Landscape Management & Design, Inc, the lowest responsible bidder in accordance with the District's bid document requirements and Public School Purchasing Laws for landscaping services District-wide in the amount of \$31,490 for 19-20 FY. Reference 4D

## VI. GOOD OF THE CAUSE

### A. COMMITTEE REPORTS

### B. CORRESPONDENCE - No Correspondence

### C. DISCUSSION ITEMS

- Enrollment and Space

The Board commented on the following items:

- Student enrollment and educational space: Policy and letter mailed to realtors in the Denville area.
- Flex-Zone
- New Jersey School Board meeting on May 23, 2019 – Mrs. Wagner was recognized as a local school board member who has completed NJSBA accreditation within three years.
- Valleyview School graduation on Tuesday, June 18, 2019 (attendance: Mr. Andersen, Mr. Cappello, Mr. Luer, Mr. Kim).
- 8<sup>th</sup> grade Valleyview trip to Washington DC
- Lakeview Olympic Day – great day (huge thank you to the PTA, parents, & staff)
- Valleyview School trip to NYC
- June 24, 2019 meeting: discuss ideas for “School Climate and Well Being”
- Riverview Field Day - great success
- Valleyview - 6<sup>th</sup> grade incoming students
- Riverview 4<sup>th</sup> grade – NJ day
- Riverview 5<sup>th</sup> grade talent show on 6/11/19
- Lakeview chorus visit to Morris County Court House: Veteran's ceremony

### D. OTHER

**VII. OPEN TO COMMENTS**

**Opened:** 9:05 p.m.      **Closed:** 9:05 p.m.

No comments were made.

**VIII. ADJOURNMENT**

Mr. Luer moved, seconded by Mr. Kim to adjourn the meeting.

**ACTION ON MOTION:**

Yeas 7      Nays 0      Abstentions 0      Time: 9:05 p.m.

Respectfully submitted,

Damaris Gurowsky  
Business Administrator/Board Secretary