

JACKSON TOWNSHIP BOARD OF EDUCATION
REORGANIZATION MEETING
JANUARY 4, 2023
Central Office, 151 Don Connor Blvd, Jackson, NJ

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 5:30 P.M. in the Conference Room at Central Office, 151 Don Connor Blvd, Jackson, NJ.

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. Gardella
 Mrs. Kas
 Mrs. Rivera
 Mr. Palmeri
 Dr. Osmond
 Mrs. Barocas
 Mr. McCarron

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 8th, 2022 School Board Election. Megan Gardella received 11,319 votes, John Spalthoff received 6,022 votes, and Allison Barocas received 7,719 votes for the three-year term. These results are certified by the County Board of Elections. Ms. Richardson administered the Oath of Office and swore in elected Board Members Megan Gardella and Allison Barocas as members of the Jackson Board of Education.

ELECTION OF OFFICERS

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

Nominations for President

Dr. Osmond nominated Mr. Palmeri for President.

Mrs. Rivera made a motion to close nominations for President, Mrs. Kas seconded the motion.

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

Roll Call Vote: Mrs. Gardella voted yes for Mr. Palmeri as President.
 Mrs. Kas voted yes for Mr. Palmeri as President.
 Mrs. Rivera voted yes for Mr. Palmeri as President.
 Mr. Palmeri voted yes for himself as President.
 Dr. Osmond voted yes for Mr. Palmeri as President.
 Mrs. Barocas voted yes for Mr. Palmeri as President.
 Mr. McCarron voted yes for Mr. Palmeri as President.

Votes Received: Seven Yes Votes for Mr. Giuseppe Palmeri

MR. PALMERI WAS ELECTED PRESIDENT OF THE BOARD

Ms. Richardson turned the meeting over to President Giuseppe Palmeri.

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

Nominations for Vice President

Mrs. Barocas nominated Mrs. Kas for Vice President.

Mrs. Rivera made a motion to close nominations for Vice President, Mrs. Barocas seconded the motion.

The President closed the nominations for Vice President and proceeded with the roll call vote for Vice President nominee, Mrs. Tina Kas.

Roll Call Vote: Mrs. Gardella voted yes for Mrs. Kas as Vice President.
 Mrs. Kas voted yes for herself as Vice President.

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Mrs. Rivera voted yes for Mrs. Kas as Vice President.
Mr. Palmeri voted yes for Mrs. Kas as Vice President.
Dr. Osmond voted yes for Mrs. Kas as Vice President.
Mrs. Barocas voted yes for Mrs. Kas as Vice President.
Mr. McCarron voted yes for Mrs. Kas as Vice President.

Votes Received: Seven Yes Votes for Mrs. Kas.

MRS. KAS WAS ELECTED VICE PRESIDENT OF THE BOARD

On a motion by Mrs. Rivera, seconded by Mrs. Kas, the Board of Education approved the reorganization agenda with addenda as submitted by the Superintendent of Schools.

Roll Call: Yes: Mrs. Gardella
 Mrs. Kas
 Mrs. Rivera
 Mr. Palmeri
 Dr. Osmond
 Mrs. Barocas
 Mr. McCarron

MOTION CARRIED

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

Mrs. Pormilli congratulated the new Board Members. She congratulated the new President and Vice President and stated that she was looking forward to working with everyone.

She then 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 gave a PowerPoint presentation on the Code of Ethics.

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Ethics
Values

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THE NUTS & BOLTS OF ETHICS
FOR SCHOOL OFFICIALS

Jackson School District
January 4, 2023

Presented by: Marc H. Zitomer, Esq.

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To Whom Does the Act Apply?

- The Act applies to Board members, employees or officers of the NJSBA and school administrators (Supt., BA or Principal)
- The Code of Ethics contained in the Act applies only to Board members.



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The School Ethics Act



In our representative form of government it is essential that the conduct of members of local boards of education and local school administrators hold the respect and confidence of the people. The officials must avoid conduct which is in violation of the public trust or which creates a justifiable impression among the public that such trust is being violated.

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The School Ethics Act

- Section 1 – The Prohibited Acts: addresses conflicts of interest.
- Section 2 – Code of Ethics:



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Why are we discussing Ethics?:

New Jersey Code requires that Board members, “discuss annually the School Ethics Act and the Code of Ethics for School Board Members, pursuant to N.J.S.A. 18A:12-21 et seq., at a regularly scheduled public meeting.”

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Code of Ethics Provisions:

I will uphold and enforce all laws, rules and regulations of the State Board of Education as well as all Court Orders pertaining to the schools. §(a)



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Code of Ethics Provisions:

I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, color, sex or social standing. §(b)

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To prove violation:

One must show that Respondent(s) gave a direct order to school personnel or became directly involved in activities or functions that are the responsibility of school personnel or the day-to-day administration of the school district. *NAAC 6A:28-6.4(a)(4)*

SEC found a violation of this section where a board member asked for copies of SAT reports directly from the guidance secretary, inspected lockers in the boys' locker room and instructed staff on the supervision of students. *In the Matter of Lahn, Delsea Bd. of Ed., C25-05 (December 20, 2005)*

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Code of Ethics Provisions:

I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them. §(c).

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Code of Ethics Provisions:

I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board. §(e).

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Code of Ethics Provisions:

I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run. §(d).

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Code of Ethics Provisions:


I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or the gain of friends. §(f)

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Code of Ethics Provisions:


I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters I will provide *accurate* information. §(g)



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Code of Ethics Provisions:

I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution §(j)



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Code of Ethics Provisions:

- I will support and protect school personnel in proper performance of their duties. §(l)
- Factual evidence of a violation of this Code provision shall include evidence that the respondent(s) took deliberate action which resulted in *undermining, opposing, compromising or harming* school personnel in the proper performance of their duties.

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Who Can File A Complaint?

- Any person may file a complaint alleging a violation of the Act or Code.
- A Board of Education cannot file a complaint, but individual members can do so.
- There is a 6 month statute of limitations for filing complaints.



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Code of Ethics Provisions:

I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief school administrator §(h)

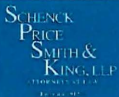
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The School Ethics Commission:

- The SEC is the only entity that can determine whether a school official's conduct violated the Act.
- Any school official may request an advisory opinion from the SEC about his/her own conduct. If the opinion relates to the conduct of another school official, that school official must be copied and may file a response.



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Sanctions for Violations of the Act:

- Reprimand;
- Censure;
- Suspension; or
- Removal.

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Free Speech Continued:

- Members shall not represent his/her personal opinion as the position of the Board and shall include in all formal expressions in which his/her Board affiliation is likely to be recognized, such as letters to government officials or newspapers, speeches to organizations, and the like, a statement that he/she is a member of the Board, is speaking as a private citizen and the opinions expressed do not necessarily represent those of the Board. (See Policy 0146, 0169)
- Disclaimer should be utilized.

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Indemnification:

N.J.S.A. 18A:12-20 provides:

Whenever a civil, administrative, criminal or quasi-criminal action or other legal proceeding has been or shall be brought against any person for any act or omission arising out of and in the course of the performance of his duties as a member of a board of education . . . the board of education shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting therefrom. (emphasis added)

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Sample Disclaimer Language:

THE FOLLOWING STATEMENTS ARE MADE IN MY CAPACITY AS A PRIVATE CITIZEN, AND NOT IN MY CAPACITY AS A BOARD MEMBER. THESE STATEMENTS ARE ALSO NOT REPRESENTATIVE OF THE BOARD OR ITS INDIVIDUAL MEMBERS, AND SOLELY REPRESENT MY OWN PERSONAL OPINIONS.

Disclaimer

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BOE Member Free Speech Issues:

- Board members have a First Amendment to express themselves, however, according to the Ethics Code, they may not disclose information which is inaccurate, confidential or which has the potential to compromise the Board.
- Members should not publicly criticize the staff.

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True or False?

1. A Board member violated (e) of the code when during an executive session, a "heated" discussion ensued among Board members and at some point, during the discussion, Respondent turned to Complainant Meyer and stated, "Do you want to get punched tonight?" When the Complainant asked Respondent if she was threatening her, and Respondent repeated, "Do you want to get punched tonight?"

True
or
False

Lisa-ann Meyer and Vanita Prudenti, Complainants v. Harriet Gaddy, Allamuchy Township Board of Education, Warren County, Respondent; C68-22

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True or False?

2. A Board member violated section (b) and (c) of the code when, at a board meeting, he asked the public to be mindful of the proper decorum following a resident's use of profanity during public comment. The Board member also posted on Facebook, "I'm feeling as a private citizen, it felt like we were transported to Appalachia last night and the local dive bar closed early, so the patrons came to the [3]rd meeting. Everyone should have to wash their hair and jeans before they come up screaming and dropping the H-bomb. It was unsightly and nauseating."

True
Or
False

Kathleen Lequart, Complainant v. Kenneth Chavalla, Monroe Township Board of Education, Middlesex County, CS3-22

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True or False?

5. A Board member who is employed in another district (District B) as a bus driver is precluded from being involved in all aspects of contract negotiations with the Bus Driver's Association in District A where he is a board member even though the Board member is a non-dues paying member of the same Association in District B.

True
Or
False

Advisory Opinion A03-22, School Ethics Commission, 04 February 2022.

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True or False?

3. A Board member violated section (a) of the Code when he replied to the parent from his official Board email about the information the parent had sent to the Board member. Specifically, the parent expressed concerns about teacher's social media posting showing she was in Cancun, Mexico. The same teacher had previously spoken at a board meeting about how the school staff returning to in-person instruction was not safe. The Board member replied to the parent and stated he was appalled by the teacher's behavior and the parent could expect a proportionate response from the district's administration.

True
Or
False

Stephan Adams-Pitt, Complainant v. Daniel Dicks, Inland Empire Board of Education, Burlington County, C18-21

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True or False?

6. A Board member violated (b), (c) (d) (e) (g) (h) (i) and (j) of the Code when she "advised" the Superintendent that she should remove the renewal of a non-tenured teaching staff member from the agenda because the Superintendent's recommendation would not be supported by a majority of the Board.

True
or
False

Rachael Stockton, Complainant v. Marvann Fiel, Highlands Borough Board of Education, Monmouth County, C66-18

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True or False?

4. A Board member violated N.J.S.A. 18A:12-24(c) when he entered executive sessions to discuss an OPRA lawsuit against the Board involving a denied OPRA request for documents which specifically implicated the board member in question's official email information

True
Or
False

Laurie Weber, Complainant v. James Morgan, Ridgewood Board of Education, Bergen County, Respondent, C68-20

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True and False?

7. A Board member violated (b) and (f) of the Code when she wore a Pride mask on the school board panel clearly demonstrating her support for the LGBT community. At that particular meeting there were over 300 people in attendance predominantly representing the LGBT community.

True
or
False

Lisa Santangelo and Sandy Ostrander, Complainants v. Noelle O'Donnell, Hunterdon Central Regional Board of Education, Hunterdon County; C46-22

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True and False?

8. The Commission also held that ethics complaint about the Pride mask referenced in the previous slide was a "frivolous complaint" and it assessed a fine against the person filing that the complaint.
True
or
False

Lisa Santanocio and Sandy Ostrander, Complainants v. Noelle O'Donnell, Hunterdon Central Regional Board of Education, Hunterdon County, C46-22

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True or False?

9. A Board President violated section (c) of the Code when, at a Board meeting, she accused Complainant of standing outside a board meeting while threatening people. Complainant further alleged that the President comments were untrue, humiliating, and may cause concern with his employer.
True
or
False

Michael Marinelli Complainant v. Christine Dye Cedar Grove Board of Education, Essex County, C41-21

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QUESTIONS?



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After presenting, Mr. Zitomer asked the Board if they had any questions.

Dr. Osmond asked how it would be addressed if a Board Member crossed the legal line. Mr. Zitomer answered that the first step would be to have a talk with them to discuss what they did, and educate them on the laws and rules within the Code of Ethics.

Individual Board Members or a Community Member could file a complaint with the School Ethics Commission. He also told the Board that they can seek an advisory meeting with the School Ethics Commission, with regard to a situation that they may be involved in.

Dr. Osmond asked if the Board would be required to vote again on something that was already voted in by a Board member who was then removed by the Ethics Commission.

Mr. Zitomer answered that the original vote would stand. They would not be required to vote again.

There was a question and answer session where Mr. Zitomer read examples of cases from this past year where Board Members may have violated the Code of Ethics. The purpose was to show examples of actions that may or may not have been determined to be a breach of the Code of Ethics. This was a thought provoking exercise for the Board Members.

Mr. Zitomer concluded the ethics presentation and turned the meeting back to Board President, Mr. Palmeri.

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

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

Document A.

Roll Call: Yes: Mrs. Gardella
 Mrs. Kas
 Mrs. Rivera
 Mr. Palmeri
 Dr. Osmond
 Mrs. Barocas
 Mr. McCarron

MOTION CARRIED

On a motion by Mrs. Rivera, seconded by Mrs. Kas, 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, 2023 through January 31, 2024 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 recognized appointments of committees by the Chair.
- L. The Board of Education designated the following banks as official banks of the Jackson Board of Education for the period of February 1, 2023 through January 31, 2024:
 - 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, 2023 through January 31, 2024:

**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 Chris 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

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.

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

<u>Date</u>	<u>Type of Meeting</u>	<u>Time</u>	<u>Location</u>
January 4, 2023	Reorganization	5:30 PM	Administration Building Conference Room
January 18, 2023	Business Meeting	6:30 PM	JMHS Fine Arts Auditorium
February 15, 2023	Business Meeting/ 2022-2023 Budget Presentations	6:30 PM	JMHS Fine Arts Auditorium
March 15, 2023	Business Meeting/ Adopt Tentative 2023-2024 Budget	6:30 PM	JMHS Fine Arts Auditorium
April 26, 2023	Business Meeting/ 2023-2024 Budget Hearing	6:30 PM	JMHS Fine Arts Auditorium
May 17, 2023	Business Meeting	6:30 PM	JMHS Fine Arts Auditorium
June 28, 2023**	Business Meeting	6:00 PM	JMHS Fine Arts Auditorium
July 19, 2023	Business Meeting	6:00 PM	JMHS Fine Arts Auditorium
August 16, 2023	Business Meeting	6:00 PM	JMHS Fine Arts Auditorium
August 30, 2023	Business Meeting-Personnel only	6:00 PM	Administration Building Conference Room
September 20, 2023	Business Meeting	6:30 PM	JMHS Fine Arts Auditorium
October 18, 2023	Business Meeting	6:30 PM	JMHS Fine Arts Auditorium
November 15, 2023	Business Meeting	6:30 PM	JMHS Fine Arts Auditorium
December 13, 2023	Business Meeting	6:30 PM	JMHS Fine Arts Auditorium
January 3, 2024	Reorganization Meeting	5:30 PM	Administration Building Conference Room
January 17, 2024	Business Meeting	6:30 PM	JMHS Fine Arts Auditorium

- 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, 2023 through January 31, 2024, 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, 2023 through January 31, 2024, 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, 2023 through January 31, 2024, at an annual fee of \$30,000.00.
- R. The Board of Education appointed Integrity Consulting Group as Broker of Record for Employee Benefits for the period of February 1, 2023 through January 31, 2024 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, 2023 through January 31, 2024 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, 2023 through January 31, 2024, at a salary of \$8,328.00.
- U. The Board of Education appointed the firm of Suplee, Clooney & Company as Board Auditor for the period July 1, 2023 through June 30, 2024 to conduct the 2022-2023 audit in the amount of \$50,000.00.
- V. The Board of Education appointed Spiegle Architectural Group, Inc. Architect, as District Architect of Record for the period of February 1, 2023 through January 31, 2024, 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, 2023 through January 31, 2024, as per the policy of the Jackson Township Board of Education and the guidelines of the State of New Jersey.

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- X. The Board of Education appointed Michelle Richardson, Business Administrator/Board Secretary as the Qualified Purchasing Agent for the period of February 1, 2023 through January 31, 2024.
- Y. The Board of Education, in compliance with the Department of the Treasury, Affirmative Action Office, designated Bonnie McCann, Purchasing Specialist, as Public Agency Compliance Officer for the Jackson School District.
- Z. The Board of Education designated Anthony Bruno, Director-Buildings & Grounds for the following responsibilities, for the period of February 1, 2023 through January 31, 2024:
 - a. AHERA Representative
 - b. Asbestos Management Officer
 - c. Designated Person
 - d. District Safety Coordinator
 - 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: Yes: Mrs. Gardella
 Mrs. Kas
 Mrs. Rivera
 Mr. Palmeri
 Dr. Osmond
 Mrs. Barocas
 Mr. McCarron

MOTION CARRIED

PUBLIC FORUM

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

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

BOARD COMMENTS

Mrs. Gardella said she is looking forward to working with everyone. She wished everyone a Happy New Year.

Mrs. Kas said she is looking forward to a great year.

Mrs. Rivera thanked Mr. Zitomer for his presentation and wished everyone a good night.

Mr. Palmeri thanked all the Board members for entrusting him with the position of President. He looks forward to working with all the Board members, Mrs. Pormilli and the Central Office staff. “Let’s continue to do great work together. I’m excited.”

Dr. Osmond congratulated the new Board members and wished everyone a Happy New Year.

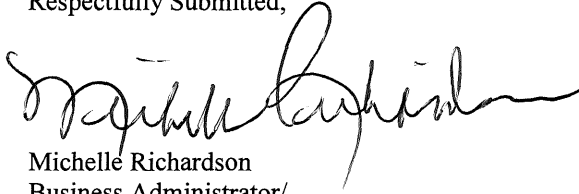
Mrs. Barocas said she looks forward to continuing working with everyone this year.

Mr. McCarron said he is looking forward to this year and working with the Board.

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There being no further discussion, on a motion by Mrs. Rivera, seconded by Mrs. Kas, the meeting was adjourned by acclamation at 6:24 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Michelle Richardson", written in a cursive style.

Michelle Richardson
Business Administrator/
Board Secretary