TOWNSHIP OF UNION BOARD OF EDUCATION WORKSESSION MINUTES – May 11, 2021

NOTICE OF MEETING:

TO ALL BOARD OF EDUCATION MEMBERS:

The worksession meeting of the Board of Education of the Township of Union was held on Tuesday, May 11, 2021 at 6:00 p.m. at the Union High School Library, 2350 North Third Street, Union, New Jersey pursuant to the notice sent to each member. The public was in person and via Zoom. Action was taken.

Mrs. Regis-Darby called the meeting to order at 6:09 p.m.

PRESENT AT ROLL CALL:

Mrs. Yocasta Brens-Watson, Dr. Guy Francis, Mrs. Nancy Minneci, Mr. John O'Shea, Mrs. Nellis Regis-Darby, Mrs. Kim Ruiz

ABSENT AT ROLL CALL:

Mr. Ronnie McDowell (arrived 6:56 p.m.), Dr. Kalisha Morgan (arrived 6:40 p.m., Mrs. Mary Lynn Williams

ADMINISTRATORS PRESENT:

Mr. Gerald Benaquista, Mrs. Yolanda Koon, Mrs. Kim Conti, Mr. Craig Wojcik, Mr. Barry Loessel, Mrs. Maureen Guilfoyle (via Zoom), Mrs. Sandra Paul, Mrs. Randi Moran

ALSO PRESENT:

Afshan Ajmiri Giner, Esq.

Dr. Francis led the Board in the Pledge of Allegiance.

Mrs. Koon read the statement required under the "Open Public Meetings Act", a copy of which is on file in the office of the Board Secretary.

Mrs. Regis-Darby read the District's mission statement.

MOTION FOR EXECUTIVE SESSION:

Moved by Mrs. Brens-Watson, seconded by Dr. Francis, that the Board go into Executive Session at 6:13 p.m. to discuss the following subject matters without the presence of the public in accordance with the provisions of N.J.S.A. 10:4-12b: personnel matters, pending and anticipated litigation and matters falling under attorney/client privilege.

Please take notice that minutes will be taken of the discussion conducted during the executive session and the Board will disclose the minutes of the executive session when the disclosure will not result in unwarranted invasion of individual privacy or prejudice to the best interests of the Board of Education and provided that such disclosure does not violate federal,

state or local statutes and does not fall within the attorney/client privilege. Action may be taken when the Board reconvenes in public session.

AYE: Mrs. Brens-Watson, Dr. Francis, Mrs. Minneci, Mr. O'Shea,

Mrs. Regis-Darby, Mrs. Ruiz

NAY: None

ABSTAIN: None MOTION CARRIED

The Board returned to public session at 7:12 p.m.

Mr. McDowell stated we will add a discussion item and O-10 for voting.

Comments from Public on Resolutions:

None

Education/Student Discipline Committee Resolutions

Upon recommendation of the Superintendent of Schools, the following resolution was moved by Mrs. Ruiz, seconded by Mrs. Regis-Darby for adoption:

E-1. AFFIRM SUPERINTENDENT'S DETERMINATION OF HIB

Affirm the Superintendent's determination of Harassment, Intimidation and Bullying (HIB) for the period March 17, 2021 to April 27, 2021, in accordance with the information appended to the minutes.

DISCUSSION:

None

AYE: Mrs. Brens-Watson, Dr. Francis, Mrs. Minneci, Dr. Morgan, Mr. O'Shea,

Mrs. Regis-Darby, Mrs. Ruiz, Mr. McDowell

NAY: None

ABSTAIN: None MOTION CARRIED

Fiscal and Planning Committee Resolutions:

Upon recommendation of the Superintendent of Schools, the following resolution was moved by Mr. O'Shea, seconded by Mrs. Minneci for adoption:

F-11. APPROVE FUNDRAISERS

Approve the following fundraisers, in accordance with the information appended to the minutes:

Event Name	Date	Purpose
T-shirt/sweatshirt Fundraiser	May 2021	UHS/National Spanish Honor Society-raise
		funds for National Spanish Honor Society
		events
Food Drive	May 2021	UHS/National Spanish Honor Society – to
		fulfill philanthropy requirement

Cozy Corner Dining Event	June 1-July 1, 2021	UHSPAC-to raise funds for UHSPAC
		production
Play Logo T-Shirt Sale	May 19-June 30,	Burnet Middle School/Play-Drama Club – to
	2021	raise funds for future club productions
Student Virtual Production – "The	May 19-June 10,	Burnet Middle School/Play-Drama Club – to
Audition"	2021	raise funds for future club productions
Virtual Game Night	May 10-22, 2021	UHS/Student Council – to provide a fun
		activity for students
Outdoor Movie Night	June 2021	UHS/Student Council – to raise funds for
		student council future events
Virtual Paint and Tea	June 2021	UHS/Student Council – to raise funds for
		student council future events
Super Smash Bros Game Tournament	May 19-June 4,	UHS/Junior Class – to raise funds for junior
	2021	class activities
Worship & Fire Night	May 22, 2021, rain	UHS/Seekers Club – to raise funds for
	date June 12, 2021	sustainability of the club
Freshman Class Ice Cream Social	June 4, 2021, rain	UHS/Freshman Class – to raise funds for
	date June 11, 2021	freshman class future events
Juneteenth Celebration Final Proposal	June 19, 2021	UHS/Roots Black Excellence Club – to raise
		funds for the club
Apparel Sale	June 1-30, 2021	Burnet Middle School/Burnet MS Esports –
		to raise funds for jerseys, equipment, game
		licenses and competition entries

DISCUSSION:

Mr. O'Shea stated one of the fundraisers started yesterday so it was decided to have all fundraisers approved tonight.

AYE: Mrs. Brens-Watson, Dr. Francis, Mrs. Minneci, Dr. Morgan, Mr. O'Shea,

Mrs. Regis-Darby, Mrs. Ruiz, Mr. McDowell

NAY: None

ABSTAIN: None MOTION CARRIED

Operations Committee Resolutions:

Upon recommendation of the Superintendent of Schools, the following resolution was moved by Dr. Francis, seconded by Mrs. Minneci for adoption:

O-8. APPROVE RESOLUTION REJECTING BID AND AWARDING CONTRACT – ROOFING

Approve resolution authorizing the Board of Education to reject the bid of Northeast Roofing Maintenance, Inc. and enter into a contract with Safeway Contracting, Inc. for the reroofing project of seven (7) schools in the district (Union High School, Burnet Middle School, Hannah Caldwell Elementary School, Battle Hill Elementary School, Washington Elementary School, Jefferson School and Kawameeh Middle School) as part of the ESIP project, in accordance with the information appended to the minutes.

DISCUSSION:

Mrs. Regis-Darby asked this is the one that was tabled last week? Mrs. Giner stated we reviewed this matter and determined that the bid submitted by Northeast Roofing, it was the

lowest bid in terms of amount, but it was not responsive so it went to the second lowest bidder, Safeway Contracting

AYE: Mrs. Brens-Watson, Dr. Francis, Mrs. Minneci, Dr. Morgan, Mr. O'Shea,

Mrs. Regis-Darby, Mrs. Ruiz, Mr. McDowell

NAY: None

ABSTAIN: None MOTION CARRIED

The following request was presented by Dr. Francis to be walked on to the agenda – request from Township requesting use of Burnet Middle School lawns and parking lot on May 22nd.

Upon recommendation of the Superintendent of Schools, the following resolution was moved by Mrs. Regis-Darby, seconded by Mrs. Brens-Watson for adoption:

O-10. APPROVE REQUEST FROM TOWNSHIP OF UNION PUBLIC INFORMATION OFFICER – BURNET MIDDLE SCHOOL

Approve request from the Township of Union Public Information Officer to use of Burnet Middle School's front and side lawn and parking lot (Caldwell Avenue), for upcoming Bike Rodeo on Saturday, May 22, 2021 from 8:00 a.m. until 11:00 a.m., in accordance with the information appended to the minutes.

DISCUSSION:

None

AYE: Mrs. Brens-Watson, Dr. Francis, Mrs. Minneci, Dr. Morgan, Mr. O'Shea,

Mrs. Regis-Darby, Mrs. Ruiz, Mr. McDowell

NAY: None

ABSTAIN: None MOTION CARRIED

Approval of Minutes:

Minutes will be approved at next week's meeting.

Communications:

Communications are part of personnel.

Superintendent's Report:

Mr. Benaquista stated the student liaisons will present next week and I will share new information and positive things that are happening in the district. I did send out correspondence to answer questions about Phase II – the hybrid format.

Mr. McDowell asked Phase II is joining the cohorts? Mr. Benaquista stated that is one of the options. We have to be sure if we are consistent and fair. We will discuss this. We have been very successful at maintaining minimum COVID cases.

Dr. Francis asked with Phase II – have the building principals been involved? Mr. Benaquista stated we had a review after the new cohorts came in – May 3^{rd} we had additional students join us for the 4^{th} marking period; that was the last option to hybrid format. Now that we know our numbers, we still have x-amount of students in a class. Now that we know what we are up against, the principals are analyzing the data as far as each cohort and the size of that classroom and safely bring back our classrooms.

Education/Student Discipline Committee Resolutions:

Mrs. Ruiz gave an update from the Education Committee meeting. Mrs. Ruiz stated we met last night and discussed E-8 through E-15 but we mostly focused on E-8 through E-12 which speak to the summer programs that we are going to have this summer. Every school in the district will have some type of summer program and the goal is to focus on the learning loss that we know has been sustained as a result of COVID and virtual learning. Also to give students the opportunity to get accelerated credits which we did last summer and it was very successful. Also the bridge program we had at Burnet will be back. Mrs. Guilfoyle will present her power point; it was very concise and a it was a great explanation of the summer programs. But before she presents I want to share with everyone that we had 1.5-2 years talking about the honors and AP courses in our district and the initiative that was championed by Dr. Morgan to improve our numbers as far as student participation in honors and AP courses and to make the rubric more inclusive so that more students in our district are challenged and given the opportunity to participate. I am happy to say that after countless hours of work and revisions to the rubric and re-examining curriculum and data that this upcoming school year 2021-2022 will have more students in honors and AP courses than we ever have had before. Thank you Dr. Morgan for pushing that initiative and thank you Ms. Moran – I know you played a big part of that, as well as Dr. Cohen. Thank you all because at the end of the day we are in the business of children. I greatly appreciate all the efforts that went into that.

Mrs. Guilfoyle gave a presentation on ESSER II/Title I Summer Programs 2021. The Summer Bridge to Accelerate Learning program includes enrichment opportunities for students to support their social, emotional and academic development. Students who attend can expect to be engaged in project-based learning activities in English Language Arts, mathematics and Science, Technology, Engineering and Mathematics. Students will work collaboratively using creativity and problem-solving skills to engage with tasks designed to engage students in foundational prerequisite skills needed for success at the next grade level. The goal of the program is to build on what students already know as a way to engage with new learning and to provide instruction in academic prerequisite skills that help students be more successful in their next grade level.

The presentation is appended to the minutes.

Mrs. Ruiz stated we also discussed the vape away resource guide which we will be voting on next week. This resource guide was prepared through funding that came from the Vape Away Grant. The resource guide is for teachers but the list of resources within that guide will be available to students and families if needed.

Mrs. Ruiz presented the Education/Student Discipline Committee agenda.

DISCUSSION:

Dr. Francis asked for the vape away resource – you have it for 8th grade and high school – is this limited just to 8th graders and not 7th graders?

Jill Hall stated the way the grant was written we were gearing for a certain population in the middle school and the high school. While it is targeting the 8th graders and the juniors and seniors, it is available across the board and will be infused throughout all of the subject areas. It tends to gravitate towards phys ed classes and health and with this particular topic we felt we had to write it in such a way that we can implement it in any curriculum. It will be available to all the teachers.

Dr. Morgan stated thank you to the committee for removing the barriers to honors and AP. This is very important for our students and maybe for the boot camp support – as I have always stated our students can do it with the right support. I look forward to hearing about how our students have faired in these courses next year.

Mrs. Brens-Watson stated with the boot camp I know that they are having it for the high school; are we offering this to the middle school? Mr. Benaquista stated right now it is only at the high school; they are using title funds. We will have to look at our budget for the middle school because only one middle school is Title I. We will get the data from this boot camp. I do think the boot camp is a great idea.

Mrs. Ruiz asked how are students able to register for this boot camp? Will we get some sort of notification of when and how to register? Mr. Benaquista stated everything will be put out online.

Mrs. Regis-Darby asked is there a deadline for parents? Mr. Benaquista stated I will speak with Mrs. Moran and Mrs. Guilfoyle tomorrow to make sure we send out everything as far as timeline and expectations. We are just getting all our programs Board approved and personnel.

Mr. McDowell asked is this open only to new AP/honor students or current? Mr. Benaquista stated it is for any student.

Fiscal and Planning Committee Resolutions:

Mr. O'Shea presented the Fiscal and Planning Committee agenda.

DISCUSSION:

Mrs. Regis-Darby stated F-31 – when we heard the presentation, the money savings numbers were incorrect. Mrs. Conti stated there was an updated presentation. Mrs. Ruiz stated we did not receive it. Mrs. Conti stated I will forward.

Operations Committee Resolutions:

Dr. Francis presented the Operations Committee agenda.

DISCUSSION:

None

Personnel Committee Resolutions:

Dr. Francis presented the Personnel Committee agenda.

DISCUSSION:

Dr. Francis stated the contracts need to be approved by the County Superintendent. Mr. Benaquista stated if they are not approved before our next meeting, it will be put on the June agenda.

Mrs. Koon stated P-13 – this is a purchasing program. This is another purchasing co-op that gives us additional purchasing leverage. I wanted to expand our options and I know everyone has Amazon so this consortium has Amazon so we are looking forward to bringing them on board – not only for teachers; this consortium covers a wide range from product services – i.e. food services, buildings and grounds, IT – so this will improve our purchasing power leverage. We are hoping that the Board will approve it. I tried to rush to get us as members so that we can get the teachers on board to start using Amazon. We are preparing for the new school year and at this time we typically open up the purchasing modules for our teachers to prepare purchasing for next school year. I want them to have not only Educational Data, I want them to have Amazon as an option. This consortium does comply with New Jersey purchasing laws and regulations. Mr. Benaquista stated thank you for getting this on the agenda.

Mrs. Regis-Darby stated I'm so happy to see P-13 on the agenda because 4-5 years ago we were trying to buy bulbs for the Smart Boards and we had to outsource for \$250 versus \$35 on Amazon.

Question on P-1B – we are paying a lot of money for attendance at IEP meetings for the month of July and August. Do you know why we are hosting so many meetings after the school year is over? Mrs. Conti stated first, that is not IEP meetings; it is to approve staff to attend IEP meetings. Since we will not know all the IEP meetings that might have to be held during the summer months, we have to approve and have ready all service providers, general ed, teachers, special ed teachers, could be a behaviorist – that is to get ready. It doesn't mean those are leftover meetings from the year. We have to be ready for any meetings in the summer. I don't have the exact meetings yet but we will compile that in the next couple of weeks. We never shut down special services. All meetings are ongoing. We have initial referrals that are referred throughout the year. It is hard to prepare for what you may not know is coming so you have to be ready to go for whatever meetings need to be held in the summer. We have to have the staff approved.

Dr. Francis stated P-2 – is this one librarian and the others aren't librarians? Mr. Benaquista stated it is one librarian and two language arts teachers. They are doing a study comparison. Mrs. Moran stated Ms. Krauz originally brought the program to me to ask if some of the English teachers in the high school would be interested in participating in this. It is a study. She reached out to the English teachers and these are two teachers that volunteered so throughout the next school year and it is a multi-year program, they are going to be

implementing different research techniques in conjunction with the librarian to see if some of them are more effective than others so that we can better tailor our research practices for our students. Dr. Francis stated is it down to kindergarten? Mrs. Moran stated it is more for the high school but definitely what we learn from this program we can implement in the district. Dr. Francis asked who is overseeing this? Mrs. Moran stated Ms. Krauz is the librarian who is heading it so it would be Mrs. Paul. Mrs. Paul stated I would just have to supervise. The whole idea is to look at the value of what the librarians do as part of what they do which is information based. You will look at it in the perspective of what is that combination of language arts teachers plus the librarian — what that brings together and what does it do to the instructional process. What the University of South Carolina is trying to do is to find out what that is. We know the importance of the librarian especially having to do with literacy or reading. There is no real data out there so they are trying to get data to show what it does. Ms. Krauz looked into this. As far as analysis, I'm not doing that — the university is.

Dr. Francis asked how many years? Mrs. Paul stated one year.

Policy Committee:

Dr. Francis stated Dr. Morgan when are you meeting for policies because I'm waiting for policies to take off. Dr. Morgan stated that is a good question. We have a standard meeting – the 4th Thursday of every month. I know that Mr. Benaquista was not available in April. There was a discussion about waiting from Mr. McDowell on how it would be set forth. The question I have is – there is a senior leader for every committee – Mrs. Guilfoyle is with Education and Mrs. Koon is with Finance, who will be working with me on policy because that is what we are missing in this? My job is to bring policy forth. The policies are sent to the superintendent and/or the designee to discuss with the Board. I don't want to bring what it is out there because that is not my job. My question is who will be working with the Policy Committee?

Mr. Benaquista stated in the past it has always been the Business Administrator but right now Central Office is very short staffed; it is only me and Mrs. Koon and it has been a challenge to be able to manage all these expectations with no real help. In the past, when we were going through the transition, Mr. Tatum did ask me years ago to be that bridge until Mr. Brennan came along and Mr. Vieira took over after Mr. Brennan and then moving forward it will be a discussion with the new leadership. In the past it has been the Business Administrator in this district. I did help out. I think Mrs. Koon and myself, with all the activities at the end of the year, it is challenging. I will have a discussion with Mrs. Koon and set up a meeting later this month.

Dr. Morgan stated we will be able to meet on the fourth Thursday of this month. Mr. Benaquista stated we will make sure someone is available. Just communicate prior on the policies that will be discussed.

Dr. Francis stated our role is to make policy – if there is a policy that we want to see amended or a policy created, we can do that from the floor? Mrs. Giner stated no, according to the Board Bylaws, you have to have at least two readings and when you are making substantive changes to any policy, bylaw or regulation, it has to be presented in writing for not just the Board members, but members of the public. It would be possible to off the cuff or at a specific meeting

make revisions. Dr. Francis stated that has been done in the past and that is why I'm asking and it was allowed. We will talk about it offline.

Technology Committee:

Mrs. Regis-Darby gave an update from the Technology Committee meeting.

Old Business

- Additional IT staff
 - o Update: posted for 1 position and in the process of doing interviews
- Upcoming summer technology equipment recycle/online auction bid GovDeals
- Upcoming summer projects
 - o Upgrade old switches in wiring closets
 - oChange wiring racking in closets to have width and depth for new equipment
 - o Additional battery back-ups for wiring closets
- Working on current proposals for district telephone and notification systems.
 - oBOE approval of the School Security Grant on 5/18/21.
 - o Including notification and communication system telephone system
- Move from Systems 3000 for payroll and personnel to Genesis during 2021-2022 school year.
 - o Update: No update
- Security camera systems for middle and elementary schools
 - o Update: Making changes for server system for cameras in middle schools
- Replacement of current fiber between wiring closets in middle and elementary schools.
 - o Update: Completed
- Professional Development Craig
 - oUpdate: Continue to provide teachers with technology resource training.
- District Technology Plan
 - oNo updates at this time.
- District website
 - oNo updates at this time

Approval of Bills:

Payment of bills will be approved next week.

Unfinished Business:

None

New Business:

None

Comments from the Public:

Megan Bakariso stated I'm here to find out why our children are not back in school more than 2-1/2 days a week? It is infuriating as a parent of five. When my first grade son does not know how to read and he's in cohort one and cohort two, the teacher is in the classroom with no children and my son is at home struggling, crying, doesn't know how to read. My third grader doesn't know how to do math. It is just killing me as a mother. I have done everything I could – tutoring, books. My one son has IEP so he is able to be in school for 4-1/2 days. I have three year old and a 10-year old. My 10-year old is doing o.k.; for her it is more emotional. She is now seeing a psychologist because of it. It has really be tough and tough for many of us and I have so many friends whose children go to neighboring schools and they are all back in – five half days. I don't know what is going on with Union and why we can't seem to get it together for our children. They should be our biggest priority and we are failing them. It has been tough and I want a good answer because the levels are going down, the restrictions are easing up. It is a huge injustice and disservice for these kids.

Mr. McDowell stated this is the part of the meeting where the public makes comments but we don't generally dialogue. As we said earlier this meeting, that is something we are looking into now and there will be a letter going out in the next week or so. Mrs. Bakariso stated Mr. Benaquista has been saying this for a while now. Kids have been back at school since the middle of March – it has been over two months; I don't know what takes so long to look into. I know he had a discussion with my friend last week on the phone and he had said that he would look at the numbers this week and now he is saying we will look at the numbers this week and he said the exact same thing last week.

Mr. Benaquista stated I am working with the principals – we want to bring the students back when it is safe. Mrs. Giner stated if you have additional statements to make or you have specific questions, reach out to Mr. Benaquista.

Nomi Santibana stated I have two children at Washington. I had a conversation with Mr. Benaquista and I was also told what the plans were moving forward but I just feel as parents we need a little more transparency; to be part of the conversation. This is our children being affected. I totally understand that this is unprecedented times; I would not want to be in your position and I give you a lot of credit. I just want to be part of the conversation. My children ask me when they are going to be back in school. We are all trying our best and I respect that. In the beginning we knew what they were going to do and then everything just stopped and at the same time we see improvements with vaccinations, the numbers, the rate of transmission. I follow everything. Our seat is opening up pretty much on the 19th. I am waiting anxiously for an email not general but with specifics – what are you relying on? What are waiting for specifically to change it from 2 days to 3 days to 4 days, maybe 5 days – what is this thing we are waiting for? If I can send my kids to go to camp for five days, why can't they go to school for more than two days? That makes no sense to me; I just want an answer and I will completely accept it. We need more transparency and better communication.

Mrs. Regis-Darby stated I don't like the notion that the public thinks that there is no dialogue between the public and the Board. I think as a Board we always need to be transparent with the public. There is always best ways to communicate; there are always ways of getting an

answer. You can reach out to the people in charge of the district to get answers. I don't want you to leave tonight thinking there was no dialogue. If I was in your shoes, I would expect an answer. I would expect someone to respond to me. For me to you, there is dialogue so just reach out to the people.

Elsie Mackie asked for an update for in-home instructions; there is not a clear understanding. Home instruction is key especially for the kids that are severely impaired. What are the hold ups or solutions? Is there any clarity in terms of CBI – community based instruction? When will CBI resume in person? Will there be some sort of communication?

Ann Margaret Shannon stated president of the UTEA. This year I have been able to work collaborative with a lot of community groups. You heard about the Caldwell Parsonage Project. We had nine successful events and the last one will be this Sunday and highlighting Connecticut Farms Schools. All are welcome and sign up is on our website.

The UTEA social justice committee added honoring Asian American month and they added a week of activities.

The newest collaboration is with the Township of Union – UTEA will be a sponsor of the very first Juneteenth Celebration at Rabkin Park. I hope everyone will come out. It was a great opportunity to work closely with all these different groups.

Arycelli Digirolamo stated I was shocked to see that our Board members questioned why are we having IEP meetings in the summer. I am disappointed. I think our Board members should be aware that many school districts have such a thing. They have IEP meeting throughout the summertime. I'm disappointed that our Board members are not aware of that. Special needs students should be priority. The special needs population should be taken care of properly and I believe there should not be any questions about it. All the special students IEP meetings should be running through the summer and shouldn't be questioned at all.

I'm disappointed that the parents of Union school district have not taken into consideration to support the hiring of our new superintendent. Our school district neighbor actually had a community meeting that involved the parents where we could come and talk and discuss what we wanted and how we wanted our new superintendent. We were not involved. I don't think there was transparency in the hiring of the new superintendent. I know you can't respond but I appreciate you listening to me.

Mr. McDowell stated the last few months we have responded to that.

Latoya Singleton stated my child attends Franklin and her principal is currently interim so we don't know what that means for the upcoming school year. There is no transparency or process and we don't know who the candidates are. We don't know if there is an ongoing search for any principal or if she will be the principal in the fall. I would appreciate if there is more information of the process and who is being hired as the principal.

Maria Sarrano asked when do you anticipate having a final plan in school instruction for the 2021-2022 school year?

MOTION TO ADJOURN:

There being no further business before the Board in public session it was moved by Mrs. Ruiz, seconded by Dr. Morgan, that the meeting be adjourned at 8:47 p.m.

AYE: Mrs. Brens-Watson, Dr. Francis, Mrs. Minneci, Dr. Morgan, Mr. O'Shea,

Mrs. Regis-Darby, Mrs. Ruiz, Mr. McDowell

NAY: None

ABSTAIN: None MOTION CARRIED

RESPECTFULLY SUBMITTED,

YOLANDA KOON BOARD SECRETARY