

**WATERFORD TOWNSHIP BOARD OF EDUCATION  
REGULAR BOARD MEETING MINUTES – October 18, 2023  
WATERFORD ELEMENTARY SCHOOL**

**I. MEETING CALLED TO ORDER 6:33 P.M.**

This meeting was advertised in compliance with the Sunshine Law through the notice issued to the Courier-Post and filed with the clerk of the Township of Waterford and posted on the district website, wtsd.org.

**A. ROLL CALL OF ATTENDANCE**

Members Present: Matthew DeNafo, Benjamin De Vuyst, Daniel Hoover, Rosemarie Hunter, Thomas Leach, Barbara Libak Fanz, Michael McClintock, Ehren O'Donnell

Members absent: Jason Galante

Others present: Dr. Michael A. Nolan, Superintendent, Daniel J. Fox, Assistant Superintendent for Business /Board Secretary, Howard Long, Solicitor.

**B. REVISED MOTION TO APPROVE BUSINESS NOT ANTICIPATED AT THE TIME OF THE AGENDA PURSUANT TO BOARD POLICY**

A motion was made by Ms. Hunter, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to approve the amendment to the agenda.

**C. MOTION TO APPROVE THE REVISED RESOLUTION AUTHORIZING CLOSED SESSION**

A motion was made by Mr. De Vuyst, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to approve the Resolution Authorizing Closed Session.

**D. MOTION TO APPROVE THE RETURN TO OPEN SESSION**

A motion was made by Mr. O'Donnell, seconded by Mr. Libak Fanz, and carried by unanimous voice consent to return to open session at 7:14 p.m.

**E. FLAG SALUTE**

Mr. DeNafo led the Pledge of Allegiance.

**F. MISSION STATEMENT**

Mr. O'Donnell read the Mission Statement.

**G. STATEMENT TO THE PUBLIC**

Mr. DeNafo read the statement to the public.

**II. COMMITTEE REPORTS**

**A. EDUCATION -** No report.

**B. PERSONNEL -** No report.

**C. BUSINESS -** No report.

**III. PRESENTATIONS**

**A.** NJSLA Test Scores- *Dr. Nolan*

**IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS ONLY**

**A.** A motion was made by Mr. O'Donnell, seconded by Mr. McClintock, and carried by unanimous voice consent to open the meeting to the public.

Kathy Worrell- PreK Sub Rates

Janice Piantadosi – PreK Sub Rates – Are they trained as well?

**B.** A motion was made by Ms. Hunter, seconded by Mr. O'Donnell, and carried by unanimous voice consent to close the meeting to the public.

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**V. MINUTES**

A motion was made by Mr. O'Donnell, seconded by Mr. De Vuyst, and carried by voice consent to approve the minutes for the following meeting as submitted by the Assistant Superintendent for Business/Board Secretary:

- A. Board Meeting                      September 20, 2023
- B. Closed Session                      September 20, 2023

**VI. SUPERINTENDENT'S REPORT**

A motion was made by Ms. Libak Fanz, seconded by Ms. Hunter, and carried by a unanimous roll call vote to approve the following items.

- A. **Monthly District Reports-**
  - 1. Monthly Wellness Report
  - 2. Fire/Security Drill Log

**B. Enrollment:**

| Grade           | 2022-2023<br># of Students | 2023-2024<br># of Students |
|-----------------|----------------------------|----------------------------|
| PK (3 yr. old)  | 71                         | 52                         |
| PK (4 yr. old)  | 93                         | 98                         |
| PK (5 yr. old)  | 0                          | 2                          |
| K               | 106                        | 108                        |
| 1 <sup>st</sup> | 97                         | 110                        |
| 2 <sup>nd</sup> | 108                        | 95                         |
| 3 <sup>rd</sup> | 117                        | 109                        |
| 4 <sup>th</sup> | 105                        | 118                        |
| 5 <sup>th</sup> | 132                        | 114                        |
| 6 <sup>th</sup> | 114                        | 132                        |
| <b>Total:</b>   | <b>943</b>                 | <b>938</b>                 |

**C. Suspension Report:**

| SID# | Date | Incident | School | Location | Reported by | Resolution |
|------|------|----------|--------|----------|-------------|------------|
| N/A  |      |          |        |          |             |            |

**VII. SUPERINTENDENT'S RECOMMENDATIONS**

**A. EDUCATION**

Upon the recommendation of the Superintendent, a motion was made by Ms. Hunter, seconded by Mr. De Vuyst, and carried by unanimous roll call vote to approve items 1 through 9.

**1. Harassment, Intimidation and Bullying (HIB) Report:**

Acknowledge Receipt of HIB Investigations as follows:

| Alleged Target(s) | Alleged Aggressor(s) | Location | Report Received Date | Investigation Completed Date | Investigation Outcome HIB-Yes/No | Action Taken |
|-------------------|----------------------|----------|----------------------|------------------------------|----------------------------------|--------------|
| N/A               |                      |          |                      |                              |                                  |              |

**2. Harassment, Intimidation and Bullying (HIB) Report:**

Affirm the Harassment, Intimidation & Bullying Report as follows:

| Alleged Target(s) | Alleged Aggressor(s) | Location | Report Received Date | Investigation Completed Date | Investigation Outcome HIB-Yes/No | Action Taken |
|-------------------|----------------------|----------|----------------------|------------------------------|----------------------------------|--------------|
| N/A               |                      |          |                      |                              |                                  |              |

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3. **Approve the following policy for the first reading:**  
 a. Policy #: 2270- Religion in the Schools  
 b. Policy #: 2419- School Threat Assessments Teams  
 c. Policy #: 5111 - Eligibility of Resident/Nonresident Students  
 d. Policy #: 5116- Education of Homeless Children and Youths

4. **Approve the following policy for the second reading:**  
 n/a

5. **Acknowledge receipt of the following regulations:**  
 a. Regulation #: 2419- School Threat Assessment Teams  
 b. Regulation #: 5116- Education of Homeless Children and Youths  
 c. Regulation#: 5111- Eligibility of Resident/Nonresident Students

6. **Nurse's Service Plan 2023-2024 School Year:**  
 Approve the Nurse's Service Plan for the 2023-2024 school year. (See Attachment A-6).

7. **School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act:**  
 Approve the submission of the 2022-2023 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the New Jersey Department of Education.

8. **Field Trips for the 2023-2024 School Year:**  
 Approve the following field trips for the 2023-2024 school year:

| Location                  | Date   | Grade | Staff            | Total Adults/<br>Students | Cost PP    | Total  |
|---------------------------|--------|-------|------------------|---------------------------|------------|--|
| Six Flags Great Adventure | 6/4/23 | 6     | 36 Staff Members | Approx.<br>45/130         | \$64.98 pp | Admission: \$10,300<br>Transportation: \$3,100 |

9. Resolution of the Board of Education of Waterford Township School District supporting the Waterford Township safe routes to school project and the application for safe routes to school funding to make infrastructure improvements that will improve the biking environment for students.

10. **Superintendent Evaluation Calendar:**  
 Approve the Superintendent Evaluation calendar for the 2023-2024 school year. (See Attachment A-10).

11. **Fieldwork Experience for Fall, 2023:**  
 Approve the following student placements:

| Name            | College | Location | Grade | Teacher       | Dates      | # of Hours              |
|-----------------|---------|----------|-------|---------------|------------|-------------------------|
| Gizelle Annuzzi | CCC     | WES      | 5     | Borman/DeNafo | Fall, 2023 | 15 hrs total (3 hrs/wk) |
| Julia Simperts  | CCC     | WES      | 5     | Young         | Fall, 2023 | 15 hrs total (3 hrs/wk) |

12. **Fieldwork Experience for Spring, 2024:**  
 Approve the following student placement:

| Name          | College | Location | Grade | Teacher | Dates          | # of Hours                |
|---------------|---------|----------|-------|---------|----------------|---------------------------|
| Alisa Johnson | Walden  | WES      | 4     | Chance  | 1/8/23-5/17/24 | 60 hrs total (2-3 hrs/wk) |

**B. PERSONNEL**

Upon the recommendation of the Superintendent, a motion was made by Mr. De Vuyst, seconded by Mr. McClintock, and carried by roll call vote to approve items 1-13.

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**1. Resignation of Non-Certified Staff Member(s):**

Approve the resignation of the following staff member(s):

| Name        | Location | Position         | UPC            | Effective Date |
|-------------|----------|------------------|----------------|----------------|
| Boorse, A.  | TR       | Paraprofessional | 20-45-EX / AQD | 10.22.23       |
| Galiano, M. | TR       | Paraprofessional | 20-45-L1 / AIP | 9.20.23        |

**2. Appointment of Certified Staff for the 2023-2024 School Year:**

Approve the following staff member for the position below, pending receipt of required documentation:

| Name       | Assignment                              | UPC            | From     | To      | Step | Salary   | FTE |
|------------|---|----------------|----------|---------|------|----------|-----|
| Hand, A.   | Long-Term Substitute (Grade 3)          | 30-50-G3/AZT   | 12.14.23 | 4.12.23 | 2 BA | \$57,058 | 1.0 |
| Walker, K. | Long-Term Substitute (Preschool Relief) | 30-45-P2 / AKQ | 1.02.24  | 6.30.24 | 6 MA | \$64,592 | 1.0 |

**3. Appointment of Support Staff for the 2023-2024 School Year:**

Approve the following Support Staff members for the 2023-2024 school year, pending receipt of the required documentation:

| Name        | Assignment       | UPC            | Loc | Step | Rate / Hour | Hours / Day | Days / Year | FTE |
|-------------|------------------|----------------|-----|------|-------------|-------------|-------------|-----|
| Harrold, J. | Paraprofessional | 20-45-L1 / AIA | TR  | 3    | \$16.00     | 6           | 185         | 1.0 |

**4. Position Change of Support Staff Members for the 2023-2024 School Year:**

Approve the change of position for the following Support Staff members for the 2023-2024 school year:

| Name            | Curr Loc | Curr Position            | Curr UPC       | Curr Rate / Hour | Curr Hr/Day Day/Yr | New Loc | New Position           | New UPC        | Curr Rate / Hour | Curr Hr/Day Day/Yr | Effective Date |
|-----------------|----------|--------------------------|----------------|------------------|--------------------|---------|------------------------|----------------|------------------|--------------------|----------------|
| Caruso, H.      | TR       | HQ Parapro               | 20-45-L1 / AIA | 18.89            | 6.0 185            | TR      | HQ Parapro             | 20-45-L1 / AIP | 18.89            | 6.0 185            | 11.01.23       |
| DeMato, B       | TR       | Parapro                  | 20-45-EX / AQM | 16.00            | 6.0 185            | TR      | HQ Parapro             | 20-45-P2 / ALR | 17.00            | 6.0 185            | 10.23.23       |
| Morales, R.     | Atco     | Non-Instr. (Café) Aide   | 20-40-NA / AZK | 15.00            | 2.5 185            | TR      | Parapro                | 20-45-EX / AQM | 16.00            | 6.0 185            | 10.23.23       |
| Nielubowicz, E. | District | Perm. Parapro Substitute | 80-10-L1 / AIJ | 16.00            | 6.0 185            | TR      | Non-Instr. (Café) Aide | 20-45-NA / AZJ | 15.00            | 3.5                | 10.23.23       |

**5. Revised Certified Substitute Rates for the 2023-2024 School Year:**

Approve the revised certified substitute rates for the 2023-2024 school year as listed below:

| Number of Consecutive Days | Substitute Gr. 1-6 County Certificate | Substitute Gr. PreK-Kdg County Certificate | Substitute Gr. 1-6 CE/CEAS/Standard Certificate | Substitute Gr. PreK-Kdg CE/CEAS/Standard Certificate | Substitute Nurse | Substitute Requiring TOSD Certificate |
|----------------------------|---------------------------------------|--|---|--|------------------|---------------------------------------|
| 1-20                       | \$125.15                              | \$137.67                                   | \$133.90  | \$147.29   | \$283.25         | n/a                                   |
| 21-40                      | 133.90                                | 147.29                                     | 149.35  | 164.29   | 309.00           | \$180.25                              |
| 41-60                      | n/a                                   | n/a  | 180.25  | 198.28   | 334.75           | 206.00                                |

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**6. Revised Non-Certified Substitute Rates for the 2023-2024 School Year:**

Approve the revised non-certified substitute rates for the 2023-2024 school year as listed below:

| Position                           | Substitute<br>Gr. 1-6 | Substitute<br>Gr. PreK-Kdg |
|------------------------------------|-----------------------|----------------------------|
| Non-Instructional Aide (Cafeteria) | \$16.48               | \$18.13                    |
| Paraprofessional                   | 17.51                 | 19.26                      |
| Mechanic                           | 19.57                 | 19.57                      |
| Secretarial                        | 17.51                 | 17.51                      |
| Custodian                          | 18.54                 | 18.54                      |

**7. Appointment of Substitutes for the 2023-2024 School Year:**

Approve the following substitutes for the 2023-2024 school year, pending receipt of required documents:

| Name           | Substitute Position                | Rate           |
|----------------|------------------------------------|----------------|
| Cormaney, D.   | Teacher                            | \$125.15 / hr. |
|                | Paraprofessional                   | 17.51 / hr.    |
| Franchetti, J. | Paraprofessional                   | 17.51 / hr.    |
|                | Non-Instructional (Cafeteria Aide) | 16.48 / hr.    |
| Stanton, M.    | Teacher                            | 125.15 / hr.   |
|                | Paraprofessional                   | 17.51 / hr.    |

**8. Leave-of-Absence Acknowledgement:**

Acknowledge the submission/notification of the following staff member's Leave-of-absence:

| Staff Member | Dates              | Classification |
|--------------|--------------------|----------------|
| 5164         | 12.11.23 – 4.30.24 | FMLA / NJFLA   |

**9. Perfect Attendance Award – September 2023:**

Acknowledge and congratulate the recipient of September's Perfect Attendance Award, Michelle Biggs. Michelle has been with the district since December 2018, has served the district as a preschool teacher at Thomas Richards for most of her time with us. Just recently Michelle was selected as our Preschool Teacher Coach and will receive a \$50.00 Amazon gift card.

**10. Approve the following policy for the first reading:**

- a. Policy #: 3161- Examination for Cause-Teaching Staff Members
- b. Policy #: 3212- Attendance-Teaching Staff Members
- c. Policy#: 3432- Sick Leave- Teaching Staff Members- Abolished
- d. Policy#: 4161- Examination for Cause- Support Staff Members
- e. Policy#: 4212- Attendance- Support Staff Members
- f. Policy#: 4432- Sick Leave- Support Staff Members- Abolished

**11. Approve the following policy for the second reading:**

n/a

**12. Acknowledge receipt of the following regulations:**

- a. Regulation #: 3212- Professional Staff Attendance
- b. Regulation #: 3432- Sick Leave- Teaching Staff Members-Abolished
- c. Regulation #: 4212- Support Staff Attendance
- d. Regulation #: 4432- Sick Leave- Support Staff-Abolished

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**13. Retirement of Support Staff Member(s):**

Approve the retirement of Patricia Wressing, Custodian, with gratitude and appreciation for 1.5 years of service, effective January 1, 2024. (UPC 21-50-C3 / AHM).

**C. BUSINESS**

Upon the recommendation of the Superintendent, a motion was made by Mr. Leach, seconded by Ms. Hunter, and carried by a roll call vote to approve items 1 through 12 and addendum item 7b.

**1. Board Secretary's Certifications for the month August 2023 (See Attachment C-1):**

In accordance with 18A:17-9 for the month of August 2023, the Cash Reconciliation Report and the Board Secretary's report are in agreement. In accordance with 18A:17-9 for the month of January 2023, the Board Secretary certifies that no line item has been over-expended in violation of N.J.A.C. 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. The Board Secretary, in accordance with N.J.A.C. 6A:23A-16.10(c)2 certifies that the following changes in anticipated revenue amounts and revenue sources.

**2. Board of Education Monthly Financial Certification:**

Pursuant to N.J.A.C. 6A:23A-16.10(c) 4, the Waterford Township Board of Education certifies that as of August 2023 and after review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**3. Financial Reports for the month August 2023 (as per attached):**

- a. Investment report.
- b. Report of the Board Secretary in accordance with 18A:17-36 and 17A:17-9
- c. Student Activity Fund General Ledger.
- d. Nutri-Serve Food Management/Waterford Township School District Financial Statement. (N/A)

**4. Approval of Expenditures (as per attached):**

Approve the payment of bills and claims:

- Bills List #1- \$ 1,329.50
- Bills List #2- \$ 34,887.06
- Bills List #3- \$ 1,410,410.09

**5. Tuition Contracts for the 2023-2024 School Year:**

Approve the tuition contracts for the 2023-2024 school year:

| SID #      | School   | From    | To      | Amount      | Send/Receive | Attachment |
|------------|--|---------|---------|-------------|--------------|------------|
| 5301637342 | Yale School, Inc.  | 8/29/23 | 6/30/24 | \$63,399.60 | Send         | C-5-a      |
| 2467104348 | Brookfield Schools                                       | 9/8/23  | 6/30/24 | \$81,293.40 | Send         | C-5-b      |
| 4232157242 | Burlington County<br>Special Services School<br>District | 9/7/23  | 6/17/24 | \$57,010    | Send         | C-5-c      |
| 9145157534 | YALE School  | 9/11/23 | 6/30/24 | 112,899.60  | Send         | C-5-d      |
| 9937488584 | YALE School  | 9/11/23 | 6/30/24 | 112,899.60  | Send         | C-5-e      |
| 4232157242 | BCSSSD   | 7/5/23  | 8/1/23  | \$4,263.00  | Send         | C-5-f      |

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**6. Contracts:**

Approve the contracts for the 2023-2024 school year:

| Vendor      | Service            | From   | To      | Amount     | Attachment |
|-------------|--------------------|--------|---------|------------|------------|
| Empower AAC | Speech Evaluations | 9/1/23 | 6/30/24 | \$120/hour | C-6-a      |

**7. Grants:**

a. Approve the grant applications for the 2023-2024 school year:

| Grantor                      | School          | Amount | Purpose                   |
|------------------------------|-----------------|--------|---------------------------|
| WT Home & School Association | Thomas Richards | \$150  | Clothes & Health Supplies |
| WT Home & School Association | Atco            | \$150  | Clothes                   |
| WT Home & School Association | WES             | \$150  | Clothes                   |

b. Approve the Resolution of the Board of Education of Waterford Township School District Supporting the Waterford Township Safe Routes to School Project and the Application for Safe Routes to School Funding. (See Attachment C-7-b)

**8. ESEA-ESSA Funding Allocation – Title I Rtl Paraprofessionals:**

a. Approve a change to the percentage of funding of salary for Title I Rtl Paraprofessional as indicated below, retroactive to September 1, 2023 through the last day of employment, September 19, 2023:

| Location | Name        | Salary   | Local % | Title IA % |
|----------|-------------|----------|---------|------------|
| TR Para  | Galiano, M. | \$18,870 | 100%    | 0%         |

b. Approve a change to the percentage of funding of prorated salary for Title I Rtl Paraprofessional as indicated below, effective November 1, 2023 through the end of the 2023-2024 school year, based on ESEA-ESSA Title IA and local funding as indicated below:

| Location | Name       | Pro-Rated Salary | Local \$ | Local % | Title IA \$ | Title IA % | FICA % | FICA \$ | Total Title IA |
|----------|------------|------------------|----------|---------|-------------|------------|--------|---------|----------------|
| TR Para  | Caruso, H. | \$17,072         | \$3,756  | 22%     | \$13,316    | 78%        | 7.65%  | \$1,019 | \$14,335       |

**9. Out of District Professional Development for the 2023-2024 School Year:**

Approve the Out of District Professional Development for the 2023-2024 school year:

| Name      | Date Submitted | Date of Workshop         | Location       | Topic                          | Cost     | Account #                |
|-----------|----------------|--------------------------|----------------|--------------------------------|----------|--------------------------|
| Knoll, M. | 9/20/23        | 11/13/2023               | Somerset, N.J. | NJAHPERD Adapted PE Conference | \$99.00  | 11-000-223-580-58-06-100 |
| Knoll, M. | 9/20/2023      | 02/26/2024<br>02/27/2024 | Princeton, NJ  | NJAHPERD Annual Convention     | \$275.00 | 11-000-223-580-58-06-100 |

**10. Budget:**

a. Approve the budget calendar for the 2024-2025 school year. (See Attachment C-10).

**11. Facilities:**

a. Approve the Comprehensive Maintenance Plan and the Annual Maintenance Budget Amount Worksheet. (See Attachment C-11).

**12. Finance-Related Policies:**

a. Approve the following policies for the first reading:

1. Policy #: 8500- Food Services
2. Policy #: 8540- School Nutrition Programs- Abolished
3. Policy #: 8550- Meal Charges/Outstanding Food Service Bill-Abolished

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- b. Approve the following policies for the second reading:  
n/a
- c. Acknowledge receipt of the following regulations:  
n/a

**D. BYLAWS**

- 1. Approve the following policy for the first reading:  
n/a
- 2. Approve the following policy for the second reading :  
n/a
- 3. Acknowledge receipt of the following regulations:  
n/a

**VIII. REPORTS**

- A. **Legislation-** None
- B. **Camden County School Boards Association-** Mr. O'Donnell gave an oral report.
- C. **New Jersey School Boards Association-** Mr. Hoover gave an oral report.
- D. **Camden County Educational Services Commission-** Mr. De Vuyst gave an oral report.
- E. **Hammonton-** Ms. Hunter gave an oral report.
- F. **Board President's Report-** Mr. DeNafo gave an oral report.

**IX. BOARD OF EDUCATION BUSINESS**

**A. OLD BUSINESS**

None

**B. NEW BUSINESS**

A motion was made by Ms. Hunter, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to approve item 1.

**1. To approve the following board goals:**

- a. Continue to support our Superintendent, administration and staff in their efforts to improve student achievement for all students.
- b. Increase communication within the board on budget development, presentation and communication to the public. (Action plan may include NJSBA workshop on Board's Role in Budget and Finance, etc.)
- c. Continue to enhance communication and public relation efforts to strengthen our relationship with: our send/receive school district of Hammonton, Township of Waterford, Waterford Township Library, WTH&S, etc.

A motion was made by Ms. Libak Fanz, seconded by Mr. Leach, and carried by unanimous voice consent to approve addendum item 2.

- 2. To sustain the administrations recommendation to exclude students 50349, 50350, 50474, and 49990 from district enrollment due to residency status.

**X. COMMENTS FROM MEMBERS OF THE PUBLIC ON GENERAL TOPICS**

- A. A motion was made by Mr. O'Donnell, seconded by Mr. De Vuyst, and carried by unanimous voice consent to open the meeting to the public.

None

- B. A motion was made by Mr. McClintock, seconded by Ms. Libak Fanz, and carried by unanimous voice consent to close the meeting to the public.



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**XI. MEETING ADJOURNMENT at 7:50 p.m.**

A motion was made by Ms. Hunter, seconded by Mr. De Vuyst, and carried by unanimous voice consent to adjourn the meeting.

**Respectfully Submitted,**



**Daniel J. Fox**

**Assistant Superintendent for Business/Board Secretary**