

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

September 26, 2024

Action Meeting Minutes

*“Educating Today for Tomorrow’s Success”*

***This meeting is being recorded and livestreamed through YouTube.  
Anyone not wishing to appear on camera during the meeting may be excused.***

**I. Call Meeting to Order**

I, Scott Golden, President, call this meeting to order under the Open Public Meetings Act at 7:30pm.

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act,” the Berlin Township Board of Education on January 4, 2024, caused to be posted at the Business Office of the Board of Education located at 225 Grove Avenue, West Berlin, New Jersey and advertised in the Courier Post on January 18, 2024 and the Central Record for a week starting January 18, 2024 a meeting notice setting forth the time, date and location of this meeting.

**II. Pledge of Allegiance**

**III. Roll Call**

**Yr Began/Current Term Expires**

Mr. Brian Davis	<u>Present</u>	2012 / 2024
Mrs. Kimberly Reed, Vice President	<u>Present</u>	2015 / 2024
Mrs. Lisa Hill-Muff	<u>Present</u>	2018 / 2024
Ms. Rebecca Allen	<u>Present</u>	2021 / 2026
Mrs. Sarah Rowe	<u>Present</u>	2024 / 2024
Mr. Scott Golden, President	<u>Present</u>	2021 / 2025
Mrs. Stacey Juliano	<u>Present</u>	2020 / 2026
Mr. Keith Jones	<u>Present</u>	2023 / 2025
Mrs. Michele Williams-Oriente	<u>Absent</u>	2023 / 2025
Mr. Adam Lee, Superintendent	<u>Present</u>	
Mrs. Megan Stoddart, Business Administrator	<u>Present</u>	
Stacey Gorin, Board Solicitor	<u>Present</u>	

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**IV. Approval of Minutes**

Motion by Kimberly Reed, seconded by Scott Golden

RECOMMEND that the Board of Education approve the minutes from the following meetings as presented in duplicated form and dispense with the reading of the same:

- August 22, 2024

Motion carried, voice vote, all present voting “yes”.

**V. Presentations – unless otherwise stated, all presentations will be held during the Action Meeting**

**Presentations will be made for Student Role Models of Positive Behavior**

Positive Behavioral Supports is a school-wide systematic approach to discipline and behavioral support in our schools. It is an evidence-based framework for providing a broad range of systematic and individualized strategies for achieving academic and behavioral outcomes while preventing problem behavior. PBS focuses on teaching then reinforcing positive behaviors as well as, changing the environment such that using positive behaviors becomes more effective than using negative behaviors. Schools utilizing PBS have the following in place:

- More than 80% of students can tell you what is expected of them & can give behavioral examples because they have been taught, actively supervised, practiced, & acknowledged.
- Positive adult-to-student interactions exceed negative.
- Administrators are active participants.
- Data & team-based action planning & implementation.
- Function based behavior support is a foundation for addressing problem behavior.
- Full continuum of behavior support is available to all students.

***Students of the Month of June to be acknowledged from the***

***John F. Kennedy Elementary School:***

*Felicity Fillmore, Nicolette Colella, Jolene Mcilhenny, Alessio Ward, Gabriella Godbold, Charlotte Wilson, Walter Sampson, Amy Yanez Benitez, Morgan Adams, Mason Pham*

***Students of the Month of June to be acknowledged from the***

***Dwight D. Eisenhower Middle School:***

*Janiel Harding, Jefferson Meza-Osorio, Cole Schaffer, Morgan Murrenburke, Madison Andrickson, Samera Taifa, Cristian Hernandez-Cruz, Ma’Ryah Watkins*

**VI. Review District Mission Statement**

**DISTRICT MISSION STATEMENT**

The slogan of the Berlin Township School District of “Educating Today for Tomorrow’s Success” is meant to focus the educational community on the broad goal of giving ALL of our children the necessary skills to be successful in all future endeavors. Student achievement is the major priority; the district prides itself on its creative approach to learning and its emphasis upon helping each student to discover his or her potential. Teachers use a variety of teaching methods to reach students with a wide range of abilities. Student engagement as volunteers in the learning process is our primary focus. It is our responsibility to create structures and systems where students are totally engaged in the instruction, which will then leads to deeper learning and understanding.

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The Berlin Township School District commits itself to all children by creating a standards-based school district in which all students receive the very best educational opportunities possible. Each and every student will surpass the New Jersey Core Curriculum Content Standards. To achieve this, the members of the district will focus on:

1. Establishing high standards of excellence for both staff and students
2. Communicating openly and frequently within the district and with the community to foster a trusting relationship
3. Ensuring a safe and orderly environment for staff and students
4. Recognizing that a school district serves as a role model and has the responsibility to encourage high quality character behavior

## VII. Public Comments – Open

Motion by Scott Golden, seconded by Kimberly Reed to open the meeting to the public for the discussion of agenda items only. Voice Vote. Time in: 7:35pm

Motion carried, voice vote, all present voting “yes”.

Recognition of Citizens – for subjects appearing on the agenda

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed on the published agenda.

Public participation shall be governed by the following rules as per Regulation 9322:

- All persons wishing to participate in a public board meeting shall register their intent by signing in with the board secretary in advance of the meeting;
- A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
- Each statement made by a participant shall be limited to five minutes’ duration;
- No participant may speak more than once on the same topic;
- All statements shall be directed to the presiding officer; no participant may address or question board members individually;

The presiding officer may:

- Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, abusive, obscene, or not an agenda item;
- Request any individual to leave the meeting when that person does not observe reasonable decorum;
- Request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting;
- Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

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The portion of the meeting during which the participation of the public to speak on agenda items only shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer.

**VIII. Public Comments – Closed**

Motion by Kimberly Reed, seconded by Stacey Juliano to close the meeting to the public. Voice Vote. Time closed: 7:35pm.

Motion carried, voice vote, all present voting “yes”.

**IX. Superintendent’s Report**

Motion by Scott Golden, seconded by Stacey Juliano to approve Superintendent’s Items IXA. – IXH. Roll Call Vote.

Mr. Golden	Yes	Mrs. Reed	Yes
Mr. Davis	Yes	Mrs. Hill-Muff	Yes
Ms. Allen	Yes	Mrs. Juliano	Yes
Mr. Jones	Yes	Mrs. Williams-Oriente	Absent
Mrs. Rowe	Yes		

**A. Safety and Security – JFK**

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	9/9/24 @ 1:19pm
Safety (Lockdown)	9/13/24 @ 9:55am

**B. Safety and Security – DDE**

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	9/6/24 @ 8:47am
Safety (Lockdown)	9/17/24 @ 1:30pm

**C. Monthly Reports Uploaded to Portal for Review**

- Coordinator of Special Services
- Supervisor of Buildings and Grounds
- Technology Coordinator
- Supervisor of Curriculum and Instruction
- JFK Principal
- DDE Principal

**D. Harassment, Intimidation and Bullying (HIB) Incident Report**

School	Reports	Confirmed HIB	Not HIB
JFK	0	0	0
DDE	1	1	0

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**E. Personnel**

1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the hiring of staff in accordance pending receipt of sexual misconduct disclosure forms and criminal history background requirements as noted below:

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Date</b>
Shannon Farley	Homebound Instructor	\$41.46/hour	on or before 9/12/24
Molly Kwelty	Homebound Instructor	\$41.46/hour	on or before 9/12/24
Meredith Lawrence	Teacher	\$64,631.00	on or before 11/4/24
Emilia Olteteanu	Part time Instructional Aide	\$17,265.00	9/3/24
Evan Lindner	Fall Semester Music Instructor	\$3905.00/stipend	9/26/24
Sophie Rollins	Part Time Instructional Aide	\$17.78/hour	10/7/24
Dan Morton	LTS Bus Driver	\$10,296.00	on or before 9/30/24-1/8/25
		\$26.00/hr for extra compensation	

2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the resignation, with regret, the staff members listed below
  - Patricia Tideman, retirement as a teacher at JFK for 24 years, effective January 1, 2025.
  - Tina Malinowski, Part Time Instructional Aide, effective September 16, 2024.
3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Mentor placements for the 24-25 school year:

<b>Mentor</b>	<b>Mentee</b>
Jessica Wright	Nicolette Corma
Ana Klinke	Ciara Zitter

4. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Leave of Absence:
  - Employee ID #01698, effective September 30, 2024 through January 9, 2025.

**F. Curriculum and Instruction**

1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following guest speakers:
  - Elizabeth Morse, author, will read aloud about Social Emotional regulation “The Emotional Bus is Struggling” at JFK on 10/2/24.
  - Jenny Muir & Xandy (Therapy Dog), at JFK on 9/20, 10/4, 10/18, 10/25, & 10/31/24.
2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Curriculum: *This document has been posted to the shared folder.*
  - Health Grade 8

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**G. Discussion**

- 1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the use of facilities as listed below:

<b>Organization</b>	<b>Facility</b>	<b>Date and Time</b>	<b>Event</b>
Innovative Fastpitch, LLC	DDE Gym	Weds., & Thurs., 1/8/25 – 5/11/25 @ 5:00pm	Softball
PlayMore Sport & Social Club	DDE Gym	Mon-Thurs., 9/30/24 – 10/2/24 @ 6:45pm	Basketball
PlayMore Sport & Social Club	DDE Gym	Mon-Weds., 10/28/24 – 10/30/24 @ 7:00pm	Basketball

- 2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2024 - 2025 Board Goals and District Goals: *This document has been posted to the shared folder.*

**Board Goals**

**Board Goal #1:** Complete all phases of the CSA evaluation process and the Board Self-Evaluation for the 2024-2025 school year by the June 30, 2025 deadline as described in NJ Administrative Code and Statute.

**Board Goal #2:** Develop and implement practices that will promote inter-district participation with the Pine Hill and Clementon School districts at the Board level.

**Board Goal #3:** Continue to work as a Board of Education to investigate ways to continue to improve communication and interaction with district parents and the community.

**District Goals**

**District Goal #1:** We will continue to improve communication between the school district and the community. Specifically, we will facilitate a strategic planning process that includes parents, community members, board members, administrators, and teachers. The feedback provided by our various stakeholders in the district will be used to build our strategic plan that guides us for the next three years.

**District Goal #2:** We will monitor and review our district curriculum and instruction to ensure that we are using the current best practices for teaching and learning. The district will place a high priority on our youngest students in grades pre-k through 1st grade and those students who were most affected by virtual learning during the pandemic. We will continue to implement the preschool expansion program as per the guidelines given to us by the NJ Department of Education.

- 3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the first reading of the following Regulation: *This document has been posted to the shared folder.*

- Regulation 1200-R School Volunteers

- 4. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to acknowledge the following names that were certified as school volunteers in September 2024:

Mary Ann Marciano

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**H. Field Trips**

- 1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Field Trip:

<b>Grade</b>	<b>Teacher</b>	<b>Place</b>	<b>Date</b>	<b>Cost</b>
PreK	German/DeAngelis	Berlin Twp. Fire District 1	11/5/24	\$0

**X. Business and Finance**

On a Motion by Stacey Juliano, and seconded by Scott Golden to approve **Business and Finance** Items XA. to XK. Roll Call Vote.

Mr. Golden	Yes	Mrs. Reed	Yes
Mr. Davis	Yes	Mrs. Hill-Muff	Yes
Ms. Allen	Yes	Mrs. Juliano	Yes
Mr. Jones	Yes, XI. - abstain	Mrs. Williams-Oriente	Absent
Mrs. Rowe	Yes		

Financial Report – Period Ending July, 2024

Board Secretary Financial, Revenue and Treasurer’s Reports

- A. Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the months of July, 2024. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A-16.10 (c) 3 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.
- B. Treasurer’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the months of July, 2024. The Treasurer’s and Secretary’s report are in agreement for the months July, 2024.
- C. Board Secretary in accordance with N.J.A.C. 6A:23A -16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
- D. Board of Education Certification – 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, that to the best of our knowledge no major accounts or funds have 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.
- E. RECOMMEND that the Board of Education, on the recommendation of the School Business Administrator, approve payment of bills:

**Batch number 50 Amount \$455,869.25 (revised from July 25, 2024 board agenda)**  
**Batch number 52 Amount \$928,047.66**

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F. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the **September, 2024** listing of substitutes from Source 4 Teachers as follows:

	Pay Rate	Bill Rate
Full Day Substitute Paraprofessional	\$106.75	\$141.98
Half Day Substitute Paraprofessional	\$53.38	\$70.99
Full Day Substitute Nurse	\$275.00	\$365.75
Half Day Substitute Nurse	\$137.50	\$182.87
Full Day Substitute Teacher Placement	\$115.00	\$152.95
Half Day Substitute Teacher Placement	\$57.50	\$76.48
Full Day Building Based Substitute Teacher	\$120.00	\$159.60
Half Day Building Based Substitute Teacher	\$60.00	\$79.80

*This list was uploaded for the board review.*

G. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2024-2025 Cafeteria disbursements for the month of August, 2024 in the amount of \$ 12,412.88. *This list was uploaded for the board review. A list is on file with the Business Administrator.*

H. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2024-2025 CARE disbursements for the month of August, 2024 in the amount of \$0. *This list was uploaded for the board review. A list is on file with the Business Administrator.*

I. RECOMMEND, that the Board of Education on the recommendation of the School Business Administrator, approve the following out-of-district tuition contracts for the 2024-2025 school year:

Burlington County Special Services

Grade 12+, Special Education student, SID #9544845331, at a rate of \$59,433.00 plus a non-resident fee of \$4,791.00.

Black Horse Pike Regional School District

Grade 11, Special Education student, SID #8845927697, for 2024 ESY at a tuition charge of \$3,792.00 plus \$2,064.00 for the cost of shared nursing services. In addition, the student will attend the 2024-2025 school year at a tuition rate of \$32,000.00, shared nursing charge of \$15,480.00 and speech-related services at a charge of \$675.00 per year.

Gloucester County Special Services School District

Grade PS, Special Education student, SID #4871854450, at a tuition charge of \$4,770.00 for the 2024 Extended School Year Program.

Grade 8, Special Education student, SID #6672108854, at a tuition charge of \$4770.00 for the 2024 Extended School Year Program. In addition, a cost of \$3,900.00 for a one-on-one teacher assistant for the 2024 Extended School Year Program.

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Burlington County Institute of Technology

Grade 11, General Education Student, a tuition charge of \$11,559.00 (\$3807.00 tuition; \$7752.00 out of county fee) for the 2024-2025 school year.

- J. RECOMMEND, that the Board of Education on the recommendation of the Superintendent and the School Business Administrator, approve the travel/professional development for the following staff members:

<u>Name</u>	<u>Cost</u>	<u>Location/Date of Travel</u>
Rena Borgstrom	\$261.00	Integrating AI in Libraries/10-17-24, virtual
Kristin Braidwood	\$70.00	Dual Language Learners Webinar/10-30-24, virtual
Kimberly Gadzinski	\$0	Dual Language Learners Webinar/10-30-24, virtual
Danielle McKelvey	\$0	Dual Language Learners Webinar/10-30-24, virtual
Melissa Quattrone	\$0	Dual Language Learners Webinar/10-30-24, virtual
Ryan Rollins	\$0	Dual Language Learners Webinar/10-30-24, virtual
Nancy Sims	\$469.00	Wilson Foundations Conference/10-9&10-24, virtual
Serena Pearson	\$0	Rutgers Community Based Instruction/11-18-24, virtual
Danielle Gauntt	\$225.00	Inspiring Interactions: Exploring the Teacher’s Role in Interest/9-25-24
Brian Martino	\$0	Behavioral Threat Assessment Training/10-24-24, virtual
Michelle DeAngelis	\$225.00	CCESC: Unlocking the Science of Reading/3-26-24

- K. RECOMMEND, that the Board of Education, on the recommendation of the Superintendent and the School Business Administrator, approve the Standard Operations Procedures for the Business Office. This document requires annual review by the Business Administrator and approval by the board. It has been uploaded to the portal for review.

XI. Old Business

XII. New Business

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC

Pine Hill Bd of Ed – met new staff and student representatives; new Asst. Superintendent for Curriculum & Instruction; Business Administrator retiring; next meeting is 10/8/24.

CCSBA; Gloucester/Camden County Hybrid Meeting to discuss “Goal Setting” on Tuesday 10/1/2024. In person or virtual is available. Let Megan Stoddart know if you are interested in either platform so she can register you.

XIII. Public Comments – Open

Motion by Lisa Hill-Muff, seconded by Scott Golden to open the meeting to the public for the discussion of non-agenda items only. Voice Vote. Time in: 7:52pm

Motion carried, voice vote, all present voting “yes”.

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Recognition of Citizens – for subjects not appearing on the agenda

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- Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- Waive these rules when necessary for the protection of privacy or the efficient administration of the board’s business.

The portion of the meeting during which the participation of the public to speak on agenda items only shall be limited to 30 minutes which can be extended due to exceptional circumstances at the discretion of the presiding officer.

#### XIV. Public Comments – Closed

Motion by Kimberly Reed, seconded by Scott Golden to close the meeting to the public. Voice Vote. Time closed: 7:52pm.

Motion carried, voice vote, all present voting “yes”.

#### XV. Executive Session – In

Motion by Scott Golden, seconded by Stacey Juliano to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Voice Vote. Time in: 7:53pm.

- Board Goals

Motion carried, voice vote, all present voting “yes”.

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Resolution for Executive Session:

Whereas Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and whereas this public body is of the opinion that such circumstances presently exist. Now, therefore, be it resolved by the Berlin Township Board of Education, County of Camden, State of New Jersey, as follows:

- 1. The public shall be excluded from discussion and action upon hereafter specified subject matters. They are:
  - a. Any matter which by express provision of federal law or state statute or rule of court shall be rendered confidential.
  - b. Matters dealing with Federal Funding.
  - c. Discussion of any materials, the disclosure of which would constitute an unwarranted invasion of individual privacy.
  - d. Matters dealing with collective bargaining.
  - e. Matters dealing with the sale or purchase of public land.
  - f. Discussion of any pending or anticipated litigation or contract negotiation.

XVI. Executive Session – Close

Motion by Brian Davis, seconded by Kimberly Reed to come out of Executive Session. Voice Vote. Time out: 7:57pm.

Motion carried, voice vote, all present voting “yes”.

XVII. Adjournment

Motion by Scott Golden, seconded by Kimberly Reed to adjourn the meeting. Voice Vote. Meeting adjourned: 7:58pm.

Motion carried, voice vote, all present voting “yes”.

\_\_\_\_\_  
Megan Stoddart, Business Administrator

\_\_\_\_\_  
Date