

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
FINANCE COMMITTEE MEETING**

**February 8, 2021**

**VIA Zoom & Administration Center Board Room**

**5:30 P.M.**

**Minutes**

- I. **The Chairman**, Rebecca Bear, called the Finance Committee meeting to order at 5:30 p.m. and led those present in the Pledge of Allegiance. Secretary, Patricia Rosado called the roll.
- II. **Board Committee Members Present:** George Andrews, Rebecca Bear, Larry Dymond and Rich Schlameuss.
- III. **School Personnel Present:** Brian Baddick, Brian Borosh, Anthony Calderone, Diane Kelly, Matthew Krauss, William Riker, Rob Romagno, Patricia Rosado, William Vitulli and Steve Zall.
- IV. **Community Members Present:** Tim Sanders
- V. **APPROVAL OF AGENDA AND MINUTES**

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to approve the agenda for February 8, 2021 and with members of the Committee reserving the right to add to the agenda and take further action in the best interest of the District. Motion was seconded by Rich Schlameuss and carried unanimously, 4-0.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to approve the minutes of the January 11, 2021 meeting. Motion was seconded by Rich Schlameuss and carried unanimously, 4-0.

**VI. ITEMS FOR DISCUSSION:**

- a. Café Furniture @ HS North \$15,050.05  
Mr. Brian Baddick said that Mr. Matt Krauss is the ACCESS Coordinator and has been instrumental with many initiatives such as the sensory classrooms. Mr. Krauss is now working on the Café Program that is going on at H. S. South and now they would like to implement the Café Program at H.S. North. Mr. Baddick said that Mr. Krauss will be speaking to the Committee members tonight regarding the plan on how to implement the Café Program at H.S. North. He will also show you the layout of the room. Mr. Krauss said that he would like to extend the Transition Program at H.S. North using the Coffee Shop. Currently, they serve through a window and now they want to move it into a café-style room in order for the students to practice their skills that they can take into the community. P.E.M.Co. provided quotes for the table portion, chairs and stools as well as one sofa and a soft chair. P.E.M.Co. worked with the district in order to pick out the best furniture that will be easier to clean. The colors displayed are not the actual colors. Mrs. Bear suggested picking a blue color for North as opposed to purple. Mr. Krauss said the furniture will be Carolina Blue and Black. He said that the company is very knowledgeable on the different

type of furniture that is best suited for the students. Mr. Andrews asked if this expense will be covered through the ACCESS funds. Mr. Krauss said that ACCESS funds will cover this expense. Mrs. Bear asked if P.E.M.Co. is the same company that South used to purchase their furniture. Mr. Krauss said that South used a company that is located in Easton. Mr. Andrews asked if the furniture will allow for social distancing. Mrs. Bear said the chairs can be moved apart. Mr. Krauss said the furniture will take several months to arrive. He said he will work with the maintenance staff to ensure that it is placed correctly. Mr. Dymond asked where the Café will be located. Mr. Krauss said it will be in a classroom next to the cafeteria. Currently, there is a classroom in there. Mr. Andrews said the current area that the students use is cramped. He asked if the new space will be in the hallway or in the classroom? Mr. Krauss said the teacher will be managing the transition of this program. Mr. Baddick said they will be using the furniture to repurpose the room. On one side, they will be selling and on the other side, they will have the Café but the classroom can still be used for the lessons. Mr. Andrews asked if this room will be used as the actual Café. Mr. Baddick said it will be used as a Café/classroom. Mr. Baddick said it will be similar to the Classroom/Cafe at H.S. South. Mr. Krauss said the classroom part of the program won't be eliminated but serve for both purposes. Mr. Andrews asked how many students will be participating. Mr. Baddick said he does not have an exact number because several classes will be using it. He said they also have students that go out to work. Mr. Andrews said some go to work at Lowes. Mr. Baddick said students go to work at various locations. Mrs. Bear said students can learn skills that will help them when to go to work. Mr. Krauss said they have seen the growth of the students at South because of this program. Mr. Dymond asked if the program will require other equipment to be bought. Mr. Krauss said, right now, they have other furniture that will remain in the room. Mrs. Bear said she believes that Mr. Dymond is talking about items to prepare the food. Mr. Krauss said there will be another area that the students can use to prepare the food. Mr. Andrews asked if the students have access to a sink. Mr. Krauss said they do not. Mr. Schlameuss said the students already have the equipment to prepare the coffee. Mr. Krauss said the equipment was also bought with the ACCESS Funds.

b. 2021 Ford F-150 4X4 Truck \$29,152.00

Mr. Rob Romagno said he is requesting to buy a truck for the Environmental Services Department. He said that currently, they do not have a vehicle and his department oversees the inventory for the entire district. Moving items around have been difficult when trying to borrow a maintenance vehicle. He said he budgeted for the truck in this year's budget. Mrs. Bear asked why would he want to buy a vehicle that is not covered. What happens when it rains? Paper as well as other items may get damaged. Mr. Romagno said one of the biggest items that they move are propane and gasoline for the forklift. Propane cannot be in an enclosed van. He originally budgeted for a van but now he feels a truck is better suited for his department. He said his department is mindful of the weather when moving items that may get ruined/wet and will schedule to move them on another day that is not raining. Also with a truck they can hook up a trailer and move ice melt around as needed. With a van you are limited to what you can move inside. Mr. Andrews said before he can approve another truck, he would like to see an inventory of all trucks and who is using what. Mr. Schlameuss said he agrees. Mrs. Bear said we just purchased two trucks last year for the Maintenance Department. Mr. Schlameuss said he would like to see the non-bus inventory list. The Board can then determine if another truck is needed. Mrs. Bear said this year the budget is over due to charter schools/COVID expenses. We do not know for sure what is covered through the grants. Mr. Schlameuss said he would like to see an inventory and the primary use of each vehicle. He suggested that Mr. Romagno bring the

list to next month's meeting in order for this discussion to continue. Mr. Romagno said he will be back next month with the information.

c. Safe School Training Program, \$6,770.40

Mr. Steve Zall said he is presenting tonight to the Committee members an online training program. It is the Vector Solutions K-12 Education Software. Recently the IU 20 established a consortium price for the entire IU 20 districts. The online training modules will provide all of our employees with remote access to many of the State mandated trainings, which is outlined in the backup he provided. In addition to our library resources, there is a course library. It will provide our employees with necessary professional development, ongoing refresher trainings, personal improvement plans, on the job safety requirements, instructional resources and information which can be extended down to the students for their learning. The library of online resources will be of no additional cost to the district's current budget since the Pupil Services Department and Curriculum Department have committed funds to support this program. Mr. Zall said he would like to prepare the contract agreement, which is part of the packet that the Board received, for the February 22, 2021 agenda for School Board approval. Mrs. Bear asked if this is will be supplemental to our current trainings such as the Trauma-Informed training. Mr. Zall this online training can supplement it and when you have hourly training requirements, these modules can assist. There are also other extension programs that can be added but he would like the district to first utilize what is being offered. Mrs. Bear asked if this program will supplement the DEI trainings, too. Mr. Andrews said as other program contracts run out, the district can just drop them in order to save some funds from that expense. Mr. Zall said the district can see which ones can be stopped. Mrs. Bear said the district just got a grant for the Active Shooter Training that Mr. Lowris presented as part of Emergency Management; therefore, this would be an overlap in the program. Mr. Zall said he would need to review to see if there are any lapse in items. This would be a software module package that we have 24/7 for all of our employees. It is an annual contract. We are looking at an expense of about \$6,700 per year. Mr. Schlameuss asked if this program is just for the Safe School Training. Mr. Zall there are many offerings and different price packets. Mr. Schlameuss asked what is the number of course hours for Safe School Training. Mr. Zall said it depends which one is being completed. If there are mandated ones, there are hour-specific trainings. If they are viewing them due to shortcomings in their performance, they can view refresher courses. It can be part of an improvement plan. Mrs. Bear asked it the trainings will not just allow them to skip through the pages but mandate that they view the entire training. Mr. Zall said all of the trainings have an assessment and training completion time. They have to listen to the entire video. Mrs. Bear said she does not want the district to pay all of this money not have the employees be timed. Mr. Zall said the program also provides the opportunities for annual reminders to the staff. His department can see who completed each course and who needs to. His department can track to check if everyone has completed their trainings. The next piece is to see if the program can coincide with the IU 20 CPE Tracking System. Mrs. Bear said the program can help everyone to complete their mandated trainings as well as assist in staff development. Mr. Zall said his department will be able to see what needs to be completed but not with what is in the CPE Tracker. He said he will identify to see what they need to do with reference to their work capacity. Mrs. Bear asked what is currently used. Mr. Zall said some may have trainings from videos and discs but they were created for areas where improvement may be needed. Mr. Andrews said this program will provide standardized trainings across the district. Mr. Zall said Mr. Andrews is correct. Mr. Schlameuss said this contract is not tied to our fiscal year; therefore, if the contract is for a year, it will end in the middle of the academic year. He suggested that Mr. Zall prepare an 18-month contract as opposed to a 12-month contract in

order to keep this expenses within a calendar year. Mr. Zall said if this program can be used through the end of this year, it will help with all the necessary trainings. Mrs. Bear said the contract should coincide within a budget year. Mr. Zall said he misunderstood Mr. Schalmeyss he thought he meant for Mr. Zall to wait until August to begin the contract. Mr. Schlameuss said the contract can begin now. What he meant was for the term to end within a full academic year in case we do not renew it. Mr. Zall said he hopes the district and Board would want to continue with this program. He said he will speak to the company to revise the contract from now to June 30, 2022. Mr. Schlameuss said this term would be better. Mr. Zall said he would have to see how much money it would be since he is dependent upon two department's budget. Mrs. Bear said the IU20 may want to work with us on the cost since it is almost the end of the school year. Mr. Zall said the district will need to provide IU20 with a list of all employees. Mrs. Bear asked if the IU20 guarantees security with reference to employees' information. Mr. Zall said there is nothing but employees' names and department that is given to them. Each supervisor will have particular access to their own employees. It will be sorted out by department. Mr. Andrews asked if the program is cloud-based. Mr. Zall said it is. Mr. Dymond asked Mr. Zall to go through everything the district currently has to see if this program would replace it and provide the list to the committee. Mr. Zall said he can review all items with Dr. Vitulli and Mr. Baddick. Dr. Vitulli said the quality of this program is tremendous and he was very impressed with since it was very professionally done. He said he honestly does not see this program replacing anything that the district currently has. Mrs. Bear asked what is currently being used. Dr. Vitulli said it depends on the subject. Mrs. Bear asked what is being used for the mandated trainings. Dr. Riker said in-person training is used for mandated training. Mr. Andrews said if we used a manual in any trainings, this cost can be cut out. Mr. Zall said mandated trainings are conducted face to face as it needs to be done on a contractual day. The district is losing days on other trainings. This program would be fantastic on mandated trainings because since it is required, the individual can complete the training on their own. This topic would have to be negotiated with the associations. It gives us, the district, some flexibility to have this conversation. Mr. Baddick said other programs are being used through the IU 20 Consortium for training Paraprofessionals and Student Aides. This program can be used for regular and special education. Parents can also be trained. Right now, the district does not have this option. Mrs. Bear asked if there would be extra cost for this additional area. Mr. Baddick said there would be extra cost. He said the important aspect for special education depends on many opportunities for parents. We are required to do have it and this program allows them to meet that requirement. Mr. Andrews said if the district goes back to virtual or stays in virtual, they can get the parents involved. Mr. Baddick said this program will allow for many opportunities for staff and families that we do not have right now. Mr. Dymond said his original question was to look at all of the programs in the district that is being used for everyone. He said he does not want people deciding what they want to continue to use as opposed to what this program offers. This will eliminate payment of duplicate trainings. Mr. Zall said he does not see anything in this program that will duplicate an expense that is already being done. He said he sees a value in doing he online trainings. Mr. Dymond said there are other trainings that are being done that this program will replace. Mrs. Bear said employees cannot pick and choose which training they want to use. Everyone should be completing the same type of training. Mr. Zall said the district would have to look at the district-wide trainings to see which is the most cost effective way to ensure training continues. The district will direct employees what they have to complete. They employee will not get to choose. Mr. Andrews asked how old is the Vector Solutions company. Mr. Zall said he knows about the company since he has been in the Human Resources Department. Mr. Andrews said; therefore, they are at least five years old. Mr. Zall said he can share the website information

with Mr. Andrews in order for him to review the company. He said he can also provide him or any other Board member access to see a demo of all of the models of the trainings. Mrs. Bear asked if the trainings that the contract is offering are for just the mandated ones. Mr. Zall said the contract is for all K-12 PA Course Library i.e., Athletics, Emergency Management, Human Resources, Environmental Services, etc. Mr. Dymond said these trainings can phase out the majority of the trainings that are in place. Mr. Zall said he does not know exactly what can be replaced. Mrs. Bear said this program will help to track everyone's trainings. Mr. Zall said it would and the next phase would be to infuse the tracking with the CPE Tracker. Mrs. Bear said this program provides a lot of items that can be suggested for employees to do. Mr. Schlameuss said we talked about possibly purchasing vans. Even though they will not need a CDL License to drive it, they may view the training to show the insurance company that it was completed. Mrs. Bear said she likes the section for the coaches because now they can receive the same training across the district. Mr. Dymond suggest having some individuals take a course before hiring them. Mr. Schlameuss said this may not be able to be done. Mr. Andrews asked where are the list of courses in the handout. Mr. Zall said they are all listed under the pages that contain the library. The library can be expanded at any time. Mrs. Bear said parents can also take the training. She asked if this program can also be used for the PA Act 26 training that employees are mandated to take every five years. She asked if this program can be used by volunteers, too. Mr. Zall said volunteers can use this program for mandated training. Mrs. Bear asked if PTO members and all who volunteer with them can take the trainings. Mr. Zall said he would need to check with the company because they are not employees. The company may be able to provide additional ID licenses since they are not employees. Mrs. Bear said this is something that should be looked at. Mr. Zall said he will prepare the agreement for Monday's agenda to begin immediately until June 30, 2022.

d. Wide Area Network Project Update

Mr. Brian Borosh said in the fall, he spoke to the Property/Facilities Committee and the Finance Committee regarding the wide area network, which connects fiber optic, which connects all of the schools to this location. There is a hub and the fiber being the spokes to all of the schools. We currently have a lit fiber solution, which means the provider lights the electronics on their end of the fiber optic cable. Mr. Borosh said when he prepared the bid, he asked for dark and lit fiber optic. Dark would mean we would buy the electronics and the district would light the cable. The district will have more leeway with dark. There is an upfront cost with the hardware. We have a little more control over it and can regulate the speed. With lit, the district cannot regulate the speed. Once the contract is signed, the district is locked in with the contracted speed. Mr. Borosh said he has been in negotiations with, who they feel will be, the final vendor. They will be meeting the vendor on Wednesday. There will be a substantial savings. The monthly bill will be cut in half. Over the ten-year contract, the savings will be about \$600,000. There are two components to this project. The monthly bill, which is a reoccurring cost and a nonrecurring cost specific price for the fiber build. Currently, the district has lit and will be going to dark. The equipment will be different. The district now has the distancing; therefore, the equipment piece is different right now. He said the company should have a final contract for the Board in two weeks. He will be able to give the Board more information in a brief. The second component are the electronic bids, which are due at the end of this month. He said he will be back next month with all final details. Mr. Andrews asked if this product would get rid of Pen-Tele-Data. Mr. Borosh said it would not. He said right now everything runs through the Stroudsburg location. Some fiber will still go through that location. Mr. Schlameuss said this is similar to how cable operates. Cable comes from Blue Ridge but wires go to other cable boxes. It is the same thing here. It's the part that comes into the individual TV

sets. Mr. Andrews said he thought it was being changed due to security reasons. Mr. Borosh said this is what dark fiber will do. Currently, we have lit service. The service leaves here, goes to Stroudsburg then to Pen-Tele-Data and then to the schools. Some fiber may go to another location but not the equipment. It will not patch through receivers or electronics. It will have a point A and point B. Mr. Andrews asked if the district has to worry about Pen-Tele-Data being secured. Mr. Borosh said unfortunately, the district only has Pen-Tele-Data fiber. If the district would do its own, it would cost millions of dollars. The district would be the hub where fiber cables will go to each school as the host. Mrs. Bear ask if there would be a hub at South and North. Mr. Borosh said only South would be the hub. Some cabling may go through specific sites but there is no in between. Mrs. Bear asked if one school goes down, do all of them go down. Mr. Borosh said no. Mrs. Bear asked if North goes down then South will still have power. Mr. Borosh said she is talking about internet and the delivery of data. There are three internet connectors. One is the Penn-Tele-Data Consortium, for the Monroe County schools. The North Schools (Pike County) use Zito. In addition, there is an additional Pen-Tele-Data through Smithfield Elementary School then through Bushkill Fall Road. If there is an outage in this area, this additional connection may be used. It will be hard to prevent outages. Mrs. Bear asked will the dark hub alleviate major outages. Mr. Borosh said there will always be a weak link unless the district invests in multiple connections. He said in his 12 years at the district, the district has had a couple of hiccups but no mass outages. If a bunch of fibers are knocked out, the district will be knocked out. Mr. Dymond asked if we got new fibers to the schools that need it. Mr. Borosh said no new fiber will be pulled in until the Board approves the new contract. Mr. Dymond said he thought the schools already received it. Mr. Borosh said he may be able to use existing one or if another provider is chosen, it may be part of that purchase. He prefers not to discuss this issue since they are currently meeting with vendors. Mr. Borosh said if Mr. Dymond has any more specific questions, he can speak to him directly. Mrs. Bear asked if the equipment is being recycled. Mr. Borosh said there is no equipment involved. He said this purchase involves leased equipment and wires. Mr. Dymond asked about the fire suppression system. Mr. Borosh said the fire suppression system is not part of his department.

e. Cisco Phone Servers \$20, 900.00

Mr. Brian Borosh said that in 2013, a new phone system with five-digit dialing with voice mail was purchased. If 911 is called, an alert goes to the school police and the building Administrator. He said when he did the phone project, it cost about \$125,00 a year. Now it has been reduced to about \$90,000 a year with a different phone service. In November 2020, the phone servers reached their end of life. The equipment no longer supported. He said he received three proposals. Eplus was the lowest vendor at \$20,896.64, with the option to vitalize the server. He said he does not want to put all his eggs in one basket. He said his recommendation is to keep it on a separate hardware. This quote will replace about two phone servers at a cost of about \$10,000 a piece. Typically, the district would replace the equipment every 5 years and now it has been 7 years. Mrs. Bear asked if the power goes down, will the phone go out, too. Mr. Borosh said it would not. He said the South schools run on city gas so there is constant fuel for this site. Mrs. Bear asked how do the North schools run. Mr. Borosh said the North schools run on diesel, which go on the generator if they lose power. Phones get power from network switches on UPS. Cameras also need to be secured. All will stay up and running unless there is a fuel shortage. Mr. Bear said this is a concern in case of an emergency. Mr. Schlameuss said in an emergency, service will exist for a limited amount of time until there is no fuel or if the generator does not work. Mr. Borosh said South schools should not go down because there is an unlimited amount of gas but the North schools may run out of fuel. He said the Maintenance

Department reviews everything to make sure everything is working properly. Mr. Schlameuss said the current prices that the district will pay is less than when he purchased a phone service for his business eight years ago. Mr. Borosh said there are also other components to consider like the yearly licenses. Mrs. Bear asked if the district has to purchase new phones. Mr. Borosh said some may not work on the new software. He said he believes that the district can get by for another couple of years on the current handsets. He said the district has approximately 400 IP handsets. Mr. Schlameuss asked if the district will continue with Cisco or will they use another vendor. Mr. Borosh said the district needs to continue with Cisco.

f. Current Projects within the District

Mrs. Diane Kelly said she submitted the current project list to the Board members. She said she just received some new updates; therefore, will placed them on next month's report.

Mrs. Bear said that around this time last year Mr. McIntyre prepared for the Committee members an updated report showing where we are with the budget. It displayed how much has been spent per department. The report helped the Board members to get an idea of who is getting closer to going over their budget and can reign them in. Mrs. Kelly asked what report is Mrs. Bear requesting. Mrs. Bear said she would like to see what each department has spent to date on their budget. Mrs. Kelly said she will prepare this budget report update and will submit it to the Committee members at next month's Finance Committee meeting.

## VII. RECOMMENDATIONS BY THE PROPERTY & FACILITIES COMMITTEE:

### 1. D'HUY ENGINEERING INVOICES

- a. Invoice #52143 \$3,000.05 - High School North Roof Replacement
  - b. Invoice #52144 \$5,587.13 - High School North Sanitary Liner Replacement
  - c. Invoice #52145 \$3,437.50 –Transportation Building Underground Storage Tank Removal
  - d. Invoice #52146 \$1,882.04 - High School North & Lehman Window Replacement
  - e. Invoice #52147 \$964.99 – Lehman & Bushkill Flooring Replacement
  - f. Invoice #52148 \$300.00 - High School North & High School South Hand Wash Stations
  - g. Invoice #52149 \$4,480.01 – J.M. Hill Entrance Vestibule Renovation
2. Environmental Restoration, Inc. – Change Order #1 –JTL Oil Tank Removal Decrease \$17,874.00
  3. Environmental Restoration, Inc. – Application for Payment #2 –JTL Oil Tank Removal - \$23,681.80
  4. JBM Mechanical, Inc. - Application for Payment #2 –East High North Water Heater Replacement –\$36,150.00
  5. Kleinfelder Advantage Engineers - Invoice # 00130918 –ESASD Wastewater Review - \$1,192.50
  6. The A.G Mauro Company - District Keying Project. South Campus –\$51,240.75

## VIII. PUBLIC PARTICIPATION – LIMITED TO ITEMS OF DISCUSSION

Mr. Tim Sanders said he has a question on the Safe Training Program. He said when he googled the program, he saw that they have a PDF of the K-12 National Library. He asked if this information he found is accurate or how would they know what is offered. Mrs. Bear said the one that was talked about is the K-12 Pennsylvania Course Library and said that Mr. Sanders can find the list on the district website. Mr. Sanders asked if the fee is per year and does it cover all of the employee in the district. Mr. Zall said it is for all of the employees. Mrs. Bear asked if any employee can take any course anytime or do they have to be assigned a course. Mr. Zall said it can work both ways.

**IX. ADVISORY RECOMMENDATIONS FOR CONSIDERATION BY THE BOARD OF EDUCATION**

1.

**RECOMMENDATION BY THE COMMITTEE:** Motion was made by George Andrews to recommend that the Board consider for approval the following Property/Facilities Committee meeting items: Motion was seconded by Rich Schlameuss and carried unanimously, 4-0.

1. D'HUY ENGINEERING INVOICES

- a. Invoice #52143 \$3,000.05 - High School North Roof Replacement
  - b. Invoice #52144 \$5,587.13 - High School North Sanitary Liner Replacement
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  - f. Invoice #52148 \$300.00 - High School North & High School South Hand Wash Stations
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  3. Environmental Restoration, Inc. – Application for Payment #2 –JTL Oil Tank Removal - \$23,681.80
  4. JBM Mechanical, Inc. - Application for Payment #2 –East High North Water Heater Replacement –\$36,150.00
  5. Kleinfelder Advantage Engineers - Invoice # 00130918 –ESASD Wastewater Review - \$1,192.50
  6. The A.G Mauro Company - District Keying Project. South Campus –\$51,240.75

2.

**RECOMMENDATION BY THE COMMITTEE:** Motion was made by George Andrews to recommend that the Board consider for approval the following items. Motion was seconded by Rich Schlameuss and carried unanimously, 4-0.

1. The quotes from P.E.M.Co. to provide Café Furniture at High School North in the amount of \$15,050.00.
2. The agreement with Vector Solutions in the amount of \$9,027.20 for SafeSchools software and training.
3. The proposal from ePlus Technology in the amount of \$20,896.64 for the purchase of 2 Cisco phone servers.

3.

**RECOMMENDATION BY THE COMMITTEE:** Motion was made by George Andrews to table the 2021 Ford F-150 4X4 Truck \$29,152.00 until the next meeting contingent upon receiving a detailed list of all district vehicles. Motion was seconded by Rich Schlameuss and carried unanimously, 4-0.



Mr. Andrews suggested that the request for a new vehicle be presented at the Property/Facilities Committee meeting next month. Mrs. Bear said she does not object as long as the information of all the vehicles that was requested is presented at that time. Mr. Schlameuss said the vehicle information can be presented to the Property/Facilities Committee but then should come before the Finance Committee.

**X. NEXT MEETING – March 8, 2021**

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to adjourn. Motion was seconded by Larry Dymond and carried unanimously, 4-0.

**XI. ADJOURNMENT: 6:40 P.M.**

Respectfully submitted,  
Patricia L. Rosado  
Board Secretary