

# **BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION**

**Blairstown, New Jersey 07825**

**[www.blairstownelem.net](http://www.blairstownelem.net)**

## **SUPERINTENDENT'S AGENDA**

**Thursday, October 19, 2023 Meeting**

**7:00PM**



### **A. CALL TO ORDER**

### **B. FLAG SALUTE**

### **C. ROLL CALL** by Donna Williams, Business Administrator

Mrs. Erinn Allison

Mr. Jeremy Cook

Mr. Kevin Doell

Mrs. Sotie Hambos

Mrs. Kathryn Hawkswell

Ms. Karen Klein

Mrs. Jennifer McElroy

Mrs. Shanna Sikkes

Mr. Bradford Van Valkenburg

### **D. NOTICE OF MEETING**

This is a regular meeting of the Blairstown Township Board of Education. Notice of the time and place of this meeting was provided and copies of that resolution were forwarded to the official newspapers as designated by the Board of Education and to the Township Clerk. A copy of the notice was posted on the bulletin board of the Board of Education offices as well as on the front door of the Blairstown Elementary School in accordance with the Open Public Meetings Act.

### **E. SUPERINTENDENT'S UPDATE**

**F. PRINCIPAL’S UPDATE**

**G. COMMITTEE REPORTS**

**H. PRESENTATIONS**

**I. PUBLIC COMMENTS ON AGENDA ITEMS**

The Blirstown Township Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

**J. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

September 7, 2023 – Regular and Executive Session Meeting Minutes

**Voice Vote:**

Motion by \_\_\_\_\_, second by \_\_\_\_\_

**K. FINANCE**

*Finance Resolutions 1 through 8 will be moved in one roll call vote*

**1. Authorization for Payment of Bills (attached)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator, to approve the bills list as submitted for the dates of September 8, 2023- October 19, 2023:

<b>Fund 10 – Current Expense</b>	<b>\$1,352,078.90</b>
<b>Fund 20 – Special Revenue</b>	<b>\$72,025.77</b>
<b>Fund 60 – Food Service</b>	<b>5,902.77</b>
<b>Grand Total</b>	<b>\$1,430,007.30</b>

2. **Approve Line Item Transfers (attached)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator, to approve the budget line item transfers for August 2023.

3. **Reports of the Treasurer and Board Secretary (attached)**

**BE IT RESOLVED**, that the Treasurer and Board Secretary's Financial Reports are in agreement for the month of August 2023, approved by the Board as recommended by the School Business Administrator.

4. **Certification of Fund Balances**

**BE IT RESOLVED**, that pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Board of Education certify that as of August 31, 2023, after review of the Secretary's monthly financial reports for August (appropriations section) and upon consultation with the appropriate district officials, Blairstown Township Board of Education is in compliance with N.J.A.C. 6A:23-16.10 (c) 4 and shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C. 6A23A-16:10(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and we request the Board Secretary to addend a copy of the Secretary's Report to the minutes.

5. **Renew Schools Health Insurance Fund**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the renewal of the Indemnity and Trust Agreement with the Schools Health Insurance Fund.

**WHEREAS**, a number of school boards in the State of New Jersey have joined together to form the **SCHOOLS HEALTH INSURANCE FUND** hereafter referred to as "SHIF", as permitted N.J.S.A. 18A:18B-1 et seq., and;

**WHEREAS**, the SHIF has received approval by the Commissioner of the Department of Banking and Insurance on August 10, 2015;

**WHEREAS**, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a school board joint insurance fund;

**WHEREAS**, the governing body of Blairstown Board of Education, hereinafter referred to as "SCHOOL BOARD" has determined that membership in the SHIF is in the best interest of said SCHOOL BOARD.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the SCHOOL BOARD hereby agrees as follows:

- iii. SCHOOL BOARD shall become a member of the SHIF for the period outlined in the SCHOOL BOARD's Indemnity and Trust Agreement.
- ii. SCHOOL BOARD will participate in the following type (s) of coverage (s):
  - iii.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the SHIF's Bylaws, and the SHIF's Plan of Risk Management.
- iii. SCHOOL BOARD accepts and approves the SHIF's Bylaws and agrees to be bound by the terms thereof.
- iv. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.
- v. SCHOOL BOARD agrees to commit to the four principles of the SHIF which are:
  - a.) A long term philosophy on rates.
  - b.) A willingness to work with bargaining units to achieve plan design changes.
  - c.) Professional management with stability and commitment.
  - d.) Rating structure based on actuarial numbers.

**BE IT FURTHER RESOLVED** that the governing body of the SCHOOL BOARD is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the SHIF as required by the SHIF's Bylaws, and to deliver these documents to the SHIF's Executive Director with the express reservation that these documents shall become effective only upon:

- iii. Approval of the SCHOOL BOARD by the SHIF.
- ii. Receipt by the SHIF of a Resolution from the SCHOOL BOARD accepting SCHOOL BOARD's SHIF assessment.
- iii. Approval by the Commissioner of the New Jersey Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.

**6. Approve 2023-2024 NJ Nonprofit Security Grant Application**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, to approve the submission of the NJ Nonprofit Security Grant for the 2023-2024 School Year.

**7. Reports of the Treasurer and Board Secretary (attached)**

**BE IT RESOLVED**, that the Treasurer and Board Secretary’s Financial Reports are in agreement for the month of September 2023, approved by the Board as recommended by the School Business Administrator.

**8. Certification of Fund Balances**

**BE IT RESOLVED**, that pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Board of Education certify that as of September 30, 2023, after review of the Secretary’s monthly financial reports for August (appropriations section) and upon consultation with the appropriate district officials, Blairstown Township Board of Education is in compliance with N.J.A.C. 6A:23-16.10 (c) 4 and shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C. 6A23A-16:10(b), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year, and we request the Board Secretary to addend a copy of the Secretary’s Report to the minutes.

Motion by \_\_\_\_\_, second by \_\_\_\_\_

**Roll Call:** by Donna Williams, School Business Administrator

<b>Board Member</b>	<b>Vote</b>	<b>Board Member</b>	<b>Vote</b>
Mrs. Allison		Ms. Klein	
Mr. Cook		Mrs. McElroy	
Mr. Doell		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

**L. PERSONNEL**

*Personnel Resolutions 1 through 14 will be moved in one roll call vote.*

**1. Approve Paraprofessional**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve Lauren Lucci as a paraprofessional for the 2023-2024 school

year at a rate of \$14.13 per hour 5.92 hours a day, pending the results of a criminal background check.

**2. Approve Paraprofessional**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent to approve Yamilette Santana as a paraprofessional for the 2023-2024 school year at a rate of \$14.13 per hour 5.92 hours a day, pending the results of a criminal background check.

**3. Accept Resignation**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent, accept the resignation for Abby Bedell, paraprofessional, effective October 5, 2023.

**4. Approve Longevity Pay**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent, approve the longevity pay of \$250.00 (prorated) for Kelly Moore-Finley effective October 21, 2023.

**5. Approve Longevity Pay**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent, approve the longevity pay of \$750.00 for Tammy Quick for the 2023-2024 school year.

**6. Approve Substitute Pay**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent, approve the following Substitution Pay for the 2023-2024 school year:

<b>Position</b>	<b>Per Diem Rate</b>
Substitute Nurse	\$275.00
Substitute Teacher	\$125.00
Substitute Teacher with Standard Teaching Certification	\$150.00
Substitute Paraprofessional	\$90.00

**7. Approve Substitutes**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent, approve the following list of substitutes for the 2023-2024 school year:

Last Name	First Name	Position
Hicks	Barbara	Substitute Teacher
Hunter	Agnes	Substitute Teacher
Kruegel	Walter	Substitute Teacher
Musto	Christine	Substitute Teacher
Winebarger	Hannah	Substitute Teacher
Grezczak	Jordan	Substitute Teacher
Pfeiffer*	Karen	Substitute Teacher
Blanchard	Nancy	Substitute Paraprofessional
Casey	Taylor	Substitute Paraprofessional
Lobycz	Claudia	Substitute Nurse

\* pending all paperwork

**8. Approve Maternity and FMLA/NJFLA Leave Revision**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent, revise the maternity leave of absence for Juliana Goncalves to October 1, 2023 to March 15, 2024, utilizing 15 sick days followed by 12 weeks of FMLA/NJFLA.

**9. Approve Physical Education Teacher**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve Danielle Mannerberg as a Physical Education Teacher effective on or about December 15, 2023 for the 2023-2024 school year, at BA step 13-14 at a salary of \$69,120 (prorated) pending fingerprints.

**10. Approve Teacher Intern**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve Melodie Nicastro to observe Mrs. Wohlers class for 150 hours for her early education class at Sussex County Community College.

**11. Approve School Counseling Intern**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve Jodi Hawkswell as a School Counseling Intern from October 20, 2023 to January 2024 for up to 30 hours per month during the Fall Semester and Winter Session.

**12. Approve Contract with the Township of Blirstown**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the revised contract with the Township of Blirstown for the Special Police Officer (SLEO) for the 2023-2024 School Year.

**13. Approve FMLA**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the unpaid medical leave of absence for Danielle Muessig, commencing on October 16, 2023. Return date pending medical paperwork.

**14. Approve FMLA/NJFLA**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the leave of absence for Angela Scalise, commencing on or around October 23,2023 to January 19, 2024., with a return date of January 22, 2024.

Motion by \_\_\_\_\_, second by \_\_\_\_\_

**Roll Call:** by Donna Williams, School Business Administrator

<b>Board Member</b>	<b>Vote</b>	<b>Board Member</b>	<b>Vote</b>
Mrs. Allison		Ms. Klein	
Mr. Cook		Mrs. McElroy	
Mr. Doell		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

**M. EDUCATION**

*Education Resolutions 1 through 4 will be moved in one roll call vote*

**1. Approve Contract with Swing**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the contract with Swing to find substitutes for the school for the 2023-2024 School year.

**2. Approve the 2023-2024 Field Trips**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the District Field Trips for the 2023-2024 School Year.

<b>Grade Level</b>	<b>Location</b>	<b>Date</b>	<b>Times</b>	<b># Buses</b>
<b>PreSchool</b>				
<b>Kindergarten</b>	The Growing Stage	5/8	9:15 - 12:30	2
	NWRHS - Barnyard Day	Approx 5/3	10:00 - 12:00	2
<b>1st</b>	Crayola Experience	11/7	9:00 - 2:45	2
	The Growing Stage	5/21	9:00 - 12:30	2
<b>2nd</b>	Sterling Hill Mines	5/24	9:00 - 2:15	2



	Camp Mason	11/8	9:00 - 2:45	2
<b>3rd</b>	DaVinci Science Center	12/8	9:00 - 3:00	2
	Quiet Valley	5/10	9:15 - 3:00	2
<b>4th</b>	Waterloo Village	10/26	9:15 - 2:30	3
	Liberty Science Center	6/6	8:50 - 5:00	3
<b>5th</b>	Fairview Lake	11/2	8:45 - 2:45	2
	NJ Sea Grant Consortium	5/16	8:00 - 4:30	2
<b>6th</b>	JABizTown	5/10	7:30 - 4:00	2
	Schisler Museum and McMunn Planetarium	1/9	9:00 - 11:30	2
	Johnsonburg Camp & Retreat Center	10/27	9:15 - 2:50	2
	NWRHS	6/5	9:00 - 1:00	2
<b>GATE</b>	Paradox Museum	4/9	9:00 - 3:00	1
	Fonthill Castle	4/16	8:45 - 4:00	1
	Memorial School	3/22	9:00 - 2:30	1
	MoMath NYC	3/12	7:15 - 3:15	1
<b>All Star Band</b>	Hackettstown HS	2/28	10:15 - 12:00	1

**3. Approve Field Trip Transportation Contract Award for the 2023-2024 School Year**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, to approve the field trip transportation contract awards for the following list of field trips for the 2023-2024 School Year.

<b>Trip ID Number</b>	<b>Destination</b>	<b>Date</b>	<b>Time</b>	<b># of Buses</b>	<b>Total Cost</b>	<b>Vendor</b>
FT23-24-1	Johnsonburg Camp & Retreat Center	10/27	9:15 - 2:50	2	\$630.00	Stocker Bus
FT23-24-2	Waterloo Village	10/26	9:15 - 2:30	3	\$1,365.00	Stocker Bus
FT23-24-3	Fairview Lake	11/2	8:45 - 2:45	2	\$ 630.00	Stocker Bus
FT23-24-4	Crayola Experience	11/7	9:00 - 2:45	2	\$1,070.00	Stocker Bus
FT23-24-5	Camp Mason	11/8	9:00 - 2:45	2	\$630.00	Stocker Bus
FT23-24-6	DaVinci Science Center	12/8	9:00 - 3:00	2	\$1,070.00	Stocker Bus
FT23-24-7	Schisler Museum and McMunn Planetarium	1/9	9:00 - 11:30	2	\$610.00	Stocker Bus
FT23-24-8	Hackettstown HS	2/28	10:15 - 12:00	1	\$210.00	Stocker Bus
FT23-24-9	MoMath NYC	3/12	7:15 - 3:15	1	\$790.00	Stocker Bus
FT23-24-10	Memorial School	3/22	9:00 - 2:30	1	\$455.00	Stocker Bus
FT23-24-11	Paradox Museum	4/9	9:00 - 3:00	1	\$535.00	Stocker Bus
FT23-24-12	Fonthill Castle	4/16	8:45 - 4:00	1	\$650.00	Stocker Bus
FT23-24-13	NWRHS	Approx 5/3	10:00 - 12:00	2	\$420.00	Stocker Bus
FT23-24-14	The Growing Stage	5/8	9:00 - 12:30	2	\$680.00	Stocker Bus
FT23-24-15	Quiet Valley	5/10	9:15 - 3:00	2	\$1,070.00	Stocker Bus

FT23-24-16	JABizTown	5/10	7:30 - 4:00	2	\$1,070.00	Stocker Bus
FT23-24-17	NJ Sea Grant Consortium	5/16	8:00 - 4:30	2	\$1,580.00	Stocker Bus
FT23-24-18	The Growing Stage	5/21	9:15 - 12:30	2	\$680.00	Stocker Bus
FT23-24-19	Sterling Hill Mines	5/24	9:00 - 2:15	2	\$910.00	Stocker Bus
FT23-24-20	NWRHS	6/5	9:00 - 1:00	2	\$550.00	Stocker Bus
FT23-24-21	Liberty Science Center	6/6	8:50 - 5:00	3	\$2,325.00	Stocker Bus

**4. Approve HIB Self-Assessment (attached)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, to approve Blirstown Elementary School HIB Self-Assessment for the 2023-2024 School Year.

Motion by \_\_\_\_\_, second by \_\_\_\_\_

**Roll Call:** by Donna Williams, School Business Administrator

Board Member	Vote	Board Member	Vote
Mrs. Allison		Ms. Klein	
Mr. Cook		Mrs. McElroy	
Mr. Doell		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

**N. FACILITIES**

*Facilities Resolution 1 and 3 will be moved in one roll call vote.*

**1. Approve Facility Use Requests**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the facility use requests for the following groups:

Name	Organization	Room	Requested Date
Taylor Casey	North Warren Youth Cheer	Gymnasium	November 3, 2023 5 pm to 9 pm
Stephanie Ayres	Blirstown Junior Wrestling	Gymnasium	November 1, 2023 to November 22, 2023 Tuesdays, Wednesdays, and Fridays 6 pm- 8 pm
Miss Pasculli	BES Theater Program	Cafeteria	March 14, 2024

	(auditions)		3:30 pm to 5 pm
Miss Pasculli	BES Theater Program (rehearsal)	Gymnasium	March 18, 2024 to March 27, 2024 Mondays, Wednesdays, and Thursdays 3:30 pm to 5 pm
Miss Pasculli	BES Theater Program (rehearsal)	Gymnasium	April 2, 2024 to April 5, 2023 Tuesday- Friday 9:30 am to 2:30 pm
Miss Pasculli	BES Theater Program (rehearsal)	Gymnasium	April 8, 2024 to April 28, 2024 Mondays, Wednesdays, and Thursdays 3:30 pm to 5 pm
Miss Pasculli	BES Theater Program ( dress rehearsal)	Gymnasium and Cafeteria	April 24, 2024 and April 25, 2024 5 pm to 9:30 pm
Miss Pasculli	BES Theater Program ( Performance)	Gymnasium and Cafeteria	April 26, 2024 5 pm to 9:30 pm

2. **Approve Comprehensive Maintenance Plan (attached)**  
**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve the attached Comprehensive Maintenance Plan and M-1 form for the 2023-2024 School Year.
  
3. **Approve the Site Assessment Report (attached)**  
**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve the attached Site Assessment Report completed on Friday, October 13, 2023.

Motion by \_\_\_\_\_, second by \_\_\_\_\_  
**Roll Call:** by Donna Williams, School Business Administrator

Board Member	Vote	Board Member	Vote
Mrs. Allison		Ms. Klein	
Mr. Cook		Mrs. McElroy	

Mr. Doell		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

**O. POLICY**

*Policy Resolution 1 will be moved in one roll call vote.*

**1. Approve First Reading of Policies**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent to approve the second and final reading of the following policies:

- Policy 8500 Food Service
- Policy 5116 Education for Homeless Children and Youths
- Policy 5111 Eligibility of Resident/Non-Resident Students
- Policy 4324 Right of Privacy (Support Staff)
- Policy 4161 Examination for Cause (Support Staff)
- Policy 3324 Right of Privacy (Teaching Staff)
- Policy 3161 Examination for Cause (Teaching Staff)
- Policy 2270 Religion in School

Motion by \_\_\_\_\_, second by \_\_\_\_\_

**Roll Call:** by Donna Williams, School Business Administrator

<b>Board Member</b>	<b>Vote</b>	<b>Board Member</b>	<b>Vote</b>
Mrs. Allison		Ms. Klein	
Mr. Cook		Mrs. McElroy	
Mr. Doell		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

**P. NEW BUSINESS**

**Q. OLD BUSINESS**

- 1. Additional Security Measures

## **R. PUBLIC HEARING & PETITION**

Pursuant to the Open Public Meetings Act, the Board has set aside two portions of this meeting for public comment. Specifically, during both the “Public Comment on Agenda Items” and the “Other Public Comments” sections noted on the agenda, this meeting will be open to members of the public who wish to speak or make comment on agenda items or a school district issue that may be of concern to the residents of the Township of Blirstown. In that respect, please limit your comments or questions during the “Public Comment on Agenda Items” to agenda items only, and save any other questions or comments that you may have for the “Other Public Comments” portion of the meeting. During both portions of the meeting, the Board requests that the following procedures be observed:

1. Any person who wishes to speak must wait until they have been recognized by the presiding Board Officer;
2. Before beginning, each speaker must state their name and address, and, if speaking on behalf of an organization, state the name of that organization;
3. Each speaker is limited to one (1) opportunity to speak during each of the two (2) portions that have been set aside;
4. Each speaker is limited to five (5) minutes in length so that other members of the public who wish to speak may have an opportunity to do so.
5. The presiding Board Officer will advise each speaker when the five (5) minute period has expired;
6. Out of respect for other members of the public that may wish to speak, the Board requests that each speaker cede the floor to the next member of the public as soon as they finish making their respective comment(s) and/or when their allotted time has expired; and
7. If your questions or comments pertain to litigation, student, or personnel matters, the Board asks that you see the Superintendent after the meeting since the Board does not, pursuant to the Open Public Meetings Act, discuss or respond to these items in public.

## **S. LEGISLATIVE UPDATE**

## **T. EXECUTIVE SESSION**

**WHEREAS**, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances.

**WHEREAS**, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session; now therefore,

**BE IT RESOLVED** by the Blirstown Township Board of Education, that it is necessary to meet in executive session to discuss certain items involving:

HIBS

Personnel

**BE IT FURTHER RESOLVED** that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The Minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

**FURTHER RESOLVED** that the Board of Education will return to an open session to conduct business at the conclusion of the executive session.

**Voice Vote:**

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to go into executive session at \_\_\_\_\_ PM

**U. RECONVENE PUBLIC SESSION**

**Voice Vote:**

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to leave executive session at \_\_\_\_\_ PM

**V. MOTION AFTER EXECUTIVE SESSION**

**1. Approval Attached HIB Report (attached)**

**BE IT RESOLVED** that the Blairstown Board of Education upon recommendation by the Superintendent to approve the attached HIB report

Motion by \_\_\_\_\_, second by \_\_\_\_\_

**Roll Call:** by Donna Williams, School Business Administrator

<b>Board Member</b>	<b>Vote</b>	<b>Board Member</b>	<b>Vote</b>
Mrs. Allison		Ms. Klein	
Mr. Cook		Mrs. McElroy	
Mr. Doell		Mrs. Sikkes	
Mrs. Hambos		Mr. Van Valkenburg	
Mrs. Hawkswell			

**W. ADJOURNMENT**

**Voice Vote:**

Motion by \_\_\_\_\_, second by \_\_\_\_\_ to leave the meeting at \_\_\_\_\_ PM