

THE BOARD OF EDUCATION
of the
MERCER COUNTY SPECIAL SERVICES SCHOOL DISTRICT

MINUTES

BUSINESS MEETING

Tuesday, April 4, 2017

4:30 pm

The monthly business meeting for the month of April 4, 2017 was held this day in the Mercer Elementary School Superintendent's Conference Room, 2nd Floor, 1020 Old Trenton Road, Hamilton, NJ.

The Board of Education took the following actions:

1. **CALL TO ORDER:** Board of Education President Camille Rainiero called the meeting to order at 4:30 pm.

OPEN PUBLIC MEETING STATEMENT: Ms. Rainiero read the following statement:

In accordance with the provisions New Jersey Open Public Meetings Law, the Board of Education has caused notice of this meeting to be posted in the Board Office and in the Mercer County Clerk's Office and mailed to the *Trenton Times*.

ROLL CALL:

Present: Camille Rainiero, Russell White, Samuel Floyd, Lisa Vena, Jan Lewis and Sally Gillespie.

Also Present: Dr. Kimberly Schneider, Superintendent, Tanya Dawson, Business Administrator/Board Secretary, Dana Hice DePugh, Assistant Superintendent, Christine MacDonald, Human Resource Manager and Walter Bliss, Board Attorney.

PLEDGE OF ALLEGIANCE: Ms. Rainiero led the assembly in the Pledge of Allegiance.

3 **PUBLIC SESSION #1:**

Ayala Rahimi, MHS School Social Worker read a statement (attached).

Leah Breza, Speech Therapist asked what are the changes in the Health Benefits?

Ms. Dawson responded, it is more about moving out of the State Health Plan with Horizon Blue Cross/Blue Shield and directly contracting with Horizon Blue Cross/Blue Shield of NJ. Horizon will comply with the equal to better than language in the contracts. There will be no changes to co-pay amounts or coverages.

4a & b. Approval of the March 7, 2017 Board Meeting Regular and Executive Minutes:

A Motion by Lisa Vena and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Abstain	Ms. Rainiero - Abstain
	Ms. Gillespie - Yes	

5. Bills To Be Approved totaling \$ 4,214,775.87 and authorization of transfers within program areas as approved by the Superintendent

A Motion by Jan Lewis and seconded by Lisa Vena to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

6. Treasurer’s Report for February 2017

A Motion by Jan Lewis and seconded by Russell White to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

7. Correspondence & Communications

Dr. Schneider reported this is Autism Month. Please take a look at the many activities going on in the District. If you wish to attend just let us know.

8. Committee Reports – None

9. Superintendent’s Report - None

New/Special Projects: None

Recommend Board approve the following:

PERSONNEL & ADDENDUM

BE IT RESOLVED That the Board of Education does hereby approve the following appointments, reappointments, adjustments, resignations, terminations, retirements, leaves, transfers, suspensions, and requests for expedites, emergency certification for the School Year 2016 – 2017 as recommended by the Superintendent.

BE IT FURTHER RESOLVED That the Board of Education submit to the County Superintendent, as required, applications for emergency hiring and the applicants' attestations that they have not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et seq, N.J.S.A. 18A:39-17 et seq, or N.J.S.A. 18A:6-4.13 et seq.

Appointments, Re-Appointments, Resignations, Leaves, Retirements, etc., (Attachment A) and addendum.

A Motion by Jan Lewis and Seconded by Lisa Vena was made to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

MISCELLANEOUS:

Recommend Board approve the following:

2016-2017 School Calendar – **Revised due to Snow Closings** (*Attachment 9-B*)

A Motion by Jan Lewis and seconded by Samuel Floyd to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie – Yes	

2017-2018 School Calendar - **Revised** (*Attachment 9-C*)

A Motion by Jan Lewis and seconded by Samuel Floyd to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie – Yes	

Approval to submit SFY 2018 Special Child Health Services, Case Management, Grant Application, in the amount of 198,910, for the period 07/01/2017-06/30/2018.
 (Attachment 9-D)

A Motion by Jan Lewis and seconded by Samuel Floyd to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie – Yes	

Approval to submit National Garden Club (NGC) Grant Application for Youth Pollinator Gardens for Mercer Elementary School, Butterfly Garden, in the amount of \$200.00, for the period 05/15/2017 to 06/30/2017. (Attachment 9-E)

A Motion by Jan Lewis and seconded by Samuel Floyd to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie – Yes	

Revision(s)/New Policies/Regulations/ By-Laws – **First Reading** (Attachment 9-F)

POLICIES

0160.1 Board Member Participation at Board Meetings Using Electronic Device (New)

REGULATIONS - None

A Motion by Jan Lewis and seconded by Samuel Floyd to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie – Yes	

Revision(s)/New Policies/Regulations/By-Laws - **Second Reading** (no changes from First Reading)

POLICIES

8507	Breakfast Offer Versus Serve (OVS)
2460	Special Education (M)
2467	Surrogate Parents and Foster Parents (M)

REGULATIONS

R2460.15 Special Education – In-Service Training Needs for Professional and Paraprofessional Staff (New)

Revision(s)/New Policies/Regulations/By-Laws - *Abolished*

POLICIES

P5465 Early Graduation (M)

A Motion by Jan Lewis and seconded by Samuel Floyd to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

REPORTS:

Fire and Security Drills for month of March 2017 (*Attachment 9-G*)

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

Harassment, Intimidation & Bullying Report for March 2017:

Month	Investigations	HIB	Non-HIB	Pending
July	0	0	0	0
August	0	0	0	0
September	0	0	0	0
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
TOTAL	0	0	0	0

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

Enrollment Data as of March 31, 2017:

YEAR	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2015-2016	521	519	654	659	665	661	666	661	657	660	657	652
2016-2017	511	508	586	598	601	600	603	607	615			

	<u>02/28/17</u>	<u>03/31/17</u>
Mercer High School	292	293
Mercer Elementary School	206	210
Regional Day	9	9
J. F. Cappello School	<u>100</u>	<u>103</u>
TOTAL:	607	615

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

10. Old Business: None

11. New Business

Recommend Board approve the following:

- a. Resolution to adopt the 2017/18 Mercer County Special Services School District Budget (Attachment 11-a).

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

- b. Approval to submit the Regional Day School Budget for the 2017/18 school year in the amount of \$572,390 to the New Jersey Department of Education (Attachment 11-b). **HANDOUT**

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

- c. Approval of Mercer Cooperative Transportation System Agreement for the 2017/2018 school year (Attachment 11-c).

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

- d. Approve the use of the Hamilton Police for the safety and security of students and staff at Mercer High School and Mercer Elementary School during 2017/18 school year as needed by the Principal at the Township extra duty hourly pay rate Gaap account # 11-000-266-340-00-PATR.

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Ms. Vena asked is this what we approve every year?
 Ms. Dawson responded, yes, this is the annual appointment.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

- e. Approve Denise Franzese, State Licensed Dental Hygienist from Tender Smiles 4 Kids, Freehold, NJ to provide an Oral Health Presentation to the students at Joseph F. Cappello School, to be held on Tuesday, April 25, 2017 at 10:00 a.m. at no cost to the District.

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

- f. Approve the Model Written Indoor Air Quality Program complying with the Public Employees Occupational Safety and Health (POESH) Program, Indoor Air Quality (IAQ) Standard (N.J.A.S. 12:100-13) (Attachment 11-f).

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

- g. Approve to contract with Systems 3000 Visual Payroll to continue the employee portal for on line access to pay stubs and W2's for July 2017 through June 2018 in the amount of \$6,104 not to exceed \$6,500 Gaap account #11-000-251-340-00-BUS.

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

- h. Approval of Consulting Service Fee Agreement with Connor Strong & Buckelew for Consulting Financial Reporting Services for the period July 1, 2017 to June 30, 2018 at a rate of \$1,450 per month not to exceed \$17,400 (same rate as last year) Gaap Account # 11-000-291-270-00-MED (Attachment 11-h). This item was pulled from the agenda.
- i. Approve Brad Currie of Evolving Educators, LLC, North Caldwell, NJ to provide Professional Development training to the staff at Mercer High School. The topic of the training will be "Google Classroom Training" to be held on May 15, 2017, cost not to exceed \$500, GAAP Account# 11-000-223-390-02-DOCI.

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

- j. Approve the guarantee change request with Sodexo for the school year 2016/2017 to reflect a loss of \$40,000 (Attachment 11-j).

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

k. Approval of Transportation Contract (s), Bids, Renewals & Addendum (Attachment 11-k).

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

l. Staff and Student Travel (Attachment 11-l).

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

m. Miscellaneous Equipment for Disposal (Attachment 11-m).

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

n. Use of Building and Grounds (Attachment 11-n).

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie – Yes	

- o. Approve to accept the donation of a Rifton gait trainer, tumbleforms feeding seat with base and a Rody exercise horse to the students of Mercer Elementary School from parents of a MCSSSD student.

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie – Yes	

- p. Approve Margaret Kardos, PhD, OTR/L, ATP of N2Y to provide Professional Development training to the Autism teachers of Mercer Elementary School. Autism teachers from Joseph F. Cappello School and Mercer High School will also be invited to attend the full day training. N2Y Program will provide training on their Unique Curriculum to assist staff with successful program implementation. T training to be held Monday, May 15, 2017 at a cost not exceed \$3,250, GAAP account # 11-000-223-590-80-MES.

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie – Yes	

- q. Approve David Mettler of Quiet Riot to provide a student activity presentation to the students of Mercer Elementary School on Friday, April 21, 2017. The students will participate in the "Planet Earth Show" during Earth Week at no cost to the District.

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie – Yes	

- r. Approve Katie Harrison of the New Jersey Watershed Ambassadors Program to provide a student activity presentation to the students of Mercer Elementary School on a date to be determined during the month of April 2017. The students will participate in the "Clean Waterways" assembly at no cost to the District.

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

- s. Approve a donation in the amount of \$400 from the Montclair Chapter of The Drifters, Incorporated to be used by the students of The Joseph F. Cappello School attending Operation Dream Lift on May 2, 2017.

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

- t. Approve Resolution to terminate all participation under the State Health Benefits Program and School Employees' Health Program (including Prescription Drug Plan and/or Dental Plan coverage) (Attachment 11-t).

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie – Yes

- u. Approve to amend and accept Grant for Special Child Health Services Early Hearing Detection and Intervention (EDHI) program [Early Identification and Monitoring] in the amount of \$52,687 for the period 4/1/2017 to 3/31/2018 (Attachment 11-u).

A Motion by Lisa Vena and seconded by Jan Lewis to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie – Yes	

12. PUBLIC SESSION #2

Mr. White asked can we respond to the employees concerns regarding the Pennsylvania Tax information.

Ms. Dawson responded: As explained to the Board Members in the Friday memo sent home with the packets, it was brought to my attention that some Pennsylvania residents' gross wages may have been overstated by the amount the employee paid in medical contributions over the past few years. We have corrected the issue moving forward and we are currently working with the union and staff regarding the previous year's W2's. Although we issue employees new W2's, the District did not have to amend the W2's with Pennsylvania IRS per their guidance and the wages reported to them were correct.

Mr. White – Okay, but I have something else I would like to discuss that is very important. I feel like MCSSSD is in direct competition with private schools for students with disabilities. I feel we are being out marketed as well. It is really important to the survival of this District that we know what our market share is. We need to track enrollment by districts. We should have the Child Study Team (CST) members at least bring potential students to us first for a visit to see if we can accommodate their needs before being sent to a private school.

Dr. Schneider said as a regional service provider, we are the answer. That is why we exist as a County Special Services School District. Dana Hice-DePugh and the principals are working on new initiatives.

Ms. Hice-DePugh said we recently held an Open House where we can showcase our programs and our staff and we will continue to have these types of events in the future. We also meet with Special Education Directors as well.

Mr. White said we should hire someone whose job is to promote our programs, talk about our strengths and all we have to offer to the community. Maybe even present to our sending districts but we have to do something to market our schools.

Nick Pappano, Speech Therapist MES, we had an Open House that was very successful. We had about 60 people attend which included CST, superintendents and potential parents.

Ms. White – that's great but we have to do more to get information to CST members and parents. We need to show them we have good programs and should be first choice for students before sending them to private schools.

Ms. Rainiero said let Administration look into a job description and look into this further.

13. EXECUTIVE SESSION

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

BE IT RESOLVED, that the Mercer County Special Services Board of Education shall recess to executive session for the purpose of discussing:

Miscellaneous Human Resources Issues

BE IT FURTHER RESOLVED, that the discussion of such subject matter in closed session will be disclosed to the public when the need for confidentiality no longer exists, unless such is otherwise prohibited by law.

On a Motion by Jan Lewis and Seconded by Sally Gillespie the Board unanimously voted to go into Executive Session at 5:38 PM. (Ms. Vena left at 5:27pm).

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Absent	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

On a Motion by Samuel Floyd and Seconded by Jan Lewis the Board unanimously voted to return to the open meeting at 6:29 pm.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Absent	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

Statement by Ms. Rainiero:

The Board and Administration has come up with a recommendation as to how to address the PA Tax issue. The Business Administrator will reach out to the union to meet and review the proposal.

13 ADJOURNMENT

A Motion by Jan Lewis and Seconded by Sally Gillespie to adjourn the meeting passed by unanimous voice vote, (5) aye’s (0) nay’s. Meeting was adjourned at 6:32 pm.

Respectfully submitted by:

Tanya Dawson
Business Administrator/Board Secretary