

**WEST ORANGE BOARD OF EDUCATION
Public Board Meeting - 6:32 p.m. – March 11, 2019
West Orange High School
51 Conforti Avenue**

Minutes

I. ROLL CALL OF THE MEMBERS

Present: President Alper, Mrs. Mordecai, Mr. Robertson, Mrs. Merklinger, Mrs. Trigg-Scales

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 8, 2019.
- 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. WEST ORANGE BOARD OF EDUCATION RESOLUTION AUTHORIZING EXECUTIVE SESSION at 6:34 P.M.

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the West Orange Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," without the public being permitted to attend, and

WHEREAS, the Board has determined that five (5) issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on Monday, March 11, 2019 at 6:30 P.M, and

WHEREAS, the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written:

- "(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:
- "(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

■ "(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matters, described as specifically as possible without undermining the need for confidentiality are: a. Settlement Agreement re: Student #2706115; b. Legal Advice re: HIB/Board Matter.

□ "(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body." The collective bargaining contract(s) discussed are between the Board and _____.

□ "(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

□ "(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

□ "(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality are:

■ "(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are: Employee Numbers 4089, 7006; Head Football Coach.

□ "(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the

Name	Location	Position	Reason	Effective Date
Raquel Feliciano	WOHS	Paraprofessional	Retirement 15 years	7/1/19

2. Rescissions

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

Name	Location	Position	Effective Date
Peter Tourian	WOHS	Lacrosse: Head Coach	3/5/19
Kevin Yeager OOD	WOHS	Lacrosse: Assistant Coach	3/5/19

3. Appointments

a. 2019-2020 School Year

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

Name	Location	Position	Stipend	Effective Date On or Before
Darnell Grant	WOHS	Football: Head Coach	\$14,366	6/9/19

- 2) Superintendent recommends approval to the Board of Education for rates for the Summer Enrichment Program, effective 7/1/2019 through 7/26/2019, as indicated:

Position	Rate of Pay
Assistant to the Director	\$47 per hour
Coordinator	\$51 per hour
Nurse	\$55 per hour
Office Assistant	\$31 per hour
Paraprofessional	\$27 per hour
Teacher	\$47 per hour

b. 2018-2019 School Year

- 1) 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
Leslie Porte	WOHS	Special Education/English Long Term Substitute	Grivalsky	BA	3	\$283 per diem	3/4/19 - 6/21/19
Megan Sisk	Roosevelt	Social Studies Long Term Substitute	Perez	MA	3	\$302 per diem	3/12/19 - 5/31/19
Maria Stanziale	Gregory	Basic Skills Leave Replacement	Sorrenti	MA	3	\$60,386 prorated	3/12/19 - 6/30/19
Sarah Teichman	WOHS	Library Media Specialist	Pu	BA	3	\$56,550 prorated	3/12/19 - 6/30/19

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

Name	Location	Position	Stipend	Effective Dates
Dylan Edelstein OOD	WOHS	Baseball: Volunteer Coach	N/A	2018-2019
Amanda Marcelin Daily Substitute	WOHS	Track: Volunteer Coach	N/A	2018-2019
Peter Tourian	WOHS	Lacrosse: Assistant Coach	\$8,651	2018-2019
Kevin Yeager OOD	WOHS	Lacrosse: Head Coach	\$11,504	2018-2019

- 3) Superintendent recommends approval to the Board of Education for the following certificated staff additional assignment(s):

Name	Location	Position	Stipend	Effective Date
Rosalie Dudkiewicz	WOHS	Nurse to assist student participating in competitive sports team	\$56 per hour not to exceed 224 hours	3/1/19 - 5/14/19
Janis Lewis District	WOHS	Nurse to assist student participating in competitive sports team Substitute	\$56 per hour not to exceed 224 hours as assigned	3/1/19 - 5/14/19
Margi Patel Washington	WOHS	Nurse to assist student participating in competitive sports team Substitute	\$56 per hour not to exceed 224 hours as assigned	3/1/19 - 5/14/19

- 4) Superintendent recommends approval to the Board of Education for the following non-certificated staff additional assignment(s):

Name	Location	Position	Stipend	Effective Dates
Patricia Dellosso	WOHS	Athletic Sports Physicals Assistant	\$25 per hour not to exceed 8 hours	6/6/19, 6/11/19
Judith Jessup	WOHS	Athletic Sports Physicals Assistant	\$25 per hour not to exceed 8 hours	6/6/19, 6/11/19
Eridania Perez	WOHS	Athletic Sports Physicals Assistant	\$25 per hour not to exceed 8 hours	6/6/19, 6/11/19
Deborah Zarro	WOHS	Athletic Sports Physicals Assistant	\$25 per hour not to exceed 8 hours	6/6/19, 6/11/19

- 5) Superintendent recommends approval to the Board of Education for adjustments for the following Board approved training level changes for WOECA certificated staff:

From						To			
Name	Location	Position	Guide	Step	Salary	Guide	Step	Salary	Effective Date
Anna D'Elia ▲	WOHS	Counselor	MA+15	11	\$74,353	MA+30	11	\$78,973	1/1/19

Maria Lauricella	Redwood	Special Ed	BA+30	8	\$61,859	MA+30 amended	8	\$71,603 amended	1/1/19
Joe Spina	WOHS	Special Ed	BA+15	12	\$64,066	BA+30	12	\$65,668 amended	1/1/19
Sarah Traci	Gregory	Art	MA+15	9	\$67,224	MA+30	9	\$71,955 amended	1/1/19
Oliva Zullo	St. Cloud	Grade 5	BA	8	\$58,849	BA+15	8	\$59,505	9/1/18 amended

▲ Includes pensionable stipend

- 6) Superintendent recommends approval to the Board of Education for the following substitute appointment(s) at the appropriate substitute rates for 2018-2019:

Name	Certification Code	Teacher	Paraprofessional	Administrative Assistant	Lunch Aide	Nurse	Custodian
Amanda Rebelo	Substitute	X	X				

4. Leaves of Absence:

a. 2019-2020 School Year

- 1) 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
Brittany Dietz Family	Kelly Grade 4	N/A	9/1/19 - 11/22/19	N/A	11/25/19
Kimberly Mancarella Medical	WOHS Assistant Principal	7/30/19 - 11/18/19	N/A	N/A	11/19/19

b. 2018-2019 School Year

- 1) 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
Kimberly Buckley Medical	WOHS Special Education	2/19/19 - 3/18/19	N/A	N/A	3/19/19
Oliva Cruz Family	BMELC Speech Language Specialist	6/10/19 - 6/30/19	9/1/19 - 12/13/19	N/A	12/16/19
Stephanie Da Silva Family	Edison Science	5/28/19 - 6/30/19	N/A	N/A	9/1/19
Wendi Giuliano Medical	Washington Reading Specialist	1/2/19 - 3/22/19 amended	N/A	N/A	3/25/19 amended
Andrea Klein Medical	Gregory ESL	12/3/18 - 3/14/19 amended	N/A	N/A	3/15/19 amended
Patricia Sorrenti Family	Gregory Bsic Skills	3/5/19 - 4/1/19 amended	4/2/19 - 6/30/19 amended 9/1/19 - 1/31/20	N/A	2/1/20

Leslie Taylor Family	Hazel Grade 1	5/21/19 - 6/30/19	9/1/19 - 11/22/19	N/A	11/25/19
Lisa Touzeau Medical	Liberty Library Media	3/13/19 - 4/24/19	N/A	N/A	4/25/19
Zoe Velez Medical	.8 Mt. Pleasant / .2 St Cloud Spanish	2/4/19 - 3/25/19 a.m. only amended	3/25/19 p.m. only - 4/26/19 amended	N/A	4/29/19
Kevin Wilton Medical	Edison Mathematics	1/31/19 - 3/8/19 amended	N/A	N/A	3/11/19 amended

- 2) 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
Eileen Duggan Medical	Gregory Paraprofessional	3/20/19 - 4/19/19	N/A	N/A	4/22/19
Susan Fink Personal	Kelly Paraprofessional	N/A	3/4/19 - 5/24/19	N/A	5/28/19
Isariah McChee Medical	WOHS Security	8/27/19 - 4/8/19 amended	N/A	N/A	4/9/19 amended

5. Superintendent recommends approval to the Board of Education for the following job description(s):(Att. #2) - **Removed from Agenda.**

Job Description	New	Revision
Director of Personnel		X

Personnel - Items 1 through 4

MOTION: Mrs. Mordecai

SECOND: Mr. Robertson

VOTE: 5-0 (RC)

B. CURRICULUM AND INSTRUCTION

1. Recommend approval of Applications for School Business requests. (Att. #3)
2. Recommend approval for field trips for the 2018-2019 school year. (Att. #4)
3. Superintendent recommends approval for field trip destination(s) for the 2018-2019 school year:

Destination	City	State
Microsoft Office	New York	NY

4. Recommend approval for student teaching for the 2019-2020 school year (Att. #5)
5. Recommend approval of the following course name change for 2019-2020:

New Course Name	Former Course Name	Department	Grades
Drawing & Painting 1A	Art 1A	Visual and Performing Arts	9-12
Drawing Concepts 1B	Art 1B	Visual and Performing Arts	9-12
Drawing & Mixed Media 2A	Art 2A	Visual and Performing Arts	10-12
Painting & Printmaking 2B	Art 2B	Visual and Performing Arts	10-12
Portfolio Development	Art 3	Visual and Performing Arts	11-12
Advanced Drawing Portfolio Art 4	Art 4	Visual and Performing Arts	12
Honors Advanced Drawing Portfolio	Honors Art 4	Visual and Performing Arts	12
Three Dimensional Design 1	Ceramics & Sculpture 1	Visual and Performing Arts	9-12
Three Dimensional Design 2	Ceramics & Sculpture 2	Visual and Performing Arts	9-12
Three Dimensional Design 3	Ceramics & Sculpture 3	Visual and Performing Arts	10-12
Three Dimensional Design 4	Ceramics & Sculpture 4	Visual and Performing Arts	10-12
Three Dimensional Design 5	Ceramics & Sculpture 5	Visual and Performing Arts	11-12

Curriculum and Instruction - Items 1 through 5

MOTION: Mrs. Mordecai

SECOND: Mrs. Merklinger

VOTE: 5-0 (RC)

C. FINANCE

a.) Special Services

1. Recommend approval for the following tuition/extraordinary services adjustments for the 2014-2015; 2015-2016 and 2017-2018 school years, as certified by the State of NJ Division of Administration and Finance:

School	Amount 2014-2015	Amount 2015-2016	Amount 2017-2018
The Arc	\$1,029.00	\$2,610.00	\$7,539.00
Bergen Cty Special Services	N/A	N/A	\$4,157.00
Bonnie Brae	N/A	\$4,164.00	N/A
Horizon School	N/A	N/A	\$9,925.50
YCS	N/A	N/A	\$8,043.00

2. Recommend approval for the following service providers for related services for the 2018-2019 school year:

Provider	Type of Service	Cost	Not to Exceed	Budgeted/ Unbudgeted
Kid Clan Services, Inc.	Occupational Therapy at Kelly Elementary School (3 days per week)	\$90 per hour (18 hours per week)	\$30,000	Budgeted

	2/19/2019 - 6/21/2019			
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3. Recommend approval for Home Instruction services from the following provider for the 2018-2019 school year.

Student ID	Facility	Rate	Not to Exceed
1008045	The Brattleboro Retreat Anna Marsh Lane, PO Box 101 Brattleboro, VT 05301	\$74.46 per hour (10 hours per week)	\$14,743.00

b.) Business Office

1. Recommend approval of the 3/11/19 Bills List:

Payroll/Benefits	\$ 9,217,539.50
Transportation	\$ 446,894.04
Tuition (Spec. Ed./Charter)	\$ 493,134.17
Instruction	\$ 85,503.73
Facilities/Security	\$ 220,469.61
Capital Outlay	\$ 184,953.19
Grants	\$ 210,343.56
Food Service	\$ 4,782.92
Support Svcs/Co-Curricular/Athletics/Misc.	\$ 147,736.06
	\$11,011,356.78

2. Recommend approval of January 2019 transfers within the 2018-2019 budget in compliance with N.J.A.C. 6A:23-2.11(A)2.(Att. #6)
3. Secretary's Report - Acceptance and Certification - January 2019

Recommend that the West Orange Board of Education accept the Board Secretary's financial report for the month of January 2019, based upon the certification of the Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10(c) (3), 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. (Att. #7)

4. Report of the Treasurer of School Monies - January 2019

Recommend that the West Orange Board of Education acknowledge and accept the Report of the Treasurer of School Monies for the month of January 2019, which report is in agreement with the Secretary's Report. (Att. #8)

5. Accept the financial audit and synopsis of the 2017-2018 school year as prepared by the firm Lerch, Vinci & Higgins, LLP. (Att. #9)
6. Recommend approval of an audit corrective action plan for the remediation of recommendations noted in the financial audit of the 2017-2018 school year. (Att. #10)

7. Recommend approval of proposed NonPublic technology aid program expenditures funded through the Office of State Aid Entitlements and Payments to NonPublic Schools (not local funds).

School	Description	Amount (Revised)
Golda Och Academy - Lower School	• JoyLabz - Makey Makey Classic Sets (6) and Inventor Booster Kits (5)	\$433.40
	• Wonder Workshop - 2 Cue	\$419.97

8. Recommend approval of Settlement Agreement with the parents/guardians of Student #2706115 as stipulated in closed session.
9. Recommend approval of contracts with the Birchwood Manor, Whippany, NJ for the West Orange High School Class of 2021 and 2022 proms to be held on May 27, 2021 and May 26, 2022, respectively. Funded through the Student Activity Account.
10. Recommend approval of an Athletic Field Use Agreement with NJIT for the period 3/17/19-4/25/19, at a rate of \$100/hour for approximately 52 hours of use.

Finance - Business Office - Item 1, Vendor #11069

MOTION: Mrs. Trigg-Scales

SECOND: Mr. Robertson

VOTE: 4-0-1 (RC)

ABSTAIN: Mr. Robertson

Finance - Special Services - Items 1 through 3; Business Office - Items 1 through 10, with the exception of the above

MOTION: Mrs. Trigg-Scales

SECOND: Mr. Robertson

VOTE: 5-0 (RC)

D. REPORTS

1. Superintendent recommends to the Board of Education acceptance of the HIB Report ending March 11, 2019.
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 February 25, 2019, the Superintendent reported HIB Incident Number(s) 043, 044, 048, 049, 050 to the Board; and

Whereas, on February 28, 2019 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) 043, 044, 048, 049, 050 the 2018-2019 school year for the reasons conveyed to the Board.”

Reports - Items 1 and 2**MOTION:** Mrs. Merklinger**SECOND:** Mr. Robertson**VOTE:** 5-0 (RC)**XI. PETITIONS AND HEARINGS OF CITIZENS****XII. REPORT FROM THE BOARD PRESIDENT AND/OR BOARD MEMBERS****XIII. NEXT BOARD MEETING to be held at 8:00 p.m. on March 25, 2019 at West Orange High School.****XIV. WEST ORANGE BOARD OF EDUCATION RESOLUTION AUTHORIZING EXECUTIVE SESSION at 9:40 P.M.**

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the West Orange Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," without the public being permitted to attend, and

WHEREAS, the Board has determined that one (1) issue is permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session to be held on Monday, March 11, 2019 at 9:40 P.M, and

WHEREAS, the nine (9) exceptions to open public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box which will be marked when the issues to be privately discussed fall within that exception, and after each exception is a space where additional information that will disclose as much information about the discussion as possible without undermining the purpose of the exception shall be written:

"(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

"(2) Any matter in which the release of information would impair a right to receive funds from the federal government." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

"(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly." The nature of the matters, described as specifically as possible without undermining the need for confidentiality is: Legal Advice re: HIB/Board Matter.

"(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms

and conditions with employees or representatives of employees of the public body." The collective bargaining contract(s) discussed are between the Board and _____.

"(5) Any matter involving the purchase lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

"(6) Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

"(7) Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer." The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and the nature of the discussion, described as specifically as possible without undermining the need for confidentiality are:

"(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting." Subject to the balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478 (1991), the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality are:

"(9) Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility." The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

WHEREAS, the length of the Executive Session is estimated to be approximately ninety (90) minutes after which the public meeting of the Board shall (select one) reconvene and immediately adjourn or reconvene and proceed with business where formal action will be taken.

NOW, THEREFORE, BE IT RESOLVED that the West Orange Board of Education will go into Executive Session for only the above stated reasons; and

BE IT FURTHER RESOLVED that the Board hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

MOTION: Mrs. Merklinger

SECOND: Mr. Robertson

VOTE: 5-0 (VV)

XV. ADJOURNMENT at 11:03 p.m.

Respectfully submitted,

John Calavano, Board Secretary