

WEST ORANGE BOARD OF EDUCATION
Public Board Meeting - 8:03 p.m. – December 12, 2016
West Orange High School Auditorium
51 Conforti Avenue

Minutes

I. ROLL CALL OF THE MEMBERS AND PLEDGE OF ALLEGIANCE

Present: President Lab, Mr. Robertson, Mr. Charles, Mrs. Mordecai, Mr. Schwarzbaum

II. NOTICE OF MEETING: Please take notice that adequate notice of this meeting has been provided in the following manner:

- A. That a written notice was sent from the Office of the Secretary of the Board at 4:00 p.m. on January 5, 2016.
- B. That said notice was sent by regular mail to the West Orange Township Clerk and the Editors of the West Orange Chronicle and the Star-Ledger.
- C. That said notice was posted in the lobby of the Administration Building of the Board of Education.

III. CONSIDERATION OF THE CLOSED AND PUBLIC MEETING MINUTES OF November 21 (Att. #1) and December 6, 2016 (Att. #2)

November 21, 2016 Minutes

MOTION: Mrs. Mordecai

SECOND: Mr. Robertson

VOTE: 5-0 (VV)

December 6, 2016 Minutes

MOTION: Mr. Schwarzbaum

SECOND: Mrs. Mordecai

VOTE: 3-0-2 (RC)

ABSTAIN: Mr. Robertson, Mr. Charles

IV. SUPERINTENDENT/ BOARD REPORTS

- A. WOHS Step Team
- B. WOHS Varsity Football Team
- C. 2015-2016 Audit Presentation
- D. Demographer Presentation
- E. District Calendar 2017-2018
- F. Strategic Plan Update - January 2017 Meeting
- G. HIB Report

V. QUESTIONS FROM THE PUBLIC ON AGENDA ITEMS

VI. SECOND READING OF THE FOLLOWING BOARD POLICIES:

Use of School Facilities 1330.00

MOTION: Mr. Robertson **SECOND:** Mr. Charles **VOTE:** 5-0 (RC)

Breakfast Offer Versus Serve (OVS) 3542.20

Lunch Offer Versus Serve (OVS) 3542.30

MOTION: Mr. Charles **SECOND:** Mr. Robertson **VOTE:** 5-0 (RC)

Certification 4112.20

MOTION: Mr. Robertson **SECOND:** Mr. Charles **VOTE:** 5-0 (RC)

Student Teachers and Interns 4122.00

MOTION: Mr. Schwarzbaum **SECOND:** Mr. Charles **VOTE:** 5-0 (RC)

VII. REPORTS, DISCUSSIONS, AND RECOMMENDATIONS**A. PERSONNEL****1. Resignations / Retirements / Terminations**

- a. Superintendent recommends approval to the Board of Education for the following certificated staff resignation(s) / retirement(s):

Name	Location	Position	Reason	Effective Date
Maria Passerini	Kelly	ESL	Retirement 22 years	7/1/17

- b. Superintendent recommends approval to the Board of Education for the following non-certificated staff resignation(s) / retirement(s):

Name	Location	Position	Reason	Effective Date
Linda Rizzolo	WOHS	Administrative Assistant	Retirement 13 years	7/1/17
Judith Sanzari	Kelly	Administrative Assistant	Retirement 29 years	7/1/17

- c. Superintendent recommends approval to the Board of Education for the following termination(s):

Employee #	Effective Date
5022	12/12/16

2. Rescissions:

- a. Superintendent recommends approval to the Board of Education for the following rescission(s):

Name	Location	Position	Effective Date
Chitra Ramchandani	Edison	Mentor	9/1/16

3. Appointments

- a. Superintendent recommends approval to the Board of Education for the following certificated staff appointment(s):

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Cemran Birick	WOHS	Italian Long Term Substitute	Zamlot	MA	2	\$277 per diem	12/7/16 - 12/20/16
Robin Chilton	Kelly	School Social Worker Leave Replacement	Newell	MA	2	\$55,380 prorated	1/3/17 - 5/19/17
Nicole Donohue	WOHS	Social Studies Leave Replacement	Feehan	MA	2	\$55,380 prorated	12/7/16 - 4/28/17
Catherine Gardner	WOHS	Technology Education Long Term Substitute	Simons	MA	2	\$277 per diem	12/12/16 - 3/16/17
Teresha Hughes	Liberty	Business Education Extended Assignment Substitute	Tempesta	N/A	N/A	\$200 per diem	12/1/16 - 12/16/16
Diane Lewis-Rebimbas	Gregory	Grade 2 Long Term Substitute	Talman	MA	2	\$277 per diem	12/6/16 - 1/26/17
Jacquelyn Parodi	Kelly	Special Education Leave Replacement	Rubin	BA	2	\$51,862 prorated	2/1/17 - 6/30/17
Rudolph Petrella	WOHS	Automotive Technology	S. Ferrara	MA+45	12	\$87,323 prorated	2/13/17 - 6/30/17*
Karen Porreca	Hazel	.5 Basic Skills	New	MA+30	14	\$51,012 prorated	12/12/16 - 6/30/17
Samantha Scudiero	St. Cloud	Grade 3 Leave Replacement	Andriola	BA	2	\$51,862 prorated	12/1/16 - 6/30/17

*or sooner as determined by the Superintendent

- b. Superintendent recommends approval to the Board of Education for the following non-certificated staff appointment(s):

Name	Location	Position	Replacement / New	Guide	Step	Salary	Effective Dates
Pennie Cokley	Transportation	Part-time Bus Driver	Hines-James	N/A	N/A	\$21.70 hourly	12/19/16 - 6/21/17
August Harris, III	Mt. Pleasant	Paraprofessional	Sudol	BA	2	\$28,293 prorated	12/13/16 - 6/30/17
Audrey Johnson	Transportation	Part-time Bus Monitor	Castro	N/A	N/A	\$19.72 per hour	12/13/16 - 6/21/17
Monica Salazar	Mt. Pleasant	Lunch Aide	Fidalgo	N/A	N/A	\$17.70 per hour	12/13/16 - 6/21/17

- c. Superintendent recommends approval to the Board of Education for the following non-certificated staff amended position(s) and/or salary(ies):

Name	Location	Position	Change	Guide	Step	Salary	Effective Dates
Gustavo Contreras	Buildings & Grounds	Custodian Night Shift WOHS	Custodian Mid Shift Roosevelt	Custodian	2	\$36,999 Includes shift differential of \$285 prorated / amended	12/13/16 - 6/30/17
Yvrose Fidele	Transportation	Part-time Driver	Part-time Monitor	N/A	N/A	\$19.72 per hour	12/1/16 - 6/21/17
Lamont Mack	Roosevelt	Custodian Mid Shift	Custodian Night Shift	Custodian	2	\$37,294 Includes shift differential of \$580 prorated / amended	12/13/16 - 6/30/17

- d. Superintendent recommends approval to the Board of Education for the following amended additional teaching assignment(s):

Name	Location	Position	Guide	Step	Salary	Effective Dates
Rosanna Zamloot	WOHS	Italian	BA+30	7	\$9,598 prorated	9/1/16 - 10/25/16 12/21/16 - 6/30/17 amended

- e. Superintendent recommends approval to the Board of Education for the following negotiated co-curricular assignment(s):

Name	Location	Position	Stipend	Effective Dates
Paul Chegwiddden OOD	WOHS	Indoor Track: Assistant Coach	\$6,384	2016-2017
Ferdinand Christian	WOHS	Basketball: Girls Volunteer	N/A	2016-2017
Wendy Mapes	WOHS	Drama	\$1,435 prorated	9/1/16 - 9/26/16 2/1/17 - 6/30/17 amended
Wendy Mapes	WOHS	Thespian	\$1,435 prorated	9/1/16 - 9/26/16 2/1/17 - 6/30/17 amended
Melissa Martino	Liberty	Yearbook: Co-Advisor	\$1,072 prorated	9/1/16 - 10/31/16 amended
Melissa Martino	Liberty	Yearbook	\$2,144 prorated	11/1/16 - 6/30/17
Heather Nover	Liberty	Totally Tech	\$1,435 prorated	11/1/16 - 6/30/17
Mary Ann Riel	WOHS	Drama	\$1,435 prorated	12/5/16 - 1/31/17
Mary Ann Riel	WOHS	Thespian	\$1,435 prorated	12/5/16 - 1/31/17
Melissa Sande	WOHS	Spring Musical: Assistant to the Director	\$1,188	2016-2017
Anne Tempesta	Liberty	Totally Tech	\$1,435 prorated	9/1/16 - 10/31/16 amended
Anne Tempesta	Liberty	Yearbook: Co-Advisor	\$1,072 prorated	9/1/16 - 10/31/16 amended

- f. Superintendent recommends approval to the Board of Education for the following mentor assignments:

Mentor	Provisional Teacher	Location	Stipend	Effective Dates
Christie Landau	Ruth Willey	Redwood	\$220	11/14/16 - 3/31/17
Danielle Marino	Kelly Freer	Gregory	\$330	12/19/19 - 6/30/17

- g. Superintendent recommends approval to the Board of Education for the following additional assignment(s):

Name	Location	Position	Rate of Pay	Effective Dates
Melissa Bensen	St. Cloud	Morning Breakfast Duty	\$35 per diem as assigned	2016-2017
Diana Bolivar	Hazel	Homework Club Funded by Title I	\$35 per hour not to exceed 2 hours per week	12/1/16 - 6/21/17 not to exceed 24 weeks
Sarah Bonilla OOD	Edison	Empower Group COPE Center Volunteer	N/A	2016-2017
Erick Brice	Gregory	Morning Breakfast Duty	\$35 per diem as assigned	2016-2017
Diana DaCosta	Central Office	Technology Integration Specialist	\$73 per hour not to exceed 1.5 hours per day	10/18/16 - 12/6/16 not to exceed 6 sessions
Michael Denburg	WOHS	Mathematics Instructor, SAT Boot Camp Session II	\$1,600 8 classes	1/3/17 - 1/18/17 amended
Mindy Harvat	WOHS	Mathematics Instructor, SAT Boot Camp Session II	\$1,600 8 classes	1/3/17 - 1/18/17 amended
Christopher King OOD	Edison	Empower Group COPE Center Volunteer	N/A	2016-2017
Kristy Lopez	Liberty	Morning Breakfast Duty	\$35 per diem as assigned	2016-2017
Karen Lott	Hazel	Homework Club Funded by Title I	\$35 per hour not to exceed 2 hours per week	12/1/16 - 6/21/17 not to exceed 24 weeks
Efrain Monterroso OOD	Edison	Empower Group COPE Center Volunteer	N/A	2016-2017
Taliyah Morris OOD	Edison	Empower Group COPE Center Volunteer	N/A	2016-2017
Sophia Rivera	Hazel	Homework Club Funded by Title I	\$35 per hour not to exceed 2 hours per week	12/1/16 - 6/21/17 not to exceed 24 weeks
Tynia Thomassie	Central Office	Technology Integration Specialist	\$73 per hour Not to exceed 1.5 hours per day	10/18/16 - 12/6/16 not to exceed 6 sessions

Michelle Uhler OOD	WOHS	Spring Musical: Rehearsal Pianist	\$1,435	2016-2017
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- h. Superintendent recommends approval to the Board of Education for the following Buildings and Grounds stipends to be paid in two installments: December 2016 and June 2017.

Name	Location	DOH	License	Amount	Effective Dates
Joseph Ferville	St. Cloud	9/6/16	Black Seal	\$700 prorated	9/6/16 - 6/30/17
Stephen Quirk	Liberty	1/1/07	Black Seal	\$700 prorated	7/1/16 - 11/30/16 amended

- i. Superintendent recommends approval to the Board of Education for the following substitute appointment(s) at the appropriate substitute rates for 2016-2017:

Name	Certification Code	Teacher	Paraprofessional	Administrative Assistant	Lunch Aide	Nurse	Custodian
Vincent Angelone	Substitute	X	X	X			
Alicia Asberry	N/A				X		
Gavin CoBourne	Substitute	X	X				
Nicole Donohue	CEAS	X	X				
Aida Enriquez	N/A				X		
Kelly Freer	CEAS	X	X				
Diane Lewis-Rebimbas	Standard	X	X				
Jesenia Lopez	CEAS	X	X				
Marianne Lynn	Substitute	X	X	X	X		
Mitchell Miranda	N/A						X
Bruce Pomerantz	CEAS		X				
Mary Ann Riel	CEAS	X	X				
Alexandra Roman	N/A						X
Luciana Schiner	Substitute	X	X				
Ariel Stanziale	Substitute	X	X	X	X		
Maria Taboada	N/A						X
William Temple, Jr.	N/A						X

4. Leaves of Absence:

- a. Superintendent recommends approval to the Board of Education for the following leaves of absence for certificated staff:

Name	Location / Position	Paid Leave	Unpaid Leave with Benefits	Unpaid Leave without Benefits	Anticipated Return Date
Deborah Andriola Medical	St. Cloud Grade 3	9/1/16 - 9/16/16	N/A	9/19/16 - 5/19/17 amended	5/22/17 amended

Alexis DeVita Family	Kelly Elementary School School Social Worker	10/24/16 - 12/22/16 amended	12/23/16 - 6/30/17 amended	N/A	9/1/17
Meara Franowicz Family	District Library Media Specialist	5/17/17 - 6/12/17	6/13/17 - 6/30/17	N/A	9/1/17
Katie Gasparri Medical	Hazel Special Education	9/1/16 - 1/24/17 amended	1/25/17 - 1/31/17 amended	N/A	2/1/17
Lori Graham Medical	WOHS Family & Consumer Science	9/1/16 - 11/23/16 amended	N/A	N/A	11/28/16 amended
Wendy Mapes Medical	WOHS Theatre	9/27/16 - 1/31/17 amended	N/A	N/A	2/1/17
Suzanne Morley Family	.6 Kelly / .4 Washington Speech Therapist	10/17/16 - 12/20/16 amended	N/A	12/21/16 - 5/15/17 amended	5/16/17
Elizabeth Rubin Family	Kelly Special Education	2/6/17 - 4/5/17	4/6/17 - 6/30/17	N/A	9/1/17
Diane Talman Medical	Gregory Grade 2	12/6/16 - 1/31/17	N/A	N/A	2/1/17
Anne Tempesta Medical	Liberty Business Education	11/7/16 - TBD	N/A	N/A	TBD
Rosanna Zamloot Medical	WOHS Italian	10/26/16 - 12/20/16 amended	N/A	N/A	12/21/16 amended

- b. Superintendent recommends approval to the Board of Education for the following leaves of absence for non-certificated staff:

Name	Location / Position	Paid Leave	Unpaid Leave with Benefits	Unpaid Leave without Benefits	Anticipated Return Date
Gina Capone Family	Redwood Paraprofessional	3/1/17 - 3/24/17	3/27/17 - 6/30/17	N/A	TBD
Michele Howell-Scott Personal	Kelly Paraprofessional	N/A	N/A	1/5/17 - 3/6/17	3/7/17
Hernan Molina Medical	Gregory Custodian	12/2/16 - 1/3/17	1/4/17 - 1/13/17	N/A	1/17/17
Rachel Mondalto Medical	St. Cloud Paraprofessional	10/31/16 - 2/6/17	N/A	N/A	TBD
Aimmeen Rivera Personal	Transportation Part-time Monitor	N/A	N/A	12/2/16 - 12/9/16	12/12/16

5. Transfer(s):

- a. Superintendent recommends approval to the Board of Education for the following transfer(s) of non-certificated staff:

Name	From	Position	To	Position	Effective Date
Gustavo Contreras Voluntary	WOHS	Custodian Night Shift	Roosevelt	Custodian Mid Shift	12/13/16 - 6/30/17
Juan Lopez Voluntary	Roosevelt	Custodian Night Shift	Liberty	Custodian Night Shift	12/13/16 - 6/30/17

6. Approve a Memorandum of Agreement between the West Orange Board of Education and the West Orange Administrators Association (Directors, Principals, Assistant Principals and Supervisors), for a successor collective negotiations agreement covering the period of July 1, 2015 through June 30, 2019. This ratification is pending the development of mutually agreed upon salary guides.

Personnel - Items 1 through 6**MOTION:** Mrs. Mordecai**SECOND:** Mr. Robertson**VOTE:** 5-0 (RC)**B. CURRICULUM AND INSTRUCTION**

1. Recommend approval for field trip(s) for the 2016-2017 school year. (Att. #3)
2. Recommend approval of dissertation proposal from Keri Orange, 5th Grade Teacher at Kelly Elementary School.
3. Recommend approval/acceptance of the Asia Society's Confucius Classroom Student Exchange. The World Languages Chinese program has received funding from Haban. A maximum of 15 students will visit China from April 8, 2017 - April 16, 2017 at an estimated cost of \$2,500 per student (Student Funded).
4. Recommend approval/acceptance of Applications for School Business requests. (Att #4)

Curriculum and Instruction - Items 1 through 4**MOTION:** Mrs. Mordecai**SECOND:** Mr. Charles**VOTE:** 5-0 (RC)**C. FINANCE****a.) Special Services**

1. Recommend approval for the following extraordinary services for the 2016-2017 School Year:

Student #	Placement	Service	Cost	Budgeted/Unbudgeted
2806102	MUJC Developmental Learning Center, New Providence	1:1 Aide 12/1/16-6/28/17	\$47,705 (\$6,815/month)	Unbudgeted

2. Recommend approval for speech therapy maternity leave replacement.

Provider	Schools	Rate of Pay	Not to Exceed
Cerebral Palsy of North Jersey, Inc. Livingston, NJ	Kelly Elementary Washington Elementary	\$98 per hour * \$375 per evaluations	\$65,000 30 evaluations

* includes make-up sessions

3. Recommend approval for independent contractor for LDTC services from December 13, 2016 through April 18, 2017.

Provider	Schools	Rate of Pay	Not to Exceed
Frank Falcone, Comprehensive Educational Services	Washington Elementary Hazel Elementary	\$395 per Evaluation \$75 per Meeting	40 Evaluations 40 Meetings

4. Recommend approval of providers of home instruction for the 2016-2017 school year to provide services to West Orange School district students as follows:

Student #	Name of Facility	Rate	Not to Exceed
1411009	Brookfield School	\$73/hr.	\$5,000
226092	Integrity House	\$60/hr.	\$32,640

5. Recommend approval for training following an Augmentative-Alternative Communication Evaluation:

Student #	Provider	Cost
2706137	Advancing Opportunities	Training - \$1200 (\$150/hr x 8 hrs.)/Travel - \$275 (\$55/hr x 5)

6. Recommend approval for the following Bilingual Educational Evaluation:

Student #	Provider	Cost	Budgeted/Unbudgeted
1501108	Kid Clan Services, Inc.	\$450	Unbudgeted

b.) **Business Office**

1. Recommend approval of the 12/12/16 Bills List: (Att. #5)

Payroll/Benefits	\$15,653,940.47
Transportation	\$ 252,504.91
Tuition (Spec. Ed./Charter)	\$ 457,256.25
Instruction	\$ 126,824.96
Facilities/Security	\$ 222,744.65
Capital Outlay	\$ 10,926.66
Grants	\$ 150,778.44
Summer Enrichment	\$ 5,305.92
ESIP	\$ 604,174.68
Support Svcs/Co-Curricular/Athletics/Misc.	\$ 170,638.47
	<u>\$17,655,095.41</u>

2. Recommend acceptance of the following donation(s):

Donor	Recipient	Donation
West Orange Education Foundation	Step Team	\$3,600.00
West Orange Education Foundation	High School Music Production Club	\$1,400.00
Anonymous	Kelly School	\$1,500 to enhance STEAM initiatives
Mr. and Mrs. Palumbo	Mt. Pleasant School	\$6,500.00 for the purchase of school supplies

3. Recommend approval of Honeywell International, Inc., Morris Plains, NJ Change Order #1 for a reduction of \$46,338.20 with regard to the Energy Savings Improvement Program Project (ESIP).
4. Recommend approval of the transfer of interest from ESIP (Capital Projects Fund) to the General Fund.
5. Recommend approval to void the following stale-dated checks from the School Account:

Check Number	Check Amount
33737	\$95.00
33813	\$150.00
33841	\$442.00
34265	\$216.00
34293	\$300.00
34456	\$172.50
34540	\$1,326.00
34576	\$442.00
34611	\$442.00
34689	\$442.00
34699	\$884.00
34725	\$442.00
34770	\$442.00

6. Recommend approval to trade in 11 obsolete Redcat FM System units to Lighspeed Technologies, Inc. and to receive a Trade-In Credit in the amount of \$1,100.00 in order to purchase new units.
7. Recommend approval of proposed expenditures to be made on behalf of non-public schools utilizing non-public security state aid:

Non-Public	Description	Budget
Seton Hall Prep	Installation of Surveillance Cameras at the new Kelly Athletic Center	\$46,850.00
Playhouse School	Install new fireproof exterior door	\$900.00
Tutor Time	Keri Proxy Key tags	\$350.00

8. Recommend approval of Settlement Agreement Amendment with parents of Student #1011003 as stipulated in closed session.
9. Accept the financial audit and synopsis of the 2015-2016 school year as prepared by the firm Lerch, Vinci & Higgins, LLP. (Att. #6)
10. Recommend approval of an audit corrective action plan for the remediation of recommendations noted in the financial audit of the 2015-2016 school year. (Att. #7)
11. Recommend approval of an Athletic Field Use Agreement with NJIT for the period 1/12/17-4/28/17.
12. Recommend approval of a proposal, including options 1-6, with Statistical Forecasting, LLC, to perform demographic services for an amount not to exceed \$23,200.

Finance - Special Services Items 1 through 6, Business Office Items 1 through 12

MOTION: Mr. Robertson

SECOND: Mr. Schwarzbaum

VOTE: 5-0 (RC)

D. REPORTS

1. Superintendent recommends to the Board of Education acceptance of the HIB Report ending December 12, 2016.

2. Harassment, Intimidation and Bullying

“Whereas, pursuant to Board Policy and the requirements of N.J.S.A. 18A:37-17(b)(6)(c), at its meeting on November 21, 2016, the Superintendent reported HIB Incident Number(s) 018 to the Board; and

Whereas, on November 28, 2016 the parents and/or guardians of the students who are parties to the investigation received information about the investigation pursuant to N.J.S.A. 18A:37-17(b)(6)(d); and

Now, therefore, be it Resolved that the Board affirms the decision of the Superintendent concerning HIB Incident Number(s) 018 for the 2016-2017 school year for the reasons conveyed to the Board.”

3. Acceptance of School Bus Emergency Evacuation Drills:

School	Date	Time	Routes	Location	Supervisor
Gregory School	10/17/16	9:15 a.m.	All Routes	On premises	Michele Thompson/ Makeida Hewitt
Liberty School	10/17/16	9:15 a.m.	All Routes	On premises	Robert Klemt/ Michelle Martino
WOHS	10/18/16	9:15 a.m.	All Routes	On premises	Hayden Moore/ Lonnie Williams/ Kevin Alvine
WOHS	10/21/16	9:15 a.m.	All Routes	On premises	Hayden Moore/ Kevin Alvine
Redwood School	10/24/16	9:15 a.m.	All Routes	On premises	Bruce Arcurio/ Ana Marti
Washington School	10/28/16	9:15 a.m.	All Routes	On premises	Marie DeMaio
Mt. Pleasant School	10/28/16	9:15 a.m.	All Routes	On premises	Julie DiGiacomo
Hazel School	11/1/16	9:15 a.m.	All Routes	On premises	William Kochis/ Cathy Lee
Roosevelt School	11/1/16	9:15 a.m.	All Routes	On premises	Lionel Hush/ Marc Lawrence
Kelly School	11/2/16	9:15 a.m.	All Routes	On premises	Joanne Pollara
St. Cloud School	11/3/16	9:15 a.m.	All Routes	On premises	Eric Price
Edison School	11/7/16	9:15 a.m.	All Routes	On premises	Xavier Fitzgerald/ Steven Melendez

Reports - Items 1 through 3

MOTION: Mrs. Mordecai

SECOND: Mr. Schwarzbaum

VOTE: 5-0 (RC)

E. Miscellaneous

1. Recommend approval of the 2017-2018 School Calendar. (Att. #8)

MOTION: Mrs. Mordecai

SECOND: Mr. Robertson

VOTE: 5-0 (RC)

VIII. REPORT FROM THE BOARD PRESIDENT AND/OR BOARD MEMBERS

IX. NEXT BOARD MEETINGS to be held at 7:00 p.m. on December 21, 2016 at the Administration Building (closed session only) and at 8:00 p.m. on January 5, 2017 at West Orange High School.

MOTION: Mrs. Mordecai

SECOND: Mr. Robertson

VOTE: 5-0 (VV)

X. PETITIONS AND HEARINGS OF CITIZENS

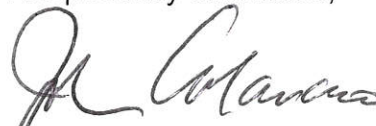
XI. ADJOURNMENT at 10:10 p.m.

MOTION: Mr. Charles

SECOND: Mr. Robertson

VOTE: 5-0 (VV)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John Calavano". The signature is fluid and cursive, with the first name "John" and last name "Calavano" clearly distinguishable.

John Calavano, Board Secretary