BOARD OF SCHOOL DIRECTORS

WORK SESSION Tuesday, June 14, 2016 7:00 PM

MINUTES

Call to Order President Patricia Ann Shaw called the meeting to order at 7:17 p.m.

Pledge The meeting opened with the pledge to the flag.

Attendance

Those present included: Mr. Brownlee Mr. Cesario, Ms. Crowell, Mr. Hommrich, Ms. Lindsey, Mrs. Lydon, Ms. Pauchnik, Ms. Shaw. Also present were Dr. Stropkaj, Superintendent; Dr. Varley, Director of Curriculum, Instruction, Assessment and Staff Development; Mrs. Gologram, Director of Fiscal Services; Mr. Brungo, Solicitor; and

Mrs. Masztak, Assistant Board Secretary/ Recording Secretary.

Mr. Howard was absent.

Recognition The Board and Administration honored the following student and teachers:

- Dylan Burke Westinghouse Science Honors Institute
- Robert Naser Studio and Stage Night (Dormont Elementary)
- Lisa Thoft Studio and Stage Night (Dormont Elementary)
- Mark Kopper Mock Convention

Student Highlights Mrs. Welch presented the Student Highlights for the month of June.

Public Comment PUBLIC COMMENT – None

Board President's Report | BOARD PRESIDENT'S REPORT – Ms. Patricia Ann Shaw

The following action items will be considered at the June 21, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Board Minutes I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of May 10, 2016, and the Business/Legislative Minutes of May 17, 2016.

Authorization to Hire Necessary Staff 2016/2017

II. AUTHORIZATION TO HIRE NECESSARY STAFF FOR 2016/2017

It is recommended that the Board authorize the Superintendent to hire the necessary staff for the start of the 2016/2017 school year subject to retroactive approval by the Board.

Settlement Agreement

III. SETTLEMENT AGREEMENT

It is recommended that the Board approve the Settlement Agreement between the Keystone Oaks School District, the Keystone Oaks Education Association and K.S.

Superintendent's Compensation

IV. SUPERINTENDENT'S COMPENSATION 2016/2017

In compliance with the *Superintendent's Contract*, it is recommended that the Board approve the 2016/2017 salary of \$_____ for **William P. Stropkaj**, **Ed.D.**, effective July 1, 2016.

FOR INFORMATION ONLY

I. Parkway West Career and Technology Center Report *Ms. Annie Shaw Mr. Donald Howard - Alternate*

II. SHASDA Report Ms. Raeann Lindsey

III. Golden Wings Foundation, Inc. Report *Mr. Donald Howard*

IV. PSBA/Legislative Report *Mr. Donald Howard*

V. Castle Shannon Borough Council Minutes (Available Online)

VI. Dormont Borough Council Minutes (Available Online)

VII. Green Tree Borough Council Minutes (Available Online)

VIII. EXECUTIVE SESSION

Prior to the Work Session, the Board met in Executive Session to discuss personnel issues.

Superintendent's Report

SUPERINTENDENT'S REPORT – Dr. William Stropkaj

The following action items will be considered at the June 21, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Administrative Compensation 2016/2017

I. ADMINISTRATIVE TEAM COMPENSATION 2016/2017

In compliance with each of the Administrative Team's individual contracts, it is recommended that the Board approve the following compensation for the 2016/2017 school year, effective July 1, 2016:

<u>Name</u>	Position	2016/2017 Salary
Sharon Gologram	Director of Fiscal Services	
Christopher Swickline	Director of Facilities & Transportation	on
John Bruner	School Resource Officer	
Justin Talbert	Systems Administrator	
William Neuman	Head Custodian/Dormont	
Jack Priore	Head Custodian/Myrtle	
Michael Hurley	Evening Shift Supervisor	
Charmaine Masztak	Administrative Assistant	
Karen Wong	Administrative Assistant	
William Neuman Jack Priore Michael Hurley Charmaine Masztak	Head Custodian/Dormont Head Custodian/Myrtle Evening Shift Supervisor Administrative Assistant	

SECOND READING Policy No. 850

II. SECOND READING OF POLICY NO. 850: EMPLOYMENT OF DISTRICT STAFF

It is recommended that the Board approve the SECOND READING of Policy No. 850: *Employment of District Staff*.

FIRST READING Policy No. 226

III. FIRST READING OF POLICY NO. 226: SEARCHES

It is recommended that the Board approve the FIRST READING of Policy No. 226: *Searches*.

FIRST READING Policy No. 808

IV. FIRST READING OF POLICY NO. 808: FOOD SERVICES

It is recommended that the Board approve the FIRST READING of Policy No. 808: *Food Services*.

FIRST READING Policy No. 815

V. FIRST READING OF POLICY NO. 815: EMPLOYEE USE OF PERSONAL ELECTRONIC DEVICES

It is recommended that the Board approve the FIRST READING of Policy No. 815: *Employee Use of Personal Electronic Devices*.

Removal of Policies

No. 221.1

No. 221.2

No. 221.3

VI. REMOVAL OF POLICIES

In compliance with *Board Policy No. 003: Functions*, it is recommended that the Board abolish the following policies:

Policy 221.1: Telephone Paging Device (Beepers)

Policy 221.2: Cellular Telephones

Policy 221.3: Personal Digital Assistants (PDAs)

Education Report

EDUCATION REPORT – Ms. Raeann Lindsey

The following action items will be considered at the June 21, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Approval of Class Sizes Less than 10 Students

I. APPROVAL OF CLASS SIZES LESS THAN 10 STUDENTS

It is recommended that the Board approve French IV and Spanish V class sizes for less than ten (10) students for the 2016/2017 school year.

• A discussion by Board Members followed regarding online accessibility to classes not held at Keystone Oaks School District.

Adoption of Textbook for 2016/2017

II. ADOPTION OF TEXTBOOK FOR 2016/2017

It is recommended that the Board approve the adoption and purchase (approximate cost listed below) of the following textbook for the 2016/2017 school year:

<u>Textbook</u>	Publisher	<u>Price</u>
Knight College Physics	Pearson	\$2,407.05
Copyright 2015		

Unusable and Unnecessary Textbooks

III. UNUSABLE AND UNNECESSARY TEXTBOOKS

The Administration recommends declaring the following textbooks unusable and unnecessary:

<u>Textbook</u>	<u>Publisher</u>	Copies
Mathematics Applications and Connections – Course 1 1995	Glencoe	124
Eastern Hemisphere Social Studies 1993	Holt	63

Dr. Varley informed the Board about the following:

- Successful Kindergarten screening with the guidance of Mrs. Suzanne Lochie;
- Successful 5th grade transition day (Middle School);
- Successful 8th grade transition day (High School);
- Scheduling another Kindergarten screening day in August

Pupil Personnel Report

PUPIL PERSONNEL REPORT - Dr. William Stropkaj

The following action items will be considered at the June 21, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Transition Consultant Special Education Services

I. TRANSITION CONSULTANT FOR SPECIAL EDUCATION SERVICES

The Administration recommends that the Board approve DJ Morgan Educational Consulting, LLC, as a Transition Consultant to provide services for special education at a cost not to exceed \$18,135.00 for the 2016/2017 school year.

Western Psychiatric Institute Programs

II. SERVICES AGREEMENT – WESTERN PSYCHIATRIC INSTITUTE AND CLINIC'S ACUTE ADOLESCENT PROGRAMS

The Administration recommends that the Board approve the Services Agreement with Western Psychiatric Institute and Clinic's (WPIC) Acute Adolescent Partial Hospitalization Programs (AAPHP), Licensed Inpatient School (LAS), and the Center for Overcoming Problem Eating (COPE) Partial Hospitalization Program.

For Information Only

Seventy-five dollars (\$75) per day, per student, is the cost for the education for students receiving intense mental health support. This motion is made in the even the District must utilize such services.

Personnel Report

PERSONNEL REPORT - Mr. David Hommrich

The following action items will be considered at the June 21, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Resignation

I. RESIGNATION

It is recommended that the Board accept the letter of resignation from **Joseph Ruffalo**, Custodian, Aiken Elementary School, effective May 31, 2016.

Furloughs

II. <u>FURLOUGHS</u>

In compliance with *Board Policy No. 511 – Suspensions or Furloughs* and the *Keystone Oaks Educational Support Personnel Association/PSEA/NEA July 2014 – June 2018*, it is recommended that the following employees be furloughed with their last day of employment effective June 9, 2016:

<u>Name</u>	Position	Building
Rosa Arzenti	Paraprofessional	Myrtle
Rachel Baricevic	Paraprofessional	Dormont
Christine Casto	Paraprofessional	Dormont
John Foster	Paraprofessional	Dormont
Karen McKay	Paraprofessional	Dormont
Pamela McNally	Paraprofessional	Dormont
Heidi Pape	Paraprofessional	Dormont
Terri Reidell	Paraprofessional	Dormont
Sherri Welsh	Paraprofessional	Myrtle
Natalie Zivic	Paraprofessional	Myrtle

• A discussion by Board Members followed regarding the furloughs.

Appointments

III. APPOINTMENTS

Professional Employees

A. <u>Professional Employees</u>

In compliance with *Board Policy No. 404 – Employment of Professional Employees*, and the *Keystone Oaks Education Association Agreement 2011-2016*, the Administration recommends the employment of:

Allyson Baker Biology/Chemistry

Allyson Baker

Biology/Chemistry – Keystone Oaks High School August 25, 2016 Salary-\$43,750.00 (B, Level 15)

Rebecca Hersan Half-Time Art - Aiken

Rebecca Hersan

Half-time Art - Aiken Elementary August 25, 2016 Salary – \$18,300.00, (pro-rated) (B+12, Level 14)

Jennifer Martin STEAM – Dormont/Myrtle

Jennifer Martin

STEAM – Dormont/Myrtle Elementary Schools August 25, 2016 Salary-\$43,000.00 (B, Level 15)

Extended School Year Staff

B. Extended School Year Staff

It is recommended that the Board approve the following personnel for the Extended School Year Program (July 5-7; July 11-14; July 18-21; July 25-28, 2016 from 8:30 a.m. through 1:15 p.m.) at the Keystone Oaks Middle School:

<u>Name</u>	<u>Position</u>
Lisa Brestensky	Paraprofessional
Ashley Hilliard	Paraprofessional
Alexandra Polens	Personal Care Aide
Mary Ranalli	Paraprofessional
Donda Snell	Personal Care Aide

Substitute Custodians

C. Substitute Custodians

In compliance with *Board Policy No. 505 – Employment of Classified Substitute Employees*, it is recommended that the Board approve the following individuals as substitute custodians, pending receipt of all required legal documents and clearances:

Jeffrey Bearley	Effective June 9, 2016
Conor Tokarsky	Effective June 13, 2016
Alexander Wong	Effective June 13, 2016

Lifeguard

D. Lifeguard

It is recommended that the Board approve **Austin Oleksak** as a lifeguard at a pay rate of \$7.25 per hour for the Keystone Oaks Recreational Swim Staff.

Approval of Athletic Positions and Stipends

E. Approval of Athletic Positions and Stipends

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2011-2016*, *Article XXVIII*, *Extra Duty Compensation*, *Sub-Section B: Athletic Positions and Compensation* it is recommended that the Board approve the following individuals for the 2016/2017 school year:

Sport	Position	Coach	Stipend
Cheerleaders	Varsity	Jessica Morris	\$3,800
	Junior Varsity	Christina Monroe	\$2,300
	Middle School	OPEN	\$2,000

Cross Country	Head Coach Assistant Assistant	Sarah Hardner Lainey Resetar Judy Fritz	\$4,190 \$1,480 \$1,480
Dance Team	High School	Katie Boyle	\$2,000
Football	Head Coach Asst. Varsity Asst. Varsity Asst. Varsity Asst. Varsity Asst. Varsity JV JV Assistant Middle School Middle School	Greg Perry Joseph Klipa Steve McCormick Russell Klein James Feeney Jeff Sieg Dale Klobuchir Paul Jankowiak Andrew Bell John Cerminara James Canello	\$8,310 \$4,505 \$4,505 \$4,505 \$4,505 \$4,505 \$3,275 \$3,275 \$3,275 \$3,275
Golf	Middle School Head Coach Assistant	Dion Wiegand Shane Rice Dennis Sarchet	\$3,275 \$4,190 \$2,755
Soccer (Boys)	Head Coach Assistant Assistant Middle School MS Assistant	Sotiri Tsourekis Gualberto Pintor John Bruner Keith Buckley Jeremy Diven	\$4,700 \$3,270 \$3,270 \$2,970 \$2,660
Soccer (Girls)	Head Coach Assistant Middle School MS Assistant	Danielle Kandrack Michael Kandrack Jennifer Luciew OPEN	\$4,700 \$3,270 \$2,970 \$2,660
Swimming	MS Head Coach	William Straw	\$3,280
Volleyball (Girl	s) Head Coach Assistant Middle School MS Assistant	Ben Van Balen Michael O'Leary Emily Brill Hope Muno	\$4,190 \$2,755 \$2,455 \$2,250
Support Positions	Faculty Manager Equipment Manager Athletic Director Aquatics Director Weight Rm Coord.	John McCarthy Mark Elphinstone Mark Elphinstone Amy Torcaso Jeff Sieg	\$4,670 \$4,670 \$8,350 \$3,000 \$3,000

Post Season Coaching Stipends

F. Post Season Coaching Stipends

In compliance with the *Keystone Oaks Education Association Collective Bargaining Agreement 2011-2016*, *Article XXVIII*, *Extra Duty Compensation*, *Sub-Section B: Athletic Positions and Compensation*, it is recommended that the Board approve payment of \$50 per week to the following individuals for coaching in the post season:

Sport	<u>Coach</u>	Stipend
Tennis (Boys)	David Bender	\$50
•	Robert Svidron	\$50
Track	Kaitlin Hogel	\$150
	Randall McCann	\$150
	Adam Mitchell	\$150
	Jeff Sieg	\$150
	Felix Yerace	\$150
Baseball	Joseph Aul	\$150
	Scott Crimone	\$150
	Michael Smith	\$150
	William Theobald	\$150

Mentor Teachers

IV. MENTOR TEACHERS

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016*, *Article XXXVIII – Mentor Teachers*, it is recommended that the following **mentor teachers** be approved and receive payment of \$725 in accordance with this Article for the 2015/2016 school year:

<u>New Teacher</u>
Ellie Tecza
Matthew Passarello
Eric Davidson
Katie Crawley
Beth Shephard
Abigail Rohe
Cailin Irvine
Jaime Snyder
Edward Hanna

Teaching Load Compensation

V. TEACHING LOAD COMPENSATION

In compliance with the *Keystone Oaks Education Association Agreement* 2011-2016, *Article VII, Teaching Load*, it is recommended that the following individuals be compensated as per this Article:

A. Secondary Teacher Stipend for Teaching 7 out of 8 Periods:

Christine Chimento \$800

B. Secondary Teacher Stipend for Class Size at 30 or Above

Kenneth Hustava \$1,000 **Nickolas Kamberis** \$1,000

C. Elementary Teacher Stipend for Class Size at 24 or Above

Zachery Whitfield \$150

Finance Report

FINANCE REPORT - Mrs. Theresa Lydon

The following action items will be considered at the June 21, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Accounts Payable Approval Lists

I. ACCOUNTS PAYABLE APPROVAL LISTS

The Administration recommends approval of the following Accounts Payable lists as presented in the *Finance Package*:

A. General Fund To be provided

B. Risk Management *To be provided*

C. Food Service Fund **To be provided**

D. Athletics To be provided

E. Renovations *To be provided*

Contract to Purchase Meals from Schools Head Start

II. CONTRACT TO PURCHASE MEALS FROM SCHOOLS –HEAD START

It is recommended the Board approve the *Contract to Purchase Meals from Schools* between the Keystone Oaks School District and the Allegheny Intermediate Unit Head Start Program located in Dormont Elementary School, for the 2016/2017 school year.

Approval of Final Budget

III. APPROVAL OF FINAL BUDGET

The Administration recommends adoption of the 2016/2017 General Budget in accordance with Section 687 of the School Laws of Pennsylvania. The 2016/2017 budget is estimated at revenues of \$40,533,011 and expenditures of

\$40,955,086. This budget represents a millage increase of 0.4471 mills for a total levying of 19.0771 mills.

For Information Only

The levying of an additional 0.4471 mills represents a \$44.71 increase in taxes on a property assessed at \$100,000. This budget does reflect a deficit of \$422,075 that will be taken from the Fund Balance. The last time there was a tax increase was for the 2013/2014 school year.

• A discussion by Board Members and the Superintendent followed regarding what the projected outcome would be if taxes were not raised.

PSBA 2016/2017 Dues

IV. PENNSYLVANIA SCHOOL BOARDS ASSOCIATION

It is recommended that the Board approve annual membership in the *Pennsylvania School Boards Association* for the 2016/2017 school year in the amount of \$13,934.09.

FOR INFORMATION ONLY

To Be Provided

I. EXPENDITURE/REVENUE 2015 - 2016 BUDGET to ACTUAL / PROJECTION

		2015-2016 BUDGET	2015-2016 MAY	MONTH END + ESTIMATED	OVER (UNDER)
ACCT	DESCRIPTION	TOTAL	ACTUAL	PROJECTION	BUDGET
Reven					
6000	Local Revenue Sources				
7000	State Revenue Sources				
8000	Federal Revenue Sources				
Total I	Revenue				
					(OVER)
					UNDER
					BUDGET
Expen	ditures			_	
100	Salaries				
200	Benefits				
	Professional/Technical				
300	Services				
400	Property Services				
500	Other Services				
600	Supplies/Books				
700	Equipment/Property				
800	Other Objects				
900	Other Financial Uses				
Total I	Expenditures				
	•				

Revenues exceeding Expenditures

II. SUMMARY OF STUDENT ACTIVITIES ACCOUNTS AS OF MAY 2016 To Be Provided

Bank Account - Status	Middle / High School	Athletics
Cash Balance		
Deposits		
Subtotal		
Expenditures		
Cash Balance		

III. FOOD SERVICE EXPENDITURE/REVENUE 2015 - 2016 BUDGET to ACTUAL *To Be Provided*

ACCT	DESCRIPTION	2015-2016 BUDGET TOTAL	2015-2016 MAY ACTUAL	MONTH END + ESTIMATED PROJECTION	OVER (UNDER) BUDGET
Revenu	ıe				
6000 7000	Local Revenue Sources/Sales State Revenue Subsidy				
8000	Federal Revenue Subsidy				
Total R	evenue				
					(OVER) UNDER BUDGET
Expenditures					
100	Salaries				
200	Benefits Professional/Technical				
300	Services				
400	Property Services				
500	Other Services				
600	Supplies/Food				
700	Equipment/Property				
800	Other Objects				
900	Other Financial Uses				
Total E	xpenditures				

INCOME / (LOSS)

IV. BANK BALANCES

To Be Provided

BANK BALANCES PER STATEMENT AS OF JUNE

	06/2016 BALANCE
GENERAL FUND	
FNB BANK	
PAYROLL (pass-thru account)	
FNB SWEEP ACCOUNT	
PLGIT	
PSDLAF	
INVEST PROGRAM	
CAFETERIA FUND	
FNB BANK PLGIT	
PLGII	
CONSTRUCTION FUND / CAP RESERVE	
FNB BANK	
PLGIT - GENERAL ACCOUNT	
PLGIT - G.O. BOND SERIES C OF 2014/12-18	
	-
DISK AAANA GERAENT EUND /TAV DEEUNDS	
RISK MANAGEMENT FUND/TAX REFUNDS	
FNB BANK	
GRAND TOTAL	
GRAND TOTAL	

Facilities Report

FACILITIES REPORT - Mr. Matthew Cesario

The following action items will be considered at the June 21, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

AIU - Custodial Supplies Bid

I. ALLEGHENY INTERMEDIATE UNIT – CUSTODIAL SUPPLIES BID

It is recommended that the Board approve the Allegheny Intermediate Unit Custodial Supplies bid for the 2016/2017 school year in the amount of \$12,906.57 to the following companies:

TOTAL	\$12,906.57
Paper Products	\$214.58
Mon-D-Aid & Cleanit	\$447.49
Janitor's Supply Company, Inc.	\$5,282.68
Fagan Sanitary Supply	\$2,382.06
D H Bertenthal Sons	\$841.50
Calico Industries, Inc.	\$733.34
Buckeye Cleaning	\$660.10
AGF Company	\$2,344.82

Upgrade & Repair -KOHS Boilers, Piping, Pumps

II. UPGRADE AND REPAIR HIGH SCHOOL BOILERS, PIPING SYSTEM AND PUMPS

It is recommended that the Board approve **Combustion Service & Equipment Company** to upgrade and repair the high school boilers, piping system, and pumps at a cost not to exceed \$342,680.00.

A discussion by Board Members followed regarding the high school upgrades.

Replace Hot Water Boiler Dormont Elementary

III. REPLACE DOMESTIC HOT WATER BOILER & TANK – DORMONT **ELEMENTARY**

It is recommended that the Board approve **Toby Karg Service Agency Inc.**, to replace the domestic hot water boiler and tank at Dormont Elementary School at a cost not to exceed \$43,500.00.

Myrtle

Repair Stucco – Gym Wall | IV. REPAIR STUCCO – GYM WALL – MYRTLE ELEMENTARY

It is recommended that the Board approve **Borrelli Plastering** to repair the stucco on the rear wall of the gym at Myrtle Elementary School at a cost not to exceed \$8,000.00.

Aiken - Sewage Tank

V. AIKEN ELEMENTARY SEWAGE TANK

It is recommended that the Board approve the process of relining the Aiken Elementary sewage tank at a cost not to exceed \$19,000.00.

Summer Work Program

VI. **SUMMER WORK PROGRAM**

The Administration recommends the following individuals be approved to work for the Summer Work Program (pending receipt of all legal documents and clearances):

<u>NAME</u>	RATE/HOUR	YEARS WITH DISTRICT
Thomas Herzer	\$7.50	2
Nick Mastandrea	\$7.50	2
Asmita Bhattari	\$7.25	1
Balika Chhetri	\$7.25	1
Daniel Hildalgo	\$7.25	1
Patricia Jackson	\$7.25	1
Aiden Boyer	\$7.25	1
Cory Graner	\$7.25	1
Thomas Sterbal	\$7.25	1
Matt Conrad	\$7.25	1
Joshua Wilson	\$7.25	1
Connor Meriwether	\$7.25	1
Michaela Meriwethe	er \$7.25	1
Wyatt Black	\$7.25	1
Dayne Fabus	\$7.25	1

Technology Report

TECHNOLOGY REPORT - Mr. Donald Howard

The following action items will be considered at the June 21, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Purchase of Technology Equipment

I. PURCHASE OF TEACHER LAPTOPS, STUDENT CHROMEBOOKS AND STUDENT CHROMEBOXES

The Administration recommends that the Board approve a two-year finance agreement with HP for the purchase of teacher laptops, student Chromebooks and student Chromeboxes. The yearly payments are not to exceed \$171,288.14.

Replacement of District Phone System

II. REPLACEMENT OF DISTRICT PHONE SYSTEM

The Administration recommends that the Board approve the replacement of the District's phone system at a cost not to exceed \$30,325.59 per year for five (5) years.

Activities & Athletics Report

ACTIVITIES & ATHLETICS REPORT – Mr. Robert Brownlee

The following action items will be considered at the June 21, 2016 Business/Legislative Meeting:

BOARD ACTION REQUESTED

Winter Athletic Bids

I. WINTER ATHLETIC BIDS

It is recommended that the Board approve the following winter athletic bids as presented:

Name of Company	Amount
BSN Sports	\$670.97
Century Sports Inc.	\$29,216.01
TOTAL	\$29.886.98

Spring Athletic Bids

II. SPRING ATHLETIC BIDS

It is recommended that the Board approve the following spring athletic bids as presented:

Name of Company		Amount
BSM Sports		\$2,114.89
Century Sports	Inc.	\$32,032.95
	TOTAL	\$34,147,84

Public Comment

PUBLIC COMMENT - None

Adjournment

ADJOURNMENT

On the motion of Mr. Hommrich, seconded by Ms. Lindsey, the meeting was adjourned at 8:36 p.m.

Motion passed 8-0

Respectfully submitted,

Sharon Gologram Board Secretary

Charmaine Masztak Assistant Board Secretary Recording Board Secretary