

## READINGTON TOWNSHIP BOARD OF EDUCATION

Three Bridges School

Regular Meeting 7:00

May 12, 2015

### MINUTES

#### **Call to Order by Board President- – Open Public Meetings Act – Roll Call**

Cheryl Filler called the meeting to order at 7:10 and announced that that the meeting was being held in compliance with the Open Public Meetings Act (NJSA 10:4-6-21) and was open to the media and public. Notices were duly posted, and the meeting was advertised in the Hunterdon County Democrat. Formal action was taken.

**Present:** Christopher Allen, Wayne Doran, Ray Egbert (7:15), William Goodwin, Vincent Panico, Anna Shinn, Eric Zwerling, Laura Simon, Chery Filler

**Also Present:** Barbara Sargent, Superintendent, Steffi-Jo Decases, Business Administrator/  
Board Secretary

**Absent:** None

#### **SUPERINTENDENT'S REPORT**

- Three Bridges School Presentation
- Update on Transportation Proposal

#### **OPEN TO THE PUBLIC (LIMITED TO ACTION ITEMS ON THE AGENDA)**

- Mrs. Simon read a statement regarding Kindergarten class sizes.
- Questions and comments were made from parents regarding Kindergarten class sizes and staffing with aides for the 2015-16 school year.

#### **CORRESPONDENCE**

Letter - J.B.

Email - J. H.

### **ADMINISTRATIVE REPORTS**

Motion to adopt 1.01 – 1.03

**Motion:** Mr. Panico

**Second:** Mrs. Simon

**Roll Call Vote:** Carried -9 yes

1.01 Violence and Vandalism Report: September through December 2014

1.02 Motion to accept the following HIB report:

<b>Date</b>	<b>School</b>	<b>Findings of Harassment, Intimidation or Bullying</b>
04/21/15	HBS	None
04/28/15	RMS	None
04/28/15	RMS	None

1.03 Enrollment and Drill Reports

## **MINUTES**

Motion to adopt 2.01 – 2.04

**Motion:** Mr. Doran                      **Second:** Mr. Goodwin                      **Roll Call Vote:** Carried – 9 yes  
( Mr. Panico & Mr. Zwerling Abstained 2.03&2.04)

2.01 Motion to approve the Minutes April 14, 2015

2.02 Motion to approve the Executive Session Minutes April 14, 2015

2.03 Motion to approve the Minutes April 28, 2015

2.04 Motion to approve the Executive Session Minutes April 28, 2015

## **FINANCE/FACILITIES**

Motion to adopt 3.01 – 3.20; 3.22 - 3.23

**Motion:** Mr. Goodwin                      **Second:** Mr. Doran                      **Roll Call Vote:** Carried – 9 yes

Motion to adopt 3.21

**Motion:** Mr. Doran                      **Second:** Mrs. Shinn                      **Roll Call Vote:** 6 yes; 3 no

- 3.01 Motion to approve the **Bill List** for the period from **April 30, 2015** through **May 13, 2015** for a total amount of **\$2,113,342.34**. (Attachment 3.01)
  
- 3.02 Motion to approve **District Travel Schedule May 12, 2015** for a total amount of **\$13,019.27**. Attachment 3.02
  
- 3.03 Motion to approve **Account Transfers** for **April 1, 2015** through **April 30, 2015**. Attachment 3.03
  
- 3.04 Motion to accept the FINANCIAL REPORT CERTIFICATION OF BOARD SECRETARY'S MONTHLY CERTIFICATION BUDGETARY LINE ITEM STATUS: March 31, 2015 Pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of March 31, 2015 no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:17-9 and 18A:22-8.1.

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**Steffi-Jo DeCasas, Board Secretary**

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as March 31, 2015 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 fund has been over expended in violation of N.J.A.C. 6A23-2.11(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and further, that we approve the Board Secretary and Treasurer's Reports subject to audit for the period ending March 31, 2015. Attachment 3.04-3.04a

- 3.05 Motion to approve the following appointments for the 2015-16 school year as part of their regular job duties:

Affirmative Action Officer	Karen Tucker
Anti-Bullying Coordinator	Karen Tucker
Right to Know Officer	Donald Race
504 Committee Coordinator	Karen Tucker
AHERA Coordinator	Donald Race
Substance Awareness Coordinator	Karen Tucker
Integrated Pest Management Coordinator	Donald Race
Chemical Hygiene Officer	Donald Race
Custodian of Records	Steffi-Jo DeCasas
Indoor Air Quality Designee	Donald Race
Public Agency Compliance Officer (PACO)	Steffi-Jo DeCasas
Certified Purchasing Agent	Steffi-Jo DeCasas
Safety & Health Designee (SAIF)	Donald Race

- 3.06 Motion to approve the Hunterdon County Democrat as the primary official weekly newspaper for legal notices and the Courier News and the Star Ledger as alternate daily newspapers for 2015-16 legal notices.
- 3.07 Motion to designate the School Business Administrator/Board Secretary as School Funds Investor pursuant to all applicable legislation and regulations for 2015-16.
- 3.08 Motion to authorize the Business Administrator, in consult with the Superintendent, to remit 2015-16 payments including electronic bill payments as deemed necessary, between scheduled board meetings, for financial obligations that are contractual in nature, are considered emergency needs, or are to be paid timely to avoid late fees.
- 3.09 Motion to authorize the Business Administrator with approval of the Superintendent to make 2015-16 account transfers between board meetings pending ratification by the Board of Education.
- 3.10 Motion to authorize the following signatures on 2015-16 accounts maintained by the Board of Education:

General Fund Checking	President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent (any 3)
Cafeteria Checking	President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent(any3)
Salary Checking	President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent(any3)
Payroll Agency Checking	President or Vice President, Board Secretary or Assistant Board Secretary or Superintendent (any3)
Payroll Agency Reimbursement Account (flexible spending reimbursement)	President or Vice President, Board Secretary or Assistant Board Secretary (any1)
Readington Middle School Activity Account	Principal or Assistant Principal or Board Secretary or Assistant Board Secretary or Superintendent(any 2)
Whitehouse School Activity Account	Principal or Board Secretary or Assistant Board Secretary or Superintendent(any 2)
Three Bridges School Activity Account	Principal or Board Secretary or Assistant Board Secretary or Superintendent(any 2)
Holland Brook School Activity Account	Principal or Board Secretary or Assistant Board Secretary or Superintendent(any 2)
Capital Reserve Account	Superintendent or Board Secretary or Assistant Board Secretary(any 2)
Emergency Reserve Account	Superintendent or Board Secretary or Assistant Board Secretary(any 2)
Maintenance Reserve Account	Superintendent or Board Secretary or Assistant Board Secretary(any2)

- 3.11 Motion to authorize maintaining the following 2015-16 petty cash accounts:

Account Title	Balance	Expenditure Limit
Readington Middle School Petty Cash	\$100.00	\$25.00
Holland Brook School Petty Cash	\$100.00	\$25.00
Three Bridges School Petty Cash	\$100.00	\$25.00
Whitehouse School Petty Cash	\$100.00	\$25.00
Central Office Petty Cash	\$100.00	\$25.00
Pupil Services Petty Cash	\$100.00	\$25.00
Curriculum and Instruction Petty Cash	\$100.00	\$25.00
Office of Technology Petty Cash	\$100.00	\$25.00
Transportation Department Petty Cash	\$300.00	\$25.00

- 3.12 Motion to approve the following construction change orders:  
 Salazar and Associates Project 4350-050-14-2000  
 CO1 App 4 RMS Life Skills Classroom Renovations \$ (2500.00)  
 Panoramic Window & Door Systems, Inc. Project 4350-050-13-3002  
 CO1 App 2 RMS Phase II Windows \$(10,000.00)

- 3.13 Motion to accept volunteer work from Steve Dzurenko at Three Bridges School to fix the sunken pavers in the Sensory Garden.

- 3.14 Motion to approve the following annual pre-school tuition rates for the 2015-2016 School Year.

	General Students	Students Qualifying for Reduced Lunch	Students Qualifying for Free Lunch
Tuition	\$3,500	\$1,750	\$0
Transportation	\$ 900	\$ 450	\$0

- 3.15 Motion to approve the YMCA School Age Child Care Programs for the 2015-2016 school year.

- 3.16 Motion to approve an interlocal agreement for transportation services with Somerset County Education Services Commission subject to an administrative fee of 4% of the contracts managed by SCESC.

- 3.17 Motion to approve tuition contracts for staff members' children to attend Readington Township Schools for the 2015-16 school year:

#6008	#5266
#4666	#5571
#5023	#5622
#5211	#5723

- 3.18 Motion to approve Dr. Ellen Platt, Platt Psychiatric Associates, to complete a Psychiatric Evaluation of S-107, at a cost not to exceed \$1,275.

- 3.19 Motion to approve Dr. Frances Perrin, to complete a Functional Assessment of Behavior (FBA) of S-107, at a cost not to exceed \$1,600.

- 3.20 Motion to approve summer session rates for the 2015-16 school year per attached Summer Enrichment and Summer Sports Camp schedules ranging from \$55.00 - \$135.00. (Attachment 3.20)

- 3.21 Motion to approve summer session discounted rates for district staff for the 2015-16 school year for Summer Enrichment and Summer Sports Camp. Discounted rates will be in effect as follows:

Students Qualifying for Free Lunch	Free
Students Qualifying for reduced Price Lunch	Half Price
<b>FOR SUMMER ENRICHMENT ONLY:</b>	
Readington Staff	
3 hour courses	\$88.00
2 hour courses	\$60.00
Special 2 day courses	\$35.00

- 3.22 Motion to approve the Consultant's List with Fees for the 2015-16 year:

**CONSULTANT'S LIST WITH FEES 2015-2016**

<b><u>Name</u></b>	<b><u>Discipline</u></b>	<b><u>Service</u></b>	<b><u>Fee</u></b>
Jesse Mintz, MD 732-254-7100	Medical	Neurodevelopmental Evaluations	\$450/evaluation
Green Brook Family Medicine Dr. Ronald M. Frank. M.D 732-356-0266	Medical	School Physical Services	\$3,000/year

Marilyn Ruiz, MD 973-898-0505	Medical	Neurodevelopmental Evaluations	\$665/evaluation
Jay D. Kuris, MD 908-788-5551	Medical	Neuropsychiatric Evaluations.	\$1,350/evaluation
Jay D. Kuris, MD 908-788-5551	Medical	Psychiatric Evaluations.	\$1,350/evaluation
Behavior Therapy Associates 732-873-1212	Behavioral Consultation	Functional Behavior	\$240/hr + mileage/travel time
Assistive Tek, LLC Dr. Brian Friedlander 908-852-3460	Assistive Technology Evaluations & Consultations	Assistive Technology Evaluation	\$1,000/evaluation \$320/ consultation (minimum of 2 hrs)
Morristown Memorial Hospital Center for Human Development 973-971-5227	Child Development Center	Neurodevelopmental Evaluation	\$675
		Educational Eval.	\$884
		Psychological Eval	\$908
		Social History	\$181
		Speech/Language Eval.	\$292
Child Development Dept. HMC 908-788-6396	Second Opinion Evaluations	Educational	\$1,764
		Psychological	\$1,938
		Speech/Language	\$863
		Neurodevelopmental	\$868
Hunterdon County ESC Pam Mills 908-439-4280 ext. 4515	Second Opinion Evaluations	Educational, Psychological, Social History Speech/Language	\$425/per report \$420
Hunterdon Audiology 908-806-7676	Medical	Audiological Evaluation	\$400/evaluation
Hunterdon Medical Center 908-788-6424	Medical	Audiological Evaluation	\$714/evaluation
		Central Auditory Eval.	\$816
		Both Evaluations	\$1,530
Pamela Moss, MD 908-237-4668	Medical	Psychiatric Evaluation	\$1,200/evaluation
Children's Therapy Services Kathleen DeStefano Maryann Huzar	Physical Therapist	Physical Therapy Eval.	\$110/per hr therapy \$350/evaluation
PG. Chambers 973-829-8484	Medical	Augmentative & Assistive Tech. Eval.	\$745.00

Patricia Thomason	Physical Therapy	In/Out of District Students	\$55/30 min. treatment session
Patricia Thomason	Physical Therapy	In/Out of District Students	\$200/evaluation

Kelli Marella	Occupational Therapy	In/Out of District Students	\$70/hr. therapy
Kelli Marella	Occupational Therapy	In/Out of District Students	\$168/evaluation
Hybridge Learning Group	Behavioral Consultant	Behavior Therapy BCBA Consultation FBA	\$65/hour \$135/hour \$1,800
Melissa Donofrio, MA, BCBA	Behavioral Consultant	Functional Behavior Assessment	\$1,600.00 Additional Services @ \$125.00 per hr.
The Uncommon Thread	Behavioral Consultation	ABA Consultant/Teacher Behaviorist Parent Training BCBA Consultation Functional Behavioral Analysis (FBA)	\$50/hour \$75/hour \$90/hour \$100/hour \$1,600 per eval.
Learning Tree Multilingual Evaluation & consulting	Multilingual Child Study Team Evaluations	Psychological Assessment Educational Assessment Speech/Language Assessment	\$750 \$750 \$750

3.23 Motion to adopt the following Resolution: Authorizing Disposal of Surplus Property

WHEREAS, the Board of Education is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Board is desirous of selling said surplus property in an “as is” condition without express or implied warranties.

NOW THEREFORE, be it RESOLVED by the Readington Township Board of Education, as follows:

- (1) The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-83453/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Board of Education.
- (2) The sale will be conducted online and the address of the auction site is govdeals.com.
- (3) The sale is being conducted pursuant to Local Finance Notice 2008-9.
- (4) A list of the surplus property to be sold is attached.
- (5) The surplus property as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.
- (6) The Board of Education reserves the right to accept or reject any bid submitted.



- 3.24 Motion to approve the renewal of the district's dental insurance plan with Horizon Blue Cross Blue Shield of New Jersey at the following plan rates:

00-16-086633	<b>Dental Option</b>	2015 – 2016
Plan		Renewal Monthly Rates
	Single	\$30.07
	Family	\$87.93
	Parent/Children	\$52.34
	H/W	\$57.62
01-17-086633	<b>Dental Choice</b>	
	Single	\$24.84
	Family	\$81.90
	Parent/Children	\$48.75
	H/W	\$53.67
35-36-086633	<b>Dental Total Care</b>	
	Single	\$32.26
	Family	\$93.99
	Parent/Children	\$55.95
	H/W	\$61.59

## **EDUCATION/TECHNOLOGY**

Motion to adopt 4.01 – 4.04

**Motion:** Mr. Egbert

**Second:** Mrs. Simon

**Roll Call Vote:** Carried -9 yes

(Mr. Doran & Mrs. Shinn abstained 4.03)

- 4.01 Motion to accept a donation from Bonnie Greenhouses for Cabbage plants given to each TBS third grade student to grow at home and participate in a giant cabbage contest to be judged in September 2015.
- 4.02 Motion to approve Handwriting Without Tears to provide staff development training for teachers in K, 1 and 3 on the ½ Curriculum Day scheduled for May 22, 2015 at a rate of \$400 plus local travel expenses not to exceed \$75 (\$475 paid via NCLB funds 2014-2015).

4.03 Motion to approve the following field trips:

GRADE	PLACE	DATE
3 <sup>rd</sup> Grade – TBS&WHS	Summer Road Park	June 5, 2015
HBS Spanish students	TBS & WHS	June 2 & June 3, 2015
8 <sup>th</sup> Grade - RMS	Liberty State Park and Science Center (alternate trip for students not going to Washington, D.C.)	June 4, 2015
Life Skill Class - RMS	Dukes Farm ( in lieu of the Zoo	End of May ( Date TBD)

4.04 Motion to approve Home Instruction for student H-155 from May 4, 2015 to May 15, 2015. Services provided by Rutgers University Behavioral Health Care, NJ at a rate of \$65.00 per hour for a total of 10 hours per week.

## PERSONNEL

Mr. Doran reported on the May 11, 2015 personnel meeting.

Motion to adopt 5.01 – 5.22

**Motion:** Mr. Doran                      **Second:** Mr. Goodwin                      **Roll Call Vote:** Carried -9 yes

5.01 Motion to approve the following teachers for organizing and leading the Science Fairs at Three Bridges and Whitehouse Schools.

Teacher	School	Hrs./rate	Compensation
Joyce McGibbon	TBS	4 hours, \$30/Hr.	\$120.00
Lisa Schmidt	WHS	2 hours, \$30/Hr.	\$60.00

5.02 Motion to accept the following resignation for retirement with appreciation for her years of service:

Name	Position	Effective Date
Beverly Okulicz	Teacher/Special Ed 20-04-D2/ahy	October 1, 2015
Alfonsina Altomare	Teacher/French 20-01-D2/aff	June 30, 2015

- 5.03 Motion to accept the Superintendent's recommendation and approve the following **Substitute Teachers/Aides/Nurses** paid at the applicable substitute rates, in the Readington Township district, pending satisfactory completion of employment requirements.

Chuan-Ying Yang	Cheryl Edmonds
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- 5.04 Motion to accept the Superintendent's recommendation and appoint Steven Struble, Custodian, long term replacement for employee #5885, 70-01-D5/aot, at District, effective May 11, 2015 – October 1, 2015, at \$35,220,(prorated).
- 5.05 Motion to accept the Superintendent's recommendation and appoint other support staff listed on schedule 5.05 for the 2015-2016 school year in accordance with the provisions of the finalized ratified negotiated agreement with the Readington township Education Association.
- 5.06 Motion to accept the Superintendent's recommendation and appoint tenured administrators listed on schedule 5.06 for the 2015-2016 school year in accordance with the provisions of the negotiated agreement with the Readington Township Administrators Association.
- 5.07 Motion to accept the Superintendent's recommendation and appoint non-tenured administrators listed on schedule 5.06 for the 2015-2016 school year in accordance with the provisions of the negotiated agreement with the Readington Township Administrators Association.
- 5.08 Motion to accept the Superintendent's recommendation and appoint the tenured certificated staff members listed on schedule 5.08 for the 2015-2016 in accordance with the provisions of the finalized ratified negotiated agreement with the Readington Township Education Association.
- 5.09 Motion to accept the Superintendent's recommendation and appoint the non-tenured certificated staff members listed on schedule 5.09 for the 2015-2016 in accordance with the provisions of the finalized ratified negotiated agreement with the Readington Township Education Association.
- 5.10 Motion to accept the Superintendent's recommendation and appoint paraprofessionals listed on schedule 5.10 with final appointments pending assignments as required through student individual education plans for the 2015-2016 school year and in accordance with the provisions of the finalized ratified negotiated agreement with the Readington Township Education Association.

- 5.11 Motion to accept the Superintendent's recommendation and appoint clerical aides listed on schedule 5.11 for the 2015-2016 in accordance with the provisions of the finalized ratified negotiated agreement with the Readington Township Education Association.
  
- 5.12 Motion to accept the Superintendent's recommendation and appoint Custodians as listed on schedule 5.12 for the period of July 1, 2015 through June 30, 2016 in accordance with the provisions of the finalized ratified negotiated agreement with the Readington Township Education Association.
  
- 5.13 Motion to accept the Superintendent's recommendation and appoint Secretaries as listed on schedule 5.13 for the 2015-2016 in accordance with the provisions of the finalized ratified negotiated agreement with the Readington Township Education Association.
  
- 5.14 Motion to accept the Superintendent's recommendation and appoint Cafeteria Aides for the 2015-2016 school year as listed on schedule 5.14.
  
- 5.15 Motion to accept the Superintendent's recommendation and appoint Maintenance Mechanics listed on schedule 5.15 for the period of July 1, 2015 through June 30, 2016.
  
- 5.16 Motion to accept the Superintendent's recommendation and appoint Secretaries listed on schedule 5.16 for the 2015-2016 school year.
  
- 5.17 Motion to accept the Superintendent's recommendation and appoint Technology staff listed on schedule 5.17 for the 2015-2016 school year.
  
- 5.18 Motion to accept the Superintendent's recommendation and adopt resolutions 5.18 a, b, c appointing unaligned administrators for the 2015-2016 school year.
  
- 5.19 Motion to approve School Psychologists listed below to provide Social Skills Programs during the district's Extended School Year Program during the summer of 2015 at their contractual rate:

Lauren Glick	Social Skills (Elementary)	4.45 hours
Robin Wild	Social Skills (Elementary)	4.45 hours

- 5.20 Motion to approve the Instructional Aide listed below to provide support to the district's Extended School Year Programs during the summer of 2015 at her contractual rate:

Meherunisa Khan	Social Skills (Elementary)	4 hours
Nancy Belick	Project Read Resource Program	2.5 hours

- 5.21 Motion to approve the Special Education Teachers listed below to teach the district's Extended School year Program during the summer of 2015 at their contractual rate:

Gargi Adhikari	Special Education Teacher-Resource –Project Read (16 days)	3 hours
Lauren Mahoney	Special Education Teacher – LLD (24 days)	4.45 hours
Marybeth Schwarz	Special Education Teacher – Autism Class (4 days)	4.45 hours

- 5.22 Motion to accept the following resignation:

Name	Positon	Effective Date
Liana Rozsa	Vice-Principal (RMS)	June 30, 2015

- 5.23 Motion to accept the Superintendent's recommendation and approve Marie DiSimone and Colleen Ogden as substitute Homework Room advisors at Readington Middle School for the 2014-2015 school year at a stipend rate of \$25.00 per hour.

## **COMMUNICATIONS**

Mrs. Simon reported on the meeting held on May 6, 2015.

Motion to adopt 6.01

**Motion:** Mr. Egbert

**Second:** Mr. Doran

**Roll Call Vote:** Carried – 9 yes  
(Mr. Goodwin voted no to Policy #2662)

- 6.01 Motion to accept the Superintendent's recommendation and approve the following Policies and Regulations for first read:

Policy 2471 Integrated Pre-School Program  
Policy 7471 Anti-Idling  
Policy 2622 Student Assessment (mandated)  
Policy 8630 Bus Driver/Bus Aide Responsibility (mandated policy and regulation)  
Regulation 8630 Emergency School Bus Procedures

#### **UNFINISHED BUSINESS**

Memorial Day table reservation

#### **NEW BUSINESS FROM BOARD**

HSBA Spring Dinner, May 19, 2015 at Stanton Ridge Country Club, 6:00 p.m.  
HSA Spring Annual Dinner, June 11, 2015 at Stoney Brook Grill, June 11, 2015, 7:00 p.m.  
8<sup>th</sup> Grad Graduation June 19, 2015 at 3:00 p.m.  
May 18, 2015 Budget presentation to Township Committee at 7:30 p.m.

#### **OPEN TO THE PUBLIC**

None

#### **EXECUTIVE SESSION 10:15**

**Motion:** Mrs. Shinn      **Second:** Mr. Doran      **Vote:** Carried – 9 yes

Motion to adopt the following Resolution:

Resolved to adjourn to Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss the School Business Administrator Contract, Assistant Business Administrator Contract, and a personnel matter regarding benefits for approximately 10 minutes at which time the Board expects to return to Public Session with possible action to be taken. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, if is not presently known when such circumstances will exist.

Motion to adopt Unaligned:

**Motion:** Mr. Panico      **Second:** Mrs. Simon      **Vote:** Carried – 9 yes0

Motion to adopt Dental:

**Motion:** Mr. Goodwin      **Second:** Mr. Doran      **Vote:** 8 yes  
(Mr. Panico Abstained)

**RETURN FROM EXECUTIVE SESSION 10:55**

**Motion to Adjourn at 11:00**

**Motion:** Mr. Panico

**Second:** Mrs. Simon

**Vote:** 9 yes

**Respectfully submitted,**

**Steffi-Jo DeCasas  
Business Administrator/Board Secretary**