



LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

March 19, 2024

Executive Session - Administration Building - 6:15 p.m.

Public Session - Administration Building - 7:00 p.m.

A **Voting Meeting** of the Livingston Board of Education was held on this date in the large conference room in the Administration Building and via a Facebook Livestream. The meeting was called to order at 6:15 p.m. by Pamela Chirls, Board President, who announced that adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 3, 2024 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *TAPinto Livingston* and the Livingston Township Clerk.

Members Present: Jenissa Arnette, Pamela Chirls, Fang Gong, Parul Khemka and Jake Ferrans

Members Absent: Seth Cohen

Also in Attendance: Dr. Matthew Block, Thomas Lambe, Lisa Capone-Steiger, Mark Stern, Susan Burman and Joann Goldberg

Mrs. Khemka moved the following:

Executive Session

Whereas, the Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discuss certain matters; now, therefore be it

Resolved, that the Livingston Board of Education adjourns to closed session to discuss:

- personnel, legal and student matters

Action may be taken upon return to the public session. The full length of the meeting is anticipated to be approximately 45 minutes; and be it

Further Resolved, the minutes of this closed session be made public when the need for confidentiality no longer exists.

Ms. Arnette seconded the motion.

Vote all in favor.

At 7:09 p.m. Ms. Arnette reconvened the meeting. There were approximately 35 members of the public and staff watching in person and remotely through the webinar and a Facebook Live Stream.

Mrs. Chirls announced that Mr. Cohen had a family matter to attend to and was sorry he couldn't be here tonight but wants everyone to know that he is supportive of the budget.

Superintendent's Report

Budget Discussion

Dr. Block explained that the Board will be voting on the tentative budget tonight, which is inclusive of a 5.75% tax levy and their commitment not to add new recurring costs in the 24-25 school year. Dr. Block continued we are not only looking to the current financial health of the district but to the future financial health as well.

Dr. Block reviewed the great things that come within this budget such as preserving activities and programs, new courses offered at the high school, new ways to make assessments that help us to target instruction, replacing and updating our technology and in purchasing facilities items through our capital reserves as noted later in the agenda. Dr. Block continued that it is the administration's goal to use the resources that we have now to make sure all of our programs are properly covered, are currently surveying after school clubs and activities to measure utilization of current clubs against new clubs and will make reallocations where appropriate. Dr. Block is hopeful after the survey is completed, to find funding to add an eSports program, girl's flag football team, ski team and other after school clubs that promote connections for our students in special education.

Mr. Lambe added we will continue working through the budget process until it is finalized at the end of April and that we also continue to tweak and adjust the budget throughout the year.

Board Reports

There were no board reports.

Student Representative's Report

Mr. Ferrans explained senior students attended an assembly organized by UNICO, the Fire Department and Kiwanis Club where they heard from two survivors of the Seton Hall Fire and learned lessons on fire safety as well as the impact of your actions as they prepare to go off to college.

Mr. Ferrans announced the Junior Prom is this Friday and it is the start of the spring sports season.

Approval of Minutes

Ms. Arnette moved the following:

1. Voting/Workshop Meeting Minutes of February 6, 2024
2. Public Portion of Executive Session Meeting Minutes of February 26, 2024
3. Voting Meeting Minutes of February 27, 2024
4. Workshop/Voting Meeting Minutes of March 4, 2024
5. Executive Session Meeting Minutes of December 11, 2023; December 12, 2023; January 3, 2024; January 11, 2024; January 16, 2024; January 18, 2024; January 29, 2024; January 30, 2024; February 6, 2024; February 26, 2024; February 27, 2024; March 4, 2024 and March 11, 2024

Mrs. Khemka seconded the motion.

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Gong, Mrs. Khemka, Mrs. Chirls
Nayes - None

Public Comment

There was no public comment.

RECOMMENDATIONS FOR APPROVAL

PROGRAM/CURRICULUM

Ms. Arnette moved the following:

1.1 Textbooks/DVDs

Resolved, that the Livingston Board of Education approves the books as shown on ***Attachment A.***

1.2 Student Teachers

Resolved, that the Livingston Board of Education approves the student teachers as shown on ***Attachment B.***

1.3 Field Trips

Resolved, that the Livingston Board of Education approves the field trips as shown on ***Attachment C.***

1.4 Online Subscription For Literacy Purchase

Resolved, that the Livingston Board of Education approves the purchase of a district online subscription for literacy (and the related physical tool kits) from the 95Percent Group for \$133,067.00.

Mrs. Khemka seconded the motion.

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Gong, Mrs. Khemka, Mrs. Chirls
Nayes - None

STUDENT SERVICES

Mrs. Khemka moved the following:

2.1 Out of District Placements

Resolved, that the Livingston Board of Education approves placement for the academic year 2023-2024 for one (1) Livingston student with disabilities, as classified and recommended by the Child Study Team, in facilities with tuition costs to be determined within the limits established by the New Jersey Board of Education as shown on ***Attachment D.***

Ms. Arnette seconded the motion.

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Gong, Mrs. Khemka, Mrs. Chirls
Nayes - None

BUSINESS

Mrs. Khemka moved the following:

3.1 Adoption of the Tentative Budget for School Year 2024-2025

Resolved, that tentative budget be approved for the 2024-2025 school year using the 2024-2025 State Aid figures and the School Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6:

	<u>General Fund</u>	<u>Special Revenues</u>	<u>Debt Service</u>	<u>Total</u>
2024-2025 Total Appropriations	\$144,218,076	\$2,511,633	\$7,420,363	\$154,150,072
Less: Anticipated Revenues	\$20,465,155	\$2,511,633	\$5,773,361	\$28,750,149
Taxes to be Raised	\$123,752,921	\$0	\$1,647,002	\$125,399,923

And, to advertise said budget in the West Essex Tribune in accordance with the form suggested by the State Department of Education and according to law; and

Be It Further Resolved, that a public hearing will be held at the Administration Building, 11 Foxcroft Drive, Livingston, New Jersey, on April 30, 2024 at 7:00 p.m. in a hybrid format for the purpose of conducting a public hearing on the budget for the 2024-2025 school year.

3.2 Appropriation of Budgeted Fund Balance

Resolved, that the Livingston Board of Education includes in the tentative budget an appropriation of Budgeted Fund Balance in the amount of \$2,300,000.

3.3 Adjustment for Enrollment and Banked Cap

Whereas, the Livingston Board of Education is authorized to utilize an enrollment adjustment in the amount of \$830,064 in the 2024-2025 budget year; and

Whereas, the Livingston Board of Education is authorized to utilize banked cap in the amount of \$4,384,210 in the 2024-2025 budget year; and now

Be it Resolved, that the Livingston Board of Education includes in the tentative budget the adjustment for enrollment in the amount of \$830,064 and banked cap in the amount of \$3,541,737. The additional funds are included in the base budget and will be used to pay for the additional staffing to address class sizes.

3.4 Capital Reserve Account Withdrawal

Resolved, that the Livingston Board of Education includes in the tentative 2024-2025 budget a capital reserve withdrawal in the amount of \$5,321,262 for:

Local Share of Roofing and Boiler Replacement ROD Grant Projects (LHS,HMS, MPM, BHE, HAR, HIL)	\$2,429,400
Milling, Paving, Striping Parking Lots (LHS, HMS, MPM, MPE, BHE, CES, HAR)	\$1,671,000
LHS Replace Track	\$310,000
LHS Replace FWC Steps	\$50,000
LHS Dividing Door in Cafeteria	\$75,000
LHS & HMS Walking Box for Kitchen	\$60,000
LHS Modernization of A Hall Elevator	\$130,000
LHS Paint FWC	\$10,000
HMS Carpeting	\$50,000
MPM Locker Replacement	\$60,000
MPM Paint Gym	\$20,000
MPE Toilet Partitions for Boys	\$25,000
Card Readers (2 at BHE, 2 at HIL, 1 at RHE)	\$33,500
PA Systems Upgrade (COL, HAR)	\$324,362
Hillside Additional Parking Spaces	\$35,000
Hillside Refinish Cafeteria Floor	\$8,000
DW Johnson Controls Install Metasys Version 12.X	\$30,000
Total	\$5,321,262

3.5 Travel and Related Expense Reimbursement

The Livingston Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;

And, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board;

And, a board of education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required

unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30);

And, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the board of education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms;

Be it Resolved, the Livingston Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

Be it Further Resolved, the Livingston Board of Education includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$202,780 for all staff and board members for the 2024-2025 school year. The maximum travel expenditure amount for the 2023-2024 school year is \$215,060, of which, \$28,041.26 has been spent and \$40,575.55 is encumbered to date.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

3.6 Payment of Bills

Whereas, the Board Secretary has audited certain vendor claims as required by N.J.S.A. 18A:19-2 and Board Policy 6470 and presented them to the Livingston Board of Education with the recommendation they be paid, now therefore be it

Resolved, that the Livingston Board of Education approves the payment of the following bills in the amounts listed and attach a complete copy of these bills to the minutes of this meeting.

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
10, 11, 12	Operating Budget (checks 105468-105724; Adv 134-140)	\$ 7,400,720.39
20	Grants (checks 104568-105724)	\$ 178,899.01
60	Cafeteria (checks 60012-60016)	\$ 270,745.59
	TOTAL	\$7,850,364.99

3.7 Board Secretary Report – January 2024

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for January 31, 2024, consisting of:

- 1) Interim Balance Sheets
- 2) Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
- 3) Schedule of Revenues - Actual Compared with Estimate
- 4) Statement of Appropriations Compared with Expenditures and encumbrances, and

Whereas, the Livingston Board of Education has received the report of the Treasurer for January 31, 2024, which report is in agreement with the Report of the Board Secretary, and

Whereas, these reports show the following balances on the date indicated:

	Cash Balance	Appropriation Balance	Fund Balance
(10) General Current Exp. Fund	\$ 9,714,377.15	\$66,217,404.36	\$12,416,602.49
(11) Current Expense			
(12) Capital Outlay			
(20) Special Revenue Fund	\$ 396,369.66	\$ 2,791,205.19	(\$27,390.94)
(30) Capital Projects Fund	\$ 4,577,824.06	\$ 0.00	\$4,565,706.13
(40) Debt Service Fund	\$ 0.02	\$ 0.00	(\$1,256,526.13)
Total:	\$14,688,570.89	\$69,008,609.55	\$15,698,391.55

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of January 31, 2024, no budgetary line item account has obligations and payments contractual orders which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8, 18A:22-8.1, now therefore be it

Resolved, the Livingston Board of Education accepts the above referenced reports and certification and directs that they be made part of this resolution by reference, and be it

Further Resolved, the Livingston Board of Education certifies that, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of its knowledge no major account or fund has been over-expended in violation of N.J.A.C.6:20-2.13(d) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3.8 Transfers

Whereas, the Superintendent of Schools recommends certain transfers among accounts in the 2023-2024 budget for January pursuant to Board of Education Policy 6422, now therefore be it

Resolved, that the Livingston Board of Education ratify transfers pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6:20-2A.10 as shown on **Attachment E**.

3.9 Conferences and Overnight Trips

Resolved, that the Livingston Board of Education approves the conferences and overnight trips as shown on **Attachment F**.

Resolved, that the Livingston Board of Education approves the amended resolution for *Dan Quackenbush, Delaney Hoffman, Sean Cruz, Val Desamours* and *Paul Ehrenfeld* to chaperone approximately 24 students attending the DECA Competition from March 4, 2024 to March 6, 2024 in Atlantic City, New Jersey.

Resolved, that the Livingston Board of Education approves the amended resolution for *Hal Mordkoff, Tom Garzon, Mrigaya Singh, Jonathan Lee, Mike Munley, Michelle Miani* and *Dan Quackenbush* to chaperone approximately 50-60 students attending the FBLA NJ State Conference and Competition from March 12 to 13, 2024, in Atlantic City, New Jersey.

Resolved, that the Livingston Board of Education approves the amended resolution for *Val Desamours, Marjorie Duffy* and *Michael Buonomo* to chaperone approximately 25 students attending the NJ Key Club District Education Conference (DECON) from March 22 to 23, 2024, in Princeton, New Jersey.

Resolved, that the Livingston Board of Education approves *Will Peklo* and *Dorte Poyner* to chaperone approximately nine students attending the Chess National Tournament from April 5 to 7, 2024 in Baltimore, Maryland.

Resolved, that the Livingston Board of Education approves *Thomas Lambe*, Business Administrator and *Tatiana Gilbert*, Assistant Business Administrator, to attend the New Jersey Association of School Business Officials Annual Conference from June 5 to 7, 2024, in Atlantic City, NJ, at a cost not to exceed \$1,100 each.

3.10 Settlement Agreement

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #05-2024 which is on file at the Board of Education office.

3.11 Joint Transportation Agreement with Essex Regional Educational Services Commission

Resolved, that the Livingston Board of Education authorizes the ERESC to coordinate and administer transportation for all requests submitted by the district for the 2024-2025 school year.

3.12 Joint Transportation Agreement with Sussex County Regional Transportation Cooperative

Resolved, that the Livingston Board of Education enters into a jointure with Sussex County Regional Transportation Cooperative for the coordination of transportation services for the 2024-2025 school year.

3.13 Technology Purchases

Resolved, that the Livingston Board of Education approves the contract with Millenium Communications Group, Inc. for annual fiber maintenance in the amount of \$6,000.

Resolved, that the Livingston Board of Education approves the amendment to Sales Order No. NJ-ESCNJ-121820-FY21-19158758 with Comcast Enterprise Services for internet and broadband services in the amount of \$2,635 per month.

Resolved, that the Livingston Board of Education approves the quote from R&D Data Products, Inc. for switch upgrades at Livingston High School in the amount of \$274,499.53.

3.14 Bylaws, Policies & Regulations

Resolved, that the Livingston Board of Education approves the following Policies and Regulations for second reading and adoption:

Policy #3161 - Examination for Cause (with revisions)
Policy #3212 - Attendance (M) (with revisions)
Regulation #3212 - Attendance (M) (new to district)
Policy #4161 - Examination for Cause (with revisions)
Policy #4212 - Attendance (M) (with revisions)
Regulation #4212 - Attendance (M) (new to district)
Policy #5111 - Eligibility of Resident/Nonresident Students (M) (with revisions)
Regulation #5111 - Eligibility of Resident/Nonresident Students (M) (with revisions)
Policy #5116 - Education of Homeless Children and Youths (with revisions)
Regulation #5116 - Education of Homeless Children and Youths (with revisions)

Ms. Arnette seconded the motion.

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Gong, Mrs. Khemka, Mrs. Chirls
Nayes - None

PERSONNEL

Ms. Arnette moved the following, with walk-in item 4.3a and a correction to Jazmin San Juan's salary as noted below:

4.1 Resignations & Retirements

Resolved, that the Livingston Board of Education accepts the resignations of:

Name	Position	Reason	Location	Last Day of Employment
<i>Lauren Anderson</i>	STEAM Teacher	Resignation	BHE/RHE/ HAR	June 30, 2024

4.2 Leaves of Absences

Resolved, that the Livingston Board of Education approves the leaves of absences of:

Name	Location	Position	LOA w/pay and benefits	LOA w/o pay, but with benefits (if applicable)	Extended LOA w/o pay or benefits	Return Date
<i>Brett Bisconti</i>	LHS	Teacher of Social Studies	4/13/2024- 4/18/2024**	4/19/2024- 5/10/2024**	NA	5/13/2024
<i>Stephanie Crosby*</i>	Collins	Reading Interventionist	1/29/2024- 3/10/2024	3/11/2024- 6/7/2024**	NA	6/10/2024
<i>Stephen Schaible</i>	LHS	Teacher of Social Studies	3/20/2024- 4/5/2024**	NA	NA	4/8/2024
<i>Caroline Dugan</i>	Hillside	Kindergarten Teacher	6/3/2024- 6/30/2024	8/29/2024- 11/21/2024**	11/22/2024- 6/30/2025	8/30/2025
<i>Zuilda Semedo*</i>	Harrison	Head Custodian	2/6/2024- 2/23/2024**	NA	NA	2/26/2024
<i>Jennifer Loniewski*</i>	CO	Director of C&I	3/8/2024- 3/18/2024	NA	3/19/2024- 4/19/2024	4/22/2024
<i>Alan Predestin*</i>	Transportation	Bus Driver	9/11/2023- 10/9/2023** & 4/5/2024**	10/10/2023- 11/3/2023** & 3/11/2024- 4/4/2024**	NA	4/8/2024
<i>Elizabeth Waldron</i>	Collins	Kindergarten Aide	NA	3/11/2024- 3/27/2024**	NA	3/28/2024
<i>Garnica Bello, Nubia Amparo*</i>	Transportation	25-Hr Bus Driver	1/26/2024 - 2/29/2024 (.5)	2/29/2024(.5) - 3/15/2024**	NA	3/18/2024

**as amended from a previous agenda*

***Designates time counted toward NJFLA/FMLA*

4.3 Appointments

Resolved, that the Livingston Board of Education approves the applications indicated below (*) for emergent hiring for the following appointments under the requirements of N.J.S.A. 18A:16-1 et. seq., N.J.S.A. 18A:39.17 et. seq.; N.J.S.A. 18A:6-4.13 et. seq. All appointments are contingent upon reference checks in accordance with P.L. 2018, c.5.

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
Jazmin San Juan	Harrison	Teacher of Health & PE	Leave Replacement	R. DeVito	MA	1	\$63,075 (prorated)	3/25/2024
Priya Krishnamurthy	Hillside	Playground Aide	NA	NA	NA	NA	\$18/hr	3/1/2024

**as amended from a previous agenda*

***begins 60-day probationary period*

Resolved, that the Livingston Board of Education approves the appointment of the ABA Discrete Trial TAs and Instructional Aides as listed on **Attachment G**.

4.3a Appointments

Resolved, that the Livingston Board of Education approves the applications indicated below (*) for emergent hiring for the following appointments under the requirements of N.J.S.A. 18A:16-1 et. seq., N.J.S.A. 18A:39.17 et. seq.; N.J.S.A. 18A:6-4.13 et. seq. All appointments are contingent upon reference checks in accordance with P.L. 2018, c.5.

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
Michelle Golden	RHE	TOSD	First Year Tenure Track	New position	MA	10***	\$77,525 (prorated)	5/20/2024

**as amended from a previous agenda*

***begins 60-day probationary period*

****salary will remain at the same step for the 2024-2025 school year*

4.4 Substitutes

Resolved, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes on an as-needed basis for the 2023-2024 school year:

Teachers

Nidhi Kant

Teena Soni

Alexa Stronski

Valeria Taboada

Filomena Giordano

Matthew Pritikin

Jerilyn Meyer

Custodial

Jahshorn Blackman (\$18.50/hr)

Playground Aide

Robyn Greene (\$18/hr)

Resolved, the Livingston Board of Education approves the individuals listed on **Attachment H** as certified substitutes. These individuals are currently employed by the District. In the event

these individuals are called upon to serve as a substitute, they will be compensated an additional \$50/day (\$10/period) for that assignment.

4.5 Stipends

Resolved, that the Livingston Board of Education approves the individuals on **Attachment I** for athletic stipends at Livingston High School for the 2023-2024 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment J** for co-curricular stipends at Heritage Middle School for the 2023-2024 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment K** for co-curricular stipends at Mt. Pleasant Middle School for the 2023-2024 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment L** for after school intervention at the rate of \$63.35 per hour (not to exceed \$5,000/school), to be paid with ARP ESSER funds.

4.6 Extra Period Assignments

Resolved, the Livingston Board of Education approves the extra period assignments as listed on **Attachment M**.

4.7 Mentor Fees

Resolved, the Livingston Board of Education amends the individuals on **Attachment N** listed as assigned mentors to receive payment in accordance with the schedule listed.

4.8 Curriculum Writing

Resolved, that the Livingston Board of Education approves the individuals on **Attachment O** to participate in mid-year curriculum writing during the 2023-24 school year, at the approved rate (acct #11-000-221-104-5063-19)

4.9 Job Description

Resolved, that the Livingston Board of Education approves the revisions to the following job description:

Athletic Trainer

4.10 Summer Work

Resolved, that the Livingston Board of Education approves the School Nurses listed on **Attachment P** to assist with health screenings on June 11, 2024. They will be compensated at their hourly rate.

4.11 Contract Adjustments

Resolved, that the Livingston Board of Education approves the individuals on **Attachment Q** for contract adjustments to include \$250 for attaining their Google Beginner certification.

Mrs. Khemka seconded the motion.

March 19, 2024

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Gong, Mrs. Khemka, Mrs. Chirls
Nayes - None

MISCELLANEOUS

Mrs. Khemka moved the following:

5.1 HIB Report

Resolved, that the Livingston Board of Education accepts the findings of HIB cases.

5.2. Suspension Report

Resolved, that the Livingston Board of Education approves the suspension report for the months of December, January and February.

Ms. Gong seconded the motion.

ROLL CALL VOTE - Ayes - Mrs. Gong, Mrs. Khemka, Mrs. Chirls
Abstain - Ms. Arnette
Nayes - None

Old Business

There was no old business.

New Business

There was no new business.

ADJOURNMENT

Mrs. Chirls acknowledged the Children's Theater of Livingston for running the production of *Peter Pan Junior* this weekend. Young students performed with the help of our middle school students.

Mrs. Khemka announced that the Livingston Education Foundation (LEF) started their fundraising efforts working with AAPI Montclair Color Run on April 28th. Ten percent of the fee paid will go to the LEF.

At 7:26 p.m., Mrs. Khemka made a motion to adjourn the meeting.

Ms. Arnette seconded the motion.

Vote all in favor.

Respectfully submitted,



Thomas J. Lambe
Board Secretary