BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT OF PUTNAM & WESTCHESTER COUNTIES
200 BOCES DRIVE, YORKTOWN HEIGHTS, NY 10598

Minutes
August 16, 2016

PRESENT	Richard Kreps, Catherine Lilburne, Anita Feldman, Tina Mackay, Frank Schnecker
EXECUTIVE OFFICER	James M. Ryan, Ed.D.
STAFF	John McCarthy, Lynn Allen, Michael Skerritt
GUEST	Jeffrey Mester (arrived 9:06 am)
CALL TO ORDER	Mr. Kreps called the meeting to order at 9:00 am
REGULAR MEETING ITEMS	
3A	Minutes of the Organizational Meeting of July 6, 2016 – Mrs. Feldman moved, and Mr. Schnecker seconded, the approval of the Minutes of the Organizational Meeting of July 6, 2016. All members present voted aye.
3B	Minutes of the Regular Meeting of July 6, 2016 – Mrs. Feldman moved, and Mr. Schnecker seconded, the approval of the Minutes of the Regular Meeting of July 6, 2016. All members present voted aye.
CONSENT AGENDA	Mrs. Lilburne moved, and Mrs. Mackay seconded, the approval of the Consent Agenda. Dr. Ryan mentioned that he prepared an agenda summary memo that included a description of each agenda item. Mrs. Feldman commented that she found the memo extremely helpful. All members present voted aye and the following were approved:
4A	Donations
4B	Bid Awards
4C	Bid Renewal
4D	Bid Rejection
4E	Surplus Equipment
4F	Initial Service Contracts 2016-2017

4G	Final Service Contracts 2015-2016 (PNW BOCES)
4H	Final Service Contracts 2015-2016 (Other BOCES)
4I	Personnel Report
	RESIGNATIONS AND TERMINATIONS RESIGNATIONS Ydelsa Batista, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 08/09/2016 Fredericka Butler, Supervisor of Special Education, Full Time, 35 hpw (100%) (Special Education, RAHS-Fox Meadow), effective 08/12/2016 James Yoon, Programmer, Full Time, 35 hpw (100%) (Administration-Internal Services, Information Technology-School Services Building), effective 07/15/2016 CHANGE IN STATUS Jo Ana L. Bach, Teacher-Tenure Area-General Special Education, Full Time, 35 hpw (100%) Temporary Appointment at the rate of $64,457.00 (BA+31, Step 2 + $375 for Masters +$750 Non-Recurring Stipend) (Special Education, Walden School, Leave Replacement for Janine Ciccone), effective 09/01/2016-06/30/2017. Taking a leave of absence as Teacher Aide to accept a temporary appointment as Teacher-General Special Education. Stephanie L. Carnes, School Social Worker, Full Time, 35 hpw (100%) (CTE, Tech Center), effective 09/01/2016-10/10/2016. Requesting a Child Care Leave of Absence without Pay. Diane M. Dursi, Manager of Information Technology, Full Time, 35 hpw (100%) (Administration-Internal Services, School Services Building), effective 06/28/2016-07/29/2016. Requested Leave without Pay. Rachel T. Lehr, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 09/01/2016-06/23/2017. Requesting a Leave without Pay to complete graduate internship.

	Erin G. Leskovic, Teacher-Tenure Area-Instructional Support Services in Professional Development, Full Time, 35 hpw (100%) (RSE-TASC, Projects Building), effective 09/01/2016-01/08/2017. Requesting a Child Care Leave of Absence without Pay. Jessica Scully, Occupational Therapist on Schedule, Part Time, 28 hpw (80%) (Special Education, Walden School), effective 09/01/2016-06/30/2017. Reduction in time @ employee's request; previously Full Time, 35 hpw (100%) APPOINTMENTS CERTFICATED Eligibility for tenure as a classroom teacher or building principal is contingent upon his/her successful completion of the probationary term and having received composite or overall APPR rating of either "Effective" or "Highly Effective" in at least three of the four preceding years, and a rating higher than "Ineffective" in the fiscal year of the probationary period. Kathleen Hanlon, Teacher-Tenure Area-General Special Education, Full Time, 35 hpw (100%) 4-year Probationary Appointment (Special Education, Pines Bridge School, effective 09/01/2016-08/31/2020. Salary $64,577.00. APPOINTMENTS CLASSIFIED Linda A. Hoos-Mastrogiacomo, Food Service Helper Annualized, 10 Months, Probationary Appointment, to serve a probationary period of 52 weeks which will end on 08/31/2017 (Administration-Internal Services, Walden School, replacement for Nancy Grant), effective 09/01/2016. Salary $14,601.95. Sylvia C. Siciliano, Senior Office Assistant (Automated Systems), Full Time, 35 hpw (100%) Probationary Appointment from Eligible List #02-416; to serve a probationary period of 52 weeks which will end on 07/31/2017 (Curriculum & Instructional Services, School Services Building, replacement for Tracy Sheridan), effective 08/01/2016. Salary $46,419.00 prorated to $42,550.75**

	REAPPOINTMENTS CERTIFICATED Christina M. Giorgio, Adult Education Instructor-Annualized, Part Time, 10 Months (86%) (CTE, Michael J. Dibart Center, Peekskill, NY), effective 09/01/2016-06/30/2017. Salary $85,350.00 prorated to $73,401.00** REAPPOINTMENTS CLASSIFIED Lindita Dedvukaj, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 09/01/2016, Salary $25,998.40* Shadeiq Desland, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, RAHS-Fox Meadow), effective 09/01/2016, Salary $24,784.00* Eric Giancola, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 09/01/2016, Salary $25,269.76* Christina Hong, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 09/01/2016, Salary $25,998.40* Danielle A. Kaufman, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Lincoln Titus Elementary School), effective 09/01/2016, Salary $25,026.88* Rachel T. Lehr, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 09/01/2016, Salary $25, 391.20* Gina Lynch, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 09/01/2016, Salary $25,391.20* Marissa Marr, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 09/01/2016, Salary $25,998.40*

	Christina Marsella, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 09/01/2016, effective $26,418.00* Victoria Paladino, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 09/01/2016, Salary $26,302.00* Ana P. Pascarelli, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 09/01/2016, Salary $26,302.00* Amanda Rizzo, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 09/01/2016, Salary $24,784.00* Christine Vail, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, Walden School), effective 09/01/2016, Salary $26,302.00* Danielle Winthers, Teacher Aide, Full Time, 32.5 hpw (100%) (Special Education, RAHS-Fox Meadow), effective 09/01/2016, Salary $24,784.00* *Salary stated is 2015-16 Base Salary including pay items effective on 02/01/2016 as per USA Contract. This salary will be adjusted as per USA Contract for 2016-17. **Pro-rated Salary through 6/30/17.
4J	ESY Hourly/Per Diem Personnel Report Ashley Barnett, ESY Teacher Aide, Daily $107.00 Kevin Campise, ESY Teacher, Daily $284.00 Emily Casey, ESY Teacher Aide, Daily, $107.00 Christy Cecera, ESY Teacher Aide, Daily, $107.00 Martha DeLeon, ESY Teacher Aide, Daily $107.00 Carly Dreher, ESY Teacher*, Daily, $350.00 Aubrey Helchowski, ESY Teacher Aide, Daily, $107.00 Amanda Hetherington, ESY COTA, Hourly, $47.75 James Horigan, ESY Teacher Aide, Daily, $107.00 Sarah Jones, ESY Teacher Aide, Daily, $107.00 Michelle Maher, ESY Teaching Assistant, Daily, $165.00

	Noreen McNamara, ESY Teacher Aide, Daily, $126.00 Annmarie Medina, ESY Teacher Aide, Daily, $107.00 Molly Moroney, ESY Teacher Aide, Daily, $107.00 Antonio Paone, ESY Teacher Aide, Daily, $107.00 Ryan Powell, ESY Teacher Aide, Daily, $107.00 Jennifer Reid, ESY Teaching Assistant, Daily, $165.00 Cynthia Scinto, ESY School Nurse, Daily, $284.00 Cynthia Sosnowski, ESY Teacher Aide, Daily, $146.00 Doreen Trani, ESY Teaching Assistant, Daily $172.00 Doreen Trani, ESY Teaching Assistant as Substitute Teacher, Daily, $30.00 *Change in daily rate from $284 to $350
4K	Hourly/Per Diem Personnel Report Adams, Tammy, Teacher-Special Assignment-Hourly, $35.00, effective 06/28/2016 Bach, Jo Ana, Teacher-Special Assignment-Hourly, $35.00, effective 06/28/2016 Batto, Linda, Teacher-Special Assignment-Hourly, $35.00, effective 06/28/2016 Casino, Ligmy, Telephone Operator-Hourly, $13.90, effective 08/01/2016 Chenoweth, Susan, Teacher-Special Assignment-Hourly, $35.00, effective 06/28/2016 Cooper, Deborah, Substitute Teacher Aide, Daily, $75.00, effective 08/17/2016 DaRonco, Lina, Teacher-Special Assignment-Hourly, $35.00, effective 06/28/2016 Hilpl, Mark, Bus Driver, Hourly, $24.40, effective 07/11/2016 Hoos-Mastrogiacomo, Linda, Food Service Helper, Hourly, $13.90, effective 08/01/2016 Jones, Austin, Food Service Helper, Hourly, $13.90, effective 07/07/2016 Longo, Elisa, Teacher-Special Assignment-Hourly, $35.00, effective 06/28/2016 Lucido, Patricia, Teacher-Special Assignment-Hourly, $35.00, effective 06/28/2016 Martins, Erin, Teacher-Special Assignment-Hourly, $35.00, effective 06/28/2016 McCabe, John, ISSP Technical Assistance Provider-Daily, $350.00, effective 06/24/2016

	McGuire, Christina, Bus Driver, Hourly, $24.40, effective 07/01/2016 Poulin, Doreen, Teacher-Special Assignment-Hourly, $35.00, effective 06/28/2016 Salvia, Luz, Teacher-Special Assignment-Hourly, $35.00, effective 07/08/2016 Schepart, Margo, Teacher-Special Assignment-Hourly, $35.00, effective 06/28/2016 Smail, Michele, Teacher-Special Assignment-Hourly, $35.00, effective 07/14/2016 Tooma, Sydney, Substitute Teacher Aide, Daily, $75.00, effective 09/01/2016 Ventriglia, Alison, Teacher-Special Assignment-Hourly, $35.00, effective 06/28/2016 Wolfson, Hilary, Teacher-Special Assignment-Hourly, $35.00, effective 06/28/2016 Zamlowski, Jessica, Teacher-Special Assignment-Hourly, $35.00, effective 06/28/2016 CHANGE IN STATUS Strobel, Robert, Student Helper*, Hourly, $13.70, effective 04/13/2016-06/30/2016 Strobel, Robert, Student Helper*, Hourly, $14.55, effective 07/01/2016 *Change in title effective 04/03/2016 from Computer Aide (Seasonal) to Student Helper; rate change effective 07/01/2016 according to Board Approved Hourly Rates 2016-17. RESIGNATIONS DiCioccio, Pamela, Senior Clerk-Hourly, effective 09/06/2016 Lonce, Anna Marie, Adult Education Instructor-Hourly, effective 08/01/2016
4L	Contract Approvals
4M	Briger Security Services Inc. Service Agreement
NEW BUSINESS	
5A	Agreement between the Lakeland Central School District and PNW BOCES for the Oasis Program – Mrs. Lilburne moved,

	and Mr. Schnecker seconded, the approval of this agreement. All members present voted aye.
5B	Approval of Resolution for Dental and Vision Buy-in – Mrs. Feldman moved, and Mr. Schnecker seconded, the approval of the following resolution: BE IT RESOLVED, that in retirement, Dr. James T. Langlois and his spouse will have the ability to buy dental and vision benefits through Putnam|Northern Westchester BOCES, at their own expense. Should Dr. Langlois predecease his spouse, she will have the ability to continue purchasing individual dental and vision benefits, at her own expense, for the duration of her life. All members present voted aye. Mr. Mester arrived and Mr. Kreps asked him if he had any questions since he missed the Questions and Comments from Audience section earlier in the meeting. Mr. Mester asked if he could have final totals for Item 4G (Final Service Contracts 2015-2016 PNW BOCES). Mr. McCarthy will follow-up with Mr. Mester. Mr. Mester asked for clarification on a donation from Fred Ende (Item 4A). Dr. Ryan explained that it was an honorarium that Mr. Ende received for assisting the contributing agency and he donated it to BOCES. Mrs. Mackay commented that Mr. Ende is free to donate anything he wants to BOCES.
5C	Eastern Suffolk BOCES Cooperative Bid Resolution – Mrs. Feldman moved, and Mrs. Lilburne seconded, the approval of the following resolution: WHEREAS, various educational and municipal corporations located within the State of New York, desire to bid jointly for generally needed services and standardized supply and equipment items; and WHEREAS, the Putnam|Northern Westchester BOCES, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York, in joint bidding in the area mentioned above pursuant to General Municipal Law §119-o and Education Law Section 1950; and

	WHEREAS, the Participant is a municipality within the meaning of General Municipal Law §119-o and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant. BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and act as the lead agent in all matters related to the Program as described above; and BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j. BE IT FURTHER RESOLVED that this Agreement with

	the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j. BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined by Eastern Suffolk BOCES to act as the lead agent for the program. All members present voted aye.
5D	Revenue Anticipation Note Resolution – Mrs. Mackay moved the following resolution: RESOLVED BY THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF THE SOLE SUPERVISORY DISTRICT OF PUTNAM|NORTHERN WESTCHESTER COUNTIES, NEW YORK, AS FOLLOWS: Section 1. Revenue Anticipation Notes (herein called "Notes") of the Board of Cooperative Educational Services of the Sole Supervisory District of Putnam|Northern Westchester Counties, New York (herein called the "BOCES"), in the principal amount of not to exceed $5,000,000, and any notes in renewal thereof, are hereby authorized to be issued pursuant to the provisions of Sections 25.00 and 39.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called "Law"). Section 2. The following additional matters are hereby determined and declared: (a) The Notes shall be issued in anticipation of the receipt of moneys expected to be received by the BOCES from the component districts of the BOCES for services and administrative and clerical expenses during the fiscal year which commenced July 1, 2016 (such moneys herein referred to as the "Revenue"), and the proceeds of the Notes shall be sued only for the purposes of paying the expenses of the BOCES for said fiscal year payable from the Revenue in anticipation of which they are issued. (b) The Notes are not issued in renewal of any other notes. (c) The Notes shall mature within the period of one year from the date of their issuance. (d) No revenue anticipation notes have been heretofore issued in anticipation of said revenue. Section 3. Subject to the provisions of this resolution and the Law, and pursuant to Section 50.00 and Section 56.00 to 61.00 of the Law, inclusive, the power to sell and issue the Notes authorized pursuant hereto, or any renewals thereof, and to determine the terms, form and contents, including the

	manner of execution, of such Notes, and to execute arbitrage certifications relative thereto, is hereby delegated to the President of the Board, the chief fiscal officer of the BOCES. Section 4. The Notes shall be executed in the name of the BOCES by the manual signature of the President of the Board, the Vice President of the Board, the District Treasurer, the District Clerk, or such officer of the BOCES as shall be designated by the chief fiscal officer of the BOCES, and shall have the corporate seal of the BOCES impressed or imprinted thereon which corporate seal may be attested by the manual signature of the District Clerk. Section 5. This resolution shall take effect immediately. The adoption of the foregoing resolution was seconded by Board Member Frank Schnecker and duly put to vote on roll call, which resulted as follows: AYES: 5/ NOES: 0. The resolution was declared adopted.
5E	D&M Electric Change Order CO-01 (Building A) – Mrs. Feldman moved, and Mrs. Lilburne seconded, the approval of the D&M Electric Change Order CO-01 (Building A). All members present voted aye.
5F	GTS Construction Change Order CO-01 – Mrs. Feldman moved, and Mr. Schnecker seconded, the approval of the GTS Construction Change Order CO-01. All members present voted aye.
5G	Pearl River Plumbing & Heating Change Order CO-02 (Building A) – Mrs. Feldman moved, and Mr. Schnecker seconded, the approval of the Pearl River Plumbing & Heating Change Order CO-02 (Building A). All members present voted aye.
5H	Southeast Mechanical Change Order CO-01 (Building E) – Mrs. Feldman moved, and Mrs. Lilburne seconded, the approval of the Southeast Mechanical Change Order CO-01 (Building E). Mrs. Mackay asked for clarification on who removed the oil tank. Mr. McCarthy responded that our staff removed it prior to Southeast Mechanical's work beginning. All members present voted aye.
5I	Resolution for Application for Employment of Retiree – Mrs. Feldman moved, and Mrs. Mackay seconded, the approval of

	the following resolution: WHEREAS, it has been determined that a vacancy exists for the position of Teacher of Police Science in the 2016-2017 school year; and WHEREAS, the Board has identified Thomas Houlahan, as a qualified candidate, and has authorized the continued appointment of Thomas Houlahan at the August 16, 2016 meeting of the Putnam|Northern Westchester Board of Education; and WHEREAS, Thomas Houlahan, is currently retired from the Town of Mamaroneck, the Board must submit an Application for Employment of Retiree to the New York State Education Department, Office of Teaching Initiatives, as set forth by Section 211 of New York State Teachers Retirement System Regulations, NOW, THEREFORE, BE IT RESOLVED pending the receipt of approval from New York State Educational Department, the Board hereby resolves to appoint Thomas Houlahan to the position of Teacher of Police Science effective September 1, 2016 through June 30, 2017. All members present voted aye.
5J	Resolution to Ratify APPR Implementation Certification – Mrs. Mackay moved, and Mrs. Lilburne seconded, the approval of the following resolution: BE IT RESOLVED, that the Board of Education hereby ratifies the execution by the Board President and District Superintendent of the 2015-2016 Implementation Certification form for the BOCES' Annual Professional Performance Review for classroom teachers and building principals covered pursuant to Education Law Section 3012-c and Part 30-2 of the Rules of the Board of Regents. Mrs. Feldman expressed her thanks to all involved in the smooth transition of APPR. Mrs. Mackay asked for a summary of the data that will be submitted to SED. Mr. Skerritt will provide that information at the October Board meeting. All members present voted aye.
5K	Resolution to Approve BCEA Supplemental Memorandum of Agreement – Mrs. Lilburne moved, and Mrs. Mackay seconded, the following resolution: By and Between the

	District Superintendent and Board of Education of the Putnam|Northern Westchester BOCES, hereinafter referred to as the "the BOCES" and The BOCES Classified Employees' Association, hereinafter referred to as "the Association"; Whereas the BOCES and the Association believe it to be in their mutual interests to modify the terms of their 2013-2017 Collectively Negotiated Agreement to replace Appendix D. The terms of this Agreement shall become effective as of August 17, 2016 upon approval by the BOCES Board of Education. Mr. Skerritt explained that this modification is to add the position of Staff Assistant – IT to the Classified Salary Schedule. Mrs. Mackay asked when Mr. Skerritt expects to fill the position. He replied within the next 30 days. All members present voted aye.
5L	Affiliation Agreement between Alpine Achievement Systems and PNW BOCES for the purpose of offering school districts Alpine Services – Mrs. Feldman moved, and Mr. Schnecker seconded, the approval of this agreement. Dr. Allen explained that Alpine Achievement Systems is a data management system for school districts that tracks academic, social and emotional data for students. One of our component district Superintendents recommended the product and it was reviewed with other similar products by a group of component Superintendents. PNW BOCES will not be using Alpine. Two of our districts are currently using the product and one district is in the process of signing on. Districts will use BOCES to purchase the service and will work out their own agreements with Alpine. All members present voted aye.
5M	Affiliation Agreement between Pace University, Lower Hudson Regional Information Center and PNW BOCES for the Data Inquiry School Leaders Program – Mrs. Feldman moved, and Mrs. Lilburne seconded, the approval of this agreement. All members present voted aye.

5N	Affiliation Agreement between Prepared Response, Inc. and PNW BOCES for the purpose of offering school districts the Rapid Responder Crisis Management System – Mrs. Lilburne moved, and Mrs. Mackay seconded, the approval of this agreement. All members present voted aye.
5O	Affiliation Agreement between New York Institute of Technology and PNW BOCES for the purpose of offering courses for the MS for Instructional Technology and STEM Advanced Certificate – Mrs. Feldman moved, and Mrs. Mackay seconded, the approval of this agreement. All members present voted aye.
5P	Affiliation Agreement between Capital Region Education Council (CREC) and PNW BOCES for the purpose of offering school districts CREC Educational Services – Mrs. Lilburne moved, and Mrs. Feldman seconded, the approval of this agreement. All members present voted aye.
5Q	Affiliation Agreement between Corporate Screening and Investigative Group LLC (CSI) and PNW BOCES for the purpose of offering school districts CSI services – Mrs. Feldman moved, and Mrs. Lilburne seconded, the approval of this agreement. All members present voted aye.
5R	Affiliation Agreement between Long Island University, Hudson River Teacher Center and PNW BOCES for the purpose of promoting student interest in completing an online degree program leading to an M.S. in Library and Information Services – Mrs. Feldman moved, and Mrs. Mackay seconded, the approval of this agreement. All members present voted aye.
FINAL COMMENTS FROM THE BOARD	Mrs. Feldman and Mr. Schnecker both commented on the complimentary letter received from the Brewster Board regarding their recent Superintendent search. The Brewster Board was very happy with the work done by John McCarthy and Lynn Allen. Mrs. Mackay was impressed with the amount of information provided at the MHSSC Law Conference on Friday, August 5, 2016. Dr. Ryan mentioned that he shared the information from the conference with the Board members who were not able to attend, John McCarthy, Lynn Allen and Michael Skerritt.

ADJOURNMENT	There being no further business before the Board, Mrs. Feldman moved, and Mr. Schnecker seconded, that the meeting be adjourned. All members present voted aye and the meeting adjourned at 9:40 am.

Respectfully submitted,

Mary Lorenzo

Approved: 9/13/16