#### RIVERSIDE TOWNSHIP BOARD OF EDUCATION REGULAR MEETING October 12, 2023

The Regular Meeting of the Riverside Township Board of Education was held on Thursday, October 12, 2023 at 7:00 p.m., in the Elementary Cafeteria.

Present were: D. Graf, E. Mossop (showed up at 7:58pm), S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice, M. Adams and R. O'Brien

Absent were: T. McElroy and B. Winering

Dr. Parker led the flag salute.

Mr. O'Brien announced that adequate notice of the meeting had been given to the public by notifying the Courier Post and the Burlington County Times and posting notice at the Riverside Town Hall on January 12, 2023.

Mr. Adams and Ms. Saia presented the 2023/2024 New Courses for RHS and RMS.

## STUDENT COUNCIL REPRESENTATIVE

Emily Valverde reported homecoming preparations are underway. The theme this year is Broadway Productions; the seniors have Back to the Future, juniors have The Wizard of Oz, sophomores have Beetlejuice and the freshmen have Aladdin. Float building is this week and next week. Congratulations to the Homecoming Court: John Boston, Jasir Bowens, Teddy Hawkins, Rui Lopes, Nicholas Russo, Sophia Barats, Hailey Minard, Brianna Mossop, Laci Potts, Ivanelys Ramos-Lopez. The homecoming activities are as follows: Parade 11:00, Skits 12:00, Kick-Off 1:30, Queen and court at half-time and the at Dance 7:00-9:30.

#### **GOOD NEWS**

Mrs. Milch stated the Guidance Department hosted a College and Trade Fair on September 29 in the Pop Vernon Field House. Representatives of many colleges and universities, trade schools, and the branches of the military were present. A Sprinkle Party for Respect Week was held last Friday. Students and staff members were honored for showing respect to others. The Fellowship of Christian Athletes hosted Fields of Faith on Cancellieri Field last night. Representatives from many Burlington County Schools were there. An ESL Family Night was held last night to foster a stronger connection between our multilingual families and the school community. The evening included information sessions, family fun, and food. Thank you to the administrative team, the ESL teaching staff, and other teachers who attended and made it a very special evening. The E-Marketing class with Ms. Lea Lauletta held a "Fun Facts" competition. The winners were Jasir Bowens, Omaree Benjamin, Malachi McElwee, and Unique Harris. The fall teams have held Senior Nights for football, cheerleaders, band, color guard, boys' soccer, girls' soccer, and girls' volleyball to honor the veteran members of their groups. Field Hockey will hold their event next week on October 17 to honor their seniors. Riverside football players John Boston and Justin Mary have received recognition as Players of the Week this season. John, whom you will meet later, was nominated twice. Danielle Clelland, whom you will also meet, has been recognized as one of the top junior soccer players in the state of New Jersey. Today senior Niriah Fowler was honored by Edgewater Park Lieutenant John Harris in memory of his son Tyron. The "Good Feetz" Project recognizes the future leaders of tomorrow by providing them with fashionable footwear. On Saturday, October 14 from 12-2 p.m., the RHS Civil Air Patrol will be hosting local squadrons to collect data on the effects of the solar eclipse that day.

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## STUDENTS OF THE MONTH

Mr. Shumway, Ms. Follis and Mr. Micucci introduced the following students of the month:

Elementary- Alexa Yunga Sarmiento, 3rd grade; Eduarda De Jesus Valente, 4th grade; Kate Llivizupa Aucay, 5th grade.

Middle School- Isadora Rodrigues Barbosa, 6th grade; Alaina Montgomery, 7th grade; Zulma Portillo Salamanca, 8th grade.

High School- Kylee Ryan, 9th grade; Tammy Littlewood, 10th grade; Dillon Armstrong, 11th grade; Gage Neuman, 12th grade.

# VISUAL AND PERFORMING ARTS STUDENTS OF THE MONTH

RES – Lydia Bettencourt (Art); RMS – Mya Milan (Art); RHS – Morgan Dill (Art)

## ATHLETES OF THE MONTH

RMS – Marlee Legin (MS Girls Field Hockey) & Dylan Lopez-Paz (MS Boys Soccer) RHS – John Boston (Varsity Football) & Danielle Clelland (Varsity Girls Soccer)

## **CORRESPONDENCE-**None

## **APPROVAL OF MINUTES**

On the motion by Mrs. Graf, seconded by Mrs. S. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the minutes of a Board Workshop Meeting and Regular Board Meeting held on September 14, 2023.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice

Nay: 0 Carried

# **APPROVAL OF FINANCIAL REPORTS**

On the motion by Mrs. M. Pinho, seconded by Mrs. Graf, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the Board Secretary's Report (August 31, 2023), the Treasurer's Report (August 31, 2023), the Cafeteria Financial Report (August 31, 2023), the student Activity Financial Report (August 31, 2023), Athletic Council (August 31, 2023), the Budget Status Report (August 31, 2023), and Board Secretary's Certification Budgetary Line Item Status (August 31, 2023), as attached.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0

Carried

## **APPROVAL OF BILLS**

On the motion by Mrs. M. Pinho, seconded by Mrs. Sierra, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves payment of October 12, 2023 bills for the Board of Education and the Cafeteria as attached.

# **BUSINESS & FINANCIAL**

### **Transfers**

On the motion by Mrs. M. Pinho, seconded by Mrs. S. Pinho, and carried unanimously, **Whereas**, the State Department of Education permits transfers among the school district's budgetary line item accounts, **And Whereas**, it is the desire of the Riverside Township Board of Education to make such transfers, **Therefore**, **Be It Resolved**, by the Riverside Township Board of Education that the Board Secretary is hereby authorized to make budgetary account line item transfers, as attached.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

### **Fire Drill and Security Report**

On the motion by Mrs. M. Pinho, seconded by Mrs. S. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the September Fire Drill Report, submitted by Marc Ballantyne, Fire Marshal, and the Security Drill Report, submitted by Robert O'Brien, School Safety Specialist, as attached.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

#### **Comprehensive Maintenance Plan**

On the motion by Mrs. M. Pinho, seconded by Mrs. S. Pinho, and carried unanimously, **Whereas** the Department of Education requires New Jersey School Districts to submit three year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and **Whereas** the required maintenance activities as listed in the attached document for the various school facilities of the Riverside Township Board of Education are consistent with these requirements, and **Whereas** all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid, **Now Therefore Be It Resolved** that the Riverside Township Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Riverside Township Board of Education in compliance with the Department of Education requirements.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

## Middle Township School District Tuition

On the motion by Mrs. M. Pinho, seconded by Mrs. S. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves a Tuition Contract Agreement with Middle Township School District for the 2023-2024 academic year, at a per pupil cost of \$15,121 for two (2) Elementary School homeless students.

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### Willingboro School District Tuition

On the motion by Mrs. M. Pinho, seconded by Mrs. S. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves a Tuition Contract Agreement with Willingboro Township School District for the 2023-2024 academic year, at a per pupil cost of \$17,200 for one (1) High School homeless student.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

### **Trenton School District Tuition**

On the motion by Mrs. M. Pinho, seconded by Mrs. S. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves a Tuition Contract Agreement with Trenton School District for the 2023-2024 academic year, at a per pupil cost of \$17,200 for one (1) High School homeless student.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice

Nay: 0 Carried

### **Kingsway Regional School District Tuition**

On the motion by Mrs. M. Pinho, seconded by Mrs. S. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves a Tuition Contract Agreement with Kingsway Regional School District for the 2023-2024 academic year, at a per pupil cost of \$17,200 for one (1) High School homeless student.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

## **Edgewater Park School District Tuition**

On the motion by Mrs. M. Pinho, seconded by Mrs. S. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves a Tuition Contract Agreement with Edgewater Park School District for the 2023-2024 academic year, at a per pupil cost of \$15,121 for three (3) Elementary School homeless students and a per pupil rate cost of \$14,889 for one (1) Middle School homeless student.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

## **Bridgeton School District Tuition**

On the motion by Mrs. M. Pinho, seconded by Mrs. S. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves a Tuition Contract Agreement with Bridgeton School District for the 2023-2024 academic year, at a per pupil cost of \$15,121 for one (1) Elementary School homeless student and a per pupil rate cost of \$14,889 for one (1) Middle School homeless student.

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VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

### **COVID-19 Safety Coordinator**

On the motion by Mrs. M. Pinho, seconded by Mrs. S. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby appoints **Robert O'Brien** as COVID-19 Safety Coordinator for the 2023-2024 school year.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

#### **New Co-Curricular Activity**

On the motion by Mrs. M. Pinho, seconded by Mrs. S. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the addition of a unified bowling program with the acceptance of a \$5,000 grant from the Special Olympics of New Jersey, of which \$4,305 will go towards the facility rental and the remaining \$695 will be applied towards the coach stipend. The district will pay for the remaining cost of the coach stipend, in the amount of \$1,143.00, and the inclusion of transportation.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0

Carried

#### **PERSONNEL**

#### **Contract Rescission**

On the motion by Mrs. Graf, seconded by Mrs. M. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby accepts the resignation of **Melinda Soder** as a playground aide and appoints her for the position of an Elementary School Ambulatory Aide, Start date October 13, 2023, at an hourly rate of \$20.96.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

#### Leave Requests

On the motion by Mrs. Graf, seconded by Mrs. M. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the unpaid leave of absence requests from the employees listed below, for the periods indicated:

<b>Employee</b>	<b>Position</b>	<u>Dates</u>
Andrea Dunlap	Elementary School Nurse	November 15-20 2023
Laura Zebley	Middle School Counselor	October 23-30 2023

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#### **Staff Development**

On the motion by Mrs. Graf, seconded by Mrs. M. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the staff development activities for the 2023-2024 school year, as attached.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

#### After School Academy

On the motion by Mrs. Graf, seconded by Mrs. M. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the following staff members as teachers in the After School Academy for the 2023-2024 school year, at the rate of \$51.70 per hour.

Fall Teachers
Stephanie Aubrey
Carmen Bivins
Catherine Burry
<b>Michelle Downey McGill</b>
Devi James
Tiffany Ross
Amanda Smith
Heather Sommers
Kelly Starke
Carletta Walker-Owens
Kirby Watters
-

<u>Fall Coordinator</u> Tara Crane- McElroy <u>Fall Substitutes</u> Laura Bruzek Catherine Clarke Vanessa Connearney Joanne Devenny Cheryl Hansberry Stephanie Kirschbaum Anastasia Lindenman Michelle Downey-McGill Kathleen Notos Colleen Rizzi Terrencia Smith Elsa Svekla Cassidy Updike

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

#### **Substitutes**

On the motion by Mrs. Graf, seconded by Mrs. M. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves **Kristina Ouelett** as a custodial substitute for 2023-2024 school year, pending criminal history review and sexual misconduct/child abuse review.

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#### **Student Athletic Trainer Internships**

On the motion by Mrs. Graf, seconded by Mrs. M. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the placement of the following student trainer intern during the 2023-2024 school year, as listed.

<u>Student</u>	<u>College/Facility</u>	<u>Placement</u>	Dates
Taylor Clark	Thomas Jefferson University	Jennifer Van Hee-Athletic Trainer	October 16, 2023-December 08, 2023

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

#### New Employees

On the motion by Mrs. Graf, seconded by Mrs. M. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the following staff members for the 2023-2024 school year, as recommended by the Superintendent.

- 1. **Dr. Reginald L. Mackey**, Elementary School Ambulatory Aide at the hourly rate of \$20.96, start date October 25, 2023.
- 2. Lynda Mountford, Part-time Elementary School Cafeteria/Playground Aide, at the hourly rate of \$14.13, start date October 23, 2023.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

#### **Volunteers**

On the motion by Mrs. Graf, seconded by Mrs. M. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves **Maria Keefe** as the volunteer advisor for the newly founded Green Thumb Club in the Middle School.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

## **STUDENTS**

#### **Home Instruction**

On the motion by Mrs. Sierra, seconded by Mrs. S. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the following home/bedside instruction for the 2023-2043 school year, as listed:

<u>ID#</u>	<u>From</u>	<u>To</u>
260061	September 06, 2023	TBD
240334	September 15, 2023	October 06, 2023
290015	September 29, 2023	TBD
270117	September 19, 2023	TBD
250103	September 25, 2023	TBD

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VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

### **Fundraisers**

On the motion by Mrs. Sierra, seconded by Mrs. S. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the following fundraisers for the 2023-2024 school year, as attached.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

### **Field Trips**

On the motion by Mrs. Sierra, seconded by Mrs. S. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the following field trips for the 2023-2024 school year, as attached.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

#### **New Co-Curricular Activity**

On the motion by Mrs. Sierra, seconded by Mrs. S. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the addition of a unified bowling program to begin this winter 23-24, with transportation to Laurel Lanes, once a week for 14 weeks.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice

Nay: 0

Carried

## **PROGRAM**

#### Memorandum of Understanding – College Accelerated Program (C.A.P.)

On the motion by Mrs. S. Pinho, seconded by Mrs. Sierra, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the Memorandum of Understanding–C.A.P. agreement between Riverside High School and Rowan College at Burlington County (RCBC) for the 2023-2024 school year, as attached.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

#### Vibrant Counseling Centers, LLC.

On the motion by Mrs. S. Pinho, seconded by Mrs. Sierra, and carried unanimously, Be It Be It Resolved that the Riverside Township Board of Education hereby approves the counseling services provided by Vibrant Counseling Centers, LLC. through Grant Funds, for the 2023-2024 school year.

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VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

#### NJQSAC District Improvement Plan 2023-2024

On the motion by Mrs. S. Pinho, seconded by Mrs. Sierra, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the District's NJQSAC District Improvement Plan (DIP) for the 23-24 School Year, as attached.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

#### **RTSD District VISION Statement**

On the motion by Mrs. S. Pinho, seconded by Mrs. Sierra, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the revised Vision Statement for the district: Here in Riverside Township School District, we strive to exemplify the level of performance and excellence synonymous with Blue Ribbon Schools by continually working to enhance teaching and learning, school culture, and family/community partnerships.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

#### **RTSD MISSION Statement**

On the motion by Mrs. S. Pinho, seconded by Mrs. Sierra, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the revised Mission Statement for the district: The mission of the Riverside Township Public School District is to provide challenging, but engaging, learning opportunities that push all students to excel in their own personalized path forward. Through a balance of culture-enriching focus, career-oriented planning, effective use of the assessment and intervention cycle, and strong ongoing communication, our schools will facilitate growth and achievement for all students regardless of their personal path.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nav: 0

Carried

## **POLICY**

## **First Reading**

On the motion by Mrs. M. Pinho, seconded by Mrs. Sierra, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approved the first reading of all existing policies and regulations.

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### **Abolished Policies**

On the motion by Mrs. M. Pinho, seconded by Mrs. Sierra, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the abolishment of policies 3432, 4432, 5460.02, 6361, 8540 and 8550, as attached.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice

Nay: 0 Carried

## **Abolished Regulations**

On the motion by Mrs. M. Pinho, seconded by Mrs. Sierra, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the abolishment of regulations 3432, 4432 and 5460.02, as attached.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

## **One Reading**

On the motion by Mrs. M. Pinho, seconded by Mrs. Sierra, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby suspends Bylaw 0131 that requires two readings, to adopt revised policy 2270, revised policy 3161, revised policy and regulation 3212, revised policy 3324, revised policy 4161, revised policy and regulation 4212, revised policy 4324, revised policy and regulation 5111, revised policy and regulation 5116 and revised policy 8500, as attached.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice

Nay: 0

Carried

# **FACILITIES**

## **Facility Use**

On the motion by Mrs. M. Pinho, seconded by Mrs. Sierra, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby approves the facility/building use request for the 2023-2024 school year, as attached.

VOTE-Aye: D. Graf, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

## **COMMITTEE REPORTS**

PERSONNEL & EMPLOYEE RELATIONS – No Report FINANCE & INSURANCE – No Report BUILDINGS & GROUNDS –No Report ATHLETICS – No Report CURRICULUM – No Report. SAFETY & SECURITY – No Report STUDENT GOVERNMENT – No Report Page 11 Regular Board of Education Meeting Agenda October 12, 2023

DELEGATE TO BURLINGTON COUNTY SCHOOL BOARDS – No Report DELEGATE TO NEW JERSEY SCHOOL BOARDS ASSOCIATION – No Report DELANCO REPRESENTATIVE – No Report

Acknowledgement of Visitors – Christy Veasy asked if the school district ever considered ASL to be taught in the elementary school.

# **EXECUTIVE SESSION**

On the motion by Mr. Mossop, seconded by Mrs. S. Pinho, and carried unanimously, Be It Resolved that the Riverside Township Board of Education hereby go into Executive Session at 8:00 pm for the purpose of (2) student hearings.

Also included in the meeting were administrators, HS Principal, Hugo (Buddy) Micucci, Vice Principal, Megan O'Halloran and Middle School Principal, Elizabeth Follis.

VOTE-Aye: D. Graf, E. Mossop, S. Parker, M. Pinho, S. Pinho J. Sierra, R. Wrice, S. Wrice Nay: 0 Carried

The board discussed the recommendation by the Superintendent Michael Adams and it was a unanimous vote to support.

Meeting reconvened at 8:44 pm.

## ADJOURNMENT

On the motion by Mrs. S. Pinho, seconded by Mrs. M. Pinho, and carried unanimously, the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Robert O'Brien Board Secretary