

I. A Regular Business Meeting of the Point Pleasant Board of Education was called to Order by the Vice President at 7:01 p.m.

II. ROLL CALL

Present: Jordan, Salway, Speroni, Wieland, Munn

Absent: Peterson, Williams

III. ANNOUNCEMENT IN ACCORDANCE WITH OPEN PUBLIC MEETINGS ACT (by President)

The New Jersey Open Public Meetings Law (NJSA 10:4-6 et seq) was enacted to ensure the right of the public to have advance notice of and to attend meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provision of this law, PUBLIC NOTICE of this meeting was advertised in The Ocean Star on Friday, January 19, 2018, and was provided to The Asbury Park Press, the Borough Clerk, and posted in each school and the Board Office on Thursday, January 18, 2018.

IV. SALUTE TO THE FLAG (led by President)

V. PRESENTATION OF CERTIFICATES

Ocean County Teacher of the Year

Jill Vitale	Ocean Road Elementary School
Tammy Pausz	Nellie Bennett Elementary School
Lauren Mattei	Memorial Middle School
Nick Gattuso	Point Pleasant High School

WRAT 95.9 Teachers Who Rocks

Teacher	School	Nominated by
Lauren Mattei	Memorial Middle School	Stacey Camilleri

Educational Support Professional of the Year

Tammy McKeon Point Pleasant High School

Students Fight Hunger Coordinators

Point Pleasant High School: Division 5 Winners
 Student Council
 Student Council Advisor: Katrina Salvatoriello

Memorial Middle School:

Coordinators: JamieLynn Cianci, Courtney Fehring and Tracy Somerville

Asbury Park Press Student Voices Essay Contest – January 2018

Place	Student	School	Teacher
2 nd Place:	Isabella Lopez	Point Pleasant Borough High School	Shannon Orosz
3 rd Place:	Kylie Meehan	Point Pleasant Borough High School	Shannon Orosz
	Sean Young	Memorial Middle School	Ellen Keelan
Honorable Mention:	Jenna Joyce	Point Pleasant Borough High School	Shannon Orosz
	Samantha Hynes	Memorial Middle School	Ellen Keelan

Memorial Middle School Spelling Bee

Winner: Mason Melito

National Geographic Bee Winner (Coordinators: Kristin Keer & Lisa Miller)

Jackson Kuster

Students Fight Hunger Essay Winner

<u>Student</u>	<u>Teacher</u>
Kenny Robles	Lynn Thompson

VI. APPROVAL OF MINUTES

Mr. Jordan moved, seconded by Ms. Wieland, the following resolution:

January 2, 2018 – Executive Session

Ayes: 4
Nays: 0
Abstain: 1 (Speroni)
Absent: 2 (Peterson, Williams)

January 22, 2018 – Regular Business Meeting

Ayes: 5
Nays: 0
Abstain: 0
Absent: 2 (Peterson, Williams)

February 12, 2018 – Workshop Meeting

February 12, 2018 – Executive Session

Ayes: 4
Nays: 0
Abstain: 1 (Salway)
Absent: 2 (Peterson, Williams)

VII. ATTORNEY'S REPORT

None.

VIII. SUPERINTENDENT'S REPORT

Ocean County College Presentation

Dr. Henry Jackson, from Ocean County College, along with Principal Karcich and Guidance Director Ed McNeil presented the Early College Program to the Board. This proposed program offers additional courses to allow students to earn college credits and an Associate's Degree while in high school.

2018-2019 Budget

We are continuing to review the budget and are hoping for board approval of the tentative budget at the March 12, 2018 Workshop Meeting. Budgets are due to the County office by March 29, 2018. Adjustments can be made up until the final adoption scheduled for April 30, 2018.

Textbook Approval

Over the past several years, math teachers at the high school and middle school have been reviewing different textbooks. They have unanimously chosen Pearson en Vision as the best product for grades 6-12.

Policy 7441 Electronic Surveillance in School Buildings and School Grounds

Public Law 2017, Chapter 119 was approved and requires a school district with at least one school building that is equipped with video surveillance capable of streaming live video wirelessly to a remote location to enter into a Memorandum of Understanding (MOU) with local enforcement. Therefore, the district's Policy 7441 has been revised to reflect the MOU that was Board approved December 18, 2017.

Memorial Middle School – Shelter in Place

Superintendent Smith spoke about today’s events at Memorial Middle School, and that it was a shelter-in-place, not a lockdown. The school district has made significant security changes over the last five years to help ensure school safety and security

HIB Report

Superintendent Smith reported on the number of HIB and non-HIB related incidents.

IX. WRITTEN CORRESPONDENCE

None.

X. PUBLIC PARTICIPATION ON AGENDA ITEMS ONLY

Resident Mrs. Welsh asked if Policy 7440 is a new policy, to which Superintendent Smith replied that it is a new policy.

A resident asked the Board if they would consider hiring police for the school district. Vice President Munn stated years ago the district had school resource officers, however, the police department did not have enough police officers so they were discontinued in the school district.

Resident Nicole Draper commented regarding keeping the children safe, the Nellie Bennett secretary should not be the person responsible for allowing people into the school via the outside buzzer system. In addition, person coming into the school should not be allowed to walk freely throughout the school unsupervised.

Resident Lauren Sullivan suggested to the Board hiring retired police officers.

A resident praised the Board, Administration and the town for doing such a great job, even though she is feeling scared and unsettled when her children are at school.

Resident Sara Olszak feels helpless when her children are at school and the school district is the only one who can make her feel safe. Everyone coming into a school should have to provide their driver’s license.

A resident advised Toms River, Brick and Jackson are all implementing security guards in their school districts. She also suggested holding a forum for the children to let them know what the district is doing in keeping them safe while at school.

A resident asked how he is supposed to make his kids feel safe the day after the “shelter-in-place”? Superintendent Smith advised increased police officers were present the following day.

Resident Stephen Capoano asked if the schools are equipped with panic buttons that immediately alert the police. He also suggested a system that would require every teacher to wear a button, similar to a panic button, that would alert the police immediately. He also agrees with having police officers in our schools.

Resident Jennifer Oakes suggested utilizing the residents of Point Pleasant in helping Administration and the school district with safety and security measures by requesting donations and/or raising funds.

Resident Nicole Draper advised there’s a new organization called KOPS = Keep Our Panthers Safe.

XI. BOARD COMMENTS

None.

XII. NEW BUSINESS

Policy

First Reading – Appendix A

7440 School District Security

7441 Electronic Surveillance In School Buildings and On School Grounds

Personnel

Mr. Jordan moved, seconded by Mrs. Salway, the following resolutions:

Upon recommendation from the Superintendent of Schools, be it resolved that the following resolutions are approved by the Board of Education (Personnel 1-12):

1. Approval of final salaries for the 2017-2018 school year for administrators, as previously submitted.
2. Revise the following leave of absence for staff:

Name	Position	Type of Leave	Change From	Change To
Megan Farrell	MMS Math/Special Education	Paid Maternity Leave	02/05/18-03/19/18	02/05/18-03/14/18
		Unpaid Family Leave	03/20/18-05/28/18	03/15/18-05/28/18

3. Approval of the following leave of absence for staff:

Certified Staff

Name	Position	Type of Leave	Effective
Kaylin Brandes	OR Special Education Teacher	Unpaid Family Leave	09/01/18-10/05/18
		Unpaid Leave of Absence	10/08/18-11/02/18
Lauren Rohmeyer	OR Vice Principal	Paid Maternity Leave	05/14/18-07/05/18
		Unpaid Family Leave	07/06/18-09/28/18
		Unpaid Intermittent Leave of Absence	10/01/18-06/30/19
Jennifer Malpass	OR Speech Therapist	Unpaid Family Leave	03/08/18-03/23/18

Non-Certified Staff

Name	Position	Type of Leave	Effective
Noreen Spinapont	Secretary	Intermittent Unpaid Family Leave	02/20/18-06/30/18

4. Approval of the following staff resignation(s):

Certified Staff

Name	Position	Reason	Effective
Alicia Catania	NB Elementary Teacher	Resigned	06/30/17

Non-Certified Staff

Name	Position	Reason	Effective
Thomas Carroll	HS Instructional Paraprofessional	Resigned	01/31/18

5. Revise the appointment of the following staff for the 2017-2018 school year:

Certified Staff

Name	Position	Change From	Change To
Melissa Thompson	MS Part-time Special Education	\$26,573.00 BA-5	\$26,823.00 BA+30-5
Alyssa Wright	MS Long-term Sub Physical Education	10/02/17-03/01/18 \$50,346.00 – BA-1 Prorated	10/02/17-06/30/18 \$50,346.00 – BA-1 Prorated

Non-Certified Staff

Name	Position	Change From	Change To
Susan Corso	Senior Accountant	07/01/17-02/28/18 \$41,627.79 + \$420.00 (Longevity) Part-time	03/01/18-06/30/18 \$69,379.65 + \$700.00 (Longevity) Full-time - Prorated
Joanne Wilson	Assistant Purchasing Agent/Accountant	09/05/17-02/28/18 \$75,000.00 Full-time - Prorated	03/01/18-06/30/18 \$32,142.86 Part-time - Prorated

6. Approval of the following staff for the 2017-2018 school year:

Coaching Staff

Name	Position	Effective	Rate
Trish Palmieri	Assistant Softball Coach	2017-2018	\$3,150.00
Ryan Canary	Volunteer Weight Room Advisor	2017-2018	n/a

7. Revise the following Child Care employee(s) for the 2017-2018 school year:

Name	Position	Change From	Change To
John Hogan	Teacher	\$6,036.00 Step 6 / \$24.00 p/h Total Hours: 251.50	\$6,660.00 Step 6 / \$24.00 p/h Total Hours: 277.5

8. Approval of the following Child Care employee(s) for the 2017-2018 school year:

Name	Position	17-18 Rate	Total hours
Leslie Yetman	Substitute Teacher	\$12.00 p/h	As needed
Megan Schwarz	Substitute Paraprofessional	\$10.32 p/h	As needed

9. Approval of the following musicians for the 2018 Spring Musical at the rate of \$60.00 per session, 8 sessions total:

Name	Instrument
Michael Rosa	Bass
Matt Drew	Guitar
Andrew Ferrie	Keyboard
David Fisher	Guitar

10. Approval of the following individuals to provide interpreting services at the events noted:

Name	Position	Event	Rate/Total Hours
Brenda Blomquist	Sign Language Interpreter	Senior Scholarship Ceremony Graduation	\$36.00 per hour Not to exceed 6 hrs.
Eliza McCombs	Sign Language Interpreter	Senior Scholarship Ceremony Graduation	\$36.00 per hour Not to exceed 6 hrs.

11. Approval of the following staff member as a Saturday Detention Advisor for the 2017-2018 school year:

Name	Rate
Becky Muraglia	\$30.00 per hour

6. Approval of the reimbursement for travel both in-district and out-of-district for the following staff for the 2017-2018 school year:

Name	Amount
Phil Terranova – High School	Not to exceed \$250.00

7. Approval for the following staff to conduct ESL family services for the 2017 – 2018 school year beginning March 5, 2018

Name	Position	Rate (Not to Exceed)
Diane Orecchio	ESL Coordinator	\$2,000.00
Lori Jeffries	ESL Coordinator	\$2,000.00

*To be paid with Title III funds.

8. Approval of the Point Pleasant Borough High School to form a Yoga Club during the 2017-2018 school year with Jennifer Ritter and Heather Roessler as Volunteer Co-Advisors.
9. Approval of professional development and reimbursement of travel-related expenses as shown in **Appendix B**.
10. Approval of the acceptance of the Target Field Trip Grant in the amount of \$700.00 for Nellie Bennett Elementary School – Beth Kobesky’s class.
11. Rescind the following parent-paid tuition student(s) for the 2017-2018 school year:

	School/Grade	Rate
One Student	Nellie Bennett E.S./Gr. 5	\$5,500.00/yr.
One Student	Nellie Bennett E.S./Gr. 2	\$4,950.00/yr.

12. Approval of the termination of the following out-of-district placement for the 2017-2018 school year:

	Placement	Effective	Tuition
1 Student	The Arc	2/13/18	\$5,280.00 *

* Note: Previously approved on 8/21/17.

13. Approval of the following out-of-district placements for the 2017 - 2018 school year:

	Placement	Effective	Tuition
1 Student	Mercer County Technical Schools	9/6/17 – 6/30/18	\$ 5,500.00
1 Student	Hunterdon Central Regional HS	1/31/18 – 6/30/18	\$ 9,749.00
1 Student	The Education Academy	2/12/18 – 6/30/18	\$20,653.08

14. Approval of the following service for the 2017-2018 school year:

Provider	Service	Rate
Advancing Opportunities, Inc. 1005 Whitehead Road Extension Suite 1 Ewing, NJ 08638	Augmentative Communication Device Training	\$150.00 per training \$60.00 p/h travel
Monmouth-Ocean Educational Svcs. 900 Hope Road Tinton Falls, NJ 07712	Speech Services	\$98.00 p/h

15. Approval of the following instructors to provide the services indicated during the 2017 - 2018 school year:

Name	Services	Rate
Tracy Somerville One Student	Home Instruction	\$30.00/hr. – 5 hrs. /wk.

Name	Services	Rate
Robert Stockhoff Two Students	Home Instruction	\$25.00/hr. – 8 hrs./wk.
Laura Joyce One Student	Home Instruction	\$30.00/hr. – 2 hrs./wk.
Erin Daly One Student	Supplemental Instruction	\$30.00/hr. – 1 hr./wk.

16. Approval of the General Education Preschool tuition rate of \$3,000.00 per student for the 2018-2019 school year.

17. Approval of the reimbursement for fees associated with a student’s needs as follows:

	Description	Reimbursement
1 Parent	Costs associated with medical evaluation	\$1,908.59

18. Approval of the following certified tuition adjustments for out-of-district school year placements during the 2016-2017 school year:

	Placement	Adjustment
3 Students	Alpha School	+\$ 3,252.90 per student
1 Student	Alpha School	+\$ 2,447.42
1 Student	Children’s Center	+\$ 133.59
1 Student	Children’s Center	+\$ 109.80
1 Student	Mary Dobbins	+\$13,041.60
1 Student	Ocean Academy	+\$ 2,944.90
3 Students	Search Day	+\$ 147.40 per student
1 Student	YALE North	+\$ 529.20

19. Approval of the following request for home instruction:

- | | | |
|------------|------------|------------|
| a. Medical | b. Medical | c. Medical |
| d. Medical | e. Medical | f. Medical |
| g. Medical | h. Medical | |

Ayes: 5
Nays: 0
Abstain: 0
Absent: 2 (Peterson, Williams)

Business Office and Transportation Items

Mr. Jordan moved, seconded by Mrs. Salway, the following resolutions:

Upon recommendation from the Superintendent of Schools, be it resolved that the following Business Office, Transportation resolutions be adopted by the Board of Education (Business & Transp. 1-15):

1. The regular list of bills for the month of February, 2018 in the amount of \$1,475,946.17, and the list of hand checks for the month of January, 2018 in the amount of \$1,037,049.72.
2. Transfer of funds in the amount of \$696,364.47 for the month of January, 2018 be approved.
3. Approval of payroll for the month of January, 2018 in the amount of \$2,388,121.79.

4. Acceptance of financial reports, certification of no over-expenditures and Board certification.

RESOLVED, that the Board of Education accepts the financial reports, as attached, which include the Board Secretary’s report and the Treasurer of School Monies report for the period January 31, 2018. The Board notes agreement of the Secretary's and Treasurer's reports for January 31, 2018 and

BE IT FURTHER RESOLVED, that pursuant to N.J.A.C. 6A:22-2.11(c)3, I, Steven W. Corso, Board Secretary, certify that as of January 31, 2018 no budgetary line account has obligations and payments (contracted orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8.1, that the District financial accounts have been reconciled and are in balance, and

BE IT FURTHER RESOLVED, that through the adoption of this resolution, we the Point Pleasant Board of Education, pursuant to N.J.A.C. 6A:22-2.11(c)4, certify that as of January 31, 2017, after review of the Secretary’s monthly financial reports (appropriations section) and upon consultation with the Business Administrator and other 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. 6A:22-2.11(c)4 I-VI and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

5. Approval of the following additional Tax Sheltered Annuity Companies for the 2017-2018 school year:

Additional Tax Sheltered Annuity Companies

- a. Aspire Financial Services
- b. Security Benefit Corporation

6. Approval of Optional Year #1, July 1, 2018 – June 30, 2019, for High School and Middle School yearbooks and district-wide school photography services, pursuant to N.J.S.A. 18A:18A-5(a)21, goods and services to be paid with student activity funds, as follows:

<u>Name</u>	<u>Quotation/RFP No.</u>	<u>Description</u>	<u>Effective</u>
Jostens Manasquan, NJ	Quote 2015-2016/22	Yearbook – HS and MS	7/1/16-6/30/18 1-year option 7/1/18-6/30/19
Normandy Studios South Plainfield, NJ	RFP 16-09	HS Photography	7/1/16-6/30/18 1-year option 7/1/18-6/30/19
Lifetouch Photography Wall, NJ	RFP 16-09	Elementary/Middle School	7/1/16-6/30/18 1-year option 7/1/18-6/30/19

7. RESOLVED, that the Board of Education, based on a deliberative and efficient review of the following proposals received, in an effort to ensure the highest quality banking institution at a fair and competitive price, accepts the interest rate of 1.37% offered by Manasquan Savings Bank to invest the balance of unused proceeds from the 2013 Bond Referendum.

Bank	Interest Rate
TD Bank 1101 Hooper Avenue Toms River, NJ	1.10 %
Manasquan Savings Bank 2307 Route 88 Point Pleasant, NJ	1.37 % Yield 1.40 %
Investors Bank 130 N. County Line Rd. Jackson, NJ	1.25 %
Kearny Bank 1903 Highway 35 Oakhurst, NJ	1.00 %
NJ Cash Management	1.34%

50 W. State Street Trenton, NJ	
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8. WHEREAS, the Point Pleasant Board of Education is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Point Pleasant Board of Education approves the disposal of the following surplus property; and

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

NOW THEREFORE, BE IT RESOLVED by the Point Pleasant Board of Education, County of Ocean, as follows:

(1) The sale of 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 surplus property to be sold is as follows:

- Asset/Surplus Property – various instructional, non-instructional, custodial equipment

(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 reserves the right to accept or reject any bid submitted.

9. Rescind the following change order, previously approved September 18, 2017:

Contractor	Change Order/Description	Amount
EDC Electric P.O. Box 7404 Shrewsbury, NJ 07701	PCO #4 – ceiling change - 3 beams in ceiling in high school second floor.	-\$5,133.00

10. Approval of the following change orders:

Contractor	Change Order/Description	Amount
EDC Electric P.O. Box 7404 Shrewsbury, NJ 07701	PCO #2 – purchase of fans	\$7,400.00
	PCO #4 – modify ceiling layout due to 3 beams	\$3,388.00
	PCO #5 – remove abandoned wiring in rooms A5, A6 and A14	\$1,689.00
	PCO #6 – District cleaning credit	- \$4,500.00

11. WHEREAS at the January 23, 2017 Business Meeting, Magic Touch Construction Company, Inc. was awarded the On-Call Plumber Time & Materials Bid PP17-09 for the period February 1, 2017 through January 31, 2019; and

WHEREAS Magic Touch Construction Company, Inc. has proven to be unresponsive to numerous calls for service and requests for the required insurance certificate;

THEREFORE, BE IT RESOLVED, the Board of Education authorizes the termination of said contract and awards to the next lowest bidder for PP17-09 to:

William J. Guarini, Inc., 132 Mallory Ave., Jersey City, NJ 07304 for the period effective March 1, 2018 through January 31, 2019 with an optional two-year extension from February 1, 2019 through January 31, 2021 as per the attached tabulation of bids.

12. Approval of Jointure with Delsea Regional School District to transport one student to Delsea Regional High School in the amount of \$821.00 for the 2017-2018 school year.
13. Approval of the MOESC Cooperative Transportation Commencement Agreement for the 2018-2019 school year, as shown in **Appendix C**.
14. Approval of field trips shown in **Appendix D**.
15. Approval of the Use of Facilities as shown in **Appendix E**.

Ayes: 5
Nays: 0
Abstain: 0
Absent: 2 (Peterson, Williams)

Miscellaneous Items

Mr. Jordan moved, seconded by Ms. Wieland, the following resolutions:

Upon recommendation from the Superintendent of Schools, be it resolved that the following miscellaneous resolutions be adopted by the Board of Education (Misc. 1-2):

1. Acceptance of the following donations:

From	Donation	Dollar Value
Point Pleasant Boro Rotary Foundation P.O. Box 496 Point Pleasant, NJ 08742	Monetary donation to Madrigals	\$250.00
Rainbow Art Glass Anthony Longo, Proprietor 1761 NJ-34 Wall, NJ 07719	Donation of materials (glass, copper, flux)	\$300.00
PPEA	Monetary donation to Project Graduation	\$675.00

2. Approval of the following fundraising activities:

Name	Program/Club	Fundraiser & Date(s)	Use of Funds
Terry Bojanowski	Chorus/Show Choir	Business Donations/Sponsors for T-Shirts – 3/21/18-3/25/18	Towards t-shirts for NYC Chorus Festival Trip
David Drew	Baseball	Fan Cloth Fundraiser – 2/26/18-3/9/18 Skeeball Fundraiser – 03/17/18	Towards Banquet, apparel and trophies Towards Banquet, apparel and trophies
Heather Eagan	Class of 2018	Mr. Point Boro Talent Competition – 3/27/18	Towards Senior Ball and picnic and Project Graduation
Lauren Greenwood	Girls Lacrosse	ShopRite Bagging – 3/18/18	Towards Banquet and apparel
David Johnson	Sports Management Class	Sport Memorabilia Gift Auction & 50/50 Raffle during Student – vs- Staff Basketball game – 3/20/18	Monetary donation to Dottie’s House
Caitlin Moran	Class of 2019	Bake Sale – 3/14/18	Towards Junior Prom and Senior Ball
Katrina Salvatoriello	Student Council	Prom Drive – 2/27/18 – 3/23/18	Items collected to be donated to Lunch Break Organization

<u>Name</u>	<u>Program/Club</u>	<u>Fundraiser & Date(s)</u>	<u>Use of Funds</u>
Jenn von Doehren	Gymnastics	Clothing Drive – 4/21/18	Towards equipment and uniforms

Ayes: 5
Nays: 0
Abstain: 0
Absent: 2 (Peterson, Williams)

XIII. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

Residents Danielle Welch and Jessica Viggiano requested adding an additional teacher to next year's third grade class at Nellie Bennett.

XIV. EXECUTIVE SESSION

Ms. Wieland moved, seconded by Mrs. Salway, the following resolution:

In compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq., the Board of Education must go into closed session in order to discuss subjects exempted from the public portion of this meeting.

The purpose of the closed session will be to discuss the recommendations of the Superintendent of Schools regarding personnel matters and to receive attorney advice regarding the aforementioned subjects.

Information regarding the closed session discussion will be released to the public when the reasons for discussing the noted subjects in closed session no longer exist.

The above resolution was approved unanimously. The Board recessed into Executive Session.

XV. RECONVENE REGULAR BUSINESS MEETING

Mrs. Salway made a motion to reconvene the Regular Business Meeting. The motion was seconded by Ms. Wieland and was approved unanimously. The Regular Business Meeting was reconvened.

XVI. MOTION TO ADJOURN

Ms. Wieland made a motion to adjourn the Regular Business Meeting. The motion was seconded by Mrs. Salway and was approved unanimously. The meeting was adjourned at 10:00 p.m.

Steven W. Corso, CPA
School Business Administrator/Board Secretary