CLEARVIEW REGIONAL HIGH SCHOOL DISTRICT Mullica Hill, New Jersey

Board of Education Meeting October 18, 2012

Call to Order:

The Regular Meeting of the Clearview Regional Board of Education was held on the above date in the Administration Building Public Meeting Room. Mr. Campbell called the meeting to order at 7:02 p.m.

Statement of Public Meeting in Accordance with the New Jersey Public Meetings Act:

It was announced that in accordance with the Open Public Meetings Act (Chapter 231, P.L. 1975), advance notice of this meeting has been provided by publishing written notice in the media, posting notice at the District Administration Building and Township of Harrison Municipal Building.

Members Present:

Mrs. Atkins, Mr. Coughlan, Mrs. Lundberg, Mr. Petrille, Mr. Campbell, President, Mr. Horchak, Superintendent, Mrs. Cummins, Assistant Superintendent for Curriculum and Instruction, and Mrs. Pennell, Business Administrator.

Members Absent:

Mrs. Giaquinto, Mr. Hughes, Mr. Trifiletti, and Mr. Van Noy.

Public Present:

Steve Ogden, Mitchell Ogden, Joyce Kerasinis, S. Bartholomew, Linda and Mike Darpino, Isabella Baita, Ryan Hopely, Greg Hopely, Marilyn Goetz, Patty Arni, Natalie Fortunato, Christina Boody, and Paul Ware.

Flag Salute:

The flag salute was said by all present.

Minutes:

Mrs. Lundberg moved, seconded by Mr. Coughlan, that the Board of Education approve the following Minutes:

a. September 20, 2012 Regular Meeting and Executive Session

Aye:	Mr. Coughlan and Mrs. Lundberg		
Nay:	None		
Abstention:	ion: Mrs. Atkins, Mr. Petrille, and Mr. Campbell		

Correspondence:

- a. A letter was received from Peter Scirrotto, Mantua Township Mayor, congratulating the district on being ranked 64th overall in Philadelphia Magazine's 100 Best Schools in the Philadelphia area and first among schools in Gloucester County.
- b. NJ Department of Transportation Application for State Aid for Breakneck Road Pedestrian Tunnel received from Pennoni Associates, Inc.

Public Comments:

- a. Mitchell Ogden discussed the district's Honor Roll system policy. (Attachment A)
- b. Greg Harbaugh requested Board consideration in moving the football game back to Thanksgiving Day.
- c. Mike Darpino supported moving the football game back to Thanksgiving Day for the good of the community and team.
- d. Joyce Kerasinis supported moving the football game back to Thanksgiving Day to allow alumni time to return and attend.

Mr. Campbell stated that the Board will look into the feasibility of having the game played on Thanksgiving Day.

Committee Reports

Finance

Line item transfers were tabled due to 2/3 membership not being present.

Mr. Coughlan moved, seconded by Mrs. Lundberg, that the Board of Education approve the following Finance Items:

Bill Lists for Payment

Approved the bill lists for payment as follows (Attachment B):

- a. September 30, 2012 Bill Lists
- b. Revised August Bank Transfers
- c. October 18, 2012 Cafeteria Bill List
- d. October 18, 2012 Bill List
- e. October 18, 2012 Capital Projects Bill List

Board Secretary's Report

Board approval of the Board Secretary's Report for August 2012 in accordance with 18A:17-36 and 18A:17-9 to include the Monthly Certification that no line item account has encumbrances and

expenditures which in total exceed the item appropriation in violation of N.J.A.C. 6A:23A-16.10(c)3, the Reconciliation Report and Monthly Board Certification for August 2012 as follows (Attachment C):

Revenue/Amounts/Sources

RESOLVED that the Clearview Regional Board of Education recognizes the Board Secretary's certification in accordance with N.J.A.C. 6A:23A-10.10(c)3, that there are changes in anticipated revenue amounts or revenue sources as noted below.

Board Certification:

The Clearview Regional Board of Education hereby certifies, pursuant to N.J.A.C. 6A:23A-16.10(c)4, that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge, no major account or funds have been over expended in violation of N.J.A.C. 6A;23A-16.10(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

<u>Travel and Work Related Expenses: Employee</u>

Approved the Resolution for Travel and Work Related Expenses: Employee. (Attachment D)

Account Reports

Approved the following account reports:

- a. Adult School September 2012
- b. Student Activities September 2012
- c. Athletics Account September 2012

Revised 2012/2013 IDEA Allocation – Nonpublic

Approved the revised 2012/2013 IDEA Allocation – Nonpublic (Attachment E)

Carry Over 2011/2012 NCLB Funds into the 2012/2013 Year

Approved to carry over 2011/2012 NCLB funds into the 2012/2013 year as follows:

- a. Title I \$2,986.12
- b. Title II-A \$3,969.10

Charging Salary to NCLB Grant

Approved to charge 50% of Michael Cockrell's salary to the 2012/2013 NCLB Grant in lieu of Sarah Musto (originally approved 9/20/12).

Contract with Ricoh USA

Approved to enter into a 60 month contract with Ricoh USA, Inc. for an Aficio Pro 1107ex Digital Copier at \$702.96/month to replace the current copier in MS Room 419. This contract is available under NJ State #82709.

The motion was unanimously approved.

Buildings & Grounds

Mr. Petrille moved, seconded by Mrs. Atkins, that the Board of Education approve the following Buildings & Grounds items:

Resolution for the Submission of 3 Year Comprehensive Maintenance Plan

Approved the Resolution for the Submission of the 3 Year Comprehensive Maintenance Plan.

Long Range Facilities Plan

Approved the resolution to amend the Long Range Facilities Plan for the following renovation projects (Attachment F):

- a. HS Room 712
- b. HS Room 714
- c. HS Rooms 504/506

The motion was unanimously approved.

Transportation

Mrs. Lundberg moved, seconded by Mr. Petrille, that the Board of Education approve the following Transportation Item:

Jointures for 2012/2013 School Year

Approved the following jointures for the 2012/2013 school year:

- a. Clearview jointure with Pennsauken to transport 2 homeless students to Clearview on Route C201 at a cost of \$2,340.
- b. Clearview jointure with Deptford to transport 1 homeless student to GCIT on Route C52 at a cost of \$2,340.

The motion was unanimously approved.

Student Activities

Mrs. Atkins moved, seconded by Mrs. Lundberg, that the Board of Education approve the following Student Activities Items:

Field Trip Requests

Approved the following Field Trip Requests during the 2012/2013 school year:

- a. PA Renaissance Faire Grades 10-12 90 students Chaperone(s); S. Barry, M. Goetz, B. Tweed, L. Seybold Shakespeare Studies I students
- b. Rowan University SCMD students 8 students Chaperone(s); V. Rosi, A. Shute Students will learn use of technology to improve reading and writing skills.
- c. Shop Rite SCCD Students 5-8 students Chaperone(s); V. Rosi, E. Barca, J. Chini Shopping for Pioneer Pantry; Life Experiences.
- d. Kimmel Center Grades 9-12 30 students Chaperone(s); D. Gable, N. McBride Open Rehearsal of the Philadelphia Orchestra.
- e. Lockhead Martin Grades 10-11 6 students Chaperone(s); M. Parr, J. Marinelli Women in Engineering Day
- f. TCNJ, Ewing NJ Grades 11-12 9 students Chaperone(s); M. Parr Leadership Academy for TSA
- g. TSA State Competition Grades 9-12 50 students Chaperone(s); M. Parr, J. Marinelli, M. Mozzachio
- h. Crowne Plaza Grades 9-12 15 students Chaperone(s); S. Jones-Damminger, B. Zander, I. Mazzuca FCCLA State Conference
- i. Rowan University Grades 9-12 70 students Chaperone(s); J. Satterfield, M. Porter, M. Conklin, L. Feinberg, I. Mazzuca SURE Conference
- j. Urban Promise Grades 10-12 40 students Chaperone(s); J. Satterfield, Guidance Counselor Partnership with Urban Promise to include SURE and Humanitarian Studies students.
- k. Rowan University Grades 9-12 30 students Chaperone(s); D. Gable, T. Maioriello TI:ME NJ Chapter Student Music Tech Expo
- I. Widener University Grades 11-12 14 students Chaperone(s); J. Marinelli Engineering Competition
- m. Rider University Grades 10-12 50 students Chaperone(s); S. Barry, TBD Shakespeareance Festival and Competition
- n. KYW-TV (CBS 3) Grades 11-12 29 students Chaperone(s); J. Noguera, M. Mozzachio Behind the scenes tour of newscast production.
- o. DECA National Conference Grades 9-12 10-15 Students Chaperone(s); J. Burch, TBD
- p. DECA State Conference Grades 9-12 65+ students Chaperone(s); J. Burch, C. Stahelek,
 L. Piotti, D. Haye
- q. DECA Regional Conference Grades 9-12 125 students Chaperone(s); J. Burch, C. Stahelek, L. Piotti, D. Haye, C. Carlin
- r. Deptford Mall SCMD students 53 students Chaperone(s); D. DeNafo, J. Habina, L. Tiedeken, S. Tursi, D. D'Agostini, C. Lord, J. Bast, E. Barca, V. Rosi, J. Chini, D. Fellona

- s. Pitman Theatre SCMD students 16 students Chaperone(s); D. DeNafo, J. Habina, S. Tursi, L. Tiedeken, D. D'Agostini, C. Lord, L. Tiedeken
- t. Camden Aquarium SCMD students 31 students Chaperone(s); D. DeNafo, J. Habina, V. Rosi, D. Fellona, J. Bast, E. Barca, D. D'Agostini, C. Lord, S. Tursi, L. Tiedeken, Nurse
- u. Brunswick Lanes SCMD students 31 students Chaperone(s); D. DeNafo, J. Habina, S. Tursi, L. Tiedeken, D. D'Agostini, C. Lord, D. Fellona, V. Rosi, J. Bast, L. Tiedeken
- v. Battleship NJ SCMD students 25 students Chaperone(s); D. DeNafo, V. Rosi, D. Fellona, D. D'Agostini, J. Bast, L. Tiedeken, C. Lord
- w. Pitman Theatre SCMD students 16 students Chaperone(s); D. DeNafo, J. Habina, S., Tursi, L. Tiedeken, D. D'Agostini, L. Tiedeken, C. Lord
- x. Colonial Pennsylvania Plantation SCMD students Chaperone(s); D. DeNafo, J. Habina, S. Tursi, C. Lord, D. D'Agostini, L. Tiedeken, Nurse
- y. Pitman Manor SCMD students 5 students Chaperone(s); D. DeNafo Volunteer with residents for social skills and work skills.
- z. Hershey PA Grades 9-12 40 students Chaperone(s); T. Maioriello, R. Jameson Band to perform at ACC Championship

Athletic Schedule Changes

Approved the athletic schedule changes. (Attachment G)

After School Activity/Club

Approved the following after school activity/club with Jeannie Long as the volunteer club advisor along with the Variety Club:

<u>Autism Awareness</u> – To allow students to spread awareness about Autism so that students in our community/school can feel accepted. (Attachment H)

The motion has been unanimously approved.

Instruction

Mrs. Atkins moved, seconded by Mr. Coughlan, that the Board of Education approve the following Instruction Items:

Approved a student (TC 0002226) to attend the GCSSSD BDC Annex program in lieu of Archbishop Damiano (previously approved), effective 11/1/12. Tuition to be \$33,930 and 1-1 Aide cost to be \$34,650.

Services to be Provided by GCSSSD

Approved the following services to be provided by GCSSSD during the 2012/2013 school year:

- a. OT, PT and Speech Language evaluations for a student (TC 0002226) at a cost of \$300 an evaluation.
- b. Increasing PT services to the district from 4 hrs./week to 8 hrs./week due to increased needs, paperwork and travel time (\$80/hr.)
- c. Increasing OT services from 6 hrs./week to 8 hrs./week due to increased needs, paperwork and travel time (\$80/hr.)
- d. Behavior/Educational Consultation for the district self-contained programs not to exceed 25 hrs. for the year at a cost of \$108/hr.
- e. A home services assessment for autism outreach for a student (TC 0002044) at a cost of \$680.

Revised Tuition Rates

Approved the following revised tuition rates for 2012/2013 school year for out-of-district placements:

Student Tracker	Original Amount	Revised Amount	Total		
Code/Correction					
HollyDell	·				
0001386	\$68,334.48	\$57,477.60	(\$10,856.88)		
0001289	\$68,334.48	\$57,477.60	(\$10,856.88)		
0002101	\$68,334.48	\$57,477.60	(\$10,856.88)		
Larc School					
0002044	\$75,062.40	\$64,339.20	(\$10,723.20)		
0002072	\$75,062.40	\$64,339.20	(\$10,723.20)		

Revised Rate for Job Coaching

Approved a revised rate of \$25.50 (originally approved \$25/hr.) for 2 students (TC 0001243 and TC 0001139) to have a job coach for 2 ½ hrs./day while attending the Abilities Center.

ESY Tuition and Job Coaching Amounts Omitted from List

Approved the following ESY Tuition and Job Coaching amounts for a student (TC 0001139) omitted from the list approved in June 2012:

- a. Abilities Center Tuition 7/10/12 through 8/15/12 \$1,610.79
- b. Job Coaching at the Abilities Center (\$25.50/hr.) as follows:
 - i. July 32.5 hrs. \$828.75
 - ii. August 17.5 hrs. \$446.25

Academic Assistance After-School Program

Approved the Academic Assistance After-School Program (1.5 hrs. on Mondays, 10/22/12-6/3/13; 1.5 hrs. on Thursdays, 10/25/12-6/6/13).

Apex Learning Digital or On-Line Curriculum

Approved Apex Learning digital or on-line curriculum for a full range of courses for the Alternative Program and Home Instruction. Contract for the 2012/2013 school year to be approved at a subsequent board meeting.

The motion was unanimously approved by a roll call vote.

Aye:	Mrs. Atkins, Mr. Coughlan, Mrs. Lundberg, Mr. Petrille, and Mr. Campbell		
Nay:	None		

Technology

Mr. Coughlan moved, seconded by Mrs. Atkins, that the Board of Education approve the following Technology Items:

Memorandum of Agreement

Approved the memorandum of agreement between DLA Disposition services and Clearview to accept the donation of approximately 22 Dell laptop computers, Model D830.

The motion was unanimously approved.

Community Relations, Policy & Legislation

Mrs. Lundberg moved, seconded by Mrs. Atkins, that the Board of Education approve the following Community Relations, Policy & Legislation Items:

<u>Resolution with Archway Programs, Inc.</u>

Approved the resolution with Archway Programs, Inc. for retro-active adjustments for the fiscal years 1994/1995 through and including 1998/1999.

First Reading of Policies

Approved the first reading of the following policies:

- a. Policy 3370 Teaching Staff Member Tenure.
- b. Policy 4216 Dress and Grooming

Tuition Students for 2012/2013 School Year

Approved to accept the following tuition students for the 2012/2013 school year:

- a. Students from Pennsauken Public Schools (Homeless)
 - i. Grade 8 201209466
 - ii. Grade 8 201209465
- b. Grade 12 student (#2013189) Parent paid non-resident student \$6,500

Uniform State Memorandum of Agreement

Approved to accept the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (Mantua/Harrison Twps.). A hard copy of the full agreement will be available at the meeting if you are interested in reviewing it.

School Counseling Internship

Approved to allow Jessica Datz to conduct her School Counseling Internship under the supervision of Lisa Marandola, HS Counselor. This internship would take place during the Spring Semester of 2012/2013. This internship will be completed outside of regular work hours.

The motion was unanimously approved by a roll call vote.

Aye:	Mrs. Atkins, Mr. Coughlan, Mrs. Lundberg, Mr. Petrille, and Mr. Campbell	
Nay:	None	

Information

1. Sample Resolution, Amend Federal Budget Control Act of 2011.

HIB Report

Acknowledgement of the Monthly HIB Report from the Superintendent as per Policy 5512.

Executive Session

Mr. Petrille moved, seconded by Mrs. Lundberg, that the Board of Education adjourn into Executive Session.

Board approval of the resolution to adjourn into executive session for the following reasons (Attachment I): The matters included in the Personnel section of the agenda.

Closed session will be for approximately 20 minutes. If discussions are finished prior to approximately 20 minutes, the Board will wait the entire time period before reconvening. Official action will be taken with the Board reconvenes.

The motion was unanimously approved.

The meeting went into Executive Session at 7:44 p.m.

Public Session

Mr. Petrille moved, seconded by Mrs. Lundberg, that the Board of Education reconvene into Public Session.

The motion was unanimously approved.

The meeting reconvened into Public Session at 8:06 p.m.

Personnel/Negotiations

Mr. Petrille moved, seconded by Mrs. Lundberg, that the Board of Education approve the following Personnel/Negotiations Items:

Home/Supplemental Instruction

Approved the following Home/Supplemental Instruction:

a. Grade 12 student #201209460 (Discipline)

Effective October 9, 2012

Instructor(s): Jim Woolbert

- i. English III 72 hrs. total
- ii. English IV 72 hrs. total
- iii. Integrated Math IV 72 hrs. total
- iv. Geometry 72 hrs. total
- v. Biology 36 hrs. total
- vi. Career Education 36 hrs. total

Substitute Appointments

Approved the following substitute appointments for the 2012/2013 school year:

Substitute Teacher:

- a. Sharon DiCenzo
- b. Michelle Siderio
- c. Stacey Craig
- d. Collin Maier
- e. David Weikart
- f. John Forte

Special Olympic Bowling Coaches

Approved Deana DeNafo and Janet Habina to coach Special Olympic Bowling for a total of 86 hrs./each (65 hrs./each for practices and 21 hrs./each for competitions). Compensation to be at \$34.03/hr. and funded through IDEA.

Diagnostic and Assessment Services

Approved Liz Warden to provide diagnostic and assessment services for ELL students during the 2012/2013 school year – Up to 10 hrs at \$40/hr.

Middle School English/Language Arts Curriculum

Approved Michel Richard to complete Middle School English/Language Arts Curriculum - – up to 10 hrs. at \$34.03/hr.

Academic Assistance After-School Program

Approved the following employees for the Academic Assistance After-School Program (2 people each day - 1.5 hrs. each on Mondays, 10/22/12-6/3/13; 1.5 hrs. each on Thursdays, 10/25/12-6/6/13) – Rate of pay \$30/hr.

- a. Peter Burgio
- b. Monica Kelly
- c. Christinia Monti-Laumer
- d. Rebecca Partesi
- e. Stephanie Scarpa (substitute)

Letter of Resignation

Approved to accept a letter of resignation from Anne Gaglianese, General Aide, effective October 19, 2012.

Tuition Reimbursements

Approved the following tuition reimbursements (this recommendation is contingent upon the current language in the Collective Bargaining Agreement, which states: "One-third of the annual tuition bank shall be allotted to each trimester". If the language is changed during negotiations, the timing and amount of reimbursement will change to comply with the new language):

- a. Erin Chew The College of NJ Creating Health & Balance 1/11/13 through 1/27/13 3 Credits
- b. Erin Chew The College of NJ Motivation: Inspiring Classroom Success 2/8/13 through 2/24/13 3 Credits

- c. Christinia Monti-Laumer The College of NJ Creating Health & Balance 1/11/13 through 1/27/13 3 Credits
- d. Christinia Monti-Laumer The College of NJ Motivation: Inspiring Classroom Success –
 2/8/13 through 2/24/13 3 Credits
- e. John Wiseburn The College of NJ Creating Health & Balance 1/11/13 through 1/27/13 3 Credits
- f. John Wiseburn The College of NJ Motivation: Inspiring Classroom Success 2/8/13 through 2/24/13 3 Credits

Leaves of Absence

Approved the following leaves of absence:

- a. A maternity leave of absence for Kristine Lafferty, HS Teacher, for the 2013/2014 school year.
- b. A compensated FMLA leave of absence for Julie Chini, HS Teacher from September 11 through September 28, 2012.
- c. A compensated reduced FMLA leave of absence (1/2 days) for Julie Chini, HS Teacher from October 1 through October 10, 2012.
- d. A compensated FMLA leave of absence for Terrie Olivo from September 24, 2012 to October 16, 2012.

Bus Driver/Bus Aide Re-Certifications

Approved the following bus driver/bus aide re-certifications to be effective November 1, 2012:

- a. Debbie Ebling, Aide a reduction of 2.5 hrs.
- b. Kelly Facchine, Driver Additional .5 hr.
- c. Barbara Heitman, Driver additional .25 hr.
- d. Bonnie Karbett, Driver additional 1 hr.
- e. Leslie Litsch, Driver additional 1.5 hrs.
- f. Maria Ragnelli, Aide additional .25 hr.
- g. Rhonda Tusevicus, Driver additional 1 hr.

Teacher's Assignments

Approved the following teacher's assignments to be split between the High School and Middle School:

- a. Amy Troxel, Music
- b. Tom Maioriello, Music
- c. Gerald DeLoach, Music
- d. Paul Tomlin, Music
- e. Nicholas McBride, Music
- f. Nickolas Noone, Math
- g. Lisa Massing, Special Education Math

Co-Curricular Appointments

Approved the attached Co-Curricular Appointments and Extra Duty Stipends for the 2012/2013 school year. (Attachment J)

<u>Substitute Teacher - Alternative School</u>

Approved Diane Burns as a substitute teacher in the Alternative School for the 2012/2013 school year - \$32.50/hr.

Bus Aide Position

Approved Jennifer Schwartzer, for the position of Bus Aide (on an emergent hire basis) -4.25 hrs./day (1.75 hrs. on Route MPS4A -2.5 hrs. on Route CB-2P), \$9.50/hr. effective October 16, 2012 (with a 90 day probationary period). (Acct. # 70-000-270-161-PR-000-B, 1.75 hrs. -11-000-270-161-PR-000-B, 2.5 hrs.)

Bus Driver Position

Approved Cathleen Myers, for the position of Bus Driver -4.75 hrs./day, \$18/hr. (2.25 hrs. on Route C2111/C212 -2.75 hrs. on Route M215JMT/M216CC) - Start date is contingent upon receipt of airbrake certification. (Acct. # 11-000-270-160-PR-000, 2.25 hrs.; 71-000-270-160-PR-000, 2.50 hrs.)

Student Worker - Technology Department

Approved Christopher Bingham as a student worker in the Technology Department for the 2012/2013 school year, effective October 22, 2012 - \$7.25/hr. (Acct. # 11-000-240-105-PR-000-B)

Food Service Worker Position

Approved Rosemarie Buscemi as a food service worker for the 2012/2013 school year, effective October 22, 2012 – 3.75 hrs./day - \$12/hr. (Acct. # 60-910-310-101-BO-BUS-A)

Letter of Resignation

Approved to accept a letter of resignation from Scott Sweeten, Technician, effective November 2, 2012.

Superintendent's Contract

Approved Superintendent's contract as previously submitted to the County Office on July 18, 2012, which includes the modifications required in the July 9, 2012 correspondence from the Executive County Superintendent.

The motion was unanimously approved by a roll call vote.

Aye:	: Mrs. Atkins, Mr. Coughlan, Mrs. Lundberg, Mr. Petrille, and Mr. Campbell		
Nay:	None		

Reports

HS Report MS Report Guidance Reports

Fire and Emergency Drills

<u>School</u>	<u>Date</u>	<u>Time</u>	Length of Drill	<u>Weather</u>
HS Fire Drill	September 12, 2012	1:43 p.m.	5 Minutes	81°/Sunny
HS Lock Down Drill	September 13, 2012	8:24 a.m.	6 Minutes	78°/Cloudy
MS Fire Drill	September 12, 2012	9:21 a.m.	4 Minutes	66°/Sunny
MS Lock Down Drill	September 14, 2012	7:35 a.m.	10 Minutes	64°/Sunny

Transportation – Emergency Evacuation Drills

School	Date	Time	Supervisor
High School	September 17, 2012	Drills were conducted throughout the entire school day and included all students	Tom Jones
Middle School	September 19, 2012	Drills were conducted throughout the entire day during PE classes	Kathy McKinney

Old Business:

a. Discussed shared services.

New Business:

None.

For the Good of Clearview:

- a. Student Council Members introduced.
- b. Mantua's Annual Butterfly Parade-involving Clearview Students.
- c. Clearview students are volunteering to read with children who attend the Accelerated Reader Program, an after-school program.
- d. Seniors cleaned up garden at Mantua elementary school.

- e. Mantua students are helping Seniors collect socks for soldiers.
- f. John Brancy, former Clearview Student attending Julliard wrote an opera about anti-bullying.

<u>Adjournment</u>

Mrs. Lundberg moved, seconded by Mrs. Atkins, that the Board of Education adjourn the meeting.

The motion was unanimously approved.

The meeting adjourned at 8:33 p.m.

Respectfully submitted,

Esther R. Pennell Business Administrator