

WEST MILFORD TOWNSHIP BOARD OF EDUCATION

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**BOARD OF EDUCATION
MINUTES
REGULAR/PUBLIC BUDGET HEARING MEETING
APRIL 26, 2022**

Mrs. Lynda Van Dyk, Board President, called to order the Regular/Public Budget Hearing Meeting of the Board of Education at 7:00 p.m., in the Westbrook School Media Center. Mrs. Van Dyk asked for a moment of silence and to remember the people in the Ukraine. She led the flag salute, read the Open Public Meetings Act Statement, and reminded everyone in attendance to silence or turn off their cell phones and note the locations of the emergency exits.

OPEN PUBLIC MEETINGS ACT STATEMENT

In accordance with the provisions of the Open Public Meetings Act, a public notice of this meeting has been sent to Board Members, all district schools, the Herald News, the Suburban Trends, the Record, the Messenger, West Milford Town Hall, the County Superintendent's Office, the Board Attorney, Cablevision of Warwick and West Milford TV77; and posted in the Administration Building. Copies of the Board Meeting Calendar Resolution were provided to all local media, Town Hall, Township Library, and all district schools.

MS. BARBARA FRANCISCO, BOARD SECRETARY, CALLED THE ROLL:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Mrs. Romeo	Present	Mrs. Dwyer	Present	Mrs. Lockwood	Present
Mrs. Stephenson	Present	Mr. Guarino	Absent/Arr. 7:51 p.m.	Mr. Stillman	Present
Mr. Conklin	Present	Mrs. O'Brien	Present	Mrs. Van Dyk	Present

ADMINISTRATION	POSITION	ATTENDANCE
Dr. Alex Anemone	Superintendent of Schools	Present
Ms. Barbara Francisco	Board Secretary/Business Administrator	Present
Mr. Daniel Novak	Director of Education	Present
Dr. Elizabeth McQuaid	Director of Special Services	Present
Andrew Brown, Esq.	Board of Education Attorney	Present
Abigail Weiss	Student Representative	Absent

There were approximately 5 members of the public in attendance.

VI. SUPERINTENDENT'S REPORT - Dr. Alex Anemone

- Dr. Anemone presented the Public Hearing on the 2022-2023 Budget to the Board and the community. He spoke about a fiscally conservative budget, with the total budget decreasing by 0.07%, and the general fund decreasing by 0.10%, as well as administrative costs being lower than the regional limit. He explained we are in year five of the new State funding formula called S-2.
- Dr. Anemone asked Mr. Novak to review the curriculum highlights. Mr. Novak discussed: West Milford High School Dual Enrollment program; Conquer Math (K-5); English Language Arts - Balanced Literacy Support Team; the Knowing Science Program (K-5); new standards for September 2022 in Social Studies, Health and Physical Education; revision and alignment of all Arts disciplines for September 2022; and Industrial Arts automotive dual enrollment and certification process.
- Dr. Anemone then reviewed budget basics, how the budget is split into two parts (revenues and expenses), and what they entail. He also spoke about cumulative State Aid reductions and State Aid as a percentage of the budget. The local tax levy and local tax levy increases were outlined, showing an eleven (11) year average tax levy increase of 1.58%. He then showed the 2022-2023 budget with a local tax levy increase of 2%, and a general revenue decrease of 0.10%. Additionally, he outlined general fund revenues and general fund expenses for 2021-2022 and 2022-2023, showing the changes in each area, and presented the tax levy impact, showing the increase of school taxes on the median assessed home being \$98.34 per year, or \$8.20 per month. He then spoke about capital projects that included a new telephone system (Phase II), continued asbestos abatement at Apshawa/Macopin Schools, Science equipment replacement for Macopin School, water remediation at Macopin School, and McCormack Field parking lot paving. He concluded his presentation with an outline of proposed cuts and what the future looks like. Dr. Anemone is recommending that the District investigate opportunities to restructure. Dr. Anemone would like to form a Restructuring Committee, and he outlined what the Committee will be reviewing.

DISCUSSION: Board members voiced their concerns on the budget. Topics included teaching positions being cut; elementary classroom sizes being too large; proposed cuts to athletics; questions about a demographics study and building utilization study; and other positions being cut. Dr. Anemone and Ms. Francisco responded to their inquiries and provided additional information to the Board.

- Student Representative, Abigail Weiss, was absent. No report.

VII. DIRECTOR OF EDUCATION'S REPORT - Mr. Daniel Novak

- Mr. Novak congratulated all of the students inducted into the National Honor Society this evening, and stated that Macopin students will receive that recognition tomorrow night. Mr. Novak congratulated all students that are were recognized in various Senior events and their families.
- Mr. Novak spoke about our Juniors having the opportunity to visit the Northern New Jersey National College Fair, held at the Meadowlands. It was coordinated through our Guidance Department as a student trip on April 20th, with three (3) buses transporting students there during the school day. He stated it was a tremendous event and was well attended.

VII. DIRECTOR OF EDUCATION'S REPORT, Mr. Novak - Continued

- Mr. Novak stated we are at the beginning of NJSLA - New Jersey Student Learning Standards Assessment, and our students are off to a great start. Elementary schools will be wrapping up this week for their ELA Assessment and then will be going into Math and Science over the next few weeks. He indicated the Education Committee meeting minutes set forth the dates for all of the upcoming assessments, and the information is available on our website.
- Mr. Novak also spoke about the Summer Explorers STEM Camp. It has been expanded to two (2) weeks to provide more opportunity to students. The 120 maximum student capacity at Camp Vacamas for the first week was met very quickly after the registration link was opened. Parents will have the opportunity to register their children for the second week, and Mr. Novak will send notification via School Messenger to the community with the link for registration. Parents will get a confirmation email after they have registered their child. Mr. Novak also indicated that registration is open for our Summer Reading and Math program, which is being funded through COVID relief funds.
- Mr. Novak spoke about a message sent out with regard to sharing LinkIt results with the community. He explained to the Board what has been established for the District. He also spoke about tutorial videos being worked on that will be put in place.

VIII. SPECIAL REPORTS AND CORRESPONDENCE - Ms. Barbara Francisco, Board Secretary/Business Administrator

Motion by Mrs. O'Brien, seconded by Mrs. Dwyer, to approve the following Board of Education meeting minutes:

- March 22, 2022 Preliminary Budget Hearing/Special Action Meeting
- March 22, 2022 Executive Session
- March 29, 2022 Workshop/Regular Meeting
- March 29, 2022 Executive Session

VOICE VOTE:

All in Favor.

MOTION PASSED.

IX. PRESIDENT'S REPORT - Mrs. Lynda Van Dyk

Mrs. Van Dyk spoke about attending the Arts and Music Festival. She stated the students were outstanding and that the program was wonderful. She also spoke about the National Honor Society this evening, and that she would have liked to attend. She hopes a universal calendar of the entire District can be worked on to insure that overlaps are minimal regarding important events in the District. Dr. Anemone stated that this will be worked on. He will ask the Building Principals to clear their schedules on Tuesday nights when there are Board meetings, to avoid any further conflicts.

X. PUBLIC COMMENT - AGENDA ITEMS (PLEASE SIGN IN)

This portion of the meeting is open to members of the public for the purpose of addressing resolutions on this agenda only. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first.

X. PUBLIC COMMENT - AGENDA ITEMS - Continued

Each speaker will be given five (5) minutes, for a period of thirty (30) minutes; and then time permitting, other public comment limited to five (5) minutes per speaker will be allowed, until the thirty (30) minute period transpires. All members of the public speaking during this public comment period are asked to address topics listed in the agenda. All speakers are asked to sign the register provided and to give their full name, spell their last name, group affiliation, if appropriate, and provide their address. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate.

The Board asks that members of the public be courteous and respectful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged, and the Board and the Administration will not respond to them. Students and employees have specific legal rights afforded to them by the laws of New Jersey. The Board is not responsible and is not liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments. Members of the public are reminded that they are legally responsible and liable for their comments.

Motion by Mr. Stillman, seconded by Mrs. O'Brien, to close Public Comment.

VOICE VOTE: All in Favor. MOTION PASSED.

XI. MOTION BY MRS. O'BRIEN, SECONDED BY MRS. DWYER, TO ADOPT THE AGENDA AS PRESENTED.

VOICE VOTE: All in Favor. MOTION PASSED.

XII. OPERATIONS & FINANCE - Mr. Jaycen Stillman, Chairperson

Motion by Mr. Stillman, seconded by Mrs. O'Brien, to approve the following agenda item #1:

DISCUSSION: Mrs. Dwyer requested that item #1 be tabled until Mr. Guarino arrived at the meeting.

Motion by Mrs. Dwyer, seconded by Mrs. Romeo, to **TABLE** item #1 under Operations & Finance.

VOICE VOTE: All in Favor. MOTION PASSED.

Mr. Guarino arrived at the meeting at 7:51 p.m.

The Board left the Public Meeting at 7:51 p.m., for a ten (10) minute recess.

The Board returned to the Public Meeting at 8:01 p.m.

XII. OPERATIONS & FINANCE - Mr. Stillman, Chairperson - Continued

Motion by Mr. Stillman, seconded by Mr. Conklin to **UNTABLE** item #1 under Operations & Finance.

VOICE VOTE: All in Favor. MOTION PASSED.

Motion by Mr. Stillman, seconded by Mrs. O'Brien, to approve the following agenda item #1:

DISCUSSION: Mr. Guarino inquired about the general fund expenses and the addition of funds to general education in the amount of \$118,000.00, the decrease of 16% from Encore, and he asked why administration was being increased by \$128,000.00. Dr. Anemone and Ms. Francisco responded to his inquiries and provided additional information. Mr. Novak also provided an explanation regarding Encore and Federal grants that were received.

Mrs. Stephenson inquired about Encore and staying the same for next year. Mr. Novak responded to her inquiry and provided an explanation. Dr. Anemone also provided additional information on the Encore program.

Mr. Stillman inquired about the increase in Administration and if health benefits were included in that. Dr. Anemone and Ms. Francisco responded to his inquiry and provided an explanation.

Mr. Guarino asked Dr. Anemone to explain the administrative costs lower than the Northern Region limit on the budget presentation. Dr. Anemone responded to his inquiry.

- 1. **WHEREAS**, the tentative budget was adopted at the Public Meeting of the West Milford Township Board of Education on March 22, 2022, and advertised in accordance with statute for a public hearing to be held on April 26, 2022;

NOW, THEREFORE, BE IT RESOLVED, by the West Milford Township Board of Education, County of Passaic, that the **2022-2023 DISTRICT BUDGET** be approved as follows:

General Fund	\$72,799,290
Special Revenue	\$ 1,174,663
Debt Service	<u>\$ 612,250</u>
TOTAL BUDGET	\$74,586,203

BE IT FURTHER RESOLVED, that the following **GENERAL FUND AND DEBT SERVICE TAX LEVIES** be approved to support the 2022-2023 Final Budget:

General Fund	\$59,839,488
Debt Service	<u>\$ 304,084</u>
TOTAL	\$60,143,572

XII. OPERATIONS & FINANCE - Mr. Stillman, Chairperson - Continued

1. (Continued)

BE IT FURTHER RESOLVED, that included in budget line 620, Budgeted Withdrawal from Capital Reserve for Other Capital Projects is \$525,000, to be used towards asbestos floor abatement and replacement, Phase 2 of the telephone system replacement, the Macopin School parking lot paving, and water remediation for PFOA/PFOS.

BE IT FURTHER RESOLVED, that included in budget line 630, Budgeted Withdrawal from Maintenance Reserve for Budgeted Required Maintenance is \$150,000.

BE IT FURTHER RESOLVED, the budget is in conformity with regulations promulgated by the Department of Education.

ROLL CALL FOR ITEM #1:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Stillman	No	Mrs. Lockwood	No	Mr. Conklin	No
Mr. Guarino	No	Mrs. Dwyer	No	Mrs. O'Brien	No
Mrs. Stephenson	No	Mrs. Romeo	No	Mrs. Van Dyk	No

The **MOTION FAILED**.

DISCUSSION: Mr. Brown and Ms. Francisco explained to the Board what needs to be done going forward.

Mrs. Stephenson commented on proposed cuts on teachers and that administration costs need to be looked at.

Mr. Guarino also commented on non-renewals and also asked if administration costs can be looked at.

Mrs. Romeo stressed that she wants what is best for our students.

Mrs. Dwyer also commented that the teaching staff is very important to the Board and asked that administration try to save these teaching positions.

Ms. Francisco stated that money can be moved among expenditures within the budget, but to cut the final number would mean a reduction in the fund balance or the tax levy. That would create more issues for the following year's budget. She stated she is trying to preserve the programs we currently have. She also spoke about concerns of class sizes at the High School, and class sizes in three sections versus two.

Board members discussed scheduling another public meeting.

Dr. McQuaid spoke about leadership and administration in the District, and stated that we do not have a large administrative team in comparison to other Districts. She feels that our current administration has a vision for the future of moving the District forward.

Board members spoke about other areas that can be looked at under administration. They also discussed the budget and if changes can be made within the budget. Mr. Brown, Board Attorney, responded to their inquiry.

XII. OPERATIONS & FINANCE - Mr. Stillman, Chairperson - Continued

DISCUSSION: Board members agreed that the next Committee Meeting will be on Thursday, May 5, 2022, and a Special Meeting will be held on Tuesday, May 10, 2022.

Motion by Mr. Guarino, seconded by Mrs. Dwyer, to add a Special Meeting of the Board of Education on Tuesday, May 10, 2022, at 7:00 p.m.

VOICE VOTE: All in Favor. MOTION PASSED.

Motion by Mr. Stillman, seconded by Mrs. O'Brien, to approve the following agenda items #2, 3, 4, 7, 9 and 10:

ITEMS #5, 6, and #8 were TABLED and REMOVED FROM THE AGENDA

DISCUSSION: Mrs. Romeo made a motion to add a Utilization Study to item #2.

Motion by Mrs. Romeo, seconded by Mr. Guarino, to amended item #2 to include a Utilization Study in the amount of \$4,000.00.

ROLL CALL:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Conklin	Yes	Mrs. Lockwood	Yes	Mrs. Stephenson	Yes
Mrs. Dwyer	Yes	Mrs. O'Brien	Yes	Mr. Stillman	Yes
Mr. Guarino	Yes	Mrs. Romeo	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED.**

2. The recommendation of the Superintendent to accept a proposal from **ROSS HABER AND ASSOCIATES, LLC**, Milltown, New Jersey, for an Enrollment Projection and Demographic Study Update, in the amount of \$4,500.00, and a Utilization Study in the amount of \$4,000.00. (Documentation provided electronically.)
3. The recommendation of the Superintendent to approve a **TRANSPORTATION SHUTTLE TRIP REQUEST** from **WEST MILFORD LITTLE LEAGUE**, to provide shuttle services from the West Milford Recreation Center to Hillcrest Community Center, to accommodate extra parking for attendees of the West Milford Little League Opening Day event, retroactive from Saturday, April 23, 2022, at the in-county field trip transportation rate of \$40.00 per hour, and any associated overtime cost.
- (4.) The recommendation of the Superintendent to approve the completion of **SCHOOL BUS EMERGENCY EVACUATION DRILL REPORTS** for all routes, in accordance with N.J.A.C. 6A:27-11.2: (Documentation provided electronically.)

<u>Date</u>	<u>School</u>	<u>Principal/Supervisor</u>
4/19/2022	Apshawa	Dr. Elissa Scillieri
4/22/2022	Upper Greenwood Lake	Dr. Gregory Matlosz
4/20/2022	Paradise Knoll	Jennifer Miller

XII. OPERATIONS & FINANCE - Mr. Stillman, Chairperson - Continued

(4.) (Continued)

<u>Date</u>	<u>School</u>	<u>Principal/Supervisor</u>
4/20/2022	Marshall Hill	Patrick O'Donnell
4/20/2022	High School/Macopin	Matthew Strianse/Marc Citro
4/21/2022	Maple Road	William Kane
4/21/2022	Westbrook	Dr. Dana Swarts
4/22/2022	Highlander Academy	Nina Pearsall

7. The recommendation of the Superintendent to authorize the Business Administrator/Board Secretary to prepare bid documents and advertise for a Student Transportation Contract for In-District Route Combinations.

9. The recommendation of the Superintendent to approve payments to employees for participation in the **HEALTH BENEFITS INCENTIVE PROGRAM**. Account: 11-000-291-270-10-13-000 (Documentation provided electronically.)

10. The recommendation of the Superintendent to approve the **DONATION** of a ProWall Gaga Pit, valued at approximately \$14,870.00, from the Maple Road School PTO, for Maple Road Elementary School.

ROLL CALL FOR ITEMS #2, 3, 4, 7, 9, AND 10:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Stillman	Yes	Mrs. O'Brien	Yes	Mrs. Romeo	Yes
Mrs. Stephenson	Yes	Mrs. Lockwood	Yes	Mr. Conklin	Yes
Mr. Guarino	Yes	Mrs. Dwyer	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED**.

Motion by Mr. Stillman, seconded by Mrs. Dwyer, to approve the following agenda item #11:

11. The recommendation of the Superintendent to approve the **PAYROLL** of March 31, 2022 and April 15, 2022, in the amount of \$4,223,818.69. (Documentation provided electronically.)

ROLL CALL FOR ITEM #11:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Stillman	Yes	Mrs. Dwyer	Yes	Mr. Conklin	Yes
Mrs. Stephenson	Yes	Mrs. Lockwood	Yes	Mrs. Romeo	Abstain
Mr. Guarino	Abstain	Mrs. O'Brien	Yes	Mrs. Van Dyk	Abstain

The **MOTION PASSED**.

Motion by Mr. Stillman, seconded by Mr. Conklin, to approve the following agenda items #12 through #15:

XII. OPERATIONS & FINANCE - Mr. Stillman, Chairperson - Continued

12. The recommendation of the Superintendent to approve the **LIST OF BILLS/ VENDORS** for the period ending **April 26, 2022**, in the amount of \$1,432,460.89. (Documentation provided electronically.)

13. The recommendation of the Superintendent to approve the following **TRANSFER OF FUNDS RESOLUTION** for the period ending **April 26, 2022**:

BE IT RESOLVED, by the Board of Education of the Township of West Milford that the following transfers made on the financial records of the Board affecting the **2021-2022** budget be affirmed and approved. (See folder insert.)

Total transfers in the amount of \$52,665.49.

14. The recommendation of the Superintendent to approve the following Resolution:

WHEREAS, the Agenda file of **April 26, 2022** Regular Meeting of the Board contains the A148 Report of the Secretary and the A149 Treasurer's Monthly Report; and

WHEREAS, both the A148 and A149 are in agreement with the cash balance in the Governmental Funds of:

\$12,477,987.58 as of March 31, 2022; therefore

BE IT RESOLVED, that the Report of the Secretary and the Treasurer's Monthly Report be accepted. (Documentation provided electronically.)

15. The recommendation of the Superintendent to approve the following Resolution:

RESOLVED, that the Board certify as of March 31, 2022, after review of the Secretary's Monthly (A-148) Report and Treasurer's Monthly Report (A-149), and upon consultation with the appropriate district officials that, to the best of our knowledge, no major account or fund has been over-expended in accordance with N.J.A.C. 6A:23A-13.3 and 6A:23A-16.10, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

ROLL CALL FOR ITEMS #12 THROUGH #15:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Stillman	Yes	Mrs. O'Brien	Yes	Mrs. Romeo	Yes
Mr. Guarino	Yes	Mrs. Lockwood	Yes	Mr. Conklin	Yes
Mrs. Stephenson	Yes	Mrs. Dwyer	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED**.

XIII. PERSONNEL/STUDENT AFFAIRS - Mr. Raymond Guarino, Chairperson

NOTE: All appointees recommended for employment will meet the New Jersey State law requirements for the criminal history review prior to their start date.

XIII. PERSONNEL/STUDENT AFFAIRS - Mr. Guarino, Chairperson - Continued

Motion by Mr. Guarino, seconded by Mr. Conklin, to approve the following agenda items #1 through #32:

ITEMS #33 THROUGH 61 were TABLED and REMOVED FROM THE AGENDA

DISCUSSION: Mrs. Stephenson spoke about item #2.

Mrs. Lockwood spoke about item #11, and inquired about dates. Dr. Anemone responded to her inquiry.

Mrs. Van Dyk spoke about item #1, and wished her well in her retirement.

1. The recommendation of the Superintendent to accept, with regret, the resignation of **MARILUZ ALONSO**, Child Study Team Secretary, High School, effective June 1, 2022, for the purpose of retirement.
2. The recommendation of the Superintendent to accept the resignation of **LOREN GINTY**, School Psychologist, Districtwide, effective June 8, 2022.
3. The recommendation of the Superintendent to approve the appointment of **LISA RUFFO**, Cafeteria Aide, Westbrook School (PC#30.07.F4.BAP), at the annual salary of \$5,883.00 (prorated), without health benefits, effective April 27, 2022, through June 30, 2022, per Board of Education/WMCAA Agreement. (Replaces McGovern) Account: 11-000-262-107-10-10-000
- (4.) The recommendation of the Superintendent to approve the appointment of **HOLLY SETTINERI**, Replacement Health and Physical Education Teacher, High School (PC#99.09.00.BKE), at the per diem rate of \$200.00, with health benefits, effective April 27, 2022, through June 24, 2022, per Board of Education Agreement. (Replaces DiNetta) Account: 11-140-100-101-10-10-103
5. The recommendation of the Superintendent to approve an **EXTENSION** to the appointment of **LYNNE BLACKOWSKI**, Replacement Special Education Teacher (Resource Center), Macopin School (PC#99.08.00.CGZ), at the per diem rate of \$200.00, with health benefits, effective May 6, 2022, through June 3, 2022, then at the annual salary of \$55,700.00 (BA/1) (prorated), with health benefits, effective June 4, 2022, through June 24, 2022, per Board of Education Agreement. (Replaces Doell) Account: 11-130-100-101-10-10-103
6. The recommendation of the Superintendent to approve the appointment of **STEPHEN MANAHAN**, School Bus/Van Driver, Transportation (PC#25.18.T1.BEN), 4.25 hours/day, at the annual salary of \$16,324.97 (prorated), without health benefits, effective May 2, 2022, through June 30, 2022, per Board of Education/WMBDA Agreement. (Replaces Carmody) Account: 11-000-270-161-10-10-000

NOTE: Pending successful completion of road test.

7. The recommendation of the Superintendent to approve the appointment of **JAMES NAJARIAN**, School Bus/Van Driver, Transportation (PC#25.18.T1.BEU), 4 hours/day, at the annual salary of \$15,364.68 (prorated), without health benefits, effective May 2, 2022, through June 30, 2022, per Board of Education/WMBDA Agreement. (Replaces Van Wattering) Account: 11-000-270-160-10-10-000

NOTE: Pending successful completion of road test and fingerprint clearance.

XIII. PERSONNEL/STUDENT AFFAIRS - Mr. Guarino, Chairperson - Continued

8. The recommendation of the Superintendent to approve the appointment of **DEBBIE DIMITRION**, Vehicle Aide, Transportation (PC#25.18.T5.CC2), 4.75 hours/day, at the hourly rate of \$13.00 (Step 1), without health benefits, retroactive from March 30, 2022, through June 30, 2022, per Board of Education/WMBDA Agreement. (Replaces McGovern) Account: 11-000-270-161-10-10-000
9. The recommendation of the Superintendent to approve a leave of absence for **CHERI ORLANDO**, Media Specialist, Macopin School, with pay using sick days, retroactive from April 19, 2022, through May 23, 2022. (Medical)

NOTE: The employee may return prior to the above date pending medical certification.

10. The recommendation of the Superintendent to approve an **EXTENSION** to a leave of absence for **KRISTA PROVOST**, Social Studies Teacher, Macopin School, without pay under the Family Medical Leave Act, retroactive from April 19, 2022, through May 20, 2022. (Maternity/Child Rearing)

NOTE: The employee may return prior to the above date pending medical certification.

11. The recommendation of the Superintendent to approve **an amendment to a previously approved resolution (December 2021)** to the appointment of **GINA EDMOND**, Replacement Social Studies Teacher, Macopin School (PC#99.08.00.CHR), at the per diem rate of \$200.00, with health benefits, retroactive from **March 9, 2022**, through **May 12, 2022**, per Board of Education Agreement. (Replaces Provost) Account: 11-130-100-101-10-10-103

NOTE: The duration of this position is based on the date of the employee's return to work.

12. The recommendation of the Superintendent to approve a leave of absence for **KIRA LAYTON**, Mathematics Teacher, Macopin School, with pay using sick/personal days, retroactive from March 28, 2022, through April 1, 2022, then without pay under the Family Medical Leave Act, retroactive from April 4, 2022, through April 29, 2022. (Medical)

NOTE: The employee may return prior to the above date pending medical certification.

13. The recommendation of the Superintendent to approve a **TEMPORARY TRANSFER OF ASSIGNMENT** for **YUNNA BUKAS**, from In-School Suspension Monitor, High School, to Replacement Mathematics Teacher, Macopin School, at the per diem rate of \$200.00, retroactive from April 7, 2022, through April 29, 2022. (Replaces Layton) Account: 11-130-100-101-10-10-103

NOTE: The duration of this position is based on the date of the employee's return to work.

14. The recommendation of the Superintendent to approve a leave of absence for **ROBYN HEMPEL**, Cafeteria/SACC Aide, Maple Road/Apshawa Schools, with pay using one (1) sick day, effective May 10, 2022, then without pay, effective May 11, 2022, through May 31, 2022. (Medical)

NOTE: The employee may return prior to the above date pending medical certification.

XIII. PERSONNEL/STUDENT AFFAIRS - Mr. Guarino, Chairperson - Continued

15. The recommendation of the Superintendent to approve an **EXTENSION** to a leave of absence for **ANN CAMPBELL**, School Bus/Van Driver, Transportation, without pay, effective April 28, 2022, through June 30, 2022. (Medical)

NOTE: The employee may return prior to the above date pending medical certification.

16. The recommendation of the Superintendent to approve the following additions to the certified personnel list of **SUBSTITUTE TEACHERS/COACHES/NURSES/SPECIAL PROJECTS** for the 2021-2022 school year, effective April 27, 2022, through June 30, 2022:

LAUREN TIEMERS (Teacher)
MARIE FERRARA (Teacher)
NOAH REEVES (Teacher)

17. The recommendation of the Superintendent to approve the following additions to the non-certified personnel list of **SUBSTITUTE SECRETARIES/BUILDING AIDES/CAFETERIA AIDES/SPECIAL CLASS AIDES/SACC AIDES/OPERATIONS/SCHOOL BUS/VAN/SPECIAL USE VEHICLE DRIVERS & VEHICLE AIDES** for the 2021-2022 school year, effective April 27, 2022, through June 30, 2022:

SEAMUS BASKET (SACC)
BROKE BORNTRAGER (SACC)
DEREK NICHOLSON (SACC)
ALIYA PETRIELLO (SACC)
LAURA TIEMERS (Building Aide)
MARIE FERRARA (Building Aide, Cafeteria Aide, Secretary, Special Class Aide, SACC)

18. The recommendation of the Superintendent to approve a **TRANSFER OF ASSIGNMENT** for **MARGUERITE SWARTZ**, from Building Aide (Nurse's Office), High School, to Assistant Principals Secretary, High School (PC#65.09.S2.AYO), at the annual salary of \$49,464.00 (Step 1) (prorated), with health benefits, effective May 2, 2022, through June 30, 2022, per Board of Education Agreement/WMESA Agreement. (Replaces Murphy) Account: 11-000-240-105-10-10-149

19. The recommendation of the Superintendent to approve the following **TRANSFER OF ASSIGNMENTS** for the 2021-2022 school year, effective May 2, 2022, through June 30, 2022:

<u>Employee</u>	<u>From</u>	<u>To</u>
CHRISTOPHER MICARI (PC#45.08.M3.BCH) Account: 11-000-262-110-10-10-000	Custodian Marshall Hill	Custodian Macopin
EDWARD OLLEARO (PC#45.04.M3.BBU) Account: 11-000-262-110-10-10-000	Custodian Macopin	Custodian Marshall Hill

20. The recommendation of the Superintendent to approve a payment to **BETTY GARTNER**, Chaperone Substitute Nurse, in the total amount of \$1,100.00, for services effective June 15, 2022, through June 17, 2022, for the Macopin School 8th Grade trip to Washington, D.C. Account: 11-401-100-110-10-10-000

XIII. PERSONNEL/STUDENT AFFAIRS - Mr. Guarino, Chairperson - Continued

20. (Continued)

NOTE: Funded by students through the overall trip cost.

21. The recommendation of the Superintendent to approve a payment to **JOAN DARNSTEADT**, Chaperone Substitute Nurse, in the total amount of \$1,900.00, for services retroactive from April 8, 2022, through April 12, 2022, for the High School Band trip to Orlando, Florida. Account: 11-401-100-110-10-10-000

NOTE: Funded by students through the overall trip cost.

22. The recommendation of the Superintendent to retroactively approve **RONALD ROWE**, Districtwide, for a Parent Presentation on April 7, 2022, at the hourly rate of \$36.00, not to exceed two (2) hours, per Board of Education/WMEA Agreement - Account: 11-401-100-110-10-10-000.

23. The recommendation of the Superintendent to approve **JOSEPH JORDAN**, Graduation Videographer, High School/Macopin School, at the hourly rate of \$36.00, for ten (10) hours, for a total payment of \$360.00, for the 2021-2022 school year, per Board of Education/WMEA Agreement. Account: 11-000-240-320-09-09-000.

24. The recommendation of the Superintendent to approve the following **MACOPIN SCHOOL TEACHERS** for the 5th Grade Parents Presentation, at the hourly rate of \$36.00, not to exceed three (3) hours, per Board of Education/WMEA Agreement - Account: 11-401-100-110-10-10-000:

Employee

DIANA BIVONA	ALYSSA HAUSMANN
CHRISTINE ERRICHELLO	LINDA JACOBS
AMY FRITZ	SUSAN KACZOR
TRACY GENCARELLI	RACHEL ORR

25. The recommendation of the Superintendent to approve the following **APSHAWA SCHOOL STUDENT ACTIVITY CLUB, ADVISORS, AND HOURS** for the 2021-2022 school year, at the hourly rate of \$36.00, per Board of Education/WMEA Agreement - Account: 20-231-100-101-10-50-XXX - ESEA Title I Grant:

<u>Advisor</u>	<u>Club</u>	<u>Hours</u>	<u>Payment</u>
LINDSAY HEFFERON	Sunset Scholars	6	\$216.00
MALCOLM IRELAND	Sunset Scholars	6	\$216.00

NOTE: Funded through the ESEA Title I Grant.

26. The recommendation of the Superintendent to approve **JOHANNA ARCHER**, Advisor, Robotics Club, Upper Greenwood Lake School, for the 2021-2022 school year, at the hourly rate of \$36.00, not to exceed six (6) hours, per Board of Education/WMEA Agreement.

NOTE: Funded through the PTA.

XIII. PERSONNEL/STUDENT AFFAIRS - Mr. Guarino, Chairperson - Continued

27. The recommendation of the Superintendent to approve the following **FAMILY MATH NIGHTS, ADVISORS, AND HOURS** for the 2021-2022 school year, at the hourly rate of \$36.00, per Board of Education/WMEA Agreement - Account: 20-280-200-101-10-50-XXX - ESEA Title IV Grant:

<u>Employee</u>	<u>School</u>	<u>Hours</u>	<u>Payment</u>
KATIE BONFORTE	Paradise Knoll	2	\$72.00
JESSICA COHEN	Paradise Knoll	2	\$72.00
DEIRDRE COLLINS	Paradise Knoll	2	\$72.00
KELLY FRASCA	Paradise Knoll	2	\$72.00
TRICIA GINDER	Paradise Knoll	2	\$72.00
SHARON JENSEN	Paradise Knoll	2	\$72.00
LEIGH ANN MISIANO	Paradise Knoll	2	\$72.00
JODIE COMUNE	Westbrook	2.5	\$90.00
LAUREN MORAN	Westbrook	2.5	\$90.00
SUZANNE OESTERLE	Westbrook	2.5	\$90.00
ALISON PERRY	Westbrook	2.5	\$90.00

NOTE: Funded through the ESEA Title IV Grant.

28. The recommendation of the Superintendent to approve the addition of **KIMBERLY HEINER** to the **MARSHALL HILL SCHOOL FAMILY LITERACY NIGHT**, retroactive from April 7, 2022, in the amount of \$162.00, per Board of Education/WMEA Agreement - Account: 20-231-100-101-10-50-XXX - ESEA Title I Grant.

NOTE: Funded through the ESEA Title I Grant.

29. The recommendation of the Superintendent to approve **an amendment to a previously approved resolution (January 2022)**, for the following **MACOPIN SCHOOL STUDENT ACTIVITY CLUB, ADVISORS, AND HOURS** for the 2021-2022 school year, at the hourly rate of \$36.00, per Board of Education/WMEA Agreement - Accounts: 20-231-100-101-10-50-XXX - ESEA Title I Grant; 20-490-100-101-10-50-103 - ARP ESSER III Grant:

<u>Advisor</u>	<u>Club</u>	<u>Hours</u>	<u>Payment</u>
MONICA BOHORQUEZ-ZEMSER	AIM	32	\$1,152.00
DEBRA MASIELLO	AIM	32	\$1,152.00
MERJEME DUFFY	AIM	32	\$1,152.00
NANCY KENNY	AIM	32	\$1,152.00
JENNIFER FEAR	AIM	32	\$1,152.00
APRIL STEARNS	AIM	32	\$1,152.00
KRISTA TRIPODI	AIM	32	\$1,152.00

NOTE: Funded through the ESEA Title I Grant and ARP ESSER III Grant.

30. The recommendation of the Superintendent to approve the following **MACOPIN SCHOOL STUDENT ACTIVITY CLUB, ADVISOR, AND HOURS** for the 2021-2022 school year, at the hourly rate of \$36.00, per Board of Education/WMEA Agreement - Account: 20-490-100-101-10-50-103 - ARP ESSER III Grant:

<u>Advisor</u>	<u>Club</u>	<u>Hours</u>	<u>Payment</u>
CHRISTIAN CONWAY	Pokemon	7.5	\$270.00

NOTE: Funded through the ARP ESSER III Grant.

XIII. PERSONNEL/STUDENT AFFAIRS - Mr. Guarino, Chairperson - Continued

31. The recommendation of the Superintendent to approve **an amendment to a previously approved resolution (March 2022)** for the following staff members for the **SUMMER READING and LITERACY PROGRAM**, per contracted rate, per Board of Education/WMEA Agreement - Account: 20-487-100-101-10-50-103 - ARP ESSER III Grant:

<u>Employee</u>	<u>Payment</u>
DANIEL BROPHY	\$2,292.00
NICOLE GWINNETT	\$2,572.00
ILONA DeSANTIS (Nurse)	\$5,722.00

NOTE: Funded through the ARP ESSER III Grant.

32. The recommendation of the Superintendent to approve the following **MENTOR TEACHER PAYMENT** for the 2021-2022 school year:

<u>Provisional Teacher</u>	<u>Payment</u>	<u>Mentor Teacher</u>
JONELLE PETROU	\$91.65	Erin Branagan

ROLL CALL FOR ITEMS #1 THROUGH #32:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mr. Conklin	Yes	Mrs. Lockwood	Yes	Mrs. Stephenson	Yes
Mrs. Dwyer	Yes	Mrs. O'Brien	Yes	Mr. Stillman	Yes
Mr. Guarino	Yes	Mrs. Romeo	Yes	Mrs. Van Dyk	Yes*

*Mrs. Van Dyk "Abstained" on item #27.

The **MOTION PASSED**.

XIV. EDUCATION - Mrs. Teresa Dwyer - Chairperson

Motion by Mrs. Dwyer, seconded by Mr. Conklin, to approve the following agenda items #1 through #8:

DISCUSSION: Mrs. Van Dyk spoke about item #1.

1. The recommendation of the Superintendent to approve the following adjustments to the **2021-2022 SCHOOL/DISTRICT CALENDAR:**

May 27, 2022	Friday	Schools Closed
June 20, 2022	Monday	Macopin Promotion
June 21, 2022	Tuesday	High School Graduation
June 21, 2022	Tuesday	Last Day for Students & Staff
June 22, 2022	Wednesday	Supplemental Professional Development Day - Staff Only

NOTE: All schools will have early dismissal June 17, 20, and 21, 2022.

XIV. EDUCATION - Mrs. Dwyer, Chairperson - Continued

2. The recommendation of the Superintendent to submit the **AMERICAN RESCUE PLAN (ARP) HOMELESS II GRANT** application **FY 2021-2024**, in the amount of \$14,507.00.
3. The recommendation of the Superintendent to approve the re-adoption of the **MARSHALL MODEL** for Teacher Evaluations, for the 2022-2023 school year.
4. The recommendation of the Superintendent to approve the re-adoption of the **MLPR/MPPR** for Administrator Evaluations, for the 2022-2023 school year.
5. The recommendation of the Superintendent to approve the re-adoption of the **SPECIALIST RUBRICS** for Teacher Evaluations, for the 2022-2023 school year.
6. The recommendation of the Superintendent to approve **JEWISH VOCATIONAL SERVICE**, to provide a contracted Vocational Evaluation for student #67387, as per IEP.
7. The recommendation of the Superintendent to approve the following **SCHOOL YEAR SPECIAL EDUCATION OUT-OF-DISTRICT DAY SCHOOL TUITION CONTRACT**, retroactive from April 4, 2022, through June 30, 2022 (tuition prorated):

<u>Number of Students</u>	<u>Tuition</u>	<u>Placement</u>
1	\$18,096.00	Brownstone School
1:1 Aide Student #: 70547	\$14,300.00	Saddle Brook, New Jersey

NOTE: This is a change of placement.

8. The recommendation of the Superintendent to approve **TRAINING AND TRAVEL RELATED EXPENDITURES** for Instructional and School Support Staff, at the mileage rate established by the Board. (Documentation provided electronically.)

ROLL CALL FOR ITEMS #1 THROUGH #8:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Dwyer	Yes	Mr. O'Brien	Yes	Mrs. Romeo	Yes
Mrs. Stephenson	Yes	Mr. Stillman	Yes	Mr. Conklin	Yes
Mr. Guarino	Yes	Mrs. Lockwood	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED.**

XV. POLICY - Mrs. Courtney Stephenson, Chairperson

Motion by Mrs. Stephenson, seconded by Mrs. Lockwood, to approve the following agenda items #1 through #5:

DISCUSSION: Mrs. Romeo inquired about item #1. Mrs. Stephenson and Mrs. Van Dyk responded to her inquiries. Ms. Francisco also responded to her inquiries. It was also discussed by Mr. Guarino, Mrs. O'Brien, and Mrs. Lockwood.

XV. POLICY - Mrs. Stephenson, Chairperson - Continued

1. The recommendation of the Superintendent to approve the second reading of a **revised BYLAW** entitled, "Board Committees." (Code 0155) (Documentation provided electronically.)
2. The recommendation of the Superintendent to approve the first reading of a **revised POLICY** entitled, "Sick Leave" (Teaching Staff Members). (Code 3432) (Documentation provided electronically.)
3. The recommendation of the Superintendent to approve the first reading of a **revised REGULATION** entitled, "Sick Leave" (Teaching Staff Members). (Code 3432) (Documentation provided electronically.)
4. The recommendation of the Superintendent to approve the first reading of a **revised POLICY** entitled, "Sick Leave" (Support Staff Members). (Code 4432) (Documentation provided electronically.)
5. The recommendation of the Superintendent to approve the first reading of a **revised REGULATION** entitled, "Sick Leave" (Support Staff Members). (Code 4432) (Documentation provided electronically.)

ROLL CALL FOR ITEMS #1 THROUGH #5:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Stephenson	Yes	Mrs. Lockwood	Yes	Mr. Guarino	Yes
Mrs. O'Brien	Yes	Mr. Stillman	Yes	Mrs. Dwyer	Yes
Mrs. Romeo	Yes*	Mr. Conklin	Yes	Mrs. Van Dyk	Yes

*Mrs. Romeo voted "No" to item #1.

The **MOTION PASSED.**

XVI. COMMITTEE REPORTS/LIAISONS

Parks & Recreation - Mr. Conklin - No report.

Safety - Mrs. Van Dyk stated there are no meetings scheduled at this time.

Superintendent's Roundtable - Mrs. Lockwood/Mrs. Van Dyk. Mrs. Lockwood read the minutes from the March 31st meeting. Discussion included the proposed budget; raising fees for High School athletics and clubs; dress code enforcement at the High School and Macopin; NJGPA and when scores will be available to parents; snow days; follow-up on the website; spirit wear designs for Elementary schools and Highlander Pride; and the quality of lunches being served and what Food Service vendors are being used in surrounding Districts. The next meeting will be on April 28th.

Passaic County School Boards Association - Mrs. Dwyer/Mrs. Van Dyk. Mrs. Van Dyk indicated there is a meeting on May 2, 2022.

New Jersey School Boards Association - Mrs. Dwyer/Mrs. Van Dyk - No report.

Legislative - Mrs. O'Brien spoke about Governor Murphy directing the New Jersey Department of Education to review the standards of the New Jersey's Comprehensive Health and Physical Learning Standards, and provide further clarification on what age appropriate guidelines look like for students.

XVI. COMMITTEE REPORTS/LIAISONS - Continued

Legislative (cont'd) - The Governor noted the learning standards in question were crafted over five months in collaboration with a variety of stakeholders, including parents, experts and teachers to ensure that students receive age appropriate and inclusive health education. Mrs. O'Brien also spoke about the Chairperson of the Senate Education Committee, who represents District 11. He has taken notice of the confusion surrounding New Jersey's Comprehensive Health and Physical Learning Standards and has announced plans to introduce legislation that would ensure parents and guardians are fully informed of the school curriculum on health and sex education; be provided the opportunity to review educational materials on the subject; allow parents to meet with local school officials to get questions answered; and given the option to opt out if parents would rather teach health and sex education to their children, instead of their school. Mrs. O'Brien indicated that all of the information can be reviewed at www.nj.gov/education.

Technology Oversight - Mr. Guarino spoke about collection of Chromebooks and also spoke about the website on track for an August 15th release. We will have access to the current website until August 31st, which gives us a two (2) week overlap to transition to Blackboard. He also spoke about a webmaster to be put in place to oversee the website. He discussed cyber security, as well as the new phone system and bids that have been received.

Township/Board of Education Joint Committee - Mrs. Dwyer/Mrs. Van Dyk/ Mr. Guarino - The next meeting will be on Friday, May 6, 2022.

West Milford Municipal Alliance - Mrs. Stephenson/Mrs. Romeo - Mrs. Romeo indicated there was a meeting on April 11th. There was a presentation by the Heroes and Cool Kids Advisor from the High School, and there are 40 or more students in this program, with high academic standing. The High School students do a mentorship/student role model/peer leadership program to the 5th Graders. She spoke about WMMA membership, and indicated that the next meeting will be on May 9, 2022. She also spoke about an upcoming event called the Scott's Fun Run to be held on May 22, 2022, at the Parks and Recreation Center, to help fund recovery of addiction. Mrs. Romeo provided information to the Board on upcoming workshops.

XVII. OLD BUSINESS

Mrs. Stephenson spoke about the fields. She asked if this can be discussed at the upcoming Township/Board of Education Joint Meeting and to discuss it with the Parks & Recreation Department.

Motion by Mr. Guarino, seconded by Mrs. Dwyer, to close Old Business.

VOICE VOTE: All in Favor. MOTION PASSED.

XVIII. NEW BUSINESS

Mrs. Stephenson spoke about the Committee Liaisons, and if a substitute can be present for a meeting if someone who normally attends cannot on that day.

Mr. Guarino indicated that some of the meetings are public meetings and that, in most instances, anyone can attend.

XVIII. NEW BUSINESS - Continued

Motion by Mr. Guarino, seconded by Mrs. Romeo, to close New Business.

VOICE VOTE: All in Favor. MOTION PASSED.

XIX. PUBLIC COMMENT - AGENDA OR NON-AGENDA ITEMS (PLEASE SIGN IN)

This portion of the meeting is open to members of the public having a legitimate interest in the actions of the Board for the purpose of addressing any subject matter pertinent to and/or directly related to the operation of the West Milford Public School District. Members of the public who have requested to speak prior to the meeting will be recognized by the chair first. Each speaker will be given five (5) minutes, for a period of thirty (30) minutes; and then time permitting, other public comment limited to five (5) minutes per speaker will be allowed, until the thirty (30) minute period transpires. All speakers are asked to sign the register provided and give their full name, spell their last name, group affiliation, if appropriate, and provide their address. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate.

The Board asks that members of the public be courteous and respectful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged, and the Board and the Administration will not respond to them. Students and employees have specific legal rights afforded to them by the laws of New Jersey. The Board is not responsible and is not liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments. Members of the public are reminded that they are legally responsible and liable for their comments.

Motion by Mr. Stillman, seconded by Mrs. Stephenson, to close Public Comment.

VOICE VOTE: All in Favor. MOTION PASSED.

XX. EXECUTIVE SESSION

At 9:24 p.m., Mrs. Dwyer made a motion, seconded by Mrs. Romeo, to go into Executive Session for approximately forty (40) minutes, for the purpose of discussing personnel appointments, resignations, current litigation matters, special education matters, HIBs, negotiations, and matters of attorney/client privilege. The Board will return and action will be taken.

The executive session minutes will not be released until such time as the privilege or confidentiality is no longer applicable.

VOICE VOTE: All in Favor. MOTION PASSED.

XX. EXECUTIVE SESSION - Continued

The Board returned to the Public Meeting at 9:48 p.m.

ROLL CALL UPON RETURN FROM EXECUTIVE SESSION:

TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE	TRUSTEE	ATTENDANCE
Mrs. Romeo	Present	Mrs. Dwyer	Present	Mrs. Lockwood	Present
Mrs. Stephenson	Present	Mrs. O'Brien	Present	Mr. Conklin	Present
Mr. Stillman	Present	Mr. Guarino	Present	Mrs. Van Dyk	Present

XIV. EDUCATION - Mrs. Teresa Dwyer - Chairperson

Motion by Mrs. Dwyer, seconded by Mrs. O'Brien, to approve the following agenda item #9:

9. The recommendation of the Superintendent to approve the following Resolution:

WHEREAS, in accordance with the requirements set forth in P.L. 2010, Chapter 122, the West Milford Board of Education has received results of HIB investigative reports on **April 26, 2022**; therefore,

BE IT RESOLVED, that the West Milford Board of Education approves issuance of written decisions affirming, rejecting or modifying the Superintendent's determination in the following HIB investigation(s):

<u>Incident Report Number</u>	<u>Board Determination</u>
2022/E-3	Substantiated
2022/E-4	Substantiated
2022/M-11	Substantiated
2022/M-12	Substantiated
2022/H-8	Substantiated

ROLL CALL FOR ITEM #9:

TRUSTEE	VOTE	TRUSTEE	VOTE	TRUSTEE	VOTE
Mrs. Dwyer	Yes	Mrs. Lockwood	Yes	Mrs. Romeo	Yes
Mrs. Stephenson	Yes	Mrs. O'Brien	Yes	Mr. Conklin	Yes
Mr. Guarino	Yes	Mr. Stillman	Yes	Mrs. Van Dyk	Yes

The **MOTION PASSED.**

XXI. ADJOURNMENT

Motion by Mr. Guarino, seconded by Mr. Conklin, to adjourn the meeting at 9:50 p.m.

VOICE VOTE:

All in Favor.

MOTION PASSED.

Respectfully submitted,

Barbara Francisco
Board Secretary