JACKSON TOWNSHIP BOARD OF EDUCATION REORGANIZATION MEETING JANUARY 5, 2022 JACKSON MEMORIAL HIGH SCHOOL FINE ARTS CENTER AUDITORIUM

The Reorganization Meeting of the Jackson Township Board of Education was held in compliance with the Open Public Meeting Law and was called to order by the Board Secretary/Business Administrator, Michelle Richardson at 6:30 P.M. in the Fine Arts Center Auditorium at Jackson Memorial High School.

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

Roll Call:

Present: Mrs. Barocas Mrs. Kas Mr. Palmeri Mrs. Rivera Mr. Sargent Mr. Walsh

Absent: Dr. Osmond

Also present: Mrs. N. Pormilli, Superintendent of Schools; Mr. D. Baginski, Assistant Superintendent; Mr. R. Rotante, Assistant Superintendent; Mr. M. Zitomer, Board Attorney.

At this time Board Secretary, Ms. Richardson announced the Official Election Results from the Ocean County Clerk's office for the November 3rd, 2021 School Board Election. Giuseppe Palmeri received 5,401 votes, Tina Kas received 6,469 votes, Erica Osmond received 6,749 votes and Allison Barocas received 9,105 votes for the one-year unexpired term. These results are certified by the County Board of Elections. Ms. Richardson administered the Oath of Office and swore in elected Board Members Allison Barocas, Tina Kas, and Giuseppe Palmeri as members of the Jackson Board of Education. Erica Osmond is not able to attend tonight's meeting and will be administered the Oath of Office at the next Board of Education meeting.

ELECTION OF OFFICERS

At this time, nominations for the President of the Board were requested by the Board Secretary.

Nominations for President

Mr. Sargent nominated Mr. Walsh for President.

The Board Secretary closed the nominations for President and proceeded with the roll call vote for President nominee, Mr. Michael Walsh.

Roll Call Vote: Mrs. Barocas voted yes for Mr. Walsh as President. Mrs. Kas voted yes for Mr. Walsh as President. Mr. Palmeri voted yes for Mr. Walsh as President. Mrs. Rivera voted yes for Mr. Walsh as President. Mr. Sargent voted yes for Mr. Walsh as President. Mr. Walsh voted yes for himself as President.

Votes Received: Six Yes Votes for Mr. Michael Walsh

MR. WALSH WAS ELECTED PRESIDENT OF THE BOARD

Ms. Richardson turned the meeting over to President Michael Walsh.

At this time, nominations for the Vice President of the Board were requested by President.

Nominations for Vice President

Mrs. Barocas nominated Mrs. Rivera for Vice President.

The President closed the nominations for Vice President and the Board Secretary proceeded with the roll call vote for Vice President nominee, Mrs. Tara Rivera.

Roll Call Vote: Mrs. Barocas voted yes for Mrs. Rivera as Vice President. Mrs. Kas voted yes for Mrs. Rivera as Vice President. Mr. Palmeri voted yes for Mrs. Rivera as Vice President. Mrs. Rivera voted yes for herself as Vice President. Mr. Sargent voted no for Mrs. Rivera as Vice President. Mr. Walsh voted yes for Mrs. Rivera as Vice President. Reorganization Meeting January 5, 2022 Jackson Memorial High School Fine Arts Auditorium

Votes Received: Five Yes Votes for Mrs. Rivera One No Vote for Mrs. Rivera

MRS. RIVERA WAS ELECTED VICE PRESIDENT OF THE BOARD

On a motion by Mrs. Rivera, seconded by Mr. Sargent, the reorganization agenda was amended through the following motion read by Mrs. Rivera:

"I make a motion to amend resolutions: Q, R, S & V to change the term of their contracts to February 1, 2022 through April 20, 2022, and

Be it further resolved, that the Business Administrator should solicit proposals from other qualified professionals for those services."

Roll Call: Yes: Mrs. Barocas Mrs. Kas Mr. Palmeri Mr. Sargent Mrs. Rivera Mr. Walsh

On a motion by Mrs. Barocas, seconded by Mr. Sargent, the reorganization agenda as amended was moved for approval.

Roll Call: Yes: Mrs. Barocas Mrs. Kas Mr. Palmeri Mr. Sargent Mrs. Rivera Mr. Walsh

MOTION CARRIED

Mr. Walsh turned the meeting over to Mrs. Pormilli.

Mrs. Pormilli thanked Mr. Walsh and congratulated all of the new Board Members. She congratulated the new President and Vice President and stated that she was looking forward to working with everyone. Normally during the reorganization meeting, the Superintendent does not give a report but she wanted to reiterate for the Board and the public who are listening about the reasons for virtual learning this week. The reasons for our virtual learning this week are solely based on the lack of staff to safely open all of our buildings and transport our students. We had, at the time of the decision, over 180 staff members out; that number has climbed and continues to climb. Tomorrow there will be 212 staff members who are either in isolation quarantined or out of work for another reason. This is a short-term virtual learning period until we get staff back. We are on target to open for in-person learning on Monday with a number of staff who will be returning from quarantine. That is our full intention to be in-person learning on Monday. To reiterate, this is because of staffing only. Every other staff member who is well is in our buildings. They are not working from home; they are working here. There have been some questions about why there are cars in parking lots. It is because the staff who are not in isolation and quarantine are working in the building. That helps us cover when we have lastminute call-outs. We are all-hands-on-deck helping each other. We are on target as of now to be open for in-person learning on Monday and that was our goal from the start. It has been a very difficult decision to make; we fought it to the very end. But we safely could not get our students back and forth to school, nor would we have appropriate coverage of things.

Mr. Sargent asked if there was a timeline for when Mrs. Pormilli was going to inform parents.

Mrs. Pormilli answered that she will be informing everyone on Friday where the District stands. The community, parents, and educators will know at that time.

At this time, she turned the meeting over to Mr. Zitomer to provide the Board of Education Code of Ethics.

Board Attorney Advisement - Code of Ethics

Mr. Zitomer welcomed the new Board of Education members and stated that for purposes of tonight's meeting, he was going to give a brief executive summary of the New Jersey School Ethics Act. He will present a more formal PowerPoint presentation at the regular meeting in January.

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There were no questions presented.

Mr. Zitomer turned the meeting back to Board President, Mr. Walsh.

SEPARATE BOARD MOTION & VOTE ON MOTION #1E SCHOOL ETHICS ACT AND CODE OF ETHICS

On a motion by Mr. Sargent, seconded by Mrs. Rivera, the Board of Education reaffirmed the School Ethics Act and Code of Ethics for School Board Members.

Document A.

Roll Call: Yes:

Mrs. Barocas Mrs. Kas Mr. Palmeri Mr. Sargent Mrs. Rivera Mr. Walsh

MOTION CARRIED

On a motion by Mr. Sargent, seconded by Mrs. Rivera, the Board of Education approved the following motions 1F through 1BB in block formation:

- F. The Board of Education authorized the use of electronic equipment to record all official board meetings for the period of February 1, 2022 through January 31, 2023 for the purpose of preparing the official minutes, such recordings to be maintained for 45-days.
- G. The Board of Education designated the cost of \$15.00 per year for disseminating the annual notice (as provided in the Guidelines, re: Open Public Meeting Law), to any person requesting same, other than those so designated in the law. Designated recipients by law are: township clerk and the newspaper being officially designated by the Board.
- H. The Board of Education designated the Asbury Park Press as official newspaper of the Board of Education.
- I. The Board of Education reaffirmed the Board's rules and regulations, policies, curriculum and employee labor contracts as they now exist.
- J. The Board of Education reaffirmed the Robert's Rules of Order, Newly Revised, as the guide for the conduct of all meetings when specific statutory guidance is lacking.
- K. The Board of Education reaffirmed the Combined Committee of the Whole (COTW)/Business meeting structure.
- L. The Board of Education designated the following banks as official banks of the Jackson Board of Education for the period of February 1, 2022 through January 31, 2023:
 - Ocean First Bank
 - Bank of America
 - New Jersey ARM
 - NJ Cash Management Fund
 - TD Bank
 - U.S. Bank
 - BciCapital/First Hope Bank
 - Sterling National Bank
 - BNY Mellon

M. The Board of Education approved the following Resolution authorizing direct deposit for the period of February 1, 2022 through January 31, 2023:

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF JACKSON, COUNTY OF OCEAN

AUTHORIZING DIRECT DEPOSIT OF EMPLOYEES' COMPENSATION

WHEREAS, on March 14, 2013, Governor Christ Christie signed N.J.S.A. 52:14-15h, which requires direct deposit for all State employee compensation on and after July 1, 2014 and allows counties, county colleges, municipalities, and local school districts to opt for mandatory direct deposit for all employee compensation on or after July 1, 2014 into law; and

WHEREAS, P.L. 2013 c. 38 further provides that a local school district is authorized to grant an exemption from the requirements adopted pursuant thereto, on such terms and conditions as the district may deem necessary, which exemption includes seasonal and temporary employees as may be deemed necessary; and

WHEREAS, the Jackson Township Board of Education has implemented this system since May 2014 as part of its payroll account procedures for all School District employees; and

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NOW THEREFORE, BE IT RESOLVED by the Board of Education of the Township of Jackson and the County of Ocean, New Jersey, as follows:

- 1. The Jackson Township Board of Education authorizes the Business Administrator/Board Secretary to continue to implement a system for direct deposit of net pay for all employees, pursuant to N.J.S.A. 52:14-15h.
- 2. The Board Secretary and the Board Attorney shall take all further action necessary to effectuate the direct deposit of net pay for all employees directly deposited in a specific banking institution in a checking account, savings account, or share account designated in writing by the employee.
- 3. The Board shall make available for such employees who have net pay directly deposited as described hereinabove, all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information.
- 4. The Board is authorized to grant an exemption from the requirements adopted pursuant to N.J.S.A. 52:14-15h, on such terms and conditions as the Board may deem necessary.
- 5. The Board is authorized to grant an exemption for seasonal and temporary employees as the Board may deem necessary.
- 6. The Board's current designated banking institution is Ocean First Bank which shall implement the direct deposit program for banking purposes.

14. The Board of Education set the official meeting schedule as follows.			
Date	Type of Meeting	<u> </u>	Location
January 5, 2022	Reorganization	6:30 PM	JMHS Fine Arts Auditorium
January 19, 2022	Combined COTW/Business	6:30 PM	JMHS Fine Arts Auditorium
February 16, 2022	Combined COTW/Business/ 2022-2023 Budget Presentations	6:30 PM	JMHS Fine Arts Auditorium
March 16, 2022	Combined COTW/Business/ Adopt Tentative 2022-2023 Budget	6:30 PM	JMHS Fine Arts Auditorium
April 27, 2022	Combined COTW/Business/ 2022-2023 Budget Hearing	6:30 PM	JMHS Fine Arts Auditorium
May 18, 2022	Combined COTW/Business	6:30 PM	JMHS Fine Arts Auditorium
June 22, 2022**	Combined COTW/Business	6:30 PM	JMHS Fine Arts Auditorium
July 20, 2022	Combined COTW/Business	6:30 PM	JMHS Fine Arts Auditorium
August 17, 2022	Combined COTW/Business	6:30 PM	JMHS Fine Arts Auditorium
August 31, 2022	Business-Personnel only	6:30 PM	JMHS Fine Arts Auditorium
September 21, 2022	Combined COTW/Business	6:30 PM	JMHS Fine Arts Auditorium
October 19, 2022	Combined COTW/Business	6:30 PM	JMHS Fine Arts Auditorium
November 16, 2022	Combined COTW/Business	6:30 PM	JMHS Fine Arts Auditorium
December 21, 2022	Combined COTW/Business	6:30 PM	JMHS Fine Arts Auditorium
January 4, 2023	Reorganization	6:30 PM	JMHS Fine Arts Auditorium
January 18, 2023	Combined COTW/Business	6:30 PM	JMHS Fine Arts Auditorium

N. The Board of Education set the official meeting schedule as follows:

- O. The Board of Education appointed the firm of Schenck, Price, Smith & King, LLP, as general legal and labor counsel to the Board of Education for the period of February 1, 2022 through January 31, 2023, in accordance with the terms of the annual retainer agreement.
- P. The Board of Education appointed Comegno Law Group, Morrestown, New Jersey as Special Education Counsel for the period of February 1, 2022 through January 31, 2023, in accordance with the terms of the retainer agreement on file with the Business Administrator.
- Q. The Board of Education appointed Brielle Orthopedics, as School Physician for the period February 1, 2022 through April 20, 2022, at an annual fee of \$30,000.00, hourly rate of \$250.00 for additional duties and a fee of \$75.00 for walk-in physical examinations.
- R. The Board of Education appointed Integrity Consulting Group as Broker of Record for Employee Benefits for the period of February 1, 2022 through April 20, 2022, in accordance with 18A:18A-5(10) as an (EUS) Extraordinary Unspecifiable Service.
- S. The Board of Education appointed Glenn Insurance, Inc., Absecon, New Jersey, as Broker of Record for Property, Casualty and Worker's Compensation Insurance and Student Accident Insurance for the period of February 1, 2022 through April 20, 2022, in accordance with 18A:18A-5(10) as an (EUS) Extraordinary Unspecifiable Service.
- T. The Board of Education appointed George Stone as Treasurer of School Funds for the period of February 1, 2022 through January 31, 2023, at a salary of \$8,085.00.
- U. The Board of Education appointed the firm of Suplee, Clooney & Company as Board Auditor for the period July 1, 2022 through June 30, 2023 to conduct the 2021-2022 audit in the amount of \$37,650.00.

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- V. The Board of Education appointed Spiezle Architectural Group, Inc. Architect, as District Architect of Record for the period of February 1, 2022 through April 20, 2022, in accordance with the terms of the professional services contract.
- W. The Board of Education appointed School Bus Ads, JAX Media Innovations for School Bus Advertising and approves a renewal contract to provide revenue sources for the Jackson Township Board of Education for the period of February 1, 2022 through January 31, 2023, as per the policy of the Jackson Township Board of Education and the guidelines of the State of New Jersey.
- X. The Board of Education appointed Ms. Michelle Richardson as the Qualified Purchasing Agent for the period of February 1, 2022 through January 31, 2023.
- Y. The Board of Education, in compliance with the Department of the Treasury, Affirmative Action Office, designated Patricia Senus, Purchasing Specialist, as Public Agency Compliance Officer for the Jackson School District.
- Z. The Board of Education designated Mr. Anthony Bruno, Director-Buildings & Grounds for the following responsibilities, for the period of February 1, 2022 through January 31, 2023:
 - a. AHERA Representative
 - b. Asbestos Management Officer
 - c. Designated Person
 - d. District Safety Coordinator

Yes:

- e. EPA Designated Point of Contact
- f. Indoor Air Quality Point of Contact
- g. Integrated Pest Management Coordinator
- h. Lead Paint Removal and Restoration
- AA. The Board of Education acknowledged receipt of procedures regarding "over expenditure of funds" N.J.A.C. 6A:23A-16.10(c)(4) (formerly N.J.A.C. 6:20-2.12(d)), with forms to be sent directly to the county superintendent of schools, if they suspect an over-expenditure of funds in the district.

Document B.

BB. The Board of Education authorized the Superintendent of Schools to sign and file all grant applications to the United States government and state government for educational program grants and to represent the District as required in reference to such grant applications.

Roll Call:

Mrs. Barocas Mrs. Kas Mr. Palmeri Mr. Sargent Mrs. Rivera Mr. Walsh

MOTIONS CARRIED

PUBLIC FORUM

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

Devorah Grushkin, a resident, spoke about the difficulties she faced in transporting her children to private schools in Lakewood and how late notice from the District impacted making transportation arrangements.

Esti Friedman, a resident, spoke about the same issue as Mrs. Grushkin.

Suri Robinson, a resident, spoke about the same issue.

Rachel Warman, a resident, spoke about the same issue.

Seeing no one else come forward, on a motion by Mr. Sargent, seconded by Mrs. Rivera, the public forum was closed by acclamation.

Mrs. Pormilli addressed the comments made in public forum. She thanked the community members who spoke this evening for sharing their concerns and for sharing your concerns. She also thanked the rest of those in the audience for coming out tonight. She briefly addressed the situation that the District was in this past year and how the decision was made in order to provide Aid-in-Lieu versus transportation to all of those in the non-public schools. There is a process we have to follow on those. For those who were involved in the research in the past year, that included Zoom meetings in attempts to open better rounds of communication, would know that we had to take it to a multi-step process before we could make that decision. We are required to do certain

Reorganization Meeting January 5, 2022 Jackson Memorial High School Fine Arts Auditorium things. One of which is to see if we can bus ourselves, whether in public school buses or putting it out to bid. We have to see if anyone takes any of those routes before we can commit to say we cannot provide transportation one way or another and instead we will provide AIL.

Meanwhile, during that process this past year, we have experienced a bus driver shortage, which did not help at all. That has crept upon us expectedly and it is a national driver shortage. There is a set timeline that we are required to let non-public community members know whether we can transport the students or not.

Ms. Richardson confirmed that the date to inform parents about transportation as set by the state is August 1 and forms are not received by the District until March 15.

Mrs. Pormilli continued that additionally, we were challenged with the fact that we had not had a director in our transportation department for a year so we were dealing with those challenges as well. We have since hired an interim director who is doing an excellent job and will be able to better guide us this year. We are committed to keeping lines of communication open. Ms. Richardson has been working over these past few months and establishing a better list of communication and how we are going to communicate with all involved. That should hopefully be improved. We are working to see if we can get things out a bit faster.

We do have a commitment to try and be better at communicating and getting information to parents as soon as we can but we have to work through certain channels to do that. Mrs. Pormilli stated that she can imagine how difficult it is to have to worry about children getting to school. She can understand that as a parent herself and she empathizes with the parents on that. We will continue to strive to communicate as soon as we possibly can. With having a director in place and Ms. Richardson who has been establishing a lot more protocols in our office so that communication is better and clear forms are better recorded, we are hopeful for improvement in all of those areas. We will continue to communicate and we appreciate you communicating tonight about the difficulties that have been had. We aim to get better at that.

Mrs. Pormilli asked if Ms. Richardson wanted to add anything and Ms. Richardson said that Mrs. Pormilli addressed the topic well. Mrs. Pormilli turned the meeting back over to Mr. Walsh.

RESOLUTIONS FOR ACTION

FINANCE:

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

1. The Board of Education accepted a direct appropriation of \$197,363.00 from the New Jersey School Development Authority (SDA), funds available to address emergent projects as well as capital maintenance projects. This is the Regular Operating District Grant Allocation available to our district. Upon submission to the New Jersey School Development Authority (SDA) of a duly-executed Certification, the New Jersey School Development Authority (NJSDA) and New Jersey Department of Education (NJDOE) will review the projects identified by the district and confirm the scope represents an eligible emergent project and/or a capital maintenance project. After confirmation, the SDA will provide the identified funds.

Document C.

Roll Call: Yes:

Mrs. Barocas Mrs. Kas Mr. Palmeri Mr. Sargent Mrs. Rivera Mr. Walsh

MOTION CARRIED

PERSONNEL:

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

1. The Board of Education approves the following Agreement:

Resolved, that the Board of Education approves the Separation Agreement with Employee I.D. #2122-05/101442; and

Be it further resolved that the Board accepts the employee's resignation, effective June 30, 2022.

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Roll Call:	Yes:	Mrs. Barocas
		Mrs. Kas
		Mr. Palmeri
		Mr. Sargent
		Mrs. Rivera
		Mr. Walsh

MOTION CARRIED

Mr. Sargent asked if there could be Board Comments tonight. He began by thanking the community for coming out and supporting the new Board Members. About transportation, he asked Mr. Walsh if he could be on the transportation committee this year. He wanted there to be another voice since Mr. Herman has retired from the Board and he wanted to be that person. He believes that the District should be able to provide details to parents by April 1. He was not sure if the Business Administrator would agree with him on that but they will talk in the future. He thinks that it would be fair to the private busing community to be prepared since they cannot secure busing for their students. If we wait until August 1 and he understood what the law was, it was not going to cut it from Jackson Township. That is not just for one group, but all groups of Jackson. In addition, we probably need to farm the whole busing situation out. In his "limited opinion," the AIL is not working. He also sees small vans pulling out of neighborhoods at high rates of speed; whether they are Jackson School District students or students from other schools, they are still students. It is very difficult to monitor the van drivers whereas it might be easier to monitor a school bus. The busing issues from the past are in the past and we need to give the Jackson School District a chance this year to try to make it work. He recognized that it did not work out last year for a lot of parents but he has faith in Mrs. Pormilli and the new transportation director that we can get this job done. The easiest way he can see it being done is by farming out transportation. He thinks that these issues have been expressed and we should not allow them to be held in the hands of people that are not capable of it. Once it is farmed out, maybe discussions can be had with the people that own the contract for the year.

Mrs. Pormilli asked for clarification of the term "farming out" and if it referred to going out to bid.

Mr. Sargent confirmed that is what he meant and that it should not take forever to go out to bid for these busing contracts.

Mrs. Pormilli explained that it takes a little bit of time because there is a process like everything we have to follow a legal process with documentation. We have to put them out to bid, wait for them to get back, and then have to take the lowest bid. Mrs. Pormilli asked Ms. Richardson to confirm how long that process takes.

Ms. Richardson answered that it takes approximately two months.

Mrs. Pormilli explained that that is why April might be tight. If we are not getting the forms until March, we still need a couple of months to get out to bid.

Mr. Sargent asked if the District could reallocate funds and staff to get the forms quicker.

Mrs. Pormilli answered that it could be discussed. It is more of a timeline process than a people process.

Mr. Sargent said that he cannot understand why it takes so long to get this done.

Mrs. Pormilli answered that it was good he asked to be on the transportation committee because that will help with his understanding of the process. They can discuss in the committee and then report publicly to the Board and the community. She stated that she is certainly looking to speed more timelines up as fast as we can.

Mr. Sargent pressed that two months in a timeframe. He asked if a May 15 date could be assumed.

Mrs. Pormilli answered that is a more realistic date.

Mr. Sargent told the audience to mark that date down and we will be looking for May 15 to be the ultimate deadline.

Mrs. Pormilli did not agree to May 15 is the ultimate deadline. She said it was a more realistic deadline. She stated that she would like the opportunity for the transportation committee to have the opportunity to outline the steps of the process and again, report it out to everybody.

Mr. Sargent asked how long the transportation director has been in the position.

Mrs. Pormilli answered that he has been in the position since mid-September.

Reorganization Meeting January 5, 2022 Jackson Memorial High School Fine Arts Auditorium Mr. Sargent asked if she was indicating that it takes six months for the busing director to outline the process.

Mrs. Pormilli answered "absolutely." At the next transportation committee, she is sure that the director can outline the process.

Mr. Sargent stated that the District will have a process then and go out to bid.

Mrs. Pormilli stated that going out to bid is a possibility. If we have enough drivers to cover some of these runs ourselves, we can do that too.

Mr. Sargent said thank you and wished everyone a good night. "Drive safe."

Mrs. Rivera thanked everyone for coming out and for their input. She congratulated the new Board Members. She said that she looks forward to working with each and every one of them collaboratively. She wished everyone a good night.

Mrs. Kas thanked Jackson for giving her the opportunity to serve on the Board. She looks forward to working with everyone. She congratulated her fellow colleagues that were elected. She thanked everyone for coming out; it is always important for the community to speak their voice as well. She wished everyone a good night.

Mr. Palmeri thanked his family for supporting him. He thanked the residents of Jackson for the opportunity and for trusting him with this opportunity. He congratulated his fellow newly elected Board Members; he looks forward to working with all of the Board, Mrs. Pormilli, and all of the District staff. To all the parents, he states that he is there to serve them to the fullest extent of his position. He thanked everyone for the opportunity. "Get home safely, God bless you, and God bless America."

Mr. Walsh said goodnight all. This is the first meeting of many to come. There will be a lot of learning to go on with this Board in the next month or two. He wished everyone a good night.

There being no further discussion, on a motion by Mr. Walsh, seconded by Mr. Sargent, the meeting was adjourned by acclamation at 7:20 p.m.

Respectfully Submitted,

Michelle Richardson Business Administrator/ Board Secretary