

1 **OFFICIAL MINUTES**

2  
3 of the **REGULAR MEETING** of the Greenwich Township Board of Education held  
4 **Monday, August 26, 2013** in the Nehaunsey Middle School library.

5  
6 The meeting was called to order by President Roseanne Lombardo at 7:01 p.m.

7  
8 **Roll Call:**

- 9  
10 Roseanne Lombardo  
11 Lisa Morina  
12 Andrew Chapkowski  
13 Louis Fabiani  
14 Ken Ridinger (arrived 7:03 p.m)  
15 Jill Trainor  
16 Susan Vernacchio

17  
18 Also present were Mr. Stephen Derkoski, Interim Superintendent and Mr. Scott A.  
19 Campbell, School Business Administrator/Board Secretary.

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21 As required under the guidelines of the Open Public Meeting Law, notice of this meeting  
22 was sent to the **The South Jersey Times, Courier Post,** and the **Township Clerk.** It  
23 was also posted in the Greenwich Township School Buildings. (Optional: Videotaping  
24 Regulations – “The proceedings of this meeting are being videotaped and anyone  
25 wishing to discuss an individual child should so note.”)

26  
27 **FLAG SALUTE**

28  
29 **1. MINUTES**

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31 Motion: (Trainor/Chapkowski) to approve the minutes:

- 32  
33 June 10, 2013 - Regular Meeting  
34 June 10, 2013 - Executive Session  
35 July 12, 2013 - Special Meeting  
36 July 12, 2013 - Executive Session

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38 Motion carried by unanimous roll call vote.

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40 **2. SUPERINTENDENT’S REPORT**

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42 Motion: (Chapkowski/Trainor) to approve the following as one, A1-A4:

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44 **A. Administrative Reports**

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- 1. Enrollment Statistics, Fire Drills and Suspensions, as of June 30, 2013. (Attachment – EXHIBIT B1)
- 2. School Health Services Monthly Reports as of June 30, 2013. (Attachment – EXHIBIT B2)
- 3. 2012-2013 Violence & Vandalism Report as of June 30, 2013. (Attachment – EXHIBIT B3)
- 4. Monthly Report of Attendance Officer as of June 30, 2013. (Attachment – EXHIBIT B4)

Motion carried by unanimous roll call vote.

**3. THE SUPERINTENDENT RECOMMENDS APPROVAL OF THE FOLLOWING ACTION ITEMS**

Motion: (Morina/Vernacchio) to approve the following as one, A-O:

- A. Medical Standing Orders
  - 1. The approval of the Greenwich Township School District Medical Standing Orders for the 2013-2014 school year. (Copy available for review in the Superintendent’s office.)
- B. The approval to accept and submit the QSAC District Improvement Plan.
- C. The retroactive approval for the following summer custodians to work an additional week (week of August 26, 2013) to complete the summer cleaning:
 

Cody Croce	Kyle Curtis	Justin Frisby
Carlo Giovannitti	Mario Nastase	
- D. The approval to rescind the leave of absence for teacher, Steven Wehrle, during the start of the 2013-2014 school year.
- E. The approval to rescind the contract for Melissa Hocko, Part-Time Language Arts Support Teacher, for the 2013-2014 school year.
- F. The approval to enter into a contract with Source4Teachers for the 2013-2014 school year to provide substitute staff at the following rates:
 

Substitute Teachers	-	\$ 75.00 per day
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1	Substitute Teachers		
2	(long-term day 21 of		
3	consecutive day in same class)	-	\$ 95.00
4			
5	Substitute Teachers (long-term		
6	minimum two marking periods		
7	same class)	-	\$125.00 per day
8			
9	Substitute Aides	-	\$ 73.50 (full day)
10		-	\$10.50/hour less than full day

11  
12 *The Interim Superintendent and School Business Administrator are*  
13 *authorized to execute all contracts.*  
14

- 15 G. The approval for the appointment of Jennifer Rivera as a Part-Time  
16 Instructional Support Teacher, pending a positive Criminal History check  
17 and/or completion of required paperwork, effective September 1, 2013 for  
18 the 2013-2014 school year, at an annual salary of \$29,178.00, no benefits.  
19 Mrs. Rivera will work three full days per week.  
20
- 21 H. The approval for the appointment of Richard LaVella as a Part-Time  
22 Custodian, pending a positive Criminal History check and/or completion of  
23 required paperwork, effective September 3, 2013 for the 2013-2014  
24 school year, 20 hours per week, hours to be determined, at an hourly rate  
25 of \$10.00 per hour, no benefits.  
26
- 27 I. The approval for the appointment of FaithAnne Jeffers as a Part-Time  
28 Custodian, pending a positive Criminal History check and/or completion of  
29 required paperwork, effective September 3, 2013 for the 2013-2014  
30 school year, 20 hours per week, hours to be determined, at an hourly rate  
31 of \$10.00 per hour, no benefits.  
32
- 33 J. The approval to appoint Angela Addeo to coordinate substitute calling for  
34 needed secretaries, cafeteria aides, nurse and non-instructional aides at  
35 an annual stipend of \$350.00.  
36
- 37 K. The approval to re-instate in-school suspension on an as needs basis at  
38 both Broad Street and Nehaunsey Middle School for half a school year  
39 and to evaluate the program and statistics in January 2014.  
40
- 41 L. The *retroactive* approval to post and appoint a Head Teacher at the Broad  
42 Street School for half a school year at a stipend of \$750.00 to be  
43 evaluated in January 2013.

- 1 M. The approval of the salary guides for the GTEA represented employees  
2 for the 2013 through 2016 school years that meet the guidelines of the  
3 tentative agreement previously approved.  
4
- 5 N. The approval for the payment of tuition reimbursement for Andrew  
6 Mettler, Teacher, for a course to be taken at Drexel University (Fall 2013),  
7 “**Evaluation of Instruction**”, for an amount not to exceed the current NJ  
8 State college tuition rate pending completion/verification of required  
9 documentation as per Article XII, Section I, of the GTEA/Board  
10 Agreement.  
11
- 12 O. The approval for the payment of tuition reimbursement for Stephania  
13 Tomaszewski, Teacher, for a course to be taken at Drexel University (Fall  
14 2013), “**Social Context of Information Professions INFO 520**”, for an  
15 amount not to exceed the current NJ State college tuition rate pending  
16 completion/verification of required documentation as per Article XII,  
17 Section I, of the GTEA/Board Agreement.  
18

19 **Susan Vernacchio** noticed that the district is keeping some of the summer  
20 custodians for another week and wanted to know if we are behind schedule?  
21 **Scott Campbell** said they were extended another week to take care of some of  
22 the small items that needed to be done before school started.  
23

24 **Ken Ridinger** asked about the stipends for items J & L. He wanted to know  
25 what was previously done on item J with the substitute caller and if that was  
26 something in her job description? **Stephen Derkoski** said that Source4Teachers  
27 was only taking on all the substitutes for teachers but not for the aides, nurses,  
28 secretaries or cafeteria. It was decided that **Mrs. Addeo** will be the caller for  
29 substitutes for those other positions and a small stipend would be appropriate  
30 since she “inherited” that position. **Mr. Ridinger** then suggested that it be put  
31 into her job description and add that stipend into her salary if it can be negotiated  
32 that way. **Mr. Ridinger** then wanted a description of a head teacher as listed in  
33 item L. **Mr. Derkoski** said that many districts have a head teacher and basically  
34 if a Principal is out either with a sick day, personal day, meeting or workshop, this  
35 head teacher would be the “go to person”. That person would not be supervising  
36 the staff but if a parent comes into the office or a decision that has to be made,  
37 the head teacher would be the one to do that. **Susan Vernacchio** feels that the  
38 administration should still be visiting the Broad Street School and overseeing the  
39 areas that they should be seeing such as the Child Study Team director and the  
40 Curriculum Coordinator. She would rather see them making regular visits to  
41 Broad Street School, have them do their evaluations and do what they need to  
42 do over there instead of having a head teacher in the building.  
43

44 Motion carried by unanimous roll call vote.  
45

1 **Stephen Derkoski** talked about moving the elections out of the school buildings.  
2 This November will be a general election and there will be voters in the school all  
3 day long and it can be a security issue. A letter will be processed through the  
4 business office to ask to have the polling place removed from the schools.  
5

6 **Ken Ridinger** said he doesn't feel the report of the attendance officer should be  
7 listed on the agenda; it is sensitive material and should only be brought up in  
8 executive session.  
9

10 **Stephen Derkoski** spoke about QSAC. Three years ago we received scores  
11 that are still be evaluated. They will be coming here in February to review last  
12 year versus this year. **Mr. Derkoski** also passed out information on the Strategic  
13 Plan and if there was anything that the Board wanted to adjust or add.  
14

#### 15 **4. POLICIES/REGULATIONS**

16 Motion: (Chapkowski/Lombardo) to approve the following:  
17

18 A. The approval of the following list of **new** and/or **revised** district policies on  
19 **first** reading:  
20  
21

Policy Alert No. 198 (December 2012)	
Policy/Regulation No.	Title
Policy 2415	No Child Left Behind ( <i>Revised</i> )
Policy 2468	Independent Educational Evaluations ( <i>New</i> )
Policy/Regulation 3230	Outside Activities ( <i>Revised</i> )
Policy/Regulation 3281	Inappropriate Staff Conduct ( <i>Revised</i> )
Policy/Regulation 4230	Outside Activities ( <i>Revised</i> )
Policy/Regulation 4281	Inappropriate Staff Conduct ( <i>Revised</i> )
Policy 6113	E-Rate ( <i>New</i> )
Policy Alert No. 199 (June 2013)	
Policy/Regulation No.	Title
Policy/Regulation 5117	Interdistrict Public School Choice ( <i>New</i> )
Policy 5120	Assignment of Pupils ( <i>Revised</i> )
Policy/Regulation 5300	Automated External Defibrillators (AED) (Policy – <i>Revised</i> /Regulation – <i>New</i> )
Policy 7522	School District Provided Technology Devices to Staff Members ( <i>New</i> )
Policy 7523	School District Provided Technology Devices to Pupils ( <i>New</i> )

22 **Lisa Morina** asked about Policy/Regulation #5300 and who was trained on the  
23 AED machine? **Scott Campbell** said both nurses are trained in it and during an  
24 in-service day, they make sure there is the appropriate number of staff that is  
25 trained on it as well. **Sue Vernacchio** asked about Policy #7523. She wanted to  
26 know if this is something that was coming from Strauss Esmay? **Stephen**  
27

1 **Derkoski** said it did come from them and there will be a lot of paperwork  
 2 generated for both the parents and students in reference to the hardware they  
 3 will be receiving. We did budget for laptops for the students and they have been  
 4 received and are in the building now. We have enough for all the fifth (5<sup>th</sup>) and  
 5 sixth (6<sup>th</sup>) grade students. They will not be handed out until “every i is dotted and  
 6 every t is crossed” in reference to usage, responsibility, maintenance, parent  
 7 responsibility and student responsibility. **Louis Fabiani** asked if the laptops will  
 8 be leaving the building to which **Mr. Derkoski** responded, “yes”. **Mr. Fabiani**  
 9 asked if the district will be reimbursed if the laptop is lost or stolen? **Mr.**  
 10 **Derkoski** said that once they take ownership, the document they are signing  
 11 indicates all the responsibilities that they have. **Mr. Fabiani** then asked if this  
 12 was on a trial basis because if 50% of these machines get lost, damaged or  
 13 stolen, will we continue this program? **Mr. Derkoski** replied, “no”. **Mr. Fabiani**  
 14 asked what is the longevity of these laptops to which **Mr. Derkoski** said  
 15 anywhere from three to four years. **Mr. Fabiani** asked what protection is there  
 16 so students do not log on to inappropriate websites? **Mr. Derkoski** said that **Mr.**  
 17 **Grelli** has all of that in place on each laptop. (The student must have internet at  
 18 their house in order to use these laptops; they will not be able to pick up the  
 19 internet from the school.)  
 20

21 Motion carried by unanimous roll call vote.

22  
 23 **5. CURRICULUM & INSTRUCTION**

24  
 25 Motion: (Chapkowski/Ridinger) to approve the following as one, A-D:

- 26  
 27 A. The approval for acceptance of the 2013-2014 Italian Funding Agreement  
 28 from the Italian American Committee on Education in the amount of  
 29 \$5,000.00 as per the attached. This includes a payment of \$100.00 for  
 30 the IACE membership fee. (Attachment – EXHIBIT C)  
 31  
 32 B. The approval for the submission of the NCLB application for the 2013-  
 33 2014 school year.  
 34  
 35 C. The approval to accept the approved IDEA grant award from the NJDOE  
 36 for the fiscal year 2014 for funds as listed below:  
 37

38 Program Duration: Start 9/01/13  
 39 End 8/31/14  
 40

Program Name	Award Amount
Basic – Public	\$183,338.00
Basic – Non/Public	\$34,794.00
PreSchool – Public	\$9,966.00

1 D. Workshops

- 2  
3 1. The approval for the following individuals to attend out-of-district  
4 workshops:  
5

Name	Workshop Title/Location/Date	Cost
Jody Harris Rabecca Cotton Nicole McGann Kate Tortella Vanessa Gottesfeld	<b>Understanding and Writing Student Growth Objectives</b> EIRC Mullica Hill, NJ 8/27/13 8:30 a.m. – 1:30 p.m.	\$695.00 (\$139.00 each) Plus Mileage

6  
7 **Lisa Morina** asked if we got the Italian funding last year? **Scott Campbell**  
8 replied, "yes".  
9

10 Motion carried by unanimous roll call vote.

11  
12 **6. BUDGET & FINANCE**

13  
14 Motion: (Lombardo/Trainor) to approve the following as one, A-G:  
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16 A. Tuition Contract

- 17  
18 1. The *retroactive* approval of the Tuition Contract Agreement  
19 between the Greenwich Township Board of Education and the  
20 Swedesboro-Woolwich Board of Education for Student #H2013-01  
21 to attend the Greenwich Township Broad Street School from March  
22 1, 2013 through the end of the 2012-2013 school year at a tuition  
23 rate of \$3,576.27. The Interim Superintendent and School  
24 Business Administrator are authorized to execute all contracts.  
25

26 B. Transportation

- 27  
28 1. The *retroactive* approval of the ESY 2013 Summer Joint  
29 Transportation Agreement between the Gateway Regional Board of  
30 Education (Host) and the Greenwich Township Board of Education  
31 (Joiner) for the transportation of twenty-four (24) students as  
32 follows:  
33

34 Ten (10) students to the Nehaussey School Pre-School Program  
35 Fourteen (14) students to the Nehaussey School MD Program  
36



1 The Joiner (Greenwich) agrees to pay the Host (Gateway) district  
2 \$5,949.25 which may be adjusted based on changes to the route.  
3

4 C. Contracts

- 5  
6 1. The approval of the Resolution Authorizing Contracts with Certain  
7 Approved State Contract Vendors for Boards of Education Pursuant  
8 to N.J.S.A. 18A:18A-10a for the 2013-2014 school year.  
9

10 D. Resolutions

- 11  
12 1. The approval of the resolution between the Alliance for Competitive  
13 Energy Services (ACES) and the Greenwich Township School  
14 District for the district's electric supply service through May, 2018.  
15 The School Business Administrator is authorized to execute all  
16 contracts.  
17  
18 2. The approval of the resolution between the Alliance for Competitive  
19 Energy Services (ACES) and the Greenwich Township School  
20 District for the district's gas supply service through May, 2019. The  
21 School Business Administrator is authorized to execute all  
22 contracts.  
23

24 E. Lunch Charge Policy

- 25  
26 1. The approval of the Food Service Department Lunch Charge Policy  
27 for the 2013-2014 school year. (Attachment – EXHIBIT D)  
28

29 F. Xerox Lease Agreement

- 30  
31 1. The approval of the Leasing Agreement between the Greenwich  
32 Township Board of Education and Xerox, State of New Jersey  
33 Term Contract #T2075 GSA/FSS. (Attachment – EXHIBIT E)  
34

35 G. Mandated Training Classes

- 36  
37 1. The approval for the following Board of Education Members to  
38 attend the following New Jersey School Boards Mandated Training  
39 Class. There will be no cost to the Board for the training classes.  
40

Name	Workshop Title/Location/Date	Cost
Jill Trainor	Governance II Atlantic City, NJ 10/24/13	Mileage
Andrew	Governance II	No Cost



Chapkowski	<b>Web-Based Training</b> (to be completed by 12/31/13)	
Lisa Morina	<b>Governance III</b> Atlantic City, NJ 10/24/13	Mileage
Roseanne Lombardo Susan Vernacchio	<b>Governance IV</b> Atlantic City, NJ 10/24/13	Mileage

1  
2 **Ken Ridinger** asked about the Xerox lease. **Scott Campbell** explained that they  
3 are for multiple copiers for the Nehaunsey Middle School. Some leases have  
4 expired and some have a lesser rate per month.  
5

6 Motion carried by unanimous roll call vote.  
7

8 **7. REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD**  
9 **SECRETARY**

10 Motion: (Chapkowski/Ridinger) to approve the following as one, A-H:  
11

12 A. **Transfer Report**

- 13 1. The *retroactive* approval of the Monthly Transfer Report Request  
14 for Approval of Transfers for the 2012-2013 school year.  
15 (Attachment – EXHIBIT F)  
16

- 17 B. The bills are presented by the Board Secretary in the following amounts  
18 are ordered paid. (Attachment – EXHIBIT G1)  
19  
20  
21

No.	Amount
P100	\$44,450.63
P101	\$31,247.74
P102	\$30,825.63
P103	\$450.00
P104	\$624.25
P105	\$42.26
P106	\$256.99
P107	\$4,020.00
P001	\$137,095.17
P002	\$135,373.15
<b>TOTAL</b>	<b>\$384,385.82</b>

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C. The approval for the following check to be voided. (Attachment – EXHIBIT G2)

Check#	Vendor	Amount
14454	Horizon BC/BS of NJ	Payment online-no check needed

D. Board Secretary’s Report

1. The acceptance of the Board Secretary’s Report for the month of *June 2013*. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23A – 16.10(c)3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (Attachment – EXHIBIT H)

E. Treasurer’s Report

1. The approval of the Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of *June 2013*. The Treasurer’s Report and the Board Secretary’s Report are in agreement for the month of *June 2013*. (Attachment – EXHIBIT I)

F. Revenue Certification

1. The Board Secretary in accordance with N.J.A.C. 6A:23A – 16.10(c)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

G. Board of Education Certification

1. The approval of the Board of Education certification for the month of *June 2013* that after review of the secretary’s monthly financial report and upon consultation with the appropriate district officials, that to the best of its knowledge no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

H. Transfer List

1. The ratification of transfers, authorized by the Superintendent, for the month of *June 2013* to give balances to new accounts and to balance existing accounts. (Attachment – EXHIBIT F)

1 Motion carried by unanimous roll call vote.

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3 **8. REGULATORY**

4  
5 Motion: (Chapkowski/Ridinger) to approve the following as one, A-C:

6  
7 A. The approval for submission of the 2013-2014 Alternate Toilet Room  
8 Facilities-Early Intervention, Pre-Kindergarten and Kindergarten form to  
9 the New Jersey State Department of Education to be in compliance with  
10 the N.J.A.C. 6A:26-6.2(h)4iii and iii. This would be for rooms 106, 107,  
11 108 and 111 at Broad Street School. (Attachment – EXHIBIT K)

12  
13 B. Transportation

14  
15 1. The approval of the Greenwich Township School District bus routes  
16 for the 2013-2014 school year as follows:  
17

Bus Routes	Schools	Contractor
GRP1, GRP2, GRP3	Paulsboro High School	Holcomb Bus Service
GRN1, GRN2, GRN3, GRN4, GRN5	Nehaunsey Middle School	Holcomb Bus Service
GR01, GR02, GR04, GR05	Broad Street School	Holcomb Bus Service
GPS1, GPS2	AM/PM PreSchool (Broad Street School)	Holcomb Bus Service

18  
19 C. Use of Facilities

20  
21 1. The approval for the Greenwich Township Historical Society to use  
22 a room at the Broad Street School to store their collection of  
23 historical artifacts during the 2013-2014 school year, as per  
24 administration assignment.

25  
26 2. The approval for the Greenwich Township PTA to use the Broad  
27 Street School Teacher's Lounge for their PTA Meetings on  
28 Thursday evenings on the following dates at 6:30 p.m.:

29  
30 September 26, 2013                      October 24, 2013  
31 November 21, 2013                      January 23, 2014  
32 February 20, 2014                      March 27, 2014  
33 April 24, 2014

34  
35 **Susan Vernacchio** asked why GCIT is not on the bus routes? **Scott Campbell**  
36 said it is because Holcomb does not do the GCIT run. Those runs were  
37 approved at an earlier meeting.

1 Motion carried by unanimous roll call vote.  
2

3 **9. OLD BUSINESS**  
4

5 **Scott Campbell** spoke about the repairs that were completed during the summer  
6 months for each school. For the Nehaunsey School, the items completed were  
7 the gymnasium ceiling was painted by a contractor, heaters were repaired in the  
8 back hallway, all the plumbing on the hot water heaters systems has been  
9 repaired and the final thing to be completed on Friday is the gymnasium floor. At  
10 the Broad Street School, the items completed were the tankless water heaters  
11 were installed and the work on the cupola is now completed. **Ken Ridinger**  
12 asked if they will be painting the roof because it looks rusty? **Mr. Campbell** said  
13 he will look into that and then continued by saying the brickwork has been  
14 completed. Also, the gymnasium ceiling is being re-done.  
15

16 **10. NEW BUSINESS**  
17

18 None at this time.  
19

20 **11. CORRESPONDENCE**  
21

22 There was an e-mail from a parent which will be discussed in executive session.  
23

24 **12. PUBLIC – AGENDA/NON-AGENDA ITEMS**  
25

26 This is the time when anyone from the public who wishes to speak to the Board  
27 may do so. Please state your name, address and phone number. The Board will  
28 hear you concerns. The Board may or may not take action this evening. You will  
29 be notified either at this meeting, by letter, or telephone of any action the Board  
30 does take.  
31

32 No public comment.  
33

34 **13. EXECUTIVE SESSION**  
35

36 Pursuant to certain requirements of the *Open Public Meetings Act, N.J.S.A. 10:4-*  
37 *6, et seq.*, which provides that an Executive Session, not open to the public, may  
38 be held for certain specified purposes when authorized by Resolution.  
39

40 The Board of Education for Greenwich Township, assembled in public session on  
41 **August 26, 2013** hereby resolves that an Executive Session closed to the public  
42 shall be held on **August 26, 2013** at **8:05 p.m.** in the Nehaunsey Middle School  
43 library, Room 48, located at 415 Swedesboro Road, Gibbstown, New Jersey, for  
44 discussion of certain matters which relate to items authorized by *Open Public*  
45 *Meetings Act, (N.J.S.A. 10:4-12b)* to be discussed in closed session.

- Matters Involving Individual Privacy
- Matters Relating to the Employment Relationship

It is anticipated that such matters may be disclosed to the public upon the determination of the Board that applicable exception no longer applies and the public interest will no longer be served by such confidentiality.

Motion: (Lombardo/Trainor) to enter into Executive Session at 8:05 p.m. to discuss the following:

- Parent Issue/Concern

Motion carried by unanimous voice vote.

*Louis Fabiani was excused at 8:06 p.m.*

Motion: (Ridinger/Chapkowski) to return from Executive Session at 8:22 p.m.

Motion carried by unanimous voice vote.

**14. ADJOURNMENT**

Motion: (Morina/Chapkowski) to adjourn the meeting at 8:23 p.m.

Motion carried by unanimous voice vote.

Respectfully Submitted,

\_\_\_\_\_  
Scott A. Campbell, Board Secretary