

June 7, 2022

June 7, 2022
REPRESENTATIVE ASSEMBLY MEETING
MINUTES

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Hunterdon ESC Hoffmans Crossing Campus, 37 Hoffmans Crossing Road, Califon and virtually through Zoom electronic platform

I OPEN PUBLIC MEETING STATEMENT

This meeting was held in accordance with the Open Public Meetings Act, Chapter 231 P.L. 1975 (Sunshine Law) and adequate notice has been published in the The Courier News. This notice is also posted on the HCESC website and a copy has been sent to the county office.

II ROLL CALL

MEMBERS PRESENT

Charles Miller, President (EAST AMWELL)
Gabriel Wickizer (BEDMINSTER)
Seth Cohen (CLINTON-GLEN GARDNER)
Jennifer Kallenbach (CLINTON TOWNSHIP)
Mary Lyons (DELAWARE)
Gerald Bowers (DELAWARE VALLEY REGIONAL)
Nicholas Diaz (FRANKLIN-HUNTERDON)
William Grippo (FRANKLIN-SOMERSET)

Gregory Hobaugh (HIGH BRIDGE)
James Muller (HOLLAND)
Todd Bonsall (HUNTERDON VOCATIONAL)
Donna Herbel (KINGWOOD)
Bruce Acurio (LEBANON BOROUGH)
Anthony Suozzo (SOUTH HUNTERDON)
Nicholas Diaz (UNION)
Andrea Stein (TEWKSBURY)

ADMINISTRATION PRESENT

Corinne Steinmetz (SUPERINTENDENT)
Christina Greaves (PERSONNEL COORDINATOR)
Laurie Browne (BUSINESS OFFICE MANAGER)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)
Fran Leddy (ADULT PROGRAMS)

III CALL TO ORDER

President Charles Miller opened the meeting at 4:15 pm

IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS

- A Recognition of Claire Fox for being honored as Reading Fleming Intermediate School's Service Professional of the Year - TABLED
- B HIB Grade Report

V BOARD OF DIRECTORS

A Representative Assembly/Board of Directors

1 Election of Board President

Superintendent, Corinne Steinmetz opened the floor for nominations of Board President

Seth Cohen moved, seconded by Bruce Acurio to nominate Charles Miller as President

Since there were no further nominations, Corinne Steinmetz closed the floor for nominations for Board President

MOTION PASSED electing Charles Miller as Board President

2 Election of Board Vice President

Superintendent, Corinne Steinmetz opened the floor for nominations of Board Vice President

Donna Herbel moved, seconded by Seth Cohen to nominate Jason Kornegay as Vice President

Since there were no further nominations, Corinne Steinmetz closed the floor for nominations for Board Vice President

MOTION PASSED electing Jason Kornegay as Board Vice President

3 Election of Board of Directors

B Board Committee Selection

Corinne Steinmetz turned the meeting over to the President Charles Miller

VI ANNUAL REPORTS

A Board Reports NONE

B Administrative Report

Ms. Steinmetz provided an overview of the Hunterdon County ESC and the composition of Representative Assembly and Board of Directors

VII REORGANIZATION

Charles Miller moved, seconded by William Grippo to approve the following reorganization motions for July 1, 2022 through June 30, 2023, as recommended by the Superintendent:

June 7, 2022
REPRESENTATIVE ASSEMBLY MEETING
MINUTES

A APPROVAL OF POLICIES

adopt all existing Board Policies and Bylaws and Regulations located online at www.hunterdonesc.org (copy available in board office)

B LEGAL COUNSEL

appoint:

- 1 Comegno Law Group as legal counsel, at a rate of \$185.00/hour
- 2 Busch Law Group LLC as legal counsel for Cooperative Pricing Program and Purchasing, at a rate of \$170.00/hour
- 3 New Jersey Schools Insurance Group - Personnel Hotline, at no cost
- 4 New Jersey Schools Insurance Group - Bullying Hotline, at no cost

C DEPOSITORY / SIGNATURES

- 1 appoint TD Bank as the official depository of the Commission
- 2 approve checks to be signed by two of the following three: Board President, Vice President and Superintendent
- 3 approve the use of electronic facsimile and /or stamped signatures

D ADVERTISEMENT

approve the following as the Commission's official newspapers: Hunterdon County Democrat, Courier News, Express-Times, Trenton Times, Star Ledger, Indeed.com and/or Njschooljobs.com

E INSURANCE

- 1 appoint Richland-Knowles Agency as the Commission's insurance broker for general liability, property and automobile insurance
- 2 appoint Integrity Consulting as the Commission's insurance broker for health benefits
- 3 appoint Marsh USA Co. as the Commission's bonding agent for school transportation contracts, at a rate of \$10.00 per \$1,000.00 for bonds

F AUDIT

- 1 appoint Suplee, Clooney & Company as the Commission's auditors; at an annual rate of \$27,300.00 (5% increase)

G PETTY CASH

- 1 authorize petty cash funds for Hunterdon Transportation Office and the HCESC Business and Administrative Office, each to be monitored by the Business Office, and each not to exceed \$100.00 per month for office incidentals

H CONSTRUCTION

- 1 appoint USA Architects as architect of record
- 2 appoint CREW Engineers for Professional Services related to Septic and/or Water Systems

I APPOINTMENTS

- 1 appoint Heidi Gara as Board Secretary
- 2 appoint Heidi Gara as Custodian of Records
- 3 appoint Christina Greaves, David Lutzky and Francine Leddy as Affirmative Action Officers
- 4 appoint Corinne Steinmetz as ADA Compliance Officer
- 5 appoint Heidi Gara as Public Agency Compliance Officer
- 6 appoint Ryan Tucker as Integrated Pest Management Coordinator
- 7 appoint Edwin Ashton as Hazardous Communications Coordinator
- 8 appoint Edwin Ashton as AHERA Coordinator
- 9 appoint Ryan Tucker as Right to Know Contact Person
- 10 appoint Edwin Ashton as Indoor Air Quality Designee
- 11 appoint Heidi Gara as Safety & Health Designee
- 12 appoint Dennis Schiller as Attendance Officer
- 13 appoint Dennis Schiller as Anti-Bullying Specialist for the ESC Academy
- 14 appoint David Lutzky as District Anti-Bullying Coordinator
- 15 appoint Sarah Chittenden as District Homeless Education Liaison
- 16 appoint Dennis Schiller as District State Testing Coordinator
- 17 appoint Dennis Schiller as Title IX Coordinator
- 18 appoint Dennis Schiller as Section 504 Officer

June 7, 2022
**REPRESENTATIVE ASSEMBLY MEETING
 MINUTES**

- 19 appoint Corinne Steinmetz as School Safety Specialist
- 20 appoint Scott Richter as Licensed Water Operator for Hoffmans Crossing Campus

J PURCHASING

- 1 appoint Heidi Gara as Qualified Purchasing Agent
- 2 authorize award of contracts according to Public Contracting Law (N.J.S.A. 18A:18A-1) as follows:

Bid Threshold	\$44,000.00
Quote Threshold	\$6,600.00

- 3 approve procurement of Goods and Services through State Contract, as follows:

<u>VENDOR</u>	<u>UP TO AMOUNT 2021- 2022</u>	<u>UP TO AMOUNT 2022- 2023</u>	<u>ITEMS</u>
Bus Parts Warehouse	\$15,000.00	\$18,000.00	Transportation Supplies
Custom Bandag	\$35,000.00	\$40,000.00	Tires and Tubes
Dell	\$325,000.00	\$325,000.00	Technology Equipment
Fastenal	\$7,500.00	\$7,500.00	Maintenance Supplies
Home Depot	\$10,000.00	\$10,000.00	Maintenance Supplies
Lowes	\$5,000.00	\$5,000.00	Maintenance Supplies
Napa	\$20,000.00	\$20,000.00	Maintenance Supplies
Suburban Propane	\$20,000.00	\$50,000.00	Heating Fuel at Hoffmans Campus
Unisys Corporation	\$50,000.00	\$30,000.00	IT Amazon Workspace & Services
Verizon Wireless	\$8,500.00	\$8,500.00	Cell Phones

- 4 Pursuant to PL 2015, Chapter 47, the Hunterdon County Educational Services Commission Board of Education intends to renew, award, or permit to expire the attached contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A;18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.217 et Seq.
- 5 waive bidding requirements for vehicle repair service from Rannix Corporation, DBA Truck Body East, and J&D Auto Body, approved vendors, for claims filed through New Jersey Schools Insurance Group
- 6 approve participation in the Educational Services Commission of New Jersey Cooperative Pricing Program for the 2022-2023 School Year
- 7 approve participation in the Somerset County Cooperative Pricing Program for the 2022-2023 School Year

8 PAY TO PLAY AUTHORIZATION

WHEREAS, the Hunterdon County Educational Services Commission has a need to acquire goods and/or services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5, as appropriate; and,

WHEREAS, the qualified purchasing agent has determined that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is one year and may be extended annually as approved by this governing body; and

WHEREAS, the business entity submitted a proposal indicating they will provide the requested goods and/or services at the agreed price; and

WHEREAS, the business entity completed and submitted a Business Entity Disclosure Certification which certifies that the organization and or it's owners of 10% or more has not made any reportable contributions to a political or candidate committee pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005c. 271, s.2); and

WHEREAS, the Business Administrator certifies the Commission will have sufficient funds available to meet its financial obligations as required under N.J.S.C. 5:30-5.4.

NOW THEREFORE, BE IT RESOLVED that the Representative Assembly of the Hunterdon County Educational Services Commission authorizes the Administration to enter into a contract under such circumstances, as required described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

K TRAVEL REIMBURSEMENT

approve travel reimbursement as applicable under statute and code to employees for work-related travel that is directly related to and within the scope of employee's current work responsibilities, up to an amount that will not exceed budget dollars or State guidelines

L HEALTH OFFICE

appoint Premier Family Medicine to represent Hunterdon County Educational Services Commission at an annual fee of \$800.00

M VETERINARIAN

appoint Equiheart Veterinary Services for animal healthcare

June 7, 2022
**REPRESENTATIVE ASSEMBLY MEETING
 MINUTES**

N SCHOOL

approve the evaluation models to be used in accordance with AchieveNJ:

Danielson Model	(Teachers)
NJPEPL Observation Instrument	(Principals)

O SCHEDULE

approve 2022-2023 Board Meeting Dates, to be held at 4:15 pm, as follows:

<u>MEETING</u>	<u>DATE</u>	<u>LOCATION</u>	
Board of Directors	Tuesday, June 28, 2022	Flemington	(Last Tuesday)
Board of Directors	Tuesday, August 30, 2022	Flemington	(Last Tuesday)
Board of Directors	Tuesday, October 4, 2022	Flemington	
Board of Directors	Tuesday, November 8, 2022	Flemington	(2nd Tuesday)
Board of Directors	Tuesday, December 6, 2022	Flemington	
Board of Directors	Tuesday, January 3, 2023	Flemington	
Board of Directors	Tuesday, February 7, 2023	Flemington	
Representative Assembly	Tuesday, March 7, 2023	Califon	Budget Approval
Board of Directors	Tuesday, April 4, 2023	Flemington	
Board of Directors	Tuesday, May 2, 2023	Flemington	
Representative Assembly	Tuesday, June 6, 2023	Califon	Reorganization
Board of Directors	Tuesday, June 27, 2023	Flemington	(Last Tuesday)

P PARLIAMENTARY AUTHORITY

approve Robert's Rules of Order, Newly Revised, to govern the Board in its deliberations and acts in all cases in which it is not inconsistent with the statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws

Q ADMINISTRATION

- 1 authorize Superintendent to hire as needed, prior to Board approval at the next meeting
- 2 authorize the Superintendent to audit and approve necessary payments, prior to Board approval at the next meeting
- 3 authorize the Superintendent to award bid results, prior to Board approval at the next meeting

MOTIONS PASSED UNANIMOUSLY

VIII CITIZENS ADDRESS THE BOARD OF DIRECTORS NONE

IX APPROVAL OF AGENDA/MINUTES

- A Seth Cohen moved, seconded by Todd Bonsall to adopt the agenda

MOTIONS PASSED UNANIMOUSLY

- B Seth Cohen moved, seconded by Todd Bonsall to approve the Board of Directors Minutes May 3, 2022, as submitted by Board Secretary

MOTIONS PASSED UNANIMOUSLY

X FINANCIAL REPORTS

Todd Bonsall moved, seconded by Seth Cohen to:

- A approve the UNAUDITED May 2022 Board Secretary Report

- B approve the line item transfers and budget appropriations for the period of May 1-31, 2022 (Adj #344-366)

MOTIONS PASSED UNANIMOUSLY

XI LIST OF BILLS

- A Donna Herbel moved, seconded by Todd Bonsall to approve the following List of Bills:

1	May 2022	\$25,679.89	Hand checks
2	May 13, 2022	\$8,900.00	Consultant Payroll
3	May 2022	\$1,000,802.86	Payroll
4	June 7, 2022 List of Bills	\$816,328.66	Computer Generated - EANS
5	June 7, 2022 List of Bills	\$783,754.30	Computer Generated

June 7, 2022
REPRESENTATIVE ASSEMBLY MEETING
MINUTES
\$2,635,465.71 TOTAL

MOTIONS PASSED UNANIMOUSLY

XII CORRESPONDENCE / COMMUNICATION

- A Appreciation Letter from Juan Torres, Interim Executive County Superintendent regarding the Governor's Educator of the Year Program
- B June 2022 Cooperative Purchasing Newsletter

XIII COMMITTEE MEETINGS

- A Building and Grounds, did not meet
- B Programs and Services, did not meet
- C Public Relations, did not meet
- D Policy, did not meet
- E Personnel, meet May 26, 2022
- F Finance, did not meet
- G Executive, did not meet

XIV POLICY

No Action Items

XV SUPERINTENDENT'S REPORT

Ms. Steinmetz discussed the Personnel Committee meeting regarding health benefits and their implementation. Ms. Steinmetz discussed agenda items.

A ADMINISTRATION

Gabriel Wickizer moved, seconded by Seth Cohen to approve items XV A, E, H, I, J, K, L & M to:

- 1 authorize the Affirmative Action Officers, in conjunction with the Affirmative Action team, to conduct a needs assessment, to develop a Comprehensive Equity Plan, unless already developed, to implement the plan over a three year period and/or submit an annual progress report in the Quality Assurance Annual Report

B EANS

No Action Items

C HOFFMANS CROSSING

No Action Items

D TECHNOLOGY

No Action Items

E ADULT BASIC EDUCATION

- 1 approve the Memorandum of Understanding with Franklin Township Board of Education for the period of October 1, 2022 through May 31, 2023
- 2 authorize the application for Online Teaching and Learning Funds, in the amount of \$100,000, and accept the award upon the subsequent approval of the NJ State Department of Labor

F PARAPROFESSIONALS

No Action Items

G LEASE PURCHASING

No Action Items

H PURCHASING

- 1 accept the following districts as members of the HCESC Purchasing Cooperative:

<u>#</u>	<u>DISTRICT</u>
752	Bergen, County of
753	Hawthorne, Borough of
754	Camden County College
755	Teaneck Community Charter School
756	Paramus, Borough of
757	Union Beach, Borough of
758	Lindenwold, Borough of
759	Unity Charter School
760	Chatham, Township of
761	Gloucester, County of
762	Glen Rock Board of Education
763	Westfield, Town of
764	West Orange, Township of

June 7, 2022
**REPRESENTATIVE ASSEMBLY MEETING
 MINUTES**

- 2 renew the Mechanical & Electronic Door Locking Systems, Doors & Related Products #203, effective July 6, 2022 through July 6, 2024 with no changes
- 3 authorize Administration to award the Cosmetology Supplies & Equipment bid #HCESC-Cat-22-06
- 4 authorize Administration to award the Multi-Purpose Transportation Vehicles bid #HCESC-Veh-22-05
- 5 authorize Administration to award the Comprehensive Safety & Security RFP #HCESC-Tech-R22-03
- 6 authorize Administration to award the Appliance Repair, Maintenance & Installation Services bid #HCESC-22-08
- 7 award, as authorized at the May 3, 2022 Board of Directors meeting the Technology Installation & Integration RFP #HCESC-Tech-R22-02 as follows:

<u>Evaluator</u>	<u>Integrated Micro Systems</u>	<u>Blumm USA, Inc.</u>	<u>JCT Solutions/ Johnston Communications</u>
#1	92	36	87
#2	70	37	77
#3	86	44	91
#4	88	43	93
#5	72	42	73
Total Points	408	202	421

<u>Evaluator</u>	<u>ePlus Technology, Inc.</u>	<u>Millennium Communications Group.</u>	<u>Commercial Technology Contractors.</u>
#1		78	67
#2		76	69
#3		90	50
#4		89	80
#5		62	58
Total Points	Rejected - No Valid Notice of Classification	395	324

I DEPARTMENT OF SCHOOL SERVICES

- 1 pay professional services at the following rates:

<u>Description</u>	<u>Amount not to Exceed</u>		
	<u>Public School</u>	<u>Non-Public School</u>	
Evaluation Report	\$265.00	\$220.00	per report
Bilingual Evaluation/Report	\$364.00	\$308.00	per report
CST/Language Evaluation / Report	\$300.00	N/A	per report
Required Meeting	\$65.00	\$50.00	per meeting
Report Acceptance	\$30.00	\$25.00	per acceptance
BCBA Services	\$75.00	N/A	per hour
Functional Behavioral Assessment	\$700.00	N/A	per report
Gifted & Talented Testing	\$185.00	N/A	per test
Case Management	\$220.00	\$200.00	per child

- 2 contract for professional services July 1, 2022 through June 30, 2023 with the following consultants:
 Daniel Dryzga, Learning Disabilities Teacher Consultant
 Joan Heleine, School Social Worker Consultant
 Margaret Herman, Psychologist Consultant
 Maria McHugh, School Social Worker Consultant
 Frank Nascimento, Psychologist Consultant

J TRANSPORTATION

- 1 provide Jeison Nicolas Santana training for Class B CDL License, with Passenger, School Bus and Air Brake endorsement, at a fee of \$1,400.00, effective April 28, 2022
- 2 provide Kelley Edwards training for Class B CDL License, with Passenger, School Bus and Air Brake endorsement, at a fee of \$1,400.00, effective May 31, 2022
- 3 approve Addendum to Lease Agreement for Transportation Facilities located in West Orange, effective July 1, 2022 through June 30, 2023 at rental amount of \$26,500 per month plus reimbursement of real estate taxes and same terms and conditions

June 7, 2022
**REPRESENTATIVE ASSEMBLY MEETING
 MINUTES**

- 4 approve Joint Transportation Agreement with West Orange Board of Education, in the annual amount of \$5,040,000, for the 2022-2023 School Year, as follows:

Route Type	Maximum # of Routes
Bus Routes 54 Passenger	39
Smaller than 54P Bus Routes	10
Bus Aides	10

K PERSONNEL

approve the following personnel items, as recommended by the Superintendent:

- 1 Stipend to Laurie Browne in the amount of \$5,000 for additional responsibilities including Substitute School Bus Driver and Emergency Assistance To Nonpublic Schools (EANS) for the 2021-2022 School Year
- 2 Stipend to Roxanne Wolf in the amount of \$5,000 for additional responsibilities related to Emergency Assistance To Nonpublic Schools (EANS) for the 2021-2022 School Year
- 3 Stipend to Ana Flynn in the amount of \$2,000 for additional responsibilities related to COVID-19 Contact Tracing for the 2021-2022 School Year
- 4 Rescind Resignation of Elidieu Collin approved at the 5/4/2022 Board meeting

5 Appointments*

Name	Position	Location	Rate/Salary	Effective On or About
Allyson Mojica	Teacher Assistant	Holland Township SD	\$16.00 / Hour	May 9, 2022
Donald Johnson	School Bus Driver	Glen Gardner	\$24.05 / Hour	May 17, 2022
Colleen Schiller	Substitute School Nurse	School Services	\$50.00 / Hour	May 27, 2022
Vanessa Dixon	Substitute Instructional Assistant	THRIVE	\$20.00 / Hour	June 1, 2022
Olivia Melick	Teacher Assistant	Clinton Township SD	\$16.00 / Hour	June 6, 2022
Ashley Capite	Nursing Assistant	Phillipsburg ECLC	\$27.00 / Hour	June 8, 2022

6 Change in Appointments

Name	Position	New Position	Rate/Salary	Effective On or About
Anthony Walkoskey	Sub School Bus Monitor	School Bus Monitor	\$16.54 / Hour	May 2, 2022
Gloria Smart	Dispatcher	Asst. Office Manager/Dispatcher	\$35,000.00 / Annual	July 1, 2022
Robert Edge	School Bus Monitor	School Bus Driver	\$24.05 / Hour	May 16, 2022
Jean Leopold	School Bus Monitor	School Bus Driver	\$21.50 / Hour	May 23, 2022

7 Resignations / Retirements / Terminations

Name	Position	Location	Reason	Effective On or About
Melissa Garcia	Teacher Assistant	FRRSD	Resignation	April 28, 2022
Mackenson Sanrelus	School Bus Driver	West Orange	Resignation	May 13, 2022
Linda Murray	School Bus Driver	Glen Gardner	Retirement	May 16, 2022

8 Leave(s) of Absence(s):

Name	Position	Location	Reason	Effective On or About
Employee #4512			NJFLA	5/31/22 Up to 10 Days Paid

L PROFESSIONAL DEVELOPMENT

- 1 approve the following travel expenditures for staff members to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all staff travel expenditures are directly related to and within the scope of the staff member's current responsibilities and the district's professional development plan.

Position	Workshop	Date	Cost
Program Manager	NJASBO - Presentation	6/8-6/9/22	Up to \$100

M BENEFITS

June 7, 2022
**REPRESENTATIVE ASSEMBLY MEETING
 MINUTES**

1 ratify Medical and Prescription Benefit plans for the 2022-2023 school year with Horizon Blue Cross Blue Shield of New Jersey at the premiums listed below, which reflect a 6% increase over 2021-2022 rates, as recognized at the May 3, 2022 Board of Directors Meeting:

Employees eligible on or before June 30, 2013

	Horizon Omnia Monthly Premium	Horizon EHP Monthly Premium
EMPLOYEE CONTRIBUTION		AS PER STATUTE
Single	\$897.65	\$1,221.78
Parent/Children	\$1,599.70	\$2,177.52
Employee/Spouse	\$2,121.26	\$2,888.41
Family	\$2,866.57	\$3,903.24

Employees eligible July 1, 2013 or after

	Horizon Omnia Monthly Premium	Horizon EHP Monthly Premium
EMPLOYEE CONTRIBUTION	NO CONTRIBUTION	AS PER STATUTE
Single	\$897.65	\$1,221.78

2 ratify employees benefit eligible after July 1, 2013, to buy up at the employees expense, in addition to their contribution as required above, at the following amounts, as recognized at the May 3, 2022 Board of Directors Meeting:

	Horizon Omnia Employee Monthly Cost	Horizon EHP Employee Monthly Cost
Parent/Children	\$702.05	\$955.74
Employee/Spouse	\$1,223.61	\$1,666.63
Family	\$1,968.92	\$2,681.46

3 ratify the Horizon POS optional benefit plan available to employees at their own expense as follows, as recognized at the May 3, 2022 Board of Directors Meeting:

ELIGIBILITY DATE	Horizon POS Buyup Per Month On or Before June 30,2013	Horizon POS Buyup Per Month July 1, 2013 or after
	Single	\$89.75
Parent/Children	\$160.52	\$862.57
Employee/Spouse	\$215.11	\$1,438.72
Family	\$290.68	\$2,259.60

MOTIONS PASSED UNANIMOUSLY

XVI UNFINISHED BUSINESS NONE

XVII NEW BUSINESS NONE

XVIII CITIZENS ADDRESS THE BOARD NONE

XIX ADJOURNMENT

Donna Herbel moved, seconded by Willian Grippo to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:57 pm.

Respectfully submitted by:


 Hekki Gara

SBA/Board Secretary