



Oneida-Herkimer-Madison BOCES

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Cooperative Board 2015-2016

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**MINUTES OF THE REGULAR MEETING
OF APRIL 13, 2016**

The Regular meeting of the Board of Cooperative Educational Services was held on April 13, 2016 in The Oneida Room, Middle Settlement Road, New Hartford, New York.

MEMBERS PRESENT

- Dr. Gary W. Porcelli, President
- Mrs. Elaine M. Falvo, Vice President
- Mr. Steve Boucher
- Ms. Margaret Buckley
- Mrs. Shirley Burtch
- Mrs. Doreen Corbin
- Mr. John A. Griffin
- Mr. Michael J. Moore
- Mr. Gary P. Nelson
- Mr. John J. Salerno
- Mr. Russell Stewart

MEMBERS EXCUSED

- Mrs. Charlene A. Hartman

OTHERS PRESENT

- Mr. Howard D. Mettelman, Executive Officer
- Mr. Thomas Dorr
- Mr. Christopher Hill
- Mrs. Ann Turner
- Mrs. Deborah Kimball

Date

Introduction

Members Present

Members Excused

Others Present

Dr. Gary W. Porcelli, *President*, Elaine M. Falvo, *Vice President*, Steve Boucher, Margaret Buckley, Shirley Burtch, Doreen Corbin, John A. Griffin, Charlene A. Hartman, Michael J. Moore, Gary P. Nelson, John J. Salerno, Russell Stewart

The mission of the Oneida-Herkimer-Madison BOCES is to provide innovative leadership, programs, and services in response to the emerging educational needs of our school districts.

OTHERS PRESENT (CONT.)

Pamela Smoulcey, BOCES
Jan Tuttle, BOCES
Jeannine Eckel, BOCES
Theresa Finnegan, BOCES
Michele Misiak, BOCES
Starr Fear, student
Tina Fear, parent
Sky Fear, sibling
Kevin Bowen, student
Nancy Gallagher, parent
David Gallagher, parent
Kelsey Bowen, sibling
Kelly Bowen, sibling
Victor Palmieri, student
Amanda Peck, UCP
Keith Kulpa, Westmoreland CSD
Eric Coriale, Westmoreland CSD
Joanne Shelmidine, Westmoreland CSD
Rocco Migliori, Superintendent, Westmoreland CSD

ITEM I—CALL TO ORDER

A quorum was noted and the meeting was called to order at 4:35 p.m. by Dr. Porcelli

ITEM II—PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III—RECOGNITION

Bridges – Pam Smoulcey thanked the Cooperative Board for inviting them to the meeting. She introduced the other visitors and the students.

Starr Fear entered Jan Tuttle's 12:1:1 program at Westmoreland Middle School in September 2014 as a 6th grade student. Starr has grown into a responsible and trustworthy student. She completes her school work and homework. She cares about her peers in the class. Starr has excellent manners and is kind to everyone. She looks for ways that she can be helpful in school. Starr has been both student of the quarter and has won the EPIC award (which highlights students who are caring and helpful) this school year. Starr shared that she would like to be a veterinarian as she has 4 dogs and chickens and loves to spend time with them.

Kevin Bowen is an eighth grade student in Mrs. Finnegan's class from the Clinton school district. Kevin is a very social, polite, hard-working student who loves school. Kevin has been doing an excellent job in Mr. Kulpa's class this year. Kevin has made friends and increased his communication skills as a result of being part of Mr. Kulpa's class-and he is very excited about building his robot! He attends class with Shelly Misiak, a classroom assistant who has helped make this a positive experience for Kevin.

Victor Palmieri is a 12th grade student in Mrs. Finnegan's class from the New Hartford School district. This is Victor's first experience attending a class at the Middle school. Victor is generally a quiet student who enjoys being in a small classroom setting. However, he has been thoroughly enjoying being in this larger class of his peers. Victor smiles and laughs and is very observant of everything going on in the class. He is also having fun learning to create a robot with the help of his 1:1 assistant, Gil Oliveras and the new friends he has made in the class.

Westmoreland staff member Keith Kulpa shared that Kevin and Victor were invited to participate in "Logic, Thinking, & Reasoning" (LTR), a class taught him. Initially, the students attended the class to be with peer models and for socialization. However, the class has given them much more. Both students have been given a Hummingbird kit and the opportunity to create a robotic hummingbird with the help of the district students and classroom staff. They have been enjoying every minute of it! The students and their assistants will be attending Robotic Night at Westmoreland Middle School at the end of April to display their creations

ITEM IV – RECOGNITION OF VISITORS

ITEM V— COMMUNICATIONS

From the Floor

BOCES Administrative Budget Vote – April 19th
SBI Distinguished Service Awards Dinner
Rural Schools Conference – July 10 – 12th
End of Year Events

Correspondence

ITEM VI – AUDIT COMMITTEE REPORT AND RECOMMENDATIONS

Mrs. Falvo reviewed the minutes that are in the Board packet.

ITEM VII—APPROVAL OF CONSENT AGENDA (A., B., C., D.)

Dr. Porcelli asked for a motion to amend the Agenda and move Item D.1.a.4. to the end of the Consent agenda and Item D 4 to after Executive Session.

Motion by: Mrs. Falvo
Seconded by: Mrs. Corbin

Motion approved unanimously.

MOTION TO APPROVE THE CONSENT AGENDA

(with the following changes: move Item D.1.a.4. to the end of the Consent Agenda and Item D. 4. to after Executive Session.)

Motion by: Mrs. Falvo
Seconded by: Mr. Salerno

MINUTES OF THE REGULAR MEETING OF MARCH 9, 2016

Moved, that the minutes of the Regular Meeting of March 9, 2016, of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved as presented.

MINUTES OF THE ANNUAL MEETING OF APRIL 6, 2016

Moved, that the minutes of the Annual Meeting of April 6, 2016, of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved as presented.

FINANCIAL REPORTS/AWARDING OF CONTRACTS

MOTION TO ACCEPT THE REPORT OF THE TREASURER FOR FEBRUARY 2016, AND APPROVE THE FEBRUARY 2016 BUDGET ADJUSTMENTS;

Moved, that the Cooperative Board accepts the Report of the Treasurer for February 2016 (Item VII C-1); all as shown below:

Report of the Treasurer for February 2016

Capital	391,910.42
General	21,650,575.11
School Lunch	59,768.84
Special Aid	1,200.33
Trust/Agency	25,434.45
Trust/Expand	<u>72,775.92</u>
Total	\$22,201,665.07

and the Treasurer's Report for the Extra-Curricular Fund for February 2016 showing a fund balance of \$7,089.24.

**Budget Revisions—2015-16
January 2016 Report**

2015-16 Adopted Budget	\$54,642,366
Commitment Changes	554,114
Net Changes	<u>+ 5,317,311</u>
Total	\$60,513,791

MOTION TO APPROVE THE AUDITING SERVICES, JUNE 30, 2016 THROUGH JUNE 30, 2018

Moved that the Cooperative Board approves the auditing services of West & Company for the audit period ending June 30, 2016 through June 30, 2018 at an annual cost not to exceed \$16,000, \$16,500 and \$17,000 respectively.

MOTION TO APPROVE THE CORRECTIVE ACTION PLAN

Motion that the Cooperative Board approves the Corrective Action Plan in order to complete the audit process.

PERSONNEL

**MOTION TO APPROVE CHANGES ON THE TEACHING/CERTIFIED STAFF AND
NON-INSTRUCTIONAL/CLASSIFIED STAFF**

Moved, that pursuant to the recommendations of the District Superintendent, the Board approves, the following changes on the teaching/certified staff and non-instructional/classified staff as follows:

C. PERSONNEL REPORT

a. RETIREMENTS

1. Teaching/Certified Staff

			Hire Date	Retire Date
1.	THOMAS M. COOK	TEACHER OF TECHNOLOGY	09/13/1995	06/30/2016
2.	MARTINA DICK	TEACHER ASSISTANT	01/19/1988	06/30/2016
3.	KEITH E. JOSLIN	TEACHER OF CONSERVATION	09/01/1994	06/30/2016
4.	RUSSELL A. LUPI	SCHOOL SOCIAL WORKER	09/01/1997	06/30/2016
5.	RICHARD MARCHITELLI	TEACHER-POLICE SCIENCE/CRIM JUSTICE	09/01/2004	07/01/2016
6.	JUDITH A. SCHWARTZ	TEACHER ASSISTANT	05/23/2005	06/30/2016
7.	SHARON SETH	TEACHER OF BUSINESS EDUCATION	01/13/1996	06/30/2016

2. Non-Instructional/Classified Staff

			Hire Date	Retire Date
1.	NIKI BISCHOFF	REGISTERED PROFESSIONAL NURSE	10/04/2004	06/30/2016
2.	BARBARA J. KABOT	NURSE PRACTITIONER	10/12/2004	04/01/2017

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	ERIN K. LOPICCOLO	TEACHER ASSISTANT	02/01/2016	03/29/2016
2.	YUYING WU	TEACHER OF FOREIGN LANGUAGE	09/01/2015	03/14/2016

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	DOMINICK A. CIANFROCCO	FOOD SERVICE HELPER	01/10/2001	09/01/2015 (verbal)
2.	JASON M. DOUGLASS	COMPUTER OPERATOR	01/12/2015	04/01/2016

c. UNPAID LEAVE(S) OF ABSENCE

1. Non-Instructional/Classified Staff

			Start Date	End Date	Reason
1.	JACQUELINE H. CIRCELLI	ACCOUNT CLERK	05/02/2016	TBD	new probationary appointment

d. APPOINTMENTS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **DIANA L. JACKSON** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing April 04, 2016 and ending April 03, 2020 at an annual salary rate of \$14,508.00, prorated.

Certification:

- * Level I certificate in Teaching Assistant

Education:

- * Working toward Child Development Associate through Cornell Cooperative Extension
- * Teaching Assistant Certificate through Herkimer County Community College

Work Experience:

- * From July, 2014 through the present as a Teacher Assistant at Half Pint Academy Child Care Center
- * From January, 2011 through June, 2014 as a Senior Teller at M & T Bank

2. Recommend that **JENNIFER M. JAMES** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing March 14, 2016 and ending March 13, 2020 at an annual salary rate of \$14,508.00, prorated.

Certification:

- * Level I certificate in Teaching Assistant

Education:

- * Attended West Virginia Wesleyan College for Sports Medicine/Physical Education
- * Attended Salem International University for Sports Medicine/Physical Education

Work Experience:

- * From November, 2015 through the present as a long term substitute Teaching Assistant at the Oneida-Herkimer-Madison BOCES
- * From August, 2011 through November, 2015 as a personal care aide for the elderly/disabled at U.S. Care Systems, Inc., Utica

3. Recommend that **ERIN K. LOPICCOLO** be appointed as a **TEACHER ASSISTANT** in the Special Education Programs, for a four year probationary appointment in the Teaching Assistant tenure area, commencing March 30, 2016 and ending March 29, 2020 at an annual salary rate of \$14,508.00, prorated.

Certification:

- * Level I certificate in Teaching Assistant

Education:

- * Attended MVCC for Elementary Education
- * Licensed in Massage Therapy from Onondaga School of Therapeutic Massage

Work Experience:

- * From February, 2016 through the present as a substitute Teaching Assistant at Oneida-Herkimer-Madison BOCES
- * From August, 2009 through January, 2016 as a Project Manager at Northern Safety
- * From January, 2009 through March, 2011 as a Massage Therapist at Effleurage

b. RECOMMENDATION TO AMEND PROBATIONARY APPOINTMENT

1. **JEFFREY R. SERGOTT**'s probationary appointment in the tenure area of **TEACHING ASSISTANT** is being adjusted to account for a change in start date and salary. In addition, he will be a Teaching Assistant (.6 FTE) and also teaching Physical Education (.2 FTE) and Health (.2 FTE). His new probationary appointment is amended to the dates commencing March 7, 2016 and ending March 6, 2020 at an annual salary rate of \$29,905.60, prorated.

c. RECOMMENDATION FOR PART-TIME APPOINTMENT(S)

1. Recommend that **LUFEI YU** be appointed as a **TEACHER OF FOREIGN LANGUAGE** in the Information & Technology Division, for a part-time appointment (.6 FTE) commencing March 28, 2016 at an annual salary rate of \$22,620.00, prorated.

Certification:

- * Currently enrolled for teaching certification

Education:

- * Bachelor of Art Degree in Teaching Chinese as a Foreign Language from Zhejiang University of Technology
- * Master of Art Degree in Teaching Chinese from Union Graduate College (in progress)
- * Took classes towards a Master's Degree in Teaching Chinese to Speakers of Other Languages from Beijing Normal University

Work Experience:

- * From September, 2015 through the present as a Chinese Teacher at Tech Valley High School, Albany
- * From July, 2014 through August, 2014 as a Chinese Teacher at School Abroad China, Beijing
- * From March, 2013 through June, 2013 as a Chinese Teacher at Chinesetown, China

d. RECOMMENDATION FOR SHORT-TERM SUBSTITUTE APPOINTMENT

1. **JASON W. SCIALDONE** was previously appointed as a **GUIDANCE COUNSELOR** in Itinerant Programs, for a short-term substitute appointment commencing February 24, 2016 and ending March 07, 2016. It is requested to extend this appointment to March 24, 2016 at a salary rate of \$42,842.00, prorated.

2. Non-Instructional/Classified Staff

- * Recommend the creation of two (2) School Lunch Director II positions* (Civil Service has requested that the minutes reflect School Lunch Director II in lieu of Food Service Director II).

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **JASON M. DOUGLASS** be appointed to a provisional appointment as a **COMPUTER TECHNICAL ASSISTANT** in the Information & Technology Division, commencing April 02, 2016 at an annual salary rate of \$38,000.00, prorated.

JASON M. DOUGLASS has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER TECHNICAL ASSISTANT**, until the results of the next civil service exam are known.

Education:

- * Associates Degree in Computer Network Technician from HCCC
- * Bachelor of Science Degree in Network Computer Security from SUNYIT

Work Experience:

- * From January, 2015 through the present as a Computer Operator at Oneida-Herkimer-Madison BOCES
- * From July, 2013 through January, 2015 as a Computer Technician at DCMO BOCES
- * From August, 2010 through July, 2013 in maintenance at the Housing Corporation, Oneida Indian Nation

b. RECOMMENDATION FOR A SECOND PROVISIONAL APPOINTMENT

1. **NICHOLAS S. GREEN** was previously appointed to a provisional appointment as a **COMPUTER OPERATOR** in the **INFORMATION & TECHNOLOGY DIVISION**, commencing March 21, 2016. **NICHOLAS S. GREEN** is being recommended to a 2nd provisional appointment by his immediate supervisor. **NICHOLAS S. GREEN** recently took the civil service exam, but did not receive a passing score. After canvassing individuals on the list, it has been deemed non-mandatory (less than 3 names) and it is now possible for **NICHOLAS S. GREEN** to receive a 2nd provisional appointment, with the understanding that the next civil service exam for this title will need to be taken and passed.

c. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **JACQUELINE H. CIRCELLI** be appointed to a probationary appointment as a **SENIOR ACCOUNT CLERK/TREASURER** in the Administrative Services Division, commencing May 02, 2016 at an annual salary rate of \$45,000, prorated.

JACQUELINE H. CIRCELLI has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **SENIOR ACCOUNT CLERK/TREASURER**. **JACQUELINE H. CIRCELLI** will be required to serve a twelve week probationary period.

Education:

- * Graduate of Kempsville High School, Virginia Beach, VA
- * Bachelor's Degree in Public Accounting from Utica College

Work Experience:

- * From November, 2012 through the present, as an Account Clerk at Oneida-Herkimer-Madison BOCES
- * From August, 2011 through November, 2012, as an Accounting Specialist at Northern Safety Company, Frankfort, NY
- * From October, 2011 through the present, as PTA Treasurer for Bradley Elementary School
- * From August, 2010 through June, 2011, as a Substitute Aide, Library Assistant and Classroom Monitor, at New Hartford Central School District
- * From 1996 through 1998, as a Staff Accountant at James Cowan, CPA.

d. RECOMMENDATION FOR PROBATIONARY APPOINTMENT FROM CIVIL SERVICE LISTING

The below named individual(s) recently took and successfully completed the required civil service exam for the title. The below named individual(s) will be required to serve a twenty-six week probationary period.

			Prob. Date
1.	KATRINA E. BAKER	COMPUTER TECHNICAL ASSISTANT	03/14/2016
2.	BRITTNEY S. BARTON	SENIOR GRAPHIC ARTIST	03/14/2016
3.	MARK T. HANNA	GRAPHIC DESIGN ARTIST	03/14/2016
4.	ANDREA E. RAFFERTY	ASSOCIATE GRAPHIC ARTIST	03/14/2016

e. RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)

1. Recommend that **WILLIAM R. WILSON** be appointed to a temporary appointment as a **CAREER EXPLORATION SPECIALIST** in the SABA Program, commencing March 29, 2016 and ending May 20, 2016 at a salary rate of \$17.12/hr.

Education:

- * Graduated from Knoch Senior High School, Saxonburg, PA
- * Bachelor's Degree in Sociology from Allegheny College, Meadville, PA

Work Experience:

- * From September, 2015 through October, 2015 and from September, 2014 through December, 2014 and from August, 2013 through October, 2013 as a temporary Career Exploration Specialist at Oneida BOCES
- * From September, 2010 through December, 2012, substitute teacher for the Oneida BOCES and Sauquoit Valley High School
- * From September, 2008 through March, 2009, Career Exploration Specialist for the Oneida BOCES
- * From December, 1991 through October, 2007, VP and Manager for Rich Plan Corp., Yorkville, NY
- * From January, 1989 through December, 1991, Independent Real Estate Appraiser
- * From November, 1975 through December 1988, Assistant VP and Branch Manager for Rome Savings Bank, Rome, NY

f. RECOMMENDATION FOR ADDITIONAL ASSIGNMENT(S)

1. Recommend that **ROBERT F. HARRIS JR** be appointed to an additional assignment as a **CLERK OF THE WORKS** in Administrative Services, commencing March 11, 2016 and ending June 30, 2016 at a salary rate of \$5,000.00.

ACTION ITEMS

APPROVAL OF WIDE AREA NETWORK BID

Moved, that the Cooperative Board awards the bid to Time Warner Cable and Northland Communications for services provided by each as highlighted on the attached 3 and 5 year spreadsheets.

APPROVAL OF BID AWARD FOR PRINTING UCSD CALENDAR

Moved, that the Cooperative Board award the bid to the T.C. Peters Printing Company, Inc. for \$9,795 for 32 pages plus cover // \$1,275.00 for each additional 4 pages for 12,000 copies.

APPROVAL OF ESTABLISHMENT OF STANDARD WORK DAYS FOR NYSLRS AND NYSTRS

Moved, that the Cooperative Board establishes the standard work days for NYSLRS and NYSTRS employees pursuant to the attached lists. These standards will be the basis on which time worked by Oneida-Herkimer-Madison BOCES employees will be reported to the respective retirement systems.

Motion carried unanimously.

Motion by: Mrs. Falvo
Seconded by: Mrs. Corbin

Item D.1.a.4.

4. Recommend that **MARY B. MANDEL** be appointed as an **ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES** in the Administrative Services Division, for a four year probationary appointment in the Assistant Superintendent for Administrative Services tenure area, commencing July 01, 2016 and ending June 30, 2020 at an annual salary rate of \$130,000.

Certification:

- * Permanent certificate in School District Administrator
- * Permanent certificate in School Business Administrator

Education:

- * Bachelor of Science Degree in Accounting from SUNY College at Oswego
- * Master of Science Degree in Business/Human Resource Management from SUNY Institute of Technology
- * School Building Administrator Degree in Education Administration from SUNY College at Cortland

Work Experience:

- * From October, 2008 through the present as an Assistant Superintendent for Business Affairs at New Hartford CSD
- * From January, 2004 through October, 2008 as an Assistant Superintendent for Business at Holland Patent CSD
- * From January, 1996 through January, 2004 as a Business Administrator at Oriskany CSD
- * From December, 1989 through January, 1996 as a Supervisor of the Central Business Office at Oneida-Herkimer-Madison BOCES
- * From September, 1991 through May, 1996 as an Adult Education Instructor - Accounting at Madison BOCES Continuing Education

Motion carried unanimously.

ITEM VIII - BOARD TOPIC(S)/DISCUSSION ITEM(S)

National School Boards Association Conference

Dr. Porcelli thanked the Board members that attended the conference. He then asked them to share what workshops they attended.

Mr. Boucher reported that the conference was very informative. He attended several workshops including the all of the General Sessions – Dan Rather, Robin Roberts and Tony Wagner. Others included the Coding workshop, Google-licious and Measuring Rubrics.

Mrs. Burtch also attended the General Sessions and noted that something that she took away from what Tony Wagner said is that “Isolation is the enemy of collaboration”. She also attended workshops on Coding, Google-licious and Acellus Best Practices.

Mr. Griffin noted it was a great conference. His thoughts on the conference were that we are an innovative society, not a knowledge society. He noted that Dan Rather spoke about educational models in Finland and Singapore. He talked about the Disney Model and Plus 70 experience. Mr. Griffin feels our BOCES is way ahead of the curve and already doing a lot of what was shared at the conference.

Mr. Nelson also attended the General Sessions. He attended workshops including Playing to Learn where teachers use play to make school more rigorous; Family Engagement where districts give parents information to ask questions about what students did in school. He also attended a workshop Tomorrows Vision Today – A school district in North Carolina that focus their efforts on grades 1-3.

Mr. Stewart attended the General Session and noted a quote from Robin Roberts – “Every mess should have a message”. And a quote from Tony Wagner – “It’s not what you know but what you can do with what you know”. Mr. Stewart also attended workshops relating to Disrupting Poverty, The Digital Classroom, Power of Partnerships and Building After School Programs.

Mr. Mettelman thanked the Board members who attended the conference. He also attended the General Sessions and noted that Robin Roberts was very positive and spoke about placing yourself in a position to always do good. He shared information about the Disrupting Poverty workshop and shared his experience with a local Anti-poverty workshop he attended.

Board Officer Elections (page 93)

Dr. Porcelli asked Board members who would be interested in serving on the Board Officer Committee. Mr. Boucher, Mr. Nelson and Mr. Griffin volunteered. Dr. Porcelli asked Mr. Boucher to be the Chair Pro Tem.

Dr. Porcelli is interested in continuing as President and Mrs. Falvo is interested in continuing as Vice President.

Dr. Porcelli asked that if there is interest in either of the officer positions from other Board members to please contact a member of the committee.

ITEM IX—OLD BUSINESS

None

The Board recessed for dinner from 6:25 p.m. until 7:00 p.m.

ITEM X—REPORTS

REPORT OF THE DISTRICT SUPERINTENDENT AND LEGISLATIVE UPDATE

Mr. Mettelman discussed the following topics in his report:

- Annual Meeting and vote day April 19, 2016
- State Budget and BOCES Legislation
- Regional Career Day – April 14, 2016

ITEM XI - EXECUTIVE SESSION

Motion by: Mrs. Corbin
Seconded by: Ms. Buckley

Moved, that the Board enter Executive Session at 7:10 p.m. to discuss personnel/negotiations update.

Motion carried unanimously.

The Board returned to General Session at 7:19 p.m.

Item VII.

D. 4. APPROVAL OF CONTRACT(S)

Motion by: Mrs. Falvo
Seconded by: Ms. Buckley

Motion that the Cooperative Board approve the contract for Mary Mandel.

Motion carried unanimously.

ITEM XII - Action Item(s) for Approval (continuation of VI.)

None

MOTION TO ADJOURN

Motion by: Ms. Buckley
Seconded by: Ms. Corbin

Moved, there being no further business to come before the meeting, the meeting adjourned at 7:22 p.m.

Motion carried unanimously.



Deborah Kimball
Clerk of the Board
April 13, 2016

