# RIVER EDGE BOARD OF EDUCATION RIVER EDGE, NEW JERSEY 07661

"Building Bright Futures Together"

# Minutes of the Regular Public Meeting - February 26, 2014 - 7:30 PM

The Board of Education, Borough of River Edge, County of Bergen, State of New Jersey met in the New Bridge Center Project Room, Cherry Hill School, 410 Bogert Road, River Edge, NJ 07661.

# **CALL TO ORDER AND FLAG SALUTE**

Sarah Geormaneanu (Mrs. Myers) called the meeting to order at 7:35 PM.

# **MISSION STATEMENT**

Aydon McCarthy (Mrs. Buckley) read the Mission Statement.

# **ROLL CALL**

Present on roll call were: Aydon McCarthy (Mrs. Buckley); Lauren Kossuth (Mr. Busteed); Jayne Manzelli (Ms. Dansky); Jeffrey Hua (Mr. DiBella); Sarah Geormaneanu (Mrs. Myers); Mia Armen (Mr. Sim); Isabella Simon (Wendy Walker) also present were Aidan Brignola (Dr. Ben-Dov), Amanda Newman (Ms. Salvati), Isaac Stein (Mrs. Heitman), Gianna Lanza (Ms. Kossoy), Sage Svevar (Mrs. Rosen), Brian Moon (Mr. Lyons), and approximately 60 members of the public.

# **OPEN PUBLIC MEETINGS NOTICE**

Amanda Newman (Ms. Salvati) read the Open Public Meeting Act Notice.

# STUDENT BOARD MEETING

# 6<sup>th</sup> Grade Students from Roosevelt and Cherry Hill Schools will serve as Trustees and Administrators

# **Student Board Members**

Sarah Geormaneanu	Paris Myers	Aidan Brignola	Tova Ben-Dov
Jayne Manzelli	Sheli Dansky	Amanda Newman	Patricia Salvati
Isabella Simon	Wendy Walker	Isaac Stein	Denise Heitman
Aydon McCarthy	Mary Kay Buckley	Gianna Lanza	Marisa Kossoy
Lauren Kossuth	Colin Busteed	Sage Svevar	Beth Rosen
Mia Armen	Gyuchang Sim	Brian Moon	John Lyons
Jeffrey Hua	Anthony DiBella		

# **SPECIAL/DISCUSSION ITEMS**

Public Comment on Agenda Items - None

2014 - 2015 School Calendar Discussion

Aidan Brignola (Dr. Ben-Dov) explained to the audience that this is the time of year the school district plans for the 2014-2015 School Calendar. He spoke about the considerations and challenges in planning a calendar. He also asked some questions to consider when reviewing the proposed calendar. The questions he asked were: Should we offer families a short or a long February break? What will each choice mean for the ending of the school year? When should we "plug in" Professional Development for Teachers? Are half days useful school days? How many snow days should we have? What to do if we use more than allocated/what to do if we use less? And what other questions might we have about the calendar. A discussion took place on the questions Aidan Brignola (Dr. Ben-Dov) asked.

# **REPORTS**

#### SUPERINTENDENT'S REPORT

Aidan Brignola (Dr. Ben-Dov) reported on the following: (See Addendum A)

# CHERRY HILL SCHOOL PRINCIPAL'S REPORT

Isaac Stein (Mrs. Heitman) reported on the following: (See Addendum B)

# ROOSEVELT SCHOOL PRINCIPAL'S REPORT

Gianna Lanza (Ms. Kossoy) reported on the following: (See Addendum C)

# NEW BRIDGE CENTER ASST. PRINCIPAL'S REPORT

Sage Svevar (Mrs. Rosen) reported on the following: (See Addendum D)

# **BOARD SECRETARY'S REPORT**

Amanda Newman (Ms. Salvati) reported on the following: (See Addendum E)

# **BUILDING AND GROUNDS REPORT**

Brian Moon (Mr. Lyons) reported on the following: (See Addendum F)

#### PRESIDENT'S REPORT

Sarah Geormaneanu (Mrs. Myers) reported on the following:

Mrs. Myers would like all new committees to meet.

#### COMMITTEES

- Jayne Manzelli (Ms. Dansky) attended a County Association Leadership Meeting on Saturday, February 22<sup>nd</sup>.
- Jayne Manzelli (Ms. Dansky) stated there will be a Bergen County School Boards Meeting on Tuesday, March 4, 2014 at Maggiano's Restaurant.
- Jayne Manzelli (Ms. Dansky) stated Capri Sun is earning cash for schools by having schools start their own Drink Pouch Brigade.

# MOTIONS TO BE ACTED UPON

# ADMINISTRATION/POLICY

Motion by Lauren Kossuth (Mr. Busteed) Seconded by Jeffrey Hua (Mr. DiBella)

1. That the Board of Education approve the Minutes of January 8, 2014 Board Meeting.

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

Motion by Jeffrey Hua (Mr. DiBella) Seconded by Aydon McCarthy (Mrs. Buckley)

2. That the Board of Education approve the Minutes of January 22, 2014 Board Meeting.

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Navs: None

Motion by Aydon McCarthy (Mrs. Buckley) Seconded by Isabella Simon (Ms. Walker)

> That the Board of Education approve the staff development training as per the schedules for February 2014 including relevant mileage reimbursement. (Addendum)

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

4. That the Board of Education approve the following class trips:

Date	School	Grade	Destination	Cost to District
3/21/14	Cherry Hill	4	Ramapo College Mahwah, NJ	\$872.00
5/14/14	Cherry Hill	5 & 6 Talented Art	Museum of Modern Art New York	\$350.00
5/23/14	Roosevelt	6 <sup>th</sup> Grade Art Club	Museum of Modern Art New York	\$350.00
5/30/14	Cherry Hill	1	World of Wings Teaneck, NJ	\$1,060.00
5/30/14	Roosevelt	1	World of Wings Teaneck, NJ	\$690.00

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

Motion by Jayne Manzelli (Ms. Dansky) Seconded by Mia Armen (Mr. Sim)

5. That the Board of Education approve the Revised 2014 School Year Board of Education Meeting Dates:

<u>Date</u>	<u>School</u>
January 8, 2014	Roosevelt School
January 22, 2014	Cherry Hill School
February 5, 2014 February 26, 2014	Roosevelt School (6th Gr. Board of Education)
March 5, 2014	Roosevelt School
March 8, 2014	New Bridge Center (Saturday, AM Budget Mtg)
March 19, 2014	Cherry Hill School
April 9, 2014	Roosevelt School
April 23, 2014	Cherry Hill School
May 7, 2014	Roosevelt School(Public Hearing on the Budget)
May 28, 2014	Cherry Hill School
June 11, 2014	Roosevelt School
June 25, 2014	Cherry Hill School

July 30, 2014 Cherry Hill School

September 3, 2014 Roosevelt School September 17, 2014 Cherry Hill School

October 8, 2014 Roosevelt School October 29, 2014 Cherry Hill School

November 12, 2014 Roosevelt School November 19, 2014 Cherry Hill School

December 3, 2014 Roosevelt School
December 17, 2014 Cherry Hill School

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

Motion by Mia Armen (Mr. Sim) Seconded by Lauren Kossuth (Mr. Busteed)

6. BE IT RESOLVED that the River Edge Board of Education (hereinafter referred to as the "Board") hereby affirms the Superintendent's decision in HIB Investigation Number 2014-1 for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents forthwith.

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Navs: None

Motion by Lauren Kossuth (Mr. Busteed) Seconded by Jeffrey Hua (Mr. DiBella)

7. That the Board of Education approve the revised 2013 – 2014 School Calendar (Addendum)

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth, Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu, Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker) Nays: Mr. Busteed, Mrs. Myers

# **CURRICULUM/EDUCATION** – None

**BUILDING & GROUNDS - None** 

# FINANCE/GRANTS/GIFTS

Motion by Jeffrey Hua (Mr. DiBella) Seconded by Aydon McCarthy (Mrs. Buckley)

1. That the Board of Education approve the bills & claims dated February 2014 totaling \$748,272.51 including checks #35948 through #36032 claims dated February 2014 totaling Payrolls dated January 15, 2014 and January 31, 2014 totaling \$1,046,692.00issued therefore, a copy of such warrants list be attached as part of these minutes. (Addendum)

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim),

Isabella Simon Nays: None

Abstained: Ms. Walker

Motion by Aydon McCarthy (Mrs. Buckley) Seconded by Isabella Simon (Ms. Walker)

2 That the Board of Education approve the Budget Transfers for the school year 2013-2014 as of December 31, 2013. (Addendum)

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

Motion by Isabella Simon (Ms. Walker) Seconded by Jayne Manzelli (Ms. Dansky)

3. That the River Edge Board of Education approve the Secretary's and Treasurer's Reports for the period ending December 31, 2013.

Further, we certify that as of December 31, 2013 after review of the secretary's monthly financial report (appropriations section) 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 N.J.A.C. 6A:23-2.11 and that sufficient funds are available to meet the district's financial obligation for the remainder of the fiscal year. (Addendum)

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella

Simon (Ms. Walker) Nays: None

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Abstained: Jeffrey Hua

Motion by Jayne Manzelli (Ms. Dansky) Seconded by Mia Armen (Mr. Sim)

4. That the Board of Education establish May 7, 2014 as the date for the official Public Hearing of the 2014-2015 School Year Budget.

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

Motion by Mia Armen (Mr. Sim) Seconded by Lauren Kossuth (Mr. Busteed)

5. That the Board of Education approve \$3,000 compensation for Chris Armen, as Director of the 2014 summer enrichment Program.

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

Motion by Lauren Kossuth (Mr. Busteed) Seconded by Jeffrey Hua (Mr. DiBella)

6. That the Board of Education approve the Summer Enrichment Program teacher hourly rate to be \$30.87 for summer 2014.

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

Motion by Jeffrey Hua (Mr. DiBella) Seconded by Aydon McCarthy (Mrs. Buckley)

7. That the Board of Education approve the Summer Enrichment Program Clerical Assistant at a stipend of \$1,250 for the Summer Enrichment 2014 Program.

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

Motion by Aydon McCarthy (Mrs. Buckley) Seconded by Isabella Simon (Ms. Walker)

8. That the Board of Education approve tuition at \$75.00 per enrichment class for the 2014 Summer Enrichment Program.

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim),

Isabella Simon (Ms. Walker)

Motion by Isabella Simon (Ms. Walker) Seconded by Jayne Manzelli (Ms. Dansky)

> That the Board of Education accept the donation of dictionaries by the Oradell/Emerson Rotary Club for every third grade student at Cherry Hill School and Roosevelt School.

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

#### PERSONNEL

Motion by Jayne Manzelli (Ms. Dansky) Seconded by Mia Armen (Mr. Sim)

1. That the Board of Education accept, with regret, the resignation of Shirley Sanders, Part-time Lunch Aide, effective February 10, 2014.

Ayes: (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms.

Walker) Nays: None

Abstained: Aydon McCarthy

Motion by Mia Armen (Mr. Sim) Seconded by Lauren Kossuth (Mr. Busteed)

2. That the Board of Education, with the recommendation of the Superintendent approve the following for an Assistantship, from March 17, 2014 to May 16, 2014.

#### Rebecca Wolk

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

Motion by Lauren Kossuth (Mr. Busteed) Seconded by Jeffrey Hua (Mr. DiBella)

3. That the Board of Education, with the recommendation of the Superintendent approve Jeffrey Grey, Leave Replacement Teacher for Nicole Campbell from February 27, 2014 through June 30, 2014.

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella

Simon (Ms. Walker) Navs: None

Abstained: Jeffrey Hua

Motion by Jeffrey Hua (Mr. Dibella) Seconded by Aydon McCarthy (Mrs. Buckley)

- 4. That the Board of Education approve a Revised Maternity/Disability leave of absence for Nicole Campbell from March 3, 2014 to April 11, 2014 and a State Family leave of absence effective April 14, 2014 to June 30, 2014.
- 5. That the Board of Education approve a Leave of Absence for Mark Jentz for up to three weeks, effective March 1, 2014.

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

# **RIVER EDGE SPECIAL EDUCATION** - None

# REGION V ADMINISTRATION & TRANSPORTATION

Motion by Aydon McCarthy (Mrs. Buckley) Seconded by Isabella Simon (Ms. Walker)

1. That the Board of Education approve the bills & claims dated February 2014 totaling \$649,841.21 including checks #62100 through #62216.

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

Motion by Isabella Simon (Ms. Walker) Seconded by Jane Manzelli (Ms. Dansky)

2. That the Board of Education approve the following Addendum Contract for Radient Transportation.

Route #	Transporter	Per Diem
2042	Sheppard M.S.	\$264.00

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

3. That the Board of Education approve the following Renewal Contracts for S&D Transportation.

Route #	Transporter	Per Diem
1975	Washington South/Ridgewood	\$119.39
1853	Chancellor Academy	\$147.50
1856	Leonia M.S./Anna Scott	\$153.68

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

Motion by Mia Armen (Mr. Sim) Seconded by Lauren Kossuth (Mr. Busteed)

4. That the Board of Education approve the following Quote Contract for Morgan Educational Services.

Route #	Transporter	Per Diem
Q143	Slocum/Skewes	\$180.00

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

Motion by Lauren Kossuth (Mr. Busteed) Seconded by Jeffrey Hua (Mr. DiBella)

5. That the Board of Education approve the following Quote Contract for EZ Ride Transportation.

Route #	Transporter	Per Diem
Q162	Lincoln Tech/Mahwah	\$68.00

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Motion by Jeffrey Hua (Mr. DiBella) Seconded by Aydon McCarthy (Mrs. Buckley)

6. That the Board of Education approve the following Quote Contract for S&D Transportation.

Route #	Transporter	Per Diem
Q171	Tenafly High School	\$63.00

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

Motion by Aydon McCarthy (Mrs. Buckley) Seconded by Isabella Simon (Ms. Walker)

7. BE IT RESOLVED THAT THE REGION V COUNCIL FOR SPECIAL EDUCATION WILL PROVIDE SHARED SERVICES FOR ITS MEMBER DISTRICTS AND BE IT FURTHER RESOLVED THAT THE RIVER EDGE BOARD OF EDUCATION, upon recommendation of the Superintendent,, approves the following Region V Shared Services Consultants, Psychologists, Learning Disabilities Teacher Consultants, Social Workers, Speech Language Specialists, Occupational and Physical Therapists and Translators to provide evaluations, direct services and consultation, to non-public and public schools for member districts upon request for the 2013-2014 school year.

Heather Gilgallon	Social Worker
Arlene Goldis	Learning Consultant
Mara M. Stensrud	Speech and Language Specialist
Karen Cooney	Psychologist
Naomi Davidson	Psychologist

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), (Ms. Dansky), Jeffrey Hua

(Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon

(Ms.Walker) Nays: None

Abstained: Jane Manzelli

8. That the Board of Education approve the following Quote Contract for First Student 1309.

Route #	Transporter	Per Diem
Q169	Bleshman/CTC Midland Pk.	\$204.15

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

# PUBLIC DISCUSSION

Dr. Ben-Dov applauded the 6<sup>th</sup> graders for all of their hard work and dedication they put into this meeting. She also asked the sixth graders one question. Dr. Ben-Dov asked how many of them were nervous for tonight's meeting. The sixth graders answered her question.

# **ADJOURNMENT**

Motion to adjourn the Regular Meeting at 8:40 PM made by Jane Manzelli (Ms. Dansky) and seconded by Jeffrey Hua (Mr. DiBella).

Ayes: Aydon McCarthy (Mrs. Buckley), Lauren Kossuth (Mr. Busteed), Jane Manzelli (Ms. Dansky), Jeffrey Hua (Mr. DiBella), Sarah Geormaneanu (Mrs. Myers), Mia Armen (Mr. Sim), Isabella Simon (Ms. Walker)

Nays: None

- RECEPTION FOLLOWING BOARD MEETING-

Amanda Newman (Patricia Salvati) Board Secretary/Business Administrator