

The Board of Education of the Lenape Regional High School District, Burlington County, New Jersey, convened in regular session on Wednesday, April 29, 2020, virtually in light of Executive Order 107's mandate for all citizens to avoid any unnecessary travel or social gatherings, as well as to remain home or in their place of residence, commencing at 5:30 PM.

1. **Roll Call**

The following members were present: Dr. Robert Bende, Mrs. Allison Eckel, Mrs. Margaret Estlow, Mr. Barry Fitzgerald, Mr. Samuel Green, Mr. Marc Jones, Mrs. Paula Lee, Mr. Steve Lee, Mrs. Bonnie Olt, Mr. Charles Roseboro and Mr. David Stow.

Also present: Dr. Carol Birnbohm, Superintendent of Schools; Mr. Matt Webb, Assistant Superintendent; Ms. Constance L. Stewart, School Business Administrator/Board Secretary; Ms. Elaine Kurtz, Coordinator of Administrative Services; Mr. John Donaldson, Director of Media and Communications; Mr. DJ Deeney, Media and Communications; Mr. HoSung Kim, Network Administrator; Mr. Taylor Ruilova, Solicitor; Newspaper Reporters and Public.

2. **Chairman's statement of "Open Public Meeting Law."**

Adequate notice of this regular meeting has been provided by posting the Notice in the entrance at the administration building and in the Office of the Board Secretary on April 27, 2020, and posting it on the Lenape Regional High School District website on April 27, 2020.

3. **Flag Salute**

4. **Communications**

5. **New Business** – No Report

6. **Reports**

A. Solicitor – No Report

B. Board Secretary – No Report

C. Superintendent – No Report

Students of the Month for April, 2020 are as follows:

Lenape High School:	9 th Grade -	Amelia Graziano
	10 th Grade -	Harper Alvarado
	11 th Grade -	Andrew Varlese

	12 th Grade - Olivia Cao
Shawnee High School:	9 th Grade - Nialoni Scott 10 th Grade - Dan Droke 11 th Grade - Ashauna McClure 12 th Grade - Adam Potoczak
Cherokee High School:	9 th Grade - Matthew Briglia 10 th Grade - Brielle Olivieri 11 th Grade - Gregory Cappello 12 th Grade - Paul Houser
Seneca High School:	9 th Grade - Talia Lemyre 10 th Grade - Meredith Waropay 11 th Grade - Jameson Keebler 12 th Grade - Michael Moore

Lenape Regional High School District BOE Adopts 2020-2021 Budget

Maintains Regular and Special Education Programs and Staff Despite State Aid Decrease

On Wednesday, April 29, 2020, the Lenape Regional High School District (LRHSD) Board of Education adopted a \$162.8 million budget for the 2020-2021 school year, a 0.75 percent increase from the current school year, amounting to a \$1.2 million increase. The budget was adopted amid continuing declines in state aid, increased needs for special education funding and the rising cost of health insurance.

LRHSD Board of Education member David Stow emphasized the board's commitment to fiscal responsibility to the communities the district serves. According to the New Jersey Department of Education's Taxpayers' Guide to Education, the LRHSD continues to rank as one of the best performing school districts in the state with the least number of administrators per faculty member and per student, as compared to similar districts. Additionally, the LRHSD spends well below the state-mandated regional limit on administrative costs per pupil.

Stow also announced the board, upon the administration's recommendation had to eliminate positions, stipends and un-mandated services in order to cut \$2.6 million. The district will continue the consolidation of North/South at Lenape and Cherokee with the reduction of 3.5 certificated support staff members; and will eliminate the warehouse supervisor and treasurer of school money positions.

The LRHSD made several additional reductions that assisted in balancing the budget without affecting programs this year. The district did not purchase textbooks, increased class sizes, and reduced overload teaching/extra-pay assignments and eliminated most substitute teachers.

In the transportation budget, the LRHSD saved by eliminating late runs and courtesy bus routes within 2.5 miles of school which additionally shifts the responsibility of paying crossing guards to the municipalities they serve; consolidating to neighborhood stops, and reducing dispatchers' pay.

State funding to the LRHSD decreased by 4.23 percent, which was a decrease of \$1.156 million yielding only a total of a little more than \$26 million in state funding for the 2020-2021 school year. This reduction is due to the passage of the S-2 school-funding modification bill in July 2018, which will result in the total state aid reduction of \$7.7 million over seven years.

The LRHSD also factored in a 5.8 percent increase in healthcare costs into the 2020-2021 budget.

The proposed budget adds no new regular or special education programs. However, the LRHSD will serve an additional 77 special education students for the 2020-2021 school year. To accommodate the increase in special education students, the district must add two nurse-paraprofessionals for two students and 18 part-time paraprofessional positions.

In response to the reduction of nearly \$8 million in state aid over a seven-year period, the LRHSD joined other school districts to form Support Our Students (SOS), which lobbies and advocates for its member school districts at the state level.

According to Superintendent of Schools Carol Birnbohm, Ed.D., state aid to the LRHSD has continued to comprise a lower percentage of the annual budget, declining from nearly 40 percent in the 1994-1995 school year, to just 17 percent of next year's proposed budget. With the legislative changes in state aid, that portion is projected to drop to 13.5 percent in the 2024-2025 school year, placing additional burden on taxpayers in the years ahead.

Though the LRHSD is faced with significantly reduced funding from the state, the district continues to excel as one of the top regional school districts in New Jersey with overwhelming support from its communities. "Our Board has never ceased to be amazed by the donations that come to us from our communities, our organizations and the businesses that support the Lenape Regional High School District," said Stow.

"Accepting financial support from our community has helped make it possible for us to bridge the gap to improve athletic facilities, purchase new equipment and support innovative programs to benefit our students," added Birnbohm.

As one of the highest achieving districts in the state, the LRHSD has shown that innovation, creativity and achievement are integral to its success. With an average graduation rate of 96.4 percent among its four high schools, the district reported that nearly 85.3 percent of the Class of 2019 continued its education across at least 227 four-year and two-year colleges and universities.

According to Birnbohm, LRHSD students' academic success tells only part of the story. "Our staff and students are regional, state and national award winners and champions," she said. "They've won awards for special education programs, marching band, business, fine arts, robotics, community service and JROTC, not to mention athletics."

Budget information, including tax impacts for each sending district, is posted on the 2020-2021 Budget Information page. For more information, contact Business Administrator, Connie Stewart at 609-268-2000, ext. 5536 or cstewart@lrhsd.org.

New Jersey State Aid Reductions Impact on LRHSD

Board member David Stow presented the 2020-2021 Budget to the Board of Education. He emphasized the board's commitment to fiscal responsibility to the communities the district serves. State funding to the LRHSD **decreased** by 4.23 percent, which was a **decrease** of \$1.156 million yielding only a total of a little more than \$26 million in state funding for the 2020-2021 school year. This reduction is due to the passage of the S-2 school-funding modification bill in July 2018, which will result in the total state aid reduction of \$7.7 million over seven years. In response, the LRHSD joined other school districts to form Support Our Students (SOS), which lobbies and advocates for its member school districts at the state level.

7. **PURCHASES/INVESTMENTS/PAYMENTS** – Mr. Stow, Chairperson

1. On motion made by Mr. Stow, seconded by Mrs. Olt to ratify and approve the payments listed below:
 - a. April 29, 2020 Check Register check numbers 134988-135029 in the amount of \$2,148,995.19.
Dr. Bende and Mr. Stow abstained.
 - b. Check Registers from March 19, 2020 through April 28, 2020 check numbers 134760-134987 in the amount of \$4,269,724.55 and check numbers 20049-20055 and 156-163 in the amount of \$6,969,664.57.
Mrs. Lee and Mr. Roseboro abstained.
 - c. March 2020 Payroll of \$8,662,607.76.
Mr. Jones and Mr. Stow abstained.
2. On motion made by Mr. Stow, seconded by Mrs. Olt to approve the minutes of the Regular Board Meeting on March 18, 2020.
Mrs. Estlow and Mrs. Lee abstained.

PUBLIC PARTICIPATION – No Report

PUBLIC HEARING ON THE 2020-2021 BUDGET BOARD PRESENTATION

Mr. Stow gave a public presentation on the 2020-2021 budget and then Mr. Fitzgerald opened the floor for public participation.

PUBLIC PARTICIPATION -

Mr. Evan Scott – Evesham Township

Mr. Scott commented regarding how the State Funding Formula model was created.

Mr. Andy Milone – Pine Barrens Tribune, Vincentown

Mr. Milone asked about average earnings that were budgeted in the 2020-2021 school year.

Dr. Birnbohm responded to these comments.

8. **FINANCE & INSURANCE** – Mr. Stow, Chairperson

FINANCE

1. On motion made by Mr. Stow, seconded by Mrs. Estlow to approve the 2020-2021 school budget, in accordance with the New Jersey Department of Education guidelines.

General Fund Tax Levy \$120,131,874

Debt Service Tax Levy \$ 6,629,346

Total Tax Levy \$126,761,220

On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.

Motion carried.

9. **POLICY** – Mrs. Lee, Chairperson

1. On motion made by Mrs. Lee, seconded by Mrs. Olt to approve the first reading of new Board of Education Policy and Regulation 1642: Earned Sick Leave.

On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.

Motion carried.

2. On motion made by Mrs. Lee, seconded by Mrs. Olt to approve the first reading of revised Board of Education Policy and Regulation 5200: Attendance.

On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.

Motion carried.

- 3. On motion made by Mrs. Lee, seconded by Mrs. Olt to approve the first reading of revised Board of Education Policy 5600: Expectations for Student Behavior.
On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.
- 4. On motion made by Mrs. Lee, seconded by Mrs. Olt to approve the first reading of revised Board of Education Policy 5600: Behavioral Guidelines.
On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.
- 5. On motion made by Mrs. Lee, seconded by Mrs. Olt to approve the first reading of revised Board of Education Policy and Regulation 5611: Removal of Students for Firearms Offenses
On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.

10. **PERSONNEL** – Dr. Bende, Chairperson

- 1. On motion made by Dr. Bende, seconded by Mrs. Estlow to approve the following retirements.

<u>Name</u>	<u>Loc</u>	<u>Position</u>	<u>Effective Date</u>
Deborah Jenson	Len	Math	7/1/20
Wayne Gaskill	Dist	Warehouse Supervisor	11/1/20

On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.

- 2. On motion made by Dr. Bende, seconded by Mrs. Estlow to approve the following leaves of absence.

<u>Name</u>	<u>Loc</u>	<u>Subject</u>	<u>Type</u>	<u>From</u>	<u>To</u>
Sarah Wood	Che	Special Ed.	FMLA/NJFLA	9/1/20	11/22/20
Danielle Nellenbach	Sen	Interpreter	FMLA.NJFLA	9/1/20	11/22/20

On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.

3. On motion made by Dr. Bende, seconded by Mrs. Estlow to approve the following promotion.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Jessica LeGrange	Che Social Studies	Sen Asst. Principal	8/1/20

On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.

4. On motion made by Dr. Bende, seconded by Mrs. Estlow to approve the staff and salary adjustments as listed in the back-up material.
On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.

11. **BUILDING & PROPERTY** – Mrs. Lee, Chairperson

1. On motion made by Mrs. Lee, seconded by Mrs. Olt to ratify and affirm the amended facility use agreement requested from PSE&G to use Lenape High School as a staging area during the Coronavirus crisis.
On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.
2. On motion made by Mrs. Lee, seconded by Mrs. Olt to approve the resolution to reject the bids for Cherokee High School Performing Arts Center Floor Restoration as per the back-up material.
On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.
3. On motion made by Mrs. Lee, seconded by Mrs. Olt to approve the resolution to reject the bids for District Office VRF (Variable Refrigerant Flow) as per the back-up material.

On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.

4. On motion made by Mrs. Lee, seconded by Mrs. Olt to approve the resolution to reject the bids for Lenape High School Dust Collector as per the back-up material. On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.

12. **TRANSPORTATION & FOOD SERVICES** – Mrs. Olt, Chairperson

TRANSPORTATION

1. On motion made by Mrs. Olt, seconded by Mrs. Eckel to approve the following staff members.

<u>Name</u>	<u>Loc</u>	<u>Position</u>	<u>Step/Col</u>	<u>Salary</u>	<u>Effective Date</u>
Beth Hendrickson	Dist	Bus Driver	1	\$18.90/HR	9/1/20
Eileen Maenner	Dist	Bus Driver	1	\$18.90/HR	9/1/20

On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.

FOOD SERVICES

1. On motion made by Mrs. Olt, seconded by Mrs. Eckel to award a contract to Nutri-Serve Food Management, Inc. for school food service management services for the 2020-2021 school year.
On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.
2. On motion made by Mrs. Olt, seconded by Mrs. Eckel to ratify and approve food service disbursements check numbers 20963-20967 in the total amount of \$263,794.89.
On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.

13. **FINANCE & INSURANCE** – Mr. Stow, Chairperson

FINANCE

2. On motion made by Mr. Stow, seconded by Mrs. Lee to approve the Board Secretary Report for March 31, 2020 and the Treasurer’s Report ending March 31, 2020. On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.
3. On motion made by Mr. Stow, seconded by Mrs. Lee to approve the Board Secretary’s and Board of Education’s Monthly Certifications as listed in the back-up material. On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.
4. On motion made by Mr. Stow, seconded by Mrs. Lee to approve the Transfer Report for March 2020 and to approve the transfer of funds previously authorized by the Superintendent adjustment numbers 235-256. On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.

INSURANCE

1. On motion made by Mr. Stow, seconded by Mrs. Estlow to adopt the resolution for the Lenape Regional High School District to join the Schools Health Insurance Fund (SHIF) as of July 1, 2020 as per the back-up material. On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.
2. On motion made by Mr. Stow, seconded by Mrs. Estlow to approve the Indemnity and Trust Agreement between the Lenape Regional High School District and the Schools Health Insurance Fund (SHIF) as per the back-up material.

On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.

3. On motion made by Mr. Stow, seconded by Mrs. Estlow to appoint Constance L. Stewart as the Delegate and Kara L. Huber as the Alternate Delegate to the Schools Health Insurance Fund (SHIF) as per the back-up material.
On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.

14. **EDUCATION** – Mr. Jones, Chairperson

1. On motion made by Mr. Jones, seconded by Mrs. Eckel to approve the foreign exchange student listed in the back-up material for the 2020-2021 school year.
On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.
2. On motion made by Mr. Jones, seconded by Mrs. Eckel to approve the Title I Summer Readiness Programs in Writing, Algebra, Algebra 2 and Geometry to be held online from July 6-30, 2020 at no cost to the district.
On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.
3. On motion made by Mr. Jones, seconded by Mrs. Eckel to approve the program of virtual on remote instruction to meet with the 180 day requirement, which was previously submitted to the Department of Education and has been implemented since the District's closure on March 16, 2020.
On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.
4. On motion made by Mr. Jones, seconded by Mrs. Eckel to approve the Superintendent's Education Report for the month of April.

On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.

15. **STUDENT ACTIVITIES** – Mr. Roseboro, Chairperson

1. On motion made by Mr. Roseboro, seconded by Mrs. Eckel to approve Lenape, Shawnee, Cherokee and Seneca high schools' membership in the New Jersey Interscholastic Athletic Association (NJSIAA) for the 2020-2021 school year.
On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.
2. On motion made by Mr. Roseboro, seconded by Mrs. Eckel to approve the Shawnee High School Marching Band Competitions and Performances for the 2020-2021 school year as listed in the back-up material.
On roll call vote members Dr. Bende, Mrs. Eckel, Mrs. Estlow, Mr. Fitzgerald, Mr. Green, Mr. Jones, Mrs. Lee, Mr. Lee, Mrs. Olt, Mr. Roseboro and Mr. Stow voted yes, no one opposed.
Motion carried.

16. **NEW BUSINESS ADDITIONAL** –

Mrs. Estlow stated that she could not be more proud working with this Board and Administration at this time.

Mr. Jones stated that all of the work that the Board and Administration does is greatly appreciated and seconded Mrs. Estlow's comment.

Dr. Bende thanked Dave Stow for the excellent job, again, on the Budget Presentation.

Mrs. Olt seconded Dr. Bende's comment.

Mr. Fitzgerald thanked the teaching staff, administration and everyone that is working from home – amazing job.

Mrs. Eckel indicated that she echoed Mr. Fitzgerald's comment.

17. **OLD BUSINESS** –

PUBLIC PARTICIPATION –

Mr. Evan Scott – Evesham Township

Mr. Scott commented regarding how the State Funding Formula model was created.

No response – same comment as #1 in Budget Public Comment.

ADJOURNMENT

On motion made by Mr. Stow, seconded by Mrs. Olt the meeting was adjourned at 6:20 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Constance L. Stewart", written in black ink. The signature is positioned above a solid horizontal line.

Constance L. Stewart
Business Administrator/Board Secretary