

# DEMAREST BOARD OF EDUCATION

## REGULAR MEETING MINUTES

Luther Lee Emerson School - Gymnasium  
August 24, 2021  
6:00 P.M.

### I. OPENING

- A. The meeting was called to order by President Holzberg at 5:30 pm.
- B. Present: Cantatore, Choi, Governale, Lee, Verna, Holzberg.  
Absent: Schliem  
Also present: Mr. Fox, Superintendent and Ms. Kelly Business Administrator/ Board Secretary

### II. ADJOURN TO EXECUTIVE SESSION

- A. The Board determined it will enter into Executive Session for the following reasons:
  - 1. Personnel
- B. It was moved by Verna, seconded by Cantatore and approved by unanimous voice vote of those present to approve the following resolution to enter the Executive Session:

**WHEREAS**, in order to protect the personal privacy and to avoid situations wherein the public interest might be disserved, the Open Public Meetings Act permits public bodies to exclude the public from that portion of a meeting at which certain matters are discussed;

**WHEREAS**, the length of the closed Executive Session is estimated to be thirty minutes, after which the Regular Public Meeting will reconvene and proceed with business where formal action may or may not be taken;

**NOW THEREFORE BE IT RESOLVED**, that consistent with the provision of N.J.S.A. 10:4-12(b), the Board of Education will now adjourn to executive session to discuss items stated above; and

**BE IT FURTHER RESOLVED**, that the Board hereby declares that its discussion of the aforementioned subjects will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

- C. It was moved by Verna, seconded by Cantatore and approved by unanimous voice vote of those present to convene executive session at 6:00 P.M.

### III. REOPEN PUBLIC MEETING

- A. It was moved by Choi, seconded by Governale to reopen the Regular Meeting to the public at 6:01 P.M.

B. President Holzberg read the following announcement:

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

In accordance with the provisions of this Act, the Demarest Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted at the Borough Hall and at the Middle School and by notifying in writing two newspapers: The Record and The Suburbanite.

IV. FLAG SALUTE

A. President Holzberg led the flag salute.

V. ROLL CALL

Present: Cantatore, Governale, Kirtane, Lee, Verna, Holzberg.

Absent: Schliem

Also present: Mr. Fox, Superintendent and Ms. Kelly Business Administrator/ Board Secretary

VI. APPROVAL OF MINUTES OF THE MEETINGS

A. It was moved by Verna, seconded by Cantatore and approved by unanimous voice vote of those present to approve:

- July 13, 2021 COW and Regular Meeting Minutes

VII. CORRESPONDENCE

A. Board Secretary Kelly reviewed this month's correspondence.

- Letter from parent concerning transportation

VIII. BOARD PRESIDENT'S REPORT

A. Board President Holzberg welcomed everyone back and hopes they enjoyed their summer.

IX. SUPERINTENDENT'S REPORT

A Superintendent Fox commented on the following:

- Thank you to the administration for working over the summer to get ready for school as well as the secretaries and custodial staff.
- Reviewed the work done over the summer including the County Road School addition.
- New teacher orientation was yesterday.
- Over the summer three days of instructional skills were provided by NVRHS for the 60 new teachers throughout the Valley.
- Reviewed the policy for COVID guidelines.

X. COMMITTEE REPORTS

- Ms. Choi presented on behalf of the Curriculum Committee. There are no major updates at this time. Gifted and talented criteria was updated.

XI. OTHER REPORTS AND PRESENTATIONS

A. Principal Regan noted the following:

- Thanked the secretaries and custodians for their work over the summer.
- New schedule includes 4 separate lunches. Will be using lockers and changing classes.
- Excited to be back.

B. Principal Mazzini reviewed the following:

- Thanked the secretaries and custodians for their work over the summer.
- Temporary fencing around CRS.
- New faculty lounge at CRS.
- New STEM room at LLE.
- Glad to be back.

XII. REVIEW OF AGENDA

- A. Board members reviewed the items.

XIII. PUBLIC COMMENT

- A. It was moved by Verna, seconded by Choi and approved by unanimous voice vote of those present to open the meeting to public comment limited to agenda items.
- B. Mr. Dipple of 64 Northwood Ave. and Michael Ference of 8 John St. came to the board on behalf of the DAA to ask permission to use our facilities for the 2021/2022 school year. The basketball and soccer program will run from 6:00-9:00 PM Monday through Friday and younger children on Saturday or Sunday mornings. They will provide COVID procedures and protocols to the board. There is a DAA meeting on September 1<sup>st</sup>.
- C. It was moved by Verna, seconded by Governale and approved by unanimous voice vote of those present to close the meeting to public comment.

XIV. ACTIONS

A. Instruction – Staffing

1. It was moved by Choi, seconded by Governale and approved by unanimous roll call vote of those present to approve the provisional employment of the following, substitute teacher for the 2021/2022 school year, as recommended by the Chief School Administrator. Employment status would become effective upon candidate's compliance with P.L. 1986, c.116 (revised 6/30/98) and N.J.S.A. 18A:6-7.7.

- Mia Rutigliano

2. It was moved by Choi, seconded by Governale and approved by unanimous roll call vote of those present to approve the following substitute teachers for the 2021/2022 school year, as recommended by the Chief School Administrator:

Lucas Bohmer
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Jodi Braunstein
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Tom Carson
Maria Dargan
Maria Drummond
Francesca Fanelli
Kristina Gorgone
Louis Napolitano
Maureen Panagi
Matthew Pease
Ava Rinaldi
Mirlinda Rraci
Tina Schweid
Paula Schweitzer

3. It was moved by Choi, seconded by Governale and approved by unanimous roll call vote of those present to approve Rocio Martinez, World Language Spanish teacher, at Demarest Middle School, MA, Step 18, effective October 11, 2021, PCR2140-040-200-00002, account code 11-130-100-101-040-00-03, as recommended by the Chief School Administrator. Employment status would become effective upon candidate's compliance with P.L. 1986, c. 116 (revised 6/30/98) and N.J.S.A. 18A:6.7.7.

4. It was moved by Choi, seconded by Governale and approved by unanimous roll call vote of those present to approve the following mentor/mentee, for the remainder of the 2021/2022 school year, as recommended by the Chief School Administrator:

Mentor	Mentee
Christine Reynolds	Caitlin Ross
Gabriela Bajdechi	Michael Main

5. It was moved by Choi, seconded by Governale and approved by unanimous roll call vote of those present to approve guide movement as follows for the 2021/2022 school year, as recommended by the Chief School Administrator:

Name	From	To
Kristen Fallon	BA	MA
Bridget DiMartini	MA+16	MA+32
Nicole Petri	MA	MA+16

6. It was moved by Choi, seconded by Governale and approved by unanimous roll call vote of those present to approve paid sick leave for Emily Yoon, Resource Room Teacher at County Road School account 11-120-100-101-030-00-00, PCR 2010-030-200-00004 from September 16, 2021 to October 19, 2021, unpaid FMLA from October 20, 2021 to January 11, 2022-with a return to work date of January 12, 2022, as recommended by the Chief School Administrator.

7. It was moved by Choi, seconded by Governale and approved by unanimous roll call vote of those present to approve the temporary transfer Julia Amaya from World Language teacher at County Road School (.4) and Luther Lee Emerson School (.6) PCR codes, 1550-030-108-01 and 1550-030-108-01 , budget codes 11-120-100-101-050-00-03, 11-120-100-101-050-00-03 and 11-110-100-101-030-00-03 to World Language teacher at Demarest Middle School PCR code 1550-040-108-02 account codes 11-130-100-101-040-00-03 and 11-120-100-101-040-00-03 from September 1, 2021 through October 8, 2021, as recommended by the Chief School Administrator.

**B. Instruction – Pupils/Programs**

1. It was moved by Lee, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the following contracts with Bergen County Special Services School District, Educational Enterprises Division for the 2021/2022 school year, as recommended by the Chief School Administrator:

Student ID	Contract ID	Service	Cost
1683624460	2153850	Teacher of deaf and hard of hearing	\$13,200

2. It was moved by Lee, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the following student lunch price schedule for the 2021/2022 school year, as recommended by the Chief School Administrator:

Item	Cost
Lunch CRS and LLE	\$5.50
Lunch DMS	\$5.50

3. It was moved by Lee, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the re-adoption of curriculum guides for the 2021/2022 school year, as recommended by the Chief School Administrator:

English Language Arts
Mathematics
Science
Social Studies
World Languages
Comprehensive Health and PE
Visual Arts
Performing Arts:Dance, Theatre/Music
ESL
Technology

4. It was moved by Lee, seconded by Cantatore and approved by unanimous roll call vote of those present to approve the following field trip(s), as recommended by the Chief School Administrator:

Location	Grade/Class
Demarest Deli/ Demarest	LLD class
Stop & Shop/ Closter	LLD class
Demarest Farms/Hillsdale	LLD class
Target/ Closter	LLD class
Stop& Shop/ Closter	LLD class

Dunkin Donuts/Demarest	LLD class
Garden State Plaza/Paramus	LLD class
Stop & Shop/ Closter	LLD class

5. It was moved by Lee, seconded by Cantatore and approved by unanimous roll call vote of those present to approve a non-domiciled tuition agreement with Miriam and Han Lee (parents) for their children to attend Kindergarten at an annual rate of \$19,071.00 and 3<sup>rd</sup> grade at an annual rate of \$20,831.00 as non-residents, domicile pending, as recommended by the Chief School Administrator.

6. It was moved by Lee, seconded by Cantatore and approved by unanimous roll call vote of those present to approve a non-domiciled tuition agreement with Terry Zhu and Ling Yu (parents) for their child to attend 1<sup>st</sup> grade at an annual rate of \$20,831.00 as non-residents, domicile pending, as recommended by the Chief School Administrator.

7. It was moved by Lee, seconded by Cantatore and approved by unanimous roll call vote of those present to approve a non-domiciled tuition agreement with Shiraz and Malika Kajee (parents) for their children to attend 1<sup>st</sup> grade at an annual rate of \$20,831.00 and 5<sup>th</sup> grade at an annual rate of \$20,831.00 as non-residents, domicile pending, as recommended by the Chief School Administrator.

8. It was moved by Lee, seconded by Cantatore and approved by unanimous roll call vote of those present to approve a non-domiciled tuition agreement with Janyna Yoo and Hyung Yoo (parents) for their children to attend 6<sup>th</sup> grade at an annual rate of \$20,982.00 as non-residents, domicile pending, as recommended by the Chief School Administrator.

9. It was moved by Lee, seconded by Cantatore and approved by unanimous roll call vote of those present to approve a non-domiciled tuition agreement with Soohyun Song and Michael Hong (parents) for their child to attend 2<sup>nd</sup> grade at an annual rate of \$20,831.00 as non-residents, domicile pending, as recommended by the Chief School Administrator.

C. Support Services – Staffing

1. It was moved by Governale, seconded by Lee and approved by unanimous roll call vote of those present to approve the provisional employment of the following classroom aide not to exceed 29 hours per week, for the 2021/2022 school year, as recommended by the Chief School Administrator. Employment status would become effective upon candidate's compliance with P.L. c. 116 (revised 6/30/98) and N.J.S.A. 18A:6-7.7.

School/Position	Staff	Step	Account Code
CRS			
Special Education Aide	Chung Chun	5	11-213-100-106-050-00-15

2. It was moved by Governale, seconded by Lee and approved by unanimous roll call vote of those present to approve the appointment of the following classroom aides, not to exceed 29 hours per week, for the 2021/2022 school year, as recommended by the Chief School Administrator:

School/Position	Staff	Step	Account Code
CRS			
Classroom Aides P3 & P4	Mary Kelly	6	11-190-100-106-030-00-44

	Minsun Oh	3	11-190-100-106-030-00-44
	Valbona Derguti	7	11-190-100-106-030-00-44
	Zoe Weinstein	3	11-190-100-106-030-00-44
	Isora Abreu	5	11-190-100-106-030-00-44
	Seong Min Chang	5	11-190-100-106-030-00-44
	Doreen Cerrone	5	11-190-100-106-030-00-44
1:1 Aide	Amanda Karrenberg SID 7001142991	3	11-000-217-106-030-00-18
Special Education Aides	Brenda Gensone	18	11-213-100-106-030-00-15
	Denise McVey	9	11-213-100-106-030-00-15
<b>LLE</b>			
1:1 Aides	Maureen Panagi (2273019823)	8	11-000-217-106-050-00-18
	Thomas Carson (1909502897)	4	11-000-217-106-050-00-18
			11-000-217-106-050-00-18
Special Education Aides	Francesca Fanelli	3	11-213-100-106-050-00-15
	Dena Monopoli	8	11-213-100-106-050-00-15
	Michelle Whitney	11	
<b>DMS</b>			
1:1 Aides	Lucas Bohmer (9961133651)	6	11-000-217-106-040-00-18
	Jodi Braunstein (6980044936)	17	11-000-217-106-040-00-18
Special Education Aides	Leslie Berkman	16	11-204-100-106-040-00-12
	Therese Fortunato	23	11-213-100-106-040-00-15
	Jeongmi Lee	8	11-213-100-106-040-00-15
	Cindy Wolfer	4	11-213-100-106-040-00-15
	Yoon Jin Choi	7	11-213-100-106-040-00-15
	Mirlinda Rraci	9	11-213-100-106-040-00-15

3. It was moved by Governale, seconded by Lee and approved by unanimous roll call vote of those present to accept the resignation of Benjamin Desic, County Road School custodian, effective September 6, 2021, as recommended by the Chief School Administrator.

4. It was moved by Governale, seconded by Lee and approved by unanimous roll call vote of those present to approve the employment of the following Lunch Aides according to the Aides Hourly Guide for the 2021/2022 school year, as recommended by the Chief School Administrator. Employment status would become effective upon candidate's compliance with P.L. c. 116 (revised 6/30/98) and N.J.S.A. 18A:6-7.7.

County Road School	Luther Lee Emerson School	Demarest Middle School
Marcy Azilides, step 7	Michelle Miller, step 5	Michelle Andreasen, step 7
Patricia Hefter, step 5		Mary Jeanne Drescher, step 25
		Jo Ann Martin, step 21

6. It was moved by Governale, seconded by Lee and approved by unanimous roll call vote of those present to re-appoint the following substitute secretaries for the 2021/2022 school year, as recommended by the Chief School Administrator:

Myriam Goldfeld

7. It was moved by Governale, seconded by Lee and approved by unanimous roll call vote of those present to approve the provisional employment of Nusret Desic, custodian at County Road School, step 2, effective September 16, 2021 for the remainder of the 2021/2022, PCR 9500-000-

262-01, account code 11-000-262-110-030-00-28, pending satisfactory results of fit for duty exam. Employment status would become effective upon candidate's compliance with P.L. 1986, c.116 (revised 6/30/98) and N.J.S.A. 18A:6-7.7

8. It was moved by Governale, seconded by Lee and approved by unanimous roll call vote of those present to approve Victoria Zimmerman to update district computers during the summer months not to exceed 80 hours\* at her per diem rate, as recommended by the Chief School Administrator.

\*modified from June 2021

D. Support Services – Board of Education

1. It was moved by Cantatore, seconded by Choi and approved by unanimous roll call vote of those present to approve the abolishment of policies, as recommended by the Chief School Administrator:

Policy/Regulation Number	Policy/Regulation Name
1648 Policy	Restart and Recovery Plan
1648.02	Remote Learning Options for Families
1648.03	Restart and Recovery Plan – Full Time Remote Instruction

2. It was moved by Cantatore, seconded by Choi and approved by unanimous roll call vote of those present to approve the first reading of Policy as recommended by the Chief School Administrator:

Policy/Regulation Number	Policy/Regulation Name
1648.11	The Road Forward – Health and Safety Guidance for the 2021-2022 School Year

3. It was moved by Cantatore, seconded by Choi and approved by unanimous roll call vote of those present to approve the following requests for facility use on the following dates, in accordance with policy 7510, as recommended by the Chief School Administrator.

Group/Event	Date(s)Time(s)	Location
PTO SAAC	3:15-6:00 when school is in session and 12:30-6:00 on half days	CRS, LLE and DMS
PTO Enrichment CRS	9/20-11/19 3:15-4:30	Gym, media center, classrooms
PTO Enrichment LLE	9/20-11/19 3:15-4:30	Gym, APR, classrooms

4. It was moved by Cantatore, seconded by Choi and approved by unanimous roll call vote of those present to approve Payschools as the district online payment system with a \$1.95 ACH transaction fee and a 3.9% convenience fee for debit or credit cards for the 2021/2022 school year, as recommended by the Chief School Administrator.



5. It was moved by Cantatore, seconded by Choi and approved by unanimous roll call vote of those present to approve district bus route 1-2022 for the 2021/2022 school year, as recommended by the Chief School Administrator.
6. It was moved by Cantatore, seconded by Choi and approved by unanimous roll call vote of those present to approve SOR testing labs for soil testing at County Road School at the attached rates, as recommended by the Chief School Administrator.
7. It was moved by Cantatore, seconded by Choi and approved by unanimous roll call vote of those present to approve the Demarest Mentoring Plan Statement of Assurance for the 2021/2022 school year, as recommended by the Chief School Administrator.
8. It was moved by Cantatore, seconded by Choi and approved by unanimous roll call vote of those present to approve the Demarest Professional Development Plan Statement of Assurance for the 2021/2022 school year, as recommended by the Chief School Administrator.
9. It was moved by Cantatore, seconded by Choi and approved by unanimous roll call vote of those present to approve contract with Bergen County Special Services School District for provision of the hospital instruction for the 2021/2022 school year at a rate of \$65.00 per hour, as recommended by the Chief School Administrator.
10. It was moved by Cantatore, seconded by Choi and approved by unanimous roll call vote of those present to approve the District Statement of Assurance (SOA) Comprehensive Equity Plan (as on file in the Superintendent's office) for the 2021/2022 school year and submit it to the Bergen County Executive Superintendent, as recommended by the Chief School Administrator.
11. It was moved by Cantatore, seconded by Choi and approved by unanimous roll call vote of those present to approve the joint consortium agreement with Northern Valley School Districts for mental health assessments with the West Bergen Mental Healthcare for the 2021/2022 school year, as recommended by the Chief School Administrator.
12. Move to approve the first reading of Policy, as recommended by the Chief School Administrator:

Policy/Regulation Number	Policy/Regulation Name
2464 Regulation	Gifted and Talented

E. Support Services – Fiscal Management

1. It was moved by Verna, seconded by Choi and approved by unanimous roll call vote of those present to confirm the July 15, 2021 payroll in the amount of \$91,893.98 as recommended by the Chief School Administrator.
2. It was moved by Verna, seconded by Choi and approved by unanimous roll call vote of those present to confirm the July 31, 2021 payroll in the amount of \$102,419.62 as recommended by the Chief School Administrator.
3. It was moved by Verna, seconded by Choi and approved by unanimous roll call vote of those present to approve the July 2021 in office checks in the amount of \$205,298.80 and August 24, 2021 budget checks in the amount of \$813,896.08, as recommended by the Chief School Administrator, as follows:

<u>Subtotal Per Fund</u>	<u>Amount</u>
11 General Current Expense	\$ 781,162.88
20 Special Revenue Fund	\$ 238,032.00
Total Bills:	\$1,019,194.88

4. It was moved by Verna, seconded by Choi and approved by unanimous roll call vote of those present to approve the following resolution, as recommended by the Chief School Administrator:

Receipt of Certification from Board Secretary

Pursuant to N.J.A.C 6:20-2.13 (d), I, Antoinette Kelly certify that as of July 31, 2021, no budgetary line item account has obligations or payments (contractual orders) which in total exceeds the amount appropriated by the district Board of Education pursuant to N.J.S.A 18A:22-8 and 18A:22-8.1.

5. It was moved by Verna, seconded by Choi and approved by unanimous roll call vote of those present to approve the following resolution, as recommended by the Chief School Administrator:

Certification of Board of Education

Pursuant to N.J.A.C 6:20-2.13 (e), we certify that as of July 31, 2021, after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district official, to the best of our knowledge no major account or fund has been over-extended in violation of NJAC 6:20-2.13 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

6. It was moved by Verna, seconded by Choi and approved by unanimous roll call vote of those present to acknowledge receipt of the July Report of the Board Secretary, A148 and Report of the Treasurer, A-149, as recommended by the Chief School Administrator.

7. It was moved by Verna, seconded by Choi and approved by unanimous roll call vote of those present to confirm the following budget transfer for July 2021, as recommended by the Chief School Administrator:

To:

Account Number	Description	Amount
11-000-211-300	Attendance and Social Work-Contracted Serv.	6,988.00
11-000-230-334	General Admin-Architect and Engineer	15,000.00
11-000-240-610	School Admin.-General Supplies	5,000.00
11-000-240-103	School Admin.-Salaries	720.00
11-000-252-340	Admin. Information Technology-Purch Services	1,400.00
11-000-261-105	Maint.-Salaries	651.00
11-000-262-520	Insurance	23,160.00
11-000-310-420	Food Service-Repair and Maintenance	1,000.00

From:

Account Number	Description	Amount
11-000-262-622	Utilities	6,988.00

11-000-230-820	General Admin.-Judgements Against BOE	20,000.00
11-000-240-105	School Admin.- Other Salaries	720.00
11-000-252-610	Admin. Information Technology-Supplies	1,400.00
11-000-262-100	Custodial-Salaries	651.00
11-000-291-250	Unemployment Insurance	11,000.00
11-000-291-260	Workers Compensation Insurance	12,160.00
11-000-291-299	Unused Sick Payments	1,000.00

8. It was moved by Verna, seconded by Choi and approved by unanimous roll call vote of those present to approve the revised June 2021 board secretary's report, as recommended by the Chief School Administrator.

9. It was moved by Verna, seconded by Choi and approved by unanimous roll call vote of those present to approve payment # 2 for addition and renovations at County Road School to contractor Daskal, NJDOE #1070-030-21-1000, in the amount of \$94,428.00, as recommended by the Chief School Administrator.

10. It was moved by Verna, seconded by Choi and approved by unanimous roll call vote of those present to approve change order # 1 for Addition and Renovations at County Road School with contractor Daskal, NJDOE #1070-030-21-1000, to change roofing support materials, in the amount of \$42,700.00, as recommended by the Chief School Administrator. This amount is being applied to the contingency that was included in the bid sum, therefore the contract amount of \$2,796,000 is unchanged.

11. It was moved by Verna, seconded by Choi and approved by unanimous roll call vote of those present to accept and authorize the submission of the following 2021/2022 APR/IDEA Basic and Pre-school Grant, as recommended by the Chief School Administrator:

<u>Description</u>	<u>Amount</u>
Tuition - IDEA Basic	\$49,744
Tuition – IDEA Preschool	<u>\$ 4,248</u>
Total Appropriation	\$53,992

12. It was moved by Verna, seconded by Choi and approved by unanimous roll call vote of those present to approve acceptance of ESSER grant for Special Education Leader Services in conjunction with Northern Valley Regional High School for 30 hours of training, as recommended by the Chief School Administrator

F. Other

1. It was moved by Choi, seconded by Verna and approved by unanimous voice vote of those present to adopt the following resolution:

BE IT RESOLVED THAT the Demarest Board of Education will convene in a closed Executive Session on Tuesday, September 14, 2021 and September 21, 2021, if necessary, to discuss personnel, student and/or legal matters. BE IT FURTHER RESOLVED THAT the nature of the discussion is expected to be disclosed to the public at a future date.

XV. PUBLIC COMMENT

A. It was moved by Verna, seconded by Governale and approved by unanimous voice vote of those present to open the meeting to public discussion.

- B. Joann Fried of 179 County Road expressed her gratitude for all of the work that is done by the district to provide instruction during COVID as well as concern over the relaxation of some of the protocols this year and wanted to bring her concerns to the board.
- C. It was moved by Verna, seconded by Lee and approved by unanimous voice vote of those present to close the meeting to public discussion.

XVI. NEW BUSINESS

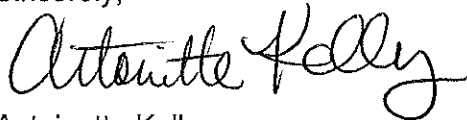
XVII. EXECUTIVE SESSION

- A. There was no motion to enter the Executive Session.

XVIII. ADJOURNMENT

- A. It was moved by Verna, seconded by Lee and approved by unanimous voice vote to adjourn the meeting at 7:15 P.M.  
Note: Governale departed the meeting at 6:50 P.M.

Sincerely,



Antoinette Kelly  
Business Administrator and Board Secretary