

**HIGH BRIDGE BOARD OF EDUCATION
REGULAR MONTHLY MEETING
MONDAY, AUGUST 27, 2012**

Minutes

A., B., & C OPENING OF MEETING, PLEDGE OF ALLEGIANCE, AND ROLL CALL

ROLL CALL

Being duly posted and advertised in accordance with the Open Public Meetings Act, the Regular Monthly meeting was called to order at 6:03 p.m. in Room 209 (Computer Room) at the High Bridge Middle School. The following Board members were present: Larissa Critelli, Alan Schwartz arrived at 6:07 p.m., Janice Stemple, Ann Willard, Karen Yaskanin-Jones, William Stover, Vice-President and Robert Imhoff, President. Also present was Joseph Kennedy, Superintendent. Kay Daughters-Musnuff and Gail Woicekowski, Board Secretary/Business Administrator notified the Board that they would not be in attendance.

D. EXECUTIVE CLOSED SESSION

**EXECUTIVE/
CLOSED SESSION**

Based upon the recommendation of the Superintendent, Janice Stemple requested a motion to approve the following resolution to enter into Executive Session at 6:04 p.m.; Karen Yaskanin-Jones. Unanimously carried.

Resolved, that the Board of Education move into closed session for the purpose of discussing personnel, legal, and contractual matters; and be it further

Resolved, that the results of the discussion will be made public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

- Legal Matter – Alparone vs. High Bridge Board of Education

Larissa Critelli motioned to exit executive session and return to public session at 7:13 p.m. Ann Willard seconded the motion. Unanimously carried.

**RECONVENE
PUBLIC SESSION**

E. RECONVENE PUBLIC SESSION

RECOGNITION ITEMS

F. RECOGNITION ITEMS

- 1. Karen Yaskanin-Jones requested a motion, seconded by Ann Willard, unanimously carried, to approve the attached resolutions recognizing Dutton, Butterfly, and Colonel, Canine Companions for Independence, as they leave High Bridge Elementary School to continue their training as service dogs. (Attachment #1)

CORRESPONDENCE

**G. REVIEW OF OFFICIAL CORRESPONDENCE
(Attachment 2)**

<u>Name</u>	<u>Date</u>	<u>Subject</u>
Fanny Olarte	7/30/12	Letter of Resignation
Christine St. Pierre-Berman	8/8/12	Letter of Resignation
Shannon O'Brien	8/21/12	Letter of Resignation

PUBLIC COMMENTS

H. PUBLIC COMMENTS

France Dion stated that she thanks the High Bridge Board of Education for supporting the CCI Canine Program.

ADOPTION OF MINUTES

I. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Based upon the recommendation of the School Business Administrator, Ann Willard motioned, seconded by Janice Stemple to approve the following minutes. Unanimously carried.

July 9, 2012

- 1. July 9, 2012 Regular Meeting Minutes
(Attachment #3)

REPORTS TO THE BOARD

J. REPORTS TO THE BOARD

- 1. **Follow-Up Items**
None at this time.

Board President's Report

- 2. **Board President's Report**

Mr. Imhoff mentioned that Christy Tighe of NJSBA has resigned. There is no successor named as yet.

The Active Shooter Drill will be on August 31, 2012 at the ES.

- a) Finalize 2012-2013 Board Goals (Attachment #4)

b) Review of NJSBA recommended Board tasks, as per checklist (**Attachment #5**)

c) Board Committees and Chairperson

**Board Committees and
Chairperson**

Community Relations

- **Community Relations – Kay
Daughters-Musnuff, Chairperson**
Alan Schwartz and Ann Willard

Curriculum and Instruction

- **Curriculum and Instruction – Kay
Daughters-Musnuff, Chairperson**
Larissa Critelli and Alan Schwartz

Finance/Facilities

- **Finance/Facilities – William Stover,
Chairperson, Larissa Critelli, and Janice Stemple**

a) Kevin Settembrino, of Settembrino Architects, LLC discussed Solar Project

Kevin Settembrino gave presentation, estimated 5K savings per year for ES energy bill for 25 years, total 75K. After 15 years, BOE has decision to either keep/buy the equipment, renegotiate the leaser, or tell PPA to take them down. Estimates 102.5KW system. ES energy costs roughly 55K per year.

BOE will look at RFPO which Kevin will send out to Gail and she will distribute to BOE. The final review and decision will be made at the next meeting.

Personnel and Management

- **Personnel and Management – Janice Stemple,
Chairperson, Larissa Critelli and
Karen Yaskanin-Jones**

Negotiations

- **Negotiations – Janice Stemple, Chairperson,
William Stover and Karen Yaskanin-Jones**

Contract signed by HBTA so completed.

Policy

- **Policy – Karen Yaskanin-Jones, Chairperson,
Alan Schwartz and Ann Willard**
 - 1) The Policy Committee in consultation with the Superintendent recommends the Board approve the following motions:

- a) Karen Yaskanin-Jones motioned, seconded by Janice Stemple to amend, on first reading, the following policies and/or regulations: (Attachment via USB drive).
- Policy 0151 Organization Meeting
 - Policy 0153 Annual Appointments
 - Policy 0167 Public Participation in Board Meetings
 - Policy 1110 Organizational Chart
 - Policy 2361 Acceptable Use of Computer Networks/computers and Resources – Amended w/spelling correction
 - Regulation 2361 Acceptable Use of Computer Networks/computers and Resources
 - Policy 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
 - Regulation 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
 - Policy 2622 Pupil Assessment
 - Policy 6470 Payment of Claims
 - Regulation 6470 Payment of Claims
 - Policy 8220 School Day
 - Regulation 8220 School Closings
- b) Karen Yaskanin-Jones motioned, seconded by Janice Stemple to adopt, on first reading, the following new policies and/or regulations: (Attachment via USB drive).
- Policy 2363 Pupil Use of Privately-Owned Technology
 - Policy 3282 Use of Social Networking Sites by Teaching Staff Members
 - Policy 4282 Use of Social Networking Sites by Support Staff Members.

Roll Call:

**Regular Monthly Meeting
2012**

Monday, August 27,

Karen Yaskanin-Jones - Aye

Janine Stemple - Aye

Larissa Critelli - Aye

Kay Daughters-Musnuff - Absent

Alan Schwartz - Aye

Ann Willard - Aye

William Stover – VP - Aye

Robert Imhoff – Pres - Aye

7 Ayes; 1 Absence; Motion Passes

- **HCESC Representative – Joseph Kennedy**
- **HCSBA Representative – Robert Imhoff**
- **NJSBA Delegate – Robert Imhoff**

Superintendent's Report

3. Superintendent's Report

Mr. Kennedy discussed the following with the Board:

INFORMATION ITEMS

a. INFORMATION ITEMS:

- 1) Staff Attendance for July 2012
(Attachment #6)
- 2) 2012-2013 Projected Enrollment
(Attachment #7)
- 3) 2012-2013 amended calendar (Attachment #8)
- 4) Budget Newsletter Correction (Attachment#9)
- 5) Leave of Absence Position Recommendation
(Attachment #10)
- 6) Middle School Spanish Position
Recommendation (Attachment #11)
Document will be at your seat Monday
evening
- 7) Student Teacher Request from Kean
University
- 8) 2011-2012 Co-Curricular Participation
(Attachment #12)
- 9) School Choice Application Approval
(Attachment #13)
- 10) HBPD Active Shooter Drive – Friday, August
31, 2012
- 11) Review June & July 2012 Legal Bill
(Attachment #14)
- 12) Student Code of Conduct (Attachment via
USB drive)
- 13) NJASK Student Performance Results
(Attachment #15)

School Business
Administrator's Report

4. School Business Administrator's Report

a. General Information Items

- 1) NJ. School Digest – June 2012 &
July/August 2012 (Attachment #16)
- 2) Facility Checklists completed and submitted
to Hunterdon County
- 3) Auditor September 4 and 5, 2012
- 4) NJ Direct 10 to NJ Direct 15 completed and

submitted to State. Target date September 1, 2012.

b. Monthly Facility Maintenance Report

- 1) Call Manager
- 2) MS Roof/Corridor Project
- 3) ES Hot Water Heater
- 4) ES Playground Surfacing

c. Vandalism Report

There were no acts of vandalism since our last meeting.

d. Monthly Investment Interest – July 2012

Account	Peapack-Gladstone Bank
Agency	\$ 1.62
Capital Reserve	\$ 14.11
Current	\$ 89.18
Food Service	\$ 1.24
Maintenance	\$ 14.62
Payroll	\$ 2.01
Student Activity	\$ 1.89
Unemployment	\$ 6.56
FSA	\$.14
Total	\$ 131.37

MS Principal's Report

5. Middle School Principal's Report (Via E-Mail)

ES Principal's Report

6. Elementary School Principal's Report

PERSONNEL

K. PERSONNEL

Accept resignation of Fanny Adrea PT MS Spanish Teacher

1. **Motion to accept** the resignation of **Fanny Andrea Olarte** as part-time Spanish teacher at the middle school effective on or before September 29, 2012.

Accept resignation of Christine St. Pierre-Berman PT Aide ES

2. **Motion to accept** the resignation of **Christine St. Pierre-Berman** as part-time Special Education Aide at the Elementary School effective immediately.

Accept resignation of Shannon O'Brien PT Aide MS

3. **Motion to accept** the resignation of **Shannon O'Brien** as part-time Special Education Aide at the Middle School effective immediately.

Approve Nicole DiGeronimo to MA 11

4. **Motion to approve** the movement across salary guide and amendment of the employment contract for **Nicole DiGeronimo** from BA+30, Step 11, to MA, step 11, as per her request and submission of official transcripts showing her successful completion of graduate level coursework, for an annual salary of \$68,170.00 from August 28, 2012 through June 30, 2013.
5. **Motion to amend** the employment contract for **Laurie Perkalis** from part-time paraprofessional aide to full-time paraprofessional aide, without benefits, for the 2012-2013 school year from August 30, 2012 through June 30, 2013 at an annual salary of \$13,723.00
6. **Motion to amend** the employment contract for **Cara Staviski** from part-time paraprofessional aide to full-time paraprofessional aide, without benefits, for the 2012-2013 school year from August 30, 2012 through June 30, 2013 at an annual salary of \$14,315.00.
7. **Motion to approve** the employment of **Jaime McKay** as part-time paraprofessional aide for the 2012-2013 school year from August 30, 2012 through June 30, 2013 at an annual salary of \$7,500.00.
8. **Motion to approve** the employment of **Jason Feldman** as Grade 6 Leave Replacement teacher on a full-time basis from August 28, 2012 through October 31, 2012 at a Level BA, Step 1 per diem rate of \$244.78.
9. **Motion to approve** the following **co-curricular activities and advisors** for the 2012-2013 school year:

**Amend Laurie Perkalis
from PT to FT ES Aide
without benefits
\$13,723.00**

**Amend Cara Staviski
from PT to FT ES Aide
without benefits
\$14,315.00**

**Approve Jaime McKay as
PT Aide \$7,500.00**

**Approve Jason Feldman
as leave replacement Aug
28, 2012 – Oct 31, 2012
\$244.78/daily**

**Approve co-curricular
activities and advisors**

Activity	Staff Member(s)	Grade Level	# Hrs.	Compensation 2012-2013
Student Leadership	Paige McGaheran Jennifer Smith	6-8	Total compensation not to exceed 3561.00	
MS Yearbook	Linda Stecker Judy LaGreca	8	Total compensation not to exceed 50 hours ÷ 2 advisors Total: 1455.50	
Drama Club	Courtney Shiffman Jeff Thompson	6-8	Total compensation not to exceed 75 hours ÷ 2 advisors Total: 2183.25	
Jazz Band	Jeff Thompson	6-8	30	873.30
Elem. School Band	Jeff Thompson	4-5	10	291.10
Literary Magazine	Anthony Marinelli	7-8	20	582.20

**Amend Emma Alparone
substitute caller rate
\$2,451.50**

10. Motion to amend the approval for **Emma Alparone** as substitute caller for 2012-2013 school year from the annual rate of \$2,457.60 to \$2,451.50.

Kayleigh McGovern student teacher with Mary Waldron and Nicole DiGeronimo

11. Motion to accept Kayleigh McGovern, Kean University student, as student teacher at Elementary School from September 4, 2012 through October 19, 2012 with Mary Waldron as cooperating teacher and at Middle School from October 22, 2012 through December 21, 2012 with Nicole DiGeronimo as cooperating teacher.

Approve Substitutes

12. Motion to approve the following new substitutes for the 2012-2013 school year:
a) Elizabeth Denis
b) Henry Crouse
c) Hope Dell
d) Parijat Clemente

Approve new/revised job descriptions

13. Motion to approve new and/or revised job descriptions for the following positions:
(Attachment via USB drive)
a) Substitute Teacher (new)
b) Special Education Teacher (revised)
c) Special Education Aide (revised)
d) Special Education One-on-One Aide (new)
e) Early Childhood Education Teacher (new)

Approve Roselli Guardia PT (57%) MS Spanish Teacher \$32,051.00 MA+30 Step 3

14. Motion to approve the employment of **Roselli Guardia** as part-time (57%) Middle School Spanish teacher from August 28, 2012 through June 30, 2012 at a Level MA+30, Step 3 salary of \$32,051.

ROLL CALL
CURRICULUM &
INSTRUCTION

Roll Call:

Janice Stemple – Aye Alan Schwartz -Aye
Karen Yaskanin-Jones – Aye Ann Willard - Aye
Larissa Critelli - Aye William Stover - VP- Aye
Kay Daughters-Musnuff - Absent Robert Imhoff – Pres. - Aye

7 Ayes; 1 Absence; Motion Passes

L. CURRICULUM & INSTRUCTION

Based upon the recommendation of the Curriculum Committee in consultation with the Superintendent, Larissa

Critelli motioned, seconded by Janice Stemple to adopt the following items #1-6.

1. **Motion to approve** an amended 2012-2013 school calendar to include early dismissal days on October 18, and October 19, 2012 for fall parent teacher conferences.

Approve amended 2012-2013 calendar

Adopt revised ELA Curriculum Grades 3-6

2. **Motion to adopt** the revised English Language Arts Curriculum (Grades 3-6) as recommended by the Curriculum Committee. (Attachment via USB drive)

Approve interscholastic sports schedules

3. **Motion to approve** the interscholastic sports schedules for the 2012-2013 school year. (Attachment #17)

Approve ES Code of Conduct and MS Code of Conduct

4. **Motion to approve** the Elementary School Code of Conduct and the Middle School Code of Conduct for the 2012-2013 school year. (Attachment via USB drive)

Approve ODD student to HCESC

5. **Motion to approve** the placement of Student ID #599050 at Hunterdon County ESC School – West Amwell Campus, for the 2012-2013 with the following costs:

Tuition - 10 mo	\$ 37,000.00
Personal Aide (Classroom) – 10 mo.	\$ 35,000.00
Approximate Transportation (\$191/day x 180 days)	<u>\$ 34,380.00</u>
Total Anticipated Cost 2012-2013	\$106,380.00

Approve class trips/transportation

6. **Motion to approve** the following class trips and transportation:

Fourth Grade GT Students to Pt. Mountain Farm September 20, 2012

a) **Eight selected 4th grade G/T Students to Pt. Mountain Farm, Asbury, NJ** on September 20, 2012 with a rain date of September 27, 2012 to study pond and forest ecosystems. Cost per student of \$3.00 to be paid through Enrichment G/T budget. Transportation costs will be divided up between participating districts and billed at the end of the school year.

ROLL CALL

M
S

Roll Call:

- Larissa Critelli - Aye
- Ann Willard - Aye
- Janice Stemple – Aye
- Karen Yaskanin-Jones - Aye
- Kay Daughters-Musnuff - Absent
- William Stover - VP- Aye

Alan Schwartz– Aye

Robert Imhoff – Pres. - Aye

7 Ayes; 1 Absence; Motion Passes

**FINANCE/
FACILITIES**

M. FINANCE/FACILITIES

Based upon the recommendation of the Superintendent and School Business Administrator/Board Secretary, William Stover made a motion, seconded by Janice Stemple to approve the following items # 1 - 6.

PAYMENT OF BILLS

1. PAYMENT OF BILLS

Invoices

a) Audit of Invoices (Attachment #18)

Approve invoices for Current Expense in the following amounts:

June 30, 2012 \$18,069.22

Check Register June 30, 2012 **\$ 18,069.22**

Invoices

July 6-31, 2012
\$59,109.90
Pay 7/15/12 \$42,202.07
Retro Pay 7/30/12
\$50,217.76
Pay 7/31/12 \$41,508.70

Approve invoices for Current Expense in the following amounts:

Check Register, July 6 – 31, 2012 \$ 59,109.90
Payroll 7/15/2012 \$ 42,202.07
Retro Payroll 7/30/2012 \$ 50,217.76
Payroll 7/31/2012 \$ 41,508.70
Total \$193,038.43

Invoices

August 1-22, 2012
\$459,511.61
Pay 8/15/12
\$51,580.30

Approve invoices for Current Expense in the following amounts:

Check Register, August 1 – 22, 2012 \$459,511.61
Payroll 8/15/2012 \$ 51,580.30
Total \$511,091.91

Cafeteria \$3,232.32

Approve invoices for **Cafeteria** Account in the amount of **\$3,232.32**

Date	Vendor	Amount	Description	Check No.
7/30/12	Maschio’s Food Services, Inc.	\$3,226.42	Inv. IN0033397	1342
8/2/12	NJ Dept. of Agriculture	\$ 5.90	Inv. 140749	1343
Total		\$3,232.32		

FINANCIAL REPORTS

June 2012

2. FINANCIAL REPORTS

**Report of the Board Secretary for June 2012
(Attachment #19)**

Resolved, that the Board of Education accept the Board Secretary's Financial Reports for the month of June 2012 as per the procedure instituted by the State Department of Education, wherein the required certification by the Board Secretary is adhered to in the attachment.

**Line Item Transfers for June 19 – June 30, 2012
(Attachment #20)**

Resolved, that the Board of Education approve the budget transfers as listed in the attachment and request the Board Secretary to addend a copy of the list to the minutes.

Certification of Fund Balances

Resolved, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify that as of August 27, 2012, after review of the Secretary's monthly financial reports (appropriations section), and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16:10(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year and we request the Board Secretary to addend a copy of the Secretary's Report to the minutes.

August 27, 2012

Gail Woicekowski
Business Administrator/Board Secretary

USE OF FACILITIES

Approve use of ES All Purpose Room for Hunterdon Huskies

3. USE OF FACILITIES (Attachment #21)

- a. **Motion to approve** Hunterdon Huskies use of ES All Purpose Room beginning September 6, 2012 through November 1, 2012 from 6:00 p.m. until

Approve GS Troop 80847 use of ES Classroom

8:00p.m. Mondays through Thursdays.

Advisor – Aimee Markey

- b. **Motion to approve** Girl Scout Troop 80847 use of ES classroom on Fridays beginning September 7, 2012 through May 31, 2013 from 3:00 p.m. until 4:30 p.m. **Advisor – Michelle Corley**

Approve Religious
Education Classes

- c. **Motion to approve Religious Education Classes** at ES with the use of 14 classrooms and the All Purpose Room on Sundays beginning September 23, 2012 through May 5, 2013 from 8:30 a.m. to 11:00 a.m. **Advisor – Anne McGovern.**

Approve Cub Scout Pack
149 ES All Purpose Room

- d. **Motion to approve Cub Scout Pack 149** use of ES All Purpose Room on Fridays, once a month, beginning October 26, 2012 from 7 p.m. to 9 p.m. Please see attached for additional dates. **Advisor – Todd Honeycutt**

Approve Cub Scout Pack
149 (Gr 2) ES Classroom

- e. **Motion to approve Cub Scout Pack 149** (2nd Grade) use of ES Classroom on Wednesdays beginning October 3, 2012 from 3:00 p.m. to 4:30 p.m. Please see attached for additional dates. **Advisor – Tricia Simpson-Curtin**

Approve Women's
Volleyball Mondays MS
Gym

- f. **Motion to approve Women's Volleyball** use of MS Gym on Mondays beginning September 10, 2012 through May 20, 2013 from 7:00 p.m. to 9:30 p.m. **Advisor – Ruby M. Reuter**

Approve Coed Volleyball
Wednesdays MS Gym

Not available on September 24, 2012

Accept 26" TV to MS
Library

- g. **Motion to approve Coed Volleyball** use of MS Gym on Wednesdays beginning September 12, 2012 through May 29, 2013 from 7:00 p.m. to 9:00 p.m. **Advisor – Raymon R. Schick**
Items f & g pending receipt of insurance certificate.

FOOD SVC
MANAGEMENT 5 YR
CONTRACT RENEWAL

Maschio's

- 4. Accept a donation** from Mr. & Mrs. Martin Jones of a 26" TV to High Bridge Middle School to be used in the Library, with an approximate value of \$250.00.

5. FOOD SERVICE MANAGEMENT FIFTH YEAR CONTRACT RENEWAL

Approve Maschio’s Food Service Inc., Flanders, NJ to continue the administration and management of the district’s food service and nutrition program for a fee of **\$7,064.00**, which is a 2.5% increase from the 2011-12 school year. Maschio’s is guaranteeing High Bridge a “no-cost” operation for 2012-13 school year, with no increases to the lunch or milk prices:

	Paid	Reduced Price
Student Lunch	\$2.60	\$0.40
Adult Lunch	\$3.60	-
Special Milk Program	\$0.50	\$0.40

FYI – This is the fifth year of the Board’s five-year contract with Maschio’s.

6. Motion to authorize Kevin Settembrino, AIA, LEED AP, Settembrino Architects LLC to submit a LRFP Amendment request and to amend the district’s Long Range Facility Plan to include the following projects:

- High Bridge Elementary School
 - Roof mounted solar array project

ROLL CALL

TRAVEL

Roll Call:

William Stover - VP – Aye, Naye 3C	Alan Schwartz – Aye
Janice Stemple – Aye,	Ann Willard - Aye
Larissa Critelli – Aye	Karen Yaskanin-Jones-Aye
Kay Daughters-Musnuff – Absent	Robert Imhoff – Pres. –Aye

M
S

ROL

#6 Omitted.

Motion Passes

N. TRAVEL EXPENDITURE APPROVAL (Attachment #22)

Based upon the recommendation of the School Business Administrator/Board Secretary, William Stover motioned to approve the following (Attachment #22) Staff/Board members to attend workshops, conferences, etc. based upon the guidelines of the Travel Expenditure Resolution adopted November 5, 2007, seconded by Janice Stemple (Attachment #22)

NEW BUSINESS

Roll Call:

PUBLIC COMMENTS

William Stover - VP – Aye Alan Schwartz – Aye
Janice Stemple – Aye Ann Willard - Aye
Larissa Critelli – Aye Karen Yaskanin-Jones - Aye
Kay Daughters-Musnuff – Absent Robert Imhoff – Pres. - Aye

7 Ayes; 1 Absence; Motion Passes

O. NEW BUSINESS

None.

**EXECUTIVE/
CLOSED SESSION**

P. PUBLIC COMMENTS

None.

Q. EXECUTIVE/CLOSED SESSION

Based upon the recommendation of the Superintendent, Janice Stemple requested a motion to approve the following resolution to enter into Executive Session at 9:02 p.m.; Alan Schwartz seconded the motion. Unanimously carried.

Resolved, that the Board of Education move into closed session for the purpose of discussing personnel, legal, and contractual matters; and be it further

Resolved, that the results of the discussion will be made public as soon thereafter as possible and once the reasons for nondisclosure no longer exist.

**RECOVENE
PUBLIC SESSION**

- July 9, 2012 Executive Meeting Minutes
(See Sealed Envelope)

ACTION ITEMS

Ann Willard motioned to exit executive session and return to public session at 9:05 p.m. Alan Schwartz seconded the motion. Unanimously carried.

**ADOPTION OF
EXECUTIVE
MINUTES**

R. RECOVENE PUBLIC SESSION

S. ACTION ITEMS

July 9, 2012

**T. ADOPTION OF EXECUTIVE MINUTES FROM
PREVIOUS MEETINGS**

Based upon the recommendation of the School Business Administrator/Board Secretary, Ann Willard motioned, seconded by Alan Schwartz to approve the following item.

ROLL CALL

**M
S**

1. July 9, 2012 Executive Meeting Minutes

Roll Call:

Ann Willard - VP – Aye	Janice Stemple – Aye
Alan Schwartz – Aye	Karen Yaskanin-Jone - Aye
Larissa Critelli – Aye	William Stover - VP- Aye
Kay Daughters-Musnuff– Absent	Robert Imhoff – Pres. - Aye

7 Ayes; 1 Absence; Motion Passes

U. ADJOURNMENT

ADJOURNMENT

Having no further business to come before the Board, Janice Stemple motioned to adjourn the meeting at 9:19 p.m. The motion was seconded by Karen Yaskanin-Jones. Unanimously carried.

Respectfully submitted,

William Stover
Vice President - HBBOE