

**NUTLEY BOARD OF EDUCATION  
REGULAR MEETING  
FEBRUARY 27, 2006**

The Nutley Board of Education held a Regular Meeting on Monday, February 27, 2006 at the Nutley High School Auditorium, 300 Franklin Avenue, Nutley, NJ 07110.

President Parisi opened the meeting at 8:12 PM.

**CALL TO  
ORDER**

**MEETING NOTICE**

**MEETING  
NOTICE**

President Parisi stated that in compliance with Chapter 231, Public Law 1975 entitled Open Public Meetings Act, adequate notice of this meeting had been provided as specified in the Act. Proper notice of this Regular Meeting was provided in the annual notice dated May 5, 2005. Said notice was posted at the entrance of the Board of Education offices, mailed to The Nutley Sun, The Star Ledger, The North Jersey Herald & News and The Nutley Journal and mailed to the Nutley Township Clerk.

This is an official meeting.

**FLAG SALUTE**

**FLAG  
SALUTE**

Trustee Olivo led the assembly in the flag salute.

**ROLL CALL**

**ROLL  
CALL**

Present:

Mr. Gerard Del Tufo  
Mr. Sal Olivo  
Mr. Kenneth J. Reilly  
Mr. James Viola  
Dr. Gerard M. Parisi

Absent:

Mrs. Maria Alamo  
Dr. Philip T. Casale (arrived 8:14 PM)  
Mr. Vincent Moscaritola (arrived 8:15 PM)  
Mr. Alfred R. Restaino, Jr. (arrived 8:20 PM)

Also Present:

Mr. Joseph Zarra, Superintendent of Schools  
Mr. Michael DeVita, Acting Board Secretary  
Ms. Marissa Ryder, Student Representative

Trustee Casale arrived at 8:14 PM.

**APPROVAL OF MINUTES**

**APPROVE  
MINUTES**

BE IT RESOLVED that the Board of Education approves the following minutes:

February 13, 2006 – Conference/Special Meeting  
February 13, 2006 – Closed Executive Session  
January 23, 2006 - Regular Meeting  
January 23, 2006 - Conference Meeting  
January 23, 2006 – Closed Executive Session

Trustee Olivo moved, Trustee Viola seconded, and the Board approved by voice vote a motion to approve the minutes.

Trustee Moscaritola arrived at 8:15 PM.

**CORRESPONDENCE**

**CORRESPONDENCE**

None

Trustee Restaino arrived at 8:20 PM.

**SUPERINTENDENT'S REPORT**

**SUPT'S REPORT A**

Superintendent Zarra welcomed everyone in attendance and announced that special awards would be presented to students for both academic and athletic achievements. He then introduced Nutley High School Principal Mr. Catrambone. Mr. Catrambone proceeded to introduce Vice Principal and Guidance Director Mrs. Starace, Athletic Director Mr. Frannicola and several coaches who announced the recipients of the academic and athletic awards as stated on Schedule A, which is appended to these minutes.

Superintendent Zarra and Board President Parisi congratulated all the recipients and their parents for their wonderful accomplishments.

**RECESS MEETING**

**RECESS**

At 8:55 PM upon the suggestion of President Parisi, Trustee Casale moved, Trustee Olivo seconded, and the Board unanimously approved by voice vote a motion to recess.

**RECONVENE MEETING**

**RECONVENE**

At 9:00 PM Trustee Del Tufo moved, Trustee Viola seconded, and the Board unanimously approved by voice vote a motion to reconvene the open public meeting.

Mr. Zarra finished presenting the Superintendent's Report, dated February 27, 2006, Schedule A, which is appended to the minutes of this meeting, and summarized its contents.

**BOARD SECRETARY'S REPORT**

**BOARD  
SECRETARY'S  
REPORT**

Acting Board Secretary DeVita presented the Board Secretary's resolutions 1 – 14 listed on the agenda and three addendum items.

**COMMITTEE REPORTS**

**COMMITTEE  
REPORTS**

- Ms. Ryder - Student Representative
- Trustee Restaino - Construction Committee
- Trustee Del Tufo - Negotiations Committee  
Facilities Committee  
Oval Committee

**HEARING OF CITIZENS (Resolutions Only)**

**HEARING OF  
CITIZENS**

Resident Terry Quirk had a question on Board Secretary's Resolution 7 – Placement of Out-of-District Special Education Students.

Superintendent Zarra responded to her question.

**SUPERINTENDENT'S RESOLUTIONS**

**SUPT'S  
RESOLUTIONS**

Trustee Del Tufo moved, Trustee Viola seconded, a motion that the Board approves the Superintendent's Resolutions numbers 1 through 15 as listed below.

The following 15 resolutions recommended by the Superintendent were unanimously approved by roll call vote with the following exceptions:

- 1. Trustee Olivo abstained on Resolution 12 – Extra Compensation.

1. **RETIREMENTS**

**RETIREMENTS**

BE IT RESOLVED that the Board of Education approves the acceptance of the retirement of the following personnel, effective July 1, 2006:

Elinor Alboum	-High School Teacher
Angelo Frannicola	-Athletic Dir./Phys.Ed.&Health Chair.
Judith V. Hardin	-Middle School Teacher
Barbara Hirsch	-Director of Special Services
Lawrence W. Jinks	-High School Teacher
Thomas E. McCrohan	-High School Teacher
Anita McDonald	-Elementary School Teacher
Carl A. Ohlson	-High School Teacher
Suzanne Peters	-Secretary to Athletic Director
Andrew Retz, Jr.	-High School Teacher
Louis R. SanGiovanni	-High School Teacher
Elizabeth A. Stolfi	-High School Teacher
Rosemary T. Vivinetto	-High School Teacher

2. **RESIGNATION – Teacher**

**RESIGNATION  
TEACHER**

BE IT RESOLVED that the Board of Education approves the acceptance of the resignation of Mrs. Cheryl Rowe, High School English Teacher, effective July 1, 2006.

3. **RESIGNATIONS – Athletics**

**RESIGNATIONS  
ATHLETICS**

BE IT RESOLVED that the Board of Education approves the resignation of the following coaches:

Michael Fetherman	-Head Volleyball Coach
Michael Higgins	-Assistant Baseball Coach

4. **AMEND APPROVAL OF STIPEND - Buildings and Grounds Personnel**

**AMEND  
STIPEND  
B&G**

BE IT RESOLVED that the Board of Education approves the amending of the resolution, approved at the November 21, 2005 Board Meeting, of Frank Marando to reflect a change in the effective date for the Black Seal License to November 1, 2005.

5. **AMEND APPROVAL OF STIPEND - Buildings and Grounds Personnel**

**AMEND  
STIPEND  
B&G**

BE IT RESOLVED that the Board of Education approves the amending of the resolution, approved at the December 19, 2005 Board Meeting, of Nicholas Moccio to reflect a change in the effective date for the Black Seal License to November 1, 2005.

6. **LEAVE OF ABSENCE – Teacher**

**LEAVE  
ABSENCE  
TEACHER**

BE IT RESOLVED that the Board of Education approves an extension of a childrearing leave of absence for Mrs. Lisa Cassilli for the 2005-06 school year with the provision that she

notify the Superintendent of Schools of further teaching intentions no later than April 1, 2006.

**7. APPOINTMENTS – Teacher Substitutes**

**APPOINT  
TEACHER SUB B**

BE IT RESOLVED that the Board of Education approves the appointments of the teacher substitutes listed on the attached Schedule B for the 2005-06 school year.

**8. APPOINTMENTS – Athletics**

**APPOINT  
ATHLETICS C**

BE IT RESOLVED that the Board of Education approves the Spring athletic appointments listed on the attached Schedule C for the 2005-06 school year on the salary guide at the classification and step as indicated in accordance with the 2005-06 coaches salary guide.

**9. APPOINTMENTS – Volunteer Coach**

**APPOINT  
VOLUNTEER  
COACH**

BE IT RESOLVED that the Board of Education approves the appointments for the personnel listed below for the 2005-06 school year:

Kent Bania                      -Volunteer Lacrosse Coach  
Michael Higgins                -Volunteer Baseball Coach

**10. APPOINTMENT – Substitute Bus Driver**

**APPOINT  
SUB. BUS  
DRIVER**

BE IT RESOLVED That the Board of Education approves the appointment of Norma Gaguancela as a substitute bus driver for the 2005-2006 school year.

**11. APPROVAL OF STIPEND - Buildings and Grounds Personnel**

**AMEND  
STIPEND B&G**

BE IT RESOLVED that the Board of Education approves the Black Seal License stipend of \$500, prorated, for Frank Fochesato effective February 1, 2006 in accordance with the 2004-07 Buildings and Grounds Employees Salary Guide.

**12. EXTRA COMPENSATION**

**EXTRA  
COMP**

BE IT RESOLVED that the Board of Education approves the following personnel be paid extra compensation in the amounts indicated for services rendered:

**PAYMENT FOR HEALTH DYNAMICS CLASSES –  
Month of January, 2006**

Rose Cioffi                      \$250.00

**PAYMENT FOR ZERO PERIOD – S.R.A. CLASSES –  
Month of January, 2006**

Leann Martin	\$462.00
David Sorensen	462.00

**PAYMENT FOR FILMING BOE MEETINGS–  
December 19, 2005 and January 23, 2006**

David Atlic	\$ 26.25
Michelle Wlosek	30.00

**PAYMENT FOR MATHCOUNTS COMPETITION –  
NJIT – February 4, 2006**

Nancy Foglio	\$242.48
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**PAYMENT FOR HSPA WORKSHOP – January 22,  
2006**

Raymond Chapman	\$ 69.28
Toby D'Ambola	104.80
Susan Gesumaria	69.28
Leann Martin	69.28
David Sorensen	69.28

**PAYMENT FOR PARA PROFESSIONALS WORKSHOP –  
February 1, 2006**

Lorraine Restel	\$135.12
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**PAYMENT FOR SUMMER 2005 STIPEND**

Sharon Romaglia	\$300.00
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**PAYMENT FOR ATTENDANCE AT A CUSTODIAL SAFETY  
COMMITTEE MEETING – February 15, 2006**

Allan Heinis	\$ 30.00
Steven Farese	30.00
Lawrence T. Koster	30.00
Christopher Weinstein	30.00

**PAYMENT FOR FAMILY MATH PROGRAM –  
January 3 to February 7, 2006**

Jeannette Andreula	\$540.48
Dolores Contreras	540.48
Carla Cullari	270.24
Jainine Gambaro	540.48

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Doreen Holland	540.48
Sheryl Holly	540.48

Courtney Jousset	270.24
Marcy McKenzie	540.48
Lorraine Rubinstein	540.48
Rebecca Olivo	540.48
Kevin Smyth	540.48

**PAYMENT FOR G.A.T.E. Committee –  
January 12, 2006**

Dolores Contreras	\$51.96
Jolinda Griwert	51.96
Suzanne Hagert	51.96
Claire Menza	51.96
Rebecca Olivo	51.96
Lisa Rossi	51.96

**CENTRAL DETENTION COVERAGE –  
January, 2006**

**High School**

Lori Ferrara	\$ 112.62
AnneMarie Kowalski	168.93
Joseph Simko	337.86
Lisa Vallo	93.85

**Franklin School**

Jennifer Ambrose	75.08
Joseph Cappello	75.08
Tracy Egan	75.08
Louis Manganiello	75.08
LuAnn Zullo	75.08

**SATURDAY MORNING SUSPENSIONS –  
January, 2006**

**High School**

Lori Ferrara	\$235.35
AnneMarie Kowalski	78.45
Marcellino Marra(HS/FMS)	313.80
Eric Puzio	78.45
Lisa Vallo	235.35

**Franklin School**

Jennifer Ambrose	156.90
Joseph Cappello	78.45

**LONGEVITY  
PAY**

**13. LONGEVITY PAY**

BE IT RESOLVED that the Board of Education approves the following longevity payment:

Natalie Cameron -\$3,800(prorated)-Eff. March 1, 2006 (25 years)  
Philip Nicolette -\$2,000(prorated)-Eff. March 1, 2006 (15 years)

**SPECIAL CLASS  
PLACEMENT**

**14. SPECIAL CLASS PLACEMENT – Educationally Disabled Student**

BE IT RESOLVED that the Board of Education authorizes the attendance of a student in out-of-district special education classes for the 2005-06 school year as follows:

<u>School</u>	<u>No. of Students</u>	<u>Classification</u>	<u>Effective Date</u>	<u>Tuition</u>
Calais School Whippany, NJ	1	OHI	2/13/06	\$14,940.00

**CHANGE OF  
ASSIGNMENT**

**15. CHANGE OF ASSIGNMENT – Buildings & Grounds Personnel**

BE IT RESOLVED that the Board of Education approves a change of assignment for the following personnel effective February 28, 2006:

<u>Name</u>	<u>From</u>	<u>To</u>
Edward Miller	Washington Day Head Custodian	Yantacaw ½ Day Spring Garden ½ Day
Frank Smith	High School	Franklin School

**TERMINATION OF  
EMPLOYMENT**

**16. TERMINATION OF EMPLOYMENT**

Trustee Viola moved, and Trustee Olivo seconded, the following resolution. Upon being put to a roll call vote the resolution was approved.

BE IT RESOLVED that the NJ State Department of Education/Board of Examiners has revoked certifications(s) held by Lawrence Tuorto as of December 8, 2005.

BE IT FURTHER RESOLVED that upon the recommendation of the Superintendent, the employment of Lawrence Tuorto be terminated as of February 28, 2006.



**APPOINT  
ATHLETIC**

**17. APPOINTMENT – Athletic**

Trustee Restaino moved, and Trustee Olivo seconded, the following resolution. Upon being put to a roll call vote the resolution was approved.

BE IT RESOLVED that the Board of Education approves the appointment of Vincent Bevacqua as Assistant Lacrosse Coach for the 2005/2006 school year, at the salary of \$4,505 Step 3, in accordance with the 2005/2006 Athletic Salary Guide.

**APPOINT  
VOL. COACH**

**18. APPOINTMENT – Volunteer Coach**

Trustee Moscaritola moved, and Trustee Olivo seconded, the following resolution. Upon being put to a roll call vote the resolution was approved.

BE IT RESOLVED that the Board of Education approves the appointment of Joseph Marinello for the position of Volunteer Baseball Coach for the 2005/2006 school year.

**APPOINT  
EXTENDED DAY**

**19. APPOINTMENT – BOE Extended Day Program**

Trustee Viola moved, and Trustee Olivo seconded, the following resolution. Upon being put to a roll call vote the resolution was approved.

BE IT RESOLVED that the Board of Education approves the appointment of the School Age Extended Day Program employee listed below for the 2005/2006 school year at the salary indicated:

<u>Substitute Child Care Instructor (p/t)</u>	<u>Hourly Rate</u>
Larissa Milunaitis	\$24.50

**APPROVE D  
CALENDARS E**

**20. APPROVAL OF CALENDARS – 2006/2007 School Year**

Trustee Casale moved, and Trustee Moscaritola seconded, the following resolution. Upon being put to a roll call vote the resolution was approved.

BE IT RESOLVED that the Board of Education approves the adoption of the following attached calendars for the 2006/2007 school year:

School Calendar	Schedule D
Calendar for Twelve-Month Employees	Schedule E

**BUSINESS ADMINISTRATOR/  
BOARD SECRETARY'S RESOLUTIONS**

**BA/BOARD  
SECRETARY'S  
RESOLUTIONS**

Trustee Reilly moved, and Trustee Viola seconded, a motion that the Board approves the Business Administrator/Board Secretary's Resolutions numbers 1 through 14 as listed below.

**1. SECRETARY & TREASURER'S REPORT**

**SECY. & TREAS.    A  
REPORTS            B**

BE IT RESOLVED that the Board of Education approves the acknowledgement and acceptance of the reports of the Board Secretary (Appendix A) and Treasurer of School Monies (Appendix B) for the period of January 31, 2006.

**2. CERTIFICATION OF MAJOR ACCOUNT FUND STATUS**

**CERTIFICATION  
MAJOR ACCOUNT  
FUND STATUS**

BE IT RESOLVED that pursuant to NJAC 6A:23-2.11(c) 4, the Nutley Board of Education certifies that as of January 31, 2006, after review of the Secretary's monthly financial report (Appropriations section) and upon consultation with the appropriate district officials, to the best of its knowledge no major account or fund has been over-expended in violation of NJAC 6A:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Major funds are General Fund, Capital Projects and Debt Service.)

**3. BILLS AND MANDATORY PAYMENTS**

**BILLS &  
MANDATORY    C  
PAYMENTS**

BE IT RESOLVED that the Board of Education approves the payment of bills and mandatory payments dated February 27, 2006 in the total amount of \$6,056,486.79 (Appendix C).

**4. REQUESTS FOR USE OF SCHOOL BUILDINGS AND  
GROUNDS**

**USE OF BUILDINGS    D  
AND GROUNDS**

BE IT RESOLVED that the Board of Education approves the requests for the use of school buildings and grounds (Appendix D), that conform to the rules and regulations set by the Board of Education.

**5. TRANSFER SCHEDULE**

**TRANSFER    E  
SCHEDULE**

BE IT RESOLVED that the Board of Education approves, in compliance with NJAC 6A:23-2.11(c)3ii, and NJSA 18A:22-8-1, the transfers in the 2005-06 budget dated January 31, 2006 in the amount of \$474,800.00 as appended (Appendix E).

**APPROVE FMS  
CUSTODIAL STAFF**

**6. APPROVAL OF CUSTODIAL SHIFT FOR FRANKLIN MIDDLE SCHOOL ADDITIONS AND ALTERATIONS PROJECT**

BE IT RESOLVED that the Board of Education approves a 9:30 PM to 6:00 AM custodial shift for the Franklin Middle School Additions and Alterations Project from February 13, 2006 to June 23, 2006.

**PLACEMENT OF  
OUT-OF-DISTRICT  
STUDENTS**

**7. PLACEMENT OF OUT-OF-DISTRICT SPECIAL EDUCATION STUDENTS**

BE IT RESOLVED that the Board of Education continues the approval of the placement of out-of-district special education students from the following districts in the following classifications for the 2005-06 school year:

<u>District</u>	<u>Students</u>	<u>Classification</u>	<u>School</u>
East Newark	1	MDM	High School SLD Program
Irvington	1	COM	Franklin School Resource Program
	1	MDM	Lincoln School SLD Program
Orange	1	SLD	Franklin School SLD Program

**TRANSPORTATION  
AGREEMENTS**

**8. TRANSPORTATION AGREEMENTS**

BE IT RESOLVED that the Nutley Board of Education approves the Board Secretary to be authorized to enter into transportation agreements with contractors, other school districts or the Essex County Educational Services Commission for the transportation of Special Education students for the 2006-07 school year, and

BE IT FURTHER RESOLVED that any such agreements be presented for ratification at the next succeeding meeting of the Board of Education.

**NCLB AMEND  
APPLICATION**

**9. NO CHILD LEFT BEHIND (NCLB) AMENDMENT APPLICATION**

BE IT RESOLVED that the Board of Education approves the amendment application for the fiscal year 2006 No Child Left Behind Grant.

**LONG RANGE  
FACILITY PLAN**

**10. SUBMISSION OF SCHOOL DISTRICT LONG RANGE  
FACILITY PLAN**

WHEREAS, every New Jersey school district must submit a Long Range Facility Plan to the Commissioner of Education every five years, specifically every year ending in "0" or "5", and

WHEREAS, regulations require that every board of education must approve the submission of this plan,

NOW THEREFORE BE IT RESOLVED, that the Nutley Board of Education does hereby authorize the Superintendent and/or the School Business Administrator/Board Secretary to submit the Long Range Facility Plan for the Nutley School District to the Commissioner of Education, and

BE IT FURTHER RESOLVED, that the Superintendent and/or the School Business Administrator/Board Secretary, in accordance with regulation, shall provide an advisory copy of this plan to the local planning board.

**11. APPROVAL OF PARTIAL PAYMENT TO CHANREE  
CONSTRUCTION CO.**

**APPROVE PARTIAL PAY  
CHANREE CONST.**

BE IT RESOLVED that the Board of Education approves partial payment in the amount of \$170,569.00 to Chanree Construction Co. for the Franklin Middle School Additions and Alterations Project as per the recommendation of the Board's architect and construction manager.

**12. APPROVAL OF PARTIAL PAYMENT TO A. PFLUGH, INC.**

**APPROVE PARTIAL PAY  
A. PFLUGH, INC.**

BE IT RESOLVED that the Board of Education approves partial payment in the amount of \$116,228.44 to A. Pflugh, Inc. for the Franklin Middle School Additions and Alterations Project as per the recommendation of the Board's architect and construction manager.

**APPROVE ACCESS  
AGREEMENT**

**13. APPROVAL OF ACCESS AGREEMENT**

BE IT RESOLVED that the Board of Education approves the Access Agreement between The Benevenga Siblings Limited Partnership and the Nutley Board of Education, which is on file in the Business Office.

**14. OUTSTANDING CHECKS – GENERAL ACCOUNT**

**OUTSTANDING  
CHECKS**

BE IT RESOLVED that the Board of Education approves the accounting procedure of putting the amount of the following checks into revenue.

<i>CHECK #</i>	<i>DATE</i>	<i>NAME</i>	<i>AMOUNT</i>
063540	7/26/2004	Mallik, MD; Aparna	\$ 350.00
064228	9/27/2004	Treasurer, State of New Jersey	\$ 517.50
065494	1/24/2005	William Paterson University	\$ 85.00
TOTAL			<u>\$ 952.50</u>

The checks have not been cashed in a reasonable amount of time so funds will be put back in our revenue account.

**APPOINT  
HEAD CUSTODIAN**

15. **APPOINTMENT – HEAD CUSTODIAN**

Trustee Del Tufo moved, and Trustee Olivo seconded, the following resolution. Upon being put to a roll call vote the resolution was approved.

BE IT RESOLVED that the Board of Education appoints Douglas Franciose as Elementary Head Custodian, at the annual salary of \$51,580, prorated, Group 3 – Step 14, effective February 28, 2006 in accordance with the 2005-06 salary guide.

**AMEND  
AWARD OF CONTRACT  
FMS PROJECT**

16. **AMEND APPROVAL – AWARD OF CONTRACTS  
FOR FRANKLIN MIDDLE SCHOOL PROJECT**

Trustee Reily moved, and Trustee Del Tufo seconded, the following resolution. Upon being put to a roll call vote the resolution was approved.

BE IT RESOLVED that the Board of Education approves the amending of the resolution, approved at the November 21, 2005 Board Meeting, to reflect the following amount change:

**General Construction**

Chanree Construction Co., Inc. \$11,598,900

**17. APPROVAL OF PARTIAL PAYMENT TO SPARTA  
STEEL CORPORATION**

**APPROVE PARTIAL PAY  
SPARTA STEEL CORP.**

Trustee Restaino moved, and Trustee Olivo seconded, the following resolution. Upon being put to a roll call vote the resolution was approved.

BE IT RESOLVED that the Board of Education approves partial payment in the amount of \$129,703.00 to Sparta Steel Corporation for the Franklin Middle School Additions and Alterations Project as per the recommendation of the Board's architect and construction manager.

**HEARING OF CITIZENS**

**HEARING OF  
CITIZENS**

Resident Terry Quirk questioned whether or not from now on the Board Meetings would now take place in the high school auditorium. She also spoke about an action kit available for teachers and the community which will educate children crossing streets without a crossing guard and on getting to school safely.

Resident Louis Pastena spoke about the extreme need for gang awareness for parents and teachers and what we can do as a community to come up with solutions for this growing problem.

After Hearing of Citizens there was a report given by Mark Vidovich of Pomptonian on the status of the food service for the district.

**MOTION TO ADJOURN TO EXECUTIVE SESSION**

**EXECUTIVE  
SESSION**

At 9:55 PM Trustee Reilly moved and Trustee Viola seconded the following resolution:

WHEREAS, the Board of Education will be discussing matters exempt from public discussion pursuant to N.J.S.A. 10:4-12,

NOW, THEREFORE, BE IT RESOLVED that the Board of Education recess to closed executive session at this time in the conference room to discuss personnel and legal matters, and

BE IT FURTHER RESOLVED that the results of the discussions will be made public by inclusion on the agenda of a subsequent meeting of the Board of Education or when the reasons for discussing such matters in closed session no longer exist.

The motion was unanimously approved by voice vote.

Reconvened open meeting at 11:07 PM

**RECONVENE  
OPEN MEETING**

**OLD BUSINESS**

**OLD BUSINESS**

None

**NEW BUSINESS**

**NEW BUSINESS**

None

**ADJOURNMENT**

**ADJOURN**

There being no further business, the meeting was adjourned at 11:10 PM on a motion by Trustee Casale, seconded by Trustee Reilly, and unanimously approved by voice vote.

Respectfully submitted,

Michael DeVita  
Acting Board Secretary