

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 18, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

***This meeting is being recorded and livestreamed through YouTube.
Anyone not wishing to appear on camera during the meeting may be excused.***

1. Call Meeting to Order

I, Gerard Petersen, President, call this meeting to order under the Open Public Meetings Act at 7:32pm. 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 4, 2021, 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 7, 2021 and the Central Record for a week starting January 7, 2021 a meeting notice setting forth the time, date and location of this meeting.

*Meeting was re-advertised on 3/13/21 in the Courier Post due to a change from remote to in person attendance at Dwight D Eisenhower Middle School.

2. Pledge of Allegiance

3. Roll Call

Yr Began/Current Term Expires

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 / 2022
Mrs. Cynthia Mozee	<u>present</u>	2013 / 2022
Mr. Domonic Balducci	<u>present</u>	2019 / 2022
Mr. Gerard Petersen, President	<u>present</u>	2017 / 2023
<i>Vacancy</i>	_____	
Mrs. Holly Murrenburke	<u>present</u>	2020 / 2023
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>present</u>	
Lauren Tedesco, Board Solicitor	<u>present</u>	
Charles Rizzi, Esq.,Capehart & Scatchard	_____	

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 18, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

4. Approval of Minutes

Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education approve the minutes of the February 25, 2021 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting “yes”.

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

***CERTIFICATES FOR THESE STUDENTS WILL BE MAILED HOME AND
RECOGNITION WILL APPEAR ON THE SCHOOL WEBSITE***

Presentations will be made for Student Role Models of Positive Behavior

Positive Behavioral Supports is a school-wide systematic approach to discipline and behavioral support in our schools. It is an evidence-based framework for providing a broad range of systematic and individualized strategies for achieving academic and behavioral outcomes while preventing problem behavior. PBS focuses on teaching then reinforcing positive behaviors as well as, changing the environment such that using positive behaviors becomes more effective than using negative behaviors. Schools utilizing PBS have the following in place:

- More than 80% of students can tell you what is expected of them & can give behavioral examples because they have been taught, actively supervised, practiced, & acknowledged.
- Positive adult-to-student interactions exceed negative.
- Administrators are active participants.
- Data & team-based action planning & implementation.
- Function based behavior support is a foundation for addressing problem behavior.
- Full continuum of behavior support is available to all students.

***Students of the Month of November to be acknowledged from the
John F. Kennedy Elementary School:***

*Shisher Majumder, Beau Riepen, Zahra Ahammed, Jasmine Peralta-Martin,
Max Gall, Edwin Sebastian Matias, Eloise Brown, Jayla Montague,
Kimberly Catalan-Araujo*

***Students of the Month of November to be acknowledged from the
Dwight D. Eisenhower Middle School:***

*Cesar Zapata-Perez, Bryce Brown, Cadence Allen, Evyania Papathanasiou,
Alison Lucier, Audrey Moore, Lianna Velez, Olivia Van Elsland,
Trey Murrenburke, Trevyon McCaully*

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 18, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

*Transportation Students of the Month to be acknowledged from the
John F. Kennedy Elementary School:*

N/A

*Transportation Students of the Month to be acknowledged from the
Dwight D. Eisenhower Middle School:*

N/A

6. 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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 18, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- 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 Jeffrey Souza, seconded by Kimberly Reed to open the meeting to the public for the discussion of agenda items only. Time in: 7:42pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance –

***Molly Olcese, Nancy Brown, Lauren Riepen, Kimberle Catalon,
Trey Murrenburke, Quinn Murrenburke, Jasmine Peralta,
Rebecca Allen, Olivia Van Elstrand, Anone Allen,
Mori Ahammed, Zahra Ahammed, Nazia Kamal,
Bimal Majumder Shishir, Shelpir Rani Majumder,
Crystal Montegue, Jayla Montegue, Jay Montegue,
Narcisa Lemache***

7. Public Comments – Closed

Motion by Kimberly Reed, seconded by Gerard Petersen to close the meeting to the public. Time closed: 7:42pm. Motion carried, voice vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 18, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

8. 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

March 18, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

B. Review District & Board of Education Goals

2019 - 2020 DISTRICT GOALS

- **DISTRICT GOAL #1:** 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.
- **DISTRICT GOAL #2:** **Continue to work** with the district administrative staff to implement the Future Ready School initiative indicators to increase the use of technology for instructional purposes.

2019 - 2020 BOARD GOALS

BOARD GOAL #1: Complete all phases of the CSA evaluation process for the 2019-2020 school year by the June 30, 2020 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 and interaction with district parents and the community.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 18, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

C. Safety and Security – JFK –

Type of Drill Date and Time

Fire

Lockdown

Bus Evacuation

Bomb Threat

D. Safety and Security – DDE –

Type of Drill Date and Time

Fire

Lockdown

Bus Evacuation

Bomb Threat

E. 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

9. Personnel

- a. Motion by Gerard Petersen, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the leave for the following staff member #01549: paid leave 05/16/21 - 06/24/21. Unpaid leave for 09/20/21 – 12/31/21. Motion carried, roll call vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 18, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- b. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the contract revisions for both Corey Swan and Sean O’Neill as noted below:

Name	Position	Salary	Date
Approved January 4, 2021			
Corey Swan	LTS – gr 3	BA, Step 1 - \$52,382 pro-rated	On or about January 4, 2021 to on or about March 15, 2021

Contract extension until on or about April 28, 2021

Approved February 25, 2021 – original timeframe was to approximately March 31, 2021

Sean O’Neill	District floater Sub	BA, Step 1 - \$52,382 pro-rated April 1, 2021 –June 30, 2021
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Motion carried, roll call vote, all present voting “yes”.

- c. Motion by Gerard Petersen, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following staff members for spring sports, pending submission and approval of COVID-19 Health and Safety Guidelines for each sport listed below:

Name	Position	Stipend
Baseball Head Coach	Eric McCoach	\$2,318
Baseball Asst Coach	Brian Martino	\$1,391
Softball Head Coach	John Kelly	\$2,318
Softball Asst Coach	Heidi Farlow	\$1,391
Track Head Coach	Laurel Erickson	\$1,854
Track Asst Coach	Renae Borgstrom	\$1,391
Security – Home Games/Track Meets	Robin Schaffer	\$28.97/hour

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 18, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- d. Motion by Jeffrey Souza, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance pending receipt of sexual misconduct disclosure forms and criminal history background requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Date</u>
Jackie Blocker	Substitute Custodian	\$12/hr.	March 18, 2021

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

- e. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve, with regret and much appreciation, the letter of retirement from staff member Loretta Marshall, effective August 31, 2021. Mrs. Marshall has been on staff since August, 2004. Motion carried, roll call vote, all present voting “yes”.

- f. Motion by Jeffrey Souza, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve, with regret the letter of resignation from Stefanea Moore, effective March 31, 2021. Ms. Moore has been on staff since March, 2019. Motion carried, roll call vote, all present voting “yes”.

- g. Motion by Jeffrey Souza, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent approve the motion for employee #01513 and the request for discretionary, unpaid leave of absence, after exhausting FMLA and sick time, from March 24, 2021 to June 23, 2021 due to extenuating family circumstances. Motion carried, roll call vote, all present voting “yes”.

10. Curriculum and Instruction

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 18, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

11. Business and Finance

Financial Report – Period Ending January 2021 – REVISED and February 2021

Motion by Kimberly Reed, seconded by Gerard Petersen
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 months of January 2021 – REVISED and February 2021. 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 months of January 2021 – REVISED and February 2021. The Treasurer’s and Secretary’s report are in agreement for the months of January 2021 – REVISED and February 2021.
- 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

March 18, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

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

Batch number 58 Amount \$770,016.20

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

- F. Motion by Gerard Petersen, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the March, 2021 listing of substitutes from Source 4 Teachers as follows:

Full Day Substitute (Sub Cert, CE, CEAS, Standard)	\$122.40
Half Day Substitute (Sub Cert, CE, CEAS, Standard)	\$61.20
Full Day Paraprofessional	\$108.80
Half Day Paraprofessional	\$54.40

This list was uploaded for the board review.

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 Business Administrator, approve the 2020-2021 Cafeteria disbursements for the month of March, 2021 in the amount of \$4,575.

This list was uploaded for the board review. A list is on file with the Business Administrator.

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

- H. Motion by Gerard Petersen, seconded by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2020-2021 CARE disbursements for the month of March, 2021 in the amount of \$190.

This list was uploaded for the board review. A list is on file with the Business Administrator.

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 18, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- I. Motion by Jeffrey Souza, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the Collective Bargaining Agreement between the Berlin Township Board of Education and the Berlin Township Education Association for a four (4) year term from July 1, 2019 to June 30, 2023.

Motion carried, roll call vote, all present voting as follows:

Voting “yes”: Mr. Balducci, Mrs. Reed, Ms. Hill-Muff, Mrs. Murrenburke, Mr. Davis, Mrs. Mozee, Mr. Souza

Abstention: Mr. Petersen

- J. Motion by Kimberly Reed, seconded by Jeffrey Souza
RECOMMEND, that the Board of Education on the recommendation of the Superintendent and the School Business Administrator, 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>
A Rainear	\$279	Virtual Conference, BEHR 04/21/21 <i>Distance Learning: Successful, Practical Strategies For ELL Students</i>	\$0.00
R Schaffer	\$125	Virtual Conference, NJPSA 04/21/21 <i>Protocols to be in place due to pandemic</i>	\$0.00
M Quattrone	\$100	Virtual Conference, NJALC 04/16/21 <i>Strengths of the WIAT-4, how to apply</i>	\$0.00
A Rainear	\$279	Virtual Conference, BEHR 05/07/21 <i>Increase ELLs fluency in Reading, Writing and Speaking</i>	\$0.00

DDE & JFK
Code Blue Teams and Coaches Staff Training for CPR – date TBD \$70 per person

DDE Code Blue Team

Jennifer Henessy, John Kelly, Marilyn Bright, Robin Schaffer, Heidi Farlow, Kelly Amanto, Ashley Episcopo

DDE Coaches

Erich McCoach, Brian Martino, John Kelly, Heidi Farlow, Laurel Erickson, Renae Borgstrom, Robin Schaffer

JFK Code Blue Team

To be named

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

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 18, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- K. Motion by Kimberly Reed, seconded by Gerard Petersen
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the 2021-2022 Budget Submission to the county office, including the PreK 2021-2022 Pre School Budget Worksheet.*

**The PreK 2021-2022 Pre School Budget Worksheet was forwarded to the board for review.*

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

- L. Motion by Gerard Petersen, seconded by Kimberly Reed
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to approve the 2021-2022 Budget Adoption listed below for submission to the County Superintendent:

	Budget	Local Tax Levy
General Fund	\$15,506,800	\$9,218,349
Special Revenue	\$ 699,917	\$ -0-
Debt Service	\$ 307,200	\$ 307,200
 Total Base Budget	 \$16,513,917	 \$9,525,549

Total amount budgeted for travel related expenses in the 2021-2022 school district budget is \$32,712. This includes professional development and travel.

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

12. Old Business

Update from Lauren Tedesco on school board vacancy

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 18, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

13. New Business

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

Parent Survey (Synchronous Learning) Discussion

- a. Motion by Domonic Balducci, seconded by Kimberly Reed
RECOMMEND that the board of education, on the recommendation of the Superintendent, approve to amend the original 2020-2021 School Reopening Plan to reflect two options:
 - (1) Hybrid schedule of 4 in-person, early dismissal days (M, T, Th, F) with Wednesday as a remote day
 - (2) Fully remote option (5 days of remote instruction) to begin April 12, 2021 through the end of the 2020-2021 school year according to the board approved calendar.

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

14. 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;

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 18, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

- 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 Jeffrey Souza, seconded by Kimberly Reed to open the meeting to the public for the discussion of subjects. Time in: 8:28pm. Motion carried, voice vote, all present voting “yes”.

No Comments from the Public

15. Public Comments – Closed

Motion by Kimberly Reed, seconded by Jeffrey Souza to close the meeting to the public. Time closed: 8:29pm. Motion carried, voice vote, all present voting “yes”.

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

March 18, 2021

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

16. **Adjournment**

Motion by Gerard Petersen, seconded by Jeffrey Souza to adjourn the meeting. Meeting adjourned: 8:29pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator