

**BERLIN TOWNSHIP PUBLIC SCHOOLS**

*West Berlin, New Jersey 08091*

February 27, 2025

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, Brian Davis, President, call this meeting to order under the Open Public Meetings Act at 7:00pm.

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 6, 2025, 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 15, 2025 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, President	<u>Present</u>	2012 / 2027
Mrs. Kimberly Reed, Vice President	<u>Present</u>	2015 / 2027
Mrs. Lisa Hill-Muff	<u>Present</u>	2018 / 2027
Ms. Rebecca Allen	<u>Present</u>	2021 / 2026
Mr. Matt Phillips	<u>Present</u>	2025 / 2026
Mr. Scott Golden	<u>Present</u>	2021 / 2025
Mrs. Stacey Juliano	<u>Absent</u>	2020 / 2026
Vacant	_____	2023 / 2025
Mrs. Michele Williams-Oriente	<u>Present</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 Brian Davis, seconded by Michele Williams-Oriente

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:

- January 23, 2025

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 January to be acknowledged from the  
John F. Kennedy Elementary School:***

*Mila Stone, Nicolette Colella, Jolene Mcilhenny, Gabriella Godbold, Charlie Wilson, David Plaza*

***Students of the Month of January to be acknowledged from the  
Dwight D. Eisenhower Middle School:***

*Logan Muff, Bradley Balbuena, Dominic Shellenberger, Juan Prado*

**Presentation by district auditors from Bowman & Company. Presentation will be on the 2023/2024 school district audit.**

**Mr. Adam Lee, Superintendent: Presenting 2024-2025 school year SSDS and HIB results.**

**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

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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.

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. Review District and Board of Education Goals

### 2024-2025 District Goals

#### 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.

### 2024-2025 Board Goals

#### 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.

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## VIII. Public Comments – Open

Motion by Lisa Hill-Muff, seconded by Kimberly Reed to open the meeting to the public for the discussion of agenda items only. Voice Vote. Time in: 7:24pm

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.

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.

## IX. Public Comments – Closed

Motion by Scott Golden, seconded by Brian Davis to close the public portion of the meeting. Voice Vote. Time closed: 7:24pm.

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

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**Audit Approval:**

WHEREAS, the Berlin Township Board of Education in accordance with NJSA 18A:23-1 must have a certified External Audit of the district’s account and financial transactions; and  
 WHEREAS, the Berlin Township Board of Education received the audit performed by Bowman and Company and discussed said audit at its public meeting held on February 27, 2025, now  
 BE IT RESOLVED that the Berlin Township Board of Education accepts the audit for the 2023-2024 school year, fiscal year ending June 30, 2024, and approves the Corrective Action Plan (CAP) as follows:

**CORRECTIVE ACTION PLAN**

<b>AMR/ACFR FINDING #</b>	<b>*FINDING (CONDITION)</b>	<b>*RECOMMENDATION</b>	<b>*METHOD OF IMPLEMENTATION</b>	<b>PERSON RESPONSIBLE FOR</b>	<b>COMPLETION DATE</b>
2024-01	The School District’s Food Service Fund Net Cash Resources Exceeded its three-months average expenditures.	That the School District develop a plan to reduce the Food Service Fund’s Net Cash Resources below its three-month average expenditures.	The district will, on an on ongoing basis, purchase items to make improvements to student serving/ dining areas.	Business Administrator	June 30, 2025 and ongoing

**A. Approval of District Audit**

Motion by Lisa Hill-Muff, seconded by Scott Golden

RECOMMEND that that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2023/2024 school district audit for the Berlin Township School District.

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

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**X. Superintendent’s Report**

Motion by Scott Golden, seconded by Kimberly Reed to approve Superintendent’s Items XA. – XI. Roll Call Vote.

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

**A. Safety and Security – JFK**

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	1/13/25 @ 1:55pm
Safety (Active Shooter)	1/22/25 @ 1:15pm
Bus Evacuation	N/A

**B. Safety and Security – DDE**

<u>Type of Drill</u>	<u>Date and Time</u>
Fire	1/3/25 @ 9:37am
Safety (Bomb threat & Shelter in place)	1/16/25 @ 9:00am
Bus Evacuation	N/A

**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**

<b>School</b>	<b>Reports</b>	<b>Confirmed HIB</b>	<b>Not HIB</b>
JFK	1	0	1
DDE	0	0	0

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**E. Board Affirmation of Harassment, Intimidation and Bullying Investigation Decisions**

1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and having no appeals to date, affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) from last month:

<b>Reported to the Superintendent</b>	<b>School</b>	<b>Case Number</b>	<b>Result</b>
1/2/25	JFK	284969_JFK_01022025	HIB
1/8/25	JFK	285256_JFK_01082025	HIB

**F. Discussion**

1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Bylaws/Policy first reading. *This document was uploaded to the board portal for board review.*

<b>Policy Code</b>	<b>Policy</b>
3570	District Records and Reports
1112.4	Expectations for Conduct at Interscholastic Competitions/Events

2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Fundraisers:
  - Donate \$5 to wear red and jeans to support American Heart Association on Wednesday, February 19, 2025 for National Wear Red Day.
  - Donate \$7 for a Rastelli hoagie to support 8<sup>th</sup> grade activities on Friday, March 7, 2025.
3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to acknowledge the following names that were certified as school volunteers in February, 2025:  
Elanda Jackson, Jessica Peidl
4. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the 2024-2025 school year SSDS and HIB results. *This document was uploaded to the board portal for board review.*
5. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Sidebar agreement with BTEA for the Turnkey PD Presentations. *This document was uploaded to the board portal for board review.*
6. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the Strategic Plan - Action Plan. *This document was uploaded to the board portal for board review.*

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**G. 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>Student Cost</b>
6-8	Trost	YMCA of the Pines(Camp Ockanickon)	6/3/25	\$40
1	Schellenger	Philadelphia Zoo	5/15/25 (date change)	\$15
8	Scott	Constitution Center	3/5/25 (date change only)	

**H. 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>
Mary Ann Whitby	Substitute Nurse	\$175/day	2/28/25
Erin Shoer	Speech Language Specialist	\$63,031, MA/Step 1, prorated	on or before 4/28/25

2. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to accept the resignation, with regret, the staff members listed below
- Jessica German, Preschool teacher, effective May 1, 2025.
  - Deborah Vittorelli, bus driver, effective 2/1/2025
3. RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the following stipend positions for the 2024-2025 school year:

<b>Stipend Positions: 2024-2025 SCHOOL YEAR</b>		
<b>EMPLOYEE NAME</b>	<b>POSITION</b>	<b>STIPEND</b>
Evan Lindner	Spring Semester Music Instructor	\$3,905
Tom Mature	Baseball Coach	\$2,514
John Kelly	Softball Coach	\$2,514
Brian Martino	Baseball Assistant Coach	\$1,508
Serena Pearson	Softball Assistant Coach	\$1,508
Shannon Farley	Track Coach	\$2,010
Robin Schaffer	Event Security	\$31.42/hr

4. RECOMMEND that the Board of Education, on the recommendation of the Superintendent to approve the placement of Lindsey Wilson, a student at Camden County College, to observe Danielle Iacovelli’s classroom during the spring semester.

**I. Curriculum and Instruction**

1. RECOMMEND that the Board of Education, on the recommendation of the Superintendent, to approve the 2025 NJSLA State Testing Security Plan. *This document was uploaded to the board portal for board review*

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**XI. Business and Finance**

On a Motion by Brian Davis, and seconded by Michele Williams-Oriente to approve **Business and Finance** Items XIA. to XII. Roll Call Vote.

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

Financial Report – Period Ending December 2024 and January 2025

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 December 2024 and January 2025. 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 December 2024 and January 2025. The Treasurer’s and Secretary’s report are in agreement for the months December 2024 and January 2025.
- 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    57    Amount \$ 1,282,857.69**

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- F. RECOMMEND that the Board of Education, on the recommendation of the Superintendent and Business Administrator, approve the **January and February, 2025** listing of substitutes from Source 4 Teachers as follows:

	Pay Rate	Bill Rate
Full Day Substitute Paraprofessional	\$109.00	\$144.97
Half Day Substitute Paraprofessional	\$54.50	\$72.49
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 January, 2025 in the amount of \$57,220.32. *This list was uploaded for the board review.*
- H. RECOMMEND that the Board of Education, on the recommendation of the Business Administrator, approve the 2024-2025 CARE disbursements for the month of January, 2025 in the amount of \$8,205.30. *This list was uploaded for the board review.*
- I. RECOMMEND, that the Board of Education on the recommendation of the School Business Administrator, approve the following contracts for the 2024-2025 school year:

**Melissa Phillips** \$1000.00 per evaluation service  
*Speech and Language Pathologist* Travel fee of \$35 per 30 minutes  
*Teacher of the Deaf* \$100/hour of meeting attendance, if need be  
\$29.75 for fingerprint archival, if needed

**Karen Noble** \$1,000.00 per evaluation  
*Learning Disability Teacher/Consultant* Travel fee of \$0.65 per mile; plus, tolls  
*Teacher of the Deaf and Hard of Hearing* \$100/hour for meeting attendance

**Peace of Mind Psychological Services, LLC** \$1,500.00 per evaluation  
\$150.00 per meeting attendance  
Travel fee of \$40 per 30 minutes  
District will assume fingerprinting fees

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- 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:

<b>Name</b>	<b>Cost</b>	<b>Location/Date of Travel</b>
Marilyn Bright	\$0	NJPSA/FEA: Developing the Comprehensive Equity Plan/2-18-25, virtual
Kristin Braidwood	\$149.00	CCC: Learn More about the Science of Reading/2-21-25
Serena Pearson	\$295.00	BER: Using AI to Improve Special Education Learning & Teaching/3-24-25, virtual
Nicolette Corma	\$295.00	BER: Differentiated Instruction in the Secondary Classroom/3-26-25, virtual
Marilyn Bright	\$0	NJPSA/FEA: The Power of Relationships/3-27-25
Lisa Gillespie	\$289.00	NJSSNA: Spring Conference/3-28 & 3-29-25
Lisa Winters	\$295.00	BER: Decreasing Defiant & Argumentative Behaviors/4-3-25, virtual
Eileen Hoff	\$330.00	Wilson Academy: Foundations Level 3 Virtual Workshop/4-8-25
Corey Swan	\$295.00	BER: Helping Your Distracted Students/4-30-25, virtual

**XII. Old Business**

**XIII. New Business**

Committee Updates

Negotiations

BTEA

BTPSA

Finance

NJSBA

CCESC – reorg meeting

Pine Hill Bd of Ed – audit review; freshman orientation – 8/26/25; field lighting for football field; boys basketball in playoffs.

CCSBA

**XIV. Public Comments – Open**

Motion by Scott Golden, seconded by Kimberly Reed to open the meeting to the public for the discussion of non-agenda items only. Voice Vote. Time in: 7:41pm

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

Recognition of Citizens – for subjects not 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.

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- 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;
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- 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.

**Public Comment:**

**Mark Riepen** – 257 Mt. Vernon Ave.; bringing up traffic situation at both schools; areas saying “do not park” yet individuals still park there; long term plan for staff parking?

**XV. Public Comments – Closed**

Motion by Brian Davis, seconded by Kimberly Reed to close the public portion of the meeting. Voice Vote. Time closed: 7:53pm.

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

**XVI. Adjournment**

Motion by Rebecca Allen, seconded by Brian Davis to adjourn the meeting. Voice Vote. Meeting adjourned: 7:53pm.

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

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

\_\_\_\_\_  
Date