

# BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

July 25, 2019

Action Meeting Minutes

*"Educating Today for Tomorrow's Success"*

## 1. Call Meeting to Order

I, Jeffrey Souza, President, call this meeting to order under the Open Public Meetings Act at pm. 7:02pm. Motion carried, voice vote, all present voting "yes".

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the "Open Public Meetings Act," the Berlin Township Board of Education on January 10, 2018, caused to be posted at the Business Office of the Board of Education located at 225 Grove Avenue, West Berlin, New Jersey and advertised in the Courier Post on January 12, 2019 and the Central Record the week of January 21, 2019 a meeting notice setting forth the time, date and location of this meeting.

## 2. Pledge of Allegiance

## 3. Roll Call

Yr Began/Current Term Expires

Mr. Sol Cohen	<u>present</u>	2014 / 2020
Mr. Gerard Petersen	<u>present</u>	2017 / 2020
Mrs. Mary Williams	<u>present</u>	2002 / 2020
Mr. Brian Davis	<u>present</u>	2012 / 2021
Mrs. Kimberly Reed	<u>present</u>	2015 / 2021
Mrs. Lisa Hill-Muff	<u>present</u>	2018 / 2021
Mr. Jeffrey Souza, Vice President	<u>present</u>	2014 / 2019
Mrs. Cynthia Mozee, President	<u>absent</u>	2013 / 2019
Mrs. Aida Figueroa-Epifanio	<u>present</u>	2016 / 2019
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Charles Rizzi, Esq., Board Solicitor	<u>          </u>	
Lauren Tedesco, Capehart & Scatchard	<u>present</u>	
Sanu Dev, Capehart & Scatchard	<u>          </u>	

## 4. Approval of Minutes

Motion by Brian Davis, seconded by Sol Cohen  
RECOMMEND that the Board of Education approve the action meeting minutes of the June 20, 2019 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting as follows:

Voting "yes": Mr. Davis, Mr. Cohen, Mr. Petersen, Mrs. Williams, Mrs. Reed,  
Mrs. Hill-Muff, Mrs. Figueroa-Epifanio  
Abstention: Mr. Souza

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

July 25, 2019

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**5. Executive Session – In**

Motion by Sol Cohen, seconded by Brian Davis to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: 7:03 pm. Motion carried, voice vote, all present voting “yes”.

Resolution for Executive Session:

Whereas Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and whereas this public body is of the opinion that such circumstances presently exist. Now, therefore, be it resolved by the Berlin Township Board of Education, County of Camden, State of New Jersey, as follows:

1. The public shall be excluded from discussion and action upon hereafter specified subject matters. They are:
  - a. Any matter which by express provision of federal law or state statute or rule of court shall be rendered confidential.
  - b. Matters dealing with Federal Funding.
  - c. Discussion of any materials, the disclosure of which would constitute an unwarranted invasion of individual privacy.
  - d. Matters dealing with collective bargaining.
  - e. Matters dealing with the sale or purchase of public land.
  - f. Discussion of any pending or anticipated litigation or contract negotiation.

**6. Executive Session – Close**

Motion by Kimberly Reed, seconded by Gerard Petersen to come out of Executive Session. Time out: 7:18pm. Motion carried, voice vote, all present voting “yes”.

**7. Presentations – unless otherwise stated, all presentations will be held during the Action Meeting**

**Recognition for the retirement of Chery Hughes  
for 38 years of service to the Berlin Township School District.**

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

July 25, 2019

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**8. Public Comments – Open**

Recognition of Citizens – for agenda items only

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed on the published agenda.

Public participation shall be governed by the following rules as per Regulation 9322:

- A. All persons wishing to participate in a public board meeting shall register their intent by signing in with the board secretary in advance of the meeting;
- B. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
- C. Each statement made by a participant shall be limited to five minutes’ duration;
- D. No participant may speak more than once on the same topic;
- E. All statements shall be directed to the presiding officer; no participant may address or question board members individually;
- F. The presiding officer may:
  - A. Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or not an agenda item ;
  - B. Request any individual to leave the meeting when that person does not observe reasonable decorum;
  - C. Request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting;
  - D. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
  - E. Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

The portion of the meeting during which the participation of the public to speak on agenda items only shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer.

Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed to open the meeting to the public for the discussion of agenda items only. Time in: 7:32pm. Motion carried, voice vote, all present voting “yes”.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

July 25, 2019

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

*Public in Attendance – List of Audience Members*

*Cheryl Hughes, Barbara Rodio*

**9. Public Comments – Closed**

Motion by Kimberly Reed, seconded by Sol Cohen, to close the meeting to the public.  
Time closed: 7:32pm. Motion carried, voice vote, all present voting “yes”.

**10. Superintendent’s Report**

A. Review District Mission Statement

**DISTRICT MISSION STATEMENT**

The slogan of the Berlin Township School District of “Educating Today for Tomorrow’s Success” is meant to focus the educational community on the broad goal of giving ALL of our children the necessary skills to be successful in all future endeavors. Student achievement is the major priority; the district prides itself on its creative approach to learning and its emphasis upon helping each student to discover his or her potential. Teachers use a variety of teaching methods to reach students with a wide range of abilities. Student engagement as volunteers in the learning process is our primary focus. It is our responsibility to create structures and systems where students are totally engaged in the instruction, which will then leads to deeper learning and understanding.

The Berlin Township School District commits itself to all children by creating a standards-based school district in which all students receive the very best educational opportunities possible. Each and every student will surpass the New Jersey Core Curriculum Content Standards. To achieve this, the members of the district will focus on:

- Establishing high standards of excellence for both staff and students
- Communicating openly and frequently within the district and with the community to foster a trusting relationship
- Ensuring a safe and orderly environment for staff and students
- Recognizing that a school district serves as a role model and has the responsibility to encourage high quality character behavior

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

July 25, 2019

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

B. Review District & Board of Education Goals

**2018 - 2019 BOARD GOALS**

**BOARD GOAL #1:** Complete all phases of the CSA evaluation process for the 2018-2019 school year by the June 30, 2019 deadline as described in NJ Administrative Code and Statute.

**BOARD GOAL #2:** Develop and implement practices that will promote inter-district participation with the Pine Hill and Clementon School districts at the Board level.

**BOARD GOAL #3:** Continue to work as a Board of Education to investigate ways to improve communication with district parents and the community.

**District Goals for 2018-2019**

- Continue to supervise the organization and implementation of articulation meetings with Administrative Teams from Pine Hill, Clementon and Berlin Township for curriculum articulation and sharing of best practices.
- Work with the district administrative staff to implement the Future Ready School initiative indicators to increase the use of technology for instructional purposes.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

July 25, 2019

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

C. Harassment, Intimidation and Bullying (HIB) Incident Report

Date Reported to Superintendent	School	Case Number	Result	Action
6/13/19	DDE	6200	HIB	Counseling sessions for offender; parent contact
5/25/19	JFK	6141	HIB	Parent contact; Loss of privileges; Counseling session with Guidance

D. Board Affirmation of Harassment, Intimidation and Bullying Investigation Decisions

Motion by Mary Williams, seconded by Kimberly Reed

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) incidents (Case #6141 and Case #6200) reported on May 25, 2019 and June 13, 2019. Motion carried, roll call vote, all present voting “yes”.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

July 25, 2019

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

E. Safety and Security – JFK – JUNE, 2019

Type of Drill      Date and Time

Fire

Lockdown

Bus Evacuation

Bomb Threat – 06/13/19 at 1:15pm

F. Safety and Security – DDE – JUNE, 2019

Type of Drill      Date and Time

Fire – 06/17/19 – 10:50am

Lockdown

Bus Evacuation

Bomb Threat – 06/13/19 at 1:40pm

G. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
- b. Supervisor of Buildings and Grounds
- c. Technology Coordinator
- d. Supervisor of Curriculum and Instruction
- e. JFK Principal
- f. DDE Principal

H. Discussion Items:

Regulation	Name	Bylaws	Name
5142.2	CARE Program Fees		
5141.21	Administering Medication		

1. Motion by Kimberly Reed, seconded by Aida Figueroa-Epifanio RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the regulations listed above for first reading. *These documents were uploaded to the board portal, July, 2019 folder for board review.*  
Motion carried, roll call vote, all present voting “yes”.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

July 25, 2019

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- 2. Motion by Jeffrey Souza, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the acceptance of the DaVinci, Jr. 1.0 3D printer and agree to participate in the STEAM 3D Educator program to use and provide feedback on the XYZ Steam Curriculum. Motion carried, roll call vote, all present voting “yes”.
  
- 3. Motion by Kimberly Reed, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the submission of 2019- 2020 Mentoring Plan *This document was uploaded to the board portal, July, 2019 folder for board review.* Motion carried, roll call vote, all present voting “yes”.
  
- 4. Motion by Mary Williams, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, acknowledge the 2017-2018 HIB School Grades *This document was uploaded to the board portal, July, 2019 folder for board review.* Motion carried, roll call vote, all present voting “yes”.
  
- 5. Motion by Gerard Petersen, seconded by Aida Figueroa-Epifanio  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, acknowledge the 2019 QSAC Placement Letter Grades. *This document was uploaded to the board portal, July, 2019 folder for board review.* Motion carried, roll call vote, all present voting “yes”.

**11. Personnel**

- a. Motion by Jeffrey Souza, seconded by Aida Figueroa-Epifanio  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff pending receipt of appropriate certificates and sexual misconduct disclosure forms and criminal history background requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Annette Rainear	ESL Teacher – F/T	BA, Step 3, \$55,232	09/01/2019
Renee Bruce	CST Secretary	Step 15, \$46,652 – prorated	TBD
Gail Evangelista	Bus Aide	\$14,760	09/01/2019

Motion carried, roll call vote, all present voting “yes”.



## BERLIN TOWNSHIP PUBLIC SCHOOLS

*West Berlin, New Jersey 08091*

July 25, 2019

Action Meeting Minutes

*"Educating Today for Tomorrow's Success"*

- b. Motion by Kimberly Reed, seconded by Brian Davis  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the letter of retirement, with regret, from Cheryl Hughes, effective July 1, 2019. Mrs. Hughes has been on staff since September, 1981. Motion carried, roll call vote, all present voting "yes".
  
- c. Motion by Aida Figueroa-Epifanio, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement request for staff member Abigail Palen in the amount of \$499. *(A chart with course details was uploaded to the month's board folder for review and is included in the board packet.)* Motion carried, roll call vote, all present voting "yes".
  
- d. Motion by Mary Williams, seconded by Jeffrey Souza  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve Marissa Rosetti, as an intern for the Fall 2019 semester with Kim Gadzinski as per the requirements of La Salle University, speech-Language-Hearing Science Program. Motion carried, roll call vote, all present voting "yes".
  
- e. Motion by Gerard Petersen, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the Shared Services Contract with Berlin Borough School District for Supervisor of Child Study Team Services for the 19-20 school year. *(uploaded to the portal for review)* Motion carried, roll call vote, all present voting "yes".
  
- f. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the contract addendum for Kristin Braidwood. *These documents were uploaded to the board portal, July, 2019 folder for board review.* Motion carried, roll call vote, all present voting "yes".

### 12. Curriculum and Instruction

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

July 25, 2019

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

**12. Business and Finance**

Financial Report – Period Ending June 2019

Motion by Kimberly Reed, seconded by Lisa Hill-Muff

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution:

Board Secretary Financial, Revenue and Treasurer’s Reports

- A. Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of June 2019. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A-16.10 (c) 3 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.
- B. Treasurer’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of June 2019. The Treasurer’s and Secretary’s report are in agreement for the month of June 2019.
- C. Board Secretary in accordance with N.J.A.C. 6A:23A -16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
- D. Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (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 funds have been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.



\_\_\_\_\_  
Megan Stoddart, Business Administrator

\_\_\_\_\_  
Date

Motion carried, roll call vote, all present voting “yes”.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

July 25, 2019

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- E. Motion by Gerard Petersen, seconded by Kimberly Reed to approve the travel/professional development for the following staff members:

<u>Name</u>	<u>Cost</u>	<u>Location/Date of Travel</u>	<u>Expense Amount</u>
M Bright	\$149	Camden County College – 07/30/2019 <i>What does equality really mean, addressing 12 legal points</i>	\$0.00
B Dasher	\$149	Location not provided – 08/08/2019 <i>Foundation for Educational Administration Improving SEL skills</i>	\$0.00
Berlin Township Board of Education		NISBA Workshop 2019	\$1,700 (Group)

Motion carried, roll call vote, all present voting “yes”.

- F. Motion by Gerard Petersen, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator approve the following budget transfers:

FROM: 11-120-100-101-D Salaries, Gr 1-5 \$49,722.82  
TO: 11-000-100-566-D Out of District Tuition \$49,722.82  
REASON: Cover additional out of district tuition costs that we incurred over the year due to additional high school placements.

FROM: 11-000-262-420-D Cleaning/Repair/Maint \$9,262.73  
TO: 11-000-100-565-D Tuition, CSSSD \$9,262.73  
REASON: Cover additional CSSSD tuition costs for the 19/20 year.

Motion carried, roll call vote, all present voting “yes”.

- G. Motion by Gerard Petersen, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

**Batch number 50 Amount \$671,402.27**

Motion carried, roll call vote, all present voting “yes”.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

July 25, 2019

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- H. Motion by Brian Davis, seconded by Gerard Petersen  
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the July, 2019 listing of substitutes from Source 4 Teachers. The per diem substitute rate is \$105 for a full day and \$52.50 for a half day. *This list was uploaded to the portal for the board review as well as included in the board packet.*  
Motion carried, roll call vote, all present voting “yes”.
- I. Motion by Gerard Petersen, seconded by Sol Cohen  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2018-2019 CARE disbursements for the month of June, 2019 in the amount of \$24,645.71. *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*  
Motion carried, roll call vote, all present voting “yes”.
- J. Motion by Gerard Petersen, seconded by Mary Williams  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the 2018-2019 Cafeteria disbursements for the month of June, 2019 in the amount of \$0.00 *This list was uploaded to the portal for the board review. A list is on file with the Business Administrator.*  
Motion carried, roll call vote, all present voting “yes”.
- K. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the FY 2020 ESEA Grant Submission and Allocation as follows:

Title I, Part A	\$176,769
Title II, Part A	\$27,930
Title III (Consortium)	\$3,677
Title IV	\$11,031

Motion carried, roll call vote, all present voting “yes”.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

July 25, 2019

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

- L. Motion by Gerard Petersen, seconded by Lisa Hill-Muff  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve use of a portion of the ESEA Title I, Part A allocation for the following Title I/Basic Skills staff member salaries:

<u>Staff Member</u>	<u>Local Funds</u>	<u>ESEA Funds</u>
Tara Corbett	\$43,171	\$43,171
Kelly Gray	\$37,228	\$37,228
Angelic Negron	\$32,354	\$32,354
Sarah O’Toole	\$8,970	\$8,970
Victoria Sahina	\$8,321	\$8,321

Motion carried, roll call vote, all present voting “yes”.

- M. Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed  
RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve the FY 2020 IDEA Grant Submission and Allocation as follows:

IDEA, Basic	\$148,905
IDEA, Preschool	\$6,510

Motion carried, roll call vote, all present voting “yes”.

**13. Old Business**

- By law review – 9325; 9325.4; 9325.4E; 9326; 9326R; 9400; 9420.
- Thank you letter from CHOP for donation in memory of student CM

**15. New Business**

Committee Updates

Negotiations – next meeting August 12, 2019

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

July 25, 2019

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

Tri-District Board meeting – some time in mid – August

**16. Public Comments – Open**

Recognition of Citizens – for subjects not appearing on agenda

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed.

Public participation shall be governed by the following rules as per Regulation 9322:

- A. All persons wishing to participate in a public board meeting shall register their intent by signing in with the board secretary in advance of the meeting;
- B. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
- C. Each statement made by a participant shall be limited to five minutes’ duration;
- D. No participant may speak more than once on the same topic;
- E. All statements shall be directed to the presiding officer; no participant may address or question board members individually;
- F. The presiding officer may:
  - A. Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  - B. Request any individual to leave the meeting when that person does not observe reasonable decorum;
  - C. Request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting;
  - D. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
  - E. Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

The portion of the meeting during which the participation of the public is invited shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer, and will be concluded by 10:00 pm.

Motion by Gerard Petersen, seconded by Kimberly Reed to open the meeting to the public for the discussion of subjects. Time in: 8:16pm. Motion carried, voice vote, all present voting “yes”.

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

July 25, 2019

Action Meeting Minutes

*"Educating Today for Tomorrow's Success"*

**17. Public Comments – Closed**

Motion by Aida Figueroa-Epifanio, seconded by Kimberly Reed to close the meeting to the public. Time closed: 8:16pm. Motion carried, voice vote, all present voting "yes".

**18. Adjournment**

Motion by Gerard Petersen, seconded by Aida Figueroa-Epifanio to adjourn the meeting. Meeting adjourned: 8:16pm. Motion carried, voice vote, all present voting "yes".

Respectfully submitted,



Megan Stoddart, Business Administrator