

**SHREWSBURY BOROUGH BOARD OF EDUCATION
SHREWSBURY, NEW JERSEY
REGULAR MEETING
TUESDAY, APRIL 24, 2018
MINUTES**

1.0 Opening Procedures ~

1.1 Call to order – 6:35 p.m.

1.2 Flag salute

1.3 Opening Statement

“Public notice of this was emailed to the Asbury Park Press on December 22, 2017 in accordance with the Open Public Meetings Act PL 1975 CH 231, effective January 16, 1976. Notice has been posted in the Fern Ross entrance and Bell Foyer entrance to Shrewsbury Borough School. A copy of this notice is also on file in the office of the Borough Clerk.”

1.4 Roll Call:

Mrs. Barber

Mrs. Carroll

Mrs. Gourley-Thompson

Mrs. Groom

Mrs. Hepburn-Goldberg- arrived 6:37 p.m.

Mrs. Montgomery

Mr. Sweeney

Mrs. Laughlin

Mrs. Hemel

Mr. MacConnell, Superintendent

Ms. Avento, Business Administrator

Ms. Kelly Prinz, Attorney

1.5 Mission Statement

The mission of the Shrewsbury Borough School District, a system built on successful cooperation among family, school and community, is to prepare all students to achieve excellence and to become responsible citizens through rigorous educational programs consistent with the New Jersey Core Curriculum Content State Standards and which respect individual differences and diversity. Students will be prepared to meet the challenges presented in the regional high school and the world beyond.

2.0 Closed Executive Session ~

2.1 It was motioned by Mrs. Montgomery, and a second by Gourley-Thompson, to move into Closed Executive Session at 6:37 p.m. to discuss confidential personnel matters or Board Business and/or matters of attorney/client privilege and/or matters of litigation and/or negotiations or contractual matters from which the public may be excluded. Minutes of this meeting will be made available to the public when the need for confidentiality no longer exists.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin	X				
Mrs. Hemel	X				

On a voice vote, nine (9) members voted yes.

- 2.2 It was motioned by Mrs. Laughlin, and a second by Mrs. Gourley-Thompson, to reconvene Public Session at 7:30 p.m.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin	X				
Mrs. Hemel	X				

On a voice vote, nine (9) members voted yes.

3.0 Communications ~

- Letter from the ARC of Monmouth County thanking the school district for allowing them to use our Gym for their Basketball Program this year.

4.0 Public Participation ~ Agenda Items Only – There was no public participation.

5.0 Superintendent's Report ~ Mr. MacConnell

5.1 Superintendent's Report:

The Superintendent and the Board Honored the following:

- Honoring the 8th Grade Drama Cast Students
- Honoring Mrs. Kulovitz - Teacher of the Year
- Honoring Mrs. Glassmacher - Service Professional of the Year
- Superintendent's Report

The Board took a short recess at 7:50 p.m. to honor Teacher and Service Professional of the Year.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin	X				
Mrs. Hemel	X				

On a voice vote, nine (9) members voted yes.

The Board reconvened into public session at 8:10 p.m.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin	X				
Mrs. Hemel	X				

On a voice vote, nine (9) members voted yes.

It was motioned by Mrs. Montgomery, and a second by Mrs. Gourley-Thompson, to approve item 5.2 and 5.3 as listed:

- 5.2 Recommend that the Board of Education approve the District HIB Report for the month of March 2018.
- 5.3 Recommend the Board of Education approve the 2017-2018 Revised School Calendar for the 2017-2018 school year.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin	X				
Mrs. Hemel	X				

On a voice vote, nine (9) members voted yes.

6.0 Business Administrator's Report ~ Ms. Avento

It was motioned by Mrs. Hemel, and a second by Mr. Sweeney, to approve items 6.1.1 through 6.1.4 as amended:

6.1 Recommend that the Board of Education approve the following minutes as amended:

- 6.1.1 Executive Session Meeting Minutes, March 20th, 2018
- 6.1.2 Regular Meeting Minutes, March 20th, 2018
- 6.1.3 Executive Special Meeting Minutes, March 27th, 2018
- 6.1.4 Special Meeting Minutes, March 27th, 2018

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll			6.1.3 / 6.1.4		
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Montgomery			6.1.3 / 6.1.4		
Mr. Sweeney	X				
Mrs. Laughlin	X				
Mrs. Hemel	X				

On a roll call vote, seven (7) members voted yes, two (2) members abstained on items 6.1.3 and 6.1.4.

7.0 Facilities Committee ~ Mr. Sweeney

7.1 Committee Report:

Mr. Sweeney reported that Committee met on April 12th and discussed the following:

- Building status
- LGEA – Local Government Energy Audit
- New speakers added to the building
- Creation of berms on perimeter of property for safety
- Outdoor classrooms moving forward
- Possible Garden Club in Summer
- Stem Lab in the Media Center

8.0 Finance Committee ~ Mr. Sweeney

8.1 Committee Report

Mr. Sweeney reported that the Committee met on April 12, 2018 to review the bills and claims, discuss 2018-2019 budget strategies and the Public Hearing on the 2018-2019 School District Budget, current status of the budget, reviewed ongoing state directives and the items listed below.

8.1.1 Public Hearing on the Proposed 2018-2019 School District Budget

Mr. Sweeney presented the Public Hearing on the Proposed Budget.

It was motioned by Mr. Sweeney, seconded by Mrs. Hemel, to approve item 8.2 as amended:

8.2 Recommend that the Shrewsbury Borough Board of Education approve the final submission of the proposed 2018-2019 School District Budget to the Monmouth County Department of Education for review as follows:

General Fund:	\$8,584,931
Special Revenue	\$ 110,000
Debt Service	<u>\$ 252,256</u>
Total Base Budget:	\$8,947,187

BE IT RESOLVED that the 2018-2019 School District Budget will result in a General Fund Tax Levy of \$8,119,545 and;

BE IT FURTHER RESOLVED to acknowledge that the 2018-2019 General Fund Tax Levy includes a cap adjustment for health benefit costs in the amount of \$48,452 and;

BE IT FURTHER RESOLVED to acknowledge that the 2018-2019 School District Budget as described above includes a Debt Service Tax Levy of \$ 252,256 and;

BE IT FURTHER RESOLVED that district's professional development and travel reimbursement expenses for the 2018-2019 school year are not to exceed \$66,000.

BE IT FURTHER RESOLVED, that as per NJAC 6A:23A-5.2 (a) and 5.8 (c) provide that the Board of Education shall establish and approve in the annual school budget a maximum expenditure amount that may be allotted for professional services and student activities for 2018-2019 school year in the amounts listed on the support document attached to the budget.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin	X				
Mrs. Hemel	X				

On a roll call vote, nine (9) members voted yes, zero (0) members were absent.

It was motioned by Mr. Sweeney, seconded by Mrs. Hemel, to approve item 8.3 through 8.11 as amended:

8.3 Recommend that the Board of Education approve the following bills:

March 2018 Payroll – 2 nd Half	\$ 235,716.57
April 2018 Payroll – 1 st Half	\$ 240,901.35
March 2018 Bills & Claims	\$ 98,000.00
April 2018 Bills & Claims	<u>\$ 73,955.83</u>
Total	\$ 648,573.75

8.4 Recommend that the Board of Education approve the following transfers within the 2017-2018 General Fund as listed:

<u>FROM</u>	<u>AMOUNT</u>	<u>TO</u>	<u>AMOUNT</u>
11-213-100-101-01 Salary – Nurse Rcl for Addt'l Funds Needed	\$ 11,550	11-000-230-331-01 Legal Fees	\$ 11,550
11-000-230-331-01 Legal Fees Rcl to Correct for LTS	\$ 7,575	11-000-213-100-03 Long Term Sub.	\$ 7,575
11-000-216-320-02 Student Svc. OT/PT Rcl for Addt'l Funds Needed	\$ 1,500	11-000-216-320-03 Student Svc. Other	\$ 1,500
11-000-219-104-01 Salaries - CST Rcl for Addt'l Funds Needed	\$ 6,188	11-000-219-241-01 Mandatory Pension Contribution	\$ 6,188
11-000-219-104-01 Salaries - CST Rcl for Addt'l Funds Needed	\$ 2,605	11-000-222-100-01 Salaries - Media	\$ 2,605
11-000-219-104-01 Salaries - CST Rcl for Addt'l Funds Needed	\$ 3,582	11-000-222-177-01 Salaries – Media Tech.	\$ 3,582
11-000-219-610-01 Supplies - CST E/C Prior Transfer	\$ 291	11-000-219-104-01 Salaries - CST	\$ 291
11-000-218-610-04 Salaries - LDTC Rcl for Addt'l Funds Needed	\$ 300	11-105-100-101-01 Salaries - Pre-K	\$ 300
11-120-100-101-01 Salaries - 1-5	\$32,491	11-130-100-101-01 Salaries - 6-8	\$62,010
11-190-100-106-04 Instructional Aid – Summer	\$ 8,000		
11-190-100-106-06 PD – Summer	\$ 7,242		

8.4	<u>FROM</u>	<u>AMOUNT</u>	<u>TO</u>	<u>AMOUNT</u>
	11-213-100-101-03 RR – Summer Sal	\$ 9,757		
	11-000-291-270-02 District Insurance Rcl for Addt'l Funds Needed	\$ 4,520		
	11-215-100-101-02 Salaries - PSD Summer Rcl for Addt'l Funds Needed	\$ 1,712	11-209-100-101-01 Salaries - BCBA	\$ 1,712
	11-000-240-610-01 Supplies - School Rcl for Addt'l Funds Needed	\$ 27	11-000-211-100-01 Salaries - Attendance	\$ 27
	11-000-213-100-04 Salaries – Nurse-Summer Rcl for Salary Adjustment	\$ 982	11-000-218-104-01 Salaries - Guidance	\$ 982
	11-000-221-102-01 Salaries – C&I Rcl for Addt'l Funds Needed	\$ 650	11-000-221-890-01 Misc. – C&I	\$ 650

8.5 Pursuant to N.J.A.C. § 6A:23A-16.10(c) (3), I certify that as of March 31st, 2018, after review of the appropriations section of the monthly financial reports and upon consultation with appropriate district officials, to the best of my knowledge no major account or fund has been overextended 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.

 Debora Avento

 Date

- 8.6 Recommend that the Board Secretary's Report for the month of February 2018 with the respective Treasurer's Report be accepted, filed for audit, attached to, and made part of the official minutes of this meeting.
- 8.7 Recommend that the Board of Education approve Diane Ames to provide an OT evaluation for Student #7012 in the amount of \$350 for the 2017-2018 school year.
- 8.8 Recommend that the Board of Education approve CNNH to provide a Neurological evaluation for Student #324 in the amount of \$660 for the 2017-2018 school year.
- 8.9 Recommend that the Board of Education approve Freehold Child Diagnostic Center to provide a Psychiatric evaluation for Student #324 in the amount of \$500 for the 2017-2018 school year.
- 8.10 Recommend that the Board of Education approve DeMonte Therapy Services to conduct a Physical Therapy Evaluation for student # 7009 in the amount of \$285 for the 2017-2018 school year.

- 8.11 Recommend that the Board of Education approve the settlement agreement OAL Docket Nos. EDS 8837-2017; EDS 8839-2017.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin	X				
Mrs. Hemel	X				

On a roll call vote, nine (9) members voted yes.

9.0 Curriculum/Technology Committee ~ Mrs. Barber

9.1 Committee Report

Mrs. Barber reported that the Committee met on April 17th, 2018 and discussed the following:

- English language service three-year program plan
- SBS language program development
- District joined the Regional Professional Development Academy to support professional development goals for next year
- STEAM/STEM - developing summer camps and club opportunities
- STEAM Center site visits
- Review of district's Homework Policy
- VOCES

It was motioned by Mrs. Barber, and a second by Mr. Sweeney, to approve item 9.2 as listed:

- 9.2 Recommend that the Board of Education approve the following professional development for travel reimbursement expenditures at the state rate of .31 cents per mile for the 2017-2018 school year as listed:

Staff Member	Program/	Date	Mileage	Cost
Jessica Wakula	HIB Training - Session II	5/23/18	\$ 10.67	\$ 145.00
Marissa Shaheen	Anxiety Treatment Wksp	5/03/18	\$ 14.70	\$ 129.00
Marissa Shaheen	Mental Health Issues Wksp	5/04/18	\$ 4.22	\$ 50.00
Allison Wiesel	Colts Neck STEM Program	5/07/18	\$ 9.89	\$ 0
Samantha Bremekamp	Colts Neck STEM Program	5/07/18	\$ 9.06	\$ 0
Samantha Bremekamp	Fair Haven STEM Program	5/04/18	\$ 4.90	\$ 0
Laura Ehlers	Colts Neck STEM Program	5/07/18	\$ 2.88	\$ 0
Brittany King	Fair Haven STEM Program	5/04/18	\$ 2.21	\$ 0
Brittany King	Colts Neck STEM Program	5/07/18	\$ 7.00	\$ 0
Kristen Haycook	Fair Haven STEM Program	5/04/18	\$ 2.05	\$ 0
Kristen Haycook	Colts Neck STEM Program	5/07/18	\$ 3.01	\$ 0

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin	X				
Mrs. Hemel	X				

On a roll call vote, nine (9) members voted yes, zero (0) members were absent.

10.0 Personnel Committee ~ Mrs. Laughlin

10.1 Committee Report

Mrs. Laughlin reported that the Personnel Committee met on April 18th, 2018 and discussed matters of a confidential nature.

It was motioned by Mrs. Laughlin, and a second by Mrs. Hemel, to approve item 10.2 through 10.13 as amended:

- 10.2 Recommend the Board of Education approve Michelle Dotto for Maternity Leave from September 1, 2018 - March 29, 2019 and will return to work on Monday, April 1, 2019 for the 2018-2019 school year.
- 10.3 Recommend the Board of Education approve the resignation of Denise Hussey, Instructional Aide effective Friday, April 20th for the 2017-2018 school year.
- 10.4 Recommend the Board of Education approve Cate Moore as a part time (.625) teacher at the rate of MA/9 (\$60,070 prorated .625) for the 2018-2019 school year.
- 10.5 Recommend that the Board of Education approve the following revised hourly rates for Instructional Aides for the 2017-2018 school year retroactive to July 1st, 2017:

<u>Name</u>	<u>Hourly Rate</u>
Leeann Arnst	\$15.79
Norvell Chick	\$19.57
Karen Degenhart	\$23.79
Loretta Glassmacher	\$19.61
Christopher Lunz	\$15.53
Christine Marione	\$15.53
Stephanie Chillemi	\$15.08
Coleen Stambaugh	\$19.55
Noelle Tyler	\$19.55

10.5 Continued:

Para II

Kelsey Blanchard	\$18.08
Jennifer Havern	\$18.08
Carolyn McLaughlin	\$31.89
Patrice Roche	\$18.08
Susan Warnken	\$18.08

10.6 Recommend that the Board of Education approve the retroactive revised hourly rates as per the negotiated agreement for writing curriculum writing that was completed over the summer from \$38.23/hr to \$39.38 for the 2017-2018 school year retroactive to July 1st, 2017.

10.7 Recommend that the Board of Education approve the revised salaries as per the approved SBEA Contract 2017-2020 for the tenured, acquiring tenure and non-tenure professional staff for the 2017-2018 school year retroactive to July 1st, 2017.

10.8 Recommend that the Board of Education approve the following individuals with revised salaries and hourly rates where applicable for the 2017-2018 school year retroactive to July 1st, 2017:

Head Lunchroom Aide

Annie Shea	\$ 8,630.37
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Lunchroom Bookkeeper

Annie Shea	\$ 3,298.55
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Lunch Aides

Carmella Brown	\$ 14.25/hr.
Annie Shea	\$ 14.50/hr.
Marguerite Welsh	\$ 11.50/hr.
Deanna Sole	\$ 11.00/hr.
Lawrence Valenti	\$ 10.50/hr.

10.9 Recommend the Board of Education approve the following salaries for the 12 month employees for the 2017-2018 school year retroactive to July 1st, 2017:

12 Month Support Staff:

Janice Bazydlo	\$69,991.37 (prorated/retired)
Kathleen Pompei	\$46,575.58
Laura Galante	\$47,246.71
Michele DiStefano	\$41,771.85
Nikki Ponti	\$53,560.00
Claudine Henrie	\$32,960.00
Marya Baeta	\$32,000.00

12 Month Staff:

Michael Tillett	\$75,146.43
Donna Leston	\$71,151.01
SunMi Kim	\$91,981.43

10.9 Continued:

Administration:

Brent MacConnell	Superintendent	\$137,700.00
Debi Avento	Business Administrator	\$142,335.74
Roseanne Ansell	Supervisor of CST	\$ 85,000.00
Jessica Wakula	Supervisor of Curriculum	\$ 75,000.00

10.10 Recommend that the Board of Education approve Claudine Henrie as Trip Coordinator at the rate of \$1,238 for the 2017-2018 school year.

10.11 Recommend the Board of Education approve Patricia Noriega as Lunch Aide at the hourly rate of \$10.00 per hour to begin on or around May 1st for the 2018-2019 school year.

10.12 Recommend the Board of Education approve Alison DeVito as Instructional Aide at the hourly rate of \$15.08 per hour to begin on or around May 4, 2018 pending criminal history review for the 2017-2018 school year.

10.13 Recommend that the Board of Education approve the following Substitute Teachers for the 2017-2018 school year: Gerald Brady

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin	X				
Mrs. Hemel	X				

On a roll call vote, nine (9) members voted yes.

11.0 Policy ~ Mrs. Hepburn-Goldberg

11.1 Committee Report

Mrs. Hepburn-Goldberg reported that the Committee did not meet.

12.0 School and Community Relations ~ Mrs. Groom

12.1 Committee Report

Mrs. Groom reported that the Committee met on April 17th and discussed the following:

- May is allergy awareness month
- EpiPen boxes to be hung in strategic places in the school

13.0 Old Business ~

- Additional district security concerns and measures were addressed in a district meeting with representatives from the town EMS Officials.

14.0 New Business ~

Mrs. Gourley-Thompson updated the Board and the community on the April 9, 2018 Community Alliance meeting. She discussed the following:

- SCA manned water table at Ridge Road Run. Over 1600 registrants raised over \$100k for mental health services for Monmouth County
- Grades 7 and 8 had presentation on the dangers of vaping
- Roll playing improve workshop for 5-8 Graders on May 3, 2018
- LEAD Graduation June 7, 2018 from 9:00 a.m. to 11:00 a.m.
- Working on First Responders Breakfast for Fall
- Planning Red Ribbon Week for October 2018. Mindingyourmind.org
- Next meeting will be May 14, 2018 at 7:30 p.m. at Borough Hall

15.0 Public Participation ~

Two (2) members of the public spoke. Topics included:

- Inquiry on an update as to how the walkout was handled
- Inquiry as to the creation of a "Kindness Club"
- Busing concerns with the Pay to Play Track and Cross Country.

16.0 President's Comments ~

Mrs. Hemel wished everyone a Happy Spring and hopes it comes sooner than later. She thanked Mrs. Kulovitz and Mrs. Glassmacher for their dedication and service to our school. She also thanked everyone who was involved with our school musical, Annie, and all those who came out and supported the efforts of our stars. She reminded everyone that all of the Board Members are parents and residents of this wonderful community and will continue to strive to do their very best. Mrs. Hemel noted that even if they cannot address comments at the time, all input is taken and discussed on a committee level. The next Board Meeting will be on May 15, 2018 at 7:30 p.m.

17.0 Closed Executive Session ~

- 17.1 It was motioned by Mrs. Gourley-Thompson, and a second by Mrs. Groom, to move into Closed Executive Session at 8:34 p.m. to discuss confidential personnel matters regarding contractual matters from which the public may be excluded. Minutes of this meeting will be made available to the public when the need for confidentiality no longer exists.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				

Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin	X				
Mrs. Hemel	X				

On a voice vote, nine (9) members voted yes.

- 17.2 It was motioned by Mrs. Laughlin, and a second by Gourley-Thompson, to reconvene Public Session at 9:00 p.m.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin	X				
Mrs. Hemel	X				

On a voice vote, nine (9) members voted yes.

18.0 Adjournment ~

- 18.1 It was motioned by Mrs. Laughlin, and a second by Gourley-Thompson, to adjourn the meeting at 9:00 p.m.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber	X				
Mrs. Carroll	X				
Mrs. Gourley-Thompson	X				
Mrs. Groom	X				
Mrs. Hepburn-Goldberg	X				
Mrs. Montgomery	X				
Mr. Sweeney	X				
Mrs. Laughlin	X				
Mrs. Hemel	X				

On a voice vote, nine (9) members voted yes.

Respectfully Submitted,

Debi Avento
 Business Administrator/Board Secretary