

**HASBROUCK HEIGHTS BOARD OF EDUCATION
REGULAR MEETING MINUTES
THURSDAY, JULY 25, 2019**

A regular meeting of the Board of Education was held on Thursday, July 25, 2019, in the High School Media Center, 365 Boulevard, Hasbrouck Heights, New Jersey. The meeting was called to order at 7:33 p.m. by President, Mr. Salerno.

Mr. Salerno read the following statement:

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which business affecting their interest is discussed or acted upon.

Pursuant to the New Jersey Open Public Meeting Act, Public Law 1975, Chapter 231, the Board Secretary caused notices of this meeting to be given to the public and the press on July 18, 2019.

Said notice was posted at the Hasbrouck Heights Municipal Building, Hasbrouck Heights Board of Education Office, Hasbrouck Heights Middle and High School, Euclid Elementary School and Lincoln Elementary School,

Roll call was taken by Dina Messery, School Business Administrator/Board Secretary, and the following members responded to their names:

Roll Call:

Mr. Baker	Mr. Faussette	Mr. Rinke-absent
Mrs. Caruso	Mrs. Ferdinand-absent	Ms. Russo
Mr. DeLorenzo-absent	Mr. Mullins	Mr. Salerno

Also Present: Dr. Helfant, Mrs. Messery

Mr. Salerno led the Board in the flag salute.

2 people in attendance.

Approval of Minutes - June 20, 2019

(On file in the business office) – moved by A. Baker, seconded by N. Russo

Roll Call:

Ayes: Mr. Baker, Mrs. Caruso, Mr. Faussette,
Mr. Mullins, Ms. Russo, Mr. Salerno

Abstains: None

Nays: None

Absent: Mr. DeLorenzo, Mrs. Ferdinand, Mr. Rinke

Minutes Approved

Presentations: None

Public Discussion on Agenda Resolutions: None

Mr. Salerno read the following statement:

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

Correspondence/Report of School Business Administrator/Board Secretary:

None

Report of the Board President:

Mr. Salerno congratulated Mr. Mullins on his appointment as a board member.

Report of the Superintendent:

None

Committee Reports – (On file in the business office)

The committee reports were suspended for this meeting:

Education Committee

Special Education Committee

Technology Committee

Facilities Committee

Recreation Committee

Policy Committee

Finance & Personnel Committee

Labor Relations/Negotiations Committee – None

NJ/BCSBA - None

Borough Council Liaison – None

Faculty Liaison - None

PTA Liaison - None

AWARDS: None

EDUCATION COMMITTEE:

RESOLUTIONS:

The following resolutions were moved by N. Russo, seconded by P. Caruso,

E07-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019 – 2020 school year:

Accept Monthly Discipline Report

E07-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019 – 2020 school year:

Accept Monthly Superintendent HIB Report and approves the actions recommended by the Superintendent for the following incidents:
(if applicable)

2019 – HS – 00
2019 – MS – 00
2019 – LS – 00
2019 – ES - 00

Listed above are the number of investigations from June 20, 2019

E07-03-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

The monthly district calendar

E07-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Board is authorizing Affirmation Action team to conduct needs assessment and develop into CEP

E07-05-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following workshops for the 2019-2020 school year:

K. Caputo to attend FinCamp Plus – New York, NY @ no cost to district
8/12/19 & 8/13/19 – M. Sickels, J. Colangelo, J. Mastropietro, and L. Simmons -
The Principal Learning Network Institute – Trenton, NJ

E07-06-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Single Session days for MS:

6/12/20 – Field Day

1/13/20, 1/14/20, 1/15/20, 1/16/20 - MidTerms and Quarterlies

Single Session days for MS/HS:

6/8/20, 6/9/20, 6/10/20, 6/11/20

E07-07-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Approve HS/MS Bell Schedule (**Attachment A**)

E07-08-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

District Goals (**Attachment B**)

E07-09-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following program for the 2019-2020 school year:

12/14/19 – Academic Challenge Competition @ \$325 cost to district

Roll Call:

Ayes: Mr. Baker, Mrs. Caruso, Mr. Faussette,
Mr. Mullins, Ms. Russo, Mr. Salerno

Abstains: None

Nays: None

Absent: Mr. DeLorenzo, Mrs. Ferdinand, Mr. Rinke

Resolutions Approved

SPECIAL EDUCATION COMMITTEE:

RESOLUTIONS:

The following resolutions were moved by N. Russo, seconded by P. Caruso,

S07-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Special Services for the 2019 – 2020 school year:

Student #1235 – ABA home coordination @ \$100/hr – Behavior Intervention Resources LLC for ESY & RSY
Student #1235 – ABA @ 2hrs/wk ESY and 2 – 3 hrs/wk RSY @ \$45/hr plus compensatory hrs as determined needs – D. Kessler

S07-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following OOD Placement for 2019 – 2020 school year:

Student #1000554 – Windsor Learning Center - ESY @ \$9,600 & RSY@ \$57,600
Student #990249 – High Point School – ESY @ \$7,803.21 & RSY @ \$62,764.95
Student #1000710 – Felician School for Exceptional Children – ESY @ \$6,536.46 and RSY @ \$56,960.58
Student #1000485 - R.E.A.L.M. Program - \$12,835 ESY & RSY @ \$85,563
both prices include aides

S07-03-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Contracted ESY programs 2019 – 2020 school year:

Student #1002047 – BCSS – Bleshman School @ \$5,300
Student #1000008 – BCSS – Venture Program @ \$5,300

S07-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following Contracted Special Services for 2019 – 2020 school year:

West Bergen Mental Healthcare Services for Clearances @ \$157 for LCSW, LPC, or Psych - \$210 – APN and \$329 for Psychiatrist

S07-05-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following ESY Program for 2019 – 2020 school year:

7/24/19 – Outragehiss Pets program for ESY@ \$425.00 cost to district

Roll Call:

Ayes: Mr. Baker, Mrs. Caruso, Mr. Faussette,
Mr. Mullins, Ms. Russo, Mr. Salerno

Abstains: None

Nays: None

Absent: Mr. DeLorenzo, Mrs. Ferdinand, Mr. Rinke

Resolutions Approved

TECHNOLOGY COMMITTEE:

RESOLUTIONS:

None

FACILITIES COMMITTEE:

RESOLUTIONS:

The following resolutions were moved by R. Faussette, seconded by A. Baker,

B07-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Facilities Use (**Attachment C**)

Roll Call:

Ayes: Mr. Baker, Mrs. Caruso, Mr. Faussette,
Mr. Mullins, Ms. Russo, Mr. Salerno

Abstains: None

Nays: None

Absent: Mr. DeLorenzo, Mrs. Ferdinand, Mr. Rinke

Resolution Approved

RECREATION COMMITTEE:

RESOLUTIONS:

The following resolutions were moved by R. Faussette, seconded by A. Baker,

R07-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

District Field Trip Calendar

R07-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

3/20/20 – Approve Junior formal – Stony Hill Inn

R07-03-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following fundraisers for the 2019-2020 school year:

10/21 – 11/25/19 – Sophomore class – cookie dough sale – C. Cassidy

10/1 – 10/25/19 – Junior Class – Yankee candle sale – C. Cassidy

September – October – National Honor Society – Snow cone sale – V. Tsakelova

R07-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following program for the 2019-2020 school year:

Keys Programs:
(Attachment D)

Roll Call:

Ayes: Mr. Baker, Mrs. Caruso, Mr. Faussette,
Mr. Mullins, Ms. Russo, Mr. Salerno

Abstains: None

Nays: None

Absent: Mr. DeLorenzo, Mrs. Ferdinand, Mr. Rinke

Resolutions Approved

FINANCE COMMITTEE:

RESOLUTIONS:

The following resolutions were moved by P. Caruso, seconded by N. Russo,

F07-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education pursuant to NJAC 6A:23-2.11-4 and upon consultation with district officials, certifies that to the best of its knowledge, no major account of funds have been over expended in violation of NJAC 6A:23-2.11(a) and that sufficient funds are available to meet the district's needs.

- F07-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the actual payroll for the month of June 2019 in the amount of \$1,965,789.80 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above.
- F07-03-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the estimated payroll for the month of July 2019 at \$1,800,000 and that the President of the Board and the School Business Administrator are hereby authorized to sign warrants up to and including the above \$1,800,000.
- F07-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the President of the Board and the Board Secretary are hereby authorized to sign warrants for supplies and materials received and services rendered to the Hasbrouck Heights School District for the month of July 2019.
- F07-05-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018-2019 school year:

Bills List for the month of N/A

Fund 10	General Fund	\$
Fund 20	Special Revenue	\$
Fund 30	Capital Projects	\$
Fund 40	Debt Service	\$
Fund 60	Enterprise	\$
Fund 95	Student Activity	\$
Total		\$

Fund 10	Voided Checks	\$
Fund 20	Voided Check	\$
Fund 95	Voided Checks	\$

- F07-06-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Board of Education approve the following reports in accordance with NJAC 6A:23-2.11 (a) and NJAC 6A:23-2. 11 (b).

Board Secretary's Report
Cash Report
Monthly Fund Transfer Report
N/A

F07-07-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2018 – 2019 school year:

Approve the monthly line item transfers
N/A

F07-08-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2019-2020 school year:

Purchases:

Dell Naspo New Jersey State Contract Pascack Code #95AHB – 5 year lease
PO #000050 – Dell Financial Services - \$14,078.96 annual payment – Server, Docking Kit and Support Agreements
PO #000051 – Dell Financial Services - \$13,825.71 annual payment – Firewall (Sonic Wall)

F07-09-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2018-2019 school year:

NASPO #95AHB
PO 902695 – Pascack Data Services - \$16,750.00 – Google Chrome Licenses

F07-10-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2019-2020 school year:

Amend Resolution F01-13-19 – Northeastern Interior Services, LLC - total contract from \$913,500 to \$914,000

F07-11-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following purchases for the 2019-2020 school year:

Approve Change Orders Main Office and Classrooms:
Alterations at ES & LS Elementary Schools – Northeaster Interiors, LLC

Applied against the contingency:

Change order #1 - \$3,190
Change order #2 - \$3,190
Change order #4 - \$5,786
Change order #5 - \$1,402

Credit change order deducted from total contract	\$914,000
Credit Change order #3	<u>(\$ 4,240)</u>
	\$909,760

Roll Call:

Ayes: Mr. Baker, Mrs. Caruso, Mr. Faussette,
Mr. Mullins, Ms. Russo, Mr. Salerno

Abstains: None

Nays: None

Absent: Mr. DeLorenzo, Mrs. Ferdinand, Mr. Rinke

Resolutions Approved

PERSONNEL

RESOLUTIONS:

The following resolutions were moved by P. Caruso, seconded by A. Baker,

P07-01-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Keys Paraprofessional:

L. Shenloogian @ \$16/hr

T. Minichiello @ \$16/hr

P07-02-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

A provisional contract not to exceed 90 days pending receipt of all data per NJSA 18A:6-7.7. If criteria is met full contract will be offered

Custodian:

A. Hassett - Step 2 @ \$42,597 plus night differential of \$2,981.79 and benefits
To be pro-rated to 7/26/19

P07-03-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Extra Pay:

M. Stillman – 38 hrs of Grant writing @ \$32/hr for \$1600.00

M. Warren, D. Kroncke, & S. Brander to serve on the Title I Basic Skills interview team for 3 hrs/ea @ \$32/hr

C. Tacinelli and M. Montalto-Philp to participate in interviews July 18, 2019 not to exceed 5 hrs each @ \$32/hr

P07-04-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Substitute Secretary/Clerical:

V. Viola @ \$10/hr sub clerical
V. Viola @ \$11/hr sub secretary

P07-05-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Paraprofessionals:

K. Parise – ES @ \$23,402/yr
K. Freschi @ \$23,402/yr
M. Bischoff @ \$23,402/yr

P07-06-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Amend Resolutions #P05-07-19 to rescind R. Hymson as boy's Assistant soccer coach

Amend Resolution P06-01-19 to add M. Garden as para for ESY @ \$21.53/hr

P07-07-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Revised Job Description:

Supervisor of 6-12 Guidance & Student Programming (**Attachment E**)

P07-08-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Visitor Monitors PT for HS/MS @ \$15/hr:

B. Herron
B. Makely
J. Freschi

P07-09-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Certificated Staff:

Title I – Account Number: 20-231-100-101-02

S. Rodenberg – HS Title 1 Basic Skills @ MA Step 4 - \$58,710 plus benefits effective 9/1/20

Title I – Account Number: 20-231-100-101-05

M. Schaffer – LS Title 1 Basic Skills @ \$60,310 plus benefits

P07-10-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Approve Job Description: (Attachment F)

Confidential Board Office Administrative Assistant

P07-11-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Stipend:

J. Schmarak – Athletic trainer @ \$37,480 which includes \$1,500 summer stipend

P07-12-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

A provisional contract not to exceed 90 days pending receipt of all data per NJSA 18A:6-7.7. If criteria is met full contract will be offered

Certificated:

L. Bui – HS Physics @ MA Step 15 - \$77,045 plus MIF \$700 plus benefits

P07-13-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Termination:

Employee #0902 as of 6/30/19

P07-14-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Amend Resolutions #P04-10-19 – T. Barrios from \$23,402 to \$21.53/hr not to exceed 28.75/hrs per week

P07-15-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Leave of Absence:

Employee #0677 – paid sick leave 10/14/19 – 12/10/19 and unpaid FMLA – 12/11/19 – 3/13/20 and unpaid child rearing leave – 3/16/20 – 6/30/20

P07-16-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Certificated:

Position Change from Elementary Teacher to Supervisor of Instructional Program PreK-5

J. Mansfield – Supervisor Step 2 @ \$94,698 plus benefits to be prorated as of 7/22/19

Roll Call:

Ayes: Mr. Baker, Mrs. Caruso, Mr. Faussette,
Mr. Mullins, Ms. Russo, Mr. Salerno

Abstains: None

Nays: None

Absent: Mr. DeLorenzo, Mrs. Ferdinand, Mr. Rinke

Resolutions Approved

POLICY

RESOLUTIONS:

The following resolutions were moved by P. Caruso, seconded by R. Faussette,

RESOLUTIONS:

PL07-01-20 Be it Resolved that the Hasbrouck Heights Board of Education approve first/second reading of the following new or revised policies/regulations/exhibits or by laws, attached to the minutes:
(Attachment G)

Policy/Regulation - #5600 – Code of Conduct **(First Reading)**
Policy/Regulation - #5200 – Attendance **(First Reading)**
Policy/Regulation - #2624.1– AP/Honors **(First Reading)**
Policy/Regulation - #5530 – Substance Abuse **(First Reading)**

Roll Call:

Ayes: Mr. Baker, Mrs. Caruso, Mr. Faussette,
Mr. Mullins, Ms. Russo, Mr. Salerno
Abstains: None
Nays: None
Absent: Mr. DeLorenzo, Mrs. Ferdinand, Mr. Rinke

Resolution Approved

OLD BUSINESS- None

NEW BUSINESS:

RESOLUTIONS:

The following resolutions were moved by A. Baker, seconded by N. Russo,

SPECIAL RESOLUTION:

Whereas a vacancy has been caused on this board of education by reason of resignation; and

Whereas this board of education has by law authority to fill a vacancy for the unexpired term thereof:

Now, therefore, be it resolved by a majority vote of all the remaining members of the Hasbrouck Heights Board of Education that Kevin Mullins be and hereby, is appointed to serve as a member of a board of education of this school district for the unexpired term ending on December 31, 2019.

EDUCATION:

E07-10-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

The 2019-2020 Mentoring Plan (on file in board office)

E07-11-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

The 2019-2020 District Professional Development Plan (on file in board office)

PERSONNEL:

P07-17-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Amend Resolution P06-01-19 to include the following:

N. Rucci – ESL ESY Instruction @ \$37/hr

C. Lange – ESY Security @ \$40/hr

A. Lustmann – ESY Security @ \$40/hr

Instructional ESY Teachers are to receive ½ hour prep time for each day of instruction

P07-18-20 Be it Resolved that upon the recommendation of the Superintendent of Schools the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

V. Aiello – Supervisor of 6 -12 Guidance & Student Programming - Supervisor Step 3 @ \$96,356 plus benefits to be prorated as of TBD

POLICY:

PL07-02-20 Be it Resolved that the Hasbrouck Heights Board of Education approve the following for the 2019-2020 school year:

Review and adoption of all district policies

Roll Call:

Ayes: Mr. Baker, Mrs. Caruso, Mr. Faussette,
Mr. Mullins, Ms. Russo, Mr. Salerno

Abstains: None

Nays: None

Absent: Mr. DeLorenzo, Mrs. Ferdinand, Mr. Rinke

Resolutions Approved

OPEN PUBLIC HEARING:

Mr. Salerno read the following statement:

Residents are requested to state their names, addresses and subject matter. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the District are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.

F. Armonaitis – How many applicants were there for the board vacancy?

Dr. Helfant – Four.

L. Cintron – I would like to thank the board for hiring Jackie Mansfield as the Supervisor Pre-K-5. She will be a great asset to the district.

Meeting adjourned at 7:45 p.m.

Moved by N. Russo, seconded by P. Caruso

All in favor

Respectfully submitted,

Dina Messery
School Business Administrator/Board Secretary