

**COLTS NECK TOWNSHIP SCHOOLS
COLTS NECK, NEW JERSEY 07722**

Mission Statement

The mission of Colts Neck Township Schools is to empower and inspire students to be confident, creative, self-sufficient learners who maximize their strengths and talents and contribute as responsible participants in their ever expanding world.

Vision Statement

- *Colts Neck Township School District is a place where learning is engaging, individualized, inspirational and meaningful for all members of the school community at all times.*
- *Community: dynamic partnerships with the greater community*
- *Academic: curricular and co-curricular programs that are student centered and encourage all participants to question, take risks and innovate*
- *Physical Environment: safe, inviting and stimulating*
- *Professional Learning: paramount to creating a culture that improves instructional practice*
- *Technology: support and enhance the Vision and contribute to the effective and efficient operation of the district.*

MINUTES: For the Meeting of the Board of Education, January 22, 2020, at 7:00 p.m. in the Board Room of the Administration Building, 70 Conover Road, Colts Neck, New Jersey 07722

CALL TO ORDER

President Gizzo called the meeting to order at 7:01 p.m.

ROLL CALL

ROLL CALL

Board Members present: Marian Castner, Jacquelyn Hoagland, Rebecca Roberts, Danielle Alpaugh and Kathryn Gizzo

Board Members Absent: Marci Klein, Kevin O'Connor, Kimberly Raymond and Michael Taylor

LEGAL NOTICE OF MEETING

LEGAL NOTICE

Pursuant to the Open Public Meetings Act, Chapter 231, this meeting has been duly advertised in the Asbury Park Press in a schedule of meetings dated January 14, 2020, notice of which has been filed with the Deputy Clerk for Colts Neck Township and the requirements of posting of notices have been met.

FLAG SALUTE

FLAG SALUTE

President Gizzo led the Flag Salute and read the Mission Statement.

Marci Klein arrived at 7:04 p.m. and Michael Taylor arrived at 7:09 p.m.

APPROVAL OF MINUTES

APPROVAL OF
MINUTES

None

PRESENTATIONS

PRESENTATIONS

1. Dr. Garibay introduced Guidance Counselor of Cedar Drive Middle School, Lauren Hums, who briefly described that the “Upstanders of the Week” program recognizes students who have made a positive impact by standing up to prevent bullying in their school. This program is a collaboration with the New York Jets along with Stomp Out Bullying, a leading national anti-bullying organization for children and teens. Lauren Hums presented these students with certificates for being outstanding role models within our school community.
2. Danielle Conforti, Mindfulness Coach, provided the Board of Education with an update on the district’s Mindfulness Program in all schools.

COMMUNICATIONS

COMMUNICATIONS

None

COMMENTS FROM ATTENDING CONSTITUENTS – Agenda Items Only

COMMENTS

None

REPORT OF PRESIDENT – Mrs. Kathryn Gizzo

PRESIDENT'S REPORT

- President Gizzo noted that the Board Meeting dates are in everyone's packet this evening; met with Dr. Garibay last week and reviewed dates and laid out what will be done at each meeting.
- President Gizzo then allowed Township Committeeman J.P. Bartolomeo to provide Township updates.

COMMITTEE REPORTS

COMMITTEE REPORTS

Buildings & Grounds/Safety & Security Committee:

Chairperson: Kevin O'Connor

Committee Members: Marian Castner, Kathryn Gizzo, Michael Taylor

Administrator: Vincent Marasco

- No report; the next meeting is scheduled for January 31st at 9:30 a.m.

Communications Committee:

Chairperson: Danielle Alpaugh

Committee Members: Jacquelyn Hoagland, Marci Klein, Rebecca Roberts

Administrator: Terry Piltzer

- No report; the next meeting is scheduled for January 30th at 2:15 p.m.

Curriculum Committee:

Chairperson: Dr. Kimberly Raymond

Committee Members: Danielle Alpaugh, Marian Castner, Rebecca Roberts

Administrator: Erica Reynolds

- No report; the next meeting is scheduled in near future.

Finance/Negotiations Committee:

Chairperson: Kathryn Gizzo

Committee Members: Dr. Kimberly Raymond (Finance)/Danielle Alpaugh (Negotiations)
Marian Castner, Jacquelyn Hoagland

Co-Administrators: MaryJane Garibay and Vincent Marasco

- Kathryn Gizzo reported that the committee has not met since the last meeting.
- Committee is conducting some business via email, more specifically, reviewing finance goals and preparing for upcoming negotiations.
- Next meeting is scheduled for February 5th at 9:30 a.m.

Policy Committee:

Chairperson: Jacquelyn Hoagland

Committee Members: Marci Klein, Rebecca Roberts, Michael Taylor

Administrator: MaryJane Garibay

- No report; the next meeting is scheduled for February 4th at 2:15 p.m.

SUPERINTENDENT'S REPORT

Dr. Garibay reported out as follows:

- January is School Board Member recognition month.
- Next Wednesday, January 29th is the State of the District with Kathy Winecoff.
- Survey was sent out on the 2020-21 School Calendar regarding the need for spring conferences.
- Reminder that March 26th is the PTO Spring Gala.
- Presentation on Personalized Learning by Principals Rigby and Osmond will be on the February 5th Board meeting agenda.
- Dr. Richard Beck, Director of Special Services will present on Special Education Programs at the February 19th Board Meeting.

INFORMATION ITEMS:

1. Superintendent's Report on Enrollment, Fire/Security Drills and Student Suspensions for the 2019-20 School Year, as of December 31, 2019. ([Attachment # S-1](#)) SUPERINTENDENT'S REPORT
2. The Superintendent will report on investigations of incidents of harassment, intimidation and bullying ("HIB") occurring during the following period: SUPERINTENDENT'S REPORT ON INVESTIGATIONS OF HIB INCIDENTS

Period	Number of Investigations Reported	Number of Incidents HIB Was Found to Occur
12/21/19 - 1/10/20	0	0

ACTION ITEMS:

1. It was moved by Marci Klein, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the acknowledgement that there is no Superintendent's Action for HIB/Non-HIB incidents, as reported at its meeting of January 7, 2020, for the period commencing December 1, 2019 through December 20, 2019 wherein no incidents were reported.

ACKNOWLEDGMENT
OF NO ACTION BY
SUPERINTENDENT

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

2. It was moved by Marci Klein, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the following resolution:

NEW JERSEY
SCHOOL BOARDS
ASSOCIATION
RESOLUTION:
JANUARY 2020
RECOGNIZED AS
SCHOOL BOARD
RECOGNITION
MONTH

WHEREAS, The New Jersey School Boards Association has declared January 2020 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Colts Neck Township Board of Education is one of 580 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Colts Neck Township Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the Colts Neck Township Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2020 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Colts Neck Township Board of Education urges all New Jersey citizens to work with their local boards of education and public school staff toward the advancement of our children's education.

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

3. It was moved by Marci Klein, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the amending of the resolution, adopted at the January 7, 2020 Organization Meeting, approving the appointment of the members of the Communications Committee, effective January 23, 2020 through January 6, 2021, as indicated below:

AMENDED
RESOLUTION:
COMMUNICATION
COMMITTEE
MEMBERS

From	To
Communication Committee Members	Communication Committee Members
Danielle Alpaugh, Chairperson Jacquelyn Hoagland, Member Marci Klein, Member Rebecca Roberts, Member	Danielle Alpaugh, Chairperson Marci Klein, Member Kevin O'Connor, Member Rebecca Roberts, Member

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

4. It was moved by Marci Klein, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the out-of-district placement (10 Months) for the 2019-20 school year, as indicated below:

OUT-OF-DISTRICT
PLACEMENT:
2019-20 SCHOOL
YEAR

Student #	School/Effective Dates	Tuition	Extraordinary Costs
20210816	Holmdel Township Public Schools 9/04/19 - 6/18/20	\$37,808	N/A

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

BUILDINGS AND GROUNDS

None

CURRICULUM AND INSTRUCTION

1. It was moved by Jacquelyn Hoagland, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the reimbursable expenses in accordance with Policy #6471/Regulation #6471. ([Attachment # C-1](#))

REIMBURSABLE
EXPENSES

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

2. It was moved by Jacquelyn Hoagland, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the appointment of the following staff members to serve as a mentor for the 2019-20 school year, as indicated below:

MENTORS

New Staff Member Position/Location	Mentor/Position Location	Stipend	Effective Dates
Donna Perry* Interim Special Education Teacher Cedar Drive Middle School	Ann Gradman Special Education Teacher Cedar Drive Middle School	\$550♦	2/03/20 - 6/30/20
Nicole Neebling♥ Interim Special Education Teacher Conover Road Primary School	Amy Spader Special Education Teacher Conover Road Primary School	\$850♦	2/03/20 - 6/30/20
Martha Rose* Interim Teacher of Language Arts Cedar Drive Middle School	Christine Bakos Teacher of Language Arts Cedar Drive Middle School	\$550♦	2/03/20 - 6/30/20

♦Pro-rata stipend for mentors working with part-time employees or mentors working with employees less than a full year.

*Standard Certificate

♥Certificate of Eligibility with Advanced Standing, pending

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

FINANCE

1. It was moved by Marian Castner, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the following resolution:

WHEREAS, the Colts Neck Township Board of Education desires to enter into a Master Collaborative Educational Services Agreement (the "Agreement"), dated January 16, 2020, with Educational Services Commission of New Jersey ("ESCNJ"), to provide collaborative educational services to the district from January, 2020 through June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the Colts Neck Township Board of Education authorizes the School Business Administrator to execute the Agreement, a copy of which is on file in the office of the Board Secretary.

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

AGREEMENT WITH
ESCNJ FOR
COLLABORATIVE
EDUCATIONAL
SERVICES
2. It was moved by Marian Castner, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the Bill List dated January 22, 2020 in the amount of \$3,205,892.74 and Food Service payments in the amount of \$27,631.05.

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

BILL LIST
FOOD SERVICE
PAYMENTS
3. It was moved by Marian Castner, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the acceptance of Food Service Financial Report for the month of November 2019.

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

FOOD SERVICE
FINANCIAL REPORT
4. It was moved by Marian Castner, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the transfer of funds for the month of December 2019 for the 2019-20 school year. ([Attachment # F-1](#))

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

TRANSFER OF FUNDS

No: None

Absent: Kevin O'Connor and Kimberly Raymond

5. It was moved by Marian Castner, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the Board Secretary's Report as of December 31, 2019. ([Attachment # F-2](#))

BOARD SECRETARY'S
REPORT

RESOLVED, Pursuant to N.J.A.C. 6A:23-2.11(c)3 the Board Secretary certifies that as of December 31, 2019 NO budgetary line item account has obligations and payments (contractual orders) which in the total exceed the amount appropriated by the Board of Education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8.1.

Pursuant to N.J.A.C. 6A:23-2-11(c)4, we certify that as of December 31, 2019 the Board Secretary's monthly financial report (appropriations section) did not reflect an over expenditure in any of the major accounts or funds, and based on the appropriation balances reflected on this report and the advice of district officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year.

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

6. It was moved by Marian Castner, seconded by Danielle Alpaugh and carried on a unanimous roll call vote to approve the Report of the Treasurer of School Monies as of December 31, 2019. ([Attachment # F-3](#))

TREASURER'S
REPORT

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

POLICY

None

NEGOTIATIONS

None

TRANSPORTATION

None

PERSONNEL

1. It was moved by Rebecca Roberts, seconded by Jacquelyn Hoagland and carried on a unanimous roll call vote to approve the medical disability leave for the following staff member, as indicated below:

MEDICAL DISABILITY
LEAVE

Name/Position Location	Effective Dates	Medical Disability Leave
Marie Ferrante Learning Disabilities Teacher-Consultant Administration Building	1/29/20 - 3/27/20	FMLA – Paid With healthcare benefits (Using Sick Days from 1/29/20 through 3/27/20)

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

2. It was moved by Rebecca Roberts, seconded by Jacquelyn Hoagland and carried on a unanimous roll call vote to approve the appointment of the following Cedar Drive Middle School staff members to serve as chaperones for the following Cedar Drive Middle School event, at an amount not to exceed \$80 for each staff member, as indicated below:

CEDAR DRIVE
MIDDLE SCHOOL
CHAPERONES

Name	Event	Date
Dolores Pollak	Spirit Game	January 23, 2020
Joseph Trusi	Spirit Game	January 23, 2020
Ryan Walker	Spirit Game	January 23, 2020
Carrie Zanyor	Spirit Game	January 23, 2020

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

3. It was moved by Rebecca Roberts, seconded by Jacquelyn Hoagland and carried on a unanimous roll call vote to approve the appointment of the following individuals to the Substitute Teacher list for the 2019-20 school year, at a salary of \$90 per day on an as needed basis, pending approval of criminal history review.

SUBSTITUTE
TEACHERS:
2019-20 SCHOOL
YEAR

Name	Certification
Diane Jackey	Pending Substitute Teacher Credential
Stephen Toscano	Substitute Teacher Credential

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

4. It was moved by Rebecca Roberts, seconded by Jacquelyn Hoagland and carried on a unanimous roll call vote to approve the employment of the following individual for the remainder of the 2019-20 school year, as indicated below:

EMPLOYMENT:
INTERIM TEACHER

Name	Position/Location	Effective Dates	Guide/Step Salary
Martha Rose* (Replacing Erin Leclercq, who will be on a leave of absence)	Interim Teacher of Language Arts Cedar Drive Middle School	2/03/20 – 6/30/20	BA Guide Step 1-2 \$54,891 Per Annum, Prorated

* Pending criminal history review and receipt of prior employment verification.

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

5. It was moved by Rebecca Roberts, seconded by Jacquelyn Hoagland and carried on a unanimous roll call vote to approve the employment of the following individual for the remainder of the 2019-20 school year, as indicated below:

EMPLOYMENT:
COMPUTER APPLICATIONS
SUPPORT SPECIALIST

Name	Position/Location	Effective Dates	Hours/Number of Days Step/Hourly Rate Salary
Rosalba Serrentino* (Replacing Ruth Lawton, who was reassigned)	Computer Applications Support Specialist Conover Road Primary School	2/03/20 – 6/30/20	8.00 Hours Daily 184 Days Step 3 \$22.38 Per Hour \$32,943 Per Annum Prorated

* Pending criminal history review and receipt of prior employment verification.

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

6. It was moved by Rebecca Roberts, seconded by Jacquelyn Hoagland and carried on a unanimous roll call vote to approve the employment of the following individual for the 2019-20 school year, as indicated below:

EMPLOYMENT:
INSTRUCTIONAL
ASSISTANT

Name	Position/Location	Effective Dates	Hours/Number of Days/Step/Hourly Rate/Salary
Donna Mignone* (Replacing Leigh Farran, who was reassigned)	Instructional Assistant Conover Road Primary School	2/18/20 – 6/30/20	6.75 Hours Daily 184 Days Step 5 \$13.74 Per Hour \$17,065 Per Annum Prorated

* Pending criminal history review and receipt of prior employment verification.

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

7. It was moved by Rebecca Roberts, seconded by Jacquelyn Hoagland and carried on a unanimous roll call vote to approve the change in the placement on the salary guide for the 2019-20 school year for the following staff members due to education advancement, effective February 1, 2020, as indicated below:

MOVEMENT ON
GUIDE

Name/Position/Location	From	To
	Guide/Step/Salary Effective Dates	Guide/Step/Salary Effective Dates
Brooke Edgerton Special Education Teacher Conover Road Primary School	BA+30 Guide Step 5 \$61,841 Per Annum 9/01/19 - 6/30/20	MA Guide Step 5 \$64,991 Per Annum, Prorated 2/01/20 - 6/30/20

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

NEW BUSINESS/WORK SESSION AGENDA

None

COMMENTS FROM ATTENDING CONSTITUENTS – ALL SUBJECTS

None

EXECUTIVE SESSION RESOLUTION (N.J.S.A. 10:4-9,12)

No Executive Session was held.

ADJOURNMENT

At approximately 7:54 p.m. it was moved by Jacquelyn Hoagland, seconded by Michael Taylor and carried on a unanimous roll call vote to adjourn the meeting.

Yes: Marian Castner, Jacquelyn Hoagland, Marci Klein, Rebecca Roberts, Michael Taylor, Danielle Alpaugh and Kathryn Gizzo

No: None

Absent: Kevin O'Connor and Kimberly Raymond

REFERENCE SHEET	
Attachment # S-1	Enrollment, Fire/Security Drills and Student Suspensions as of December 31, 2019
Attachment # C-1	Reimbursable Expenses
Attachment # F-1	Transfers for the Month of December, 2019
Attachment # F-2	Board Secretary's Report as of December 31, 2019
Attachment # F-3	Treasurer's Report as of December 31, 2019

BOARD MEETINGS*			
January 22, 2020	April 1, 2020	June 17, 2020	September 16, 2020
February 5, 2020	April 22, 2020	June 30, 2020 @ 6:00 p.m.	October 7, 2020
February 19, 2020	May 4, 2020	August 5, 2020	October 28, 2020
March 4, 2020	May 20, 2020	August 19, 2020	November 11, 2020
March 17, 2020	June 3, 2020	September 2, 2020	November 23, 2020
December 16, 2020 @ 6:00 pm		January 6, 2021 @ 6:00 p.m. (Organization Meeting)	

* All Regular Board Meetings will be held at 7:00 p.m. in the Board Room of the Administration Building at 70 Conover Road, unless otherwise noted and advertised.

NOTEWORTHY DATES	
2020	
February 14	Short Session Day for Students Full Day for Staff with In-Service After Student Dismissal
February 17	Presidents' Day – Schools/Central Office Closed
February 26	Short Session Day – Parent/Teacher Conferences (Afternoon)
February 27	Full Session Day – Parent/Teacher Conferences (Evening)
February 28	Short Session Day for Students & Staff
April 8	Short Session Day for Students and Staff (Spring Recess Begins at the End of Day)

April 9 - 17	Spring Recess – Schools/Central Office Closed
April 20	Schools Reopen
May 22	Short Session Day for Students Full Day for Staff with In-Service After Student Dismissal
May 25	Memorial Day – Schools/Central Office Closed
June 22	Full Session Day for Staff; Short Session Day for Students
June 23	Short Session Day for Students & Staff CDMS Graduation
June 24	Short Session Day for Students & Staff Last Day of School

Respectfully Submitted,

Vincent S. Marasco

Vincent S. Marasco
Business Administrator/Board Secretary