

**MINE HILL TOWNSHIP BOARD OF EDUCATION  
MINUTES  
REGULAR MEETING  
October 21, 2013**

1. **Call to Order** – The meeting was called to order by Vice-President Bridget Mauro at 6:30 p.m.

2. **Statement of Compliance**

In compliance with the Open Public meetings Act, Public Law 1975, Chapter 231, adequate notice of the date, time and location for this meeting has been properly advertised in the Daily Record on January 15, 2013 and copies of the agenda have been posted on the district web site and locations designated by the Board, and mailed to the Clerk of the Township of Mine Hill.

3. **Flag Salute** – The flag salute was conducted upon the return to the public session.

4. **Roll Call**

Present: Caryn Battaglia, Jill Del Rio, Patricia Hernandez, Denise Jiménez-Arias, Bridget Mauro, and Gary Tillett

Absent: Mary Jo Walilko – arrived at 8:30 PM

Also Present: Joanne Calabro, Interim Superintendent and Michael J. Donow, Interim Business Administrator/Board Secretary.

Twelve members of the public were also present

5. **Executive Session**

On the motion of Bridget Mauro and seconded by Denise Jiménez-Arias at 6:31p.m., the Board approved the following resolution:

WHEREAS, the Open Public Meetings Act, N.J.S.A.10:4-11, permits the Board of Education to meet in closed session to discuss certain matters, now, therefore be it

RESOLVED, the Board of Education adjourns to closed session to discuss a collective bargaining agreement and/or negotiations related to it, a matter involving the purchase, lease, or acquisition of real property with public funds, pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege, and specific prospective or current employees unless all who could be adversely affected request an open session; and

BE IT FURTHER RESOLVED, the minutes of this closed session be made public when the need for confidentiality no longer exists.

6. **Return to Regular Session**

On the motion of Denise Jiménez-Arias and seconded by Bridget Mauro at 7:00 PM, the Board recessed the Executive Session and returned to the public meeting.

| Roll Call<br>Vote | Caryn<br>Battaglia | Jill<br>Del Rio | Patricia<br>Hernandez | Denise<br>Jiménez-Arias | Bridget<br>Mauro | Gary<br>Tillett | Mary Jo<br>Walilko |
|-------------------|--------------------|-----------------|-----------------------|-------------------------|------------------|-----------------|--------------------|
| 6 - 0             | Yes                | Yes             | Yes                   | Yes                     | Yes              | Yes             | Absent             |

## 7. Approval of Minutes

- a. RESOLVED, the Board of Education approves the **minutes** of the meeting held on September 23, 2013.
- b. RESOLVED, the Board of Education approves the Closed Session **minutes** of the meeting held on September 23, 2013.

Motion: Bridget Mauro

Seconded: Jill Del Rio

| Roll Call<br>Vote | Caryn<br>Battaglia | Jill<br>Del Rio | Patricia<br>Hernandez | Denise<br>Jiménez-Arias | Bridget<br>Mauro | Gary<br>Tillett | Mary Jo<br>Walilko |
|-------------------|--------------------|-----------------|-----------------------|-------------------------|------------------|-----------------|--------------------|
| 5-0-1             | Abstain            | Yes             | Yes                   | Yes                     | Yes              | Yes             | Absent             |

## 8. Correspondence

None

## 9. Interim Superintendent's Report

None

## 10. Presentation / Reports

- Audit – Nisivoccia (William Schroeder)
- Presentation of test scores by the Interim Superintendent

## 11. Business Administrator's Report

- FY2013 Audit was reviewed. Ruthann Quinn, the prior Interim Business Administrator was recognized for effort in producing a clean audit for the 2012-13 fiscal year. In addition, the interim Business Administrator thanked staff members Debra Henley, Julia Coyne and Angela Sabatino for their efforts and excellent work. The Interim Business Administrator also noted that a resolution finalizing the cancellation of the outstanding SDA grants and transferring the funds from Capital Reserve to cover the expenses would be forthcoming.
- Review of the Comprehensive Maintenance Plan
- Review of the recent roofing survey, noting the general good condition of the roofs with only some minor repairs and an additional resolution for this meeting for improvements to the gutter and roof drainage systems with funding from Capital Reserve.

## 12. Public Discussion

- Report on accomplishments of former Mine Hill students
- Thank you from PTA to everyone for their efforts with the recent fund raiser
- Audit and scoreboard updates/questions
- Parent objection to transportation issue for a private school student
- Upcoming proposal for improved energy efficiency coming from the Township
- Inquiry about attachments to the agenda and minutes
- Inquiry about proposed extra-curricular clubs

**13. FINANCE** *Mary Jo Walilko, Bridget Mauro, Gary Tillett*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Interim Business Administrator and approves the **payment of bills from the General Operating Account**, in the amount of \$ 314,701.80 plus \$296,672.00 for the September 2013 payrolls (including gross payrolls, the state and district's share of FICA and district share of DCRP pension); and

BE IT FURTHER RESOLVED, that the Board of Education approves the payment of bills from other funds for the period of July through September 2013 as delineated below:

|   |              |
|---|--------------|
| Food Service Fund                               | \$ 11,581.65 |
| Unemployment Trust Fund                         | \$ 3,070.74  |
| Student Activity Fund (Canfield School Account) | \$ -0-       |

- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Business Administrator and approves **appropriation transfers for the month of September**, which is attached and made part of this resolution by reference.
- c. WHEREAS, in compliance with N.J.A.C. 6A:23-2.11(c)3, the secretary has certified that, as of the date of the report, no budgetary line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a), and that the financial reports for the month of September 2013 are in agreement;

NOW, THEREFORE, BE IT RESOLVED, the Board of Education accepts the **Board Secretary and Treasurer Reports** above referenced reports and certifications subject to reconciliation of the secretary's report with the statements of cash position and reconciliation report when received, and orders that it be attached to and made part of the record of this meeting; and be it

BE IT FURTHER RESOLVED, in compliance with N.J.A.C. 6A:23-2.11(c)4, the Board of Education certifies that, after review of the board secretary's and statements of cash position and reconciliation monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

- d. WHEREAS, the Board's auditor has completed and submitted the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance for the fiscal year ending June 30, 2013; and

WHEREAS, the Auditor conducted an exit conference with the administration and publically presented the annual audit to the Board of Education; and

WHEREAS, as part of the public presentation, the district made copies of the Audit Synopsis and Corrective Action Plan available to the public;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education accepts the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report on Administrative Findings – Financial, Compliance and Performance for the fiscal year ending June 30, 2013 a submitted by the firm of Nisivoccia LLC; and

BE IT FURTHER RESOLVED, that the Board of Education accepts the recommendation of the Interim Business Administrator and approves the Corrective Action Plan for the recommendation included in the aforementioned reports, which is attached to and made a part of this record.

- e. RESOLVED, that the Board of Education accepts the recommendation of the Interim Business Administrator and approves the annual facilities Comprehensive Management Plan and M1 report, for submission to the Executive County Superintendent of Schools.
- f. RESOLVED, that the Board of Education accepts the recommendation of the Interim Business Administrator and approves a transportation contract with the Monmouth Ocean County Educational Services Commission for student # 4234052979 to the Lakeview School for the 2013-14 school year, said fee to be a prorated amount calculated by the standard billing formula adopted by the MOESC, plus an administrative fee of 6%.

Motion: Bridget Mauro

Seconded: Caryn Battaglia

| Roll Call<br>Vote | Caryn<br>Battaglia | Jill<br>Del Rio | Patricia<br>Hernandez | Denise<br>Jiménez-Arias | Bridget<br>Mauro | Gary<br>Tillett | Mary Jo<br>Walilko |
|-------------------|--------------------|-----------------|-----------------------|-------------------------|------------------|-----------------|--------------------|
| 6 – 0             | Yes                | Yes             | Yes                   | Yes                     | Yes              | Yes             | Absent             |

#### 14. INSTRUCTION / CURRICULUM

*Mary Jo Walilko, Jill Del Rio, Denise Jiménez-Arias*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the proposed **Out of District Special Education placements** for the 2013-2014 school year:

| Student ID | School                  | School Year Tuition                       | Dates              |
|------------|-------------------------|---|--------------------|
| 7436174235 | Lakeland Andover School | Contract to reflect prorated tuition rate | 10/8/13 to 6/17/14 |
| 4102586012 | Kinnelon High School    | Contract to reflect prorated tuition rate | 10/7/13 to 6/30/14 |

- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the proposed **Psychiatric and Educational Evaluations** for the 2013-2014 school year:

| Student ID | Service                | Provider        | Date(s) | Cost     |
|------------|------------------------|-----------------|---------|----------|
| 2336475454 | Psychiatric Evaluation | Dr. Jose Moreno | TBD     | \$500.00 |
| 8051500941 | Psychiatric Evaluation | Dr. Jose Moreno | TBD     | \$500.00 |
| 2336475454 | Educational Evaluation | ESC             | TBD     | \$364.00 |

- c. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the proposed **Travel, Conferences and Workshops** listed below:

| Date(s)                | Employee             | Conference/Workshop<br>Location  | Registration | Travel  | Estimate<br>Total Expense |
|------------------------|----------------------|--|--------------|---------|---------------------------|
| 11/14/13 &<br>11/15/13 | Jill Ramacciotti     | Student Responsibility Model<br>William Patterson University,<br>Wayne, NJ | \$350.00     | \$18.67 | \$368.67                  |
| 11/21/13               | Robby Suarez         | Deepening Understanding of<br>the CCSS for Writing<br>Union, NJ            | \$139.99     | \$21.27 | \$160.27                  |
| 12/13/13               | Danielle Wilson      | Expository Writing<br>William Patterson University,<br>Wayne, NJ           | \$250.00     | \$18.67 | \$268.67                  |
| 12/13/13               | Robby Suarez         | Expository Writing<br>William Patterson University,<br>Wayne, NJ           | \$250.00     | \$18.67 | \$268.67                  |
| 1/10/2014              | Margaret Nunnermaker | Informational Literature<br>William Patterson University,<br>Wayne, NJ     | \$250.00     | \$18.67 | \$268.67                  |
| 1/10/2014              | Jane Wohn            | Informational Literature<br>William Patterson University,<br>Wayne, NJ     | \$250.00     | \$18.67 | \$268.67                  |
| 1/10/2014              | Danielle Wilson      | Informational Literature<br>William Patterson University,<br>Wayne, NJ     | \$250.00     | \$18.67 | \$268.67                  |
| 2/7/2014               | Lansing Holman       | Vocabulary Comprehension<br>William Patterson University,<br>Wayne, NJ     | \$250.00     | \$18.67 | \$268.67                  |
| 2/7/2014               | Jill Ramacciotti     | Vocabulary Comprehension<br>William Patterson University,<br>Wayne, NJ     | \$250.00     | \$18.67 | \$268.67                  |
| 3/21/14                | Jill Ramacciotti     | Close-Reading<br>William Patterson University,<br>Wayne, NJ                | \$250.00     | \$18.67 | \$268.67                  |
| 3/21/14                | Robby Suarez         | Close-Reading<br>William Patterson University,<br>Wayne, NJ                | \$250.00     | \$18.67 | \$268.67                  |
| 3/21/14                | Danielle Wilson      | Close-Reading<br>William Patterson University,<br>Wayne, NJ                | \$250.00     | \$18.67 | \$268.67                  |

- d. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the proposed list for the **2013-2014 Field Trips**, which is attached and made part of this resolution by reference. (Attached)

Motion: Bridget Mauro      Seconded: Jill Del Rio

| Roll Call<br>Vote | Caryn<br>Battaglia | Jill<br>Del Rio | Patricia<br>Hernandez | Denise<br>Jiménez-Arias | Bridget<br>Mauro | Gary<br>Tillett | Mary Jo<br>Walilko |
|-------------------|--------------------|-----------------|-----------------------|-------------------------|------------------|-----------------|--------------------|
| 6 – 0             | Yes                | Yes             | Yes                   | Yes                     | Yes              | Yes             | Absent             |

## 15. OPERATIONS

*Mary Jo Walilko, Jill Del Rio, Denise Jiménez-Arias*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **NJQSAC Statement of Assurance** for the School Year 2013-2014. (Attachment)
- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **Nursing Service Plan** for the School Year 2013-2014. (Attachment)

Motion: Bridget Mauro

Seconded: Caryn Battaglia

| Roll Call<br>Vote | Caryn<br>Battaglia | Jill<br>Del Rio | Patricia<br>Hernandez | Denise<br>Jiménez-Arias | Bridget<br>Mauro | Gary<br>Tillett | Mary Jo<br>Walilko |
|-------------------|--------------------|-----------------|-----------------------|-------------------------|------------------|-----------------|--------------------|
| 6 – 0             | Yes                | Yes             | Yes                   | Yes                     | Yes              | Yes             | Absent             |

## 16. PERSONNEL

*Mary Jo Walilko, Bridget Mauro, Gary Tillett*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves **additional payment for professional development** for the following part-time certificated employees as follows:

|                      |                   |          |
|----------------------|-------------------|----------|
| Joan Colquhoun       | 0.44 FTE x 3 days | \$434.70 |
| Diana Gil            | 0.42 FTE x 3 days | \$351.78 |
| Rosamaria Pontoriero | 0.44 FTE x 3 days | \$380.22 |
- b. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the appointment of **Danielle Wilson and Janice Bochicchio** as **Safety Patrol advisors** at a rate of \$24.62 per hour, up to 150 hours pro-rated beginning the first week of October, with a total cost not to exceed \$3,693.00 to be split among the two advisors.
- c. RESOLVED, that the Board of Education accepts the recommendation of Interim Superintendent and approves the **proposed after school clubs**. (Attachment)
- d. RESOLVED, that the Board of Education approves the recommendation of the Interim Superintendent and accepts the appointment of **Steven Baccetta**, Substitute Teacher for the 2013-2014 school year pending county approval.
- e. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves a sidebar agreement amending the contract with the MHTA adjusting the stipend for **Teacher in Charge** to be paid at the rate of \$100.00 per day not to exceed \$2,000; and

BE IT FURTHER RESOLVED, that the Board accepts the recommendation of the Interim Superintendent and approves the appointment of **Tabitha Hertz-Neglia** to the stipend position of **Teacher in Charge** effective October 22, 2013 through June 30, 2014.

Motion: Bridget Mauro

Seconded: Patricia Hernandez

| Roll Call<br>Vote | Caryn<br>Battaglia | Jill<br>Del Rio | Patricia<br>Hernandez | Denise<br>Jiménez-Arias | Bridget<br>Mauro | Gary<br>Tillett | Mary Jo<br>Walilko |
|-------------------|--------------------|-----------------|-----------------------|-------------------------|------------------|-----------------|--------------------|
| 6 – 0             | Yes                | Yes             | Yes                   | Yes                     | Yes              | Yes             | Absent             |

**17. POLICY/COMMUNITY AND PUBLIC RELATIONS** *Mary Jo Walilko, Caryn Battaglia, Patricia Hernandez*

- a. RESOLVED, that the Board of Education approves the following **Policies** for **First Reading**:

| <u>Policy #</u> | <u>Policy Title</u>                            |
|-----------------|--|
| 2431            | Athletic Competition                           |
| 3144.12         | Certification of Tenure Charges – Inefficiency |
| 3144.3          | Suspension Upon Certification of Tenure Charge |
| 3372            | Teaching Staff Member Tenure Acquisition       |
| 3373            | Tenure Upon Transfer or Promotion              |
| 4124            | Employment Contract                            |
| 9180            | School Volunteers                              |

- b. RESOLVED, that the Board of Education adopts the following **Policies** on **Second Reading**:

| <u>Policy #</u> | <u>Policy Title</u>  |
|-----------------|--|
| 4281            | Inappropriate Staff Conduct  |
| 5512            | Harassment, Intimidation and Bullying  |
| 5600            | Pupil Discipline/Code of Conduct   |
| 9181            | Volunteer Athletic Coaches and Co-Curricular Activity<br>Advisors/Assistants |

- c. RESOLVED, that the Board of Education adopts the following mandated **Regulations**:

| <u>Regulation</u> | <u>Regulation Title</u>          |
|-------------------|----------------------------------|
| R 5600            | Pupil Discipline/Code of Conduct |
| R 5860            | Rules For Safety Patrol Members  |

Motion: Bridget Mauro

Seconded: Caryn Battaglia

| Roll Call<br>Vote | Caryn<br>Battaglia | Jill<br>Del Rio | Patricia<br>Hernandez | Denise<br>Jiménez-Arias | Bridget<br>Mauro | Gary<br>Tillett | Mary Jo<br>Walilko |
|-------------------|--------------------|-----------------|-----------------------|-------------------------|------------------|-----------------|--------------------|
| 6 – 0             | Yes                | Yes             | Yes                   | Yes                     | Yes              | Yes             | Absent             |

**18. BUILDINGS AND GROUNDS** *Mary Jo Walilko, Bridget Mauro, Gary Tillett*

- a. RESOLVED, that the Board of Education accepts the recommendation of the Interim Superintendent and approves the **Use of Facilities** as follows:

| Organization         | Purpose               | Room Needed | Dates   |
|----------------------|-----------------------|-------------|---|
| Mine Hill Community  | Soup Sampler          | Gym         | December 6, 2013  |
| Mine Hill Recreation | Recreation Basketball | Gym         | November 1, 2013 - March 7, 2014<br>Practices: Monday-Friday 6pm - 9pm<br>Games: Saturday 8am - 4pm |

- b. WHEREAS, the Board of Education of the Township of Mine Hill is a member of the Middlesex Regional Education Commission purchasing cooperative, which has awarded a bid to Tremco Inc. of Flemington, N.J. for roofing repairs, replacement and related services; and

WHEREAS, the Interim Business Administrator has obtained an estimate for the replacement and improvements to the gutter system in the Kindergarten wing of the Canfield Avenue School as a part of the building's roofing system to address issues with the building envelop; and

WHEREAS this project is considered a part of the overall roofing system and is included in the district's approved Long Range Facility Plan;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Township of Mine Hill accepts the recommendation of the interim Business Administrator and approves the award of a contract with Tremco Inc. of Flemington, N.J. for the replacement and improvements to the gutter system as a part of the building's roofing system in the Kindergarten wing of the Canfield Avenue School, awarded through the cooperative purchasing program with Middlesex Regional Educational Services Commission, in an amount not to exceed \$29,000; and

BE IT FURTHER RESOLVED, that the Board approve a transfer of \$29,000 from the Capital Reserve Fund for the aforementioned roofing system project, in accordance with the district's approved Long Range Facility Plan.

Motion: Bridget Mauro      Seconded: Jill Del Rio

| Roll Call Vote | Caryn Battaglia | Jill Del Rio | Patricia Hernandez | Denise Jiménez-Arias | Bridget Mauro | Gary Tillett | Mary Jo Walilko |
|----------------|-----------------|--------------|--------------------|----------------------|---------------|--------------|-----------------|
| 6 – 0          | Yes             | Yes          | Yes                | Yes                  | Yes           | Yes          | Absent          |

## 19. Dover Report *Patricia Hernandez*

Reported on the past meeting and toured the Middle School. Dover is adding time for language arts and math, and expanding offerings with expansive technology available. The High School was awarded Blue Ribbon recognition.



**20. MHEF Report** *Caryn Battaglia*

Reported that mulch provided by the Foundation was delivered for the playground. The Pavilion construction has been approved by the NJDOE and has been ordered, including the monitoring.

**21. Old Business**

Ms. Mauro reported on the September County School Boards meeting and the program on Special Education law.

**22. New Business**

- a. RESOLVED, that the Board of Education approves the attendance and reimbursement of expenses for Board member attendance at the annual **NJ School Boards Association Fall Conference and Workshop** as listed below:

| Date(s)             | Board Member | Registration;<br>Lodging/Expenses;<br>Travel | Total Expense |
|---------------------|--------------|--|---------------|
| 10/22/13 – 10/24/13 | Gary Tillett | \$150.00;<br>\$324.00;<br>\$110.00           | \$584.00      |

Motion: Bridget Mauro

Seconded: Denise Jiménez-Arias

| Roll Call<br>Vote | Caryn<br>Battaglia | Jill<br>Del Rio | Patricia<br>Hernandez | Denise<br>Jiménez-Arias | Bridget<br>Mauro | Gary<br>Tillett | Mary Jo<br>Walilko |
|-------------------|--------------------|-----------------|-----------------------|-------------------------|------------------|-----------------|--------------------|
| 5-0-1             | Yes                | Yes             | Yes                   | Yes                     | Yes              | Abstain         | Absent             |

**23. Public Discussion**

- Inquiry about the discipline code and the impact on participation on the safety patrol

**24. Executive Session**

On the motion by Bridget Mauro and seconded by Denise Jiménez-Arias at 8:30 PM, the Board recessed the public meeting to return to the recessed Executive Session opened earlier in the meeting.

**25. Return to Public Session**

On the motion by Mary Jo Walilko and seconded by Bridget Mauro at 9:28 PM, the Board returned to the regular session meeting.

**26. OPERATIONS (Con't.)**

WHEREAS, the Mine Hill Educational Foundation currently has an arrangement with the Board of Education of the Township of Mine Hill for the use of various spaces within the Canfield Avenue School for the operation of the Foundations “Canfield Kids” child care program; and

WHEREAS, the Board of Education needs to reclaim the space to provide the educational services for which it is responsible, resulting in the district reducing the space availability to two rooms in the 2013-14 school year and reclaiming one or both of these spaces for the 2014-15 school year, actions taken in accordance with its current agreement with the Foundation; and

WHEREAS, through informal discussions it has been determined that it is in the best interest of both parties to enter into negotiations for the sale of a parcel of land currently owned by the Board of Education to the Foundation for the sole purpose of construction of a facility for the operation of the “Canfield Kids” program;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Township of Mine Hill, that this resolution shall establish the Board’s intent to commit itself to negotiations for the sale of a parcel of land to the Mine Hill Educational Foundation for the sole purpose of construction of a facility for the operation of the “Canfield Kids” program; and

BE IT FURTHER RESOLVED, that with this commitment, the Foundation shall prepare a formal proposal to the Board as to the specifications of the purchase of the property (lot size, site selection) so that the Board can obtain an appraisal of the land; and

BE IT FURTHER RESOLVED that the Foundation shall submit its project proposal, including the financial projections for the project, for review by the Board prior to its executing the sale of the property; and

BE IT FURTHER RESOLVED that approval of this resolution shall be reviewed by the Board Attorney for approval prior to it being offered to the Foundation.

Motion: Mary Jo Walilko      Seconded: Bridget Mauro

| <b>Roll Call<br/>Vote</b> | <b>Caryn<br/>Battaglia</b> | <b>Jill<br/>Del Rio</b> | <b>Patricia<br/>Hernandez</b> | <b>Denise<br/>Jiménez-Arias</b> | <b>Bridget<br/>Mauro</b> | <b>Gary<br/>Tillett</b> | <b>Mary Jo<br/>Walilko</b> |
|---------------------------|----------------------------|-------------------------|-------------------------------|---------------------------------|--------------------------|-------------------------|----------------------------|
| 7 - 0                     | Yes                        | Yes                     | Yes                           | Yes                             | Yes                      | Yes                     | Yes                        |

## **27. Adjournment**

On the motion by Mary Jo Walilko and seconded by Denise Jiménez-Arias, the Board adjourned the meeting at 9:28 PM by unanimous voice vote.

Respectfully submitted,

Michael J. Donow, RSBA  
Interim Business Administrator/  
Board Secretary