

An open work session of the Board of Education of the City of Vineland was held in the Board Room, 625 Plum Street, Vineland, New Jersey, Wednesday, June 1, 2011 at 7:12 p.m., pursuant to notice with Mr. Ulrich presiding and the following members present: Mr. DiGiorgio, Mr. English, Mr. Fanucci, Mr. Medio, Mr. Mercado, Dr. Mounier, Mrs. Phillips and Ms. Rios. Absent: None.

Also present: Dr. Banks, Superintendent, Dr. Guccio and Dr. Elliott, Assistant Superintendents, Mr. Franchetta, Board Secretary, Mr. DeSanto, Board Solicitor, Mrs. Polof, Director of Special Education, press and public. Absent: Ms. Greenfield, Executive Director of Personnel.

Mr. Ulrich announced that in compliance with the New Jersey meeting law commonly referred to as "The Sunshine Law," the Vineland Board of Education has caused notice of this meeting.

Flag salute:

Special

Presentations: None.

Comments by

Board Solicitor: None.

Items for Review:

A. Superintendent

1. **Personnel Items** - Dr. Banks introduced Ms. Candi Diaz, Personnel Officer, who will be answering questions in the absence of Ms. Greenfield who is still out on a leave.

Mr. Mercado asked if there is any formal training provided to substitute security guards, teachers and bus drivers. Ms. Diaz responded yes.

Mr. DiGiorgio asked if the assistant principal positions are 10 month positions. Ms. Diaz responded yes.

Mr. English asked why there is a difference in salary for both assistant principals. Mr. Ulrich said one has been given credit for years of experience in that title.

Mr. DiGiorgio asked why there is a significant difference in the speech language specialist rates. Ms. Diaz said because of years of experience.

Dr. Mounier asked if failure to comply with NJDOE certification requirements means that someone did not satisfy their certifications. Ms. Diaz said that is correct. Dr. Mounier asked if we are now hiring someone who has the certification. Ms. Diaz responded yes.

Dr. Mounier asked if CAPA requires or recommends on an employee replacement. Dr. Banks said it should be recommends and we will change the wording.

Mr. Medio asked if we did not have someone within the district capable of filling the assistant principal position. Dr. Banks said we went through an interview process that involved four rounds of interviews. She said the committee scored every candidate on a rubric. We are recommending the two candidates who had the top scores and did the best on all of the interviews. Mr. Ulrich asked Dr. Banks if she took the recommendations of the committee. Dr. Banks said she did. Mr. Ulrich asked who was on the committee. Dr. Banks said herself, Dr. Gruccio, Dr. Elliott, Dr. McCann, Ms. Burke and Mr. Cores. Mr. Medio asked if there were any board members on the committees. Dr. Banks said no.

Mr. DiGiorgio asked if the Data Processing Programming Tech position has been budgeted for. Mr. Franchetta responded yes. Mr. DiGiorgio asked how long that position has been open. Mr. Franchetta said since December 31, 2010.

Mr. English asked how we are progressing with the search for math teachers. Ms. Diaz said slowly. She said we do have two on for approval at the next meeting. Mr. English asked what keeps the math coach from going back into the classroom as a math teacher. Ms. Diaz said she does not know. Mr. English asked how many math coaches we have. Ms. Diaz said she does not know. Mr. Medio asked when a math teacher leaves do one of the math coaches go into the classroom. Dr. Banks said that has happened in the interim until we were able to hire a highly qualified teacher in the classroom. Mr. English asked what the math coach does. Dr. Gruccio said the math coach models lessons, reviews data and helps with the final exams. She said that she could provide a description of what they do. Mr. Medio asked what other coaches we have. Dr. Gruccio said we have language arts coaches.

Mr. DiGiorgio asked if there is a difference in sports coaching amounts this year compared to last year. Mr. Franchetta said since the contract was just settled recently he cannot answer that until it is ratified by both parties.

Mrs. Phillips thanked Ms. Diaz for all her hard work in the personnel department.

2. **Placement of Special Education Students** – Mr. Mercado asked if the amounts that are show are prorated. Mrs. Polof responded yes.

Mr. English asked if the monthly enrollment for the Success Program can be given to the board. Mrs. Polof said yes.

Mr. Medio asked why the names of the students are not listed on the report. Mrs. Polof said because of confidentiality. Mr. Medio asked if the law changed because the names use to be listed. Dr. Banks said her experience has been that you do not list the student's names. Mr. Medio asked if the board no longer receives a suspension list. Dr. Banks said one of the previous superintendents stopped it. She said it will be reinstated and we will be providing the suspension reports on a monthly basis. Mr. Medio said the names were also listed on the suspension list. Dr. Banks said because of confidentiality the student identification numbers will be listed. Mr. DeSanto said this again continues to raise the dichotomy between administration and the board's roles. He said the board's role with respect to personnel and student issues is on a need to know basis. Mr. DeSanto said in the event that there is an expulsion hearing then there is a need to know. If there is an employee with a grievance or disciplinary hearing the board has a need to know. Mr. DeSanto said other than that the board is not entitled to know the names of students suspended or the identity of students who are being placed particularly the special needs students.

Mr. DiGiorgio asked if the money expended is the amount that is expended per month. Mrs. Polof said that is a running total.

Mr. English asked if only negative things are confidential. Mr. DeSanto said he does not know the specifics but there are circumstances in which our students are publicized.

Mr. Ulrich asked Mr. DeSanto for an explanation to Mr. Medio's question if board members could be part of interview committees. Mr. DeSanto said at one time years ago there was board member participation by observation. He said the school boards association advised that board members should not be part of interview committees. Mr. Ulrich said there is a case that allows a school board member to review upon request the resume of a specific recommended person in the district office. Mr. DeSanto said yes to make an informed decision.

Mr. DiGiorgio asked if the contract will be ratified next week for extracurricular items. Mr. Ulrich said no. Mr. DiGiorgio said this will be on for a vote next week even though we do not know if the outcome has been approved. Mr. Franchetta said the amount in schedule b is negotiated upon. Mr. Ulrich said we can make the proposal subject to the negotiated rate of the contract. Dr. Banks asked Mr. Franchetta to change the wording to read subject to contract negotiations.

3. **Budgetary Transfers** – No discussion.

4. **Travel** – Mr. Mercado asked what the \$13,000 actually covers for the football team field trip. Mr. Franchetta said he thinks it is for lodging. Mr. Mercado asked what the students pay for. Mr. Franchetta said the students pay for the entire trip the district does not contribute anything. Mr. Ulrich said the Success trips are the only trips the district funds.

Dr. Mounier asked if we really need to send someone to California for an AVID conference. Mr. Franchetta said AVID requires that we annually send someone to the conference and if we do not they will not renew the contract with us. Dr. Mounier said maybe we should think about this very seriously. Mr. Ulrich asked what the total amount is on the AVID contract. Mr. Franchetta said he does not know. Mr. Ulrich asked if we have evaluated the success of the AVID Program at the high school level. Dr. Gruccio said the supervisor of the program believes AVID is worth what we have invested and it has made a difference in the lives of students. Mrs. Phillips asked how many students are in the AVID Program at the high school and what is the cost. Dr. Gruccio said she does not know and will ask Mr. Savage. Dr. Mounier said it seems to him that this is just another example of a program that provides the district with instruction that we have failed to absorb. He said there is no reason that the things we get out of AVID we could not get out of our own staff and save the money. Mr. Ulrich asked for the AVID cost and student enrollment for next week.

5. **Bids/Professional Service Contracts** - Dr. Mounier expressed his concern in regard to the amount of money spent on teaching training in a year. Ms. Andrea Evans, Language Arts Supervisor, explained that Read 180 is a computer based adaptive software program that we use for our most struggling students in grades 3 through 9. She said as a result of the specialized nature of this program there are a lot of intensive training components that are supposed to take place during the first three years of the program. Dr. Mounier asked if this ever ends. Ms. Evans said we anticipate that this year will be the final year of this intensive training for the majority of the teachers. She said when we offer trainings on in-service days we have many teachers that need to be provided with the same information. Mrs. Phillips thinks that elementary principals need to be mindful of the fact that if you have teachers in those grade levels that have been trained it is not a good practice to move teachers from one grade to another because they would have to be trained again. She said we could cut back on the training if we let our teachers specialize in the grade levels that they are in. Mr. Ulrich said the Childrens Literacy Initiative (CLI) is an absolutely wonderful program that will benefit our younger students. He said the problem is that we are stretching our resources very thin and we knew it would be an expensive program. Mr. Ulrich said the cost benefits to what the results would be outweighed that in his view. Dr. Mounier questioned why we need to receive instruction in a specialized way when people have been capable of reading for centuries. Ms. Evans said there is a professional resource component that CLI has in place. She said we are trying to add to that at the district level by having the teachers create resources and make them available electronically to all of the teachers.

Mr. Ulrich said he thinks as a district our services regarding teacher resources are lacking. He would like to see our websites and intranet revamped. Ms. Evans said it will be ready for September.

Dr. Mounier asked Ms. Evans when she predicts we can throw away the crutches on this one. Ms. Evans said part of the initiative is that CLI likes to go into a district for a minimum of three years but a maximum of five years. She said the goal is to take the teachers and administrators in the district and develop their skills so we are able to sustain this on our own. Ms. Evans said she would hope that at the end of the next school year we are ready to move away from CLI and use our models to provide that coaching. Dr. Mounier asked if we are now in year two. Ms. Evans responded yes.

Mr. DiGiorgio asked if it was possible to be more efficient in the use of our personnel.

Dr. Mounier questioned the hours spent on disciplinary problem students versus medical problem students in the Alternatives Unlimited Contract. Dr. Elliott said the special education population requires certain hours depending on their IEP. Mr. Ulrich said on every suspension over four days we have to provide home instruction, which is what this piece would help do. Dr. Elliott said that is correct.

Mr. Medio asked if Alternatives Unlimited is a computer program. Dr. Elliott responded yes.

Mr. DiGiorgio asked if the amounts are the same as last year on the Professional Service Contracts. Mr. Franchetta there may be a minor increase with the Keystone Information System contract. He said with Alternatives Unlimited Mr. DeSanto recommended that we lock down an amount. Mr. Franchetta said that he looked at what was historically spent with Alternatives Unlimited and our budget for next year is in excess of that amount. As far as the award to the YMCA for the Before and After School Program the contract has a clause that allows us to renew it at our option and is totally paid for by the parents that partake in the program.

6. **Submission of Grants** – Mrs. Phillips thanked Lori DeMatte who is a library assistant at Petway Elementary School for applying for the Walmart Grant.
7. **Acceptance of Funding** – Mrs. Phillips mentioned that the State Farm Grant was initiated by a Petway Elementary School parent. She thanked the parent along with Mrs. Frederico, Principal, for their contribution.

Mr. Mercado asked if we decided on how the NJSBA Insurance Group money is going to be spent. Mr. Franchetta said we are awarding it to technology to be utilized for our camera system in the schools.

8. **Allen Associates Donation** – Mr. Ulrich thanked Allen Associates for their donation to Project Graduation.
9. **Bus Evacuation Drills for May** – Mr. Ulrich said this is now a monthly item because of the change in code.
10. **Participation in Cumberland County Renewable Energy Program** – Mr. Ulrich mentioned that this is the Request for Proposal (RFP) that Mr. Fanucci along with the finance committee and Mr. Weaver worked tirelessly on.
11. **Appointment of Chief School Physician** – Mr. Mercado asked if it was possible to put items #11 and #12 out for proposal to see if there is a savings. Mr. Franchetta said last year this went out for RFP and these were the physicians who were awarded the contract. He contacted both physicians and asked them if they would be willing to renew their contract for the exact same cost and they agreed to it. Mr. Mercado thinks this is something that we should make common practice. Dr. Mounier mentioned that the Chief School Physician's rate is lower than the Alternate School Physician's rate. Mr. Ulrich said these are one year contracts. If the board's wish is to put this out for RFP then Mr. Franchetta will do what the board wishes. Mr. English asked what the process would be on this. Mr. Franchetta said this could be discussed at the finance committee meeting.
12. **Appointment of Alternate School Physician** – No discussion.
13. **NJISAA Membership Renewal** – Dr. Mounier asked what the cost is. Mr. Ulrich said we will get that information.
14. **Approval of Assistant Superintendents and Business Administrator Contracts for 2010-2011 school year** - Mr. Ulrich said last year it was decided to table this, which was agreed upon by the board and Dr. Banks with the permission of the county superintendent. He said an email was generated by the county superintendent stating that it has been long enough and we need to move on these contracts. Mr. Ulrich said there is no raise for the current year we are working in and they will be given a 1.5% raise next year. Mr. Mercado asked if the three individuals are required to pay the 1.5% in healthcare. Mr. Ulrich said that is correct.

Mr. DiGiorgio asked who negotiates these contracts. Mr. Ulrich said Dr. Banks because there is no bargaining unit.
15. **Approval of Assistant Superintendents and Business Administrator Contracts for 2011-2012 school year** - No discussion.

16. **Carrera Adolescent Pregnancy Prevention Program-** No discussion.
17. **Use of Vineland High School South Complex for Fireworks on July 4** – No discussion
18. **Second Reading of the following Policies/Regulations** – Policy #1230, #1522, #2414, #2440, #2461, #5561, #6220, #6311, #6820, #2415.04, #2423 Regulation #2414, #2440, #2461, #2461.01, #2461.02, #2461.03, #2461.04, #2461.05, #2461.06, #2461.07, #2461.08, #2461.09, #2461.10, #2461.11 – No discussion.

B. Board

1.

Review of Bills: No discussion.

Committee Reports: Lee Burke, Vineland Resident

Mr. Burke said he is elated to know that the Supreme Court is going to restore money to the school districts. He said that he watched the last board meeting on television and it was a marathon. The idea of democracy is alive and well and he thinks school boards preserve it better than other aspects of our society. Mr. Burke feels that governance seems to be a problem currently with this board. He also feels that the policies conducting the business of this board and individual conduct of members needs to be addressed. Mr. Burke said that he sees the board's role as possibly being in policy making not on making judgments on administrative or management practices. He said after listening to the CAPA report he wondered how many board members who voted against the Small Learning Communities would change their mind now that the CAPA report is out. Mr. Burke expressed his concern that we are running out of time as a district as to not being on the same page with the high school administration on issues that have to be addressed. He seriously feels that the report shows a lack of urgency throughout the high school administration. Mr. Burke apologized for his abrupt interruption in regards to Mr. Medio's cell phone call.

Committee Reports: Ms. Rios said at tonight's Policy & Personnel committee meeting the committee met the Barse School principal and Vineland High School assistant principal candidates who will be voted on next Wednesday for employment.

Mr. English said discussed at the Facilities Committee meeting, held on Tuesday, May 24, 2011, was the use of coffee pots, microwaves and toaster ovens in the classrooms. He said Mr. Franchetta will be presenting a proposed policy to the Policy & Personnel committee for their review. He said an update was provided on Middle School #2. Mr. English said also discussed was issues regarding the athletic fields ground maintenance. He said Mr. Weaver stated that the baseball field batting cage asphalt surface is finished. Mr. English said the solar panels application process has just been completed. He said Mr. Weaver will be working with the Cumberland County Improvement Authority (CCIA) on getting this on the planning review schedule with the City of Vineland. Mr. English said the locker room conditions at both Vineland High School North and South were discussed, which Mr. Weaver stated are due for a full make over. He said the bathroom conditions at both high schools were discussed. Mr. English said the CAPA review was discussed in regards to maintenance and cleanliness issues. He said that he and Mr. DiGiorgio discussed the possibility of naming an existing site after a person who is still alive. Mr. English said that Dr. Banks said the current policy does not allow a naming of a facility by a person who is currently alive. He said Mr. Weaver provided a brief overview on summer projects. Mr. English asked Mr. Weaver to present a brief synopsis on where we stand currently with some of the upgrades.

Mr. Weaver said the capital projects submitted were approved by the Department of Education (DOE) and the School Development Authority (SDA). He said there are millions of dollars worth of repairs and everything is delineated with a construction cost estimate. Mr. Weaver said the bathrooms at the North building will cost 1.1 million dollars to do full renovation work. He said the HVAC system at the South building is listed at 5.4 million dollars to replace. Mr. Weaver said we just received a new form from the New Jersey School Development Authority to list our priority projects on health and safety, which is due to the state by June 22nd. He said the HVAC at the South building is our number one project. Mr. Weaver said once funding comes through we will be able to complete these projects at each school.

Unfinished

Business: Mr. DeSanto said each year he makes a required presentation on ethics, the Sunshine Law, Open Public Records Act and board meeting procedure.

Mr. DeSanto said in the event that the board proposes to discuss an employee in executive session the employee is given the opportunity by a notice which is called a “Rice Notice” to have that discussion moved from executive session into public session. He said it does not change anything about the discussion, the meeting is just held in public. Mr. DeSanto said that is what occurs if an employee invokes his or her right under Rice. He said when he spoke with Dr. Banks and Mr. Ulrich in regards to the CAPA report they asked where would the appropriate place be on the work session agenda to discuss this. He said the CAPA report is absolutely an open session discussion item that can be discussed under old business at the work session. Mr. DeSanto said having heard the presentation by administration he was concerned about one item, which is a comment made in the CAPA report relating to the educational leadership at the high school. Mr. DeSanto said that may or may not raise questions by one or more of the board members concerning Dr. McCann. He advised for Dr. McCann to be given a Rice Notice because any discussion about the performance of an employee is a proper discussion for executive session. Mr. DeSanto said Dr. McCann was given a Rice Notice and he invoked is right to have that discussion take place here in the public. He said the board is able to discuss the entire CAPA report. In the event there is discussion that takes place involving the education leadership piece at the high school that discussion is now going to take place out here as a result of Dr. McCann’s choice.

Mr. English asked if we requested for Dr. McCann to meet in executive session. Mr. DeSanto said no the employee is not in executive session. Mr. English asked if there is any type of meeting the board can have in closed session with the high school administration. Mr. DeSanto said there is no prohibition against the board in executive session inviting anyone.

Mr. Ulrich said at this time he will open discussion on the CAPA report.

Mr. Medio asked if they will be provided with some insight as to why we are having this discussion and who called for this discussion. Mr. Ulrich said there was a lot of discussion last week with unfinished questions on the CAPA.

Mr. English would like to know how the board feels about the CAPA review. Mr. Ulrich said if anybody has any questions they need to ask them.

Ms. Rios said just because somebody does not ask questions publicly does not mean they do not have them. She said everybody has a different way of approaching things. Ms. Rios said a lot of her questions were answered when she read the entire CAPA report. She said it is really up to Dr. Banks and her administration to decide where they are going to go from here and keep the board updated. Mr. English asked Ms. Rios if she was happy with the CAPA report. Ms. Rios said no but she cannot be too judgmental in regards to things that happened in the past because she was not a board member. Mr. Ulrich thinks it is important when we look at this in the context that we realize that we have a school that is in need of improvement. He thinks it is important for the board not to worry where to cast blame. Mr. Ulrich said the board needs to step forward and say we all have to step up to the plate and do our jobs. He said if the board is not satisfied Dr. Banks has in her power to invoke certain things that are not recommendations. Mr. Ulrich said we have to realize that we have a serious problem and time is running out. He said the hardest thing in the world is to come up with real solutions on how we are going to step forward and make this district thrive. Mr. Ulrich said if we do not work together we will fail no matter what endeavor we go on.

Mr. English asked if we are forming a restructuring committee. Dr. Banks said the high school has a restructuring committee to address the CAPA recommendations and at the district level there will be a restructuring committee for the implementation of the ninth grade academy. Mr. English asked if it were possible for him to be on the committees. Dr. Banks said she thinks it would be more appropriate as a parent. She said as a board you will receive regular updates through the Curriculum & Technology Committee and through a corrective action plan that she plans to put in place with regard to actions that she will be taking. Dr. Banks said we are now a district in need of improvement and from her prospective she has an extreme sense of urgency on what needs to be done to move this district forward. She said it is going to take some very aggressive action on her part. Dr. Banks said nothing will get done if she keeps hitting brick walls in terms of what she thinks needs to happen by way of moving this district forward. She said that means addressing staffing and instruction issues, and what she feels are weaknesses administratively on we are doing in regards to observations and evaluations. Dr. Banks said she along with her administrative team needs to be aggressive in terms of what needs to happen. She said that she will invoke her responsibility and her right as the superintendent to make some changes in this district. Dr. Banks promises that with support you will see the changes move us forward.

Mr. Medio asked if anyone on the board has objections to following the plans we are receiving from outside the district so we do not have the same problems we had with the Small Learning Communities. Dr. Banks asked what plans Mr. Medio is talking about. Mr. Medio said the ninth grade academy. Dr. Banks asked Mr. Medio what he means by outside the district. Mr. Medio said he thought it had to be a proven educational model. He said the CAPA Report stated that the Small Learning Communities were not properly implemented or resourced. Mr. Medio asked if we were following the Hopkins Model on the ninth grade academy. Dr. Banks said the Johns Hopkins Model is one model and there is another model out of California. She said the Johns Hopkins model is one of the most proven models. Mr. Medio said he does not want to hear four years from now that it was tweaked and not resourced correctly. He said if you are going to implement a model there should not be a lot of tweaking and changes. Mr. Medio said if you fail you did what you were supposed to do and it did not work. Mr. Ulrich said he does not know of any plan that you could just put in place. He said we need to address the needs of our district. Mr. Ulrich said he did not agree with the way the Small Learning Communities were implemented and in his opinion we did not give it the proper time.

Mrs. Phillips said she agrees with Mr. Medio and does not know what we are discussing. Dr. Banks said we have plans for a restructuring committee at the district wide level and will develop a plan for the implementation of a ninth grade academy. Mrs. Phillips asked if this will be implemented this September. Dr. Banks said no.

Mr. English asked about the corrective action plans. Dr. Banks said what she plans to do is significantly increase the oversight of the operations of the high school. She said there will be more involvement with central office with regard to what is happening at the high school including the restructuring of the internal organization of the school. Dr. Banks said we have already hired one expert to assist with the development of master schedule. She said the idea of extending the length of the school day or year is a negotiable item. There will be a new curriculum as it relates to the ninth grade academy. Dr. Banks said she will take very strong action with regard to increasing central office oversight. She said you cannot micromanage something that does not exist and she thinks there are a lot of things that need addressed at the high school level. Dr. Banks feels the high school has operated too long as an island on to itself and has not been a part of the district in terms of maintaining district policies and procedures.

Mr. Mercado asked if it were possible to have administration review the CAPA report and give the board something in writing as to their intentions. Dr. Banks said the board will get that in the regular updates.

New Business:

Mr. Medio requested to discuss at the next work session discipline implementation at all school levels and social promotion policies. Mr. Ulrich said both of those policies are existing policies and he will send them to the Personnel & Policy Committee for review. Mr. Medio said he did not request a review.

Mr. English said he would like to discuss the naming of buildings after a person who is not deceased. Mr. Ulrich said we can review that policy.

Mr. DeSanto said we have a policy on the naming of schools and one of the requirements is that the individual must be deceased for a period of five years. He said we do not have the deceased requirement with respect to sub-facilities.

Mr. English said he would like to be a part of the meeting in regards to students in sports or extra-curricular activities who receive one or more failures on a report card. Mr. Ulrich said last year this was reviewed with the athletic director. He said the athletic director's concern is that he would lose the ability to involve students in sports he was trying to reach if the standards are changed.

Dr. Mounier said discipline is the biggest single issue that needs to be corrected in this district. He agrees that we should return to the concept of student athletes and not just athletes. Dr. Mounier said we have to accept the reality that some people are going to fall by the wayside and our bleeding hearts will not keep them from going to jail.

Dr. Elliott said this past summer we implemented a discipline committee based on administrators, a representative from the Vineland Police Department and a representative from our district security office. She said that committee meets monthly and has reviewed everything that has gone on in this district. Dr. Elliott said it is her intention in July to present an update on everything the discipline committee has done this year and what we are proposing for the 2011-2012 school year.

Mr. Ulrich said he would also like to send to committee the idea of mandatory school uniforms across our district. He said it does alleviate some of the issues that are present with gangs. Ms. Rios said she is still waiting for a response on how the Bridgeton School District manages with their school uniforms. Dr. Elliott said that will be a part of her presentation. She said they will also be forming a committee to discuss the Harassment, Intimidation and Bullying (HIB) Policy.

Mrs. Phillips asked Dr. Elliott if the discipline committee was her idea. Dr. Elliott said it was a collaborative idea from the building level administrators, Dr. Banks and Dr. Gruccio. Mrs. Phillips said this is something our district really needs.

Mr. English asked if students who attend the alternative school can participate in athletics and attend the prom. Dr. Elliott said this is correct if they meet the criteria set forth for both of those areas. Mr. English asked why the students are not in the high school. Dr. Elliott said there are various reasons for students to be placed at the alternative school.

Adjournment: The Board adjourned to executive session at 9:11 p.m.

Respectfully submitted,

Kevin J. Franchetta, CPA
Board Secretary

KJF:df