

**THE BOARD OF EDUCATION FOR SPECIAL SERVICES SCHOOL DISTRICT &
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM**

Regular Board of Education Meeting
880 Route 45, Woodstown, NJ 08098
Tuesday, May 12, 2020 at 7:00 p.m.

AGENDA

I. PLEDGE OF ALLEGIANCE TO THE FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible with liberty and justice for all.

II. CALL TO ORDER

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Salem County Special Services and Vocational Technical School District's Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the South Jersey Times, and at the entrances of 404 Daretown Road, Elmer; 13 Ramah Road, Bridgeton; 45 Cheney Road, Woodstown; 360 Hollywood Avenue, Carneys Point; and 880 Route 45, Woodstown.

III. ROLL CALL

Mr. James Davis	_____	Mr. Earl Ransome	_____
Mr. Linwood Donelson III	_____	Mrs. Patricia Bomba	_____
Mr. Daryl Halter	_____	Ms. Margaret Nicolosi	_____
		Mrs. Julie Smith	_____

IV. MINUTES

It is recommended that the Board of Education approve the Minutes and Executive Minutes of the Board of Education Meeting held April 28, 2020.

Action: Approved____ Disapproved _____ Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

V. ADDENDA

A. Acceptance of Agenda Addenda Items SCVTS

Action: Approved____ Disapproved _____ Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

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B. Acceptance of Agenda Addenda Items SCSSSD

Action:	Approved _____	Disapproved _____	Held for Study _____
	Motion by: _____		
	Second by: _____		
	Mr. Davis _____	Mr. Ransome _____	
	Mr. Donelson _____	Mrs. Bomba _____	
	Mr. Halter _____	Ms. Nicolosi _____	
		Mrs. Smith _____	
	Abstain: _____	Opposed: _____	

VI. AUDIENCE PARTICIPATION I

Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. These times are included in the printed agenda for the meeting.

Members of the public are encouraged to speak during this public portion of the meeting to comment on any agenda or agenda addendum items. Complaints stated, or actions requested by the public, will be taken under consideration at a later time/date. All comments shall be directed to the President of the Board of Education. Opportunity will be provided later in the agenda for general comments on non-agenda items. When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Identify the resolution on which you will be commenting.
4. Wait to be recognized before making your comments.
5. Limit your comments to the specific resolution.

VII. BOARD OF EDUCATION BUSINESS

A. Old Business-

B. New Business-

1. Request and Recommendation by the Superintendent for Board of Education to Approve the Contract for John R. Swain

It is recommended by the Superintendent that the Board of Education approve the contract (Superintendent) for John R. Swain to be submitted to the county office for approval, effective July 1, 2020.

2. Request and Recommendation for Board of Education Approval of the Updated SCVTS Virtual/Remote Instruction Program.

Motion to approve the Salem County Vocational and Technical School District's updated program of virtual or remote instruction to meet with the 180 day requirement, which was previously submitted to the Department of Education and has been implemented since the District's closure on March 17, 2020.

3. Request and Recommendation for Board of Education Approval of the Updated SCSSSD Virtual/Remote Instruction Program.

Motion to approve the Salem County Special Services School District's updated program of virtual or remote instruction to meet with the 180 day requirement, which was previously submitted to the Department of

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Education and has been implemented since the District's closure on
March 17, 2020.

- C. Correspondence**
- D. Presentations**

**VIII. BOARD SECRETARY/BUSINESS ADMINISTRATOR'S REPORT-
VOCATIONAL TECHNICAL SCHOOL DISTRICT**

A. Board Secretary Report

Board Secretary's Report in accordance with 18A:17-36 and 18A:17-9 is not presented at this time. The Board Secretary certifies that no line item account has been over-expended in violation of N.J.A.C. 6A:23-2.12 (a) 1 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

Business Administrator/Board Secretary Date

B. Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9 is not presented at this time.

C. Board Secretary Certification

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

D. Board of Education Certification

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c) 4, certifies that after review of the Secretary's Monthly Financial reports (Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) 1 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

E. Transfer of Funds

There are no transfers to report.

F. Warrants

It is recommended that the Board of Education approve the following:

- Payroll for the period ending April 15, 2020 in the amount of \$148,569.07
- Payroll for the period ending April 30, 2020 in the amount of \$144,879.29
- Bill list for the period of April 23, 2020 through May 5, 2020 in the amount of \$278,057.47.

Action: Approved _____ Disapproved _____ Held for Study _____
 Motion by: _____
 Second by: _____
 Mr. Davis _____ Mr. Ransome _____

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Mr. Donelson _____	Mrs. Bomba _____
Mr. Halter _____	Ms. Nicolosi _____
	Mrs. Smith _____

Abstain: _____ Opposed: _____

G. Board Secretary/Business Administrator New Business:

- 1. Request and Recommendation of the Business Administrator for the Board of Education Approval to Award Contracts with Newport Construction Management Corp for Bid # GA17-89 for the Salem County Vocational School Roof Restoration and Replacement and HVAC Replacement Project based on the bid proposals received on May 7, 2020 in the amount of \$6,439,000.**

It is requested by the Business Administrator that the Board of Education approve the contract with Newport Construction Management Corp. for the Salem County Vocational School Roof Restoration and Replacement and HVAC Replacement in the amount of \$6,439,000, which includes the base bid and alternates 1B, 2B, 3B, and 4.

- 2. Request and Recommendation of the Business Administrator for the Board of Education Approval of Construction Proposal from W.J. Gross Inc. (State Contract # 66CCEPSON) in the amount of \$365,000.**

It is requested by the Business Administrator that the Board of Education approve the Construction Proposal as part of the SCVTS Roof and Renovation Project from W.J. Gross in the amount of \$365,000. The scope of work will include cooling tower concrete pad, removal, remediation, and replacement of gymnasium floor, and abatement. All work will be conducted according to Garrison Architects drawings dated 3/31/2020 and attached proposal.

- 3. Request and Recommendation of the Business Administrator for Board of Education Approval to Cancel Check #36498 to the Baltimore Marriott Waterfront.**

It is requested by the Business Administrator that the Board of Education approve to cancel check #36498 to The Baltimore Marriott Waterfront for \$2,100.51. The conference and room reservation were cancelled. The check will not be reissued.

- 4. Request and Recommendation by the Business Administrator for Board Approval to Cancel Check #36591 in the Amount of \$500 to Foundation Educational Administration.**

It is requested by the Business Administrator that the Board of Education approve to cancel check #36591 to the Foundation Educational Administration for \$500. The workshop was paid by SCSSSD.

- 5. Request and Recommendation by the Business Administrator for Board of Education Approval to Cancel Check # 2437 in the amount of \$3,123.50 to Broadway.com.**

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Continuation Grant: Cohorts 12, 13, 14 & 15 (NGO# 21-EK56-H05) in Partnership with Penns Grove Carneys Point School District in the Amount of \$500,000.

It is recommended by the Superintendent that the Board of Education grant approval for the district to apply for The Nita M. Lowey 21st Century Community Learning Centers Program - Continuation Grant: Cohorts 12, 13, 14 & 15 (NGO# 21-EK56-H05) year three of five in partnership with Penns Grove Carneys Point School District offered through the NJDOE in the amount of \$500,000 per year. Year three of the grant is effective September 1, 2020 through August 31, 2021.

3. Request and Recommendation for Board of Education Approval of the Nita M. Lowey 21st CCLC Salem County Achievers Virtual Summer Enrichment Program Dates and Times.

It is recommended by the Superintendent that the Board of Education approve the Nita M. Lowey 21st CCLC Salem County Achievers Virtual Summer Enrichment Program dates and times. The summer program will run five days per week from 8:00 a.m. to 12:00 p.m. beginning July 20, 2020 until August 14, 2020 serving a minimum of 50 students with a maximum of 100 students.

4. Request and Recommendation for Board of Education Approval to Approve the 2020-2021 Adult Vocational Program Class Schedule and Fees.

It is requested that the Board of Education approve the 2020-2021 Adult Vocational Program class schedule list below. A full copy of the schedule including class times and total cost breakdown is attached.

Program Name	Course Code	Start Date	End Date	Total Cost*	Hours	Location
Certified Clinical Medical Assistant	Day Fall	9/14/20	11/10/20 12/18/20 Externship	\$3625	360	Salem Community College Tillis Building
		11/16/20	1/29/21 3/5/21 Externship			
Certified Clinical Medical Assistant	Day Spring	2/8/21	4/9/21 5/14/21 Externship	\$3625	360	Salem Community College Tillis Building
		4/19/21	6/18/21 7/23/21 Externship			
Certified Home-Maker Home Health Aide	Day	10/13/20 12/1/20 1/26/21 3/16/21 5/4/21 6/22/21	10/14/20 12/2/20 1/27/21 3/17/21 5/5/21 6/23/21	\$265	10	Salem Community College Tillis Building

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Phlebotomy	Day	10/5/20 12/14/20 3/1/21 4/17/20	11/2/20 Externship begins 1/25/21 Externship Begins 3/29/21 Externship Begins 6/14/21 Externship Begins	\$1950	200	Salem Community College Tillis Building
Certified Nurse Aide (Day)	Day	9/9/20 10/19/20 12/7/20 2/1/21 3/26/21 5/10/21	10/9/20 11/24/20 1/20/21 3/6/21 4/28/21 6/14/21	\$1525	90	Salem Community College Tillis Building Southgate/Golden
Certified Nurse Aide (Evening)	Evening	1/26/21	6/14/21	\$1525	90	Salem Community College Tillis Building Southgate/Golden
Basic Welding	Evening	9/29/20 3/9/21	11/18/20 4/28/21	\$800	75	Career and Technical High School Woodstown, NJ
CPR Training	Day	Ongoing - As Needed	Ongoing - As Needed			Various Sites
Intro to Building Construction Technology	Evening Dates may change	10/13/20 3/9/21	12/8/20 4/28/21	\$600	45	Career and Technical High School Woodstown, NJ
Automotive Technology	Evening	9/8/20 2/16/21	12/17/20 5/25/21	\$1500	150	Career and Technical High School Woodstown, NJ
Basic Electrical Technology	Evening	9/2/20 2/10/21	12/16/20 5/19/21	\$1200	150	Career and Technical High School Woodstown, NJ

*Total Cost includes Tuition, Lab, Books, and Supplies. Uniforms, medical exams, and criminal background not included.

6. Request and Recommendation for Board of Education Approval of CTE and Academic Instructors to Improve Curriculum Outside of the Normal Curriculum Revision Cycle.

It is requested by the Superintendent that the Board of Education approve a stipend for CTE and Academic instructors to improve curriculum outside of the normal curriculum revision cycle; summer hours worked (up to 20 hours at \$30 per hour= \$600 max) for curriculum design, mapping, and assessment creation outside of their contracted responsibilities. Timesheets are required. District

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Business Administrator/Board Secretary Date

B. Reconciliation of Cash for School Funds Report

Reconciliation of Cash for School Funds Report in accordance with 18A:17-36 and 18A:17-9. The Reconciliation of Cash for School Funds Report and Board Secretary's Report are in agreement for the month of April 2020 is not presented at this time.

C. Board Secretary Certification

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

D. Board of Education Certification

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c) 4, certifies that after review of the Secretary's Monthly Financial reports (Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) 1 and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

E. Transfer of Funds

There are no transfers to report.

F. Warrants

It is recommended that the Board of Education approve the following:

- SCSSSD Payroll Period ending April 15, 2020 in the amount of \$284,803.75
- SCSSSD for Payroll Period ending April 30, 2020 in the amount of \$302,935.94
- SCSSSD Bill List for the period from March 20, 2020 through April 21, 2020 in the amount of \$1,155,277.49.

Action: Approved____ Disapproved ____ Held for Study____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

G. Board Secretary/Business Administrator New Business:

1. **Request and Recommendation by the Business Administrator that the Board of Education Approve Horizon Dental as Dental Carrier Through Brown and Brown Advisors for the 2020-2021 School Year.**
It is requested by the Business Administrator that the Board of Education

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approve Horizon Dental as Dental Carrier through Brown and Brown Advisors for the 2020-2021 with the \$1200 annual maximum and \$500 orthodontic.

2. Request and Recommendation by the Business Administrator for Board of Education Approval of the Quote for Walking Track at the Cumberland Campus.

It is recommended that the Board of Education approve Driveways Express to create a walking track at the Cumberland Campus. This project has been budgeted as a capital project.

Company	Cost
Diamond Construction	\$59,000.00
Asphaltech Pavement Solutions	\$63,350.50
<i>Driveways Express</i>	<i>\$34,500.00</i>

3. Request and Recommendation by the Business Administrator for the Board of Education Acceptance of bids received for Landscaping Maintenance for Daretown and Cumberland Campus. It

is recommended by the Business Administrator that the Board of Education accept the following bids received for Landscaping Maintenance at Daretown, Salem and Cumberland Campus on April 5, 2020 at 10:00 am:

TLC Landscaping, Inc.	\$53,480
Rahn Landscaping	\$46,579
J. Boys, Inc.	Non Bid
Clover	Late

It is recommended that the Board of Education accept and award the bid to Rahn Landscaping.

Action: Approved___ Disapproved ___Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

XI. SUPERINTENDENT'S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

A. New Business:

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PERSONNEL:

- 1. Request and Recommendation by the Superintendent for Board of Education Approval of Employment of SCSSSD certificated and non-certificated staff for the 2020-2021 School Year.**

It is recommended by the Superintendent that the Board of Education approve the [employment](#) of SCSSSD certificated and non-certificated staff for the 2020-21 school year.

- 2. Request and Recommendation by the Superintendent for Board of Education to Approve the Contract for Frank Maurer**

It is recommended by the Superintendent that the Board of Education approve the contract (Assistant Superintendent/Business Administrator/Board Secretary) for Frank Maurer to be submitted to the county office for approval, effective July 1, 2020.

Transfers:

- 3. Request and Recommendation of the Superintendent for Board of Education Approval of the following Staff**

It is requested by the Superintendent that the Board of Education approve the transfer of the following staff:

Name	From	To	Date	Salary
Stacie Paroda	1:1 RDS 5	RDS5	4/27/20	No Change

FMLA/NJFLA:

- 4. Request and Recommendation of the Superintendent for Board of Education Approval of the FMLA/NJFLA of Caitlyn Feldman.**

It is requested by the Superintendent that the Board of Education approve the FMLA of Caitlyn Feldman, Teacher at Salem Campus, beginning on or about June 16, 2020 until on or about September 1, 2020. Additionally, it is requested to utilize NJFLA beginning on or about October 12, 2020 until on or about January 20, 2021.

Action: Approved____ Disapproved _____ Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

PROFESSIONAL DEVELOPMENT:

NONE

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PROGRAMS:

NONE

Action: Approved_____ Disapproved _____ Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

POLICY - None

B. Old Business:

1.

Action: Approved_____ Disapproved _____ Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

INFORMATIONAL ITEMS

- 1. **Request and Recommendation for Board of Education to Accept the Student Placement and Student Financial Report for the Month of April.**
It is recommended that the Board of Education to accept the Student Placement Report and Student Financial Report for the month of April. This report has been modified after the last meeting to give more accurate and greater detail to the Board of Education.

- 2. **Request and Recommendation for Board of Education Approval to Accept and Approve the Monthly HIB Report SCSSSD (May Be Appropriate for Closed Session) (Handout)**It is recommended that the Board of Education accept and approve the HIB report as presented.

Action: Approved_____ Disapproved _____ Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____

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Mr. Halter _____ Ms. Nicolosi _____
Mrs. Smith _____

Abstain: _____ Opposed: _____

2. Principal's/Administrator's Reports
Cumberland
Upper Pittsgrove

XII. AUDIENCE PARTICIPATION II / FREEHOLDER LIAISON RECOGNITION

Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. These times are included in the printed agenda for the meeting.

Members of the public are encouraged to speak during this public portion of the meeting to comment on other relevant matters related to the school districts or the operations thereof. Complaints stated, or actions requested by the public, will be taken under consideration at a later time/date. All comments shall be directed to the President of the Board of Education. Opportunity will be provided later in the agenda for general comments on non-agenda items. When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Identify the resolution on which you will be commenting.
4. Wait to be recognized before making your comments.
5. Limit your comments to the specific resolution.

XIII. RECESS INTO EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session; now therefore,

BE IT RESOLVED by the Board of Education for Special Services School District and Vocational Technical School District of the County of Salem, that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:

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

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

4. Matters concerning negotiations, and specifically:

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

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

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

8. 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:

SCVTS Staffing

9. Matters involving quasi-judicial deliberations, and specifically:

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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.

FURTHER RESOLVED that the Board of Education will/will not return to open session to conduct business at the conclusion of the executive session.

Action: Approved___ Disapproved ___ Held for Study_____

 Motion by: _____

 Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

 Abstain: _____ Opposed: _____

XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING

Action: Approved___ Disapproved ___ Held for Study_____

 Motion by: _____

 Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

 Abstain: _____ Opposed: _____

XV. ADJOURNMENT

Action: Approved___ Disapproved ___ Held for Study_____

 Motion by: _____

 Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

 Abstain: _____ Opposed: _____