

The Board of Education of Moorestown Township
Moorestown, New Jersey
MINUTES
William W. Allen Middle School
February 18, 2020 – 5:00 p.m.

I. Call to Order – 6:00 p.m.

The Regular Meeting of the Moorestown Township Board of Education is called to order. This meeting is called in conformance with the “Open Public Meetings Act” with adequate notice provided as follows:

- A. Notice filed with the Courier Post on July 10, 2019
- B. Notice filed with the Burlington County Times on July 10, 2019

II. Moment of Silence

III. Pledge of Allegiance

IV. Roll Call

| | |
|---------|---|
| Present | Mr. Jack Fairchild |
| Present | Mrs. Dria Law |
| Present | Mrs. Katherine Mullin |
| Present | Ms. Lauren Romano |
| Present | Dr. Mark Snyder |
| Present | Mr. Mark Villanueva (arrived 6:04 p.m.) |
| Present | Mr. David A. Weinstein |
| Present | Mrs. Caryn Shaw, Vice President |
| Present | Dr. Sandra Alberti, President |
| Present | Mr. John Comegno, Esq., Solicitor |
| Present | Dr. Scott McCartney, Superintendent |
| Present | Mr. James M. Heiser, Business Administrator/Board Secretary |
| Present | Ms. Carole Butler, Director of Curriculum and Instruction |
| Present | Dr. David Tate, Director of Special Education |
| Present | Mrs. Debora Belfield, Director of Personnel |
| Present | Mr. Jeffrey Arey, Director of Instructional Technology |

V. Executive Session

WHEREAS, N.J.S.A.10:4-6 ET.SEQ. (“The Open Public Meetings Act”), authorizes Board of Education to meet in executive session under certain circumstances, and

WHEREAS, the Open Public Meetings Act requires that the Board adopt a resolution at a public meeting to go into private session, now, therefore,

BE IT RESOLVED by the Board of Education of Moorestown Township, that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student disciplinary matters, and specifically,
 - a. Student matters

2. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically,
 - a. Personnel

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

FURTHER RESOLVED that the Board of Education will return to open session to conduct business at the conclusion of the executive session.

Moved by: Mr. Weinstein Second: Ms. Romano Vote: Unanimous

VI. Return to Public

Moved by: Mr. Fairchild Second: Mr. Weinstein Vote: Unanimous

VII. Adjournment

Moved by: Mr. Fairchild Second: Mr. Weinstein Vote: Unanimous

Respectfully submitted,

James M. Heiser, CPA
Board Secretary

**The Board of Education of Moorestown Township
Moorestown, New Jersey
MINUTES
William W. Allen Middle School
February 18, 2020 – 7:00 p.m.**

I. Call to Order

The Regular Meeting of the Moorestown Township Board of Education is called to order. This meeting is called in conformance with the “Open Public Meetings Act” with adequate notice provided as follows:

- A. Notice filed with the Courier Post on July 10, 2019
- B. Notice filed with the Burlington County Times on July 10, 2019

II. Moment of Silence

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|---------|------------------------|
| Present | Mr. Jack Fairchild |
| Present | Mrs. Dria Law |
| Present | Mrs. Katherine Mullin |
| Present | Ms. Lauren Romano |
| Present | Dr. Mark Snyder |
| Present | Mr. Mark Villanueva |
| Present | Mr. David A. Weinstein |

| | |
|---------|---------------------------------|
| Present | Mrs. Caryn Shaw, Vice President |
| Present | Dr. Sandra Alberti, President |

| | |
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| Present | Mr. John Comegno, Esq., Solicitor |
| Present | Dr. Scott McCartney, Superintendent |
| Present | Mr. James M. Heiser, Business Administrator/Board Secretary |
| Present | Ms. Carole Butler, Director of Curriculum and Instruction |
| Present | Dr. David Tate, Director of Special Education |
| Present | Mrs. Debora Belfield, Director of Personnel |
| Present | Mr. Jeffrey Arey, Director of Instructional Technology |

V. Routine Matters

A. Minutes

Approval of minutes for the following meetings attached as Exhibit #20-180:

January 21, 2020 Executive Session

January 21, 2020 Regular Meeting

Moved by: Ms. Romano

Second: Mr. Fairchild

Vote: 8 – 0, Abstain – 1

Abstention: Mr. Weinstein

B. Communications

C. Educational Highlights –Superintendent’s Monthly Report

- General Updates
 - Monthly Strategic Plan Update – Michele Rowe
Mrs. Rowe provided an update on activities at the elementary schools related to the Strategic Plan.
- Student Safety Data System (SSDS) Report Period One Presentation
Mr. Michael D’Ascenzo updated the board on the SSDS reported filed with the state.
- Budget Presentation
Mr. Heiser provided a presentation on the 2020-21 budget.

D. Student Board Representatives

- Student representatives Ashrit Verma, Cara Petrycki, Claire Hurren and Colin DiPasquale spoke about H.S. activities including overnight trips, Mr./Mrs. Moorestown, a sock drive, Chick-Fil-A award, Unified basketball, the Madrigals concert choir, the spring musical, and donation collections for the Christopher Reeves Foundation.

E. Board Committee Reports – Questions and Comments

- a. Mr. Weinstein, the chair of committee chairs, reported that a committee agenda was being reviewed by NJSBA for use by all committees.
- b. **Policy** – Mrs. Mullin reviewed agenda items and reported on policies that were considered including those related to media relations, transportation, special needs students and affiliated organizations.
- c. **Curriculum** – Ms. Romano provided an update on the Millburn visit regarding innovations. Ms. Butler will present on their observations next month. Ms. Romano also reported the removal of some graduation requirements, American Sign Language (ASL) III will not be offered, a QSAC update, modifications to resource support, cuts for the curriculum budget, technology reductions shared, and better ways to share enrollment figures.
Mr. Weinstein asked questions regarding the two year graduation requirement. He also stated he would love to see ASL III as an option.
Dr. McCartney responded that the recommendation is to create a hybrid, including having an option at the college level for credit.
Mr. Weinstein spoke of the RCBC program of studies.
- d. **Finance & Operations** – Mr. Weinstein reported that the committee considered the following: Art show stipend, overnight trips, scoreboard RFP, solar panels, SDA reimbursement, SHIF dividends, spring sports bid, and budget overview.
- e. **Communications** – Mrs. Law reported that the committee discussed strategic plan communication objectives, including using surveys, social media, etc., alumni contact information, recorded meetings, research and the upcoming community forum.

F. Public Comment on Agenda Items

- a. Laura Pascal of 250 Creek Road commented on the High School’s ASL 1 and 2 classes. She stated these courses help students thrive, recommends in house vs. RCBC program and is willing to pay the cost.
- b. Art Weinstein of 10 Winterberry Road commented that ASL is an option makes students happy and productive and suggests events with other schools.
- c. Melissa Arcaro of 8 Brooks Road commented that under the new requirement, students have to stay after school to receive services under IEP, limiting choices available to students, and feels the policy disadvantages special needs students.
- d. Graziella Arcaro of 8 Brooks Road commented that she values resource support and asks that the policy be reconsidered.

- e. Elizabeth Dawson of 339 W. Second Street commented on the school calendar and objects to students returning before Labor Day.
- f. Tamara Opacak of 25 Claypoole Avenue commented on a busing situation where a student was dropped off alone three times before winter break. Although policy allows 6 year olds to be dropped off, she stated the policy needs to be reviewed.
- g. Dimitri Schneiberg of 10 Windermere Drive commented on the school calendar and students returning before Labor Day. He stated that is not parent or kid friendly and suggested moving the days to the end of the calendar. He also commented on parent/teacher conferences.
- h. Ted Flick of 503 Bartram Road commented on transportation issues concerning Baker and South Valley Elementary Schools. Dr. McCartney responded to his concerns.
- i. A resident of Pleasant Valley Avenue commented on confusion with the calendar and questioned why there is a shift.

VI. Reports to the Board

A. Business Administrator/Board Secretary

- 1. **Financial Reports of the Board Secy.** – December, 2019 – Exhibit #20-181
- 2. **Cafeteria Report** – December, 2019 and January, 2020 - Exhibit #20-182

Resolution of Board of Education’s Monthly Certification Budgetary Major Account/Fund Status:

BE IT RESOLVED:

Board Secretary’s monthly certification budgetary line item status:
 Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the District Board of Education pursuant to N.J.S.A. 18A:22-8.
 Pursuant to N.J.A.C. 6A:23A-16.10(c)4, we certify that after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate District officials, to the best of our knowledge 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.

3. Approval of Budget Transfers

I recommend approval of the budget transfers for the month of December, 2019 attached as Exhibit #20-183.

4. Approval of Bills

I recommend approval of the bills, in the amount of \$4,448,603.48 attached as Exhibit #20-184.

Approval of Items 1 – 2:

Moved by: Mrs. Shaw Second: Ms. Romano Vote: Unanimous

Approval of Items 3 – 4:

Moved by: Mrs. Shaw Second: Ms. Romano Vote: 8 – 0, Abstain – 1
 Abstention: Mr. Weinstein

VII. Recommendations of the Superintendent

A. 2019-2020 Student Safety Data System (SSDS) Report Period One

Routine Action

The 2019-2020 Student Safety Data System (SSDS) Report Period One is presented for Board approval.

MOTION:

I recommend that the Board approve the submission of 2019-2020 Student Safety Data System (SSDS) Report Period One.

Moved by: Mr. Weinstein Second: Mr. Fairchild Vote: Unanimous

B. 2020 - 2021 School Calendar

The 2020-2021 School Calendar is submitted for Board approval.

Dr. McCartney gave an update on the development process.

MOTION:

I recommend that the Board approve the 2020-2021 School Calendar attached as Exhibit #20-185.

Moved by: Mr. Fairchild Second: Mrs. Shaw Vote: No vote

Mr. Weinstein asked about snow days used in the past four years, what would happen if they were to cut to two, and the possibility of moving a professional day.

Dr. McCartney responded that the graduation date changes and PD movement is not as effective.

Mr. Villanueva commented there are 3 PD days per year, but this year there are 5.

Dr. McCartney responded there are 4 PD days.

Mr. Villanueva commented that PD impacts 5 schools days. He also stated that per policy 8220 regarding parent/teacher conferences, the board of education shall indicate when conferences take place. He recommended the calendar be approved in April.

Dr. McCartney responded that the start and end dates are defined by the board, but we are also sensitive to schedules and PD efficiency.

Dr. Alberti commented that as a parent, she understands maximizing time, but we have to rely on best practices, as PD days have a purpose.

Mr. Villanueva made a motion to table this item to April.

Moved by: Mr. Villanueva Second: Mr. Weinstein Roll Call Vote: 6 – 3
No: Mr. Fairchild, Mrs. Law,
Dr. Snyder

C. Policies and Procedures

1. First Reading

The Policy Committee has reviewed the file codes listed in the attached exhibit and recommends the following Policies be entered on first reading.

- Policy 8630 Bus Driver/Bus Aide Responsibility
- Regulation 8630 Emergency School Bus Procedures
- Policy 8670 Transportation of Special Needs Students
- Policy 9400 Media Relations

MOTION:

I recommend that the Board enter on first reading the Policies listed above as Exhibit #20-186.

2. Second Reading

The Policy Committee has reviewed the file codes listed in the attached exhibit and recommends the following Policies be entered on second reading.

- Policy 2415.04 Title I District-Wide Parental Involvement
- Policy 2468 Independent Educational Evaluations
- Regulation 2468 Independent Educational Evaluations

MOTION:

I recommend that the Board enter and adopt on second reading the Policies listed above as Exhibit #20-187.

Moved by: Mr. Weinstein Second: Mr. Villanueva Vote: Unanimous

D. Educational Program

1. Special Education Out-of-District Placements 2019-20

The following Moorestown students with special needs are recommended for placement in the appropriate out-of-district program as mandated in the Individualized Education Programs (IEPs).

MOTION:

I recommend that the Board approve the students with special needs at the placements listed on Exhibit #20-188 for the 2019-20 school year at the location indicated at the approved tuition rates with transportation provided.

2. Burlington County Alternative Middle School Placements for 2019-20

The student listed is recommended for placement in the program at Burlington County Alternative Middle School.

MOTION:

I recommend that the Board approve the student on Exhibit #20-189 for the 2019-20 school year at Burlington County Alternative Middle School at the prevailing tuition rate not to exceed state maximum rate with transportation provided.

3. Homeless Placements 2019-20

The following homeless placements are recommended.

MOTION:

I recommend that the Board approve the homeless student placements listed on Exhibit #20-190 for the 2019-20 school year at the locations indicated and at the approved district tuition rates, where applicable.

4. Professional Services Agreement

Approval is requested for the professional services agreements from Cooper Health System.

MOTION:

I recommend that the Board approve the attached agreements as per Exhibit #20-191 with Cooper Health System to provide related services as per Individualized Education Plans (IEPs) for an in-district and out of district student.

5. Special Education Services Contract

MOTION:

I recommend the Board approve the agreement attached as Exhibit #20-192 with Interactive Kids to provide special education services to a student with an Individual Education Plan.

Approval of Items 1 – 5:

Moved by: Mrs. Law

Second: Dr. Snyder

Vote: 8 – 0, Abstain – 1
Abstention: Mr. Weinstein

E. Finance and Business

1. Travel Expenditures Approval Requests

The State of New Jersey has enacted P.L.2007, c.53, An Act Concerning School District Accountability. Section 15 of the Act addresses “Travel Expenditures” paid by the school district.

MOTION:

I recommend that the Board approve the travel expenditures requests attached as Exhibit #20-193.

2. Residency Determination

MOTION:

A resolution is requested approving the recommendations of the Residency Committee as per the attached Exhibit #20-194.

3. Donations

MOTION:

I recommend the Board accept the following donation:

- \$250 from AbbVie Employee Engagement Fund to be used at South Valley Elementary School
- \$500 from Hungry Minds, Inc. to be used to support students districtwide
- \$150 from Ava Ventrella to be used to support students districtwide

4. Bank Signatories

MOTION:

I recommend the Board approve the revised 2020 Bank Account Signatories as per the attached Exhibit #20-195.

5. Exchange Student Sponsoring Agency Approval

MOTION:

I recommend that the Board approve Academic Year in America as a sponsoring Agency for an upcoming exchange student from Germany for the 2020-2021 school year as per the attached Exhibit #20-196.

6. Overnight Student Trip

The Finance and Operations Committee has reviewed and recommends approval of the following trip:

MOTION:

I recommend that the Board approve the overnight trip listed below and detailed in the attached Exhibit #20-197.

Girls Lacrosse to Cape Henlopen HS Lewes, DE 3/13/20 to 3/14/20

7. 2020 IDEA Grant Amendment #1 Application

The Moorestown Township Public Schools' IDEA Grant Amendment Application #1 for 2020 requires Board of Education approval. This amendment is required in order to allocate \$45,345 of unspent carry-over funds.

| <u>Title</u> | <u>Carryover Amounts</u> | | | <u>Revised Grant Amounts</u> | | |
|----------------|--------------------------|------------------|--------------|------------------------------|------------------|--------------|
| | <u>Public</u> | <u>Nonpublic</u> | <u>Total</u> | <u>Public</u> | <u>Nonpublic</u> | <u>Total</u> |
| IDEA Preschool | \$5,869 | \$39,476 | \$45,345 | \$935,297 | \$99,211 | \$1,034,508 |

MOTION:

I recommend that the Board hereby authorize the submission of the IDEA Basic & Preschool Grant Amendment #1 application for Fiscal Year 2020, and accepts the grant award of these funds upon the subsequent approval of the FY 2020 IDEA amendment application.

8. Spring Sports Transportation Bid

MOTION:

I recommend the Board approve the bid results for Bid #20-3 attached as Exhibit #20-198 and award contracts as follows:

| <u>Vendor</u> | <u>Total Cost</u> |
|------------------|-------------------|
| McGough | \$82,795.00 |
| Eagle Wolfington | \$34,488.00 |
| Total: | \$117,283.00 |

Approval of Items 1 – 8:

Moved by: Mr. Weinstein Second: Ms. Romano Vote: Unanimous

F. Employee Relations

Subject to background checks as required by P.L. 1986 c116 and P.L. 1971, c.437 (C.9:6-8.8 et seq.), for the 2019-2020 school year.

1. Appointments

Administrative Staff

No actions recommended at this time.

Professional Staff

No actions recommended at this time.

Support Staff

- a. Michele Arnold, as a Paraprofessional at the Upper Elementary School. Ms. Arnold has been placed on Column Para AA/BS, Step 3 of the 2019-2020 Paraprofessional Salary Guide at an hourly rate of \$12.98 (4 hours per day) for an annual salary of \$9,657.12 prorated, effective on February 10, 2020 through June 30, 2020.
- b. Jermaine Crawford, as a Custodian at the Upper Elementary School. Mr. Crawford has been placed on Column A, Step 8 of the Building and Grounds Salary Guide at an annual salary of \$31,674.00 prorated, effective on or about February 28, 2020 through June 30, 2020.
- c. Patricia Ford, as a Child Caregiver for the Extended Day Care Program for the District. Ms. Ford's hourly rate is \$11.50 for 3.5 hours per week as directed, effective on February 10, 2020 through June 30, 2020.
- d. Yudelka Henriquez, as a Bus Driver for the Transportation Department for 5 hours per day for an annual salary of \$15,097.50 prorated, effective on February 19, 2020 through June 30, 2020.

2. Leave of Absence and Extensions to Leave of Absence

Administrative Staff

No actions recommended at this time.

Professional Staff

- a. Tahira Aziz-Logan, a School Psychologist at the George Baker Elementary School, a paid Medical Leave of Absence January 22, 2019 through February 12, 2020.
- b. Elisabeth Lefferts, a Reading and Math Support Teacher at the George Baker Elementary School, a paid Medical Leave of Absence January 10, 2020 through January 23, 2020.
- c. Rachel Glavin, a Kindergarten Teacher at the South Valley Elementary School, an unpaid NJ Family Leave of Absence December 20, 2019 through March 26, 2020. Requesting unpaid Child Rearing Leave of Absence March 27, 2020 through June 30, 2020.
- d. Thomas Kacerek, a Computer Teacher at the South Valley Elementary School and the Mary Roberts Elementary School, an unpaid Family Medical Leave of Absence February 4, 2020 through June 2, 2020.
- e. Elizabeth Matarese, a Speech-Language Specialist at the South Valley Elementary School, an unpaid absence March 12, 2020 through March 17, 2020.
- f. Christine Schultz, a 2nd Grade Teacher at the South Valley Elementary School, a paid Medical Leave of Absence March 3, 2020 through March 17, 2020.
- g. Heather Gaskill, a Special Education Teacher at the Upper Elementary School, a paid Medical Leave of Absence April 27, 2020 through June 30, 2020.
- h. Barbara Memmo, a 4th Grade Teacher at the Upper Elementary School, a paid Medical Leave of Absence February 20, 2020 through March 27, 2020.
- i. Christine Finnegan, a Language Arts Teacher at the Middle School, a paid Medical Leave of Absence February 14, 2020 through February 18, 2020.
- j. Kelly Stratton, a Part Time Music Teacher at the Middle School, a paid Medical Leave of Absence January 14, 2020 through January 30, 2020; unpaid Family Medical Leave January 31, 2020 through March 13, 2020; unpaid Child Rearing Leave of Absence March 1, 2020 through June 30, 2020.
- k. Lauren Tomaszewski, a Special Education Teacher at the Middle School, a paid Medical Leave of Absence April 20, 2020 through June 30, 2020.
- l. Spring Williams, a Science Teacher at the Middle School, a paid Medical Leave of Absence August 28, 2019 through November 1, 2019. Requesting an extension to a paid Medical Leave of Absence November 2, 2019 through December 31, 2019. Requesting an extension to a paid Medical Leave of Absence January 1, 2020 through January 22, 2020; unpaid Family Medical Leave of Absence January 23, 2020 through February 11, 2020. Requesting an extension to unpaid Family Medical Leave of Absence February 12, 2020 through March 6, 2020.

Support Staff

- a. Jennifer Anderson, a Paraprofessional at the George Baker Elementary School, a paid Medical Leave of Absence March 4, 2020 through March 25, 2020.
- b. Lisa DiBucci, a Paraprofessional at the George Baker Elementary School, an unpaid absence .5 January 16, 2020 and January 17, 2020.
- c. Mary Anne Lamancusa, Principal's Secretary at the George Baker Elementary School, a paid Medical Leave of Absence January 24, 2020 through February 21, 2020.
- d. Margaret Poehls, a Paraprofessional at the South Valley Elementary School, an unpaid absence March 17, 2020.
- e. Rosemarie Romeo, a Paraprofessional at the Middle School, an unpaid absence April 1, 2020 through May 1, 2020.
- f. Lester Yapple, a Head Custodian at the Mary Roberts Elementary School, a paid Medical Leave of Absence February 10, 2020 through May 1, 2020.
- g. Scott Stilts, a Custodian at the High School, a paid Medical Leave of Absence February 5, 2020 and February 19, 2020.

3. Adjustment to Start Date

Administrative Staff

No actions recommended at this time.

Professional Staff

No actions recommended at this time.

Support Staff

- a. Patricia Ford, a Paraprofessional at the High School, effective February 10, 2020 through June 30, 2020.

4. Resignation

Administrative Staff

No actions recommended at this time.

Professional Staff

No actions recommended at this time.

Support Staff

- a. Deria Hill, a Child Caregiver for the Extended Day Care Program, effective January 21, 2020.

5. Retirement

Administrative Staff

No actions recommended at this time.

Professional Staff

- a. John Beatrice, a Special Education Teacher at the High School, after 33 years of service to the District, effective June 30, 2020.

Support Staff

- a. Cynthia Lyden, the Principal's Secretary at the Upper Elementary School, after 28 years of service to the District, effective June 30, 2020.

6. Substitutes - Exhibit #20-199

7. Volunteers Athletics - Exhibit #20-200

8. Student Teachers/Practicum Student - Exhibit #20-201

9. Delanco I.T. Shared Services Agreement - Exhibit #20-202

10. Athletics - Exhibit #20-203

11. Movement on the Guide - Exhibit #20-204

12. Professional Development Staff - Exhibit #20-205

13. WAMS Musical Videographer - Exhibit #20-206

14. Administrative Leave - Exhibit #20-207

15. Transportation Adjusted Hours - Exhibit #20-208

16. ESSA Title I Tutors - Exhibit #20-209

17. Professional Development Presenters February 14, 2020 - Exhibit #20-210

18. Google Hangout Prep Presenters - Exhibit #20-211

19. Black Seal Stipend - Exhibit #20-212

Approval of Items 1 – 19:

Moved by: Mrs. Shaw

Second: Mr. Weinstein

Roll Call Vote: 9 - 0

VIII. Suspensions and HIB Report

A. Suspensions – Exhibit #20-213

B. Superintendent’s HIB Report

MOTION:

I recommend that the Board approve the following HIB cases as discussed in executive session.

- Substantiated
 - UES - #1, Baker - #1, #2

Moved by: Mr. Weinstein Second: Mrs. Law Vote: Unanimous

IX. Informational Only

A. Enrollment Information – February 3, 2020

| | 2018-2019 | 2019-2020 |
|-------------------------|------------------|------------------|
| High School | 1285 | 1270 |
| Middle School | 641 | 660 |
| Upper Elementary School | 920 | 917 |
| Elementary School | <u>1132</u> | <u>1132</u> |
| Total | 3978 | 3979 |

B. Old Business

C. New Business

D. Public Comments

- a. Amanda Hillegas of 4 Deer Rest Road commented on newly added parking without restrictions. The board could consider additional parking, fencing entire grounds, removing bridges, sports teams trespassing, students cutting through ruining neighbors’ lawns.
- b. Cricket Dever, teacher and resident of 310 N. Stanwick Road expressed disappointment in the referendum not passing. Class sizes are an issue and her class is at a max of 25 students. Requirements are more challenging and space is getting tight. Indoor recess presents an issue with 50 kids in a class area. South Valley has facility issues in all purpose room. It is better to be proactive instead of reactive.

X. Adjournment – 9:00 p.m.

Moved by: Mr. Weinstein Second: Mrs. Shaw Vote: Unanimous

Respectfully submitted,

James M. Heiser, CPA
Board Secretary