

JACKSON TOWNSHIP BOARD OF EDUCATION  
OFFICIAL BOARD MEETING  
JANUARY 17, 2017  
DISTRICT ADMINISTRATION BUILDING

An Official Meeting of the Jackson Township Board of Education was held in compliance with the Open Public Meeting Law and was called to order by Board President, Barbara Fiero, at 5:30 p.m. on January 17, 2017 in the Conference Room of the Administration Building.

Present: Mr. Colucci  
Mr. Walsh  
Ms. Grasso  
Mr. Hanlon  
Mr. Sargent  
Mrs. Fiero

Absent: Mr. Burnetsky

Also present: Dr. S. Genco, Superintendent of Schools; Mr. D. Baginski, Assistant Superintendent; Mrs. N. Pormilli, Assistant Superintendent; Ms. M. Richardson, Business Administrator/Board Secretary; Mr. N. Montenegro, Board Attorney

On a motion by Mr. Hanlon, seconded by Mr. Colucci, the Board of Education adjourned to Executive Session to discuss potential litigation, personnel and negotiations, no action to be taken by acclamation. The Board would reconvene at approximately 6:30 p.m. in the Public Meeting Room of the District Administration Building for Public Session at which time action would be taken.

The Official Meeting of the Jackson Township Board of Education reconvened in the Public Meeting Room of the District Administration Building in compliance with the Open Public Meeting Law and was called to order by Board President, Barbara Fiero, at 6:30 p.m.

Present: Mr. Colucci  
Mr. Walsh  
Ms. Grasso  
Mr. Hanlon  
Mr. Sargent  
Mrs. Fiero

Absent: Mr. Burnetsky

Also present: Dr. S. Genco, Superintendent of Schools; Mr. D. Baginski, Assistant Superintendent; Mrs. N. Pormilli, Assistant Superintendent; Ms. M. Richardson, Business Administrator/Board Secretary; Mrs. S. Patterson, Assistant Business Administrator; Dr. R. Cerco, Director of Special Services; Mr. N. Montenegro, Board Attorney, staff members, township residents and newspaper representatives.

After the salute to the flag and the Certification of the meeting according to the tenets of the Open Public Meeting Law, the Chair made the following statement: "This meeting is in compliance with the Open Public Meeting Law and has been advertised in the newspaper as an Official Meeting."

On a motion by Mr. Sargent, seconded by Mr. Hanlon, the Board of Education approved the agenda with addendum, as submitted by the Superintendent of Schools.

Roll Call Vote: Yes: Mr. Colucci  
Mr. Walsh  
Ms. Grasso  
Mr. Hanlon  
Mr. Sargent  
Mrs. Fiero

**MOTION CARRIED**

**BOARD OF EDUCATION RECOGNITION**

1. Township Officials Present in Audience

None this month.

Mrs. Fiero turned the meeting over to Dr. Genco.

**SUPERINTENDENT'S REPORT/INFORMATION ITEMS**

Dr. Genco introduced the Student Board Members to present their report to the Board.

Student Board Members

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- Maxx Silvan – Jackson Liberty High School

Good evening to the members of the Board of Education, the Superintendent, district administrators, staff members, teachers, and to those of you in the audience. I just wanted to take the opportunity to wish all of you a happy and healthy new year and look forward to seeing what the rest of our school year has in store. That being said, I look forward to updating you tonight, on some of the exciting activities at JLHS over the past few weeks.

The Winter sports season has reached its midseason point as the boys' and girls' basketball teams have been working hard to outperform and make strides on last years' progress. Our girls' and boys' swimming teams have been off to strong starts as well, currently sitting at 3-4 and 4-2-1 respectively within the B South Shore Conference. The Liberty Hockey team finds itself in "playoff mode" as they continue on their quest to qualify for the Shore Conference Tournament after a huge 10-4 victory over Howell last night. We wish all of our winter sports teams the best of luck throughout the remainder of their seasons.

The Liberty Chorus and Band programs have been quite busy as well, as they prepare for their annual winter and spring events. The Liberty Lion Marching Band is practicing each day for the NYC St. Patrick's Day Parade in March while our chorus prepares for their second trip over the past three years to Walt Disney World in Florida.

Liberty's AtLib Drama Club has been hard at work too, as they find themselves deep in the thick of rehearsal for their winter musical Monty Python's Spamalot, which will run from February 23rd-25th.

The ever popular Liberty Idol is back again this year with students ranging from sophomores to seniors compete for their shot of being crowned this year's winner. Fun was had by all who attended last Thursday's semi-finals, which saw comedy sketches, dances, parodies, and covers to some of the contestants' favorite hits. However, the pool has been narrowed down from 12 to six who will compete one last time this Thursday at 6:00 in the Liberty auditorium for their chance to move on to Jackson Idol. We hope that you can come out and support these very talented artists.

As we approach the long stretch of weeks that spans from Presidents Day weekend to Spring break, all of our faculty, staff, and students looks forward to see what new and exciting events and achievements are in store at Jackson Liberty for 2017.

Dr. Genco thanked Maxx for his presentation.

- Chris Peruggia – Jackson Memorial High School

Good Evening ladies and gentlemen,

Winter sports are going well, with our many teams winning meets and games throughout their season. I want to congratulate the Boys and Girls swim team for their performances at the Ocean County Championships, as the boys placed 2nd and the girls placed 5<sup>th</sup>.

Two weeks ago, JMHS finished the 1st semester PARCC testing, and there will be a second semester testing in the spring.

Congrats to the January Seniors of the Month, Federico Coria and Amy Lynch!

The Musical Production of "The Little Mermaid" is underway, as actors, dancers, and crew are preparing to dazzle the crowds with another amazing performance!

DECA recently attended the District Championships, with many of our members advancing to States. We wish them luck on their road to Nationals!

The Interact Club is hosting their annual Dodgeball and Volleyball tournaments next month, as students bring their competitive spirits to these fun filled events. Both Memorial and Liberty students are encouraged to attend, as well as alumni and other groups.

JMHS will be the home of "Jackson Idol" on February 9th, and we encourage you to come out and watch top performers from Liberty and Memorial go head to head in this friendly competition.

The Student Council will be having its Exchange Program next month, February 16th and 17th. Memorial students travel to Liberty to get a feel of how things are done over there, and the next day Liberty students come to Memorial. It is a great way to show the similarities and differences of the school and works to create unity between us.

As the first semester nears an end, many of our students are preparing for Final exams in their classes, however, students who maintain a 93 average throughout the three marking periods are exempt, a new perk this year. Many AP Classes are also preparing for midterms.

Finally, we welcome new Board Member Mr. Walsh. We look forward to working with you!

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With the beginning of 2017, students at JMHS have hit the ground running and look forward to continuing our efforts to make this school year one of the best yet, while also ensuring that success is our #1 goal.

Thank you.

Dr. Genco thanked Chris for his presentation.

#### Presentations

- Anti-Bullying Bill of Rights (ABR) 2014-2015 Official District and School Grade Report – Assistant Superintendent Nicole Pormilli

Dr. Genco announced Mrs. Pormilli will give a brief overview of the 2014-2015 official district and school grade report.

Mrs. Pormilli presented the 2014-2015 anti-bullying bill of rights official district and grade school report to the Board.

#### **Board Member Inquiries/Comments on Anti-Bullying Bill of Rights 2014-2015 Official District and School Grade Report**

Ms. Grasso asked where would you like us to be at in the next 3 years.

Mrs. Pormilli responded around 75.

Dr. Genco asked the Board if they have any other questions on the HIB report noting this is really an extension of the HIB report given back in July.

#### **Superintendent Remarks**

Dr. Genco stated since New Year's, it has been an interesting couple of weeks citing you heard about the Rosenauer School the first week back; we did receive an automated threat in which we went into a shelter in place. Dr. Genco commended the police department; our staff and our security staff for responding noting the school did not miss a beat; a shelter in place means people were not coming in and out of the school, however, we maintained the integrity of the day. He explained we also implemented a modified shelter in place so that if people had appointments in the other schools, they would be able to get in. The same day we were targeted with that threat, seven or eight other districts also received bomb threats or terroristic threats. The same phone number that was used in the Rosenauer threat was also used in other districts that day as was confirmed with police. Last week we had an incident at Jackson Memorial High School where some students made inappropriate comments that were taken as threats. Dr. Genco again commended the police department, security and transportation for handling that matter very very quickly. It's unfortunate on arrival or dismissal when 1,400-1,500 people are there to see this but we're always going to err on the side of caution and take a very very conservative approach. In both instances he has nothing but confidence in the staff for doing a great job. Dr. Genco commented it has not been all that smooth for the start of 2017 and is hopeful it will quell itself a little bit.

Dr. Genco continued as of today, we did our make-up rounds so the first round of PARCC is complete and believes both high schools did a great job from having more weight points and infrastructure which you also see on the agenda or on the addendum. The lease purchase that has been budgeted keeps us ahead of the game with our infrastructure and devices; we're able to give those tests in English and Math classes as opposed to blanketing and moving students out to a large area where everybody is being tested makes better sense. It's easier to maintain the day by just extending the period and for those reasons and a lot of reasons, the testing went very smooth.

Dr. Genco concluded hopefully the weather calms down a little bit and continues to stay a little warmer; we've had some interesting mornings but for the most part we've been in pretty good shape. We did frontload a lot of days off because of this year's election cycle so we don't have a lot of snow days built into the second half of the year; hopefully the weather doesn't disappoint and we're able to get through the winter.

Dr. Genco concluded the Superintendent's report and turned the meeting over to Mrs. Fiero.

#### 1. Policy/Regulations:

On a motion by Mr. Hanlon, seconded by Mr. Colucci, the Board of Education approved policies first reading:

##### Policy - First Reading

P1000	ADMINISTRATION	Table of Contents (revised)
P1510	ADMINISTRATION	Americans with Disabilities Act (M) (revised)
P2000	PROGRAM	Table of Contents (revised)
P2418	PROGRAM	Section 504 of the Rehabilitation Act of 1973 –

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P5000	STUDENTS	Students (M) (new)
P5116	STUDENTS	Table of Contents (revised)
P5330.04	STUDENTS	Education of Homeless Children (revised)
P8330	OPERATIONS	Administering an Opioid Antidote (new)
		Student Records (M) (revised)

Roll Call Vote: Yes: Mr. Colucci  
Mr. Walsh  
Ms. Grasso  
Mr. Hanlon  
Mr. Sargent  
Mrs. Fiero

**MOTION CARRIED**

On a motion by Mr. Hanlon, seconded by Mr. Walsh, the Board of Education approved regulations:

<u>Regulations - Adoption</u>		
R1510	ADMINISTRATION	Americans with Disabilities Act (M) (revised)
R2418	PROGRAM	Section 504 of the Rehabilitation Act of 1973 – Students (M) (new)
R5116	STUDENTS	Education of Homeless Children (revised)
R8330	OPERATIONS	Student Records (M) (revised)

Roll Call Vote: Yes: Mr. Colucci  
Mr. Walsh  
Ms. Grasso  
Mr. Hanlon  
Mr. Sargent  
Mrs. Fiero

**MOTION CARRIED**

Information Items

1. Enrollment Report – December 2016
2. Fire Drill Report – December 2016
3. Suspension Report – December 2016
4. Source 4 Teachers Long Term and Daily Substitute Assignments – December 2016
5. Notes for Policy/Regulation – December 2016
6. Board Attorney Billing Summary Report for December 2016
  - o Montenegro Thompson Montenegro & Genz
  - o Schenck Price Smith & King LLP
  - o Campbell & Pruchnik

**APPROVAL OF MINUTES**

On a motion by Mr. Hanlon, seconded by Mr. Walsh, the Board of Education approved the following Board Meeting minutes:

Official Board Meeting – December 20, 2016 Closed Session Meeting  
Official Board Meeting – December 20, 2016 Combined COTW/Business Meeting

Roll Call Vote: Yes: Mr. Colucci  
Mr. Walsh (Abstained)  
Ms. Grasso  
Mr. Hanlon  
Mr. Sargent  
Mrs. Fiero

**MOTION CARRIED**

**FINANCIAL REPORT**

On a motion by Mr. Hanlon, seconded by Mr. Walsh, the Board of Education approved Bills and Claims for January 1 – 17, 2017 and December 2016:

Total Computer Checks, January 1 – 17, 2017	\$ 3,918,394.44
Total Computer Checks, December 31, 2016	\$ 4,662,630.59
Total Hand Checks, December 31, 2016	\$ 310.67
Total Payroll, December 31, 2016	\$ 7,363,706.75
FICA, December 31, 2016	\$ 343,163.70
Total Board Share:	\$ 168,472.96
Pension & Ret. Health Benefits Pmt, December 31, 2016	\$ 7,658.96
JPMorgan Chase Interest Refinancing of Existing Debt	\$ 1,210,897.92

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Void Checks \$ (4,446.98)  
Total Budgetary Payment December 31, 2016: \$13,752,394.57

FOOD SERVICE  
BOARD BILLS AND CLAIMS \$ 195,752.75

DECEMBER 2016

Roll Call Vote: Yes: Mr. Colucci  
Mr. Walsh  
Ms. Grasso  
Mr. Hanlon  
Mr. Sargent  
Mrs. Fiero (Abstained on All Star Pro Trophies)

**MOTION CARRIED**

On a motion by Mr. Hanlon, seconded by Mr. Sargent, the Board of Education approved the Treasurer's & Board Secretary's reports for the month of November 2016.

Roll Call Vote: Yes: Mr. Colucci  
Mr. Walsh  
Ms. Grasso  
Mr. Hanlon  
Mr. Sargent  
Mrs. Fiero

**MOTION CARRIED**

Mrs. Fiero moved to open public forum on agenda items only.

**PUBLIC FORUM ON AGENDA ITEMS ONLY**

On a motion by Mr. Sargent, seconded by Mr. Hanlon, the public forum was opened for agenda items only by acclamation.

There being no response; on a motion by Mr. Hanlon, seconded by Mr. Sargent, the public forum on agenda items only was closed by acclamation.

**Board Secretary's Certification:**

Pursuant to N.J.A.C. 6:20-2.12(d), I certify that as of November 30<sup>th</sup>, 2016, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Jackson Township Board of Education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8.1.



Michelle D. Richardson

**RESOLUTIONS FOR ACTION**

**JANUARY 4, 2017 REORGANIZATION MEETING - REVISED MOTIONS**

On a motion by Mr. Sargent, seconded by Mr. Hanlon, the Board of Education approved the following revised motions:

1. Organization Meeting of the Board of Education
  - U. **DELETED:** The Board of Education did *not* appoint a Treasurer of School Funds for the period of February 1, 2017 through January 31, 2018, at a salary of \$ \_\_\_\_\_.
  - V. The Board of Education appointed the firm of Suplee, Clooney & Company as Board Auditor for the period July 1, 2017 through June 30, 2018 to conduct the 2016-2017 audit in the amount of \$34,500.00.

Roll Call Vote: Yes: Mr. Colucci  
Mr. Walsh  
Ms. Grasso  
Mr. Hanlon  
Mr. Sargent  
Mrs. Fiero

**MOTIONS CARRIED**

**OFFICIAL MEETING – January 17, 2017**

**FINANCE:**

On a motion by Mr. Hanlon, seconded by Mr. Sargent, the Board of Education approved the following motions in block formation:

1. The Board of Education, based on the recommendation of the Board Secretary, approved the line-item transfers for the month of November, 2016.

**Document A.**

2. The Board of Education, based on the recommendation of the Board Secretary, approved the adjustments to the Federal and State Fund 20 Projects for the 2016-2017 school year for November, 2016.

**Document B.**

3. Pursuant to PL 2015, Chapter 47, the Jackson Township Board of Education intends to renew, award, or permit to expire the contracts subsequently awarded by the Board of Education, these contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

**Document C.**

4. The Board of Education authorized the Board Secretary to go out to bid for uniforms for the Facilities and Transportation Departments for the 2017-2018 school year.
5. The Board of Education based on the recommendation of the Board Secretary, approved the contract with Johnson Controls, Blackwood, New Jersey for Year 4 of a five (5) year contract for the District's automatic temperature controls, facility management system and HVAC equipment, from May 1, 2017 to April 30, 2018, in the amount of \$103,416.42.
6. The Board of Education approved the following Resolution for Lease Purchase and Financing of School Vehicles:

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF JACKSON IN THE COUNTY OF OCEAN DETERMINING TO FINANCE SCHOOL VEHICLES AND RELATED ACQUISITIONS THROUGH THE COMPETITIVE BID, RECOMMENDATION OF AWARD AND EXECUTION OF A LEASE PURCHASE AGREEMENT, APPROVING THE FORM OF CERTAIN AGREEMENTS INCLUDING A LEASE PURCHASE AGREEMENT, AUTHORIZING CERTAIN OFFICIALS OF THE BOARD TO EXECUTE SUCH AGREEMENTS AND AUTHORIZING OTHER ACTIONS NECESSARY TO ACCOMPLISH THE TRANSACTION.

WHEREAS, The Board of Education or the Township of Jackson in the County of Ocean, New Jersey (the "Board" when referring to the governing body, and the "School District" when referring to the legal entity and the territorial boundaries that are governed by the Board) has determined to lease purchase finance the acquisition of school vehicles, and other miscellaneous costs required to enter into a Lease Purchase Agreement ("Lease, Agreement") for an amount of approximately \$973,000 and a term not to exceed five-years (collectively, the "Acquisition"); and

WHEREAS, Educational Services Commission Lease Purchase Bidding/Financial Advisory Service (ESC) will serve as financial advisor (the "Financial Advisor") to conduct a competitive bid (Bid) for the Lease Purchase to finance the cost of the Acquisition pursuant to the attached contract; and

WHEREAS, ESC will conduct the Bid for the Lease Purchase on or before April 18, 2017 and will make its recommendation to the Board prior to the April Board meeting; and

WHEREAS, The Board wishes to expedite the payment of the respective vendors of the Acquisition;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF JACKSON IN THE COUNTY OF OCEAN, NEW JERSEY, AS FOLLOWS:

The Board authorizes the Board President and the Board Secretary to award the Bid for the Lease Purchase upon the written recommendation of the Financial Advisor and to enter into Lease with the successful bidder after Board Counsel has reviewed the Agreement; and

The Board hereby approves the execution of the Lease to the Lessor in order to finance the Acquisition and authorizes the sale of the Lease to the recommended low bidder as Lessor. This award is to be made in accordance with the proposal form submitted by the Lessor to the Board Secretary as of the date of the Bid, said proposal shall be attached hereto, and kept on file with the Board Secretary; and

The Board authorizes the Board President or the Board Secretary to approve any changes or deletions to the Lease Agreement or related documents as may, in the judgment of Counsel be necessary, advisable and in the best interest of the Board; and

The Board authorizes the Board President or the Board Secretary to establish an escrow account for the deposit of the lease proceeds in accordance with the Governmental Unit Deposit Protection Act (GUDPA), and to direct the deposit and investment of the lease proceeds in escrow for the term of the lease; and

The Board hereby delegates the Board President and the Board Secretary the ability to execute the lease purchase agreement and other related financing documents with recommended low bidder, serving as the Lessor and purchaser of the lease purchase agreement (the "Lessor" and "Purchaser"), and Escrow Agent (Escrow Agent); and

The Lease is hereby designated as a "qualified tax-exempt obligation" for purposes of Section 265 (b) (3) (ii) of the Internal Revenue Code of 1986, as amended.

This resolution shall take effect immediately.

7. The Board of Education based on the recommendation of the Board Secretary awarded a professional contract to Partner Engineering and Science, Inc., Eatontown, New Jersey for lead in drinking water sampling services at a cost not to exceed \$19,500.00.
8. The Board of Education authorized the Board Secretary to contract with Parette Somjen Architects L.L.C. of Rockaway, New Jersey to provide architectural services to renovate the Crawford Rodriguez courtyard in order to mediate the drainage issue, at a cost not to exceed \$9,500.00.
9. The Board of Education authorized the Business Administrator to amend the 2016-2017 contract with Source4Teachers that was originally approved at the April 26, 2016 Board meeting, to reflect the increase in the State of New Jersey minimum wage amount effective January 1, 2017.
10. The Board of Education approved the following Resolution for Lease Purchase and Financing of School Technology Equipment:

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF JACKSON IN THE COUNTY OF OCEAN DETERMINING TO FINANCE TECHNOLOGY EQUIPMENT AND PROJECTS AND RELATED ACQUISITIONS THROUGH THE COMPETITIVE BID, RECOMMENDATION OF AWARD AND EXECUTION OF A LEASE PURCHASE AGREEMENT, APPROVING THE FORM OF CERTAIN AGREEMENTS INCLUDING A LEASE PURCHASE AGREEMENT, AUTHORIZING CERTAIN OFFICIALS OF THE BOARD TO EXECUTE SUCH AGREEMENTS AND AUTHORIZING OTHER ACTIONS NECESSARY TO ACCOMPLISH THE TRANSACTION.

WHEREAS, The Board of Education or the Township of Jackson in the County of Ocean, New Jersey (the "Board" when referring to the governing body, and the "School District" when referring to the legal entity and the territorial boundaries that are governed by the Board) has determined to lease purchase finance the acquisition of technology equipment and projects and related acquisitions and other miscellaneous costs required to enter into a Lease Purchase Agreement ("Lease, Agreement") for an amount of approximately \$1,800,000, and a term not to exceed five-years (collectively, the "Acquisition"); and

WHEREAS, Educational Services Commission Lease Purchase Bidding/Financial Advisory Service (ESC) will serve as financial advisor (the "Financial Advisor") to conduct a competitive bid (Bid) for the Lease Purchase to finance the cost of the Acquisition pursuant to the attached contract; and

WHEREAS, ESC will conduct the Bid for the Lease Purchase on or before April 18, 2017 and will make its recommendation to the Board prior to the April Board meeting; and

WHEREAS, The Board wishes to expedite the payment of the respective vendors of the Acquisition;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF JACKSON IN THE COUNTY OF OCEAN, NEW JERSEY, AS FOLLOWS:

The Board authorizes the Board President and the Board Secretary to award the Bid for the Lease Purchase upon the written recommendation of the Financial Advisor and to enter into Lease with the successful bidder after Board Counsel has reviewed the Agreement; and

The Board hereby approves the execution of the Lease to the Lessor in order to finance the Acquisition and authorizes the sale of the Lease to the recommended low bidder as Lessor. This award is to be made in accordance with the proposal form submitted by the Lessor to the Board Secretary as of the date of the Bid, said proposal shall be attached hereto, and kept on file with the Board Secretary; and

The Board authorizes the Board President or the Board Secretary to approve any changes or deletions to the Lease Agreement or related documents as may, in the judgment of Counsel be necessary, advisable and in the best interest of the Board; and

The Board authorizes the Board President or the Board Secretary to establish an escrow account for the deposit of the lease proceeds in accordance with the Governmental Unit Deposit Protection Act (GUDPA), and to direct the deposit and investment of the lease proceeds in escrow for the term of the lease; and

The Board hereby delegates the Board President and the Board Secretary the ability to execute the lease purchase agreement and other related financing documents with recommended low bidder, serving as the Lessor and purchaser of the lease purchase agreement (the "Lessor" and "Purchaser"), and Escrow Agent (Escrow Agent); and

The Lease is hereby designated as a "qualified tax-exempt obligation" for purposes of Section 265 (b) (3) (ii) of the Internal Revenue Code of 1986, as amended.

This resolution shall take effect immediately.

11. The Board of Education approved a renewal contract with Educational Information and Resource Center (EIRC) for School Bus Advertising to provide revenue sources for the Jackson Township Board of Education for the period February 1, 2017 to January 31, 2018, as per the policy of the Jackson Township Board of Education and the guidelines of the State of New Jersey.

12. The Board of Education approved, through Educational Information and Resource Center (EIRC), to place Jackson School District advertisements on district buses for the purpose of attracting school bus drivers:

Vendor:	Jackson Board of Education
Term:	12 Months
Number of Buses:	20
Cost:	\$2,550.00
Revenue:	\$0

Roll Call Vote: Yes: Mr. Colucci  
Mr. Walsh  
Ms. Grasso  
Mr. Hanlon  
Mr. Sargent  
Mrs. Fiero

#### **MOTIONS CARRIED**

#### **FACILITIES**

On a motion by Mr. Sargent, seconded by Mr. Hanlon, the Board of Education approved the following motion:

1. The Board of Education approved the use of facilities for groups as filed.

**Document D.**

Roll Call Vote: Yes: Mr. Colucci  
Mr. Walsh  
Ms. Grasso  
Mr. Hanlon  
Mr. Sargent  
Mrs. Fiero

#### **MOTION CARRIED**

#### **PROGRAMS:**

On a motion by Mr. Hanlon, seconded by Mr. Sargent, the Board of Education approved the following motions in block formation:

1. The Board of Education approved the 2017-2018 District Calendar.

**Document E.**

2. The Board of Education approved a Family Math Night for the 2016-2017 school year to be paid by Title I Grant Funds (20-231-100-110-09), not to exceed \$596.00.

3. The Board of Education approved professional day requests and the travel related expense resolution from school board and staff members as filed with the appropriate supervisor.

**Document F.**

4. The Board of Education accepted the Anti-Bullying Bill of Rights Act (ABR) 2015-2016 Official District and School Grade Report as released by the New Jersey Department of Education on January 10, 2017 and reviewed with the Board of Education at the January 17, 2017 Business meeting.

**Document 1a.**



5. The Board of Education approved Health Educational Training, Howell, New Jersey to provide CPR/First Aid training for preschool staff members at the February 3, 2017 In-Service Day, at a rate of \$25 per staff member, total cost not to exceed \$325.00 (11-000-219-500-09-210000).

6. The Board of Education approved the following College/University students for internships, observation time, student teaching, clinical practice, as filed with the Assistant Superintendent:

Student Teacher Requests 2016/2017 school year:

<u>REQUESTS</u>	<u>COLLEGE/ UNIVERSITY</u>	<u>NAME</u>	<u>DATES</u>	<u>COOPERATING TEACHER</u>	<u>SCHOOL</u>
Student Teaching	Georgian Court University	Ashley Jones	1/30/2017- 5/15/2017	Ashley Puglisi/ Lisa Wendolek	Holman

7. The Board of Education approved the application and acceptance, if approved, for the Sustainable Jersey for School Small Grants Program, submitted by Jessica Fioretti, Speech Therapist at Elms Elementary School in the amount of \$2,000.00 to implement educational opportunities to teach students about ecological, environmental health, nutrition, and to support students in becoming leaders in making their school healthier and a more sustainable place.

8. The Board of Education approved the Blended Learning program, for the 2016-2017 school year to be paid by Title I Grant Funds (20-231-100-110-09), not to exceed \$2,548.00.

Roll Call Vote: Yes: Mr. Colucci  
 Mr. Walsh  
 Ms. Grasso  
 Mr. Hanlon  
 Mr. Sargent  
 Mrs. Fiero

**MOTION CARRIED**

**STUDENTS:**

On a motion by Mr. Hanlon, seconded by Mr. Sargent, the Board of Education approved the following motions in block formation:

1. The Board of Education approved the following out of district special education placements (accounts 20-250-100-566-09/11-000-100-566-09, unless otherwise noted):
  - a. One Student Placement: Joseph F. Cappello School  
 Effective: January 16, 2017  
 Tuition: \$55,800 (pro-rated)
  - b. One Student Placement: Montgomery Academy  
 Effective: January 9, 2017  
 Tuition: \$58,860 (pro-rated)
2. The Board of Education approved a contract for the 2016-2017 school year with Rutgers – Douglass Developmental Disabilities Center, to provide services as per the fee schedule on file with the Special Education Department as well the Business Administrator’s office, total cost not to exceed \$10,000.00 (11-000-219-320-09-210000).
3. The Board of Education approved a contract for the 2016-2017 school year with Brian McHale, Occupational Therapist, to provide occupational therapy sessions at a rate of \$49.00 per hour to one (1) district student placed on homebound instruction, total cost not to exceed \$1,000.00 (11-000-217-320-09-210000), services to run December 15, 2016 through March 30, 2017.
4. The Board of Education approved a revised contract for the 2016-2017 school year with Daytop Village to provide educational services to Jackson Students on an as needed basis, total cost not to exceed \$15,000.00 (11-150-100-320-09) as follows:
  - a. General Education Student Rate - \$120.00 per day
  - b. Special Education Student Rate - \$296.00 per day

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5. The Board of Education approved a contract for the 2016-2017 school year with Dr. Jeffrey Stone of Summit Psychological Services to provide independent neuropsychological evaluations at a rate of \$250.00 for the first session and \$200.00 per hour thereafter, total cost not to exceed \$10,000.00 (11-000-213-300-09-210000).
6. The Board of Education approved a contract for the 2016-2017 school year with Bayada Home Health Care, Inc to provide nursing services for one (1) Jackson student at a cost of \$55.00 per hour/RN, \$45.00 per hour LPN, total cost not to exceed \$45,000.00 (11-000-213-300-09-210000).
7. The Board of Education approved a contract for the 2016-2017 school year with Bayada Home Health Care, Inc to provide on-the-bus nursing services for one (1) Jackson student at a cost of \$55.00 per hour/RN, \$45.00 per hour LPN, total cost not to exceed \$30,000.00 (11-000-213-300-09-210000).
8. The Board of Education approved a contract for the 2016-2017 school year with Hewitt Psychiatric, PC (Dr. Joseph Hewitt, D.O.) to provide psychiatric evaluations to various district students at a rate of \$525.00 per session, total cost not to exceed \$20,000.00 (11-000-219-320-09-210000).
9. The Board of Education approved a contract for the 2016-2017 school year with Prent Graf Ltd. d/b/a TalkPath Live to provide speech therapy and social skills counseling services for various Jackson students on an as needed basis at a rate of \$75.00 per hour, total cost not to exceed \$10,000.00 (11-000-217-320-09-210000).
10. The Board of Education approved a contract for the 2016-2017 school year with Dr. Matthew Schiff, MD, PA to provide independent psychiatric evaluations to various district students at a rate of \$300.00 per session, total cost not to exceed \$1,200.00 (11-000-219-320-09-210000).
11. The Board of Education approved a contract for the 2016-2017 school year with Behavioral Consultation, LLC (Dr. Satishkumar Patel) to provide psychiatric evaluations to various district students at a rate of \$500.00 per session, total cost not to exceed \$10,000.00 (11-000-219-320-09-210000).
12. The Board of Education approved a contract for the 2016-2017 school year with Richard A. Reutter, M.D. to provide an independent medical evaluation to one (1) Jackson student, total cost not to exceed \$350.00 (11-000-213-30-09-210000).
13. The Board of Education approved an overnight trip for the Jackson Liberty High School DECA/Jackson Academy of Business students to participate in The 56<sup>th</sup> Annual New Jersey High School Division of DECA 2017 State Career Development Conference, February 21, 2017 through February 23, 2017 at Harrah's in Atlantic City, New Jersey, cost to the Board being transportation, registration and housing fees.
14. The Board of Education approved the following additional volunteer clubs and advisors for the 2016-2017 school year:
 

	<b>CLUB</b>	<b>ADVISOR(S)</b>	<b>SCHOOL</b>
a.	German Club	Brigitte Samuel	McAuliffe
15. The Board of Education approved a trip for the members of the Jackson Liberty High School Marching Band to New York City on Friday, March 17, 2017 to participate in the annual New York City St. Patrick's Day parade, at no cost to the Board.
16. The Board of Education approved an overnight trip for the Jackson Memorial High School DECA/Jackson Academy of Business students to participate in The 56<sup>th</sup> Annual New Jersey High School Division of DECA 2017 State Career Development Conference, February 21-23, 2017 at Harrah's in Atlantic City, New Jersey, cost to the Board being registration fees.
17. The Board of Education approved the contract between the Jackson Township School District and the Jackson Liberty High School Ice Hockey Booster Club, Inc. for the 2016-2017 school year.

**Document G.**

18. The Board of Education approved the contract between the Jackson Township School District and the Jackson Memorial High School Ice Hockey Booster Club, Inc. for the 2016-2017 school year.

**Document H.**

19. The Board of Education accepted, in accordance with N.J.S.A. 18A:37-15b(6), the monthly Harassment, Intimidation and Bullying (HIB) Report as presented to the Board of Education during Executive Session.

**Document I.**

20. The Board of Education approved educational field trips as filed with the Transportation Administrator.

**Document J.**

21. The Board of Education approved a trip for the High School AFJROTC to Washington, D.C. on Saturday, May 6, 2017 to tour the Smithsonian Air and Space Museum, Arlington National Cemetery and National Monuments, at no cost to the Board.
22. The Board of Education approved a trip for the Johnson Elementary School third grade classes to the Franklin Institute, Philadelphia, Pennsylvania, Wednesday, May 17, 2017, at no cost to the Board.
23. The Board of Education approved a revision to the Jackson Memorial High School Ski Club trip schedule for the 2016-2017 season previously approved on the November 15, 2016 agenda as follows:

January 7, 2017	Camelback Mountain, Tannersville, Pennsylvania
January 21, 2017	Elk Mountain, Union Dale, Pennsylvania
January 28, 2017	Make-Up day for January Trip, cancellations due to weather
February 4, 2017	Blue Mountain, Palmerton, Pennsylvania
February 11, 2017	Hunter Mountain, Hunter, New York
February 18, 2017	Make-Up day for February Trip, cancellations due to weather
February 24-26, 2017	Overnight Trip, <del>Lake Placid, New York (tentative)</del> <b><u>Killington, Vermont</u></b>

Roll Call Vote: Yes: Mr. Colucci  
 Mr. Walsh  
 Ms. Grasso  
 Mr. Hanlon  
 Mr. Sargent  
 Mrs. Fiero

**MOTIONS CARRIED**

**PERSONNEL**

On a motion by Mr. Hanlon, seconded by Mr. Sargent, the Board of Education approved the following motions:

1. The Board of Education approved the employment of the following substitutes for the 2016-2017 school year, effective January 18, 2017, unless otherwise noted:
  - a. Kerri McGowan, Substitute Teacher, \$80.00 per day.
  - b. Denise Jimenez, Van Aide/Transportation, \$10.50 per hour
  
2. The Board of Education, upon the recommendation of the Superintendent, accepted with best wishes, the resignation of the following employees, due to retirement:
  - a. Linda Koval, Custodian-PT/District, effective February 1, 2017.
  - b. Tammie Clark, Drive-Transportation/District, effective February 1, 2017.
  - c. Melinda Castanheira, Transportation Driver/Transportation, effective February 1, 2017.
  
3. The Board of Education accepted the resignation of the following employees:
  - a. Kristi Celentano, Food Service Worker-4 Hours/District, assigned to JMHS, effective January 17, 2017.
  - b. Lori Seubert, Receptionist-PM/Switlik, effective January 17, 2017.
  
4. The Board of Education rescinded the following contract:

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- a. Felicia Ciasullo, Food Service Worker-4 hours/JLHS, replacing Leslie Behnken (resigned).
5. The Board of Education approved a leave of absence for the following personnel:
- a. Jennifer O'Connor, Special Education Teacher/JLHS, revised paid medical leave of absence, effective December 16, 2017 through February 10, 2017; unpaid Federal and NJ Family Medical Leave of Absence, effective February 13, 2017 through March 31, 2017 (34 days), returning April 3, 2017.
  - b. Connie Aitken, Paraprofessional-Shared/Elms, unpaid intermittent Federal and NJ Family Medical Leave of Absence, effective January 6, 2017 through January 5, 2018 not to exceed 60 days.
  - c. Doreen Giuffrida, Van Aide/Transportation, paid medical leave of absence, effective December 15, 2016 through January 20, 2017, returning January 23, 2017.
  - d. Necha Augenstein, Speech Language Specialist/Elms, paid medical leave of absence, effective March 6, 2017 through March 13, 2017; unpaid Federal and NJ Family Medical Leave of Absence, effective March 14, 2017 through April 28, 2017 (28 days), returning May 1, 2017.
  - e. Debra Kraft, Teacher-Math/Goetz, extend unpaid Federal Family Medical Leave of Absence, effective March 1, 2017 through May 4, 2017 (41 days); unpaid Medical Leave of Absence, effective May 5, 2017 through June 30, 2017, returning September 1, 2017.
  - f. Kimberly Carretta, Basic Skill Teacher/Johnson, paid medical leave of absence, effective February 27, 2017 through April 7, 2017; unpaid Federal Family Medical Leave of Absence, effective April 18, 2017 through May 29, 2017 (29 days); unpaid NJ Family Medical Leave of Absence, effective April 27, 2017 through May 29, 2017 (22 days), returning May 30, 2017.
  - g. Bryanne O'Connor, Teacher-Grade1/Switlik, paid medical leave of absence, effective February 27, 2017 through ½ day March 10, 2017; unpaid Federal Family Medical Leave of Absence, effective ½ day March 10, 2017 through 1/2 day June 13, 2017 (60 days); unpaid NJ Family Medical Leave of Absence, effective May 18, 2017 through June 21, 2017 (32 days); and unpaid NJ Family Medical Leave of Absence, effective September 1, 2017 through October 13, 2017 (28 days); unpaid Child Care Leave of Absence, effective October 16, 2017 through February 26, 2018, returning February 27, 2018.
6. The Board of Education approved the following contract adjustments:
- a. Jackie Filosa, Driver-Transportation/District, from 5 hours 25 minutes per day to 6 hours 55 minutes per day, effective January 2, 2017 through June 30, 2017 (112 days), changed route, no change in hourly rate.
  - b. Latoya Nicholson, Driver-Transportation/District, from 5 hours 40 minutes per day to 6 hours 45 minutes per day, effective January 2, 2017 through June 30, 2017 (112 days), changed route, no change in hourly rate.
  - c. Krista Rossi, Driver-Transportation/District, from 5 hours 45 minutes per day to 6 hours 5 minutes per day, effective January 2, 2017 through June 30, 2017 (112 days), changed route, no change in hourly rate.
  - d. Kevin Webber, Driver-Transportation/District, from 6 hours 45 minutes per day to 5 hours 45 minutes per day, effective January 2, 2017 through June 30, 2017 (112 days), changed route, no change in hourly rate.
  - e. Margaret Zalewski, Driver-Transportation/District, from 6 hours 5 minutes per day to 5 hours 25 minutes per day, effective January 2, 2017 through June 30, 2017 (112 days), changed route, no change in hourly rate.
  - f. Brian Deck, Head Mechanic-AM/Transportation, increase salary from \$71,223.20 to \$73,407.20 pro-rated; (\$54,163.20 plus \$500.00 longevity plus \$2,000.00 head stipend plus \$16,744.00 ASE certification stipends - \$34.09 hourly), to reflect an additional three (3) ASE certifications, effective January 1, 2017 through June 30, 2017, as per the 2016-2017 Teamsters contract.
  - g. Donald Kovacofsky, Mechanic-AM/Transportation, decrease salary from \$57,055.20 to \$56,327.20 pro-rated; (\$55,099.20 plus \$500.00 longevity plus \$728.00 ASE certification stipend -- \$26.84 hourly), to reflect one (1) less ASE certification, effective January 1, 2017 through June 30, 2017 as per the 2016-2017 Teamsters contract.
7. The Board of Education approved contract adjustments for longevity for the 2016-2017 school year, in accordance with the current negotiated contracts.
- Document K.**
8. The Board of Education approved transfers for the following personnel:
- a. Doreen Merritt, transfer from Custodian-PT/District to Custodian/District assigned to Goetz, Monday to Friday, 3:00 PM to 11:00 PM (11-000-262-100-02-250202), replacing Peter Ames (PC #1224), effective January 18, 2017, through

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- June 30, 2017, salary \$33,089.60 pro-rated (\$15.62 hourly - \$32,489.60 plus \$600 evening stipend), as per Step 4 of the 2016-2017 Teamsters contract.
- b. Hillary Kayser, transfer from Lunchroom Aide/Switlik to Receptionist-PM/Switlik (11-000-262-107-06-250214), 3.5 hours per day, replacing Lori Seubert (resigned) (PC #1501), effective January 18, 2017 through June 30, 2017, salary \$5,436.90 pro-rated (\$8.63 per hour - 3.5 hour per day), as per Step 1.
  - c. Harold Caulfield, transfer from SLEO-PT/District to SLEO/District, assigned to JLHS (11-000-266-100-12-250206), replacing Jose Ramos (retired) (PC #941), effective February 1, 2017 through June 30, 2017, salary \$21,614.40 pro-rated (\$15.01 per hour), as per Step 5 of the 2016-2017 Teamsters contract.
9. The Board of Education approved the employment of the following personnel:
- a. Gina Lynch, Driver-Transportation/District (11-000-270-160-08), 5 hours 40 minutes per day, replacing Kim Petro (retired), effective January 18, 2017 through June 30, 2017 (102 days), \$19.24 per hour, as per step 3 of the Teamsters contract.
  - b. Amanda DeMatteo, Non-Instructional School Nurse/Holman (11-000-213-100-01-260305), replacing Brittan Hurden (resigned), effective pending receipt of certification and fingerprint approval through June 30, 2017, salary \$51,282.00 pro-rated, in accordance with BA Step 1 of the 2016-2017 JEA contract.
  - c. Anthony Bruno, District Foreman-Maintenance/District (11-000-262-100-09-250224), replacing Michael Baldwin (retired) (PC #1468), effective pending fingerprint approval and release from current employer through June 30, 2017, salary \$65,477.00 pro-rated, as per Step 7B of the 2016-2017 JANS contract.
10. The Board of Education approved the following volunteer coaches for the 2016-2017 school year:
- a. Ashley Fedun, Volunteer Assistant Boys Volleyball Coach/JLHS, assisting Head Coach Brian Chesley.
  - b. Lance Marquez, Volunteer Assistant Boys Lacrosse Coach/JMHS, assisting Head Coach Joseph Pienkowski.
  - c. Tyler Distefano, Volunteer Assistant Boys Lacrosse Coach/JMHS, assisting Head Coach Joseph Pienkowski.
  - d. Paul Hermann, Volunteer Assistant Golf Coach/JMHS, assisting Head Coach Drew Gibson.
  - e. Peter Morris, Volunteer Assistant Golf Coach/JMHS, assisting Head Coach Drew Gibson.
11. The Board of Education approved the following personnel for the 2016-2017 school year as SAT Prep Teachers (13-428-100-101-09), \$49.00 per hour for 30 hours each, not to exceed \$5,880.00 total:
- a. Erik Brodowski/JLHS – Literacy
  - b. Marilyn Coyle/JLHS – Math
  - c. Kathleen Regan/JMHS – Literacy
  - d. Kathy Bunce/JMHS - Math
12. The Board of Education approved the following personnel revisions for the Title I iPad Support personnel for the 2016-2017 school year (20-231-100-110-09):
- a. Resignation:
    1. Lori Henry/Rosenauer, effective January 3, 2017, stipend \$1,750.00
  - b. New Personnel:
    1. Shaina Noval/Rosenauer, replacing Lori Henry (resigned), effective January 3, 2017, stipend \$1,750.00
13. The Board of Education approved the following personnel for the Spring Math Prep program for the 2016-2017 school year to be funded by Title I Grant Funds (20-231-100-110-09), not to exceed \$2,400.00:
- a. Kathy Doherty, Teacher-Grade 4/Rosenauer, \$16.25 hours, \$49.00 per hour
  - b. Laura Mullins, Teacher-Grade 5/Rosenauer, \$16.25 hours, \$49.00 per hour
  - c. Cassandra Vetrano, Teacher-Grade 3/Rosenauer, \$16.25 hours, \$49.00 per hour
14. The Board of Education approved the suspension without pay of one (1) employee (I.D. #1617-08/100979), one (1) day name on file with the Superintendent, date to be determined for insubordination.
15. The Board of Education approved the following co-curricular advisors adjustments for the 2016-2017 school year:
- Resignations:
- a. Susan Plunckett, Set Designer/JMHS, effective December 22, 2016.
- New Hires:

- b. Janice Casper, Set Designer/JMHS, replacing Susan Plunckett (resigned), effective pending fingerprint approval through June 30, 2017, stipend \$3,124.00, in accordance with Step B1 of the 2016-2017 JEA contract.
16. The Board of Education approved the employment of the following staff members as co-curricular advisors, coaches, and/or student teachers for the 2016-2017 school year, effective January 18, 2017, unless otherwise noted:
  - a. Janice Casper, Co-curricular Advisor/JMHS Set Designer, effective pending fingerprint approval and receipt of substitute certificate
  - b. Ashley Jones, Student Teacher, effective pending fingerprint approval and receipt of substitute certificate
17. The Board of Education approved the following PARCC Appeals Process Teachers to provide students with instruction and assessment on the PARCC test between March 6-23, 2017, not to exceed ten (10) hours each at \$49.00 per hour (13-412-100-101-09):
  - a. Marilyn Coyle-Math/JLHS
  - b. Kathleen Dembinski-Literacy/JLHS
  - c. Lisa Soltmann-Math/JMHS
  - d. Michele McCann-Literacy/JMHS

Roll Call Vote: Yes: Mr. Colucci  
Mr. Walsh  
Ms. Grasso  
Mr. Hanlon  
Mr. Sargent  
Mrs. Fiero

#### **MOTIONS CARRIED**

#### **PUBLIC FORUM**

On a motion by Mr. Sargent, seconded by Mr. Hanlon, the public forum was opened by acclamation.

There being no response, on a motion by Mr. Sargent, seconded by Mr. Colucci, the public forum was closed by acclamation.

#### **Board President Statement**

Mrs. Fiero stated the Committee of the Whole meeting is our workshop meeting and is conducted the week before the business meeting at which time the Board reviews the entire agenda and engages in a lot of discussion with open public forum on everything we are going to take action on at the business meeting noting we do not take action at the Committee of the Whole meeting. This is the reason we can go through the business meeting agenda more rapidly and not have a lot of discussion at the business meetings as we have done our due diligence the previous week. Mrs. Fiero's opinion of the Committee of the Whole meeting is it is more interesting, informative and fun to attend.

#### **Board Comments**

Mr. Colucci stated no comment tonight.

Mr. Hanlon, referring to Mr. Walsh, stated he and Mr. Walsh have known each another for a long time sharing that he himself has been on the Board a long time over the last 25-30 years. With this group of Board members, Mr. Walsh is very fortunate to be on this Board as not one single Board member has a personal agenda. Everyone's agenda is for the betterment of the kids and this district. Mr. Walsh will add his input noting he is very proud to have Mr. Walsh on the Board. Mr. Hanlon shared before he was elected to the Board and being on the Board through the years, he participated in some heated discussions because of others personal agendas. Mr. Hanlon stated he is very proud to be a member of this Board.

Mr. Walsh extended a kudos to the Superintendent and the Business Administrator's staff because they give him plenty of reading to do; they give a very in-depth view of what is going on in this district.

Mr. Sargent added and you will always have addendums.

Dr. Genco stated he doesn't recall being at a meeting without an addendum.

Mrs. Barbour, Secretary to the Superintendent, responded there was one meeting.

Mrs. Fiero responded she believes there was a personnel meeting without one.

Mr. Walsh concluded it has been very educational for him this past month.

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Ms. Grasso commented she would like to congratulate Kristi Celentano, who works in food services at Memorial; she is resigning and moving on. The Jackson Liberty High School Band of 130 students who will be marching in the St. Patrick's Day parade; that is awesome and congratulations to them. The Blended Program is great; if anyone is not familiar with it, take a moment to look at it citing it's another one of the great things we do here. This one is taking place under Title I funds and would like to thank Lisa Koch for making that happen and directing all this great technology so the kids can take advantage of the extended day programs at the elementary school level in an on-line capacity at home if need be. Ms. Grasso commented on the overnight ski trip to Killington, Vermont citing that is also awesome.

Dr. Genco commented every year this ski trip is planned and every year it gets snowed out.

Ms. Grasso responded she was not aware of that. She stated she agrees with Mr. Hanlon in that all of us up here do not have a personal agenda; we do our best and put our best foot forward so the kids are represented well.

Mr. Sargent commented he is looking forward to working with Ms. Grasso next year too and hopefully there will be some ways we can tweak the calendar to make it more palatable for everyone. As Mr. Hanlon said about this Board, the best part is if anyone did decide to have an agenda, we would all call them out on it because we're not bashful and that's a good thing.

Mrs. Fiero commented she too echoes those sentiments and as we sit up here we can joke back and forth and have a fairly relaxed atmosphere during a Board meeting. It really is a testament to how well we work together and we all do take it very seriously even though it may not seem that way. We all put in the hard work it takes and we all trust each other to do the right thing; it allows us to move forward and get things done. Mrs. Fiero thanked the AP students for attending tonight and is happy to see them come out as we do like having people here; if it weren't for the AP students, we would be talking amongst ourselves.

There being no further comments, on a motion by Mr. Hanlon, seconded by Mr. Sargent, the meeting was adjourned by acclamation at 6:57 p.m.

Respectfully Submitted,



Michelle Richardson  
Business Administrator/  
Board Secretary