

RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION
Reorganization Meeting Minutes – Virtual Meeting 6:00 p.m.
Tuesday, January 5, 2021

VISION

Our vision for the West Long Branch Public School District is to produce socially responsible students who are lifelong learners equipped with the necessary skills to succeed at the next level of secondary education.

MISSION

Our mission for the West Long Branch Public School District is to put students first! In collaboration with all stakeholders, we will provide a safe and secure learning environment free from bias, increased academic rigor, cutting edge technology, and state-of-the-art facilities.

CALL TO ORDER

This meeting was called to order at 6:03 p.m. by Corey Lowell, Business Administrator/Board Secretary.

"In accordance with the provisions of the Open Public Meetings Act, the West Long Branch Board of Education has issued notice of this meeting to be publicized by having the date, time and location of the meeting posted at Betty McElmon Elementary, Frank Antonides School and the West Long Branch Public Library and mailed to the Asbury Park Press and The Link, which has been designated as the Board's official newspapers. Notice was also filed with the Borough Clerk and sent to those persons requesting that such notice be mailed to them."

The Pledge of Allegiance was led by Ms. Lowell

STATEMENT TO THE PUBLIC

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases a unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, only then, is it placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

RESULTS OF ELECTION

Oath of Office

Corey Lowell, Business Administrator/Board Secretary, will read the election results, and will give the Oath of Office to the following newly elected Board Members (noted with asterisk)

Candidates/Three - (3) Year Term

	<u>TOTAL VOTES COUNTED</u>
*Meaghan Cavanaugh	2,183
Michael Falgares	1,517
*Ryan Pringle	1,965
*Michael Waters	1,711
Miscellaneous (write-in's)	10

Candidate/One – (2) Year Unexpired

	<u>TOTAL VOTES COUNTED</u>
Michael Falgares (write-in)	28
Ryan Pringle (write-in)	14
*Rachel Tabakman-Plancher (write-in)	38
Michael Waters (write-in)	7
Miscellaneous (write-in's)	50

Roll call showed the following Board Members in attendance:

Mrs. Cavanaugh	Mrs. Gassman	Mr. Kramer
Mr. Pringle	Mr. Riley	Mrs. Scullion
Mrs. Skellinger	Mrs. Tabakman-Plancher	Mr. Waters

Also in attendance:

Frank Alfano, Ed.D,	Interim Superintendent
Corey Lowell,	Business Administrator/Board Secretary
Viola Lordi, Esq.,	Board Attorney

REORGANIZATION OF THE BOARD OF EDUCATION

Board Secretary presides over the meeting for the purpose of conducting an election for the Office of Board President.

Nominations for Office of President for calendar year 2021

Nominating Motion: Christina Skellinger nominated by Michael Waters (second not required)

Closing of the Nominations:

Board Secretary requests a motion to close nominations.

Offered by: Brian Kramer Seconded by: Ryan Pringle
Y: 9 N: 0 ABST: 0

Election of the President for calendar year 2021

Appoint Christina Skellinger as President of the West Long Branch School District Board of Education.

ROLL CALL:	Y	N	Abst.		Y	N	Abst.		Y	N	Abst.
Mrs. Cavanaugh	X			Mrs. Gassman	X			Mr. Kramer	X		
Mr. Pringle	X			Mr. Riley	X			Mrs. Scullion	X		
Mrs. Skellinger	X			Mrs. Tabakman-Plancher	X			Mr. Waters	X		

Y: 9 N: 0 ABST: 0

The Board Secretary presents the gavel to the new Board President.

President opens nominations for Office of Vice President for calendar year 2021

Nominating Motion: Meaghan Cavanaugh nominated by Brian Kramer (second not required)

Closing of the Nominations:

President requests a motion to close nominations.

Offered by: Brian Kramer Seconded by: Michael Waters

Y: 9 N: 0 ABST: 0

Election of the Vice President for calendar year 2021

Appoint Meaghan Cavanaugh as Vice President of the West Long Branch School District Board of Education.

ROLL CALL:	Y	N	Abst.		Y	N	Abst.		Y	N	Abst.
Mrs. Cavanaugh	X			Mrs. Gassman	X			Mr. Kramer	X		
Mr. Pringle	X			Mr. Riley	X			Mrs. Scullion	X		
Mrs. Skellinger	X			Mrs. Tabakman-Plancher	X			Mr. Waters	X		

Y: 9 N: 0 ABST: 0

PUBLIC COMMENTS:

None.

APPROVAL OF ORGANIZATION CHART

BE IT RESOLVED, that the District's Organization Chart be approved as per the attached.

Motion offered by Mr. Riley and seconded by Mr. Pringle was approved by a roll call vote of 9/0.

CODE OF ETHICS TRAINING

ADOPTION OF CODE OF ETHICS

BE IT RESOLVED, that the New Jersey School Boards Association Code of Ethics shall be considered the Official Code of Ethics for the West Long Branch Board of Education.

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children, regardless of their ability, race, creed, sex or social standing.
3. I will confine my board action to policymaking, planning, and appraisal and I will help to frame policies and plans, only after the Board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the school, but together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the school for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff, the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

Motion offered by Mr. Pringle and seconded by Mrs. Scullion was approved by a roll call vote of 9/0.

RESOLUTION: APPROVING SCHEDULE OF MEETING DATES FOR THE 2021 CALENDAR YEAR

BE IT RESOLVED, that the Board of Education of the Borough of West Long Branch approve the attached schedule of meeting dates for the 2021 calendar year.

<u>Meeting</u>	<u>Date</u>	<u>Location</u>
Regular Meeting	Tuesday, January 26, 2021	District Media Center
Regular Meeting	Tuesday, February 23, 2021	District Media Center
Regular Meeting	Tuesday, March 16, 2021	District Media Center
Regular Meeting	Tuesday, April 27, 2021	District Media Center
Regular Meeting	Tuesday, May 25, 2021	District Media Center
Regular Meeting	Tuesday, June 22, 2021	District Media Center
Regular Meeting	Tuesday, July 27, 2021	District Media Center
Regular Meeting	Tuesday, August 24, 2021	District Media Center
Regular Meeting	Tuesday, September 28, 2021	District Media Center
Regular Meeting	Tuesday, October 19, 2021	District Media Center
Regular Meeting	Tuesday, November 23, 2021	District Media Center
Re-Organization Meeting (6:00 pm)	Tuesday, January 4, 2022	District Media Center

AND BE IT FURTHER RESOLVED, that the Notice of Public Meeting is adopted as follows:

- Section 1** The Regular Monthly Public Meetings at which formal action will be taken are to be held as per the schedule of meetings at 7:00 p.m. All meetings will take place in the District Media Center. The detailed meeting schedule will be attached to the minutes of this meeting.
- Section 2** The annual notice for the Borough of West Long Branch Board of Education Meetings will be published in the Asbury Park Press, the Link, and will be filed with the Municipal Clerk of the Borough of West Long Branch, and the County Superintendent's Office.
- Section 3** The President of the Board will announce and have placed in the minutes of each meeting, a statement indicating that the notice requirement of the law has been satisfied stating the time, place and manner in which the required notice was provided.
- Section 4** Only emergency meetings may be held, if required, without complying with the notice requirements of the law.
- Section 5** The Borough of West Long Branch Board of Education will hold closed meetings only to discuss those matters, which are specifically exempt from the law.
- Primarily, these closed portions of the meetings will involve personnel matter and material, which would constitute an unwarranted invasion of an individual's privacy.

Only the twelve types of materials listed in the law will be discussed or acted upon in private.

Section 6 Before going into closed session, the Board will adopt a resolution indicating the general nature of the subject to be discussed at the closed session and if and when that discussion can be disclosed to the public.

Section 7 Appropriate minutes will be kept of all meetings including the time and place for the meeting, members present, method of notice of the meeting and the subjects considered. Minutes will be available for public inspection except items, which are specifically exempt from disclosure by law.

Section 8 Active participation will be allowed at all monthly public meetings of the Board.

Section 9 This resolution shall take effect immediately.

Motion offered by Mr. Waters and seconded by Mrs. Tabakman-Plancher was approved by a roll call vote of 9/0.

RESOLUTION: DESIGNATING OFFICIAL NEWSPAPERS

BE IT RESOLVED, that the following newspapers shall be designated as Official Newspapers to be used for Board of Education advertisements and notices:

Official Newspaper

Asbury Park Press
The Link

Motion offered by Mr. Riley and seconded by Mrs. Cavanaugh was approved by a roll call vote of 9/0.

PARLIAMENTARY PROCEDURES

BE IT RESOLVED, that the Board of Education adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary and/or Assistant Board Secretary to act as the Parliamentarian for the 2021 calendar year depending on who is covering the meeting.

Motion offered by Mr. Kramer and seconded by Mr. Pringle was approved by a roll call vote of 9/0.

ADOPTION OF POLICIES AND BYLAWS

BE IT RESOLVED, that the Board of Education approve all of the Official Board of Education Bylaws and Policies as per the detailed policies currently found in the West Long Branch Board of Education Official Policy Manuals, which, are on file and available for public review and inspection in the Administration Offices at Frank Antonides School, 135 Locust Avenue, West Long Branch, New Jersey, 07764 (On file in the office of the Board Secretary).

Motion offered by Mr. Kramer and seconded by Mrs. Scullion was approved by a roll call vote of 9/0.

ADOPTION OF CURRICULUM AND TEXTBOOKS

BE IT RESOLVED, that the curricula and textbooks previously adopted by the Board of Education, as well as all revisions thereto, be adopted as posted on the District website.

CURRICULA

Pre-K-8 Art
Pre-K-8 Guidance
Pre-K-8 Music
Pre-K-8 Physical Education/Health
Pre-K-8 Spanish
K-8 English Language Arts
K-8 Mathematics
K-8 Science
K-8 Social Studies
K-4 Library/Media
K-8 Amistad and Holocaust
K-8 Dance and Theater
K-8 English Language Learner
K-8 Financial Literacy
K-8 Gifted and Talented
K-8 Technology/Electives (Coding, Robotics, TV Video Production)
5-8 Family and Consumer Science (Life Skills)

Motion offered by Mr. Pringle and seconded by Mrs. Tabakman-Plancher was approved by a roll call vote of 9/0.

DESIGNATION OF OFFICIAL DEPOSITORIES AND SIGNEES

BE IT RESOLVED, that the Board of Education of the Borough of West Long Branch designates the following Institution as Depositories of District Funds for the 2021 calendar year:

Investors Bank

BE IT FURTHER RESOLVED, that the Board approve the following list of signers for accounts held by the West Long Branch Board of Education at Investors Bank.

WARRANT ACCOUNT

Christine Skellinger, Board of Education President
Corey Lowell, School Business Administrator
Frank Alfano, Interim Superintendent
Lorraine Simon, Assistant Business Administrator

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PAYROLL ACCOUNT	George Stone, Treasurer of School Monies Christine Skellinger, Board of Education President Corey Lowell, School Business Administrator Lorraine Simon, Assistant Business Administrator
PAYROLL AGENCY ACCOUNT	George Stone, Treasurer of School Monies Corey Lowell, School Business Administrator Frank Alfano, Interim Superintendent Lorraine Simon, Assistant Business Administrator
UNEMPLOYMENT TRUST ACCOUNT	Christine Skellinger, Board of Education President Corey Lowell, School Business Administrator Frank Alfano, Interim Superintendent Lorraine Simon, Assistant Business Administrator
SCHOOL LUNCH ACCOUNT	Christine Skellinger, Board of Education President Corey Lowell, School Business Administrator Frank Alfano, Interim Superintendent Lorraine Simon, Assistant Business Administrator
PETER WEINMAN SCHOLARSHIP ACCOUNT	Christine Skellinger, Board of Education President Corey Lowell, School Business Administrator Frank Alfano, Interim Superintendent Lorraine Simon, Assistant Business Administrator
PETTY CASH ACCOUNT	Christine Skellinger, Board of Education President Corey Lowell, School Business Administrator Frank Alfano, Interim Superintendent Lorraine Simon, Assistant Business Administrator
CAPITAL RESERVE ACCOUNT	Christine Skellinger, Board of Education President Corey Lowell, School Business Administrator Frank Alfano, Interim Superintendent Lorraine Simon, Assistant Business Administrator
MAINTENANCE RESERVE ACCOUNT	Christine Skellinger, Board of Education President Corey Lowell, School Business Administrator Frank Alfano, Interim Superintendent Lorraine Simon, Assistant Business Administrator
EMERGENCY RESERVE ACCOUNT	Christine Skellinger, Board of Education President Corey Lowell, School Business Administrator Frank Alfano, Interim Superintendent Lorraine Simon, Assistant Business Administrator

FAS STUDENT ACTIVITY Allyson Winter, FAS Principal
Corey Lowell, School Business Administrator
Frank Alfano, Interim Superintendent
Lorraine Simon, Assistant Business Administrator

Motion offered by Mr. Riley and seconded by Mr. Pringle was approved by a roll call vote of 9/0.

ISSUANCE OF HAND CHECKS

BE IT RESOLVED, that the Board authorize the Business Administrator to issue hand checks to be ratified at the next Board of Education meeting.

Motion offered by Mr. Pringle and seconded by Mr. Waters was approved by a roll call vote of 9/0.

APPROVE CHART OF ACCOUNTS

BE IT RESOLVED, that the Board authorize the Uniform Chart of Accounts for New Jersey Public Schools for the 2020-2021 edition.

Motion offered by Mr. Riley and seconded by Mrs. Cavanaugh was approved by a roll call vote of 9/0.

PURCHASING AGENT/BID THRESHOLD

WHEREAS, pursuant to N.J.S.A. 18A:18A-3, the West Long Branch Board of Education (sometimes "Board") may grant the Business Administrator of the Board, as the Board's Purchasing Agent, the authority, responsibility and accountability for the purchasing activity of the Board and the authority to prepare advertisements, to advertise for and receive bids, and to award contracts as permitted by law; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-3 the Board, by a general delegation of power, may establish a bid threshold in an amount not to exceed \$44,000 if the Purchasing Agent is qualified pursuant to N.J.S.A. 40A:11-9; and

WHEREAS, Corey Lowell, Business Administrator, is the Board's Purchasing Agent and is a QPA pursuant to N.J.S.A. 40A:11-3 and

WHEREAS, pursuant to N.J.S.A. 18A:18A-3, the Board, by a general delegation of power, may grant the Purchasing Agent the authority to award any contract the cost or price of which, in the aggregate, is less than 15 percent of the bid threshold, without advertisement for bids and without solicitation of competitive quotations; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-3 and N.J.S.A. 18A:18A-37(a), the Board, by a general delegation of power, may grant the Purchasing Agent the authority to award any contract:

- (1) the cost or price of which amounts, in the aggregate, to less than the bid threshold but to greater than 15 percent thereof, or

- (2) that is exempt from the public bidding requirements as provided in N.J.S.A. 18A:18A-5 (except for professional services and work performed by employees of the Board) without advertising for bids but after solicitation of at least two competitive quotations (if practicable) as required by law; and

NOW, THEREFORE, BE IT RESOLVED, by the West Long Branch Board of Education pursuant to the aforesaid statutes as follows:

- (1) the bid threshold for the Board is hereby established at \$44,000.
- (2) Corey Lowell is duly authorized to award contracts that amount in the aggregate, to less than \$6,600 (which is fifteen percent (15%) of the bid threshold of \$44,000) without advertisement for bids and without solicitation of competitive quotations; and
- (3) Corey Lowell is duly authorized to seek competitive quotations for and to award contracts as provided by law that either:
 - (a) amount, in the aggregate, to less than \$44,000, but to greater than \$6,600; or
 - (b) are exempt from the public bidding requirements pursuant to N.J.S.A. 18A:18A-5 (except for professional services and work performed by Board employees), subject to the Board's having previously budgeted for the expenditure or otherwise approved the expenditure.
- (4) Corey Lowell is duly authorized to purchase any goods or services pursuant to a State contract that amounts, in the aggregate, to less than \$44,000 without prior approval of the Board, subject to the Board's having previously budgeted for the expenditure or otherwise approved the expenditure. All such purchases made through State contracts will be approved by the Board on a retroactive basis at least once each school year.

BE IT FURTHER RESOLVED, that this resolution supersedes all prior resolutions on these subjects.

Motion offered by Mr. Kramer and seconded by Mr. Pringle was approved by a roll call vote of 9/0.

STATE CONTRACT PROCUREMENT

Resolution authorizing the Procurement of Goods and Services through State Agency for the calendar year 2021.

WHEREAS, Title 18A:18A-10 provides that, "A Board of Education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, The West Long Branch Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, The West Long Branch Board of Education desires to authorize its purchasing agent for the calendar year 2021 to make any and all purchases necessary to meet the needs of the school district throughout the school year,

NOW, THEREFORE BE IT RESOLVED, that the West Long Branch Board of Education does hereby authorize the district Purchasing Agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized for any purchase in excess of \$44,000, subject to the Board's having previously budgeted for the expenditure or otherwise approved the expenditure.

Motion offered by Mr. Riley and seconded by Mrs. Scullion was approved by a roll call vote of 9/0.

APPOINTMENT OF CUSTODIAN OF RECORDS AND PUBLIC ACCESS TO RECORDS

WHEREAS, P.L. 2001, c404 (C.47:1A-7, known as the Public Access Law, amends and supplements P.L. 1963, c73, c73.P.L 1995, c23 and P.L. 1998, c17 regarding access to government records and,

WHEREAS, the law designates that a person be designated as the custodial of a government record, and

WHEREAS, copies of permitted government records must be provided to persons upon written request and prepayment of fees prescribed by law or regulation, and

WHEREAS, except as otherwise provided by law or regulation, the fee assessed for the copying of a government record shall be \$0.05 per letter size page or smaller, and \$0.07 per legal size page or larger.

BE IT FURTHER RESOLVED, that the Board of Education appoints the Business Administrator/Board Secretary as the custodian of government records, and

BE IT FURTHER RESOLVED, that the West Long Branch Board of Education approves the Records Request form for the use of any person, who requests access to government records.

Motion offered by Mrs. Cavanaugh and seconded by Mrs. Tabakman-Plancher was approved by a roll call vote of 9/0.

APPOINTMENT OF SCHOOL BOARD ATTORNEY

BE IT RESOLVED, that the Board of Education hereby appoints the law firm of Wilentz, Goldman & Spitzer P.A., 90 Woodbridge Center Drive, Woodbridge, NJ 07095, as Board Attorney for the West Long Branch Board of Education for the period from January 5, 2021 through the next Board Organization Meeting; and

BE IT FURTHER RESOLVED, that the Board of Education hereby approves the related Agreement for Professional Legal Services between the Board and Wilentz, Goldman & Spitzer P.A. for the period from January 5, 2021 through the next Board Organization Meeting (“Agreement”); and

BE IT FURTHER RESOLVED, that Wilentz, Goldman & Spitzer P.A. be and is hereby authorized and designated to serve as legal counsel for the West Long Branch Board of Education at the hourly rate of \$175 for shareholders, \$160 for counsel and associates and \$95 for paralegals. The Board will also reimburse Wilentz, Goldman & Spitzer P.A. for costs such as computer research, UPS Overnight, messenger, long distance telephone calls, facsimile, photocopy, and the like; and

BE IT FURTHER RESOLVED, that notice of the award of the above described contract for professional legal services shall be provided as required by N.J.S.A. 18A:18A-5a(1); and

BE IT FURTHER RESOLVED, that this resolution and the Agreement shall be maintained on file and available for public inspection in the Board’s office; and

BE IT FURTHER RESOLVED, that the Board President and the Business Administrator/Board Secretary, as the attesting witness, are hereby authorized to sign the Agreement.

Motion offered by Mr. Pringle and seconded by Mr. Waters was approved by a roll call vote of 9/0.

APPOINTMENT OF SCHOOL PHYSICIAN

BE IT RESOLVED, that Dr. Richard Reutter is appointed as Medical Examiner/School Physician, from January 5, 2021 through the next Board Organization Meeting at an annual (twelve-month) cost of \$3,500.

Motion offered by Mr. Pringle and seconded by Mr. Waters was approved by a roll call vote of 9/0.

APPOINTMENT OF SCHOOL ARCHITECTS

BE IT RESOLVED that pursuant to N.J.S.A. 18A:18A-5(a)(1), the firm of Settembrino Architects be awarded a professional services contract to provide architectural services to the West Long Branch Board of Education for the 2020-2021 school year. Furthermore, compensation for this contract shall be set according to the following schedule of hourly rates:

Principal Architect	\$150
Project Manager	\$145
Project Architect	\$140
Construction Administration	\$125
Administrative	\$ 90
Various other engineering and consultant rates as per the proposal received from Settembrino for RFP 19-01	

And, total compensation paid shall not exceed a maximum amount of \$5,000 without Board approval.

Motion offered by Mr. Pringle and seconded by Mrs. Cavanaugh was approved by a roll call vote of 9/0.

APPOINTMENT OF 504 COMPLIANCE OFFICERS

BE IT RESOLVED, that the Board approve the appointment of James J. Erhardt as the BME 504 District Compliance Officer and Allyson Winter as the FAS 504 District Compliance Officer for the 2020-2021 school year and through the next Board Organization Meeting.

Motion offered by Mr. Riley and seconded by Mrs. Scullion was approved by a roll call vote of 9/0.

OTHER COMPLIANCE OFFICERS

BE IT RESOLVED, that the Board approve Corey Lowell as the Public Agency Contracts Compliance Officer effective January 5, 2021 through the next Board Organization Meeting.

BE IT RESOLVED, that the Board approve Kyle Parker, Aramark, as the Integrated Pest Management Coordinator effective January 5, 2021 through the next Board Organization Meeting.

BE IT RESOLVED, that the Board approve Kyle Parker, Aramark, as the Right to Know Officer effective January 5, 2021 through the next Board Organization Meeting.

BE IT RESOLVED, that the Board approve Kyle Parker, Aramark, as the Asbestos Management Officer effective January 5, 2021 through the next Board Organization Meeting.

Motion offered by Mrs. Cavanaugh and seconded by Mr. Pringle was approved by a roll call vote of 9/0.

TAX SHELTER ANNUITY COMPANIES/BROKERS

BE IT RESOLVED, that the Board hereby designates the following deferred compensation plan providers with respect to the Internal Revenue Code Section 403 (b) Plan for employees:

Lincoln Investment AXA Equitable Valic

Motion offered by Mr. Pringle and seconded by Mrs. Cavanaugh was approved by a roll call vote of 9/0.

PUBLIC COMMENTS:

None

MOTION TO ADJOURN

Motion offered by Mr. Pringle and seconded by Mr. Waters was approved by a voice vote of 9/0 at 6:31 p.m.

Respectfully Submitted,

Corey Lowell
School Business Administrator/Board Secretary