



## LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

Monday, November 26, 2018

Executive Session – Administrative Building Large Conference Room – 6:00 p.m.

Public Session – Administrative Building Large Conference Room – 7:00 p.m.

A **Voting Meeting** of the Livingston Board of Education was held on this date in the large conference room at the Administration Building. The meeting was called to order at 6:00 p.m. by the Board President, Pamela Chirls, who announced that adequate notice of this meeting had been provided by amendment to notice approved at the Board's reorganization meeting on January 2, 2018 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *The Alternative Press* and the Livingston Township Clerk.

Mr. August moved the following:

### **Executive Session**

**Whereas**, the Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discuss certain matters; now, therefore be it

**Resolved**, that the Livingston Board of Education adjourns to closed session to discuss:

- Negotiations and Personnel

Action may be taken upon return to public session. The full length of the meeting is anticipated to be approximately 60 minutes and be it

**Further Resolved**, the minutes of this closed session be made public when the need for confidentiality no longer exists.

Dr. Shen seconded the motion.

Vote all in favor.

At 7:00 p.m., Mrs. Chirls reconvened the public meeting.

Members Present: Charles "Buddy" August, Pamela Chirls, Ronnie Konner, Samantha Messer, George Shen and Philippe Jallow

Also in Attendance: James O'Neill, Steven Robinson, Lisa Capone-Steiger, Susan Burman, Joann Goldberg and approximately 15 members of the public and staff

Mrs. Chirls expressed the board's appreciation to all of the Livingston Fire Department, Livingston Police Department and Department of Public Works employees who helped keep our children safe, warm and fed during the storm on November 15. Mrs. Chirls also thanked all the school district employees.

Chief Mullin commended the MPMS staff and our bus drivers.

Mr. O'Neill added he would like to recognize all of the staff who went way and above the call of duty adding some stayed until every child was home and out of school and that the bus drivers did an excellent job navigating the streets. Mr. O'Neill added the Township and district employees all worked together in a picture perfect way under the most adverse of circumstances and is grateful for all that everyone did.

### **Superintendent's Report**

Mr. O'Neill explained the next steps in the superintendent search. On December 17 and possibly 18, a representative of New Jersey School Boards Association will be onsite to meet with groups of people to gather their input about the qualities and skills we want in the next superintendent. The representative will also hold an open public forum in the evening for those who aren't able to make the smaller group meetings. Mr. O'Neill continued that during the first week of January, an online survey will be sent as an additional outlet for people to provide their comments. The deadline for applications is January 11. A week after that date, the board will review all the applications and begin to set up a schedule for interviews. If all goes well, we hope to arrive at a successful conclusion no later than March 1<sup>st</sup>.

### **Board Reports**

Mr. August announced a few of the board members attended the PRIDE Thanksgiving luncheon.

Mr. August announced the LACD holiday party is being held this Saturday at the Senior Center.

Mrs. Konner reminded everyone that the Garden State Coalition of Schools is having a meeting at the Ridgewood Board of Education on Wednesday, November 28 at 7:00 p.m.

Mrs. Konner reminded everyone there will be a memorial in Pennsylvania for Dr. Robert Kish on December 8 from 1:00 to 4:00 p.m. Mrs. Konner added anyone interested will be able to offer their reflections. Mrs. Konner and Mr. August both plan on attending and offered a ride to anyone else interested in going with them.

Mrs. Chirls attended a meeting at the high school with a group of 50 administrators from China who visited for the day to see various programs.

### **Approval of Minutes**

Mr. August moved the following:

1. Voting Meeting Minutes of October 15, 2018

Mrs. Konner seconded the motion.

**ROLL CALL VOTE** – Ayes – Mr. August, Mrs. Konner, Ms. Messer, Dr. Shen, Mrs. Chirls  
Nays – None

**Public Input on Agenda Items ~ up to 15 minutes**

Suzanne Steckert, an ELA teacher at MPMS, requested the staff at MPMS be compensated for the additional seven hours they spent tending to the needs of students during the storm on November 15.

**RECOMMENDATIONS FOR APPROVAL**

**PROGRAM/CURRICULUM**

Mr. August moved the following:

**1.1 Software**

**Resolved**, that the Livingston Board of Education approves the following software as shown on **Attachment A**.

**1.2 Student Teachers**

**Resolved**, that the Livingston Board of Education approves the following student teacher assignments:

<b>Name</b>	<b>School</b>	<b>Type of Placement</b>	<b>In-District Location</b>	<b>Assigned Staff</b>	<b>Date</b>
Lucy Zheng	Montclair State University	Elementary Education	Harrison	Kristin Szelingowski	Nov. 27 – Dec. 20, 2018
Maria Lijoi	County College of Morris	Social Studies	Mount Pleasant Middle	Erica DeRosa	Nov. 27 – Dec. 20, 2018
Erin Scanlon	Monmouth University	Speech Language Pathologist	Mount Pleasant Middle	Leigh Brown	Jan. 1 – June 30, 2019
Rebecca Leshchinsky	Caldwell University	Elementary Education	Hillside Elementary	Pam Richardson	Jan. 22 – May 10, 2019 Sept. – Dec. 2019
Naomi Silverman	Yeshiva University	Speech-Language Pathology	Burnet Hill	Brittany Arrington	Jan. 22 – May 13, 2019

Dr. Shen seconded the motion.

**ROLL CALL VOTE** – Ayes – Mr. August, Mrs. Konner, Ms. Messer, Dr. Shen, Mrs. Chirls  
Nays – None

**STUDENT SERVICES**

Mrs. Konner moved the following:

**2.1 Out of District Placements**

**Resolved**, that the Livingston Board of Education approves placement for the academic year 2018-2019 for twelve (12) Livingston student with disabilities and for Extended School Year 2018

(Summer Programs) for two (2) Livingston students with disabilities, as classified and recommended by the Child Study Team, in facilities with tuition costs to be determined within the limits established by the New Jersey Board of Education as shown on **Attachment B**.

## **2.2 Related Services/Medical Consultants**

**Resolved**, that the Livingston Board of Education approves the following consultants that will be utilized to provide related services for the 2018-2019 school year:

### **BEHAVIORAL TRAINING & ASSISTANCE / APPLIED BEHAVIORAL ANALYSIS**

New Jersey Coalition for Inclusive Education, Inc.		\$1,600.00/full day
Hand Over Hand, LLC	BCBA Supervision	\$150.00/hour
	Behavior Therapy	\$80.00/hour

### **CLINICAL SUPERVISION**

Melissa Woronoff, Psy.D.		\$200.00/hour
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### **NEUROLOGICAL/NEURODEVELOPMENTAL EVALUATIONS**

Atlantic Health System		\$675.00/evaluation
Goryeb Children's Hospital – Morristown Med. Ctr./Overlook Med. Ctr.		
Saint Joseph's Children's Hospital		\$450.00/evaluation

### **OCCUPATIONAL THERAPIST**

Morris Union Jointure Commission		\$200.00/hour
NJY – Round Lake		\$125.00/hour

### **PHYSICAL THERAPIST**

Morris Union Jointure Commission		\$225.00/hour
P.G. Chambers School		\$84.00/hour

### **SPEECH AND LANGUAGE THERAPIST**

Morris Union Jointure Commission		\$240.00/hour
NJY – Round Lake		\$125.00/hour
P.G. Chambers School		\$84.00/hour

Dr. Shen seconded the motion.

**ROLL CALL VOTE** – Ayes – Mr. August, Mrs. Konner, Ms. Messer, Dr. Shen, Mrs. Chirls  
Nays – None

## **BUSINESS**

Mrs. Konner moved 3.1 to 3.8:

### **3.1 Payment of Bills**

**Whereas**, the Board Secretary has audited certain vendor claims as required by N.J.S.A. 18A:19-2 and Board Policy 6470 and presented them to the Livingston Board of Education with the recommendation they be paid, now therefore be it

**Resolved**, that the Livingston Board of Education approves the payment of the following bills in the amounts listed and attach a complete copy of these bills to the minutes of this meeting.

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
10&11	Regular	\$3,075,436.94
12	Regular	443,609.95
20	Regular	178,628.72
60	Cafeteria	186,142.98
	<b>TOTAL</b>	<b><u>\$3,883,818.59</u></b>

Regular Checks	78170-78778	\$3,697,675.61
Cafeteria Checks	1067-1076	186,142.98
	<b>TOTAL</b>	<b><u>\$3,883,818.59</u></b>

### 3.2 Board Secretary Report – September 2018

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for September 30, 2018, consisting of:

- 1) Interim Balance Sheets
- 2) Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
- 3) Schedule of Revenues - Actual Compared with Estimated
- 4) Statement of Appropriations Compared with Expenditures and encumbrances, and

**Whereas**, the Livingston Board of Education has received the report of the Treasurer for September 30, 2018, which report is in agreement with the Report of the Board Secretary, and

**Whereas**, these reports show the following balances on the date indicated:

	Cash Balance	Appropriation Balance	Fund Balance
(10) General Current Exp. Fund	8,882,084		
(11) Current Expense		12,280,300	3,996,013
(12) Capital Outlay		400,623	1,978,235
(20) Special Revenue Fund	359,254		
(30) Capital Projects Fund	3,138,210		
(40) Debt Service Fund	357,847		
Total:	\$12,737,395	\$12,680,923	\$5,974,248

**Whereas**, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of September 30, 2018, no budgetary line item account has obligations and payments contractual orders which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8, 18A:22-8.1, now therefore be it

**Resolved**, the Livingston Board of Education accepts the above referenced reports and certification and directs that they be made part of this resolution by reference, and be it

**Further Resolved**, the Livingston Board of Education certifies that, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of its knowledge no major account or fund has been

over-expended in violation of N.J.A.C.6:20-2.13(d) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**3.3 Transfers**

**Whereas**, the Superintendent of Schools recommends certain transfers among accounts in the 2018-2019 budget for September pursuant to Board of Education Policy 6422, now therefore be it

**Resolved**, that the Livingston Board of Education ratify transfers pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6:20-2A.10:

<u>Object</u>	<u>Description</u>	<u>To</u>	<u>From</u>
0610	General Supplies	\$2,731	
0640	Textbooks		\$2,731
	<b>TOTALS</b>	<b>\$2,731</b>	<b>\$2,731</b>

**3.4 Field Trips**

**Resolved**, that the Livingston Board of Education approves the field trips as shown on ***Attachment C***.

**3.5 Conferences and Overnight Trips**

**Resolved**, that the Livingston Board of Education approves the conferences and overnight trips as shown on ***Attachment D***.

**3.6 On-Tech Consulting**

**Resolved**, that the Livingston Board of Education authorizes the Business Administrator to enter into a Letter of Intent with On-Tech Consulting, Inc. to complete the Universal Service Fund (E-Rate) application process for the 2019-2020 school year. The district will pay On-Tech an amount equal to 10% of any funding received.

**3.7 Settlement Agreement**

**Resolved**, that the Livingston Board of Education approves the Settlement Agreement for Case #07-18 which is on file at the Board of Education office.

**3.8 Sale of Retired Buses**

**Resolved**, that the Livingston Board of Education approves the sale of three retired buses via GovDeals in the amount of \$3,429.50.

Mr. August seconded the motion.

**ROLL CALL VOTE** – Ayes – Mr. August (abstain check #78403), Mrs. Konner (abstain check #78454), Ms. Messer, Dr. Shen, Mrs. Chirls (abstain check #s 78371, 78506, 78507, 78508, 78656, 78728)  
 Nays – None

Mrs. Konner moved the following:

### **3.9 Policies and Regulations**

**Resolved**, that the Livingston Board of Education approves the following policies and regulations for first reading:

#### Policies

##### *Program*

Policy #2415.06 – Unsafe School Choice Option (M) (with revisions)

Policy #2622 – Student Assessments (M) (with revisions)

##### *Students*

Policy #5330 – Administration of Medication (M) (with revisions)

#### Regulations

##### *Administration*

Regulation #1510 – Americans with Disabilities Act (M) (with significant mandated revisions)

##### *Operations*

Regulation #8420.5 – Asbestos Release (M) (new to district)

**Resolved**, that the Livingston Board of Education approves the following policies and regulations for second reading and adoption:

#### *Policies*

##### *Program*

Policy #2464 – Gifted and Talented Students (M) (with revisions)

Policy #2467 – Surrogate Parents and Foster Parents (M) (with revisions)

##### *Teaching Staff Members*

Policy #3281 – Inappropriate Staff Conduct (with revisions)

##### *Support Staff Members*

Policy #4281 – Inappropriate Staff Conduct (with revisions)

**Resolved**, that the Livingston Board of Education has reviewed the following policy and has determined that no changes are needed at this time:

Policy #2340 – Field Trips

Mr. August seconded the motion.

Mrs. Konner asked if there are any asbestos concerns or if this is a required policy and Mrs. Burman responded it is a new policy and is mandated. Mrs. Konner and Dr. Shen asked if there are any asbestos issues and Mr. Robinson responded we do not have any current concerns.

Mrs. Chirls asked if there is any discrepancy with the different ages listed on page 8(c) of Policy 2415.06 and Mrs. Burman will check them.

Mrs. Konner and Mrs. Chirls brought up an inconsistency in the grade levels referenced in Policy 2464 and Mrs. Burman responded it is a Pre-K through 12 program and will go back through it to make sure it is correct.

For policies 3281 and 4281, Mrs. Konner confirmed we reviewed them with and got input from staff members.

Under policy 2622, Mrs. Chirls confirmed the language, “at the high school level, through 2019, the State of New Jersey has provided alternative assessments...” will be adjusted as things change in the State. Mrs. Chirls also confirmed that the student’s guidance counselor monitors whether or not they may receive a waiver from taking the high school end-of-course PARCC in ELA due to their participation in another English language/literature college placement assessment during the same school year.

Mr. August reiterated he has a concern about liability under policy 2467.

**ROLL CALL VOTE** – Ayes – Mr. August, Mrs. Konner, Ms. Messer, Dr. Shen, Mrs. Chirls  
Nays – None

**PERSONNEL**

Ms. Messer moved the following:

**4.1 Resignations**

**Resolved**, that the Livingston Board of Education accepts the resignations of:

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Location</b>	<b>Last Day of Employment</b>
<i>Antoinette Cherichello</i>	Elementary School Teacher	Retirement	MPE	December 31, 2018
<i>Sally E. Peele</i>	Administrative Secretary	Retirement	LHS	December 31, 2018
<i>Barbara Rosato</i>	Teacher of Business Education	Retirement	MPMS	June 30, 2019
<i>Carmen Michael</i>	K-12 Supervisor of World Language/ESL	Resignation (resuming teaching)	District	December 31, 2018
<i>Kala Miller</i>	Elementary School Teacher	Resignation	Collins	October 26, 2018
<i>Camila del Castillo</i>	Teacher of Spanish	Resignation	LHS	December 21, 2018
<i>Samantha Adamo</i>	ABA Discrete Trial TA	Resignation	BHE	November 6, 2018
<i>Nicolette Guerra</i>	ABA Discrete Trial TA	Resignation	BHE	October 26, 2018
<i>Christine Ghosh</i>	Instructional Aide	Resignation	Hillside	November 14, 2018

#### 4.2 Leaves of Absences

**Resolved**, that the Livingston Board of Education approves the leaves of absences of:

Name	Position	Location	LOA w/pay and benefits	LOA w/o pay, but with benefits (if applicable)	Extended LOA w/o pay or benefits	Return Date
Laurie Bisconti	Teacher of Social Studies	HMS	8/29/18-11/5/18	11/6/18-2/5/19**	2/6/19-TBD	TBD
Janice Einsbruch*	Instructional Aide	MPE	8/29/18-9/28/18	NA	10/1/18-10/19/18	10/22/18
Michael Pizzone*	Teacher of Social Studies	LHS	NA	10/16/18-11/6/18**	NA	11/7/18
Dina Lawrence	Teacher of Math	LHS	3/13/19-4/19/19	4/22/19 - 6/30/19 & 8/29/19-9/19/19**	9/20/19-1/24/20	1/27/20
Alexandra Sapir	Elementary School Teacher	Harrison	10/11/18-11/14/18 (.5)	NA	11/14/18 (.5)-	TBD

\*as amended from a previous agenda

\*\*Designates time counted toward NJFLA/FMLA

#### 4.3 Transfers

**Resolved**, that the Livingston Board of Education approves the transfers as listed on **Attachment E**.

#### 4.4 Appointments

**Resolved**, that the Livingston Board of Education approves the applications indicated below (\*) for emergent hiring for the following appointments under the requirements of N.J.S.A. 18A:16-1 et. seq., N.J.S.A. 18A:39.17 et. seq.; N.J.S.A. 18A:6-4.13 et. seq. All appointments are contingent upon reference checks in accordance with P.L. 2018, c.5.

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
Carmen Michael	LHS	Teacher of Spanish	Tenured	Camila del Castillo	MA+32	16	\$110,998, plus \$2,340 longevity	1/1/19
Brenda Perry***	MPE	Elementary School Teacher	First Year Tenure Track	Antoinette Cherichello	BA+32	1	\$56,802	1/1/19
Alyssa Lee**	Collins	Elementary School Teacher	First Year Tenure Track	Kala Miller	BA	4	\$54,528 (pro-rated)	12/3/18
Kevin Visioli**	HMS	Teacher of English	Leave Replacement	Joanna Mirsky	MA	1	\$59,624 (pro-rated)	5/29/18-11/27/18
Laura Almgren	MPE	Elementary School Teacher	Leave Replacement	Jamie Geltzeiler (transfer)	MA	1	\$59,624 (pro-rated)	11/19/18
Danielle Imbimbo**	MPE/LHS/MPMS	School Counselor	Leave Replacement	Jennifer Kelner	MA+32	1	\$65,326	8/29/18

<i>Annette Ferriera</i>	CO	Administrative Assistant (non-affiliated)	Tenured	Julie Giannopoulos	NA	NA	\$62,500 (pro-rated)	As soon as replacement can be found for BHE
<i>Brian Cappadonna</i>	HMS	Custodian (Days)	NA	Denis Zaimaj	1	C	\$40,023 plus \$625 for Black Seal	11/26/2018
<i>Michelina Crawford</i>	Collins	Playground Aide	NA	NA	NA	NA	\$15.50/hr	10/29/2018

*\*begins 60-day probationary period*

*\*\*as amended from a previous agenda*

*\*\*\*change in status, but no change in classroom assignment*

**Resolved**, that the Livingston Board of Education approves the appointment of the ABA Discrete Trial TA's and Instructional Aides as listed on ***Attachment F***.

#### **4.5 Substitutes**

**Resolved**, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes for the 2018-2019 school year:

<b>Name</b>	<b>Location</b>	<b>Title</b>	<b>Leave Replacement or Long Term Sub</b>	<b>Replacing</b>	<b>Salary</b>	<b>Effective Date</b>
<i>Eileen Riddle</i>	BHE	Elementary School Teacher	Long-Term Sub	Susan Fjeldal	Salary plus \$50/day	10/10/18-10/31/18
<i>Nicole Edelson</i>	Harrison	Elementary School Teacher	Long-Term Sub	Alexandra Sapir	\$263/day	10/19/18-TBD

#### **Teachers**

*Denise Galluzzo*

*Leslie Brauman*

*Frank Bakirtzis*

*Joseph Callaghan*

*Michael Corvelli*

*Elizabeth DePasquale*

*James Dzera*

*Emily Fischer*

*Dave Johnson*

*Vera Mirashi*

*Maria Ryan*

*William Streiter*

*Eric Zuckerman*

#### **Custodial**

*Felice Romano (\$15.50/hr)*

#### **Security**

*Keith Laverty (\$25/hr)*

**Resolved**, that the Livingston Board of Education approves the individuals listed on ***Attachment G*** as Certified Substitutes. These individuals are currently employed by the District and hold valid NJ instructional certificates. In the event these individuals are called upon to serve as a substitute in a self-contained classroom, they will be compensated an additional \$50/day for that assignment.

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment H** as Substitute Teachers. These individuals are currently employed by the District and are properly certified to serve as substitute teachers within the classroom, if needed.

#### **4.6 Extra Work Pay**

**Resolved**, that the Livingston Board of Education approves the following payments as listed on **Attachment I** for work performed.

**Resolved**, that the Livingston Board of Education approves *Pao Tseng*, School Nurse, to be paid her hourly rate of pay for the transport of students which requires a nurse.

**Resolved**, that the Livingston Board of Education approves *Karin Kott*, Teacher of Music, to be paid \$56.86/hour for the fifteen extra lessons during the 2018-2019 school year.

#### **4.7 Stipends**

**Resolved**, that the Livingston Board of Education approves the Livingston High School Athletic Stipends as listed on **Attachment J**.

**Resolved**, that the Livingston Board of Education approves the Livingston High School Co-Curricular Stipends as listed on **Attachment K**.

**Resolved**, that the Livingston Board of Education approves the Heritage Middle School Co-Curricular Stipends as listed on **Attachment L**.

#### **4.8 Job Description**

**Resolved**, that the Livingston Board of Education approves the revised job description:

*Student Assistance Counselor*

#### **4.9 Mentor Fees**

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment M** listed as assigned mentors to receive payment in accordance with the schedule listed.

#### **4.10 Extra Period Assignments**

**Resolved**, that the Livingston Board of Education approves *Jason Daily*, Teacher of Television Production, to be compensated an additional \$170.58 per day from October 8, 2018 up to October 17, 2018.

**Resolved**, that the Livingston Board of Education approves the individual listed on **Attachment N** for extra period assignments in accordance with the contract between the LBOE and the LEA.

#### **4.11 Memorandum of Agreements (MOAs)**

**Resolved**, that the Livingston Board of Education approves the MOAs between the Livingston Education Association and itself.

Dr. Shen seconded the motion.

Mrs. Chirls asked for consistency purposes, if the word "guardian" should be in the job description since we have removed it from all of our policies. Mrs. Steiger stated in New Jersey parent now includes guardian. Mrs. Burman will remove it from the job description.

Mrs. Chirls also asked if there is a way to incorporate based on data into the area of school and community relations with respect to grant applications. Mrs. Burman stated she will review.

**ROLL CALL VOTE** – Ayes – Mr. August, Mrs. Konner, Ms. Messer, Dr. Shen, Mrs. Chirls  
Nays – None

## **MISCELLANEOUS**

Mrs. Konner moved the following:

### **5.1 HIB Report**

**Resolved**, that the Livingston Board of Education accepts the findings of HIB cases.

### **5.2 Suspension Report**

**Resolved**, that the Livingston Board of Education approves the Suspension Report for the month of October.

Mr. August seconded the motion.

Mr. August asked what the weapon was at the middle school and Mr. O'Neill replied it was a pocket knife.

**ROLL CALL VOTE** – Ayes – Mr. August, Mrs. Konner, Ms. Messer, Dr. Shen, Mrs. Chirls  
Nays – None

### **Public Comment ~ up to 15 minutes**

Anthony Rosamilia, President of the LEA, in response to the emergency we had two weeks ago, stated for the record it was one of the proudest moments he has had representing the staff and that everyone was on the same team doing what was best for students.

### **Old Business**

There was no old business.

### **New Business**

Mrs. Konner asked if at a future meeting, the board can look to see if there are instances where community members can participate on some of the township committees.

Mrs. Konner asked that the recommendations in the Nursing Services Plan be referred to during the budget process.

Mrs. Chirls explained everyone on the board was given a policy from New Jersey School Boards and Strauss Esmay about social media and asked that everyone review for discussion at a future meeting. Mrs. Konner asked that a similar policy for another district be shared with everyone as well.

**ADJOURNMENT**

At 7:35 p.m., Mrs. Konner made a motion to adjourn the meeting.

Mr. August seconded the motion.

Vote all in favor.

**Respectfully submitted,**

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**Steven K. Robinson**  
**Board Secretary**

November 26, 2018

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