
**Official Minutes of the
Holland Township Board of Education
Milford, NJ 08848**

Regular Board Meeting: November 22, 2011 7:30 P.M.

Time and Place

The Regular Board Meeting was held on November 22, 2011 by the Board of Education of the Holland Township School District, Hunterdon County, in the Auditorium of the Holland Township Elementary School, 714 Milford-Warren Glen Road, Milford, New Jersey 08848

Sunshine Notice

In accordance with the provisions of the New Jersey Open Public Meetings Act, Chapter 231 Laws of 1975, adequate notice of this meeting was provided through the public notice on September 15th, 2011 by:

- A. Faxing to the Hunterdon Democrat and Express Times
- B. Posting on the District Website and the bulletin board in the main hallway of the school
- C. Filing with the Clerk of the Township of Holland

Call to Order

The meeting was called to order at 7:04 p.m. by Board President Scheibener.

Roll Call

| | |
|---------------------------|--|
| Board Members Present: | McDowall (7:32), Moebus, Schneider, Scott (7:35), Somers, Soucie (7:31), Vandenburg, Geissler (7:29), Scheibener |
| Absent: | None |
| School Personnel Present: | Mr. Suarez, Superintendent, Mrs. Postma, SBA/Brd Sec., Dr. Yard, Principal, Dr. Stannard, CST Supervisor |
| Public Present: | 9 Visitors |

Presentation: Mr. William Colantano, School Auditor

- Mr. Colantano presented the annual school audit for June 30, 2011
- He reported that there are no recommendations for the 2010-2011 school year.
- He added comments on the final revenues and expenditures as they related to the reduction of State Aid throughout the years and, as a result, the implications of tax increases to support the school budget.
- Mr. Colantano commended the school business office staff, school business administrator, administration and Board of Education on a job well-done on managing the financial transactions of the School District.

MOTION: Enter Executive Session

MOTION by Mr. Schneider, seconded by Mr. Moebus to enter Executive Session at 7:25 p.m.;

WHEREAS the "Open Public Meetings Act" (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would clearly in danger of unwarranted invasion; be it

RESOLVED that the Board of Education of the Township of Holland now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following: ***Negotiations, Student Personnel, and Litigation***

And be it further RESOLVED that the discussion in Executive Session be disclosed in the minutes to be released at the next regular meeting of the Board, provided the Board's consideration of the subject matter has been closed, or that such matters that adversely affect the rights of prospective, current, or past public officers or personnel of the board, such individuals have in writing requested the disclosure of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

MOTION: Enter Public Session

MOTION by Mr. Moebus, seconded by Mr. Schneider to enter Public Session at 8:16 p.m.

MOTION APPROVED UNANIMOUSLY

Approval of Addendum

MOTION by Mr. Moebus seconded by Mr. Somers to approve the following Addendum:

1. **Approve Negotiations Agreement for 2010-2013** ENCL. Attached
RESOLVED that the Board of Education of the Township of Holland hereby ratifies the Memorandum of Agreement between it and the Holland Township Education Association covering the period from July 1, 2010 through June 30, 2013, subject to the development of final contract language to be mutually developed by the parties; and
Be it further resolved, that the Board President is authorized and directed to execute the final Collective Bargaining Agreement, consistent with the terms of the Memorandum of Agreement and in a form satisfactory to Board Counsel.

2. **Approve Out of District Special Education Student Contract and Authorize Transportation** ENCL. Attached
RESOLVED that the Holland Township Board of Education approves the full-time special education out-of-district placement for student #22005 at REED Academy at a rate of \$446.80 per day for a total contract of \$93,828 for September 2011 through June 30, 2012 school year, pro-rated to November 28, 2011;
BE IT FURTHER RESOLVED that the Holland Township Board of Education authorizes transportation needs through the Delaware Valley Regional High School Transportation Jointure for student #22005 from REED Academy to home, after school departure, daily during school operation hours.

3. **Approve Hunterdon County Education Services Commission Contract for Services** ENCL. Attached
RESOLVED that the Holland Township Board of Education approves the 2011-12 Hunterdon County Services Commission School Services Member Rates and Child Study Team Contract Agreement, as attached with listing of rates for Consultations, Evaluations and other student/personnel services for Child Study Team Services.

MOTION APPROVED UNANIMOUSLY

Approval of Minutes of Previous Meetings

MOTION by Mr. Moebus seconded by Mr. Schneider to approve the following Minutes from the previous meeting(s):

October 18, 2011 Regular Board Meeting and Executive Meeting

AYES: *McDowall, Moebus, Schneider, Somers, Vandenburg, Geissler, Scheibener*

ABSTAIN: *Scott, Soucie*

MOTION APPROVED

Comments: Board President/Board Members

- o Board President announced the December 1st meeting of Regional School Board Presidents

Comments: Superintendent

- a) Bullying Investigations Report: November 22, 2011 Report Attached
- b) See attached report

Comments: Principal

- a) NJ ASK Presentation to the Board of Education and Public

Comments: Public (Agenda Items)

- a) Mr. & Mrs. Kyle Burke – regarding a concern on their daughter’s bus route H1A with what they believe is an inequitable adjustment in October
 - They do not object with re-balancing the bus load, however they object to the route not being equitably balanced with a “first on-first off” policy, creating a privileged ride for some students
 - Concerned about the increase in ride time for their daughter over the course of the school year
 - They stated that the parents were never informed that the bus route changed, other than a letter stating new pick-up and drop-off times
 - They also added that they are concerned for the safety of the students passing the school building on rt 519 during the busy time of day
- o President Scheibener announced that Mr. & Mrs. Burke’s concerns were discussed in the Finance/Facilities Committee Meeting this month
- o Mr. Somers stated that the equalization issue as well as the re-balancing of the bus load was also analyzed during the Finance/Facilities Meeting

- Mr. Suarez discussed that the proximity of the bus stops to the school building is the exception to the equalization of “first on-first off” bus routing process.
- The board discussed the average time of bus routes
- The board discussed having the action reviewed again in the Finance/Facility Meeting in December

Superintendent Action Items

Education

MOTION by Mr. McDowall, seconded by Mr. Moebus to approve the following Action Items as recommended by the Superintendent;

1. Approve the Acceptance of Atlases from the Telecordia Pioneers Chapter 99
RESOLVED that the Holland Township Board of Education accepts a donation of eighty (80) atlases from Telecordia Pioneers Chapter 99 in Piscataway, NJ to be distributed to the fourth grade classrooms to be utilized year to year.
2. Approve Donation of Bird Houses
RESOLVED that the Holland Township Board of Education approves the acceptance of a donation of two bird houses by Harry Carr to be placed in the Discovery Garden.
3. Approve Acceptance of Donation of Tickets to Liberty Science Center
RESOLVED that the Holland Township Board of Education approves the acceptance of a donation of tickets to Liberty Science Center to be applied as a class trip for Mrs. Jill Conti’s 4th grade class during the 2011-2012 school year.
4. Approve the Acceptance of Thomas Edison Challenge Award
RESOLVED that the Holland Township Board of Education approve the acceptance of a first place award in the amount of \$500, received by G&T class at the Thomas Edison Invention Challenge at NJIT in Newark, NJ on March 26, 2011 and which is to utilized in the ACE classroom.

5. Approve 2011-2012 Class/Field Trips

RESOLVED that the Holland Township Board of Education approves the following class/field trips:

- 8th Grade – Museum of Tolerance, New York, NY – February 2012
- 4th Grade (Mrs. Conti's class) – Liberty Science Center NJ

6. Approve School Bus Emergency Evacuation Drill Statement (as stipulated by 6A:27-11.2)

RESOLVED that the Holland Township Board of Education accepts the following statement for the School Bus Emergency Evacuation Drill as per 6A:27-11.2;

WHEREAS, On Tuesday, October 25, 2011 the Holland Township School principal Nancy Yard oversaw the school bus emergency evacuation drill for all bus routes. The drill was held at approximately 8:20 AM for the elementary school students and at approximately 9:05 AM for the middle school students in the front of the school in the bus unloading area.

7. Approve Acceptance of S.E.E.D. Grant

RESOLVED that the Holland Township Board of Education approves the acceptance of a grant in the amount of \$604 from Source of Excellence in Educational Development (S.E.E.D.) Foundation to be utilized for the membership into Technology Student Association which includes student and advisory fees and for after-school meetings under the guidance of Mrs. Christine McWilliams.

8. Approve Professional Development Contract

Approve a contract with Innovative Designs for Education to provide nine (9) days of professional development services onsite to provide staff with training in Project Based Learning in the amount of \$14,310.

DISCUSSION: *President Scheibener inquired on the 2011-12 budget figures for professional development related to action #8. Mr. Suarez explained that the Title II funds will cover the expense of \$7,500, the remaining \$5,000 is from the curriculum development budget, as well as an extra \$2,000 from Extraordinary Aid.*

AYES: *McDowall, Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Geissler, Scheibener*

MOTION PASSES

Personnel

MOTION by Mr. Geissler, seconded by Mr. McDowall to approve the following Action Items as recommended by the Superintendent;

1. Approve Staff Attendance at Conferences/Workshops (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves staff attendance at conferences.
2. Approve Staff Summaries Conferences/Workshops (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education accepts the staff summary sheets for BOE approved workshops.
3. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves Christine Matthews as a substitute secretary, library clerk and cafeteria aide for the 2011-2012 school year.
4. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves Beth Ann Ruby as a substitute secretary, teacher aide, library clerk and cafeteria aide for the 2011-2012 school year.
5. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves Eric Teets as a substitute custodian for the 2011-2012 school year.
6. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves Dave Giantisco as a substitute teacher, teacher aide, library clerk and cafeteria aide for the 2011-2012 school year.
7. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approve Casey Clark as a substitute teacher for the 2011-2012 school year.

8. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approve Amy Kucharski as a substitute teacher for the 2011-2012 school year.
9. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approve Dyana Maglione as a substitute teacher, secretary, teacher aide and library clerk for the 2011-2012 school year.
10. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approve Lisa Gossett as a substitute teacher, teacher aide and library clerk for the 2011-2012 school year.
11. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approve Anna Lacaillade as a substitute teacher, secretary, teacher aide, cafeteria aide and library clerk for the 2011-2012 school year.
12. Accept Resignation
RESOLVED that the Holland Township Board of Education accept the resignation of Ms. Heather Bazarnicki as of January 17, 2012.
13. Approve Long Term Sub for 6th Grade LAL Teacher
RESOLVED that the Holland Township Board of Education approve Melanie Martin as Long Term Sub for 6th Grade LAL Teacher retroactive to November 17, 2011 until March 1, 2012.
14. Rescind Classroom Aide Contract
RESOLVED that the Holland Township Board of Education rescind the Classroom Aide Contract of Shelli Deckert effective December 1, 2011.
15. Approve Replacement for Kindergarten Teacher
RESOLVED that the Holland Township Board of Education approve Shelli Deckert as replacement kindergarten teacher through June 30, 2012. Shelli shall be placed on Step BA1 of the salary guide beginning December 1, 2011.

16. Approve Additional Pay for Acting Administrative Assistant to Superintendent

RESOLVED that the Holland Township Board of Education approve additional payment of \$22.50 per day for Carmelina Delasey for serving as Acting Administrative Assistant to the Superintendent from September 8 to October 21, 2011 (32 days). The total amount to be paid is \$720.00.

DISCUSSION: *Regarding the action in #14 & #15, this is an active employee with benefits, will move from the aide position to a classroom teacher; Mr. Suarez explained that the employee will maintain health benefits as in the aide position and will be under contract as a teacher, not as a long-term substitute; the action rescinds her current aide contract and offers a new contract as a teacher assignment. He continued to explain that the re-assignment will open an aide position that can be subcontracted with Hunterdon County ESC for aide services. Mr. Moebus stated that the transition of services at Flem-Raritan School District has been reported to the Hunterdon County ESC as positive. Mr. Somers stated that the intent to move toward this type of service was to be on a trial basis. Mr. Suarez noted that this re-assignment allows for a replacement with services from HCESC through attrition and on a trial basis and will be reviewed by the personnel committee.*

AYES: *McDowall, Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Geissler, Scheibener*

MOTION PASSES

Policy

MOTION by Mr. Moebus, seconded by Mr. Schneider to approve the following Action Items as recommended by the Superintendent;

1. Approve First Reading of Policy 2431.4 (see Bd. File Portal)

RESOLVED that the Holland Township Board of Education approves the first reading of Policy 2431.2 (Prevention and Treatment of Concussions and Head Injuries).

AYES: *McDowall, Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Geissler, Scheibener*

MOTION PASSES

Finance & Facilities

MOTION by Mr. Somers, seconded by Mr. Moebus to approve the following Action Items #1-#6 and #8-#14, as recommended by the Superintendent;

1. Approve Transfer of Funds for the 2011-2012 School Budget N-1
 RESOLVED that the Holland Township Board of Education approves the report of line item transfers within the 2011-2012 school budget, pursuant to Policy # 3160.

2. Accept Monthly Financial Report N-2
 RESOLVED that the Holland Township Board of Education accepts the monthly financial reports of the Board Secretary, Form A148, and the Treasurer, Form A149 for the month ending September 2011 ;
 WHEREAS the Board of Education has received the Reports of the Secretary and Treasurer for the month of September 2011; and
 WHEREAS these reports show the following balances on September 2011

| <u>Fund</u> | <u>Board Secretary Cash Balance</u> | <u>Treasurer Cash Balance</u> |
|-----------------------------------|-------------------------------------|-------------------------------|
| (10) General Fund | \$1,913,394.30 | \$1,913,394.30 |
| (10) Capital Reserve | \$ 150,395.35 | \$ 150,395.35 |
| (20) Special Revenue Fund | \$ -5,545.30 | \$ -5,545.30 |
| (30) Capital Projects Fund | \$ 38,457.84 | \$ 38,457.84 |
| (40) Debt Service Fund | \$.36 | \$.36 |
| TOTAL | \$ 2,096,702.55 | \$ 2,096,702.55 |

And, WHEREAS in compliance with N.J.A.C. 6:20-2A.10(d), the Secretary has certified that, as of the date in the report(s) no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education; NOW, THEREFORE BE IT

RESOLVED that the Holland Township Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting; and be it

FURTHER RESOLVED in compliance with N.J.A.C. 6:20-2A.10(e), the Holland Township Board of Education certifies that after review of the Secretary's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account for fund has been over expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

3. Approve Payment of the Oct. 14 and Oct.31 Payroll Bill List N-3
 WHEREAS the Board Secretary has presented a check register for October 14 and October 31, in the amount of \$585,742.58.
 With the recommendation that it be paid; Now therefore be it
 RESOLVED, that the following bills be paid and an itemized list be filed with the minutes of this meeting.

| <u>Fund Expense</u> | <u>Bill List Amount</u> |
|-----------------------------------|-------------------------|
| (10) General Fund | \$ 580,155.44 |
| (20) Special Revenue Fund | \$ 5,587.14 |
| (30) Capital Projects Fund | \$ 0 |
| (40) Debt Service Fund | \$ 0 |
| TOTAL | \$585,742.58 |

4. Approve Payment of the Bill List N-4
 WHEREAS the Board Secretary has presented a check register for November 22, 2011 in the amount of \$679,701.35.
 With the recommendation that it be paid; Now therefore be it
 RESOLVED, that the following bills be paid and an itemized list be filed with the minutes of this meeting.

| <u>Fund Expense</u> | <u>Bill List Amount</u> |
|----------------------------|-------------------------|
| (10) General Fund | \$ 479,886.87 |
| (20) Special Revenue Fund | \$ 20,425.95 |
| (30) Capital Projects Fund | \$ 173,672.28 |
| (40) Debt Service Fund | \$ 5,716.25 |
| TOTAL | \$ 679,701.35 |

5. Accept the Annual CAFR/Financial Audit N-5
 RESOLVED that the Holland Township Board of Education accepts the annual CAFR/Financial Audit for the fiscal year ended June 30, 2011, as prepared by the firm of William M. Colantano, Jr., and, acknowledge that there are no recommendations for fiscal year end June 30, 2011;
 And, FURTHER RESOLVED the district adopts and approves the following corrective action plan statement that *“No Corrective Action Plan is required.”*

6. Accept Additional Education Jobs Act Aid for 2011/12
 RESOLVED that the Holland Township Board of Education accepts the additional \$1,999 in Education Jobs Act Funds for the 2011/12 school year.

| | |
|--|-----------------------|
| 7. <u>Final Bus Routes 2011/2012 School Year</u> | (see Bd. File Portal) |
| <p><u>Action Separated – see action after Finance/Facilities Section</u> RESOLVED that the Holland Township Board of Education approves the revised 2011-2012 bus routes H1A/B, H2A/B, H3A/B, H4A/B, H5A/B, H6A/B, H7A/B for the 2011/12 school year; WHEREAS, adjustments for stops and routes were based on load balancing and storm related damage with detours.</p> | |

8. Rental House Roof Maintenance Repairs
 RESOLVED that the Holland Township Board of Education approves the purchase of the Rental House Roof Maintenance Repairs with Strober-Wright Roofing Inc;

WHEREAS requests for quotations were sent to Strober-Wright Roofing, Inc., Safeway Construction, and J. Strober and Sons on October 7, 2011;

WHEREAS a sole quotation of roof maintenance services from Strober-Wright Roofing Inc was received by the District and reviewed and approved by the District Architect for accurate pricing;

FURTHER RESOLVED, the Holland Township Board of Education approves the purchase of the following:

Base Contract for House Roof Flashing Repair: \$9,800

Alternate No. 1 Low Roof Step Flashing Replacements: \$4,400

Total: \$14,200

9. Capital Projects Change Order EL-02: Various Rehabilitation Capital Projects High Point Electric N-6

RESOLVED that the Holland Township Board of Education approves the Various Rehabilitation Capital Projects Change Order for Electrical Contractor, High Point Electric, Change Order EL-02 for purpose of revising the date of Substantial Completion from October 31, 2011 to November 18, 2011 as part of the Various Capital Rehabilitation Project DOE #2220-060-10-1004/SDA Grant G5-4277.

10. Capital Projects Change Order GC-04: Various Rehabilitation Capital Projects Hahr Construction N-7

RESOLVED that the Holland Township Board of Education approves the Various Rehabilitation Capital Projects Change Order for General Contractor, Hahr Construction, Change Order GC-04 for purpose of revising the date of Substantial Completion from October 31, 2011 to November 18, 2011 as part of the Various Capital Rehabilitation Project DOE #2220-060-10-1004/SDA Grant G5-4277.

11. Approve District Participation in the NJ Sustainable Schools Project

Whereas, the Holland Township School District seeks to participate in the 3-year NJ Sustainable Schools Research Project that proposes to determine if sustainability is the answer to academic and financial success of NJ Schools;

Whereas the Holland Township School District is a participant of the Alliance for Competitive Energy Services program (ACES);

Whereas, the district commits to providing a team to attend the yearly 4-day Green Schools Leadership (GSLI) summer program. It will send a new team every year of the three year program;

Whereas, the district commits that the teams will produce a Green Strategic Plan, Mission Statement, Action Steps/Lesson Plans and Resources that will be posted online at the GLSI web site;

Whereas, the district commits that each team will implement the Green Strategic Plan during the school year and provide online interim reports regarding the status of the implementation;

Whereas, the district agrees that all teams will participate in the green online professional learning community;

Whereas, the district commits the participation of a School Board member in the GSLI, and their involvement in the three-year process;

Whereas, the district commits district team participation throughout the 3-year grant period;

Whereas, the district commits that a 5 Member Team Superintendent, School Board Member, Educational Facilities Manager, Principal, Teachers (5 members attend the GSLI summer program) will participate in the GSLI Institute;

Whereas, the district commits to provide district/school data before, during, and after the project;

Therefore, be it resolved that Holland Township School District agrees to participate in and adhere to the guidelines of the three-year Sustainable Schools Research Project beginning with the 2011-2012 school year. Continued participation in the three-year Sustainable Schools Research Project will be subject to annual approval by the board of education.

12. Approve Negotiations Agreement for 2010-2013

RESOLVED that the Board of Education of the Township of Holland hereby ratifies the Memorandum of Agreement between it and the Holland Township Education Association covering the period from July 1, 2010 through June 30, 2013, subject to the development of final contract language to be mutually developed by the parties; and

Be it further resolved, that the Board President is authorized and directed to execute the final Collective Bargaining Agreement, consistent with the terms of the Memorandum of Agreement and in a form satisfactory to Board Counsel.

13. Approve Out of District Special Education Student Contract and Authorize Transportation ENCL.

RESOLVED that the Holland Township Board of Education approves the full-time special education out-of-district placement for student #22005 at REED Academy at a rate of \$446.80 per day for a total contract of \$93,828 for September 2011 through June 30, 2012 school year, pro-rated to November 28, 2011;

BE IT FURTHER RESOLVED that the Holland Township Board of Education authorizes transportation needs through the Delaware Valley Regional High School Transportation Jointure for student #22005 from REED Academy to home, after school departure, daily during school operation hours.

14. Approve Hunterdon County Education Services Commission Contract for Services ENCL.

RESOLVED that the Holland Township Board of Education approves the 2011-12 Hunterdon County Services Commission School Services Member Rates and Child Study Team Contract Agreement, as attached with listing of rates for Consultations, Evaluations and other student/personnel services for Child Study Team Services.

Action #1-#6 and #8-#14:

Discussion: *Mr. Somers reviewed the action items. Mr. Suarez commented on the use of the additional garage bay as requested by the Holland Township OEM. Mr. Stryker reviewed with the administration how the Township and School District share services and the allowance of an additional bay is reciprocating the services given to the district by the Township.*

AYES: *McDowall, Moebus (Abstain from #4 and #14), Schneider, Scott, Somers, Soucie, Vandenburg (Abstain #4), Geissler, Scheibener*

MOTION PASSES

Action #7

MOTION by Mr. Moebus, seconded by Mr. Somers to approve the following action item, as recommended by the Superintendent, and to be further reviewed by the Finance and Facilities Committee:

7. Final Bus Routes 2011/2012 School Year (see Bd. File Portal)

Action Separated – see action after Finance/Facilities Section

RESOLVED that the Holland Township Board of Education approves the revised 2011-2012 bus routes H1A/B, H2A/B, H3A/B, H4A/B, H5A/B, H6A/B, H7A/B for the 2011/12 school year;

WHEREAS, adjustments for stops and routes were based on load balancing and storm related damage with detours.

DISCUSSION: *Action item to be reviewed further by the Finance/Facilities Committee*

AYES: *McDowall, Moebus, Schneider, Scott, Somers, Soucie, Vandenburg, Scheibener*

NEYS: *Geissler*

MOTION PASSES

Communications Committee

Updated BOE on current activities

Supplementary Matters

December 23rd Staff Holiday Breakfast

Comments: Public – General:

NONE

ADJOURNMENT:

MOTION by Mr. Schneider, seconded by Mr. Moebus to adjourn the meeting at 9:53p.m.

MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Abigail Postma, RSBA/Board Secretary