

**Clinton-Glen Gardner Board of Education**  
May 19, 2020

**BUSINESS SESSION MINUTES**

The Clinton-Glen Gardner School District is a community who values traditions. Our MISSION is to nurture and cultivate each child to be a compassionate, curious, and creative thinker, entrusted and empowered to build and lead the future.

**Adopted 3/2016**

**Opening Statement:**

Brendan McIsaac called the meeting together at 7:02 pm by announcing this meeting is held in compliance with the New Jersey Open Public Meetings Law. The Clinton-Glen Gardner Board of Education has given the public adequate notice by having the date, time, and place of the meeting published in the Hunterdon County Democrat and Hunterdon Review, and by having duly posted the same information in the Board Office, the school bulletin board, the faculty room and the Town Hall.

**ROLL CALL:** Present (via live stream accessible via CPS.org website): Mr. Brendan McIsaac, Mrs. Lorraine Linfante, Mr. Carl Sabatino, Dr. Ashutosh Tewari, and Mr. Craig Sowell(signed in at 7:03)  
Also Present: Dr. Seth Cohen, Superintendent/Principal  
Mrs. Bernadette Wang, Business Administrator/Board Secretary

**4. Monthly School Data:**

- A. Enrollment Data Report (Attachment #1)**
- B. Student Suspensions:**
  - 1. In-School Suspensions: 0
  - 2. Out-of-School Suspensions: 0
- C. School Nurse's Report (Attachment #2)**
- D. Violence and Vandalism (EVVRS Data), HIB 0 investigation 0 confirmed**
- E. Fire Drill and Bus Evacuation Drill Report (Attachment #3)**

**RESOLUTION 2019-2020: 171** **ACCEPT SCHOOL DATA REPORTS**  
Mr. Sabatino moved, seconded by Mr. Sowell, and passed unanimously by a roll call vote, 5-0, to accept the aforementioned monthly school data report, items 4A-E.

**Superintendent/Principal's Report -**

- **Opportunity for growth both professionally and academically due to COVID 19**
- **End of year dates**
- **Graduation- most current update include virtual and drive thru if NOT out of cars a few at a time may be possible at Hunts Mill part in accordance with current Executive Order from State. Every effort will be made to make it as wonderful as possible for students.**

- **Chromebooks on order to handle the additional hand out to students as deemed necessary**

**Assistant Principal- Curriculum Coordinator Report-  
2019 NJSLA Science Report - Scores received March 2020 and presented and  
discussed with the Board.**

**Special Services Report- NONE**

**6. Public Comment-  
Melissa Shoop:**

After Mrs. Turner's presentation on the test result, she would like to know "How did other local schools - Lebanon/Clinton Township score on the same state Science test? How do our schools compare?"

2nd question - She would highly support a Science fair at the school and would even wonder if we wouldn't do that as a school on an annual basis.

- Mrs. Turner and Dr Cohen confirm that comparison of grades to surrounding districts is not available other than to view scores on surrounding districts websites.
- Mrs. Turner and Dr Cohen Science fair was on calendar, postponed due to school closures

**Kim Seigal/Rogan:**

1st question:

Can the Board please give an update at tonight's meeting on the latest plans for the 8th grade graduation, and whether any further guidance has been given if it definitely has to happen in June (vs the option for the Board to vote on it potentially being in-person later on in the summer if it is considered safe to do so at that time)?

Along those same lines I'm wondering if any new plans are being considered (potentially in conjunction with the Town of Clinton) to incorporate an in person, in vehicle gathering where cars are 6 feet apart. Could be a parade or parking lot type event either in the schools parking lot, at Hunts Mill Park, or down Main Street in Clinton (provided it's something that the students would be interested in)?

Have the 8th graders (or a group to represent their class) been asked if they have any creative ideas to celebrate their graduation, either now (virtually) or in the future when it's safe to gather in person?

Perhaps consider several "save the dates" for an in-person celebration (maybe similar to what they are missing with their dinner dance) - maybe a date in late August and another in late December?

2nd question:

If the school moves forward with the Hunts Mill Park component for graduation can we investigate having the 8th grader's family cars (1 car per 8th grader) park in the field at Hunts Mill Park (perhaps in a big circle) to watch (as best they can) their classmates proceed through the diploma location point? Would be great for them to be able to gather in a group (although in

cars) rather than having to immediately exit the park upon receiving their diploma. My understanding in reading the governor's executive order is that car windows/sunroofs/etc CAN be open if the vehicles are 6 feet or greater apart from each other. This wouldn't be different from a setup like a drive-up movie would have which is allowed under the latest order.

- Dr. Cohen advised that all graduation ceremony events are being considered with County and State orders being followed. Those orders are changing daily and every effort will be made to make it the best experience for the students as possible. Input from students will be requested if/when it is appropriate. Following State guidance is imperative.

### **Marybeth McIsaac:**

Windows can be down in cars if 6 feet apart according to the governor's recent order. Just a clarification as it was noted that if we do a drive by graduation, windows had to be up.

## **7. Personnel**

### **RESOLUTION 2019-2020: 172**

### **APPROVE 2020-2021 ESY VIRTUAL STAFF**

Mr. Sabatino moved, seconded by Mrs. Linfante, and passed unanimously by a roll call vote, 5-0, to approve the following staff members to serve virtual extended school year roles as listed below per negotiated agreement for 2020-2021:

#### **A. Extended School Year Staff**

<b>Position</b>	<b>Name</b>	<b>Hours/Rate</b>
Staff Name	Assignment	Hours/Week
Kristin Pignio	Preschool/LEAPS	15 hours/ week @ \$49/hr
Carolyn Schorr	LEAPS/SOAR	15 hours/ week @ \$49/hr
Allyson Kubik	HORIZONS	15 hours/week @ \$49/hr
Denise Rella	Resource Middle School ESY	15 hours/week @ \$49/hr
Alex Jordan	Resource- WRS	6 hours/ week @ \$49/hr
Karen Brownell	Resource -WRS and ELEM	6 hours/week @ \$49/hr
Nicole Vazquez	Speech	Up to 5 hours/week @\$93/hr
Amanda Thomas	Speech	Up to 8 hours/week @\$93/hr
Ruth Arce	Translator/AIDE for LEAPS	Up to 5 hours/week @\$18/hr

#### **B. Aftercare Directors**

<i><b>Motion:</b> To approve the following staff members to serve as Aftercare Directors for the 2020-2021 school year.</i>		
<b>Name</b>	<b>Title</b>	<b>Stipend</b>

**C. Summer Office & Clerical**

<i><b>Motion:</b> To approve the following staff member(s) to serve as office and clerical support during the summer of 2020 NTE 60 hours total for split between staff listed below.</i>		
<b>Name</b>	<b>Hours</b>	<b>Rate</b>

**D. Co-Curricular**

<i><b>Motion:</b> To approve the following staff member(s) for the following co-curricular appointments for 2020-2021</i>		
<b>Activity</b>	<b>Staff Member</b>	<b>Rate</b>
Soccer - Girls		
Soccer - Boys		
Cross Country		
Volleyball		
Basketball - Boys		
Cheerleading		
Basketball - Girls		
Baseball		
Softball		
Golf		
Athletic Director		
Peer to Peer Leader #1		
Peer to Peer Leader #2		
Team Leader Specials		
Team Leader K-2		
Team Leader 3-4		
Team Leader 5-8		

Team Leader 5-8		
Team Leader Special Ed		
I&RS #1		
I&RS #2		
I&RS #3		
I&RS #4		
<b>Co- Curricular Cont.</b>		
<b>Activity</b>	<b>Staff Member</b>	<b>Rate</b>
I&RS #5		
I&RS #6		
Middle School Coordinator		
Character Ed Coord. #1		
Character Ed Coord. #2		
Team Create #1		
Team Create #2		
Future Cities #1		
Future Cities #2		
Aim High Session 1		
Aim High Session 1		
Aim High Session 1		
Aim High Session 1		
Aim High Session 2		
Aim High Session 2		
Aim High Session 2		
Aim High Session 2		
Spring Musical Director		
Spring Musical Asst Dir #1		
Spring Musical Asst Dir #2		
Spring Musical Asst Dir #3a		
Spring Musical Asst Dir #3b		
3rd Grade Musical Director		
3rd Grade Musical Asst Dir #1		
3rd Grade Musical Asst Dir #2		
4th Grade Musical Director		
4th Grade Musical Asst Dir #1		
4th Grade Musical Asst Dir #2		
Student Council 5&6 Grade		

Student Council 7&8 Grade		
Yearbook		
Archery Club		
Archery Club		
Chess Club		
Art Club		
Technology Student Assoc.		
Chill Zone/Game Board Club		
Science Club		
Robotics & Engineering Club		
Home Basketball Supervision		
Color Guard Club		
Archery		
Golf		

**E. Staff Retirement/Resignations**

**RESOLUTION 2019-2020: 173 ACCEPT RESIGNATION SCOTT BLAZURE**

Mr. Sabatino moved, seconded by Mrs. Linfante, and passed unanimously by a roll call vote, 5-0, To accept with best wishes the retirement of Scott Blazure effective May 31, 2020.

**RESOLUTION 2019-2020: 174 ACCEPT RESIGNATION DAWN EBERHARD**

Mr. Sabatino moved, seconded by Mrs. Linfante, and passed unanimously by a roll call vote, 5-0, To accept the resignation of Dawn Eberhard effective June 30, 2020.

**F. Curriculum/Committee Staffing**

<i><b>Motion:</b> To approve the following staff members for the following 2020-2021 curriculum/committee/ESY positions:</i>		
<b>Position</b>	<b>Name</b>	<b>Rate/Salary</b>
Crisis Management Committee /Safety Team Leaders		
Crisis Management Committee/Safety Team Members		
HIB Coordinator		
HIB Specialist		

Character Education Program		
ESY Sub		

**G. Boiler License Stipends**

*Motion: To approve the following staff members for Boiler License Stipends for the 2020-2021 school year:*

Name	Boiler Stipend	

**H. Salary Increases**

*Motion: To advance the following teachers on the salary guide in accordance with CEA negotiated agreement:*

Position	Name	Current Step and Salary	New Step and Salary	Effective	Att.
	<b>Cassie Rudd</b>	BA15+/Step 8 \$60,747		PENDING TRANSCRIPTS	

**8. Curriculum, Instruction, Assessment, & Technology**

**A. Curriculum Revision**

**RESOLUTION 2019-2020: 175**

**APPROVE CURRICULUM**

Mrs. Linfante moved, seconded by Mr. Sabatino, and passed unanimously by a roll call vote, 5-0, To approve the following curriculum as posted on the CPS website with revisions to align NJDOE updates and QSAC requirements:

Art K-8 Music K-8 Social Studies K-8
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**A. Professional Development - NONE**

**B. Field Trips NONE**

**9. Policy and Regulations**

**RESOLUTION 2019-2020: 176**

**APPROVE POLICIES**

Mr. Sabatino moved, seconded by Mr Sowell, and passed by roll call vote, 5-0, to approve the listed First and Second Readings and Adopt or Repeal the Policies and Bylaws with Second Readings (summaries attached):

Policy #	Title	Action	Att. #
P& R 1581	<p><b>Domestic Violence M)</b>            N.J.S.A. 11A:2-6a was enacted and became effective January 8, 2018 and required the New Jersey Civil Service Commission to develop a Uniform Domestic Violence Policy for public employers to adopt which encourages public employees who are victims of domestic violence to seek assistance from their human resources officers. The Civil Service Commission published the Uniform Domestic Violence Policy on October 15, 2019. The Uniform Domestic Violence Policy incorporates the New Jersey Security and Financial Empowerment Act – N.J.S.A. 34:11C-1 - NJ SAFE Act, which provides unpaid leave to an employee who was a victim of domestic violence or any sexually violent offense or whose child, parent, spouse, domestic partner, or civil union partner was a victim of domestic violence or any sexually violent offense. N.J.S.A. 11A:2-6a and the Uniform Domestic Violence Policy apply to all public employers and the NJ SAFE Act applies to all employers who employ twenty-five or more employees. Revised Policy Guide 1581 and the new Regulation Guide 1581 have been developed in response to the publishing of the Uniform Domestic Violence Policy. These revised Guides now incorporate all of the provisions of the Uniform Domestic Violence Policy required by N.J.S.A. 11A:2-6a and the requirements of N.J.S.A. 34:11C-1 - NJ SAFE Act.</p> <p>Policy and Regulation Guides 1581 are divided into two sections, one outlining the requirements of the Uniform Domestic Violence Policy and the other outlining the requirements of the NJ SAFE Act. This Policy Guide 1581 – Domestic Violence should replace a district’s existing Policy 1581 – Victim of Domestic or Sexual Violence Leave. The Regulation Guide is new. Based on the statutory requirement for a district to adopt a Domestic Violence Policy, these Policy and</p>	2nd Readin g	4A



	Regulation Guides are now mandated and both must be adopted by the Board.		
<b>P 2422</b>	<p><b>Health and Physical Education (M) (Revised)</b></p> <p>Three new statutes were recently approved and codified as:</p> <ol style="list-style-type: none"> <li>1. N.J.S.A. 18A:35-4.34 – Financial Literacy Instruction</li> <li>2. N.J.S.A. 18A:35-4.35 – History of Disabled and LGBT persons Included in Middle and High School Curriculum</li> <li>3. N.J.S.A. 18A:35-4.36 – Policies, Procedures Pertaining to Inclusive Instructional Material</li> </ol> <p>These new statutes specifically address issues that must be included in the school district’s curriculum and/or in the New Jersey Student Learning Standards (NJSLS). Strauss Esmay’s Policy and Regulation Guides do not typically list specific curriculum or NJSLS requirements, which are mostly included in the administrative code, as the NJSLS are incorporated by reference within several Strauss Esmay Policy and Regulation Guides. However, these new statutes are included in the section of the statutes that address curriculum requirements related to the health and well-being of students. Strauss Esmay does not know if the provisions of these new statutes will be a QSAC or other monitoring requirement. Therefore, Policy Guide 2422 has been revised to list the requirements of these three new statutes.</p>	2nd Reading	<b>4B</b>
P&R 5330	<p><b>Administration of Medication (M) (Revised)</b></p> <p>P.L. 2019, Chapter 118 revised N.J.S.A. 18A:40-12.3 and enacted N.J.S.A. 18A:40-12.29 through 12.33. N.J.S.A. 18A:40-12.3 requires a Board of Education to permit self-medication by a student for adrenal insufficiency in addition to other health issues currently in the law such as asthma, other potentially life-threatening illnesses, or a life-threatening allergic reaction. N.J.S.A. 18A:40-12.29 through 12.30 requires a policy for the administration of hydrocortisone sodium succinate for adrenal insufficiency and designates the school nurse and</p>	2nd Reading	<b>4C</b>

others to administer the medication. N.J.S.A. 18A:40-12.31 requires the New Jersey Department of Education (NJDOE) and Department of Health to develop guidelines for school districts to develop a Policy for the emergency administration of hydrocortisone sodium succinate to students for adrenal insufficiency. N.J.S.A. 18A:40-12.32 outlines the required training protocols for the administration of hydrocortisone sodium succinate and N.J.S.A. 18A:40-12.33 provides immunity from liability in relation to the administration of hydrocortisone sodium succinate to a student.

The NJDOE Guidelines are not yet available, but the statute was approved in May 2019 with a September 2019 effective date. Strauss Esmay did not want to wait for the Guidelines to be published to update Policy and Regulation Guide 5330. The new statutes address the administration of hydrocortisone sodium succinate in a similar manner as the statutes and administrative code address the administration of epinephrine. Therefore, the Policy and Regulation Guides have been revised to align with the new statutes for the administration of hydrocortisone sodium succinate. The biggest issue regarding these new statutes is the school nurse or another properly trained staff member must be available on site at the school and at school-sponsored functions in the event a student needs to have hydrocortisone sodium succinate administered. This is similar to the epinephrine law and school districts may want to have the same staff members trained to administer epinephrine also be trained in administering hydrocortisone sodium succinate. These Guides will be updated if the NJDOE Guidelines require revisions. Policy and Regulation Guides 5330 are mandated and both must be adopted by the Board.

In addition, the school nurse may not be referenced in some areas of the Policy and Regulation Guides where the nurse is routinely involved. This is because the statutes specifically place responsibility on the “Board of Education” or “Superintendent.” Therefore, these Guides use “Board” or “Superintendent” as indicated in the statute, but add “or designee” of which the school nurse can be the “designee.”

<p>P 7234</p>	<p><b>Supervision of Construction (M) (Revised)</b>  The New Jersey Department of Education (NJDOE) published a Memorandum titled “Contractor Employees Procedure for Criminal History Record Checks.” The Memorandum addresses criminal history record checks required for a construction contractor’s employees serving in a position which involves regular contact with students. Upon additional research and discussion with the NJDOE’s Office of Student Protection (OSP), the purpose of the Memorandum was to remind school districts of the criminal history record check requirements outlined in N.J.S.A. 18A:6-7.1 et seq. and to recommend a school district designate a liaison to construction contractors who shall be responsible to obtain a list of individuals who will be employed by the construction contractor that are required to undergo a criminal history record check. The Memorandum indicates the liaison shall also forward a list of the construction contractor’s employees to the school official who will receive any adverse action correspondence from the OSP related to the criminal history record check process. Therefore, the school official shall be able to review the contracted construction company’s list of employees in order to determine if the subject of an adverse action correspondence is either a school employee or a construction contractor’s employee and take appropriate action. Policy Guides 3125 and 4125 address the statutory requirements for criminal history record checks. However, Strauss Esmay felt it was more appropriate to revise Policy Guide 7243 to incorporate the process outlined in the NJDOE Memorandum. The criminal history record check is required by statute; therefore, this Policy Guide is now Mandated.</p>	<p>2nd Reading</p>	<p><b>4D</b></p>
<p>P&amp; R 8220</p>	<p><b>School Day (M) (Revised)-- R 8220 – School Closings (Revised)</b>  The New Jersey Department of Education (NJDOE) published a Memorandum titled “Delayed Opening and Early Dismissal Policies” reviewing requirements regarding a school day, a shortened school day, and Kindergarten/preschool class sizes. The Memorandum indicates the Board’s “policy should detail the starting and ending time that will define the day for each school, in the event of a shortened day.” It is common practice for a Board to annually approve a school calendar that includes daily starting and ending times for each school in the</p>	<p>2nd Reading</p>	<p><b>4E</b></p>

	<p>district. Therefore, the revised Policy Guide indicates the Board of Education will approve a school calendar to include the days and times schools are in session, including shortened days. There is no statute or administrative code section that requires these provisions be included in Board Policy and Boards have not typically included each individual school’s starting and ending time for regular and shortened school days in this Policy Guide. The annual Board approval of a school calendar with starting and ending times of each school in the district has satisfied these requirements outlined in the Memorandum. This Policy Guide now requiring annual Board approval makes Policy Guide 8220 mandated. The Regulation Guide 8220 has also been updated to reflect more current practices of communicating an all-day school closing and an early dismissal with parents, staff, and other people and organizations. The provisions in this Regulation Guide 8220 are not governed by a statute or administrative code and may be revised to reflect current practice in the district.</p>		
<p><b>P 8462</b></p>	<p><b>Reporting Potentially Missing or Abused Children (M) (Revised)</b>Public Law 2019, Chapter 178 was approved and codified as N.J.S.A. 18A:33-28. This new statute requires a Board of Education to display specific information in each school building about the Department of Children and Families’ State Central Registry, a toll-free hotline for reporting child abuse.</p> <p>The new law also requires the information be in a format and language that is clear, simple, and understandable, and the information shall be on a poster and displayed at each school in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students. Policy Guide 8462 has been revised to incorporate all the requirements of the new law. Policy Guide 8462 is mandated.</p>	<p>2nd Reading</p>	<p><b>4F</b></p>

**10. General Information: Business Administrator’s Report**

**A. Funding Cafeteria Account during COVID19**

**RESOLUTION 2019-2020: 177 AUTHORIZE FUNDS TRANSFER GEN TO CAFE**

Mr. Sabatino moved, seconded by Mrs. Linfante, and passed unanimously by a roll call vote, 5-0, to authorize the Business Administrator the use of General Fund to cover for Cafeteria Account during the COVID19 crisis as necessary to provide the F&R meals to families in need. Estimating \$2,000 if needed through to the end of the school year.

**B. Donations**

**RESOLUTION 2019-2020: 178 ACCEPT DONATION**

Mr. Sabatino moved, seconded by Mrs. Linfante, and passed unanimously by a roll call vote, 5-0, to accept the following donation to the outdoor fitness equipment funding.

\$90 from Mr. William L. Sinner

**C. CARE Act Relief Funds**

**RESOLUTION 2019-2020: 179 ACCEPT 2019-2020 CARE ACT RELIEF FUNDS**

Mr. Sabatino moved, seconded by Mrs. Linfante, and passed unanimously by a roll call vote, 5-0, to approve acceptance of the 2019-20 CARE Act Relief Funds in the amount of \$23,370 to be used towards providing support and services during the impact of the COVID19 on the district. **(Attachment #5)**

**D. Monthly Minute Approval**

**RESOLUTION 2019-2020: 180 APPROVE MONTHLY MINUTES & FINANCIALS**

Mr. Sabatino moved, seconded by Mrs. Linfante and passed by roll call vote, 5-0, to approve the Minutes and accept monthly financial transactions and reports, following items 1-5.

1. Approval of Board of Education Minutes from the April 22, 2020 Work Session; and April 28, 2020 Business Session Budget Hearing. **(Attachment #6, #6A)**
2. Certification of the Secretary's that the cash receipts, cash expenditures, and cash balances in the specified amounts, are in agreement and further approve that in compliance with NJAC 6:20-2.13E, that no major account or fund has been over-expended and that as of the date of their report there are sufficient funds available to meet financial obligations for the remainder of the 2019-2020 school year. **(Attachment #7)**

March, 2020                      \$1,861,261.35

3. Approval of the Bill List in the specified amounts (**Attachment #8**)

- a. General Account: \$711,885.62
- b. Cafeteria Account: \$ 10605.35

4. Checking Account Balances – March, 2020

- a. Student Activities \$80783.70
- b. Cafeteria: \$26458.43
- c. Payroll Agency: \$81,143.78
- d. Unemployment: \$52,975.46

5. Transfers in the amount of \$19,285.36, April 2020. (**Attachment #9**)

11. **Correspondences**

- **Thank you letter from Capitalhealth (Attachment #10)**

12. **New Business**

- **Lebanon Borough moving forward towards Commissioner approval for partnership with CPS in 2021/2022 school year.**

13. **Old Business**

**A. Dear Parents-** end of school year, format pending (alert or other to be determined)

**B. Board Liaison Reports NONE**

**C. End of Year Dates**

**RESOLUTION 2019-2020: 181 APPROVE YEAR END CALENDAR CHANGES**

Mrs. Linfante moved, seconded by Mr. Sabatino, and passed unanimously by a roll call vote, 5-0, to approve June 11, 2020 as the date for grade 8 promotion ceremony, June 12, 2020 as the final day for student attendance (180 Days) and June 15, 2020 as the final day for 10 month staff.

**D. District Public Health-Related School Closure Plans**

**RESOLUTION 2019-2020: 182 APPROVE SUBMISSION SCHOOL CLOSURE PLAN**

Mrs. Linfante moved, seconded by Mr. Sabatino, and passed unanimously by a roll call vote, 5-0, to approve submission of District Public Health-Related School Closure Plan (**Attachment #11**)

14. **Public Comment** NONE received via email to Mrs. Wang

**Executive Session -****RESOLUTION 2019-2020: 183****ADJOURN TO EXECUTIVE SESSION**

Mrs. Linfante moved, seconded by Mr. Sabatino motion carried by roll call vote, 5-0 to adjourn to Executive Session at 8:33 pm.in accordance with the Sunshine Law, Chapter 231, P.L. 1975, to discuss Personnel matter. The matter discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

- 1. Personnel matter**
- 2. Negotiations**

**RESOLUTION 2019-2020: 184****RESUME BUSINESS SESSION MEETING**

Mrs. Linfante moved, seconded by Mr. Sabatino, motion carried by roll call vote, 5-0 to at 8:46 pm to resume regular business session meeting.

**RESOLUTION 2019-2020: 185    APPROVE BUSINESS ADMIN 2020-2021 CONTRACT**

Mrs. Linfante moved, seconded by Mr. Sabatino, motion carried by roll call vote, 5-0 to approve the recommended 2020-2021 contract for Bernadette Wang, Business Administrator based on the Hunterdon County Office Of Education approval. (**Attachment #12**)

**RESOLUTION 2019-2020: 186****ADJOURNMENT**

Mrs. Linfante moved, seconded by Mr. Sabatino and passed by roll call vote, 5-0, to adjourn the Board Meeting at 8:49 p.m.

Respectfully submitted,

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Bernadette Wang  
Business Administrator

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Brendan McIsaac  
President