

BOARD OF EDUCATION
GLASSBORO PUBLIC SCHOOLS
GLASSBORO, NEW JERSEY

School Board Meeting
February 20, 2013

Call to Order:	President Calvo called the meeting of the Glassboro Board of Education to order at 6:00 p.m. at the Beach Administration Building.
Executive Session:	Mrs. Kane moved, seconded by Mrs. Jones for the Board to convene in Executive Session at 6:00 p.m. The motion was approved unanimously. Mrs. Kane moved, seconded by Mrs. Jones that the Executive Session be adjourned (6:45 p.m.). The motion was approved by unanimous roll call vote.
Public Session:	President Calvo reconvened the Glassboro Board of Education at 7:00 p.m. at the Beach Administration Building.
Statement of Public Notice of Meeting in accordance with New Jersey Open Public Meetings Act:	President Calvo announced that public notice of the meeting has been made in accordance with the New Jersey Open Public Meetings Act, Chapter 231, Laws of 1975. Notice included the time, date and place of the meeting and to extent known, the agenda.
Members Present:	Mr. Calvo, Mrs. Jones, Mrs. Kane, Mr. Keith, Mrs. Longley, Mr. Marino, Mr. McDonald, Ms. Volz, Superintendent, Dr. Silverstein, Curriculum Director, Mrs. Sochor, Business Administrator/Board Secretary, Mr. Pudelko
Members Absent:	Mr. Stephens
Visitors:	34
Flag Salute:	The Flag Salute was given by all present.
Approval of Minutes:	President Calvo asked if there were any additions or corrections to the minutes. Mrs. Kane moved, seconded by Mr. Keith that the minutes of the Executive Session, January 23, 2013, and the minutes of the Public Minutes, January 23, 2013 be approved. The motion was approved by unanimous roll call vote.
Opportunity for Public to Address the Board:	A staff member asked a question regarding the new Assistant Principal at Thomas E. Bowe School.

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Superintendent
Report:

Presentation:

Mr. Joseph DePalma, Principal, Dorothy L. Bullock School, recognized the following Third Grade Bullock Accelerated Reading Stars and presented each student with a certificate:

Ryan Carter – read 17 books
Daniel Eang – read 17 books
Jonathan Sutton – read 37 books
Patrick Rettig – read 12 books
Tyler Phillips – read 18 books
Alyson Fornes – read 34 books
Brenna Somdahl-Sands – read 11 books
Gianna Taylor – read 29 books

The Superintendent reported on the following:

- Remedial Test Process regarding a tank removal at Intermediate School; DEP involved and letters were sent to parents; problem lies with a former gas station where Walgreens is now and exposure is not coming from Intermediate School, but former gas station; safety of students, staff and community is the main concern; attorney is being hired to handle these matters.
- 2013-14 Budget process ongoing
- State Aid is not known at this point
- Preparing for a Bond Referendum
- Assistant Principal, Thomas E. Bowe School to be approved at this meeting
- Mentoring Plan
- Harassment, Intimidation and Bullying Report:
4 case reported
- New Hires:
Ian Miller – Music Teacher, Bowe School
Brandi Sheridan – Assistant Principal, Bowe School
Heather Butler – Grade 5 Teacher, Bowe School
Holly Warshauer – Grade 5 Teacher, Bowe School
Judy Washington – Grant Writer Consultant

Mr. Marino moved, seconded by Mrs. Kane that the Superintendent's Report be accepted.
The motion was approved by unanimous roll call vote.

Administration
Report:

Substitute
List #7:

Mrs. Longley moved, seconded by Mr. Marino that the Board approve the Substitute List #7 for the 2012-2013 school year. (Attachment A:1)
The motion was approved by unanimous roll call vote.

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Music Teacher,
Thomas E. Bowe School,
2012-2013:

Mrs. Longley moved, seconded by Mr. Marino that the Board ratify Ian Miller as Music Teacher, Thomas E. Bowe School, for the 2012-2013 school year, effective January 31, 2013, due to the recent resignation of Elizabeth Thomas. Mr. Miller will be placed on Step 1, B.A. at a prorated salary of \$46,855.00. The motion was approved by unanimous roll call vote.

Mr. Miller is being hired on an emergent basis pending approval by the State Department of Education.

Grade 5 Teacher,
Thomas E. Bowe School,
2012-2013:

Mrs. Longley moved, seconded by Mr. Marino that the Board approve, pending receipt of a positive criminal history background check, Heather Butler as a Grade 5 Teacher, Thomas E. Bowe School, for the 2012-2013 school year, due to the recent resignation of Renee Geortler. Ms. Butler will be placed on Step 1, B.A. at a prorated salary of \$46,855.00. Start date to be determined.

The motion was approved by unanimous roll call vote.

Ms. Butler is being hired on an emergent basis pending approval by the State Department of Education.

Grade 5 Teacher,
Thomas E. Bowe School,
2012-2013:

Mrs. Longley moved, seconded by Mr. Marino that the Board approve, pending receipt of a positive criminal history background check, Holly Warshauer as Grade 5 Teacher, Thomas E. Bowe School, for the 2012-2013 school year, due to the transfer of Deborah Redfield to Grade 6. Ms. Warshauer will be placed on Step 1, M.A. at a prorated salary of \$52,391.00. Start date to be determined.

The motion was approved by unanimous roll call vote.

Ms. Warshauer is being hired on an emergent basis pending approval by the State Department of Education.

Rescind Consultant
Agreement:

Mrs. Longley moved, seconded by Mr. Marino that the Board approve to rescind the Consultant Agreement for Professional Services for Robert McFarland and approve, pending receipt of a positive criminal history background check, as a District Student Residency Investigator staff member for the 2012-2013 school year. Mr. McFarland will work on an as-needed basis at a rate of \$26.00 per hour plus reimbursement for mileage in accordance with the provisions of Board Policy and Accountability Regulations. Start date to be determined.

The motion was approved by unanimous roll call vote.

Mr. McFarland is being hired on an emergent basis pending approval by the State Department of Education.

Employee Transfer/
Appointment:

Mrs. Longley moved, seconded by Mr. Marino that the Board approve Brandi Sheridan as Assistant Principal, Thomas E. Bowe School for the 2012-2013 school year, effective February 21, 2013, at a prorated salary of \$80,000.00, 10.5 months per year. The motion was approved by unanimous roll call vote.

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Employee
Transfers:

Mrs. Longley moved, seconded by Mr. Marino that the Board ratify the transfer of Lisa Meddick from Classroom Aide at the Thomas E. Bowe School to One-on-One Special Education Aide at Intermediate School, effective January 30, 2013, 5 days per week, 5.5 hours per day, at a rate of \$13.45 per hour (no change in hours or salary).

The motion was approved by unanimous roll call vote.

Mrs. Longley moved, seconded by Mr. Marino that the Board approve the transfer of Deborah Redfield from Grade 5 Teacher to Grade 6 Mathematics and Advanced Mathematics Teacher, Thomas E. Bowe School, for the 2012-2013 school year. Ms. Redfield will be replacing Brandi Sheridan. There is no change in salary. Start date to be determined.

The motion was approved by unanimous roll call vote.

Increase of
Hours:

Mrs. Longley moved, seconded by Mr. Marino that the Board approve an increase of hours for Allison Kopakowski, Library Aide, Thomas E. Bowe School, from 5 hours per day to 6 hours per day, effective February 21, 2013. Mrs. Kopakowski will be given the added responsibility of administration and distribution of the leveled books for Bowe's Literacy Program.

The motion was approved by unanimous roll call vote.

Interim Child Study
Team Director:

Mrs. Longley moved, seconded by Mr. Marino that Board approval to amend the 2012-2013 EIRC Interlocal Services Agreement for Brian Demarest as Interim Child Study Team Director, from December 20, 2012 through February 28, 2013, up to two full days per week at a rate of \$350.00 per diem. (Attachment A:2)

The motion was approved by unanimous roll call vote.

Volunteer Baseball
Coach's Aide:

Mrs. Longley moved, seconded by Mr. Marino that the Board approve John Polillo as Volunteer Baseball Coach's Aide for the 2013 season.

The motion was approved by unanimous roll call vote.

Second Back to
School Night:

Mrs. Longley moved, seconded by Mr. Marino that the Board ratify the attached list of Glassboro High School teachers to work and be paid for the second Back to School Night, at a rate of \$34.00 per hour, effective February 7, 2013. With Block Scheduling, two Back to School Nights are scheduled, one in the fall and one in the spring. (Attachment A:3)

The motion was approved by unanimous roll call vote.

Payment for Loss
of Prep Period:

Mrs. Longley moved, seconded by Mr. Marino that the Board ratify payment to Barbara Jones for her loss of preparation period effective January 31, 2013, at a rate of \$34.00 per hour, not to exceed 84 minutes per day.

The motion was approved by unanimous roll call vote.

Volunteer Boy's Tennis
Coach's Aide:

Mrs. Longley moved, seconded by Mr. Marino that the Board approve Louis Barousse, Jr. as a Volunteer Boy's Tennis Coach's

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Aide for the 2013 season, effective March 1, 2013.
The motion was approved by unanimous roll call vote.

Volunteer Softball
Coach's Aide:

Mrs. Longley moved, seconded by Mr. Marino that the Board approve Danielle McGowan, pending receipt of a positive criminal history background check, as Volunteer Softball Coach's Aide for the 2013 season, effective March 1, 2013.
The motion was approved by unanimous roll call vote.

Special Education Summer
School Staffing:

Mrs. Longley moved, seconded by Mr. Marino that the Board approve to advertise for the Special Education Extended School Year positions of Principal, Teachers, Nurse, Instructional Aides, Occupational Therapist, and Speech Therapist. This program is paid for through IDEA Funds and offers a means by which to prevent regression of student skills over the summer. The program runs for 4 weeks, 4 days per week, 4 hours per day for students and aides, 4.5 hours per day for teachers, and 5 hours per day for the principal. Teachers have one set up day in June and the Principal has several prep days for interviews and arranging materials.
The motion was approved by unanimous roll call vote.

Mid-Year Superintendent
Evaluation:

Mrs. Longley moved, seconded by Mr. Marino that the Board approve the attached Mid-Year Superintendent Evaluation.
The motion was approved by unanimous roll call vote.

Spring Athletic
Schedules:

Mrs. Longley moved, seconded by Mr. Marino that the Board approve the following 2013 Spring Athletic Schedules:
(Attachment A:5)

Boys Tennis
Boys Varsity Track & Field
Girls Varsity Track & Field
JV Baseball
Varsity Baseball
JV Softball
Varsity Softball

The motion was approved by unanimous roll call vote.

Course
Reimbursement:

Mrs. Longley moved, seconded by Mr. Marino that the Board approve the Fall 2012 Course Reimbursement for the following staff members: (Attachment A:5)

Staff Member	Amount
Daniel Beaver	\$1,300.00
Matthew Enuco	\$1,300.00
Nicholas Forte	\$1,300.00
Susan Henry	\$ 450.00
Kelly Marchese	\$1,300.00
Richard Morrison	\$1,300.00
Robert Preston	\$1,300.00
Tina Spadafora	\$ 375.00
Total	\$8,625.00

The motion was approved by unanimous roll call vote.

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Mrs. Longley moved, seconded by Mr. Marino that the Administration Report be accepted.
The motion was approved by unanimous roll call vote.

Operations
Report:

French & Parrello,
Contract Change Order:

Mr. Marino moved, seconded by Ms. Volz that the Board approve the Contract Change Order in the amount of \$16,150.00 for French & Parrello as reviewed by legal counsel. (Attachment O:1)
The motion was approved by unanimous roll call vote.

French & Parrello
Invoice Payment:

Mr. Marino moved, seconded by Ms. Volz that the Board approve to pay the first invoice to French & Parrello in the amount of \$34,747.90 to be applied to existing contract and Purchase Order #13-2168.
The motion was approved by unanimous roll call vote.

Joint Transportation
Agreement (OOD):

Mr. Marino moved, seconded by Ms. Volz that the Board ratify a Joint Transportation Agreement for Galloway School District Out of District Placement Student #13-28 to Bancroft - Haddonfield, effective February 19, 2013. There is no cost to the district. Galloway is responsible for all financial costs for this student's educational programming and will reimburse Glassboro Public Schools for transportation (Route G83 - \$4,693.12). (Attachment O:2)
The motion was approved by unanimous roll call vote.

Extended School Year
Joint Transportation Agreements,
2012-2013:

Mr. Marino moved, seconded by Ms. Volz that the Board ratify the following Extended School Year Joint Transportation Agreements for the 2012-2013 school year:

1. Hanover Township Public Schools for one student to Bankbridge Elementary School, Route #ESY-4, in the amount of \$535.20. (Attachment O:3)
2. Atlantic City Public Schools for one student to Bankbridge South, Route #ESY-12-6, in the amount of \$552.00. (Attachment O:4)
3. Jersey City Public Schools for one student to Bankbridge Developmental Center, Route #ESY 12-2, in the amount of \$552.00. (Attachment O:5)
4. Newark Board of Education for one student to Archway-Atco School, Route #ESY 12-2, in the amount of \$4,480.00. (Attachment O:6)
5. Vineland Board of Education for one student to Salem County Special Services School District, Route #ESY 12-13, in the amount of \$4,979.78. (Attachment O:7)

Mr. Marino moved, seconded by Ms. Volz that the Board approve the following Reports and Attachments:

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- Warrant Account Bill List –February 2013 (Attach. O:8)
 - Handwritten Check List – January 1-31, 2013 (Attachment O:9)
 - Board Secretary’s Report – January 2013 (Attach. O:10)
 - Revenue Report – January 2013 (Attachment O:11)
 - Treasurer’s Report – January 2013 (Attachment O:12)
- The motion was approved by unanimous roll call vote.

Board Secretary’s Reports in accordance with 18A:17-36 and 18A:17-9 for the month of January 2013. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23-2. 11(c)3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Treasurer’s Reports in accordance with 18A:17-36 and 18A:17-9 for the month of January 2013. The Treasurer’s Reports and Secretary’s Reports are in agreement for the month of January.

Board Secretary in accordance with N.J.A.C. 6A-23-2.11 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

Board of Education Certification – pursuant to N.J.A.C. 6A:23-2.11 (c)4. We certify that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 (c)3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Transfer
Authorization:

Mr. Marino moved, seconded by Ms. Volz that the Board approve the authorized transfers for January, 2013. (Attachment O:13)
The motion was approved by unanimous roll call vote.

Board Policies/
Regulations:

Second Reading and
Adoption:

Mr. Marino moved, seconded by Ms. Volz that the Board approve the following Board Policies and Regulations for a second reading and adoption:

- a) Policy 2361 – Acceptable Use of Computer Networks/Computer & Resources (Attachment O:14)
- b) Regulation 2361 – Acceptable Use of Computer Networks/Computer & Resources (Attachment O:15)
- c) Policy 2363 – Pupil Use of Privately-Owned Technology (Attachment O:16)
- d) Policy 3282 – Use of Social Networking Sites (Teaching Staff) (Attachment O:17)
- e) Policy 4282 – Use of Social Networking Sites (Support Staff) (Attachment O:18)

The motion was approved by unanimous roll call vote.

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Board
Policy:

First
Reading:

The following Board Policy was presented to the Board of Education for a First Reading:

Policy 5117 – Interdistrict Public School Choice
(Attachment O:19)

Professional Services
LSRP Resolution:

Mr. Marino moved, seconded by Ms. Volz that the Board approve the Professional Services – LSRP Resolution to increase the LSRP appropriation amount in the of \$10,000.00 for a total of \$60,000.00. (Attachment O:20)
The motion was approved by unanimous roll call vote.

Grant Writer
Consultant:

Mr. Marino moved, seconded by Ms. Volz that the Board approve Judy Washington as a Grant Writer Consultant for the district. Ms. Washington will follow the Grant Guidelines and Awards provisions as set forth and approved by the Board on January 23, 2013. (Attachment O:21)
The motion was approved by unanimous roll call vote.

Fire Drill
Report:

Mr. Marino moved, seconded by Ms. Volz that the Board the attached Fire Drill Report for January 2013.
The motion was approved by unanimous roll call vote.

DEP Update
Information:

The attached DEP – Intermediate School information is attached for Board review. (Attachments O:22, O:23, O:24)

Mr. Marino moved, seconded by Ms. Volz that the Operations Report be accepted.
The motion was approved by unanimous roll call vote.

Instruction
Report:

Glassboro Education
Foundation Grant:

Mrs. Jones moved, seconded by Mr. Marino that the Board ratify the following Glassboro Education Foundation Grant:

Maureen Morrison – Multicultural Reading Program
(\$1,230.00)

The motion was approved by unanimous roll call vote.

Perkins Grant
Amendment:

Mrs. Jones moved, seconded by Mr. Marino that the Board approve to authorize an amendment to the submission of the Perkins Secondary Consolidated Grant for the 2012-2013 school year and accept the Grant Award of these funds upon the subsequent approval for the FY 2013 Perkins Application in the amount of \$18,711.00.
The motion was approved by unanimous roll call vote.

Reunion Writer's
Workshop:

Mrs. Jones moved, seconded by Mr. Marino that the Board approve the following individuals to attend the Reunion Writer's

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Workshop at Columbia University (NYC) on Saturday, March 9, 2013:

Steve Hempel	Wendy Atkinson	Andrew Kerns-Pancoast
Carol Sharp	Alisa McDermott	Gail Clark
Amy Sharp	Charlene White	Erica Stone
Halle Higgins	Kevin Lee	Holly Conaway
Cheryl Tartaglione	Kerry Hempel	Tim Conaway
Lori Kaszupski	Taryn Simmons	
Carrie Owens	Diane Villec	

The motion was approved by unanimous roll call vote.

Professional
Development:

Mrs. Jones moved, seconded by Mr. Marino that the Board approve the attached Professional Development list. (Attach. I:1)
The motion was approved by unanimous roll call vote.

Field
Experience:

Mrs. Jones moved, seconded by Mr. Marino that the Board approve the following Rowan University students for Clinical Practice Request and Teaching in Learning Communities II – field Placement Request for the Spring 2013 semester as follows:

Clinical Practice Request – Thomas E. Bowe School
March 18, 2013 to May 10, 2013 (approximately 8 hours a day)

Student	Staff Member	Grade
Lauren Rittenhouse	Jennifer Versak-Kennedy	Art

Teaching in Learning Communities II – Field Placement Request – Intermediate School
March 7, 2013 and March 14, 2013 (approximately 4 hours each day)

Student	Staff Member	Grade
Matthew Andrews	Stephen Belh	9-12
Ashley Averack	Stephen Belh	9-12
Erin J. Bernat	Stephen Belh	9-12
Jamie Blondina	Stephen Belh	9-12
Daniel Caregnato	Jeneen Sperratore-Callahan	9-12
Sarah Carrasquillo	Jeneen Sperratore-Callahan	9-12
Zachary Dayton	Jeneen Sperratore-Callahan	9-12
Kaitlin DeSantis	Jeneen Sperratore-Callahan	9-12

The motion was approved by unanimous roll call vote.

Enrollment
Report:

Mrs. Jones moved, seconded by Mr. Marino that the Board approve the attached Enrollment Report for January 2013. (Attachment I:2)
The motion was approved by unanimous roll call vote.

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Out-of-District
Placement:

Mrs. Jones moved, seconded by Mr. Marino that the Board ratify placement of Student ID #13-26 at Bankbridge Elementary School for the remainder of the 2012-2013 school year effective January 30, 2013. Cost to the district is \$16,925.00 plus transportation.

The motion was approved by unanimous roll call vote.

Mrs. Jones moved, seconded by Mr. Marino that the Board ratify placement of Student ID #13-27 at HollyDell School for the remainder of the 2012-2013 school year effective February 11, 2013. Cost to the district is \$26,184.24 plus transportation. The motion was approved by unanimous roll call vote.

Family Literacy/
Math Evenings:

Mrs. Jones moved, seconded by Mr. Marino that the Board approve an additional night for staff members to participate in the evening programs for the 2012-2013 school year. Staff members are paid by NCLB, Title I Parent Involvement Funds, at the rate of \$32.00 per hour.

Rodgers School – Math/Literacy Night Program for 6 staff members for 1 session

Planning/Presentation/Training – 6 x 6 hours

1 – Coordinator – 8 hours

The motion was approved by unanimous roll call vote.

School Improvement
Plan:

Mrs. Jones moved, seconded by Mr. Marino that the Board approve the revised 2013-2014 School Improvement Panel listed below. The panel will oversee teacher mentoring, professional development and teacher evaluations.

J. Harvey Rodgers School

Richard Taibi, Principal

Danielle Sochor, Director of Curriculum and Personnel

Charlene White, Teacher

Dorothy L. Bullock School

Joseph DePalma, Principal

Danielle Sochor, Director of Curriculum and Personnel

William Lundahl, Supervisor of Special Services

Jacqueline Applegate, Teacher

Thomas E. Bowe School

Ronald Ferraro, Principal

Danielle Sochor, Director of Curriculum and Personnel

William Lundahl, Supervisor of Special Services

Brandi Sheridan, Teacher

Intermediate School

Kriston Matthews, Principal

LaVonya Mitchell, Assistant Principal

Danielle Sochor, Director of Curriculum and Personnel

William Lundahl, Director of Special Services

Susan Mallardi, Teacher

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Glassboro High School

Santina Haldeman, Principal

Cynthia Bodden, Assistant Principal

Jeff Cusack, Assistant Principal

Robert Preston, Teacher

The motion was approved by unanimous roll call vote.

Common Core
Implementation Team:

Mrs. Jones moved, seconded by Mr. Marino that the Board approve the following staff members to participate in the “Common Core Implementation Team” for Glassboro School District. The team members will assist and play a critical role in supporting the Department of Education in implementing the Common Core State Standards. They will also receive information about resources, training, and professional development opportunities related to standards. This committee will identify any school-based challenges and address any areas that need additional support.

Dr. Mark Silverstein, Superintendent

Danielle Sochor, Director of Curriculum and Personnel

Walter Pudelko, Business Administrator

Richard Taibi, Principal

Joseph DePalma, Principal

Ronald Ferraro, Principal

Kriston Matthews, Principal

Santina Haldeman, Principal

Steven Hempel, Literacy Teacher Coach

Julie Jellig, Math Teacher Coach

The motion was approved by unanimous roll call vote.

Extended School Day
Program, 2013:

Mrs. Jones moved, seconded by Mr. Marino that the Board approve payment for the following staff members (to be determined) to participate in the Extended School Day Program at Thomas E. Bowe School and for district student bus transportation to be provided from March 2013 to June 2013. Funding is provided through No Child Left Behind, Title I Funds.

- Four staff members (teachers) will work for 6 hours per week for 40 days at a rate of \$34.00 per hour.
- One staff member (teacher) will serve as coordinator for 1.5 hours per week for 40 days at a rate of \$34.00 per hour.
- Bus transportation for a maximum of 4 hours per week at an hourly contracted rate.

The motion was approved by unanimous roll call vote.

Harassment, Intimidation and
Bullying Report:

Mrs. Jones moved, seconded by Mr. Marino that the Board approve the attached Harassment, Intimidation and Bullying Report for the month of January 2013. (Attachment I:3)
The motion was approved by unanimous roll call vote.

Suspension
Report:

Mrs. Jones moved, seconded by Mr. Marino that the Board approve the attached Suspension Report for the month of January 2013. (Attachment I:4)

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The motion was approved by unanimous roll call vote.

Mrs. Jones moved, seconded by Mr. Marino that the Instruction Report be accepted.

The motion was approved by unanimous roll call vote.

Old
Business:

None at this time.

New
Business:

Glassboro High School Production of Oliver – March 1, 2, 3, 2013

Distinguished Alumni Dinner – April 19, 2013 at Masso's
Tickets can be purchased from:

Marilyn Leon – Intermediate School

Betty Ann Marchese – Board Office

Opportunity for Public to
Address the Board:

Resident commented on the following:

- School Security Series offered by New Jersey School Boards – Legal One – No one from Glassboro Schools in attendance.
- Glassboro Education Foundation needs representation from Superintendent's Office. Meetings are held on the 2nd Monday of each month at Barnes & Noble at 7:00 p.m.

Adjournment:

Mr. Marino moved, seconded by Mrs. Longley that the meeting be adjourned (7:55 p.m.).

The motion was approved by roll call vote with Mrs. Jones opposing.

Respectfully submitted,

Walter S. Pudelko
Business Administrator/
Board Secretary