

BOARD OF EDUCATION
OF THE VOCATIONAL-TECHNICAL SCHOOLS
IN THE COUNTY OF MERCER, NEW JERSEY

MINUTES OF AUGUST 16, 2016

1. The Board Meeting of August 16, 2016 was called to order by President Albert Pitman at 12:04 pm. The meeting took place at the Mercer County Vocational-Technical Schools, 1085 Old Trenton Road, Trenton, New Jersey. The President read the following Sunshine Statement:

“In accordance with the State’s Sunshine Law, adequate notice of this meeting was provided.
This meeting notice was advertised in the Trenton Times newspaper on August 3, 2016.
This notice was also posted in the Board Office and a copy has been filed with the County Clerk of Mercer”.

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| Roll Call: | Ms. Iszard – Present | Ms. Stinger – Present | Dr. Morana - Absent |
| | Mr. Zoller – Present | Ms. McCoy – Absent | Mr. Pitman – Present |

2. PLEDGE OF ALLIGANCE –

3. EXECUTIVE SESSION /PUBLIC DISCUSSION

A. PUBLIC DISCUSSION

John Baldino, PE Instructor and Vice President of the Association addressed the Board: We feel contract language is not being followed. The relationship between administration and staff is being broken down. You heard from Ms. Lollo last month regarding some custodial issues and training. Custodians are being forced to attend training that is not mandatory to do their job. CPR and AED trainings are trainings not required by all teachers. The extra training is unnecessary and should not be mandatory.

Ms. Iszard: This is maintenance?

Mr. Baldino: Yes this is all maintenance. Custodial issues and training is not following contractual language. CPR and AED training is for teachers. Nothing states that custodians have to have it. Also, I want to let the Board know that we have not heard anything regarding a Level II grievance and Level I.

B. EXECUTIVE SESSION

BE IT RESOLVED, that the Mercer County Vocational-Technical Board of Education shall recess to executive session for the purpose of personnel and other miscellaneous.

BE IT FURTHER RESOLVED, that the minutes of the executive session shall be released to the public when the need for confidentiality no longer exists, except personnel information or information pertaining to legal settlements with personnel which by agreement must remain confidential shall not be released unless otherwise required by law.

The Board recessed to Executive Session at 12:08 pm on a motion made by Ms. Stinger and seconded by Mr. Zoller and carried by roll call vote.

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| Roll Call: | Ms. Iszard – Yes | Ms. Stinger – Yes | Dr. Morana - Absent |
| | Mr. Zoller – Yes | Ms. McCoy – Absent | Mr. Pitman – Yes |

A motion for the Board to return to Public Session at 12:37 pm was made by Ms. Iszard and seconded by Mr. Zoller and carried by roll call vote.

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| Roll Call: | Ms. Iszard – Yes | Ms. Stinger – Yes | Dr. Morana - Absent |
| | Mr. Zoller – Yes | Ms. McCoy – Absent | Mr. Pitman – Yes |

4. MINUTES OF PREVIOUS MEETINGS

- A. The regular session meeting minutes of July 19, 2016 were brought before the Board for approval. Upon reviewing the regular session meeting minutes of July 19, 2016, Ms. Iszard introduced a motion for the Board to approve the minutes. Mr. Zoller seconded the motion and it was carried by roll call vote.

Roll Call: Ms. Iszard - Yes Ms. Stinger - Yes Dr. Morana - Absent
Mr. Zoller - Yes Ms. McCoy - Absent Mr. Pitman - Yes

- B. The Executive session meeting minutes of July 19, 2016 were brought before the Board for approval. Upon reviewing the Executive session meeting minutes of July 19, 2016, Ms. Iszard introduced a motion for the Board to approve the minutes. Mr. Zoller seconded the motion and it was carried by roll call vote.

Roll Call: Ms. Iszard - Yes Ms. Stinger - Yes Dr. Morana - Absent
Mr. Zoller - Yes Ms. McCoy - Absent Mr. Pitman - Yes

5. BILLS TO BE APPROVED/TRANSFERS

Bills totaling \$678,471.74 for August 2016 and budget transfers to date were brought before the Board. Upon reviewing the bills and budget transfers presented, Mr. Zoller introduced a motion for the Board to approve the bill list grand total of \$678,471.74. Ms. Stinger seconded the motion and it was carried by roll call vote. The bills list and budget transfers report shall be attached to the original minutes filed in the Board Office as an official document of the Board.

Roll Call: Ms. Iszard - Yes Ms. Stinger - Yes Dr. Morana - Absent
Mr. Zoller - Yes Ms. McCoy - Absent Mr. Pitman - Yes

6. BOARD SECRETARY/TREASURER'S REPORT

Upon review of the financial reports for the period ending July 2016, Ms. Stinger introduced a motion the Board approve the reports as presented, whereby, that major accounts and fund balances have not been over-expended and sufficient funds are available to meet the District's financial obligations. Ms. Iszard seconded the motion and it was carried by roll call vote. Said reports shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call: Ms. Iszard - Yes Ms. Stinger - Yes Dr. Morana - Absent
Mr. Zoller - Yes Ms. McCoy - Absent Mr. Pitman - Yes

7. CORRESPONDENCE & COMMUNICATIONS

Dr. Schneider, Superintendent, noted two (2) handouts. First an article from NJ.com regarding Mayors, school board representatives and superintendents from Trenton, Princeton and Ewing agree that the state's current school funding formula is unfair. Second, a letter that appeared in the Trentonian's Back Talk praising the recent MCTS awards ceremony held at Mercer County Community College and complimenting the staff and students. Letter was signed, *A grandparent*.

8. COMMITTEE REPORTS - None

9. SUPERINTENDENT'S REPORT

A. NEW PROGRAMS/SPECIAL PROJECTS

Recommend the Board approve the following: N/A

B. PERSONNEL & ADDENDUM

Recommend the Board approve the following personnel in the job categories, salary/wage rates, time periods specified:

1. Termination of Sean Cavalier, Manager of Buildings and Grounds for the district, effective end of the business day September 15, 2016
2. Hope Nemeth, as a full-time, 10-month, contracted employee in the capacity of Health and Child Care Instructor at the Sypek Center, pending the completion of a criminal background check and certification, at an annual salary of \$54,492 (Step 3-10 month Teacher Guide), effective September 1, 2016 through June 30, 2017 (11-320-100-101-03-00-1754)
3. Heather Pyle, as a full-time, 12-month, contracted and non-affiliated employee in the capacity of Database Administrator for the district, pending the completion of criminal history background check, at an annual salary of \$65,000 prorated, effective September 1, 2016 through June 30, 2017 (60%- 11-000-252-105-07-00-2520), (20%- 11-000-211-104-07-01-2110) and (20%- 11-000-262-104-07-01-2620)
4. Jennifer Terepka, as a full-time, 12-month, contracted employee in the capacity of Secretary III at the Assunpink Center, pending the completion of a criminal background check, at an annual salary of \$38,141, prorated (Step 2- Secretary III Guide), effective August 29, 2016 through June 30, 2017 (11-000-240-105-01-00-2400)
5. Magnolia Perez-Garrido, as a part-time (15%), 10-month, contracted employee in the capacity of Spanish Instructor at the District, pending the completion of a criminal background check and certification, at an annual salary of \$8,174 (Step 3-10 month Teacher Guide), effective September 1, 2016 through June 30, 2017 (11-310-100-101-02-01-1413)
6. A salary correction for Frank Halpin, Criminalistics Instructor at the Assunpink Center, from \$53,492 (Step 1) to \$55,492 (Step 5) on the 2016-17 Teacher salary guide, effective September 1, 2016 through June 30, 2017, Mr. Halpin provided proof of six years of "active" military service after initial hiring and is entitled to four years step credit on the teacher's guide as indicated in NJ Statutes-Title18A:29-11 (11-310-100-101-02-00-1739)
7. Michael Orfe, School Psychologist for the District, for compensation at a per diem rate, for working 5 additional work days on August 23, 24, 25, 26 and 29, 2016 (11-000-218-104-01-00-2180)
8. Lee Bradbury, as a part-time Plumbing Instructor at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 31, 2016 through June 30, 2017 (13-629-100-101-04-01-1910)
9. Andrew Csorba, as a part-time Automobile Technology Instructor at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 31, 2016 through June 30, 2017 (13-629-100-101-04-01-1600)
10. Doreen Brades, originally approved on May 17, 2016 as a substitute Cosmetology Instructor for the Adult Evening School, to be hired as a part-time Cosmetology Instructor at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 31, 2016 through June 30, 2017 (13-629-100-101-04-01-1700)
11. Karen Ratti, as a part-time Cosmetology Instructor at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 31, 2016 through June 30, 2017 (13-629-100-101-04-01-1700)
12. Karen Ratti as a Substitute Cosmetology Instructor for the District, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$90, effective September 1, 2016 through June 30, 2017 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
13. Leinina Donnelly as a Substitute School Nurse for the District, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$120, effective September 1, 2016 through June 30, 2017 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
14. Paul Esposti, as a part-time Electrical Instructor at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 31, 2016 through June 30, 2017 (13-629-100-101-04-01-1700)
15. John Tandy, as a part-time Substitute Program Assistant for the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$30, effective August 31, 2016 through June 30, 2017 (11-62-200-104-04-00-2400)
16. The following staff to serve on the District Evaluation Advisory Committee (DEAC) at no cost to the district, effective September 1, 2016 through June 30, 2017:
 - a. Sharon Nemeth, Principal, Assunpink Center and Health Careers Center
 - b. Dana Hice DePugh, Assistant Superintendent for Curriculum and Instruction

- c. Anne Benoit, Supervisor Secondary Education, Assunpink Center
 - d. Madeline Lollo, Instructor, Assunpink Center
 - e. Henry Pfeffer, Instructor, Assunpink Center
 - f. Scott Engle, Instructor, Sypek Center
 - g. Lisa Nolan, Instructor, Health Careers Center
 - h. Albert Pitman, Board of Education Member (President)
17. The following staff to serve on the School Improvement Panel (SCIP) at no cost to the district, effective September 1, 2016 through June 30, 2017:
 - a. Mary Smith-Jones, Principal, Adult Evening School
 - b. John Ketterer, Substitute Supervisor, Sypek Center
 - c. Michael Cramer, Automotive Technology Instructor, Sypek Center
 - d. Linda Potter, Applied Academic Instructor, Sypek Center
 - e. Sharon Nemeth, Principal, Assunpink Center and Health Careers Center
 - f. Anne Benoit, Supervisor, Assunpink Center
 - g. Julie Trauger, World Language Instructor, Assunpink Center
 - h. Elise Lybrand, Health Occupations Instructor, Assunpink Center
 - i. Rachel Hendrickson, English Instructor, Assunpink Center
 18. Revised salary funding assignment for Eric Palm, Language Arts Instructor at the Sypek Center, annual salary of \$54,992 (Step 4 on the current 10-month Teacher salary guide), for the 2016-2017 school year to include NCLB funding as follows effective September 1, 2016:
 - \$27,496 NCLB (20-231-100-101-00-17-231)
 - \$27,496 (11-310-100-101-02-00-1027)
 19. Revised salary funding assignment for James Devaney, Social Studies and Special Education Instructor at the Sypek Center, annual salary of \$53,992 (Step 2 on the current 10-month Teacher salary guide), for the 2016-2017 school year to include IDEA funding as follows effective September 1, 2016: PULLED
 - \$26,996 IDEA (20-250-100-101-00-17-250)
 - \$26,996 (11-320-100-101-03-00-1027)
 20. Megan Ferdetta, School Counselor at the Assunpink Center, to receive a stipend in the amount of \$1,500 for services to be rendered as the Student 504 Coordinator for the district during the 2016-2017 school year, effective September 1, 2016 through June 30, 2017, to be paid in two (2) payments of \$750 at the end of the first and second semesters (11-000-218-104-01-00-2180)
 21. A stipend in the amount of \$600 for Scott Engle, Culinary Arts Instructor at the Sypek Center, for services to be rendered as the ProStart Advisor during the 2016-2017 school year, September 1, 2016 through June 30, 2017, to be paid in two (2) payments of \$300 at the end of the first and second semesters (11-310-100-101-02-00-0000)
 22. A stipend in the amount of \$1,200 for Daniel Sbar, Biology Instructor at the Assunpink Center, for services to be rendered as the HOSA Advisor during the 2016-2017 school year, effective September 1, 2016 through June 30, 2017, to be paid in two (2) payments of \$600 at the end of the first and second semesters (11-310-100-101-01-00-0000)
 23. A stipend in the amount of \$1,200 for Hope Costa, English Instructor at the Assunpink Center, for services to be rendered as the National Honor Society Advisor during the 2016-2017 school year, effective September 1, 2016 through June 30, 2017, to be paid in two (2) payments of \$600 at the end of the first and second semesters (11-310-100-101-01-00-0000)
 24. A stipend in the amount of \$900 for Rachel Matushoneck, Math Instructor at the Assunpink Center, for services to be rendered as the Math League Advisor during the 2016-2017 school year, effective September 1, 2016 through June 30, 2017, to be paid in two (2) payments of \$450 at the end of the first and second semesters (11-310-100-101-01-00-0000)
 25. A stipend in the amount of \$1,200 for Rachel Hendrickson, English Instructor at the Assunpink Center, for services to be rendered as the Student Council Advisor during the 2016-2017 school year, effective September 1, 2016 through June 30, 2017, to be paid in two (2) payments of \$600 at the end of the first and second semesters (11-310-100-101-01-00-0000)
 26. A stipend in the amount of \$1,200 for Julie Trauger, World Language Instructor at the Assunpink Center, for services to be rendered as the Yearbook Advisor during the 2016-2017 school year, effective September 1, 2016 through June 30, 2017, to be paid in two (2) payments of \$600 at the end of the first and second semesters (11-310-100-101-01-00-0000)
 27. A stipend in the amount of \$900 for Olivia Vance, Secretary III at the Assunpink Center, for services to be rendered as the Prom/Social Advisor during the 2016-2017 school year, effective September 1, 2016 through June 30, 2017, to be paid in two (2) payments of \$450 at the end of the first and second semesters (11-310-100-101-01-00-0000)
 28. A stipend in the amount of \$600 for James Devaney, Social Studies Instructor at the Sypek Center, for services to be rendered as the Debate Team Advisor during the 2016-2017 school year, effective September 1, 2016 through June 30, 2017, to be paid in two (2) payments of \$300 at the end of the first and second semesters (11-310-100-101-01-00-0000)

29. A stipend in the amount of \$1,200 for William Gould, Retail Food Marketing Instructor at the Sypek Center, for services to be rendered as the DECA Advisor during the 2016-2017 school year, effective September 1, 2016 through June 30, 2017, to be paid in two (2) payments of \$600 at the end of the first and second semesters (11-310-100-101-02-00-0000)
30. A stipend in the amount of \$600 for Edward Birdsall, Landscaping, Instructor at the Sypek Center, for services to be rendered as the Future Farmers of America (FFA) Advisor during the 2016-2017 school year, effective September 1, 2016 through June 30, 2017, to be paid in two (2) payments of \$300 at the end of the first and second semesters (11-310-100-101-02-00-0000)
31. Mary Smith-Jones, Principal of Adult Evening School, to serve as the Principal Liaison to the Thomas J. Rubino Academy, at no cost to the district, effective to July 1, 2016 through June 30, 2017
32. Kelly Pike, Manager of Health Careers Center, to serve as the HIB Specialist to the Health Careers Center, at no cost to the district, effective August 17, 2016 through June 30, 2017
33. A stipend for Anne Benoit, Supervisor of Secondary Education, in the amount of \$900 for chaperoning students' activities at the HOSA Washington Leadership Academy in Washington DC, Saturday, September 17 through Tuesday, September 20, 2016, in accordance with Article I, Work Year, Item C of the Administrators/Supervisors Association Agreement (11-310-100-101-01-01-0000)
34. Maureen Larsen as a substitute Academic Instructor for the district, pending certification and criminal history background check, on an as needed basis and not to exceed 29 hours per week, at a per diem rate of \$90, effective August 17, 2016 through June 30, 2017 (11-310-100-101-0-01-1701) (11-310-100-101-02-01-1710)
35. Joel Kliem, as a part-time Sign Language Interpreter at the Adult Evening Schools on an as needed basis, not to exceed 29 hours per week, at an hourly rate of \$75, effective August 17, 2016 through June 30, 2017 (13-629-100-101-04-01-1910)

C. MISCELLANEOUS & ADDENDUM

Recommend Board approve the following:

1. Second reading and adoption for the following policies and regulations: *(available for review in the Superintendent's office unless otherwise noted)*
 - a. 1220 Employment of Chief School Administrator
 - b. 1310 Employment of School Business Administrator/Board Secretary
 - c. 5310 Health Services
 - d. 5310 R Health Services
 - e. 5330.01 Administration of Medical Marijuana
 - f. 5330.01 R Administration of Medical Marijuana
 - g. 5460 High School Graduation
 - h. 6660 Student Activity Fund
 - i. 8462 Reporting Potentially Missing or Abused Children
 - j. 8462 R Reporting Potentially Missing or Abused Children
 - k. 8550 Outstanding Food Service Charges
2. District and School Grade Report from NJ Department of Education, School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights, as of June 30, 2016 (attached)
3. Revised job description for the position of Administrative Assistant to the Superintendent (attached)
4. Professional Development Plan for the 2016-2017 school year for the following: (attached)
 - a. District
 - b. Assunpink Center
 - c. Sypek Center
 - d. Health Careers Center
5. District Mentoring Plan for the 2016-2017 through 2017-2018 school years (attached)
6. Statement of Assurance for the requirements of the District Professional Development Plan and District Mentoring Plan for the 2016-2017 school year (attached)
7. Advisory Committee Member Lists for the 2016-2017 school year for the following: (attached)
 - a. Assunpink Center
 - b. Sypek Center
 - c. Health Careers Center
 - d. Adult Evening Schools
8. Curriculum, Course of Study, Textbook Lists for the 2016-2017 school year for the following: (attached)
 - a. Assunpink Center
 - b. Sypek Center
 - c. Health Careers Center
 - d. Adult Evening Schools

Ms. Iszard introduced a motion for the Board to approve the aforementioned. Mr. Zoller seconded the motion and it was carried by roll call vote. A copy of Grade Report, revised job description, PDP, Mentoring Plan, Advisory Council Member list, Curriculum, Course of Study, Textbook Lists shall be attached to the original minutes filed in the Board Office as official documents of the Board.

Roll Call: Ms. Iszard – Yes Ms. Stinger – Yes Dr. Morana - Absent
Mr. Zoller – Yes Ms. McCoy – Absent Mr. Pitman – Yes

10. OLD BUSINESS

None

11. NEW BUSINESS & ADDENDUM

Recommend the Board approve the following:

- A. Travel requests (attached) REVISED HANDOUT
- B. Field trip requests (attached) REVISED HANDOUT
- C. Tort Claim Resolution for 2016-2017 (attached)
- D. Contract with Elizabeth Garcia, Esq., Parker McCay P.A., as special counsel, July 1, 2016 through June 30, 2017 at a rate of \$170 and \$80 for clerks/paralegals, not to exceed \$5,000 (11-000-230-331-07-00-2301) (attached)
- E. Agreements with Chaffee Management Group for student presentation, Leadership Development with Jonathan Catherman on September 30, 2016 and December 2, 2016, two 75 minute sessions each day at a cost of \$3,350 per day for a total not to exceed \$6,700 (20-231-100-320-00-17-231) (attached)
- F. Agreement with Matt Bellace Presentations, LLC for motivational staff performance on February 10, 2017 and March 17, 2017 for a total of \$5,000 (all inclusive) (20-231-100-320-00-17-231) (attached)
- G. Contract with Regalena Melrose, PhD, for training and professional development services on October 21, 2016 and January 13, 2017 not to exceed \$5,000 each session for a total of \$10,000 (20-231-100-320-00-17-231) (attached)
- H. Continuation of Agreement with Delta-T Group to provide substitute registered nurses at a rate of \$43 per hour, July 1, 2016 through June 30, 2017, not to exceed \$5,000 (11-000-213-590-01-00-2130 or 11-000-213-590-02-00-2130) (attached)
- I. Frontline Technologies Group, LLC customer agreement for Aesop subscription for online employee attendance; a one-time implementation fee of \$3,000 (11-000-251-590-07-00-2510) (attached)
- J. Frontline Technologies Group, LLC customer agreement for VeriTime subscription for online employee attendance; a one-time implementation fee of \$2,000 (11-000-251-590-07-00-2510) (attached)
- K. Resolution to approve and accept the Office of Fiscal Accountability and Compliance (OFAC) audit recommendations and corrective action plan for Carl D. Perkins 2014-2015 (attached)

Tanya Dawson, Business Administrator, presented the audit findings and recommendations to the Board (see the attached)

- L. Services of Comcast Spotlight to showcase the Culinary Arts Academy on Cablevision and Fios for \$4,032 (11-000-218-590-09-00-2182 7025) (attached)
- M. 2016-2017 Purchasing Manual (attached)
- N. Continuation of AFLAC FSA Reimbursement Services Agreement for the 2016-2017 school year
- O. Revise petty cash disbursement for Sypek Center to Amy Nemeth in the amount of \$75
- P. Continuation of enrollment in Central Jersey Program for Recruitment of Diverse Educators (CJ PRIDE) for the 2016-2017 school year at fee of \$50 (11-000-230-895-07-00-2302)

- Q. Accept post-secondary Perkins grant funds in the amount of \$105,791
- R. Daniel Swirsky as consultant to the Business Office through December 31, 2016 at a rate of \$100 per hour not to exceed \$5,000 (11-000-251-590-07-00-2510)
- S. Revise total of Solar Renewable Energy Certificates (SREC) from October 2015 to June 2016 as follows: 307 from Assunpink and 299 from Sypek for a total of 606 SRECs using the services of Flett Exchange Online Auction
- T. Renewal of SNAP Health Center software in order to meet State Health Department requirements to track and manage student health data at Assunpink and Sypek Centers for the 2016-2017 school year for \$538 (11-000-213-590-0X-00-2130)
- U. Renewal of Guides4Learning.com for curriculum and lesson planning for the 2016-2017 school year for \$1,500 (11-000-223-600-01-00-2230 \$750 / 11-000-223-600-02-00-2230 \$750)
- V. Certification of Substantial Completion for renovations at the Sypek Center FVHD #4524 by Performance Mechanical Corporation (attached)

Ms. Iszard introduced a motion for the Board to approve the aforementioned. Mr. Zoller seconded the motion and it was carried by roll call vote. A copy of travel, field trips, Tort resolution, Garcia, Chaffee, Bellace, Melrose, Delta-T, Frontline (2), OFAC resolution and CAP, 16-17 Purchasing Manual, Comcast, Certificate of Substantial Completion shall be attached to the original minutes filed in the Board Office as official documents of the Board.

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| Roll Call: | Ms. Iszard – Yes | Ms. Stinger – Yes | Dr. Morana - Absent |
| | Mr. Zoller – Yes | Ms. McCoy – Absent | Mr. Pitman – Yes |

12. EXECUTIVE SESSION – Moved to the beginning of meeting

13. PUBLIC DISCUSSION

None

14. ADJOURNMENT

There being no further business to come before the Board, Ms. Iszard introduced a motion the meeting be adjourned at 12:48 pm. Ms. Stinger seconded the motion and it was carried by roll call vote.

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| Roll Call: | Ms. Iszard – Yes | Ms. Stinger – Yes | Dr. Morana - Absent |
| | Mr. Zoller – Yes | Ms. McCoy – Absent | Mr. Pitman – Yes |

The next Regular Meeting shall be held on Tuesday, September 20, 2016 at 5:00 pm at the Assunpink Center.

Respectfully submitted,

Tanya Dawson
Business Administrator/Board Secretary