

BOARD OF TRUSTEES
BOARD MEETING MINUTES – December 21st, 2021

On December 21st, 2021 the Roosevelt Children’s Academy Charter School Board of Trustees held a Teleconferencing Board Meeting pursuant to notice; at the Roosevelt Children’s Academy Charter School, 201 Debevoise Avenue, Roosevelt, N.Y. with Chair Rev Reginald Tuggle presiding.

ROOSEVELT CHILDREN’S ACADEMY CHARTER SCHOOL

MOTION TO OPEN MEETING: Chair Rev Reginald Tuggle officially called the meeting to order at 6:08 P.M.

A motion was made by Dr KingCheek to open the Board Meeting. The motion seconded by DWashington.

INTRODUCTORY COMMENTS: Chair opened the meeting with a welcome to everyone, on behalf of the entire board to the board meeting. The Chair commented on the feedback regarding newly incorporated ELA classroom walk-through, implemented by the board consultant Tyra Washington. The walk-through provided an opportunity for Middle school teachers to observe best practices and techniques utilized by their peers in the various classrooms visited. This practice was well received by the teaching staff who learned from the walk-through observation. The best practice walk-through will continue for other academic subjects reported the principal. The Chair thanked Board members for giving time and dedication to the school. It does take time to give said the Chair and the Chair personally thank each board member on behalf of the school, parents, students and staff stating he wanted each member to personally know that. The Chair further wished everyone happy, healthy, prosperous and blessed new year.

ESTABLISHMENT OF A QUORUM: Chair Tuggle acknowledged the Trustees names to be called to establish a quorum.

Present: Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr KingCheek)

ADDITIONAL ATTENDEES- Steven Martir, (Counsel to the Board); Simone Roberts, Middle School Principal; Philip Leconte, COO&CFO; Tyra Washington, Consultant to Board; Leslie Roper-Thomas, CSBM; Ella Portero, Secretary to the Board. Reshma Persad, Elementary Principal – Excused Absence.

Adopted: December 21st, 2021

A motion was made by Trustee Burden that the Minutes from the November 23rd, 2021 Board Meeting be approved as written. The motion was seconded by Garner and unanimously approved.

Ratifying & Confirming Resolution

Adopted: December 21st, 2021

BE IT RESOLVED, that the Roosevelt Children’s Academy Charter School Board of Trustees in the December 21st 2021 Teleconference Board Meeting on behalf of the Roosevelt Children’s Academy Charter School authorized unanimously a Ratifying & Confirming Resolution adopting the November 23rd, 2021 Board Meeting Minutes as written. The motion carried. After which the school reports were presented.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

SCHOOL OPERATION Budget Update: – Chief Operation's/Financial Officer (COO&CFO) presented the Updated Enrollment and Approved Budget presentation for 2021-22. Enrollment update presented reflected a student count of 733 as of December 21st. Of that total 554 students re-registered. Incoming students registered 179. Of that total 99 were incoming Kindergarten. The budget is based on student count of 665.

The Approved Budget for fiscal 2021-22 presented as of December 21st reflected total budgeted full year (FY) revenue is \$13.0 million. YTD recognized \$5.3 million. Total budgeted (FY) direct expenses \$9.7 million. Spending YTD \$5.0 million. Total budgeted (FY) indirect expense is \$3.3 million. Spending YTD \$1.8 million. On target for FY Spending.

The Approved Budget for fiscal 2021-22 presented: Enrollment budget presented 665. Budgeted full year (FY) revenue is \$13.0 million. Budgeted direct expenses \$9.7 million. Budgeted indirect expense \$3.3 million.

Other Financial Reports: **UNAUDITED FINANCIAL STATEMENT as of December 21, 2021**

1. Statement of Financial Position Summary Report as of December 21, 2021
2. Statement of Cash Flows For The Period Ending December 21, 2021
3. Financial Performance Analysis For The Period Ending December 21, 2021

SCHOOL OPERATION: Facilities/Construction:

1. **Construction at 111-115 Pleasant Ave. 8 General Contractors submitted Sealed Bids for Roosevelt Children's Academy Charter School building construction 111-115 Pleasant Avenue. Our Architect is currently reviewing all bids**

SAFETY COMMITTEE- December Report:

Drills (Fire, Bus, Lockdown, Evacuation)

- 1) **Fire Drills:** New York State (NYS) law requires all schools to perform **12 fire drills yearly. Eight of twelve must be completed by December.** Both sites have completed eight drills. Additional drills will be scheduled for the Spring.
- 2) **Bus Drills:** NYS Law requires **3 Bus Drills** for the School Year. Completed two of the required bus drills. The remaining bus drill will be scheduled for Spring.
- 3) **Lock Down Drills:** (Hold in Place): NYS Law requires that **lockdown drills** are performed. There will be 2 more drills performed this month following the Covid-19 guidelines. All keys are in place at 105 and at least one teacher in every room at 200 has a key. The Safety Committee has suggested an information/procedure and schoolwide lockdown drill in December
- 4) **Evacuation Drill:** Both sites are set to perform this drill in May 2022. Date is TBD. Binders for speedbags are being updated with student information for by receptionist at each site.

Building Concerns: Adults in building without ID's or visitor tags. Request for all.

SCHOOL ACADEMIC REPORT

Principals presented Academic report outlining Academics, Climate & Culture, Meetings with staff, Home /School connections, Communications with CSE, Meetings with operations and CSI.

Elementary Report:

School Climate & Culture:

- **Winter Wonderland Concert**
 - **This year, we will not have our regular scheduled Winter Wonderland concert in-person so Ms. Owens (music teacher) recorded students, in the form of a Winter Concert, in which the link will be sent to parents on Class Dojo**
 - **A link will also be posted on the school's social media page**
- **Holiday Potluck Breakfast for Staff**
 - **Will occur on Wednesday December 22nd**
- **COVID Cases**
 - **For the month of December (increase from previous months)**
 - **8 confirmed cases (students)**
 - **2 confirmed cases (staff)**
 - **6 classes placed on quarantine o From the start of the school year**
 - **17 confirmed cases (students)**
 - **4 confirmed cases (staff)**
 - **12 classes placed on quarantine**
- **Safety Drills**
 - **Fire Drills - up to date with needed 8 drills**
 - **Bus Drills - up to date with needed 2 drills**

- **Discipline (for the month of December)**
 - **In School Suspension - 2 suspensions (stayed the same from previous month)**
 - **Student bit two students (1st offense)**
 - **Fighting another student (1st offense)**
 - **Out of School Suspension - 3 suspensions (decrease from previous month, as compared to 6 from November)**
 - **Student punched another student in the nose and threw a chair at the teacher**
- Student choked another student, due to touching of personal belongings during lunch
- **Student punched another student in the stomach**
- **Student Behavior Plans -18**
 - **K (7 students)**
 - **1st Grade (4 students)**
 - **2nd Grade (0 students)**
 - **3rd Grade (4 students)**
 - **4th Grade (3 students)**

Academic s:

- **_Math Update**
 - **Assessment scores enclosed for chapters 2 & 3, in which the data shows a slight improvement for students scoring on grade and above grade level**
- **ENL Update**
 - **There are a total of 6 students (K-2) In the "Entering" category, who are in need of extra support**
 - **The Lexia program (computer based) was purchased, in order to give these students, the extra support**
 - **The goal is to start this program, the second week in January**
- **After School**
 - **Total of 12 classes**
 - **Average Attendance for this month - 79%**
 - **Structure: students' complete homework before engaging in a fun activity**
- **Teach Like A Champion**
 - **Out of the 63 techniques, teachers will begin to focus on 6 techniques, in order to help create better classrooms for students**
 - **Techniques focus on both academics and social/emotional**

Academic Techniques:

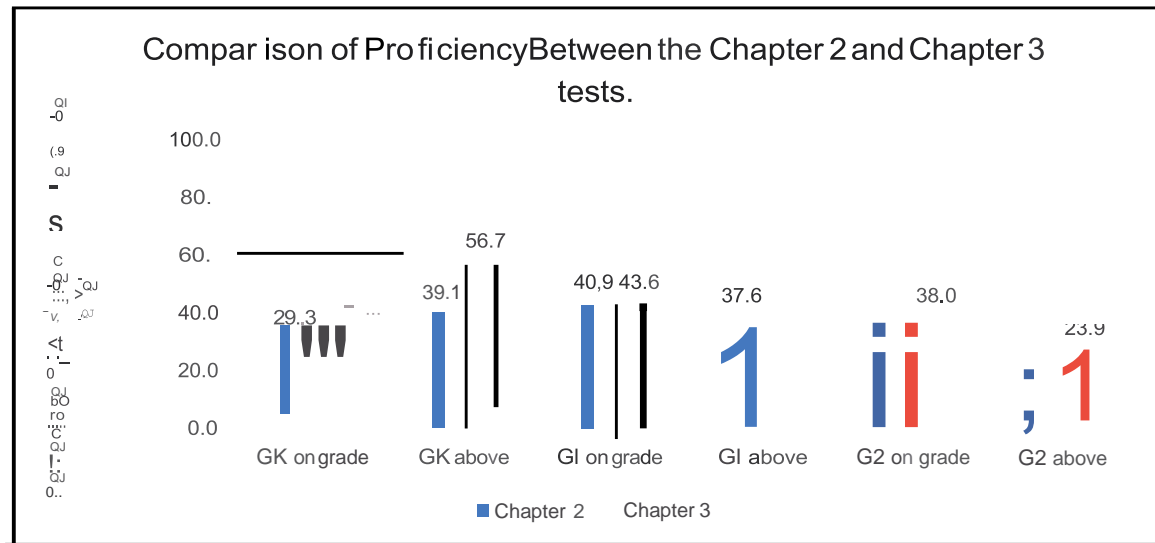
- **Technique 25: Circulate**
- **Technique 27: Change the Pace**
- **Technique 31: Every Minute Matters**

Social/Emotional Techniques:

- **Technique 52: What to Do**
- **Technique 54: Make Exceptions Visible**
- **Technique 55: Least Invasive Intervention**

- **Formal Observations**
 - 41 completed for classroom teachers and teacher assistants

- K-2 Proficiencies Based on 3 GoMathChapterTests



Last Revision: December 16, 2021

Grade 3 Chapter

test Dates

Chapter 3

Chapter 4

Date

October 27th

November 23rd

Below Grade

Approaching
Grade Level

On Grade

Above

Grade Level

Students

Chapter 3
 Chapter 4

3%

8%

16%

26%

57%

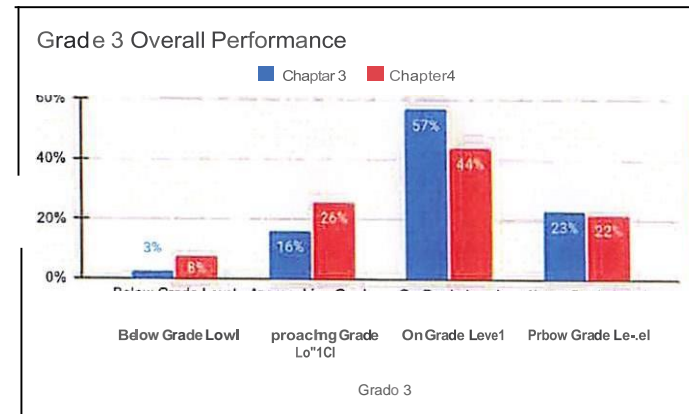
44%

23%

22%

74

77



Middle School Report:

ACADEMICS:

EIA and math teachers participated in the iReady training on November 19. Teachers had positive feedback on the diagnostic tool. I have been in communication with Ms. Jackie and the Tech team to ensure that technology will be ready for the administration of the assessment. We are currently waiting for Doug to create a shortcut of iReady on the students' laptop. If all goes well, we will be administering the first of three diagnostic assessments on January 5th and 6th. The assessment would be administered during the

individual ELA and math block, so as not to interrupt the rest of the subject areas. The duration of the assessment is about 90 minutes, so students will take the assessment in two 45-minute sessions. Once the test is administered, ELA and math teacher will participate in another PD. During this PD teachers will learn how to interpret the data and what instructional strategies can be used to implement for intervention.

Fifth grade students participated in a virtual wellness workshop hosted by student member of LIU psychology department. The workshop was on SEL lessons that taught students techniques on how to better handle adverse situations and communicate with their peers appropriately.

In ELA, both 6th and 8th Grade have completed Module 1 and are moving forward in Module 2. 6th Grade has started their new novel: Bud, Not Buddy by Christopher Paul Curtis, where the theme is: Rules to Live By. 8th Grade has started Module 2 and will soon begin reading the classic: To Kill a Mockingbird, focusing on the theme of "Taking a Stand." 5th grade is wrapping up their monologue revisions and end of unit assessment for Module 1. They will begin Module 2 which focuses on Biodiversity of the Rainforest with the nonfiction text: The Most Beautiful Roof in the World upon returning from Winter Break. 7th Grade will also begin Module 2 at the start of the New Year. The focus of their unit is identity and transformation, and they are reading a classic play entitled: "Pygmalion."

All teacher observations have been completed and evaluation forms have been given to Ms. Dillehay to file in teacher files.

The sixth-grade teachers and I hosted a Parent/teacher brainstorm meeting on December 8 to discuss the continuing behavior issues among some sixth-grade students. Although only three parents showed up, the meeting was very productive. The parents were very supportive. We hosted another parent/teacher brainstorm meeting virtually on December 16 at 6:30 pm.

There were eight parents at this meeting. It was disappointing that not many more parents participated but both meetings were still very productive.

We will be implementing effective instructional techniques modeled in the book *Teach Like A Champion*. Each teacher received their own copy of the book. The Leadership team identified the strategies in the book that we would like for the teachers to initially read up on. Our monthly meeting will have book club meetings on the topics. Teachers will be coached on these instructional techniques during my classroom walk throughs. It is our plan to have further professional development on the strategies in August.

ELA teachers participated in their first virtual PD for Better Lesson. Grades three through eighth have been using this program since September. The focus was on assessments. On December 15, members of the Leadership team participated in a Walk Through of some classes at both the Elementary and Middle School. Coaches from Better Lesson taught the team how to identify key indicators to determine how well

teachers are implementing the program. We identified areas of strengths and weaknesses. We discuss action plans to rectify the area of weaknesses, as well as, to enhance the areas of strengths. One take away from this PD is that the teaching strategies being used in ELA can be used across all subject matters. It is my plan to implement the teaching techniques within all subjects. The coaches and I will be conducting learning walks weekly in both math and ELA in the New Year.

Our non-perishable food drive was a success. Students collected over 1,500 pounds of food.

Donations will be distributed between the church and Harvest of the World.

Some teachers participated in a visual learning professional development. The PD focused upon visual learners and how teachers could enhance their academic learning within the classroom.

It was brought to my attention that the grading systems among the teachers were not unified. This issue came to light when we identified students for the Dean's List Award at the end of the first quarter. The following is the agreed upon grading policy that was discussed with all staff members and shared with them via email:

Teacher must administer at least 2 major unit assessments per quarter
Teacher must administer at least 2 quizzes per quarter (this should include vocabulary quizzes)

Teacher must assign at least 18 homework assignments per quarter (this is about 2 homework assignments per week)

Teacher must assign at least 1 major project per quarter Academic Goals:

In the area of mathematics, it is our goal to have a 20% growth of students performing at levels 3 and 4 among all grade levels. Currently, we are the same academically in comparison to this time last year, about 37%. With continued intervention, I believe that we will attain this goal by the time of the NYS assessment.

In the area of ELA, it is our goal to have at least 25% of students performing at levels 3 and 4 by the next Benchmark assessment for writing. Currently, we are at 7% of 3s and 4s in writing. With continued explicit instruction, intervention,

and opportunities to write, we believe that scholars will make continued improvements.

After school is going very well. Students are currently working towards putting on a virtual showcase in February. Students are really enjoying the clubs and are taking real initiative with the activities that they are part of.

Stock Market Game is well on its way. When last I checked students have profited over \$5,500. The game will run until February.

RTI

D.E.A.R is a success. Students every day are reading from 8 am to 8:20 am. This is not only improving students' vocabulary and reading fluency, but also setting a more positive tone for the start of the day.

RTI-Cycle 1 ended on 12/10 for grades 1-8.

A total of 11 students have exited out of RTI and 11 new students have entered RTI. Although not many students exited out of RTI during cycle 1, many students are progressing, but they will need more time in the intervention program to come up to grade level standards. Parents were notified if their student entered or exited, and cycle 1 progress reports were also sent home to parents informing them of the progress that their child is making in the RTI program.

CST (child study team) meetings have begun for students who were referred for a special education evaluation. So far, many parents have been receptive to consenting to having their child evaluated.

The CST team consists of the Child's parent, classroom teacher, RTI teacher, dean where behavior is of concern and Mrs. Johnson. 1 new IEP in first grade was added this Month.

Discipline Report:

Teachers continue to utilize Restorative Justice Practices at the start of classes daily as a connection tool to build positive, sustainable relationship with students. Such practices minimize negative classroom behaviors.

Restorative Justice Practices remain reflected in Lesson Plans as a connective tool for academic and social emotional learning.

Teachers/fA's utilize Deans' List to record Parent Communication via phone, email, or text message. Administration strongly encourages phone communication. Several staff members were reminded to contact parents/guardians via phone instead of text or email. Deans 'List is utilized to record student incidents that have occurred in classrooms, bus incidents, and school property. This would include lunch detentions, in and out of school suspensions recorded for the year thus far. (19 students) This number is 2 less than last month's report. Currently, at the time of this report we are conducting a Superintendents Suspension on a seventh-grade student who has numerous infractions on a First Student Bus, RCA Afterschool Program, and RCA itself. Curriculum has been provided by teachers and staff, and contact had been consistently made with his family.

Several parent meetings have been made via Zoom and in person with our ISS and OSS students' families to discuss Behavior Plans and goals both academically and socially moving forward. These meetings were attended with our Guidance Counselor, Mrs. McGrath.

Lunch detentions are currently utilized as a first step in preventing ISS/OSS. Several staff members have volunteered to assist to house students at lunch. Parents are contacted as well, and behaviors are listed on Deans List as a record for administration and Behavior Charts/Plans/SPED.

The Elementary and Middle School initiated a Dean's List Program that acknowledges a student's high achievement in the following areas: Scholarship, Service, Leadership and Character as well as maintain an average of 85% or above. The Middle School had 147 scholars named in Quarter 1. As administration reviewed the lists, bus incident students, RTI students, grading polices etc. all came into play and for Quarter 2, administration and teaching staff, a clearer vision of expectations will be anticipated.

Uniform policy is being reinforced. Lost and found extras add to fills in when needed. Calls are made when uniform infractions are found.

Dean has been coaching teachers and staff to increase their discipline strategies/management within their classroom settings. Feedback and plans will be enforced. Several teachers (3) are being asked to attend a 45 hour online in service Classroom Management Program with Nassau BOCES Center for Online Learning. The program will begin on February 17th, 2022, and end May 17th, 2022. Each teacher will be able to work on their coursework on their own time. The title of the class is Relationally Responsive Classroom Management-in-Service.

Community Service Program is underway with the 8th grade class. Food Drive, Sock Drive, Community Outreach Programs etc. are in the creation stages. Service Programs will promote stronger self-esteem and lower negative discipline incidents. Our Food Drive has ended, and the Middle School has collected approximately 1,500 pounds of food!! Congratulations to all the classes who participated in the drive and all the staff and artists who designed the fliers. Nathaniel Destinobles from class 8A brought in the most food contributions. A very special thank you goes out to his family.

Communication with administration is paramount. Dean communicates with Principal several times a day to discuss/review and creates strategies to make the middle school a safe and academically successful environment.

FIELD TRIPS:

It is our hopes to start back field trips in the new year

Vacancies:

All opened TAs positions have been filled expected start date is January 3rd.

One Math teacher (This teacher will replace Mrs. Carroll for 7th grade math, so she can take on the position of the Middle School Math Coach).

Interviews are being conducted weekly.

COVID:

Since the last Board meeting, we had 3 positive cases of COVID among the student population. No positive cases among the staff.

HONORS:

Academic Awards Day-Date Pending

RCA High Honor Society: Parents were called two weeks ago for a progress report. Additional students have been recommended into the program by either their ELA

and/or math teacher. As of to date, 26 more students have been recommended and enrolled into RCA High Honor Society. We will be hosting a virtual orientation at 7 pm on December 20.

Below is an accounting of how the students are doing academically based upon the four academic levels. The results are reflective of the last assessment administered in each subject.

Level 4 : performing at 90% and
 above Level 3 : performing at 70% –
 89% Level 2 : performing at 51%
 – 69% Level 1: performing at 50%
 and below

<i>Subject</i>	<i>Level 4</i>	<i>Level3</i>	<i>Level2</i>	<i>Level 1</i>
Mathematics	5 th : 10 6 th : 0 7 th : 9 8 th : 2	5 th : 39 6 th : 7 7 th : 23 8 th : 17	5 th : 16 6 th : 18 7 th : 12 8 th : 18	5 th : 1 6 th : 54 7 th : 33 8 th : 29
Total	21	86	64	117
ELA	5 th : 9 6 th : 54 7 th : 35 8 th : 45	5 th : 29 6 th : 15 7 th : 24 8 th : 21	5 th : 11 6 th : 5 7 th : 7 8 th : 1	5 th : 12 6 th : 8 7 th : 12 8 th : 2
Total	143	89	24	34

Social Studies	5 th : 25 6 th : 34 7 th : 6 8 th : 28	5 th : 28 6 th : 32 7 th : 40 8 th : 29	5 th : 12 6 th : 18 7 th : 26 8 th : 8	5 th : 1 6 th : 0 7 th : 7 8 th : 3
Total	93	129	64	11
Science	5 th : 37 6 th : 29 7 th : 19 8 th : 22	5 th : 24 6 th : 52 7 th : 46 8 th : 35	5 th : 5 6 th : 3 7 th : 15 8 th : 12	5 th : 0 6 th : 0 7 th : 0 8 th : 0
Total	107	157	35	0

SPECIAL EVENTS:

December 20: Door Decorating Contest

December 22: Staff Breakfast

January 11: Parent Meeting Bullying Workshop

Ratifying & Confirming Resolution

Adopted: December 21st, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the December 21st 2021 Teleconference Board Meeting on behalf of the Roosevelt Children's Academy Charter School unanimously authorized a Ratifying & Confirming Resolution adopting the COO/CFO report. A motion was made by Trustee Chien for the acceptance of the COO/CFO. The motion was seconded Trustee DWashington. The motion carried.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: December 21st, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the December 21st 2021 Teleconference Board Meeting on behalf of the Roosevelt Children's Academy Charter School unanimously authorized a Ratifying & Confirming Resolution adopting the acceptance of the Principal report. A motion was made by Trustee Dr KingCheek for the acceptance of the Principal reports. The motion was seconded by Trustee Garner. The motion carried.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: December 21st, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the December 21st 2021 Teleconference Board Meeting on behalf of the Roosevelt Children's Academy Charter School unanimously authorized a Ratifying & Confirming Resolution adopting the acceptance of the adoption of Roosevelt Children's Academy revised budget. A motion was made by Trustee Chien for the acceptance of the revised budget. The motion was seconded by Trustee DWashington. The motion carried.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Ratifying & Confirming Resolution

Adopted: December 21st, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the December 21st, 2021 Board of Trustees Board Meeting on behalf of the Roosevelt Children's Academy Charter School authorized unanimously a Ratifying & Confirming Resolution approving acceptance of the authorization of the adoption of Roosevelt Children's Academy proposal for the appointment of Robert B. Kronenberg, Esq, as Hearing Officer. Trustee DWashington made a motion that Robert B. Kronenberg, Esq be approved for Hearing Officer. The motion was seconded by Trustee Chien and unanimously approved. The motion carried.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Adopted: December 21st, 2021

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the December 21st 2021 Teleconference Board Meeting on behalf of the Roosevelt Children's Academy Charter School unanimously authorized a Ratifying & Confirming Resolution adopting the acceptance of the authorization of the adoption of Roosevelt Children's Academy proposal for vendor Robert F. Ferrari, Architect P.C. for reviewing 8 General Contractor sealed bids for 111-115 Pleasant Avenue construction. Trustee DWashington made a motion that vendor Robert F. Ferrari, Architect, P.C. be approved for reviewing 8 contractor sealed bids for 111=116 Pleasant Avenue construction. The motion was seconded by Trustee Chien and unanimously approved. The motion carried.

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

Ratifying & Confirming Resolution

BE IT RESOLVED, that the Roosevelt Children's Academy Charter School Board of Trustees in the December 21st, 2021 Board of Trustees Teleconference Board Meeting on behalf of the Roosevelt Children's Academy Charter School unanimously authorized a Ratifying & Confirming Resolution to accepting the approval of personnel actions identified for staffing in the Position Control Form. Being that there was no further discussion, a motion was made by Garner approving the adoption of the resolution approving the personnel action items. The motion was seconded by Trustee Burden and unanimously approved. The motion carried.

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Roosevelt Children's Academy Charter School

Board of Trustees Board Meeting Minutes – Tuesday, December 21st, 2021

Ratifying & Confirming Resolution

New Hire:

Stephen A. Cipkin _ Teacher Assistant_ Middle School_ Start Date_1-03-2022

Tanisha Watt _ Teacher _ Elementary _ Start Date_12-15-2021

Shannelle Robbins_ Teacher Assistant_ Middle School_ Start Date_1-3-2022

Riffat Yasmin_ Teacher Assistant_ Middle School_ Start Date_1-03-2022

Ayes: 7 Trustee (Tuggle, DWashington, Arroyo, Burden, Chien, Garner, Dr KingCheek)

Noes: 0 Absent: 0 Abstentions: 0

PARENT REPORT: PG commented on the Spirit of giving and supporting community. RCA students Community Service activities, resulted in food donations for the community made to LI Cares, Harvest for the World and Queen of the Most Holy Roseary Church. In addition, Lunch and Learn webinar on Omicron virus presented to RCA families.

PUBLIC COMMENTS: Members of the community were acknowledged.

EXECUTIVE SESSION: NONE

OPEN SESSION CONTINUED. NONE

ADJOURN. The Board meeting ended at approximately 6:50 P.M. with a motion to adjourn made by Trustee Burden. The motion was seconded by Trustee Garner. The motion was passed unanimously without debate.

Respectfully Submitted by,

Ella Portero

Ella Portero, Secretary to the Board