REGULAR MEETING
ROCKAWAY TOWNSHIP BOARD OF EDUCATION
November 18, 2020

The Rockaway Township Board of Education held a regular meeting on Wednesday, November 18, 2020, at 6:05 PM on the Zoom Meeting Platform.

The following members of the Board of Education were present: Mrs. Brookes, Mrs. Curelaru, Mrs. Mezik, Mrs. Shields, Mrs. Smith, and Mr. Tomasini. Mrs. Helbourg was absent.

Also present were Dr. Peter Turnamian, Superintendent of Schools, Mr. Patrick Higgins, Assistant Superintendent and Dennis McKeever and J. Morgese, Board Attorneys.

Mrs. Mezik, call the meeting to order.

Public announcement was read regarding the "Open Public Meeting Act." No Board Member objected to the conduct of the meeting as advertised.

Motion by Mrs. Brookes, seconded by Mr. Tomasini to waive pledge salute, public announcement and public notice until the meeting is reopened.

RESOLVED, that in accordance with the "Open Public Meetings Act" the Rockaway Township Board of Education will meet in closed session to discuss matters involving personnel, Student and Administrative issues, the content of said discussions will be disclosed to the public at such time and extent as is required by law.

Motion made by Mrs. Shields, seconded by Mrs. Brookes to go into closed session at 6:07 PM.

All present voting yes, motion carried.

Motion made by Mrs. Shields, seconded by Mrs. Tomasini that the closed session meeting stands adjourned at 7:36 PM

All present voting yes, motion so carried.

The Public Meeting reconvened at 7:36 PM. Present were 2 visitors and no members of the press.

Mrs. Mezik reopened the regular business meeting of the Board with the Pledge of Allegiance.

UNOFFICIAL REPORT OF ELECTION / November 3, 2020

Candidates for three years:	**TOTAL**
Nancy Helbourg	**3455**
Lisa Mezik	**3370**
Write in	**120**

Motion by Mrs. Brookes, seconded by Mrs. Shields to open the public session of the meeting.

Show of hands on above, all present voting yes, motion so carried.

- RTEA Representative commented on:RTEA Pride pizza kit day, Pumpkin fest was a success and Thanks to Support Professionals.

- A member of the public asked about notifications concerning Contact Tracing.

Motion by Mrs. Curelaru, seconded by Mr. Tomasini to close the public session of the meeting.

Show of hands on above, all present voting yes, motion so carried.

COMMUNICATIONS
The following correspondence was received for the Board since the last regular meeting:

K & J. Wagner	Re: K & S Transportation (2)
Alfonso Gonnella	Friday Update

APPROVE MINUTES

Motion by Mrs. Brookes seconded by Mrs. Curelaru to approve the minutes of October 28, 2020.

Roll Call Vote on above, all present voting yes, motion so carried.

The following information was presented by the Superintendent in his report:
I hope everyone is doing well. I would like to begin tonight by thanking the community for your partnership with our first-ever virtual family conferences. While I know there were a few hiccups but by and large, the feedback has been positive and I applaud our teachers and leaders for their efforts. I would also like to acknowledge and thank Mr. Higgins and Mrs. Waxman for all the support they provided our teachers in planning and preparing for our first-ever virtual family conferences. Also of note, this year Copeland Principal Gonnella led a switch to a student-led conference format for our middle school community and we received a lot of positive feedback about how this switch really made for a much more meaningful and informative conference experience for our middle school families. Thank you to Principal Gonnella, his leadership team, and our middle school teachers for helping to transform the family conference experience during a time when our partnerships with families have never been more important.

On tonight's Agenda, Regulation 5530 Substance Abuse is up for a First Read. Over the past several months Principal Gonnella and I met with Les Wexler, Founder of the Rockaway Township Substance Abuse Alliance. Together we crafted new language in this regulation that memorializes our partnership to demonstrate our commitment to maintaining this critical partnership for many generations to come. On behalf of our entire school community, let me offer my sincere appreciation and gratitude to Les and the Rockaway Township Substance Abuse Alliance for all of the top-notch first-rate programs they offer our students and families. Never have these resources and supports been needed more than now as we live through these challenging times together.

Tonight's Agenda also includes two references to HIB self-assessment grades. The first is a resolution approving our submission of our self-assessment grades for the 19-20 SY and the second is a note about how our 18-19 SY self-assessment grades were certified and are now publicly available on our website. The range of the grades from the 18-19 SY to the 19-20 SY show a modest upward trend where the 18-19 SY grades ranged from 72 - 75 across our schools out of total possible points of 78. The scores submitted to the NJDOE for review and certification for the 19-20 SY range from grades of 74-76 across our schools.

Traditionally we have used our December Board meeting to honor our staff who recently earned tenure statues with tenure pins and honoring staff for achieving milestones for years of services. While we will not host an in-person ceremony during our December meeting, we will read aloud the names of all those recognized and be sure to host an in-person gathering when the conditions of the pandemic have improved. Please know we very much value these achievements and accomplishments!

In closing, I know the conditions of the pandemic remain top of mind for everyone. I want to acknowledge there are many different perspectives about how we should be responding to recent pandemic conditions. I also recognize there are strong feelings on both sides of the decision about whether to keep our schools open or move to a full virtual model.

As I have stated since the early days of the pandemic, the safety of our students and staff will be our top priority in all we do. And, I am proud to say it has been. By all accounts, we succeeded in safely reopening our schools in September. This achievement is significant and due in every part to the work of an outstanding and talented leadership team committed to working in true partnership with our highly dedicated and talented staff.

We demonstrated we truly are better together. Furthermore, I want to applaud our leaders and teachers for being able to quickly switch to full virtual instruction as needed this past couple of weeks. As a community we ran our hybrid model uninterrupted for over two months and by being able to shift quickly from hybrid to virtual to hybrid again we ensure the safety of students and staff while demonstrated the hard work and skill of our staff in their preparedness and readiness for handling the changing conditions of this pandemic. We should all be proud of how much we have accomplished.

Going forward, I don't know if or for how long we may or may not be able to continue to operate our hybrid model. I am pleased to report our safety protocols have proven to be effective, with transmission occurring outside of our schools. However, if quarantine rates continue to escalate it may create staffing challenges that we simply can't overcome. I will continue to communicate all developments as quickly and with as much transparency as possible to the entire community.

As we approach the Thanksgiving holiday please know I remain deeply grateful and thankful for the community support of our schools and the work of our leaders and teachers during these challenging times. Thank you.

Mrs. Shields commented that having the students be part of the CMS conferences was a positive thing

2. Informational Items:
   - HIB Report
   - October 2020 Enrollment
   - October 2020 Nurses Report
   - October 2020 Fire/Security Drill Report

The following information was presented by the Business Administrator in her report:
Updates from the Business Office

- Our audit was started on November 17. They expect to be in district for approximately two weeks
- We have received a permit extension for the water treatment work at KDM. The work will be done in July and August of 2021
- Stony Brook parking lot and site improvements have been completed. The additional site work at DBO will begin next week as well as the punch list items.
- I will be meeting with Tom Wighard from LAN on November 23rd to discuss the design work for installation of new univents at DBO. This work will be done in the summer of 2021.
- I'm sure most everyone has heard that lunches for all students are now free. They still need to be ordered through Nutrislice for the Elementary Schools. This is a program approved through the Federal government. We hope to see many of our students take advantage of this opportunity for lunch at school every day and the convenience it will bring for the parents.

Mrs. Brookes asked if the new univents at DBO would be tied into the AME software that can monitor it remotely

Mrs. Smith said there was some excitement around free lunches at school

The following information was presented by the Curriculum Director in his report:

Virtual Parent Conferences

Thank you to everyone who participated in Virtual Parent Conferences over the course of the last week. Our teachers, once again, adapted and learned on the fly how to schedule and coordinate Parent Conferences in a new, unforeseen way. It is a true credit to the staff's ability to modify traditional practices and push forward with new models, however unfamiliar they are with the format.

Also, much the same can be said about all of our parents and guardians who followed our instructions to a "T" and were able to participate in the Google Meet version of our conferences. This is new for you as well, and we commend you on your patience with our new processes. Any and all issues that popped up, we were able to work with you on and find a solution.

Lastly, congratulations to the CMS as a community for their first round of student-led conferences. These types of conferences are a powerful way to embolden students to take charge of their learning and growth, and CMS as a community jumped right and made this change happen. This is a huge change and one that we are proud of the CMS Community for undertaking.

Ready Math Data
This past week I participated in the first round of Ready Math Data Updates after our first round of diagnostic testing. The data specialists from Ready Math walked us through some of the underlying metrics of how our students did on the Ready Math Diagnostic across grades K-8. As this was our first attempt that this new diagnostic on such a large scale, it was enlightening to see how our students faired across the grade levels as compared to national norms. As we move toward our second diagnostic in January, I will be able to report out to the community on how we are progressing through the standards.

Semester and Trimester Updates

Please pay attention to the updated printable district calendar available on our website as it contains vital information about the Report Card and Trimester end dates. Copeland Middle School is operating on the traditional Marking Period Schedule, while all of our elementary schools are now operating on Trimester schedules.

Report Cards available on the 23rd

The date for the end of the Trimester for elementary schools is:

- December 9

- Report Cards Available on the 16th

Additionally, our data dashboards for K-5 will be launched in the next few days and will be available in the parent portal. We will notify the community when they are available.

Committee Reports

Policy - reg 5530, 2230, 3282 and 4282
Next meeting Dec 9th
Mrs. Brookes questioned the money spent on the SE audit
Mrs. Smith provided rationale in response to the question regarding Strauss Esmay review.

Operations - November 24th

Education -November 11
School testing coordinators

The following actions were taken during the Regular Meeting of the Board:
Personnel
The Superintendent of Schools recommends actions on the following personnel:
Motion made by Mrs.Shields, seconded by Mrs. Brookes to approve the following personnel recommendations.

Employment

1. Approve the extended employment of Genevieve Bodtmann, as a leave replacement assignment for Gina Parisi, a full-time Grade 5 Teacher, at the Birchwood School, effective November 13, 2020 through January 8, 2021. The salary will be $150.00 per diem. (Ms. Bodtmann holds a Standard Certificate as an Elementary School Teacher for Grades K-5).

2. Approve the employment of Susan Callahan, as a leave replacement assignment for Susan VanGelder, a full-time Math Teacher, at the Copeland Middle School, effective December 1, 2021 through June 30, 2021. The prorated salary will be $66,430.00 MA (Step 5). (Ms. Callahan holds Standard Certificates as an Elementary School Teacher in Grades K-6 and as an Elementary School Teacher with Math Specialization in Grades 5-8 and a Certificate of Eligibility as a Teacher of Students with Disabilities). (Pending fingerprinting, physical and mantoux paperwork).

3. Approve the extended employment of Allison Creeden, as a leave replacement assignment for Christine Ellis, a full-time Autism Teacher, at the Katharine D. Malone School, effective December 11, 2020 through June 30, 2021. The prorated salary will be $68,975.00 MA (Step 8). (Ms. Creeden holds a Standard Certificate as Teacher of the Handicapped).

4. Approve the revised effective date of employment of Amy Cumming, a part-time Speech Language Specialist, at .60 FTE, at the Dennis B. O'Brien School, effective December 1, 2020 through June 30, 2021. The prorated salary will be $40,623.00 MA (Step 6). (Pending issuance of a Certificate of Eligibility as a Speech Language Specialist). (Ms. Cumming is replacing Mrs. Passaro-Olsen).

5. Approve the employment of Christopher Estevez, a Bus Driver, for the Transportation Department, effective November 11, 2020 through November 13, 2020. The rate will be $21.00 per hour on a timesheet and effective November 16, 2020 through June 30, 2021, the prorated salary will be $15,362.00. (Mr. Estevez is replacing Ms. Bassett).

6. Approve the employment of the Kelly Hollenbeck, as a Floater Substitute Teacher, for the Stony Brook School, at 2 days a week, effective November 19, 2020 through June 30, 2021. The rate of pay will be $120.00 per diem.

7. Approve the employment of Jason Kenyon, as a Floater Substitute Teacher, for the Stony Brook School, for 3-4 days per week, effective for the 2020-2021 school year. The rate of pay will be $135.00 per diem.

8. Approve the employment of Adam Lepkowski, as a Floater Substitute Teacher, for the Dennis B. O'Brien School, for 3-4 days per week, effective for the 2020-2021 school year. The rate of pay will be $135.00 per diem.

9. Approve the employment of Kristen Shinnick, as a leave replacement assignment for Jessie Ezzo, a full-time Grade 1 Teacher, at the Dennis B. O'Brien School, effective January 4, 2021 through May 3, 2021. The prorated salary will

be $58,170.00 BA+15 (Step 1). (Ms. Shinnick holds a Certificate of Eligibility with Advanced Standing as an Elementary School Teacher in Grades K-5).

10. Approve the following staff as Testing Coordinators, at the Copeland Middle School, not to exceed 20 hours per person, effective for the 2020-2021 school year. The rate of pay will be $46.00 per hour:

Olivia Dunnigan
Drew Hedges
Rose-Marie Iannicelli

11. Approve the following staff as Testing Coordinators, not to exceed 30 hours per school or district, effective for the 2020-2021 school year. The rate of pay will be $46.00 per hour:

Birchwood School – Erin Bosworth and Brianna Thomas (will split 15 hours each)
Catherine A. Dwyer School – Bree Brace
Katharine D. Malone School – Danielle Reilly and Catherine Briggs (will split 15 hours each)
Dennis B. O'Brien School – Natalia Hubisz and Steven Conlon (will split 15 hours each)
Stony Brook School – Samantha Fiederer and Marisa Deal (will split 15 hours each)

District – Vanessa Waxman

12. Approve the employment of Christine Thomas, a part-time Staff Assistant, at 17.50 hours per week, in the LLD Class for Grades K- 1, for the afternoon session, at the Birchwood School, effective December 1, 2020 through June 30, 2021. The rate of pay will be $18.93 (Step 1) per hour.

Employment/Substitute Teachers

13. Approve the following county and state certified Substitute Teachers for the 2020-2021 school year:

Leanne Boer Rockaway, NJ	Strayer University, NJ (MA) Certification: County Effective Date: November 19, 2020
Linden Klein Lake Hopatcong, NJ	Montclair State University, NJ (BA) Certification: County Effective Date: November 19, 2020
Nicole Schellinck Andover, NJ	Towson University, MD (BS) Certification: County Effective Date: November 19, 2020

Job Descriptions

14. Approve the attached revised job description entitled, "Head Custodian, C-11".

15. Approve the attached revised job description entitled, "Custodian, C-12".

16. Approve the attached new job description entitled, "Substitute Custodian, C-32".

Leave of Absence

17. Approve an extended leave of absence for David Bishop, a full-time Music Teacher, at the Copeland Middle School, with pay, effective November 10, 2020 through February 5, 2021. (Mr. Bishop is expected to return to work on or about February 8, 2021).

18. Approve a leave of absence for Rosa DeCandia, a full-time School Nurse, at the Catherine A. Dwyer School, with pay, effective October 22, 2020 through November 4, 2020, under the Federal Families Coronavirus Response Act (FFCRA). (Mrs. DeCandia is expected to return to work on or about November 9, 2020).

19. Approve a leave of absence for Oscar DeLeon, a full-time Custodian, at the Central Office, with pay, effective September 1, 2020 through September 15, 2020, the leave will continue, under the Federal Families Coronavirus Response Act (FFCRA), at a per diem rate of two-thirds salary with a maximum daily rate of $200.00 effective September 16, 2020 through November 25, 2020. (Mr. DeLeon is expected to return to work on or about November 30, 2020).

20. Approve a leave of absence for Anne Ecke, a full-time Special Education Resource Room Teacher, at the Copeland Middle School, with pay, effective November 20, 2020 through December 4, 2020. (Ms. Ecke is expected to return to work on or about December 7, 2020).

21. Approve an extended leave of absence for Christine Ellis, a full-time Autistic Teacher, at the Katharine D. Malone School, without pay, effective December 7, 2020 through June 30, 2021. (Mrs. Ellis is expected to return to work on or about the first day for teachers in September 2021).

22. Approve a leave of absence for Stephanie McCabe, a full-time Learning Disabilities Teacher Consultant, with pay, at the Copeland Middle School, effective December 7, 2020 through January 22, 2021. (Mrs. McCabe is expected to return on or about January 25, 2021).

23. Approve a leave of absence for Tara Rinko, a full-time Art Teacher, at the Catherine A. Dwyer and Stony Brook Schools, with pay, effective December 8, 2020 through December 16, 2020. (Ms. Rinko is expected to return to work on or about December 17, 2020).

Reassignment

24. Approve the reassignment of Jacqueline Fried, a full-time Resource Room Teacher, at the Stony Brook School to a full-time Preschool Disabilities Teacher, at the Dennis B. O'Brien School, effective January 4, 2021 through June 30, 2021. (No salary change).

25. Approve the reassignment of Carolyn Willis, a part-time Kindergarten Staff Assistant, 5 day week, at 17.50 hours per week, at the Stony Brook School to a part-time Kindergarten Staff Assistant, 4 day week, at 26 hours per week, at the Stony Brook School, effective November 16, 2020 through June 30, 2021. The rate of pay will be $19.36 (Step 2) per hour. (Ms. Willis is replacing Ms. Dillon).

Resignation

26. Approve the revised resignation, due to retirement, of Oscar DeLeon, a full-time day Custodian, at the Central Office, effective December 1, 2020.

27. Approve the resignation, of Sheila Driska, a leave replacement assignment for Speech Language Specialist, at the Katharine D. Malone School, effective November 11, 2020.

28. Approve the resignation, due to retirement, of William Hartmann, a full-time Science Teacher, at the Copeland Middle School, effective July 1, 2021.

29. Approve the resignation, due to retirement, of Marie Onorevole, a full-time Library Media Specialist, at the Copeland Middle School, effective July 1, 2021.

30. Approve the resignation, of Kristen Shinnick, a part-time special education Staff Assistant, at the Stony Brook School, effective December 24, 2020.

31. Approve the resignation, due to retirement, of Karen Yacavino, a full-time Kindergarten Teacher, at the Stony Brook School, effective July 1, 2021.

Salary Adjustment

32. Approve the following Bus Drivers a salary adjustment, effective November 16, 2020 through June 30, 2021:

	From	**To**
James Rathbun	$15,421.00	$16,808.00
Jarred Reaven	$14,359.00	$14,720.00

Roll Call Vote on all above recommendations, all present voting yes, motion so carried.

HIB

Dr. Turnamian reported there were two new HIB investigations.

Education
Motion by Mrs. Brookes, seconded by Mrs. Shields to approve the following curriculum/instruction recommendations.

Self –Assessment- HIB

1. Resolved, that the Rockaway Township Board of Education approves the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights for the 2019-20 school year, as presented by the Superintendent, and authorizes the Superintendent to submit same to New Jersey Department of Education.

2. Approve Trifecta MH to provide a workshop, "Protecting Our Happy: Resilience Conversation for Educators". The $1,000.00 fee is to be funded under the FY 21 ESEA Title IV Grant.

3. Approve Trifecta MH to provide a workshop "Active Listening and Empathy & Compassion for Students." The $500 fee is to be funded under the FY 21 ESEA Title IV Grant.

Family Nights

4. Approve Vanessa Waxman and Mandy Thomas to present the ten (10) Virtual Family Nights below, to be held on evenings during the 2020-2021 school year, for one (1) hour each, at the current RTEA contracted rate. (Pending a minimum enrollment of 10 families for each presentation):

Grade 1 Apr. 20 & 21
Grade 2 Mar. 2 & 3
Grade 3 Feb. 2 & 3
Grade 4 Jan. 12 & 13
Grade 5 Dec. 8 & 9

Roll Call Vote on all above recommendations, all present voting yes, motion so carried.

Special Education
Motion made by Mrs. Brookes, seconded by Mr. Tomasini to approve the following special education recommendations.

Occupational Therapy and Speech Therapy

1. Authorize a contract between EDU Healthcare and the Rockaway Township Board of Education to provide Occupational Therapy services and Speech Therapy services at a rate of $75.00/hour and Physical Therapy Services at a rate of $85.00/hour, to students, on an as needed basis, for the 2020/2021 school year.

Roll Call Vote on all above recommendations, all present voting yes, motion so carried.

Administration
Motion made by Mrs. Brookes, seconded by Mr. Tomasini to approve the following administrative recommendations.

QSAC Statement of Assurance

1. Motion to approve the QSAC Statement of Assurance for the 2020-2021 school year.

Nursing Services Plan

2. Motion to approve the Nursing Services Plan for the 2020-2021.

Comprehensive Maintenance Plan/ M1

3. Motion to approve the 2020-2021 Comprehensive Maintenance Plan and the Annual Maintenance M1 Form.

QSAC Health and Safety Checklist

4. Approve the QSAC Statement of Assurance for Health and Safety Evaluation of School Buildings Checklist for the 2020-2021 school year.

School Choice

5. Approve Student #2023 under the Interdistrict Public School Choice Program (N.J.S.A. 18A:36B), to attend a school outside their district of residence for the 2020-21 school year.

Roll Call Vote on all above recommendations, all present voting yes, motion so carried.

Finance

Motion made by Mr. Tomasini seconded by Mrs. Brookes to approve the following finance recommendations.

Travel

1. **Be It Resolved** in accordance with Board Policy 6471 the Rockaway Township Board of Education approves the attached travel expenses as they promote the delivery of instruction, critical to the instructional needs of the district and/or further the efficient operations of the district (see attached).

Be It Further Resolved that the travel is educationally necessary and fiscally prudent and is directly related to, and within, the scope of the current responsibilities for district employees and the district's Professional Development Plan.

Financials

2. **Be It Resolved** that the Rockaway Township Board of Education approves the Report of the Secretary and Report of Appropriations, and Report of the Treasurer, for the period ending October 31 2020, and

Be It Further Resolved that this Budget does not include any unapproved appropriations or moneys.

Be It Resolved that the Rockaway Township Board of Education acknowledges that Rachel DeCarlo, Board Secretary, certifies the following statement:

Pursuant to NJAC 6A:23-2.11(c)(3) and (4), I, Rachel DeCarlo, Board Secretary, certify that no budgetary line items accounts are over appropriated nor over expended for the period ending October 31, 2020.

Authorize October 2020 account transfers as submitted.

Bills

3. Authorize payment of the following as approved by the Finance Committee.

A.	November	School District Bills	$3,682,246.31
B.	October	Cafeteria Bills	$90.00
	November	Cafeteria Bills	$91,114.04
C.	October	Student Activities	$30.00
	November	Student Activities	$521.09
D.	November	After School Bills	0
E.	November	Summer Enrichment Bills	0
F.	November	Unemployment Bill	0

Security Grant

4. Motion to approve the submission of the School Security Grant application from the NJ Department of Education for the following:
   Raptor Technologies – ID/License Scanners for the schools - $14,630.00
   Updated Door Security System - $117,458.00

Extraordinary Aid

5. Motion to approve the receipt of Extraordinary Aid from the State of New Jersey in the amount of $764,913.00.

PEPPM Purchasing Co-op

6. Motion to approve the participation in the PEPPM Purchasing Co-op for the 2020-2021 school year.

Budget Timeline

7. Motion to approve proposed 2021-2022 Budget timeline.

Roll Call Vote on all above recommendations, all present voting yes, motion so carried.

Policy
Motion made by Mrs. Curelaru, seconded by Mr. Tomasini to approve the following policy recommendations.

1. Motion to approve the following policies for first read:

P 2330	Homework
P 3282	Use of Social Networking Sites (Teaching Staff)
P 4282	Use of Social Networking Sites (Support Staff)
R 5530	Substance Abuse (M)

2. Motion to approve the following policies for second read:

P 1649	Federal Families First Coronavirus (COVID-19) Response Act (M)
P 1648	Restart and Recovery Plan (M)
P 1648.02	Remote Learning Options for Families (M)
P 1648.03	Restart and Recovery Plan – Full-time Remote Instruction (M)
P 3322	Staff Member's Use of Cellular Telephones (M)
P 4322	Electronic Portable Communication Devices

Mrs. Shields - homework policy - was there a discussion about parental concerns with children not getting their work done in the allotted amount of time. She wanted to make sure that these are suggested times.

Mrs. Brookes - commented on wording in homework policy that she feels could be cleaned up a bit

Mrs. Brookes - Social Media - is teaching staff being given permission to start their own social Media?

Roll Call Vote on all above recommendations, all present voting yes, motion so carried.

Old Business
none

New Business
Mrs. Shields - happy for RTEA Pizza Night
Mr. Tomasini - having military personnel at school is just to show students other options

Mrs. Smith received New Jersey School Boards Association Award

No Public comment.

Motion made by Mrs. Brookes, seconded by Mrs. Smith that the meeting stand adjourned at 8:33 PM.

Roll Call Vote, all present voting yes, motion so carried.

Respectfully submitted,

Rachel DeCarlo

RACHEL DECARLO
Board Secretary