

Chesterfield Township Board of Education
Regular Meeting 7:00 p.m.
Wednesday, October 20, 2021
MINUTES

The regular meeting of the Chesterfield Township Board of Education was opened at 7:05 p.m., by President Christina Hoggan, with a flag salute and moment of silence.

Welcome to this meeting of the Chesterfield Township Board of Education. If there is any agenda item, which you would like to discuss with the Board, please do so during that portion of the agenda entitled, "Public Comments-Agenda Items Only".

Should you have any other comments and/or questions once we have passed the "Public Comments-Agenda Items Only" portion in the agenda, please reserve those comments for "Other Public Comments" at the end of the meeting.

The public shall be reminded that they should attempt to resolve any problems and/or complaints through initial contact with the appropriate administrator. Such matters should only be brought to the Board after all avenues within the administrative chain of command have been exhausted. Regulation #9130 Public Complaints and Grievances, <https://www.straussesmay.com/seportal/Public/DistrictRegulation.aspx?regulationid=9130&search=9130&id=c96bc25240ae4616b56366ea64985ab0>

When you do address the Board, please state your name and address and limit your comments to three minutes. The total length of time for public comment is unrestricted unless a time limit is imposed by the Board President. Please refrain from comments that are likely to invade an individual's privacy rights or are not related to matters before the Board. They will not be permitted.

1A. Swearing In of New Board Member

The Board Secretary administers the Oath of Allegiance to the newly appointed Board Member, Mrs. Carol Cooper-Braun.

1B. Roll Call

Board Members present:

Ms. Christina Hoggan, President
Mrs. Carol Cooper-Braun
Mrs. Jaclyn Halaw
Mrs. Kerri Lynch

Board Members joining late:

Mr. Matthew Litt, Vice President (arrived 8:47 p.m.)

Administration present:

Mr. Scott Heino, Superintendent
Mr. Andrew Polo, Business Administrator/Board Secretary

Others present:

Ms. Kasi Gifford, Esquire Cooper Levenson, Attorneys at Law

2. Open Public Meetings Act Notice

The Chesterfield Township Board of Education has given public notice of this meeting, pursuant to the Open Public Meetings Act, in the following manner on January 11, 2021:

- 2A.a Posting written notice on the official bulletin board at the Chesterfield Township School.
- 2A.b Mailing written notice to the Burlington County Times and Trenton Times newspapers.
- 2A.c Filing written notice with the Clerk of Chesterfield Township.
- 2A.d Filing written notice with the Secretary of this body.
- 2A.e Mailing written notice to each person who has requested copies of the regular meeting schedule and who has prepaid any charge fixed for such service.

3. Meeting Information/Important Dates

Board of Education Important Dates

November 17, 2021 Regular Monthly Meeting

School District Important Dates

November 2, 2021 School Closed – Staff In-Service

November 4-5, 2021 School Closed – NJEA Convention

4. Public Comment – Agenda Items Only

The public shall be reminded that they should attempt to resolve any problems and/or complaints through initial contact with the appropriate administrator. Such matters should only be brought to the Board after all avenues within the administrative chain of command have been exhausted.

When you address the Board, please approach the podium, state your name and address and limit your comments to three minutes. Please refrain from comments that are likely to invade an individual's privacy rights or are not related to matters before the Board. They will not be permitted.

5. Minutes (Attachment)

Recommend approval of the following minutes:

September 22, 2021	Regular Minutes
October 6, 2021	Special Meeting Minutes
October 6, 2021	Executive Minutes

6. Board of Education/Superintendent Reports

6A. Board Committee

Human Resources

-Nothing to report

Curriculum & Instruction

-Framework/Manual of District Tiered System of Supports

Finance

- Firehouse Sale
- RFP – no responses for realtor
- Will continue forward with Firehouse sale process
- Basketball courts and parking lot repairs complete
- Bond refinancing – we do not qualify until 2025

Mrs. Halaw suggested trading with Chesterfield Township, the firehouse property for land around the school, for future use of expansion on the school or parking lot. She suggested that this could help us out in years to come.

Ms. Hoggan stated that we would need to look into this to see if it is legal. We will discuss in committee.

Student Services

- Reach program – final assessments being scored
- Rutgers clinician – increasing hours
- Playground – ways to improve
- Equity committee training
- Certification for Wilson training
- Reading clinic up and running
- Data analyst by Dr. Booth later this year
- BOE meeting student presentations
- How everyone is feeling coming back this year

BURLCO

- Restart of school and any issues
- Restart & Team Building

BOE Policy Committee

- Three updates from Strauss Esmay
- Going through new & adopted policies
- Set another policy meeting before November 17, 2021

Committee

Human Resources	Chair	Matthew Litt Christina Hoggan Admin. Reps. Coletta Graham Michael Mazzoni
Curriculum & Instruction	Chair	Jaclyn Halaw Kerri Lynch Admin. Rep. Jeanine May-Sivieri
Finance	Chair	Christina Hoggan Matthew Litt Admin. Rep. Andrew Polo
Student Services	Chair	Kerri Lynch Jaclyn Halaw Admin. Rep. Lynn Booth
BURLCO School Boards Association Executive Committee Delegate:		Christina Hoggan
Legislative Chairperson & Delegate to NJ School Boards Association:		Christina Hoggan
Alternate:		Matt Litt
BOE Policy Committee		Matthew Litt Christina Hoggan
Compressor Station & Pipeline Impact Committee:		Christina Hoggan

6B. Superintendent's Report

Mr. Heino recognized Lorraine Jordan, Administrative Assistant to the Superintendent for getting the policies ready for the meeting.

He stated he attended both the PTA and CPEF meetings this month. Both groups do so much for our school and they can always use volunteers for anyone interested.

ELA parent meeting was on October 14th, Mrs. May-Sivieri is planning a math night and Dr. Booth had an Advisory night.

The 4th, 5th, and 6th grade students took the Start Strong assessment this week.

6B.1. Student Enrollment

Grade Levels	September 2021	October 2021	Net Change
Pre-School			
Tuition	11	12	+1
Non-Tuition	8	8	
LMD (non-	3	3	

<i>tuition)</i>			
UMD (non-tuition)	3	4	+1
Kindergarten	74	74	
1st	97	95	-2
2nd	95	95	
3rd	104	103	-1
4th	106	106	
5th	116	114	-2
6th	101	101	
Total In-District	712	708	-4
Attending Out-of-District Schools	4	5	+1
Total	716	713	-3

*The enrollment of students in the LMD and UMD classes are reflected in the grade level numbers for those students.

6B.2 Guidance for Virtual or Remote Instruction Plan Attestation
Recommend approval of Guidance for Virtual or Remote Instruction Plan Attestation for 2021-2022 school year.

6B.3 Approval of Resolution (Attachment)
Recommend approval of the following resolution:

**RESOLUTION
TO APPROVE THE NJQSAC-DPR SELF-ASSESSMENT SUBMISSION**

RESOLVED that the Chesterfield Township School District Board of Education approve the following:

Submission of NJQSAC 2021-2022 District Performance Review in the following areas of Instruction and Program, Fiscal Management, Governance, Personnel, and Operations. (N.J.A.C. 6A:30)

BE IT FURTHER RESOLVED that the District's Chief School Administrator and/or School Business Administrator, be authorized to submit the above NJQSAC 2021-2022 District Performance Review to the executive county superintendent's office.

Mrs. Halaw will volunteer for the QSAC performance review.

7. Board Policy

7A. COVID-19 Policies (Attachment)
Approval of the following COVID-19 policies:

Policy #1648.13	School Employee Vaccination Requirements
Policy #2425	Emergency Virtual or Remote Instruction Program (New) (M)

A motion was made by Mrs. Halaw and seconded by Mrs. Lynch to table items 7B. Approval to Abolish Policies/Regulations and 7C. Approval of First Reading of Revised Policies/Regulations until the next meeting.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

A motion was made by Mrs. Halaw and seconded by Mrs. Lynch to table item 12E. Approval of Special Education Agreement until after the executive session.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

7B. Approval to Abolish Policies/Regulations – *This item was tabled until the next meeting*
Recommend approval to abolish the following policies:

Policy #1521	Educational Improvement Plans (M)
Policy #5114	Children Displaced by Domestic Violence (Abolished)
Policy # 5117	Inter-District School Choice (Abolished)
Regulation #5117	Inter-District School Choice (Abolished)
Policy #5516.01	Student Tracking Devices (Abolished)
Policy# 5570	Sportsmanship (Abolished)
Policy #5701	Plagiarism (Abolished)
Policy #5710	Student Grievance (Abolished)
Policy #5721	Independent Publications
Policy #8810	Religious Holidays (Abolished)

7C. Approval of First Reading of Revised Policies/Regulations (Attachment) – *This item was tabled until the next meeting*

Recommend approval of the following revised policies/regulations being presented for the first reading:

Policy #0131	Bylaws, Policies, and Regulations (Revised)
Policy #2467	Surrogate Parents and Resource Family Parents (M) (Revised)
Policy #3134	Assignment of Extra Duties (Revised)
Policy #3142	Nonrenewal of Nontenured Teaching Staff Member (Revised)
Regulation #3142	Nonrenewal of Nontenured Teaching Staff Member (Revised)
Policy #3221	Evaluation of Teachers (M) (Revised)
Regulation #3221	Evaluation of Teachers (M) (Revised)
Policy #3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
Regulation #3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
Policy #3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
Regulation #3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
Policy #3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
Regulation #3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
Policy #4146	Nonrenewal of Nontenured Support Staff Member (Revised)
Regulation #4146	Nonrenewal of Nontenured Support Staff Member (Revised)
Policy # 5111	Eligibility of Resident/Nonresident Students (M) Revised
Policy #5116	Education of Homeless Children (Revised)
Policy # 5420	Reporting Student Progress (M) (Revised)
Regulation # 5420	Reporting Student Progress (M) (Revised)
Policy #5511	Dress and Grooming (M) (Revised)
Policy #5519	Dating Policy at School (M) Revised
Policy #5530	Substance Abuse (M) Revised
Policy #5533	Student Smoking (M) Revised
Policy #5535	Passive Breath Alcohol Sensor Device - Revised
Policy #6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
Policy #6115.02	Federal Awards/Funds Internal Controls – Mandatory Disclosures (M) (New)

Policy #6115.03	Federal Awards/Funds Internal Controls – Conflict of Interest (M) (New)
Policy #6311	Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
Policy #6471	School District Travel (M) (Revised)
Regulation #6471	School District Travel (M) (Revised)
Policy #7432	Eye Protection (M) (Revised)
Regulation #7432	Eye Protection (M) (Revised)
Regulation #8220	School Closing (M) Revised
Policy #8420	Emergency and Crisis Situations (M) (Revised)
Policy #8540	School Nutrition Programs (M) (Revised)
Policy #8550	Meal Charges/Outstanding Food Service Bill (M) (Revised)
Policy #8561	Procurement Procedures for School Nutrition Programs (M) (Revised)
Policy #8600	Student Transportation (M) (Revised)
Regulation #8600	Student Transportation (M) (Revised)
Policy #8630	Bus Driver/Aide Responsibility (M) (Revised)
Regulation #8630	Emergency School Bus Procedures (M) (Revised)
Bylaw #9420	Recognition and Condolences (Revised)

8. Personnel

8A. Approval of Extra Time

Approval of the extra time for the following employees:

<u>Staff Member</u>	<u>Brief Description of Work Completed</u>	<u>Total amount</u>
Bloom, Tanya	Missed Prep - CST meetings (9/16, 9/17, 9/20, 9/21, & 9/22)	\$210.00
Chou, Melissa	Missed Prep - CST meetings (9/17, 9/20, 9/21, 9/22, 9/23 & 9/24/2021)	\$210.00
Cochrane, Rob	Missed Prep - specials cancelled (9/29/2021)	\$35.00
DeLisa, Leia	Missed Prep - CST meetings (9/17, 9/20, 9/21, 9/22, 9/23 & 9/24/2021)	\$210.00
DiEleuterio, Antoinette	Science Lab cleanout (10/13/2021)	\$156.00
Hamer, Jenn	Involuntary Relocation of Classroom for the 2021-2022 School year	\$150.00
Hillman, Melissa	Missed Prep - special cancelled & CST meetings (9/28, 10/7, 10/8 & 10/12/2021)	\$140.00
Johnson, Julia	Involuntary Relocation of Classroom for the 2021-2022 School year #1	\$150.00
Johnson, Julia	Involuntary Relocation of Classroom for the 2021-2022 School year #2	\$150.00
Rana, Nosheen	Missed Prep - DIBELS, special cancelled (10/12, 10/13, 10/14, 10/15, & 10/18/2021)	\$175.00
Tiedemann, Sarah	Missed Prep - CST meeting (10/7/2021)	\$35.00

8B. ELA Curriculum Committee Member

Approval of Antoinette DiEleuterio to write stage 3 of the ELA Curriculum up to 30 hours @ \$52/hr. Total \$1,560.00.

8C. Approval of NJPEPL Evaluation Tool

Approval of the NJPEPL Evaluation Tool for the 2021-2022 school year.

8D. Approval of Marzano Evaluation Model

Approval of the Marzano Evaluation Model for the 2021-2022 school year.

8E. School Improvement Panel

Approval of the following staff members up to 10 hours each for work on the School Improvement Panel (SCIP).
Total \$1,560.00.

Michael Brayton Antoinette DiEleuterio
Bayley Hickey

8F. Chesterfield Elementary School Equity Committee

Approval of the Chesterfield Elementary School Equity Committee and committee members for the 2021-2022 school year.

Jaclyn Schaffer	Lauran Gleason	Julia Johnson	Coletta Graham
Colleen McDermott	Kristi Boyle	Jennifer Feder	Scott Heino
Jennifer Ancelo	Judy Schwartz	Cindy McNally	
Melissa Chou	Jeanine May-Sivieri		

8G. Chesterfield Elementary School Equity Committee

Approval of the following 10 staff members up to 10 hours of committee related work per committee member for the Chesterfield Elementary School Equity Committee @ \$52/hr. Total \$ 5,200.00

Jaclyn Schaffer	Jennifer Feder
Colleen McDermott	Cindy McNally
Jennifer Ancelo	Lauran Gleason
Melissa Chou	Kristi Boyle
Julia Johnson	Judy Schwartz

8H. SEL/School Climate Committee

Approval of the following staff members up to 10 hours each of committee related work on the SEL/School Climate Committee. Total \$1,040.00

Tracey Miller Antoinette DiEleuterio

8I. Lunch/Recess Aide

Approval of Jaisbeer Kaur as lunch/recess aide for the remainder of the 2021-2022 school year (effective 10/1/2021), 2.9 hours per day for 153 days at \$16.40/ hour = \$7,301.77.

8J. Interim Principal

Approval of Joseph H. Slavin, III as Interim Principal commencing October 18, 2021 through November 12, 2021, at a per diem rate of \$400.00.

8K. Lunch/Recess Aide

Approval of Bhaswati Biswas as Lunch/Recess Aide for the 2021-2022 school year at \$14.00/hr.

8L. Substitute Lunch/Recess Aide

Approval of Manisha Rana as Substitute Lunch/Recess Aide for the 2021-2022 school year at \$12.00/hr. (Pending background check)

8M. OTA Clinical Intern

Approval of Jennifer Louie, OTA intern from Jefferson University working with Annemarie Petty, OT October 18, 2021 – December 11, 2021.

8N. CogAt Assessment Training

Approval of Nicole DiMaiuta to participate in online training for preparation of administering the CogAt Assessment. Total \$85.00.

9. Curriculum & Instruction

9A. 6th Grade Theater and Dance Curriculum (Attachment)

Approval of the 6th Grade Theater and Dance Curriculum.

9B. Field Trip

Approval of 3rd grade field trip to Franklin Institute, December 2021.

10. Health & Safety

10A. Nurses Report – September (Attachment) - Public

10B. Emergency Drill Report (Attachment) – Public

Lockdown Drill September 24, 2021

Bus Evacuation Drill September 28 & 29, 2021

Fire Drill October 8, 2021

Evacuation Drill October 15, 2021

10C. HIB Incidents (Attachment)

September Preliminary Approval:

There were two HIB incidents reports and two non-confirmed for September.

11. Staff Professional Development

11A. Workshop

Approval of the following workshops:

Name	Position	Destination	Justification	Date	Workshop/Exhibit Cost to District		
					Source of Funding	Reg. Fee	Mileage
Bayley Hickey	H/PE Teacher	Virtual	Shape NJ Adapted PE Conference	10/11/2021	-----	\$114.00	\$0.00
Courtney Gauze	Nurse	Virtual	School Health Conference	10/20/2021	-----	\$215.00	\$0.00
Charmaine Ramos	Nurse	Virtual	School Health Conference	10/20/2021	-----	\$215.00	\$0.00
Jaclyn Schaffer	Teacher	Virtual	NJPSA Equity in Action Leadership Academy	12/13/2021 1/18/2022 2/8/2022 3/30/2022	-----	\$450.00	\$0.00
Jennifer Ancelo	Teacher	Virtual	NJPSA Equity in Action Leadership Academy	12/13/2021 1/18/2022 2/8/2022 3/30/2022	-----	\$450.00	\$0.00
Melissa Chou	Resource Teacher	Virtual	NJPSA Equity in Action Leadership Academy	12/13/2021 1/18/2022 2/8/2022 3/30/2022	-----	\$450.00	\$0.00

Financial Certification of the Board

Pursuant to N.J.A.C. 6:23-2.12(c)3*, the Chesterfield Township Board of Education hereby certifies that after review of the Board Secretary's and Treasurer's monthly financial reports, as recorded in the minutes of the Board each month, and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:23-2.12(c)3*, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

*Citations are subject to change due to periodic amendments, new rule or repeals.

12A. Financial Approvals (Attachment)

Approval of the following financial reports for the month of August 2021:

- Expenditures - Approval and ratification of Expenditures for August and approval to pay additional bills as needed between this meeting and the next meeting with a list to be presented for ratification at the next meeting.
- Transfers for August
- Report of the Secretary
- Report of the Treasurer
- Monthly Transfer Report

Approval of the following financial reports for the month of September 2021: (Attachment)

- Expenditures - Approval and ratification of Expenditures for September and approval to pay additional bills as needed between this meeting and the next meeting with a list to be presented for ratification at the next meeting.

Approval of the following financial reports for the month of October 2021: (Attachment)

- Expenditures - Approval and ratification of Expenditures for October and approval to pay additional bills as needed between this meeting and the next meeting with a list to be presented for ratification at the next meeting.

12B. ARP IDEA Grant Application Submission for 2021-2022

Approval of the submission of the ARP IDEA grant application for 2021-2022 school year.

ARP IDEA	\$33,045.00
ARP Preschool	<u>2,822.00</u>
Total Grant	\$35,867.00

12C. Budget Calendar for the 2022- 2023 Budget (Attachment)

Approval of the budget calendar for the 2022-2023 school year.

12D. Chapters 192/193 State Funding Addendum (Attachment)

Approval of the addendum to the 2021-2022 Chapters 192/193 agreement between Chesterfield Township School District and Burlington County Special Services School District.

12E. Special Education Agreement (Attachment) – *This item was tabled until after executive session.*

Approval of the following special education agreement for the SSID# 9686456212.

12F. CPEF Grant Acceptance (Attachment)

Approval of the followings grant:

Sarah Tiedemann, Resource Teacher requesting flexible seating options. Cost \$449.55.

UMD/LMD/Pre K requesting one year membership of the Exercise Buddy Licenses. Cost \$810.00.

Kindergarten Teachers requesting morning tubs for Kindergarten students. Cost \$1,094.25.

12G. Temporary Purchasing Agent (QPA)

Approval of Andrew Polo as Temporary Purchasing Agent (QPA) following Patricia Austin during the term of the appointment, a contracting unit's bid threshold may remain at the maximum amount allowed. Local Finance Notices 2011-15, and 2011-16.

12H. Cambridge School Tuition Agreement (Attachment)

Approval of the attached 2021-2022 tuition and related service contracts with Cambridge School for SID#9686456212 effective September 9, 2021 through June 30, 2022 in the amount of \$55,200.00.

13. Facilities Update/Information

13A. Building & Grounds Report (Attachment) - Public

13B. Health & Safety Evaluation of School Buildings Checklist and SOA (Attachment)

Approval of the Health & Safety Evaluation of School Buildings and the Statement of Assurance for the 2021-2022 school year.

13C. Approval of M-1 Form and Comprehensive Maintenance Plan (Attachment)

Approval of the Annual M-1 Form and Comprehensive Maintenance Plan.

13D. School Dude Report (Attachment) - Public

The work order and incident reports for September from the School Dude software are attached.

13E. Solar Renewable Energy Credits Analysis (Attachment) – Public

13F. Use of Facilities

Approval of the following use of facilities for the 2021-2022 school year:

Name Of Organization	Facility requested	Description of Activity	Date
CTAA	Gym	Basketball Evaluations	11/10/2021, 11/11/2021, 11/12/2021
CTAA	Gym & Cafeteria	Basketball Practice/Games	12/2/2021-3/19/2022 As per the blackout calendar

A motion was made by Mrs. Halaw and seconded by Mrs. Lynch to table item numbers 7B. Abolish Polices/Regulations and 7C. First Reading of Revised Policies/Regulations until the next meeting.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

A motion was made by Mrs. Halaw and seconded by Mrs. Lynch to table item number 12E. Special Education Agreement until after executive session.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

A motion was made by Mrs. Halaw and seconded by Mrs. Lynch to approve the following sections:

Vote Sections 5, 6, 7A, 8, 9, 10, 11, 12A-12D 12F-12H, 13

A call of the roll indicated an affirmative vote. Three ayes. No nays. One Abstained (Cooper-Braun) Motion carried.

14. Other Business

Ms. Hoggan stated that the board member candidates had some good ideas and she would like to propose forming a committee with community members and board members to open the dialogue so we can hear what people are saying and wanting.

Mrs. Halaw stated we need to work on a communication plan document with a list of what we do and a list of current practices, then bring it to the next meeting.

Mr. Litt joined the meeting at 8:47 p.m.

15. Other Public Comments - No Comments

16. Adjourn to Executive Session

Ms. Hoggan stated that the Board will take action on item number 12E. Special Education Agreement when they return to Public Session after the Executive Session.

A motion was made by Mrs. Halaw and seconded by Mrs. Lynch to adjourn to executive session at 9:02 p.m. with the approval of the following resolution:

EXECUTIVE SESSION RESOLUTION

WHEREAS, N.J.S.A. 10:4-6, et seq. (Open Public Meetings Act) provides that the Board of Education of the Chesterfield School District may exclude the public from that portion of the meeting at which the Board of Education discusses certain matters as set forth in N.J.S.A. 10:4-12; and,

WHEREAS, the following subjects shall be discussed in the session of the Board of Education closed to the public:

Legal

RESOLVED, that the aforesaid meeting is closed to the public for the reason set forth above in accordance with the Open Public Meetings Act; and,

BE IT FURTHER RESOLVED that the discussion in executive session will be available for disclosure to the public at such time as it is no longer necessary to maintain the confidential nature of the items discussed.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

17. Return to Public Session

A motion was made by Mrs. Halaw and seconded by Mr. Litt to return to public session at 9:53 p.m.

A call of the roll indicated an affirmative vote. All ayes. No nays. Motion carried.

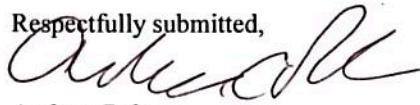
A motion was made by Mrs. Halaw and seconded by Mr. Litt to approve item 12E. Special Education Agreement.

A call of the roll indicated an affirmative vote. Four ayes. No nays. One Abstained (Cooper-Braun) Motion carried.

18. Adjournment

A motion was made to adjourn the meeting by Mrs. Cooper-Braun and seconded by Mrs. Halaw at 9:54 p.m. All agreed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Andrew Polo', written over the text 'Respectfully submitted,'.

Andrew Polo
Business Administrator/Board Secretary