

REORGANIZATION/WORKSHOP/REGULAR MEETING
TUESDAY, JANUARY 9, 2018
ADMINISTRATIVE HEADQUARTERS

Mission Statement

Somerville Schools provide the highest quality education through an environment that promotes individual excellence to all students.

- TIME AND PLACE** The Board of Education of the Borough of Somerville in the County of Somerset, New Jersey convened a Meeting on January 9, 2018 at the Administrative Headquarters, 51 West Cliff Street, Somerville.
- CALL TO ORDER** The meeting was called to order at 7:00 p.m. by Bryan P. Boyce, Board Secretary/Business Administrator acting as Chairman Pro Tempore; who asked all present to participate in the Pledge of Allegiance.
- ANNOUNCEMENT OF RESULTS OF ELECTION AND BUDGET VOTE** Mr. Boyce announced the following individuals were elected on November 7, 2017 for three year terms:
- Derek J. Jess
Denise Van Horn
Candace Matthews
- Elected for two year unexpired term:
- Erin Sweitzer
- ADMINISTRATION OF OATH TO NEW MEMBERS** Board Secretary, Mr. Bryan P. Boyce, administered the oath of office to elected Board members Derek J. Jess, Denise Van Horn, Candace Matthews and Erin Sweitzer.
- ROLL CALL** **MEMBERS PRESENT:**, Mr. Kenneth Cornell (video conference), Mr. Derek Jess, Mrs. Matthews, Mrs. Linda Olson, Mr. John Prudente, Mr. Daniel Puntillo, Mr. Lucien Sergile, Mrs. Sweitzer and Mrs. Denise Van Horn
- MEMBERS ABSENT:** None

ALSO PRESENT: Dr. Timothy Teehan, Superintendent of Schools, Mr. Bryan P. Boyce, Board Secretary/School Business Administrator

Mr. Boyce announced that adequate notice of this meeting in compliance with Chapter 231 of Public Laws of 1975, entitled the "Open Public Meetings Act," has been provided by action of the Board of Education on January 4, 2018, notices to the two newspapers circulated in the school district, and a posted notice to this effect on the Board of Education building bulletin board, Administrative Headquarters, 51 West Cliff Street, Somerville, New Jersey.

**ELECTION OF
PRESIDENT - ONE
YEAR TERM**

Prior to accepting nominations for Board President, Mr. Bryan P. Boyce reviewed Bylaw 9112 *Board Officers*.

Mr. Boyce asked for nominations for the position of Board President.

Mr. Puntillo made a motion, to nominate Mrs. Olson. Mr. Sergile seconded.

Mr. Prudente moved to close the nominations, Mr. Sergile seconded. Upon call of the roll, the vote was as follows:

Cornell	YES	Puntillo	YES
Jess	YES	Sergile	YES
Matthews	YES	Sweitzer	YES
Olson	YES	Van Horn	YES
Prudente	YES		

RESOLVED that the Board of Education elect Linda Olson as President of the Board of Education effective immediately until the next organization meeting as prescribed by law.

Upon call of the roll, Mrs. Olson was elected Board President by the following vote:

Cornell	YES	Puntillo	YES
Jess	YES	Sergile	YES
Matthews	YES	Sweitzer	YES

Olson	YES	Van Horn	YES
Prudente	YES		

ELECTION OF VICE PRESIDENT Mrs. Olson asked for nominations for the position of Board Vice President.

Mr. Prudente made a motion to nominate Mr. Sergile, Mr. Puntillo seconded.

Mrs. Sweitzer moved to close the nominations, Mr. Sergile seconded.

Upon call of the roll, the vote was as follows:

Cornell	YES	Puntillo	YES
Jess	YES	Sergile	YES
Matthews	YES	Sweitzer	YES
Olson	YES	Van Horn	YES
Prudente	YES		

RESOLVED that the Board of Education elect Lucien Sergile as Vice-President of the Board of Education effective immediately until the next organization meeting as prescribed by law.

Upon call for a roll, Mr. Sergile was elected Board Vice President by the following vote:

Cornell	YES	Puntillo	YES
Jess	YES	Sergile	YES
Matthews	YES	Sweitzer	YES
Olson	YES	Van Horn	YES
Prudente	YES		

PUBLIC COMMENT The was no public comment.

REORGANIZATION MEETING ACTION ITEMS It is recommended that items 1 through 13 be moved upon the recommendation of the Superintendent of Schools

1. CODE OF ETHICS **RESOLVED**, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Somerville Board of Education:

CODE OF ETHICS

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. 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.
4. 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.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
6. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such

complaints at public meetings only after failure of an administrative solution.

2. OPEN PUBLIC MEETINGS ACT - ESTABLISH MEETING DATES, TIME AND PLACE

RESOLVED that the Somerville Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Somerville Board of Education Conference Room, 51 West Cliff Street, Somerville, New Jersey, at 7:00 p.m., as set forth below unless indicated otherwise:

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the Star Ledger and The Courier News as official newspapers to receive notices of meetings; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Somerville Board of Education Administration Office and posted on the District website.

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.

- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:

DATE	TIME	PLACE	TYPE
January 16, 2018	7:00 P.M.	District Office	Regular
February 6, 2018	7:00 P.M.	District Office	Workshop/ Regular
February 20, 2018	7:00 P.M.	District Office	Regular
March 6, 2018	7:00 P.M.	District Office	Workshop/ Regular
March 20, 2018	7:00 P.M.	District Office	Regular
April 10, 2018	7:00 P.M.	District Office	Workshop/ Regular
April 24, 2018	7:00 P.M.	District Office	Regular
May 8, 2018	7:00 P.M.	District Office	Workshop/ Regular
May 22, 2018	7:00 P.M.	District Office	Regular
June 12, 2018	7:00 P.M.	District Office	Regular
July 24, 2018	7:00 P.M.	District Office	Regular
August 21, 2018	7:00 P.M.	District Office	Regular
September 4, 2018	7:00 P.M.	District Office	Workshop/ Regular
September 18, 2018	7:00 P.M.	District Office	Regular
October 9, 2018	7:00 P.M.	District Office	Regular
November 6, 2018	7:00 P.M.	District Office	Workshop/ Regular
November 20, 2018	7:00 P.M.	District Office	Regular
December 11, 2018	7:00 P.M.	District Office	Regular
January 3, 2019	7:00 P.M.	District Office	Reorganization /Workshop/ Regular

3* ADOPTION OF CURRICULUM GUIDES, TEXTBOOKS AND eTEXTBOOKS **RESOLVED** that the Board of Education does hereby adopt the current written Curriculum Guides, Textbooks and eTextbooks for Grades PreK-12 until such time as revisions, additions and/or deletions are presented to the Board of Education for adoption.

4* ADOPTION OF BYLAWS, POLICIES, REGULATIONS AND JOB DESCRIPTIONS **RESOLVED** that the Board of Education does hereby adopt and shall be governed in all actions and business to come before this Board by the written ByLaws, Policies, Regulations and Job Descriptions previously duly adopted.

5* APPOINTMENT OF THE SCHOOL AUDITOR **WHEREAS**, pursuant to N.J.S.A. 18A:18A-5, the awarding of contracts for the provision of professional services are exempt from the bidding requirements of the Public School Contract Law;

WHEREAS, the Somerville Board of Education (hereinafter referred to as the "Board") has a need to retain the professional services of an Auditor to provide auditing services for the fiscal year ending June 30, 2018;

WHEREAS, the Board is desirous of appointing Nisivoccia LLP, to provide professional services to the Board; and

NOW, THEREFORE, BE IT RESOLVED that the Board appoints Nisivoccia LLP as Auditor to provide auditing services for the period beginning January 1, 2018 through December 31, 2018 in accordance with the terms and conditions set forth in the Engagement Letter, which is attached hereto and made a part hereof;

BE IT FURTHER RESOLVED THAT the Board awards said contract for such services to Nisivoccia LLP because: (1) the services proposed are most advantageous to the Board, price and other factors considered; and (2) the firm has demonstrated that it has the experience and resources necessary to perform the contract.

BE IT FURTHER RESOLVED THAT the Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other

documents necessary to effectuate the terms of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.

**6* APPOINTMENT
OF BOARD
ATTORNEY**

WHEREAS, pursuant to N.J.S.A. 18A:18A-5, the awarding of contracts for the provision of professional services are exempt from the bidding requirements of the Public School Contract Law;

WHEREAS, the Board is desirous of appointing the law firm of Schenck Price Smith & King, LLP, to provide professional services to the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Board appoints the law firm of Schenck Price Smith & King, LLP as Board Attorneys until the next organization meeting in accordance with the terms and conditions set forth in the Agreement, which is attached hereto and made a part hereof;

BE IT FURTHER RESOLVED, that the Board awards said contract for such services to Schenck Price Smith & King, LLP because: (1) the services proposed are most advantageous to the Board, price and other factors considered; and (2) the firm has demonstrated that it has the experience and resources necessary to perform the contract.

BE IT FURTHER RESOLVED, that the Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.

**7* SPECIAL
COUNSEL**

WHEREAS, pursuant to N.J.S.A. 18A:18A-5, the awarding of contracts for the provision of professional services are exempt from the bidding requirements of the Public School Contract Law;

WHEREAS, the Board is desirous of appointing the law firm of Fogarty & Hara, to provide professional services to the Board;

NOW, THEREFORE, BE IT RESOLVED, that the Board appoints the law firm of Fogarty & Hara as Board Attorneys until the next organization meeting in accordance with the terms and conditions set forth in the Agreement, which is attached hereto and made a part hereof;

BE IT FURTHER RESOLVED that the Board awards said contract for such services to Fogarty & Hara because: (1) the services proposed are most advantageous to the Board, price and other factors considered; and (2) the firm has demonstrated that it has the experience and resources necessary to perform the contract.

BE IT FURTHER RESOLVED, that the Board President and the Board Secretary are hereby authorized to execute the Agreement and any and all other documents necessary to effectuate the terms of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.

**8. BID THRESHOLD
AND APPOINTMENT
OF QUALIFIED
PURCHASING AGENT**

WHEREAS, the recent changes to the Public Contracts Law gave board of educations the ability to increase their bid threshold up to \$40,000.00; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.S.A. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Mr. Bryan P. Boyce possess the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Somerville Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3; now therefore, be it

RESOLVED, that the governing body of the Somerville Board of Education, in the County of Somerset, in the State of New Jersey hereby increases its bid threshold to \$40,000.00, and

BE IT FURTHER RESOLVED, that the Purchasing Agent is authorized to award contracts up to his bid threshold of \$40,000.00 and establish the quote threshold at \$6,000.00 as per the N.J.S.A. 18A:18A-2.

RESOLVED, that the governing body hereby appoints Mr. Bryan P. Boyce as the Qualified Purchasing Agent for the 2018 year at no additional remuneration to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

9. A MEMBER TO SERVE AS DELEGATE TO SOMERSET COUNTY EDUCATIONAL SERVICES COMMISSION

RESOLVED that the Board of Education approve the appointment of Daniel Puntillo as the Representative to serve on the Somerset County Educational Services Commission's Representative Assembly for the 2018 year.

10. A MEMBER TO SERVE AS DELEGATE TO THE SOMERSET COUNTY ASSOCIATION OF BOARDS OF EDUCATION

RESOLVED that the Board of Education approve the appointment of Linda Olson as the Representative to serve on the Somerset County Association of Boards of Education for the 2018 year.

11. A MEMBER TO SERVE AS DELEGATE TO NEW JERSEY SCHOOL BOARDS ASSOCIATION

RESOLVED that the Board of Education approve the appointment of Lucien Sergile as the Representative to serve as Delegate to the New Jersey School Boards Association for the 2018 year.

12. TRANSFER AUTHORITY

RESOLVED that the Board of Education as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent of Schools be designated to

approve such line item budget transfers as are necessary between Board of Education meetings, and

FURTHER BE IT RESOLVED that such transfers shall be reported to the Board of Education, ratified and dully recorded in the minutes of such meeting not less than monthly.

13. DESIGNATION OF OFFICIAL DEPOSITORIES AND INDIVIDUALS AUTHORIZED TO SIGN CHECKS

RESOLVED that the Board of Education approve the following additional Designation of Official Depositories and Individuals Authorized to Sign Checks:

<u>Bank</u>	<u>Account</u>	<u>Required Signatures</u>
TD Bank		
	Warrant Account	President/Board Secretary
	Capital Projects	President/Board Secretary
	Payroll Account	Board Secretary
	Payroll Agency Account	Board Secretary
	Unemployment Trust Fund	Board Secretary
	Summer Savings Fund	Board Secretary
	SHS Student Activities Fund	Principal/Board Secretary
	SMS Student Activities Fund	Principal/Board Secretary
	VDV Student Activities Fund	Principal/Board Secretary
	SHS Student Activities/Athletic Fund	Principal/Board Secretary
	NJ Cash Management Fund	
	General Investment Fund	Board Secretary
	Capital Reserve Fund	Board Secretary
	Maintenance Reserve Fund	Board Secretary
	Tuition Adjustment Reserve Fund	Board Secretary

Mr. Prudente introduced and moved the adoption of the resolution; Mrs. Sweitzer seconded.

Upon call of the roll, the vote was as follows:

Cornell	YES	Puntillo	YES
Jess	YES	Sergile	YES
Matthews	YES	Sweitzer	YES
Olson	YES	Van Horn	YES
Prudente	YES		

BOARD PRESIDENT APPOINTMENTS

- A. Finance Committee:**
 Chairperson - Daniel Puntillo
 Member - Luc Sergile
 Member - Erin Sweitzer

B. Buildings and Grounds Committee:

Chairperson - Kenneth Cornell
 Member - Daniel Puntillo
 Member - Lucien Sergile
 Member - Erin Sweitzer

C. Athletics and Student Activities Committee:

Chairperson - Lucien Sergile
 Member - Derek Jess
 Member - John Prudente
 Member - Daniel Puntillo

D. Curriculum Committee:

Chairperson - Lucien Sergile
 Member - Candace Matthews
 Member - Denise Van Horn

E. Policy Committee:

Chairperson - John Prudente
 Member - Candace Matthews
 Member - Denise Van Horn

F. Technology Committee:

Chairperson - Kenneth Cornell
 Member - Daniel Puntillo
 Member - Denise Van Horn

G. Borough Council/BOE Liaison:

Liaison - Lucien Sergile

**SUPERINTENDENT'S
REPORT**District Highlights

Dr. Timothy M. Teehan, Superintendent of Schools

Dr. Teehan congratulated the following Governor's Educator of the Year Award Recipients:

Mrs. Jennifer Setzer (Van Derveer)
 Mrs. Megan Royak (Van Derveer)
 Mr. Freddie Shaker (Somerville Middle School)
 Mrs. Aida Wahba (Somerville High School)

Dr. Teehan congratulated the following Governor's Educational Specialist of the Year Award Recipients:

Mrs. Paulette Wippert (Van Derveer)
 Mrs. Jill O'Leary (Van Derveer)

Dr. Helena Skoczynski (Somerville Middle School)
Dr. Ellen Stein (Somerville High School)

Dr. Teehan also thanked the Branchburg Township Committee and the Somerville Borough Council for recognizing the accomplishment of the Somerville High School Football Team. Both governing bodies presented a proclamation to Coach Vanderbeek, his staff and team, recognizing their accomplishment as State champions.

Dr. Teehan reported on various student activities at Van Derveer School, Somerville Middle School and Somerville High School.

OLD BUSINESS None

NEW BUSINESS It is recommended that Items 1 **through 4*** be moved upon the recommendation of the Superintendent of Schools.

1. HARASSMENT, INTIMIDATION AND BULLYING REPORT **RESOLVED** that the Board of Education hereby acknowledges receipt of the monthly Harassment, Intimidation and Bullying confirmed report case #2017-2018:1VDV.

2* AD HOC RESIDENCY COMMITTEE **RESOLVED** that the Board of Education approve the creation of an Ad Hoc Residency Committee.

3* FIELD TRIPS **RESOLVED** that the Board of Education approve the enclosed request for field trips.

4* TRAVEL EXPENDITURE RESOLUTION **WHEREAS**, the Board of Education has determined that the school district travel expenditures for the attached programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the Federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes and in compliance with the district policy on travel; therefore be it

RESOLVED, that the Board of Education hereby approves the attendance of the listed number of school board members and district employees at the

* Branchburg Vote Eligible.

attached training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount.

Mr. Puntillo introduced and moved the adoption of the resolution; Mrs. Sweitzer seconded.

Upon call of the roll, the vote was as follows:

Cornell	YES	Puntillo	YES
Jess	YES	Sergile	YES
Matthews	YES	Sweitzer	YES
Olson	YES	Van Horn	YES
Prudente	YES		

PERSONNEL

RESOLVED that the Board of Education approve and/or accept the Superintendent's Recommendations as follows:

(All appointments and salaries subject to verification of documentation.)

K-8, 9-12 and Districtwide

Motion by Mr. Sergile, seconded by Mrs. Sweitzer that **K-8, 9-12 and Districtwide** items 1 through 11* be moved, upon recommendation of the Superintendent.

1. **BETSY ABAD** **RESCIND** the appointment of Betsy Abad from the position of cafeteria/playground aide at Van Derveer School effective immediately.
2. **BABITA GUPTA** **APPROVE** the appointment of Babita Gupta to the position of cafeteria/playground aide at Van Derveer School for the 2017-2018 school year at the rate of \$14.50 per hour.
3. **ZUZANA UHLIROVA** **APPROVE** the appointment of Zuzana Uhlirova to the position of teacher of English as a Second Language; instructional: certificate of teacher of English as a Second Language, at Van Derveer School 3-5, to fill a vacancy caused by a resignation (Egges) effective January 5, 2018 to June 30, 2018 at a salary of \$58,936.00+ (MA Step 1) (prorated).

4. BRIAN O'NEILL APPROVE the appointment of Brian O'Neill to the position of administrative detention monitor and homework club monitor for the 2017-2018 school year at a rate of \$36.00+ per hour.
5. APRIL GADSON APPROVE a paid medical leave of absence for April Gadson, custodian at Somerville Middle School, effective December 22, 2017 to February 2, 2018.
- 6* RICHARD SARLES APPROVE the appointment of Richard Sarles to the position of volunteer for the Robotics team at Somerville High School for the 2017-2018 school year.
- 7* SALARY GUIDE PLACEMENT APPROVE a change in salary guide placement for the following staff members effective February 1, 2018:
- | | |
|---------------|-------|
| Gary Knoeppel | MA+15 |
| Aida Wahba | BA+30 |
- 8* KEVIN HRABINSKI APPROVE the appointment of Kevin Hrabinski to serve as a chaperone for the Ski Club at Somerville High School for the 2017-2018 school year.
- 9* MARK BENAK APPROVE the appointment of Mark Benak to the leave replacement position of teacher of physical education and health, a non-tenured position, at Somerville High School to fill a vacancy caused by a medical leave of absence (D'Alessandro) effective January 5, 2018 to March 23, 2018 at a salary of \$54,447.00+ (BA Step 1) (prorated).
- 10* AIDA WAHBA APPROVE the appointment of Aida Wahba to the following positions at Somerville High School for the 2017-2018 school year:
- | | |
|------------------|----------|
| Crowd Control | \$71.01+ |
| Clock Operator | \$90.64+ |
| Ticket Seller | \$90.64+ |
| Ticket Collector | \$71.01+ |
| Announcer | \$90.64+ |
| Scorer | \$79.31+ |
| Judge | \$77.25+ |
| Timer | \$77.25+ |
- 11* SUBSTITUTE TEACHERS 2017-2018 APPROVE the appointment of the following individuals to the position of substitute teacher for the 2017-2018 school year at the rate of \$90.00

per diem:

Christine Iacuzio
Zuzane Uhlirova
Mark Benak

Upon call of the roll, the vote was as follows:

Cornell	YES	Puntillo	YES
Jess	YES	Sergile	YES
Matthews	YES	Sweitzer	YES
Olson	YES	Van Horn	YES
Prudente	YES		

PUBLIC COMMENT

Patrick Frain, 201 Scobee Ln., Somerset, congratulated and welcomed all new Board members. He also asked to keep Peter Coleman, Somerville High School Math Teacher, in our thoughts and prayers as he recently underwent a serious medical operation.

Mr. Sergile commended Mr. Stephen Loreti and Mr. John Floyd for an outstanding Winter Concert at Somerville Middle School. Mrs. Olson shared his sentiments.

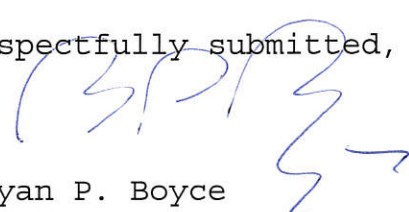
Mrs. Olson announced that Mrs. Sweitzer will chair the Ad Hoc Residency Committee.

ADJOURNMENT

With nothing further, to be discussed, Mr. Prudente motioned to adjourn and the motion was seconded by Mrs. Van Horn that the meeting be adjourned at 7:31 p.m.

Upon call for a voice vote, the motion was carried unanimously.

Respectfully submitted,


Bryan P. Boyce
Board Secretary