

JEFFERSON TOWNSHIP BOARD OF EDUCATION
Regular Meeting Minutes
Monday
September 15, 2003

A. Mr. Hanisch called the meeting to order at 8:03 PM, and read the Open Meeting Statement.

B. Pledge of Allegiance.

C. ROLL CALL:	<u>Present</u>	<u>Absent</u>
Mr. Andre	X	
Mrs. Cammarano		X
Mr. Cuccio		X
Mr. Erdmann	X	
Mr. Hanisch	X	
Miss Klepp	X	
Mrs. Muller	X	
Mr. Tasker	X (arrived at 8:10 PM)	
Mrs. Van Houwe	X	
Miss Alicia Hooper	X	
Mr. Robert VanderPloeg	X	

D. SUPERINTENDENT'S REPORT

Dr. Bowen reported the *Good News and Progress in Our Schools*.

- Football game season opener – great success!
- Highlighted added agenda items

E. PRESENTATIONS

- QAAR – Attainment of 2002-2003 Goals; Objectives 2003-2004 - Presented by Dr. Antunes
- Early Retirement Incentive - Presented by Mrs. Mylchreest with a recommendation not to participate by Dr. Bowen
- Emergency Notification and Preparedness procedures - Presented by Dr. Bowen
- High School Underground Storage Tank Remediation – Presented by Dr. Bowen with Board action following

F. MINUTES OF MEETINGS

F.1 Motion by Miss Klepp, seconded by Mrs. Muller, that the minutes of the following meetings be approved as submitted:

August 5, 2003 - Special Meeting

Roll call vote:	Mr. Andre	- Yes	Mr. Tasker	- Yes
	Mr. Erdmann	- Abstain	Mrs. Muller	- Yes
	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Abstain
	Miss Klepp	- Yes		

Five in favor. Two abstentions. Motion carried.

F.2 Motion by Miss Klepp, seconded by Mrs. Muller, that the minutes of the following meetings be approved with corrections made to the financial reports as to the month identified. The actual reports and data were corrected.

August 11, 2003 – Work/Regular Session Meeting

Roll call vote:	Mr. Andre	- Yes	Mr. Tasker	- Yes
	Mr. Erdmann	- Yes	Mrs. Muller	- Yes
	Mr. Hanisch	- Abstain	Mrs. Van Houwe	- Abstain
	Miss Klepp	- Yes		

Five in favor. Two abstentions. Motion carried.

G. FINANCE COMMITTEE

Motion by Mrs. Muller, seconded by Miss Klepp, to accept the recommendation of the Superintendent to approve and adopt motions G.3 through G.9, as described below:

G.3 Motion to accept the **Treasurer and Secretary's Report** dated July 2003.

G.4 Motion to approve the **transfers** dated August 2003.

G.5 Motion to authorize the **transfer** of \$28,407 from the fund balance to the charter school account, to compensate for increased enrollment. See item I.2.

G.6 Motion that the Board of Education approve the **certification** by the Board Secretary, pursuant to NJAC 6A:23-2.11(c)3, that as of August 2003 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of NJAC 6A:23-2.11(a).

G.7 Motion to certify, in accordance with NJAC 6A:23-2.11(c)4, that as of August 2003, after review of the Board Secretary's and Treasurer's **Monthly Financial Reports** and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation of NJAC 6A:23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

G.8 Motion to submit the **FY04 No Child Left Behind** (NCLB) application in the total amount of \$208,977, broken down as follows:

TITLE I	\$114,100
TITLE II – PART A	\$ 67,528
TITLE II – PART D	\$ 2,875
TITLE III	\$ - 2,924 (declined)*
TITLE IV	\$ 10,135
TITLE V	\$ 14,339

*(NCLB **Title III** English Language Acquisition and Language Enhancement funds are being declined due to the unavailability of a local ESL consortium as required by NCLB regulation for Title III grants less than \$10,000.)

G.9 Motion to approve the submission of Application for State Aid Funding for FY04 in the amount of \$9,729.00 for the **New Jersey Character Education Partnership (NJCEP) Initiative**.

Roll call vote:	Mr. Andre	- Yes	Mr. Tasker	- Yes
	Mr. Erdmann	- Yes	Mrs. Muller	- Yes
	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes
	Miss Klepp	- Yes		

All in favor. Motion carried.

Motion by Mr. Andre, seconded by Miss Klepp, to accept the recommendation of the Superintendent to approve and adopt motions G.1 and G.2, as described below:

G.1 Motion to approve the list of **requisitions** dated August 2003 in the amount of \$3,191,209.65.

G.2 Motion to approve the **bills list** dated August 2003 in the amount of \$1,229,473.96.

Roll call vote:	Mr. Andre	- Yes	Mr. Tasker	- Yes
	Mr. Erdmann	- Yes	Mrs. Muller	- Abstain
	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes
	Miss Klepp	- Yes		

Six in favor. One abstention. Motion carried.

H. PERSONNEL COMMITTEE

Motion by Mr. Tasker, seconded by Mrs. Muller, to accept the recommendation of the Superintendent to approve and adopt motions H.1, H.2 and H.4, as described below:

H.1 Motion to appoint and submit to the County Superintendent applications for **emergent hiring** and the applicant’s attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. Seq., N.J.S.A. 18A:39-17 et. seq., or N.J.S.A. 18A:6-4.13 et. seq. for those employees listed below: (All appointments are contingent upon receipt of proper teaching certification and all salary placements are pending receipt of college transcripts verifying degree status and letter stating years of service in other districts, * denotes mentoring required) **appointments effective 9/1/03 through 6/30/04 with salary adjustments upon adoption of new salary guides.**

Personnel

It is recommended that approval be given to the following personnel actions as recommended by the Superintendent of Schools. Where applicable, salary will be adjusted upon adoption of salary guides.

Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
A: Administrators								
B: Instructional								
Parent, Michael	Resign	Teacher English		N/A	HS	9/1/2003	9/1/2003	To accept another position
Anello, Deborah	Leave of Absence	BSIP		N/A	MS	9/1/2003	N/A	Family Leave of Absence to care for husband @ 1 month
Cinnamon, Christine	Appoint	Teacher Spec Ed	4 BA	\$37,400.00	CL	9/1/2003	6/30/2004	Appoint as Teacher
Geveke, Claire	Appoint	Interim LDT/C .49	12 MA	\$48,200.00		9/10/2003	6/30/2004	Appoint as Interim LDT/C .49% position, prorated
Heckenberger, Lisa	Appoint	P/T Reading .49	2 BA +15	\$37,100.00	WR	9/1/2003	6/30/2004	Appoint as Part-time Reading .49, prorated
Walsh, Jennifer	Appoint	Nurse	1 BA	\$35,500.00	HS	9/1/2003	6/30/2004	Appoint as School Nurse
DeGraw, Rebecca	Appoint	Teacher English	3 BA	\$36,700.00	HS	9/1/2003	6/30/2004	Appoint as Teacher
Allison Milian	Rescind Appoint	Nurse			HS	8/12/2003	8/12/2003	Declined Position

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Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
C: Non-Instructional								
Barile, Connie	Leave of Absence	Kindergarten Aide		N/A	Dr	9/1/2003	N/A	Medical Leave of Absence @ 5 weeks or upon physical release
Beyel, Marilyn	Appoint	General School Aide		11.75 pr hr	St	9/16/2003	6/30/2004	General School Aide
Syvarth, Barbara	Hour Adjustment	Transportation Aide				9/1/2003	6/30/2004	Hour Adjustment from 4 hrs, 13 minutes to 4 hrs, 4 minutes/day
Rimmer, Lillian	Hour Adjustment	Transportation Aide				9/1/2003	6/30/2004	Hour Adjustment from 1 hr, 17 minutes to 2 hrs, 55 minutes/day
Lind, Gloria	Hour Adjustment	Transportation Aide				9/1/2003	6/30/2004	Hour Adjustment from 3 hrs, 58 minutes to 2 hrs, 55 minutes/day
Wenneis, Diane	Hour Adjustment	One to One Aide				9/1/2003	6/30/2004	Hour Adjustment from 6 hrs. to 6.5 hrs/day
Spaan, Donna	Hour Adjustment	One to One Aide				9/1/2003	6/30/2004	Hour Adjustment from 6 hrs. to 6.5 hrs/day
Woods, Cheryl	Hour Adjustment	One to One Aide				9/1/2003	6/30/2004	Hour Adjustment from 6 hrs. to 6.5 hrs/day
Porter, Suzanne	Hour Adjustment	One to One Aide				9/1/2003	6/30/2004	Hour Adjustment from 3 hrs. to 3 hrs, 15 minutes/day
Pirrello, Dianne	Hour Adjustment	One to One Aide				9/1/2003	6/30/2004	Hour Adjustment from 3 hrs. to 3 hrs, 15 minutes/day
D: Substitutes/Other								
Mangold, Elizabeth	Appoint	Substitute		\$177.50 per diem	CL	9/29/2003	12/23/2003	Long-term sub replacing Amy Connors
Westervelt, Ann	Appoint	Substitute		\$177.50 per diem	HS	9/1/2003	9/30/2003	Long-term sub replacing Karen Mason
Bethune, Joyce	Appoint	Substitute		\$177.50 per diem	MS	9/1/2003	9/30/2003	Long-term sub replacing Deborah Anello
Brown, Lenore	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Dalton, Deborah	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Gaul, Dale	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Lynch, Laurie	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Maurer, Karen	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Nimmo, Donna	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Noble, Christine	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Renard, Jamie	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Ricadela, Robert	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Salvatore, Tracey	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Seney, Tanya	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Schaefer, Karin	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Sina, Mergin	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Woody, Raymond Jr.	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Eltawil, Azza	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	

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Carney, Diane	Appoint	Substitute		\$80.00 per diem		9/1/2003	6/30/2004	
Gaul, Dale	Appoint	Substitute		\$7.50 pr hr		9/1/2003	6/30/2004	
McNamara, June	Appoint	Substitute		\$6.97 pr hr	MS	9/1/2003	6/30/2004	

Name	Nature of Action	Position	Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
E: Extra Duty Pay								
Parent, Michael	Resign	Yearbook Advisor			HS	9/1/2003	9/1/2003	Resignation from position
Smith, Kirsten	Resign	School Newspaper Advisor			HS	2003/2004	2003/2004	Resignation from position
Szwartz, Anthony	Resign	Sophomore Class Advisor			HS	2003/2004	2003/2004	Resignation from position
Adessa, Ken	Appoint	Summer Band Percussion		\$668.83	HS	Summer 2003	Summer 2003	Summer Band Percussion Instructor
Adessa, Ken	Appoint	Marching Band Percussion		\$735.24	HS	Summer 2003	Summer 2003	Summer Marching Band Percussion Instructor
Palumbo, Brian	Appoint	Curriculum Writing		\$20.00 per hour		Summer 2003	Summer 2003	Curriculum writing for Accounting Honors Course not to exceed 20 hours
Shortway, Harry	Appoint	Asst. Football Coach	1	\$3,290.82	HS	Summer/Fall	Summer/Fall	Assistant Football Coach
Smith, Kirsten	Appoint	Yearbook Advisor		\$2,587.93	HS	2003/2004	2003/2004	Yearbook Advisor
DeGraw, Rebecca	Appoint	School Newspaper Advisor		\$1,938.91	HS	2003/2004	2003/2004	Newspaper Advisor
Newman, Debbie Szwartz, Anthony	Appoint	Co-Sophomore Class Advisors		\$443.94/pp	HS	2003/2004	2003/2004	Shared position
Lerch, Karen	Appoint	German National Honor Society Advisor		\$280.81	HS	2003/2004	2003/2004	Advisor
Edge, Denyse	Appoint	CST		\$300.00		Summer 2003	Summer 2003	1 Additional evaluation
Stipend Athletic								
Stipend Non-Athletic								

H.2 Motion to designate the source of funding for the following individuals as funded from the FY2004 respective Grant:

Title I Grant

Name	Location	Position	Salary	Grant Share	FICA/TPAF	Benefits
Fran Focacci	Briggs	BSI	\$ 33,449	\$ 29,680		\$ 4,452
Linda Bonora	Stanlick	BSI	\$ 20,875	\$ 20,875	\$ 3,131	\$ 7,201
Linda Bonora	Drummond	BSI	\$ 20,875	\$ 8,480	\$ 1,272	
Barbara Van Antwerp	White Rock	BSI	\$ 37,889	\$ 33,920	\$ 5,089	

Title I Total \$114,100

Class Size Reduction

Katie Pierson	Stanlick	Grade 2	\$ 39,050	\$ 39,050	\$ 5,858	\$ 12,000
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H.4 Motion to Increase Bid Threshold and Appoint Dora E. Mylchreest as a Qualified Purchasing Agent in accordance with the following *Resolution*:

***Increasing Bid Threshold and Appointing a Qualified Purchasing Agent
Subject to the Provisions of N.J.S.A. 18A:18A-1 et seq.***

WHEREAS, the recent changes to the Public School Contracts Law gave boards of education the ability to increase their bid threshold up to \$25,000; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Dora E. Mylchreest possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Jefferson Township Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3; now, therefore, be it

RESOLVED, that the governing body of Jefferson Township Board of Education, in the County of Morris, in the State of New Jersey hereby increases its bid threshold to \$25,000; and be it further

RESOLVED, that the governing body hereby appoints Dora E. Mylchreest as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and be it further

RESOLVED, that in accordance with N.J.A.C.5:34-5.2 the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Dora E. Mylchreest’s certification to the Director of the Division of Local Government Services.

Roll call vote:	Mr. Andre	- Yes	Mr. Tasker	- Yes
	Mr. Erdmann	- Yes	Mrs. Muller	- Yes
	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes
	Miss Klepp	- Yes		

All in favor. Motion carried.

Motion by Mr. Andre, seconded by Mrs. Van Houwe, to accept the recommendation of the Superintendent to approve and adopt motion H.3, as described below:

H.3 Motion to approve faculty/staff assignments for 2003/04, as shown on **Exhibit A**.

Roll call vote:	Mr. Andre	- Yes	Mr. Tasker	- Abstain
	Mr. Erdmann	- Yes	Mrs. Muller	- Abstain
	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes
	Miss Klepp	- Yes		

Five in favor. Two abstentions. Motion carried.

I. EDUCATION COMMITTEE

Motion by Mrs. Muller, seconded by Mr. Tasker, to accept the recommendation of the Superintendent to approve and adopt motion I.1 through I.5, as described below:

I.1 Motion to approve placement of students **out of district** for the 2003/04 school year as indicated: M-12 – Willow Glen Academy \$175.71 per diem

I.2 Motion to approve placement of students **Charter School** for the 2003/04 school year as indicated:
Sussex County CS for Technology (2): M12 and M13
Unity Charter School (3): M11, F8 and F9

I.3 Motion to approve reimbursement for **college credits earned** pursuant to Article XXXIII of the Agreement between the JTBOE and the JTEA for the 2002/03 school year as indicated below:

NAME	CREDITS	AMOUNT
Castimore, Shannon	2	\$300.00
Correia, Karen	2	\$300.00
Connors, Amy	3	\$450.00
D'Ambrosio, Kathleen	Bal of funds	\$200.00
Engelsman, Taisa	2	\$300.00
Hansen, Cecilia	3	\$450.00
Latronica, Deborah	3	\$450.00
Levine, Matthew	3	\$450.00
McLeod, Maryellen	2	\$300.00
Sparling, Jodie	2	\$300.00
Stewart, Christine	5	\$750.00

I.4 Motion to approve submission of the 2003/04 **QAAR** report to the Morris County Superintendent.

I.5 Motion to approve the JTHS Personal Development Program overnight retreat to Sacred Heart Center in Newton, NJ for the following dates, September 28, 29 and 30, 2003 for 64 students and four faculty Members.

Roll call vote:	Mr. Andre	- Yes	Mr. Tasker	- Yes
	Mr. Erdmann	- Yes	Mrs. Muller	- Yes
	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes
	Miss Klepp	- Yes		

All in favor. Motion carried.

J. POLICY COMMITTEE

Motion by Miss Klepp, seconded by Mr. Tasker, to accept the recommendation of the Superintendent to approve and adopt motions J.1, as described below:

J.1 Motion to approve the **first reading** of the following:

- 5000 PUPILS
- 5240 TARDINESS
- 5410 PROMOTION AND RETENTION
- 5411 PROMOTION FROM EIGHTH GRADE
- 5420 REPORTING PUPIL PROGRESS
- 5430 CLASS RANK
- 5460 HIGH SCHOOL GRADUATION
- 5465 EARLY GRADUATION
- 5820 STUDENT GOVERNMENT
- 5830 PUPIL FUND RAISING
- 5841 SECRET SOCIETIES
- 5842 EQUAL ACCESS OF PUPIL ORGANIZATIONS
- 5850 SOCIAL EVENTS AND CLASS TRIPS
- 5880 PUBLIC PERFORMANCES BY PUPILS

Roll call vote:	Mr. Andre	- Yes	Mr. Tasker	- Yes
	Mr. Erdmann	- Yes	Mrs. Muller	- Yes
	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes
	Miss Klepp	- Yes		

All in favor. Motion carried.

K. AUXILIARY COMMITTEE

Motion by Mr. Erdmann, seconded by Mrs. Muller, to accept the recommendation of the Superintendent to approve and adopt motion K.1, as described below:

K.1 Motion to continue the appointment of **Robert Tosti, now of Wilson, Elser, Moskowitz, Edelman & Dicker LLP**, Board Attorney and Negotiator for the 2003-04 school year.

Roll call vote:	Mr. Andre	- Yes	Mr. Tasker	- Yes
	Mr. Erdmann	- Yes	Mrs. Muller	- Yes
	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes
	Miss Klepp	- Yes		

All in favor. Motion carried.

L. BUILDING NEEDS COMMITTEE

Motion by Mr. Tasker, seconded by Mr. Erdmann, to accept the recommendation of the Superintendent to approve and adopt motions L.1 and L.2, as described below:

L.1 Stanlick School STP Permit

WHEREAS, the Jefferson Township Public Schools has made application to the Department of Environmental Protection (DEP) for a sewer treatment plant permit, and

WHEREAS, the DEP has placed onerous conditions in connection with the permit issuance; and

WHEREAS, following a coordination meeting with the Superintendent of Schools, Board Attorney, Business Administrator and Mr. John Scheri of Hatch Mott MacDonald, it was concluded that the conditions contained in the Stanlick School STP permit were too restrictive and not in the district's best interest;

NOW THEREFORE BE IT RESOLVED, that upon the recommendation of the Jefferson Township Superintendent of Schools, that the district authorize the Board Attorney to make a filing with an Administrative Law Judge to challenge the findings and restrictions contained in the sewer plant permit.

L.2 High School Underground Storage Tank Disturbance

WHEREAS, the Jefferson Township High School is undergoing a major construction project; and

WHEREAS, the as-built drawings from 1964 do not show an underground storage tank located beneath the former automotive/industrial arts wing of the high school; and

WHEREAS, during routine excavation a backhoe encountered a scent of oil and it was determined to emanate from a compromised and abandoned waste disposal concrete receptacle; and

WHEREAS, the district had to take immediate steps to contact the appropriate authorities, including the Department of Environmental Protection and the Municipality,

NOW THEREFORE BE IT RESOLVED, that upon the recommendation of the Jefferson Township Superintendent of Schools, that the district declare this an emergency project which by statute can be awarded without public bidding; and

BE IT FURTHER RESOLVED, that upon the recommendation of the Jefferson Township Superintendent of Schools, that the district enter into an agreement with AWT Environmental Services, Inc., a licensed tank remediation organization, to take the proper steps to resolve this situation in accordance with prescribed laws, and in accordance with the proposal currently being reviewed by the Board Attorney.

Roll call vote:	Mr. Andre	- Yes	Mr. Tasker	- Yes
	Mr. Erdmann	- Yes	Mrs. Muller	- Yes
	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes
	Miss Klepp	- Yes		

All in favor. Motion carried.

M. COMMITTEE REPORTS

N. CORRESPONDENCE

O. OLD BUSINESS

P. NEW BUSINESS

Q. COMMENTS FROM THE AUDIENCE

R. BOARD MEMBER COMMENTS

S. CONFIDENTIAL SESSION

Motion by Mrs. Muller, seconded by Miss Klepp, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 15th day of September, 2003 at 8:34 PM, as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (7) and (8) to discuss negotiations, attorney-client matters and personnel. Action may be taken.
2. The matters discussed or determined in closed session will be disclosed to the public at the earliest possible date.
3. This resolution shall take effect immediately.

Motion carried.

The meeting reconvened to regular session at 9:45 PM.

Motion by Mrs. Muller, seconded by Mr. Erdmann, that upon the recommendation of the Superintendent of Schools, the Board appoint Hatch Mott MacDonald as project manager to oversee the proper installation and certification of a sewer treatment plant to be located at the high school campus, at a cost not to exceed \$96,500, subject to final review and contract approval by the Board Attorney.

Roll call vote:	Mr. Andre	- Yes	Mr. Tasker	- Yes
	Mr. Erdmann	- Yes	Mrs. Muller	- Yes
	Mr. Hanisch	- Yes	Mrs. Van Houwe	- Yes
	Miss Klepp	- Yes		

All in favor. Motion carried.

T. ADJOURN

Motion by Mrs. Muller, seconded by Mr. Erdmann, that the meeting adjourn at 9:50 PM.

Respectfully submitted,

Dora E. Mylchreest
Board Secretary