Minutes
December 6, 2017
Swedesboro-Woolwich Board of Education
Gov. Charles Stratton School
15 Fredrick Boulevard
Woolwich Township, NJ 08085
6:00 Executive Session
6:30 Regular Session

1. Opening

A. Call to Order

   Open Public Meeting Act. Adequate notice of this meeting of the board of education of the Swedesboro-Woolwich School District has been provided in accordance with the certification of notice by the secretary of the board, which shall become part of the minutes of this meeting.

B. Roll Call

| ☑  Mr. Craig Frederick, School Board President | All Committees |
| ☑  Mrs. Jaclyn Dopke, School Board Vice President | Operations, Personnel/Finance |
| ☐  Mr. Tom Ryan | (Chair) Personnel/Finance Committee |
| ☐  Mrs. Rosella Musumeci | Operations Committee |
| ☑  Mr. Joseph Palma | (Chair) Operations Committee |
| ☑  Mrs. Brenda Caltabiano | Curriculum Committee |
| ☑  Mrs. Natalie Matthias | (Chair) Curriculum Committee |
| ☑  Mr. Kevin Heffernan | Personnel/Finance Committee |
| ☑  Mrs. Michelle VanDiehl | Curriculum Committee |

Quorum __7-2 / 6:00pm__

Others Present
Dr. Kristin O’Neil, Superintendent of Schools
Mr. Christopher DeStratis, School Business Administrator, School Board Secretary
Mr. Joel Brown, Chief Information Officer
EXECUTIVE SESSION
RECESS INTO EXECUTIVE SESSION – If Needed

WHEREAS, the Open Public Meetings Act authorizes boards of education to meet in closed executive session under certain circumstances, and

WHEREAS, the Open Public Meetings Act requires the Swedesboro-Woolwich School District Board of Education (the “Board”) to adopt a resolution at a public meeting to go into closed executive session; now therefore:

BE IT RESOLVED by the Board that it is necessary to meet in closed executive session to discuss certain items, including the following:

☑ Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically: __________________________ HIB, Suspension

☐ Matters in which the release of information would impair the right to receive government funds, and specifically: ______________________________

☐ Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically: ______________________________

☐ Matters concerning negotiations, and specifically: ______________________________

☐ Matters involving the purchase of real property and/or the investment of public funds, and specifically: ______________________________

☐ Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically: ______________________________

☐ Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically: ______________________________

☑ Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically: ___________________________________________ Personnel Agenda Items

☐ Matters involving quasi-judicial deliberations, and specifically: ______________________________

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

BE IT FURTHER RESOLVED that the Board anticipates the executive session to last approximately 30 minutes. The Board will return to open session to conduct business at the conclusion of the executive session.

1) Recommendation: Palma/Dopke approve to enter into Executive Session for the purpose of discussing/reviewing items as noted above.

Board action needed: Yes

Time 6:01pm

(All yes, motion to carry: 7-0)
2) **Recommendation:** VanDiehl/Dopke approve to return to **Regular Session.**  
Board action needed: Yes  
(All yes, motion to carry: 7-0)

C. Flag Salute

D. Adoption of Agenda  
**Recommendation:** Palma/Dopke approve the adoption of the agenda, **as presented.**  
Board action needed: Yes  
(All yes, motion to carry: 7-0)

E. Approval of Minutes  
**Recommendation:** VanDiehl/Matthias approve the regular and executive session minutes as amended, dated **November 15, 2017, as submitted.**  
Board action needed: Yes  
(All yes, motion to carry: 7-0)

2. **Presentations**  
A. Stellar Comet of the Month- **November**  
   1) **Walter Hill School**  
      Grade 6  
      - Luciana Pasquarello  
      - Emma Philiposian  
      - Alyssa Ofak  
      - Sean Kirwin

   2) **Charles G. Harker School**  
      Grade 3  
      - Taylor Edwards  
      - Ryan Duffy  

      Grade 4  
      - Brooke Warner  
      - Kevin Weisser  

      Grade 5  
      - Cooper Cunning  
      - Giuliana Calvitti

   3) **Gov. Charles Stratton School**  
      Grade 1  
      - Gia DiBella
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Swedesboro-Woolwich Board of Education

- Austin Grubb
  Grade 2
  - Alexander Duer
  - Amiyiah LaFleur
4) Margaret Clifford School
   Preschool
   - Farrah Smedberg
   - Logan Nguyen
   - Kinley Burke

B. Recognition Ceremony- Presented by Mr. Craig Frederick
   a. Mr. Tom Ryan- retired Board Member
   b. Mr. Joe Palma- retired Board Member
   c. Mrs. Brenda Caltabiano- retired Board Member

C. Carpina Brazil Presentation- Ms. Rachel Ogbin
D. Curriculum Office presentation on ACCESS 2.0, and NJASK Science Data- Dr. Scott Hogan.

Public Comments/Visitors

Pursuant to the Open Public Meetings Act, this meeting will now be open to members of the public who wish to speak or make comment on agenda items or a school district issue that may be of concern to the residents of the district. Any person who wishes to speak must wait to speak until they have been recognized by the presiding Board Officer. If a large group of people are present to speak, the presiding Board Officer may, at his/her discretion, limit the number of people allowed to speak.

Any person who wishes to speak is requested to give their name, address, and group affiliation, if any, at the beginning of their comments. The Board requests that each group that wishes to be heard choose one representative to speak on its behalf. Comments shall be limited to five minutes in total length. It is the intention of the board to listen to public comments, and to respond if possible. If questions cannot be immediately answered the Board asks that you pose the question to the Board Secretary via e-mail. If your questions or comments pertain to litigation, student or personnel matters, the Board asks that you see the Superintendent after the meeting since the Board does not, pursuant to the Open Public Meetings Act, discuss or respond to these items in public.

This meeting will move into regular agenda items at the conclusion of the public comments or at 7:30 pm whichever occurs first.

1. Gina Azzari-SWEA President
Offered congratulations to Rachael Ogbin for her presentation and upcoming sabbatical opportunity in Brazil. Also offered thanks and appreciation to the outgoing board members Joe Palma, Brenda Caltabiano, and Tom Ryan.

2. Communication

A. Superintendent

1) Superintendent Updates

1. Heather Dougherty (special education teacher at Harker) is being awarded Teacher of the Year from the Clarksboro Lodge #87 of Free and Accepted Masons. Heather and I will be attending the dinner on Monday evening to celebrate this accomplishment.

2. SWSD participated in the Promising Practices Fair this past week. Here are a few of the other Promising Practices that were also shared:
   - **Lumberton**: Using IQWST Science to Improve Instruction and Narrow the Achievement Gap
   - **Lumberton**: Reading and Writing Progressions
   - **Maple Shade**: Life Before K – Summer Program
   - **Pemberton Township Schools**: Creating Trauma Sensitive Schools
   - **Delsea Regional**: MEN Scholars – Peer Mentoring Program
   - **Cherry Hill Public Schools**: Supporting historically underserved students to take higher level middle school math through the use of teacher feedback
   - **Mount Holly**: Pathways – Online learning through student choice
   - **Ocean City**: Freshman transition – Peer Mentoring Leadership Development

3. Great job on the 5th grade performance of School of Rock. This year Mrs. Petrini led the show.

4. Many holiday events coming up: Holiday shops are up and running, Stratton’s Kazoo concert is soon, Mr. and Mrs. Klaus will be coming to Stratton and Clifford, Polar Express Day will be held, Winter Festival on Thurs. at Clifford, Harker/Hill winter concert on the 14th, Stratton winter concert on the 18th.

2) District Enrollment

   a) Report, as submitted

   Clifford  
   Stratton  
   Harker  
   Hill
3) Correspondence.

4) OPRA Log

<table>
<thead>
<tr>
<th>Document (s) Requested</th>
<th>Who Requested</th>
<th>Date Received</th>
<th>Date Completed</th>
<th>Hours to complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>2- Most recent SWEA MOA with stipend rates for extra-curricular positions.</td>
<td>Francine Viden of Capehart Scatchard</td>
<td>November 13, 2017</td>
<td>November 20, 2017</td>
<td>.25</td>
</tr>
</tbody>
</table>

B. District Administration

1) Administrator’s Monthly Board Reports, as submitted

Clifford Stratton
Harker Hill
Technology
Special Services
Curriculum & Instruction

3. Action Items

Personnel/Finance/Negotiations Committee
Committee Meeting Report, as presented

- Discussed staff seeking CEFM certificate
- Moving the district to mandatory direct deposit for payroll
- Audit report is complete, surplus and capital reserve stable
- Harker funds must be moved to debt service relief

A. Dopke/Matthias approve the following Personnel items, as listed:

<table>
<thead>
<tr>
<th>NAME</th>
<th>SCHOOL</th>
<th>POSITION/ CERT</th>
<th>SALARY</th>
<th>BUDGET ACCT #</th>
<th>ACTION</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1- Ms. Patricia Lewis</td>
<td>Hill</td>
<td>Paraprofessional</td>
<td>-</td>
<td>-</td>
<td>Medical leave</td>
<td>November 27, 2017 returning 8-12 weeks</td>
</tr>
<tr>
<td>A.2- Ms. Deborah Conrad</td>
<td>Stratton</td>
<td>Teacher</td>
<td>-</td>
<td>-</td>
<td>Extension of leave</td>
<td>Expected return date January 8, 2018</td>
</tr>
<tr>
<td>A.3- Ms. Maria Sohn</td>
<td>Stratton</td>
<td>Teacher</td>
<td>$71,582</td>
<td>11-120-100-101-000-00</td>
<td>Lane Change to MA+30</td>
<td>December 7, 2017</td>
</tr>
<tr>
<td>A.4- Ms. Kelly Davis</td>
<td>Stratton</td>
<td>Clinical Intern</td>
<td>-</td>
<td>-</td>
<td>Clinical Intern placed with Ms.</td>
<td>Spring 2018; January 16, 2018-May 7, 2018</td>
</tr>
</tbody>
</table>
### A.5- Ms. Courtney Kriss

### A.6- Mr. Daniel Owen
Harker  Clinical Intern  -  -  Clinical Intern placed with Ms. Donahue  Spring 2018: January 16, 2018-May 7, 2018

### A.7- Ms. Victoria Reihing
Harker  Clinical Intern  -  -  Clinical Intern placed with Wayne Todd  Spring 2018: January 31, 2018-April 20, 2018 and Fall 2018: September 4, 2018-December 20, 2018

### A.8- Mr. Ryan McVeigh
Hill  Teacher CE Elementary Education K-6/CE (TOSD) Teacher student with disabilities  11-213-100-101-000-00-060  New Hire  TBD

### B. Dopke/Matthias approve the following Workshops, as listed:

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Workshop</th>
<th>Date &amp; Time</th>
<th>Cost</th>
<th>Estimated Travel Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.1- Mr. Domenic Consoli</td>
<td>Techspo 2018</td>
<td>January 26, 2018</td>
<td>$275</td>
<td>$0</td>
</tr>
<tr>
<td>B.2- Mr. Joel Brown</td>
<td>Techspo 2018</td>
<td>January 25-26, 2018</td>
<td>$425</td>
<td>$150</td>
</tr>
<tr>
<td>B.3- Ms. Carolynne Sandy</td>
<td>Techspo 2018</td>
<td>January 25-26, 2018</td>
<td>$425</td>
<td>$150</td>
</tr>
<tr>
<td>B.4- Mr. Tim Wojciechowski</td>
<td>Techspo 2018</td>
<td>January 25, 2018</td>
<td>$275</td>
<td>$0</td>
</tr>
<tr>
<td>B.5- Mr. Scott Hogan</td>
<td>Techspo 2018</td>
<td>January 25-26, 2018</td>
<td>-</td>
<td>$150</td>
</tr>
<tr>
<td><strong>Please note: Mr. Hogan has previously been board approved to attend Techspo 2018, however, travel expenses were not.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.6- Ms. Dana Teague</td>
<td>Techspo 2018</td>
<td>January 26, 2018</td>
<td>$275</td>
<td>$0</td>
</tr>
<tr>
<td>B.7- Ms. Leigh Donato</td>
<td>Techspo 2018</td>
<td>January 25, 2018</td>
<td>$275</td>
<td>$0</td>
</tr>
<tr>
<td>B.8- Ms. Loraine Leypoldt</td>
<td>Techspo 2018</td>
<td>January 25, 2018</td>
<td>$275</td>
<td>$0</td>
</tr>
<tr>
<td>B.9- Ms. Carolynne Sandy, Ms. Dana Teague, Mr. Tim Wojciechowski, Ms. Corrin Sellen</td>
<td>Creating &amp; Enhancing Engaging MAKERSPACES in Your Classroom and School (K-6)</td>
<td>January 23, 2018</td>
<td>$229/pers on</td>
<td>$0</td>
</tr>
<tr>
<td>B.10- Ms. Amy Kline, Ms. Meghan Gentleman</td>
<td>Best Practices in Co-Teaching Co-Teaching to Help Your Students Meet High Academic Expectations</td>
<td>January 8, 2018</td>
<td>$249/pers on</td>
<td>$17.11</td>
</tr>
</tbody>
</table>
### Minutes
#### December 6, 2017

**Swedesboro-Woolwich Board of Education**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.11</td>
<td>Mr. Joel Brown, Dr. Scott Hogan, Ms. Dana Teague</td>
<td>“Are You Future Ready?” NJSBA Work Session</td>
<td>$0</td>
</tr>
<tr>
<td>B.12</td>
<td>Ms. Christina Hillen, Ms. Nicole Collins</td>
<td>Makerspaces: Creating and Enhancing Makerspaces in your classroom</td>
<td>January 23, 2018</td>
</tr>
<tr>
<td>B.13</td>
<td>Ms. Maria Gialloreto</td>
<td>School Transportation Supervisors of NJ General Meeting</td>
<td>December 8, 2017</td>
</tr>
<tr>
<td>B.14</td>
<td>Ms. Patrice Hoffman</td>
<td>Art Therapy &amp; Creative Art Interventions for Challenging Children Who Act Out, Melt Down or Shut Down</td>
<td>December 7, 2017</td>
</tr>
<tr>
<td>B.15</td>
<td>Ms. Maria Sohn</td>
<td>Techspo 2018</td>
<td>January 26, 2018</td>
</tr>
</tbody>
</table>

#### C. Recommendation:
Dopke/Matthias Approve the Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2017. 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, and approve the Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of October 2017. The Reconciliation Report and Board Secretary’s Report are in agreement for the month of October 2017.

Whereas, the Board Secretary in accordance with N.J.A.C. 6A:23A-16.10(c) 2 certifies that there are no changes in revenue amounts or revenue sources, and

Whereas, the Board of Education certifies- pursuant to N.J.A.C. 6A:23A-16.10 (c) 4 that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C 6A: 23A-16.10 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

#### D. Regular, Payroll, Cafeteria & Addendum Bills
Recommendation: Dopke/Matthias approve the payment of December 2017 regular and addendum bills in the amount of $640,289.19 and payroll for November 2017 in the amount of $1,233,400.53, as submitted.

#### E. Recommendation:
Dopke/Matthias approve the Line Item Transfer for October 2017 in the amount of $37,000, as submitted.

#### F. Recommendation:
Dopke/Matthias approve to accept the 2016-2017 Report of Audit, as submitted.
G. Recommendation: Dopke/Matthias approve to accept the 2016-2017 Department of Agriculture – Division of Food and Nutrition Audit of School Food Service Operations audit finding and recommendation including Corrective Action Plan, as submitted.

H. Recommendation: Dopke/Matthias approve the transfer of unanticipated excess 2016-2017 revenue in the amount of $70,745 from the general fund into capital reserve as of 6/30/17, per audit.

I. Recommendation: Dopke/Matthias approve the following resolution in Support of Retaining the State and Local Tax Deduction:

RESOLUTION
In Support of Retaining the State and Local Tax Deduction

WHEREAS, The United States Senate and House of Representatives are considering legislation, “The Tax Cuts and Jobs Act,” to restructure the federal income tax system, and

WHEREAS, The House and Senate versions of the proposals would severely limit or eliminate the current deductibility of local property taxes and state income and sales taxes, and

WHEREAS, Eliminating or restricting deductions for state and local taxes would result in a financial burden for a substantial number of New Jersey households, and

WHEREAS, The Government Finance Officers Association has found that eliminating the state and local tax deduction would be felt most harshly by public school districts, which rely on local and state tax revenue for support, and

WHEREAS, In New Jersey, the federal government provides only 4.2 percent of the funding for public education, making the state’s public schools the second most dependent in the nation on state and local revenue, and

WHEREAS, A report by the Rockefeller Institute shows that New Jerseyans pay $31 billion more in federal income taxes than the state receives back in federal services, and
WHEREAS, The Swedesboro-Woolwich Board of Education believes that elimination or restriction of deductibility of state and local taxes would pose a financial burden on the state’s public schools and its citizens, and

WHEREAS, Certain tax reform proposals would also eliminate advance refunding of bonds, which allow school districts to refinance at lower interest and lower cost to taxpayers, and

WHEREAS, Some tax reform proposals would also expand tax-advantaged savings programs to include private school tuition, thereby diverting limited federal funds from public to non-public schools. Now therefore be it

RESOLVED, That the Swedesboro-Woolwich Board of Education urges the U.S. Senate and House of Representatives to oppose any tax reform legislation that would restrict deductibility of state and local taxes, and be it further

RESOLVED, That the Swedesboro-Woolwich Board of Education urges the U.S. Senate and House of Representatives to opposed legislation that would limit the financial flexibility of local school districts and/or divert public funds to non-public schools, and be it further

RESOLVED, That this resolution be sent to U.S. Representative Frank LoBiondo, U.S. Senator Robert Menendez, and U.S. Senator Cory Booker, and be it further

RESOLVED, That copies of this resolution be sent to the New Jersey School Boards Association and the Gloucester County School Boards Association.

Board action needed: Yes (Roll Call Required)
(All yes, motion to carry: 7-0)

Mrs. Jaclyn Dopke-Y	Mrs. Rosella Musumeci	Mrs. Natalie Matthias-Y
Mr. Joseph Palma-Y	Mr. Kevin Heffernan-Y	Mrs. Michelle VanDiehl-Y
Mr. Tom Ryan	Mrs. Brenda Caltabiano-Y	Mr. Craig Frederick-Y

**Curriculum, Policy, Community Relations Committee**

*Committee Meeting Report, as presented*

-Reviewed administrator placements
-Nursing policy
-Preview of Dr. Hogan’s presentation
Harker funds

A. **HIB Reports**, November 2017
   **Recommendation**: Dopke/VanDiehl approve HIB, as submitted.

B. **Recommendation**: Dopke/VanDiehl approve the following staff members to supervise during the Stratton Winter Concert on December 18, 2017 for 1.5 hours, as per contract:
   - Johanna Mastrogiacomo
   - Albert DiGiacomo
   - Julie Steinman
   - Laura Hubbard

C. **Recommendation**: Dopke/VanDiehl approve the following staff members for Hill’s Afterschool Academic Support on Tuesdays and Wednesdays from January 2018- May 2018, as per contract:
   - Nick Leypoldt
   - Jessie Clifford
   - Lindsay Rieger
   - Christina Hillen
   - Nicole Collins
   - Donna Sickler
   - Kelly Pollitt
   - Stan Coleman

D. **Recommendation**: Dopke/VanDiehl approve Doug Tranz to offer an afterschool Guitar Club on Mondays from 3:15-4:15, as per contract.

E. **Recommendation**: Dopke/VanDiehl approve Maria Sohn to provide 10 hours of professional development to staff members as part of the Curriculum Office Voluntary professional development offerings, as per contract.

F. **Recommendation**: Dopke/VanDiehl approve 1st Grade field trip to Investors Bank Performing Arts Center to see Clementine on May 18, 2018 from 9:15 am-1:30 pm.
   **Board action needed**: Yes (Roll Call Required)
   (All yes, motion to carry: 7-0)

Mrs. Jaclyn Dopke-Y  Mrs. Rosella Musumeci  Mrs. Natalie Matthias-Y
Mr. Joseph Palma-Y   Mr. Kevin Heffernan-Y  Mrs. Michelle VanDiehl-Y
Mr. Tom Ryan         Mrs. Brenda Caltabiano-Y  Mr. Craig Frederick-Y
Operations
Buildings and Grounds, Long Range Plans, Technology, Transportation
Committee Meeting Report, as presented

-Projects are on target

Mr. Palma thanked the board for working together and building a strong foundation. He wants to see the district recognized as high performing.

A. Facility Usage Requests- None to Report

4. Old Business

Public Comments/Visitors
Any person interested in making comments on any agenda item or other school district related topic is requested to give their name and address. Comments shall be limited to five minutes in total length. It is the intention of the board to listen to public comments, and to respond if possible. If questions cannot be immediately answered the Board asks that you pose the question to the Board Secretary via e-mail. If your questions or comments pertain to litigation, student or personnel matters, the Board asks that you see the Superintendent after the meeting since the Board does not, pursuant to the Open Public Meetings Act, discuss or respond to these items in public. This portion will end at the conclusion of the public comments or after 30 minutes whichever comes first.

EXECUTIVE SESSION
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Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically:

Matters concerning negotiations, and specifically:

Matters involving the purchase of real property and/or the investment of public funds, and specifically:

Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:

Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically:

Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:

Personnel Agenda Items

☐ Matters involving quasi-judicial deliberations, and specifically:

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BE IT FURTHER RESOLVED that the Board anticipates the executive session to last approximately 60 minutes. The Board will return to open session to conduct business at the conclusion of the executive session.

Delegates:
a. NJSBA – Mr. Craig Frederick
b. GCSBA – Mrs. Jaclyn Dopke

6. Adjournment

Recommendation: Palma/Caltabiano Approve the adjournment of meeting.
Board action needed: Yes

Time: 7:23pm

(All yes, motion to carry: 7-0)

Respectfully submitted,

Mr. Christopher DeStratis
Board Secretary/SBA

Next Meeting(s):
January 3, 2018 - Reorganization Meeting
Board/Committee Meetings as scheduled