

EATONTOWN BOARD OF EDUCATION
Eatontown, New Jersey
July 24, 2017

Minutes

Mr. English, Board President read the following: I hereby announce, pursuant to Section 5 of the Open Public Meetings Act that adequate notice of this meeting has been provided as follows: A notice was published on January 6, 2017, in the Asbury Park Press and sent to the Atlanticville on January 6, 2017, distributed to the Eatontown Borough Clerk and posted on the front door of the Board of Education Building at 5 Grant Avenue, Eatontown, New Jersey, stating the time, date, and place of this meeting.

Mr. English read the District Mission Statement: It is the mission of the Eatontown Public Schools to set high academic and social expectations for its students. By providing our students with appropriate staffing, resources and funding they will be able to reach these expectations and achieve the New Jersey Core Curriculum Content Standards as well as the Common Core State Standards.

Roll Call The meeting was called to order with the following members in attendance: Messrs. English, Fitterer, Lawson, Ortiz and Mrs. Martinock. Messrs. Siino and Bennett and Mmes. Flynn and Miller were absent. Also present were Mr. Scott T. McCue, Superintendent of Schools, Mrs. Lori Youngclaus, Business Administrator/ Board Secretary and Mr. Dennis Collins, Esq., Board Attorney.

Moment of Reflection

Mr. English read the following statement: Let us take a moment for each of us to reflect on our mission and its place in our work here today and its impact to our continuing commitment to the students of the Eatontown Public School District.

Pledge to the Flag All pledged allegiance to our Flag.

Superintendent's Report Mr. McCue gave the following report:

Violence and Vandalism and Harassment, Intimidation, and Bullying (HIB) Report to the Board
of Education and Public
January 1, 2017- June 30, 2017

July 24, 2017

Please see the resolution listed under Safety and Security.

State law requires that the Superintendent report semi-annually to the Board of Education and the public on Violence, Vandalism, Weapons, Substance Abuse and Harassment, Intimidation, and Bullying (HIB) as defined by the State of New Jersey from the previous reporting period.

During this reporting period, the district had 1 incident of violence, 1 incident of vandalism, 0 incidents of weapons, and 0 incidents of substance abuse. It has been noted that the district did experience two less incidents in the category of violence, vandalism, weapons, and substance abuse from this reporting period to the last reporting period.

During this reporting period, the district did have 13 reports of Harassment, Intimidation, and Bullying to investigate. Five of the investigations led to a confirmation of Harassment, Intimidation, and Bullying. The basis of the bullying in each of these cases was Other Distinguishing Characteristics, Mental, Physical, or Sensory Disability, and Religion. The number of confirmed investigations of Harassment, Intimidation, and Bullying was one higher this reporting period compared to the last reporting period.

All investigations were conducted by the School Anti-Bullying Specialists within the prescribed ten-day investigation period. Disciplinary actions in these cases included in-school suspension, out of school suspension, assignment of demerits, loss of privileges, and detention. Other measures taken have included phone calls to parents, conferences with parents, counseling, change in seat location, review by I&RS Team, review of placement, and monitoring by staff.

Training for Harassment, Intimidation, and Bullying and other measures to reduce HIB were completed for all school staff during the 2011-2012 school year. At the beginning of the school year, all staff receive HIB Training through an online course in Safe Schools. New hires are trained on an ongoing basis through Strauss-Esmay materials or an online video course through Legal One. During this reporting period, all new staff members were trained in HIB policy and procedures. Reminders about Harassment, Intimidation, and Bullying are delivered during staff meetings annually. The schools promote anti-bullying behavior and character education messages through programs such as First Step, Steps to Respect, Responsive Classroom, and the various character traits.

School News

Memorial School

- On June 14th, nine 8th graders had a unique opportunity to learn how municipal government works when they took part in the Eatontown Borough's Council for the Day program. Students were treated to a behind the scenes tour of the municipal building and observed borough operations first hand by shadowing council members, department heads, and the Borough Administrator.
- On June 8th, the 7th grade class travelled to Philadelphia, PA for the annual tour of this important historical center. Students visited the Liberty Bell, Independence Hall, and the National Constitution Center.

Meadowbrook School

- Meadowbrook School presented their “Kindergarten Leap” for all parents and family members on Thursday, June 8th. It was a wonderful culmination of the students’ first year in school and very special to see all of the kindergartners of Eatontown together on stage.
- Meadowbrook School staff scooped ice at Rita’s Italian Ice on June 8th to a big turnout of community members. Students were thrilled to be served by their teachers, school nurse, and principal.
- Meadowbrook School’s 2nd graders held their Farewell Picnic on Thursday, June 15th. The PTA graciously treated the students to pizza while they enjoyed the day outside.

Vetter School

- Vetter School hosted its annual Field Day on June 1st. Ms. Farrah worked tirelessly to once again make this year’s Field Day a complete success. A special thank you should go to the National Junior Honor Society from Memorial School who helped to manage each station. The feedback from the staff, parents, and especially the students was tremendous. Thank you to Ms. Farrah for all her hard work in setting up this event and to everyone that participated to help make the day such a success.
- On June 12th, the 4th grade students had an opportunity to travel to Vetter School to meet the principal and staff as well as tour the building. This program helped to remove some of the mystery that may be associated with coming to a new school. Thank you to all the staff members that helped to make our new students feel welcome and comfortable.
- On June 16th, with many Vetter School parents in attendance, the Vetter 6th grade students were honored during their LEAD Graduation program in the Memorial School Gym. The ceremony was led by LEAD Officer Ryan Hennelly and assisted by members of the Eatontown Police Department. As always, the event was followed by the annual LEAD picnic, sponsored by the Eatontown PBA and local Eatontown businesses which consisted of awards and prizes such as gift certificates, sporting goods, iPods, computers, and bicycles. As always, thank you to Chief Goldfarb, LEAD Officer Hennelly, and the rest of the Eatontown Police Department for their work with our students.

Woodmere School

- On June 16th, Woodmere School hosted the annual Preschool LEAP Program. Preschool students demonstrated their learning and development by performing a range of songs and dances for the audience. The event was well attended and concluded with refreshments for both students and family members.
- On Wednesday, June 21st, students who received awards/recognition were treated to a special breakfast with the principal in honor of their hard work and accomplishments. The students had fun chatting with their friends as well as their principal.

Special Services

- During the month of June 2017, the Child Study Team had 3 new referrals, 4 evaluations, 8 re-evaluations, 7 identification meetings, 3 eligibility meetings, 17 IEP meetings, and 3 Early Intervention Transition Meetings.

Director of Elementary and Secondary Education

- This year the Summer Learning Academy has offered an Extended School Year Program for students with Individualized Education Plans or IEPs. Approximately 212 students were invited to the Summer Learning Academy and 87 are attending. In addition, 13 students for the Extended School Year program are participating in the summer program bringing the total to 100 students in Grades Pre-K through 8.
- The end of the school year cued the collection of District Benchmark Scores. Teachers evaluated the students using the Go Math Benchmarks, Edmentum Benchmarks, Running Records, District Math and Writing Prompts, and Special Area Program Benchmarks. Mrs. Micciulla has compiled these scores and created a report in order to measure the results against BOE goals.
- Last but not least, I want to mention that under Safety and Security, the BOE will be approving the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the school year 2016-2017. This information was provided by the School Safety Teams and the school principals. The school scores were:

○ Memorial-	77out of 78
○ Meadowbrook-	75 out of 78
○ Vetter-	77 out of 78
○ Woodmere-	75 out of 78
- On Tuesday, July 25th, I will be attending a NJ Department of Education Focus Group Presentation regarding changes to the NJ QSAC system. The purpose of this session will be to provide feedback and input on the revised NJ QSAC model proposed by the NJ Department of Education a few months ago. NJ QSAC is the monitoring system used by the NJ Department of Education to ensure accountability regulations are being met in the areas of Curriculum and Instruction, Finance, Governance, Operations, and Personnel.

During the month of June 2017, there were 4 out of school suspensions and one in-school suspension at Memorial School as well as one in-school suspension at Meadowbrook School. I respectfully ask the Board to accept the Superintendent's Report.

Mr. Fitterer asked how we rate compared to other districts.

Mr. McCue responded average to below average.

Mr. Ortiz presented the following Resolution, seconded by Mr. Lawson.

BE IT RESOLVED to accept the Superintendent's Report for the month of July 2017.

Harassment, Intimidation and Bullying Report (Mandated by the State)

Aye: English, Fitterer, Lawson, Martinock and Ortiz

Nay: None

Absent: Bennett, Flynn, Miller and Siino

Approval of Minutes

Mr. Lawson presented the following Resolution, seconded by Mr. Fitterer.

BE IT RESOLVED that the Minutes of the Regular Board Meeting of June 26, 2017, be approved as attached.

Aye: English, Fitterer, Lawson and Martinock

Nay: None

Abstain: Ortiz

Absent: Bennett, Flynn, Miller and Siino

Mrs. Martinock presented the following Resolution, seconded by Mr. Lawson.

BE IT RESOLVED that the Minutes of the Board Retreat of July 10, 2017, be approved as attached.

Aye: English, Fitterer, Lawson and Martinock

Nay: None

Abstain: Ortiz

Absent: Bennett, Flynn, Miller and Siino

Opened to the Public

Mr. Ortiz motioned to open the meeting to the public to comment on agenda items only, seconded by Mr. Martinock.

Upon call of the question, the motion passed unanimously.

There were no comments from the Public.

Meeting Closed to the Public

Mrs. Lawson motioned to close the meeting to the Public, seconded by Mr. Martinock.

Upon call of the question, the motion passed unanimously.

Insurance & Finance

Mr. English requested a meeting be set up with Assemblywoman Downey and Assemblyman Houghtaling.

Mr. Lawson presented the following Resolutions, seconded by Mr. Ortiz

1. BE IT RESOLVED to approve the attached transfer list dated June 30, 2017, covering appropriation transfers in the 2016-2017 General Funds Budget. Said transfers shall result in no change in the total original appropriations.
2. BE IT RESOLVED to approve the attached transfer list dated July 24, 2017, covering appropriation transfers in the 2017-2018 General Funds Budget. Said transfers shall result in no change in the total original appropriations.
3. BE IT RESOLVED that the Certified List of Bills in the amount of \$261,467.18 dated June 30, 2017, be approved as enclosed.
4. BE IT RESOLVED that the Certified List of Bills in the amount of \$529,964.96 dated July 24, 2017, be approved as enclosed.
5. Pursuant to N.J.A.C. 6:20-2.12 (d), the Eatontown Board of Education accepts the Board Secretary/School Business Administrator's Certification as of May 31, 2017 that no budgetary appropriations account has obligations and payments which in total exceed the amount appropriated by the Eatontown Board of Education; and

Pursuant to N.J.A.C. 6:20 2:12(e), we the members of the Eatontown Board of Education of the County of Monmouth after having reviewed the Report of the Board Secretary and upon consultation with the appropriate officials, certify that as of May 31, 2017, it is to the best of our knowledge that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

6. The Eatontown Board of Education hereby accepts the Board's Secretary Report and the Treasurer of School Monies report for the month ending May 31, 2017.
7. Pursuant to N.J.A.C. 6:20-2.12 (d), the Eatontown Board of Education accepts the Board Secretary/School Business Administrator's Certification as of June 30, 2017 that no budgetary appropriations account has obligations and payments which in total exceed the amount appropriated by the Eatontown Board of Education; and

Pursuant to N.J.A.C. 6:20 2:12(e), we the members of the Eatontown Board of Education of the County of Monmouth after having reviewed the Report of the Board Secretary and upon consultation with the appropriate officials, certify that as of June 30, 2017, it is to the best of our knowledge that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

8. The Eatontown Board of Education hereby accepts the Board's Secretary Report and the Treasurer of School Monies report for the month ending June 30, 2017.

9. BE IT RESOLVED to approve the payment of \$22,474.22 to Sodexo Inc. & Affiliates for the cost of food service operation for the month of June 2017, as per the district's contract agreement.
10. BE IT RESOLVED to approve the 2017-2018 budget adjustment plan to be implemented in response to the state aid reduction of \$77,031. In order to offset this reduction in state aid, the Board of Education will utilize the \$56,066 increase in Extraordinary Aid received during the 2017-2018 school year as well as \$20,965 of unexpected/unencumbered surplus at June 30, 2018. A copy of the plan will be forwarded to the NJDOE Monmouth County Office by August 7, 2017.

Aye: English all except staples bill and item #9, Fitterer, Lawson, Martinock, and Ortiz

Nay: None

Abstain: English staples bill and item #9

Absent: Bennett, Flynn, Miller and Siino

Educational Resources

Mrs. Martinock stated that the committee met on June 27, 2017 and discussed test scores and potential improvements for the District.

Mr. English questioned as to the procedure in regards to the workshops.

Mr. McCue responded it is a combination of principal recommendation and teacher request.

Mrs. Martinock asked what the requirements were for teachers.

Mr. McCue responded that the teachers should complete twenty hours a year to keep on track.

Mrs. Martinock presented the following Resolutions, seconded by Mr. Lawson.

1. BE IT RESOLVED to approve the following workshops for the 2017-2018 school year for the personnel listed below plus mileage if requested:

Christina Sorbara, Woodmere School Teacher

Workshop: Introduction to ABA and Teaching Verbal Behavior in the Classroom, Rahway Public Schools, Rahway, NJ

July 18-19, 2017

Fee: 0

Mileage: \$39.68

Jessica Kuras, Meadowbrook School Teacher
Workshop: Wilson Language Training, Foundations Level K Workshop, Saddle Brook, NJ
July 24, 2017
Fee: \$259.00 (Title I Funded) Mileage: \$35.03

Christina Sorbara, Woodmere School Teacher
Workshop: Creating a Willing Learner, Rahway Public Schools, Rahway, NJ
July 25-26, 2017
Fee: \$100.00 Mileage: \$39.68

Jeanine DeFilippis, Meadowbrook School Teacher
Workshop: Wilson Language Training, Foundations Level 2 Workshop, Marriott, Saddle Brook, NJ
July 26, 2017
Fee: \$259 (Title I Funded) Mileage: \$35.03

Jessica Kuras, Meadowbrook School Teacher
Workshop: Wilson Language Training, Foundations Level 2 Workshop, Marriott, Saddle Brook, NJ
July 26, 2017
Fee: \$259 (Title I Funded) Mileage: \$35.03

Brenda Miller, Meadowbrook School Teacher
Workshop: Wilson Language Training, Foundations Level 2 Workshop, Marriott, Saddle Brook, NJ
July 26, 2017
Fee: \$259 (Title I Funded) Mileage: \$35.03

Lori Youngclaus, Board Secretary/Business Administrator
Workshop: Salary Guide Analysis and Structure, NJASBO, Robbinsville, NJ
August 1, 2017
Fee: \$100.00 Mileage: \$25.61

Maureen Young, Administrative Assistant to the Superintendent
Workshop: Regional Training Session for Certification and Professional Development, New Jersey Forensic Science Technology Center Auditorium, Hamilton, NJ
August 4, 2017
Fee: 0 Mileage: \$25.36

2. BE IT RESOLVED to approve the following Monmouth University students for their clinical practice (student teaching), Fall 2017 – Spring 2018:

Student	Teacher	Grade
Nicole Deller	Liz Kelleher	Spanish
Stephanie Holtje	Sarah Kuipers/Laura Barthel	6th

3. BE IT RESOLVED to approve the following course reimbursement for the 2017-2018 school year:

#1 Jamie Johnson, Meadowbrook School Teacher

Course: EDL-593 Administration and Supervision of Literacy Practices and Professional Development for School Leaders

Monmouth University, Fall 2017

Not to exceed the amount of \$2,067.00

4. BE IT RESOLVED to approve the Chief School Administrator's Professional Development Plan for the 2017-2018 school year as specified by N.J.A.C. 6A:9-15.
5. BE IT RESOLVED to approve the Grades K-4 Science Curriculum for the district for the 2017-2018 school year.
6. BE IT RESOLVED to approve the District Professional Development Plan as well as the School Professional Development Plans for each respective school in the district for the 2017-2018 school year.
7. BE IT RESOLVED to approve the Monmouth-Ocean Educational Services Commission Non-Public Technology Initiative Program Agreement for the 2017-2018, 2018-2019 and 2019-2020 school years. This agreement can be found on file in the Business Office.
8. BE IT RESOLVED to approve the tuition contract with the Tinton Falls Board of Education for the placement of case #52, #53 and #54, plus the cost of transportation in the amount of \$11,907.34 for June 3, 2017 through June 30, 2017. Tinton Falls will pay the full tuition cost as well as transportation.

Aye: English, Fitterer, Lawson, Martinock and Ortiz

Nay: None

Absent: Bennett, Flynn, Miller and Siino

Personnel

Mrs. Martinock presented the following Resolutions, seconded by Mr. Lawson.

1. BE IT RESOLVED to approve Elizabeth Mooney as a Replacement 4th Grade Teacher at Woodmere School at a salary of \$55,564.00 (pro-rated), BA Step 1, effective September 1, 2017 to December 22, 2017 for the 2017-2018 school year.
2. BE IT RESOLVED to approve Kathleen Pannullo as a Special Education Paraprofessional at Woodmere School at a salary of \$20,756 (pro-rated), effective September 1, 2017 to December 22, 2017 for the 2017-2018 school year.

3. BE IT RESOLVED to approve the following list of substitute teachers, substitute paraprofessional aides, substitute nurses, substitute secretaries, substitute cafeteria workers, substitute van drivers, and substitute van aides for the 2017-2018 school year. (Attachment C2)
4. BE IT RESOLVED to accept the resignation of Brianna Ecklof, Woodmere School Part-time Special Education Teacher, effective July 19, 2017.
5. BE IT RESOLVED to approve Debra Samilow as a Special Education Paraprofessional, pending criminal history clearance, at Woodmere School at a salary of \$20,756.00 for the 2017-2018 school year beginning September 1, 2017.
6. BE IT RESOLVED to approve Alessandra Barone as a Special Education Paraprofessional, pending criminal history clearance, at Woodmere School at a salary of \$20,756.00 for the 2017-2018 school year beginning September 1, 2017.
7. BE IT RESOLVED to approve Erin Viani as a Part-time Special Education Teacher, pending criminal history clearance, at Meadowbrook School at a salary of \$59,569 (pro-rated), MA Step 1, not to exceed 21.5 hours per week for the 2017-2018 school year beginning September 1, 2017.
8. BE IT RESOLVED to approve Carey Ann Michaels as a Part-time Special Education Teacher, pending criminal history clearance, at Meadowbrook School at a salary of \$59,569 (pro-rated), MA Step 1, not to exceed 21.5 hours per week for the 2017-2018 school year beginning September 1, 2017.

Aye: English, Fitterer, Lawson, Martinock and Ortiz

Nay: None

Absent: Bennett, Flynn, Miller and Siino

Operations

Mr. Ortiz presented the following Resolutions, seconded by Mr. Lawson.

1. BE IT RESOLVED to approve a contract with 3R Painting, 122 Drummond Avenue, Neptune, New Jersey, 07753, for the painting of the District Wide Painting of the All-Purpose Rooms in an amount not to exceed \$22,400. These funds have been approved as a Maintenance Reserve Account Withdrawal for the 2017-2018 school year.

Aye: English, Fitterer, Lawson, Martinock and Ortiz

Nay: None

Absent: Bennett, Flynn, Miller and Siino

Technology

Mr. Fitterer inquired about the cost for the Dell SMART Boards.

Mr. McCue responded that the existing SMART Boards have technology that is obsolete. The new SMART boards will have software that automatically upgrade the system. The new boards will have a life expectancy of ten to fifteen years.

Mrs. Martinock asked if every classroom would receive the new boards.

Mr. McCue responded that currently each grade level teacher will receive the new boards and we will work on the special area teachers over the next few years.

Mr. Ortiz presented the following Resolutions, seconded by Mrs. Martinock.

1. BE IT RESOLVED to enter into a Four-Year Lease Agreement with Dell Financial Services through CDW-G to provide 78 SMART Board 6265-V@ LED interactive display monitors including installation, training and a five-year warranty through MRESC IFB 15-16-11 NJ State approved Co-op #65MCE (15/16-11) at a cost of \$109,479.34/per year with a \$1.00 purchase option at the end of the lease. This contract can be found on file in the Business Office.
2. BE IT RESOLVED to enter into a Four-Year Lease Purchase Agreement with Dell Financial Services through Ocean Computer to provide 105 Dell 3189 computers with accidental coverage for \$18,943.47/per year through NJ State Contract WSCA/NASPO # B27160 with a \$1.00 purchase option at the end of the lease. These computers will be provided to the fifth graders in the district. This contract can be found on file in the Business Office.

Aye: English, Fitterer, Lawson, Martinock and Ortiz

Nay: None

Absent: Bennett, Flynn, Miller and Siino

Safety & Security

Mrs. Martinock presented the following Resolutions, seconded by Mr. Lawson.

1. BE IT RESOLVED to approve the submission of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act as mandated by the New Jersey Department of Education for the 2016-2017 school year.
2. BE IT RESOLVED to approve the Electronic Violence & Vandalism Reporting System Data and HIB-ITP Report #2 for the 2016-2017 school year as presented by Mr. Scott T. McCue, Superintendent of Schools.

July 1, 2016 – December 31, 2016						January 1, 2017 – June 30, 2017				
School	Violence	Vandalism	Weapons	Substance Abuse	HIB	Violence	Vandalism	Weapons	Substance Abuse	HIB
Meadowbrook	1	0	0	0	0	0	0	0	0	0
Memorial	2	0	0	0	3	1	1	0	0	4
Vetter	0	0	0	1	1	0	0	0	0	1
Woodmere	0	0	0	0	0	0	0	0	0	0
Total	3	0	0	1	4	1	1	0	0	5

Aye: English, Fitterer, Lawson, Martinock and Ortiz

Nay: None

Absent: Bennett, Flynn, Miller and Siino

Negotiations

There was no report from the Committee Chairperson.

Student Activities, Recreation & Development

There was no report from the Committee Chairperson.

Items for Discussion

There were no items for discussion.

Other Business from The Board

Summer Registration for all elementary pupils **new** to Eatontown (Grades K-8) will be held as follows:

<u>Place</u>	<u>Dates</u>	<u>Time</u>
Administration Office 5 Grant Avenue Eatontown, NJ 07724	August 15 through August 18	9:00 a.m. - 12:00 p.m. only 1:00 p.m. - 2:30 p.m. only

Meeting Opened to the Public

Mr. Fitterer motioned to open the meeting to the public, seconded by Mrs. Martinock.

Upon call of the question, the motion passed unanimously.

Mrs. Santos read a recommendation from a teacher who works at KinderCare and asked that the Board reconsider evaluating her child for first grade

Mr. McCue stated we are honoring the policy of the Board of Education.

Mrs. Martinock and Mr. Fitterer discussed Mrs. Santos concerns.

Closed to the Public

Mr. Ortiz motioned to close the meeting to the Public, seconded by Mr. Lawson.

Upon call of the question, the motion passed unanimously.

Executive Session

7:55 p.m.

Mr. English motioned to move into Executive Session, seconded by Mr. Lawson.

Upon call of the question, the motion was passed unanimously.

Mr. Collins read the Executive Session Resolution.

BE IT RESOLVED that the following portion of this meeting dealing with the following generally described matters shall not be open to the public:

Personnel and HIB Hearing Decision

BE IT FURTHER RESOLVED that it is anticipated that the matters to be considered in private may be disclosed to the Public at a later date under the following circumstance.

When confidentiality is no longer required.

Deals with personnel matters of public employees and employee has not requested that the matter be made public.

BE IT FURTHER RESOLVED that private consideration is deemed required and is permitted because of the following noted exceptions set forth in the Act:

 X 2. Rendered confidential by State Statute or Court Rule.

 X 3. Would constitute an unwarranted invasion of individual privacy.

 X 10. Falls within the attorney-client privilege and confidentiality is required.

- X 11. Deals with personnel matters of public employees and employee has not requested that the matter be made public.

Meeting Reopened
9:10 p.m.

Mr. Fitterer motioned to reopen the meeting, seconded by Mr. Lawson.

Upon call of the question, the motion was passed unanimously.

Executive Session Resolution

Mr. Fitterer presented the following Resolution, seconded by Mr. Lawson.

BE IT RESOLVED to adopt the Final Decision regarding the HIB hearings conducted on June 12, 2017 and June 26, 2017 as amended by the Board in Executive Session.

Upon call of the question, the motion was passed unanimously.

Adjournment
9:15 p.m.

Mr. Fitterer motioned to adjourn the meeting, seconded by Mr. Lawson.

Upon call of the question, the motion was passed unanimously.

Respectfully submitted by,

A handwritten signature in cursive script, appearing to read "LYoungclaus".

Lori Youngclaus
Business Administrator