

**BOARD OF EDUCATION
SPECIAL VIRTUAL MEETING MINUTES
AUGUST 25, 2020**

A special meeting of the Enfield Board of Education was virtually on August 25, 2020.

1. **CALL TO ORDER** : The meeting was called to order at 5:30 PM by Walter Kruzel.
2. **INVOCATION OR MOMENT OF SILENCE** : Walter Kruzel
3. **ROLL CALL** :

MEMBERS PRESENT REMOTELY : Jonathan LeBlanc, Bill Salazar, Wendy Costa, Tina LeBlanc, Joyce Hall (arrived at 5:46 PM), Stacy Thurston, Scott Ryder, and Walter Kruzel

MEMBERS ABSENT : None

ALSO PRESENT: Mr. Christopher Drezek, Superintendent of Schools; Mr. Andrew B. Longey, Assistant Superintendent and Jaclyn Valley, Early Childhood Initiatives Director

4. **SUPERINTENDENT 'S REPORT**
 - a. **EPS School Update**

Mr. Drezek stated the last time we met, he presented a plan for K-12 students. He was not prepared to make a recommendation for our PK students at STOWE due to all the barriers we needed to overcome. He did not think we were going to be able to open our STOWE Early Learning Center. Mrs. Valley is here to explain our Hybrid Plan for reopening STOWE. This was our most difficult plan to come up with. He thanked her and her team for coming up with this plan. No plan is perfect, but this plan allows us to open. Nothing about this is ideal. He quoted Jon Bon Jovi "if you can't do what you do, you do what you can". That sums up what we are doing. We cannot do what we normally used to do - like opening schools the way we used to. We will do what we can to make this the best possible experience for our kids and staff and as safely as we can.

Mr. Drezek welcomed Jaclyn Valley our Early Childhood Initiatives Director to tonight's Board meeting.

Mrs. Valley stated she is happy to talk about our STOWE Early Learning Center and agreed with Mr. Drezek that this is not a perfect plan and some components will not work for everyone. This plan allows our kids to come to school. STOWE houses 4 programs (PK STEAM Academy, KITE, ECDC & Head Start).

Mrs. Valley reviewed how the Integrated Pre-K program will work using a Hybrid model. This program will start on September 8th. She reviewed how Head Start and the PK STEAM programs will work using a Hybrid model. These programs will start on September 14th. She reviewed the protocols they will use in a shared building with ECDC): arrival/dismissal; scheduling (bathroom, playground, cleaning, synchronous times/asynchronous times); materials and classroom environment; use of space; family engagement; retention of curriculum initiatives (PLTW, LEGO, STEAM theme, executive function). She also reviewed phase 1 busing.

Mrs. Valley thanked the STOWE families for their patience and flexibility.

Chairman Kruzel thanked Mrs. Valley for her excellent presentation.

Mr. Ryder thanked Mrs. Valley for explaining this plan to us for each of the programs at STOWE. He knows this was difficult and not an easy task.

Mrs. LeBlanc also thanked Mrs. Valley for the presentation. She understands this was a difficult plan to come up with. Our little ones thrive with interaction. She likes that there will still be a family engagement

program. She is glad you could reach the families about the changes for transportation.

Mrs. Costa thanked Mrs. Valley for the information you provided.

Mr. Salazar also thanked Mrs. Valley for the presentation.

Mrs. Hall joined the meeting remotely at 5:56 PM.

Mr. LeBlanc thanked Mrs. Valley for her presentation and the challenges that were presented. He knows that this plan was difficult to come up with a game plan for our little ones.

Chairman Kruzel explained to Mrs. Hall that we just saw a presentation from Jaclyn Valley about the Hybrid model plan for the STOWE Early Learning Center.

Ms. Hall stated she will watch this presentation on YouTube. She was looking forward to this. If she could, she would have Mrs. Valley redo her presentation.

Mr. Ryder will send Ms. Hall the link.

Mrs. Valley added that Ms. Hall is quite versed about our early education program. She is part of the Head Start Policy Committee. This plan upholds all the Head Start standards that we are held accountable to. Mrs. Hall is aware of how our programs work. Our teachers will make the student's lives when they are home as predictable as possible.

Mrs. Hall stated you will be holding Hybrid plan? Mrs. Valley stated for the 2 of the programs.

Mrs. Hall asked how many students will participate on any given day. Mrs. Valley stated we have 91 of our 102 seats filled for Head Start. To date, 28 have requested remote learning. This changes our numbers a bit. For now, there are no more than 8 students in a section. We can only have one group on the playground at a time. We need to divide our outside time up.

Mrs. Hall thanked her for the information and will see her soon with crayons.

Mr. LeBlanc asked if bussing will continue if things go back to normal? Mrs. Valley stated with the protocols we currently have in place, supervision is a concern. Also, the restrictions that were put in place by Head Start taking temperatures would limit the instructional day significantly.

Chairman Kruzel thanked Mrs. Valley for another excellent presentation and for doing an excellent job. He received a text from his daughter expressing thumbs up. Mrs. Valley said hello to his daughter.

Mr. Drezek thanked Mrs. Valley and expressed how lucky we are to have her here working with our tiny humans. She figured out a way to make this plan work. She and her staff came up a plan that meets our needs. Our hope is that we will get back to normal. He again thanked our resident ray of sunshine for everything she has done and will continue to do.

Mrs. Valley thanked the Board for this opportunity to give an update on the Early Childhood Hybrid Model.

Mr. Drezek stated we are turning the page and are going to start talking about good things. The last couple of months have been challenging. Our students will be here soon. We are still waiting to receive the matrix for closing. The Department of Public Health is supposed to send this information to us. We still have unanswered questions. We are all anxious to know what we should do. In the meantime, if something happens, he will discuss this with our local health Director and Town Manager and will make a decision until we receive guidance regarding any potential cases.

Mr. Drezek stated our masks have arrived. They are green with our logo on it and they are comfortable. He thanked our Athletic Director Cory O'Connell for getting these for us. We will distribute them to the principals to give to the students and staff. We also have received face shields for teachers. The iPad cases have been shipped and should arrive this week. We will get the iPads out to the kids and staff

shortly.

Mr. Drezek thanked Bob Smyth and Jessie McCrewell for everything they have been doing for the school system. They are a great partner. They are in contact with us daily and the safety protocols for cleaning the buses will be posted on our website. He personally thanked Jessie for everything she has been doing and for helping to keep our kids safe.

Mr. Drezek stated the Board does not need to vote on the Early Education Hybrid Plan. He wanted Mrs. Valley to present the plan.

Mr. Drezek thanked Trish Vayda our long time Nursing Supervisor who retired but never left us for everything she has been doing. She has been a rock for us regarding health and safety issues. We have been spoiled by people that work for us like Jaclyn and Trish.

Mr. Drezek thanked our administrators, teachers, and staff. We have dumped a lot on our administrators. When this all started in March, it was easy to develop a plan because we could meet in person. Doing this remotely has been difficult. It is important for families and staff members to hear messages from their principals or department heads. He viewed the safety videos that will be placed on our website for all parents and staff to view. Our people have done a remarkable job. We will be holding virtual open houses at our schools. He appreciates all the work everyone has done. We are trying to do everything we can to make this as seamless as we can for our students and families.

Mr. Drezek added our teacher union is also dealing with many questions. We will keep talking and will do what is best for our kids and staff. We all have a shared commitment and will get through this together.

Mr. Drezek understands that this is challenging for parents that need to work and having their kids attend school using our Hybrid Plan and planning for childcare. We also have staff that have children attending our schools and childcare is a big concern. Sending your children back to school was a tough decision to make initially and creates problems for families with multiple children who were watching younger siblings. The state was discussing creating childcare centers for educators.

Mr. Drezek stated he spoke to Claire Hall from ERfC and she has created a program for our staff members to have their kids attend a program being offered at the Enfield Annex. The Town manager has employees that are in the same boat as our staff members. We came up with a plan that allows employees to come back to work. ERfC will be running a Distance Learning Academy. This is not a daycare. This is an educational learning center. EPS Students will bring their devices. In order for this program to work, they will need at least 50 students to attend. The mayor and TC Leadership are enthusiastically behind this program. We are up against the clock to get this program up and running. Both Town and BOE employees have received a flyer about this program. If there are any open seats, we will open this program up to the public. We are doing what we can, and the town and community are all working together to meet the needs of our kids.

Mr. Drezek added that he cannot thank Claire Hall enough for creating this program. She will still need to apply for licensing for this program. In the time being until her license has been approved, she will operate this program under the direction of the Enfield Public School. We have done this previously with her before school/afterschool programs until her licensing is approved. We have a lot of employees that want to get back to work.

Mr. Drezek reported that 4,985 surveys were submitted. We have 73% of students opting for the Hybrid Plan.

5. **UNFINISHED BUSINESS** : - None

6. **NEW BUSINESS** :

a. **APPROVE 5000 SERIES POLICIES - FIRST READING**

Mr. Ryder moved, seconded by Mrs. Thurston that the Enfield Board of Education approves the first reading of the 5000 series as presented.

Discussion :

Mr. Ryder stated the majority of these policies have updated language regarding laws and state statutes. These changes do not impact how we conduct business or how the superintendent conducts business.

A vote by **roll call 4-4-0** failed with Mrs. Costa, Mr. LeBlanc, Mr. Salazar, and Chairman Kruzel in dissent.

Chairman Kruzel added the 5000 series will be sent back to the Policy Committee to review.

Mr. Ryder asked who will be appointed as the Chairperson for the Policy Committee. Chairman Kruzel stated he has not made that decision yet. We will have a decision made shortly before the next schedule Policy Committee meeting on September 22nd .

b. APPROVE POLICY #6141.329 ONE-TO-ONE TABLET PROGRAM - FIRST READING

Mr. Ryder moved, seconded by Mrs. Thurston that the Enfield Board of Education approves the first reading of the Policy #6141.3291 One-to-One Table Program as presented.

Discussion :

Chairman Kruzel stated this is a policy that CABE came up with and since our district will now be a 1:1 device district it was appropriate to adopt this.

Chairman Kruzel asked Mr. Longey if we should approve a first and second reading of this policy tonight. Mr. Longey stated we can have the first reading tonight and will have the second reading at our next meeting. This way the public will have time to comment.

A vote by **roll call 8-0-0** passed unanimously.

7. COMMENTS

Mr. LeBlanc clarified comments he made two weeks ago about not making this political. This was not directed at anyone in particular. We are all working extremely hard for our kids to return to school safely. Today, everything has become very political. If he supports his local police department or purchasing any items at a grocery store. This message is going

out to society as a whole. As long as he is a Board of Education member, he will do his best to keep this from being political.

Mr. LeBlanc stated he is listening to his constituents and is proud of it. He trusts in the decisions he has made. He brings up their concerns to the Board. He does not have any kids in our school system, but he coaches kids. He has become close with the families and he listens to their concerns. He has faith in these decisions.

Mr. LeBlanc stated the CIAC will come up with a decision regarding sports. He has been a strong advocate for getting our kids back on the fields. It is necessary for them to return to play this fall in their respective sports. He encourages the CIAC to let the kids play.

Mr. LeBlanc stated the topic of public communications has been brought up many times. He can not wait to get back into Council Chambers to listen to thoughts, concerns, and ideas in person. Looking into the future, our meeting videos are available on YouTube. We could open the comment section for a specific amount of time for people that watch the videos could submit questions or comments for us to read and have on the record.

Mr. LeBlanc wished everyone good luck and a safe, healthy, and successful school year. He is praying that the Hybrid plan goes well and leads us to getting back to school 5 days a week.

Mr. Salazar asked for clarification as to why we cannot use the Annex as a school. It cannot be used as a

learning center, yet it can now be used as a Distance Learning Academy. He knows parents will be asking for clarification about this.

Mr. Drezek stated the Annex cannot be use as a school per the State Board of Education. ERfC is licensed by a different agency than a public school is. All the previous ADA compliance issues still exist, and we cannot reopen this building as a school. You can hold a program at the Annex but not a school. We will work as a partner with them. They will use classroom space on the first floor. This is municipal space and we will allow ERfC to house this program. He is also aware that we will receive questions about this.

Mr. Salazar stated they will use the first floor for 50 spaces. Mr. Drezek stated ERfC will need to fill a certain number of seats to make this program operational. The spaces they will use are based on need. Buildings and Grounds are making the arrangements for this now. They will clean out 6 classrooms to be used by ERfC. The more families that are interested in this program the better. This morning 35 employees expressed interest. They could go up to 150 spaces if needed. If you are interested in this program, please go to the ERfC website at www.ercinc.org for additional information.

Mr. Salazar asked about the funding for this program. Mr. Drezek stated this ERfC program is self-funding. ERfC before school and afterschool programs operate with a sliding fee scale. Mrs. Hall funds her programs with grants. We provide them with in-kind services and communication with her staff that work with our kids.

Mr. Salazar thanked Mr. Drezek for the information and hopes it will be helpful for families.

Mrs. LeBlanc stated people have reached out to her about the Board meeting in person. They are making renovations in the Council Chambers. We have a Board conference room that is being used with storing supplies now. She is onboard for meeting in person. When we do meet in person, she would like everyone to wear a mask and stay 6 feet apart. Meeting in person is important. A lot of things get lost without us being in person.

Mrs. LeBlanc stated she voted to approve the Hybrid Plan. Her kids will be going back to school using the Hybrid plan. She knows this decision was personal and is hard for parents to make. She is standing behind the plan she voted for. Things can change at any time and we

might need to make adjustments along the way. She hopes we can all meet in person in September.

Mrs. LeBlanc listened to Principal Clarks Q&A session. This session was extremely helpful, and she addressed many of her questions. The presentation was an hour long.

Mrs. LeBlanc asked if private schools need to wear masks and practice social distancing? Mr. Drezek stated yes, per the Governor's Executive Orders.

Mrs. LeBlanc stated she has received multiple calls about ETLA. Will they be offering tours or virtual tours? Also, who should they contact.

Mr. Drezek stated all questions should be referred to Mrs. Carroll. Mrs. LaFrancis retired. He congratulated Maureen for her retirement. We were unable to give our retirees a proper sendoff. We have been dealing with many unknowns. Once you see what work that has been done, you will be amazed. Everything is coming together. Today is the first day he was able to breathe. What our staff has done, culminating our plans is outstanding. We are putting the final touches on some things. He would not be surprised if we are asked to share our plans and information with other districts. Information will be forthcoming.

Mrs. LeBlanc stated as we get closer to October 16th, we will have more direction regarding continuing with the Hybrid Plan or attending school in person fully. If someone opts out for distance learning, can they opt back in after October 16th for Hybrid learning?

Mr. Drezek stated yes, after October 16th. That was the driving force for having a date in place for parents that want to make changes. He is being optimistic that everything will go smoothly, and our kids

will be back fulltime on October 19th . We will make a decision during the first week in October so families can make plans. If anything changes, he will let the Board know. He hopes what happened in Danbury is isolated and it stays there. We are moving forward with our plan.

Mrs. LeBlanc added the ERfC Distance Learning option is amazing for our teachers. She has a family member that is a teacher with 3 kids. She appreciates everyone working outside of the box and offering this program to our amazing teachers and staff.

Mrs. LeBlanc spoke about the continuing civil unrest with the recent shooting of Jacob Blake. This is a scary time for our students of color. It has been a rough summer with all the civil unrest that has occurred. She hopes our students have support at home. When you come back to school, she urged them to talk to your teachers and guidance counselors about how you feel about what has transpired over the summer. A lot of our students will be coming back to school with anxiety about COVID.

Mrs. LeBlanc stated 2020 has not been a good year. We have had so much happen like COVID and the diagnosis of cancer. We recently found out that a family member has been diagnosed with cancer and is in for a fight. Cancer does not discriminate by age, sex, or color. This has been a very sad and tired year. She hopes the tides will be turning and agrees with the superintendent's optimism. She cannot wait for our kids to return to school and hopes the Hybrid plan works. She is praying for anyone that is fighting cancer and for parents making decisions about their children returning to school.

Mrs. Hall congratulated Mr. Drezek on his positivity and the last-minute miracle of providing an option for our employees for their children.

Mrs. Thurston thanked Mrs. Valley for her presentation and for making sure that all our little ones get back to school safely. She also thanked Claire Hall for the program she is offering. She came up with this program in two weeks and that is amazing. She wished everyone a happy safe school year.

Mr. Ryder also thanked Mrs. Valley for her presentation. He joked that she was his kindergarten teacher. She was his families first teacher when the moved to Enfield. He thanks her every time he sees her. She was a great introduction to the Enfield Public Schools. He appreciates everything she has done, and he is glad she is now at STOWE.

Mr. Ryder thanked Mr. Bromson for his service to the Town of Enfield. He will be retiring soon. He has been very open to any of his questions and concerns. Thank you.

Mr. Ryder stated that he is confused about the remaining policies in 5000 Series not moving forward. Both he and Mr. Salazar have worked diligently on these policies. He is not sure if it was because Mr. Rutledge left. He is not sure what the concern is. As far as he is concerned, this was a party line vote.

Mr. Ryder stated we would all like to meet in person in Council Chambers. We have not been able to due to COVID. Also, Council Chambers is in the process of being renovated. The E-TV cameras are at Town Hall. Currently, Town Hall is closed and is only open by appointments only. We were elected to help lead our schools and work with the Town Council. Council Chambers will reopen hopefully mid-September for us to meet in person.

Mr. Ryder added the Chairman reached out to us to see if we could meet in person. He suggested meeting in a classroom setting showing solidarity. E-TV was unable to record the meeting. We would meet in person if we could. We all take our responsibilities as a Board member seriously.

Mr. Ryder stated he voted for the Hybrid plan and his children will attend school using the Hybrid Plan. We take this personally. We are not ready to go to school 5 days a week yet. This is why he could not vote for the amendment that was presented at a previous meeting. We do not know what the future will bring us. This is the reason we have said indefinitely. We are hopeful to bring our kids back fulltime in October. For now, this is the best plan for us.

Mr. Ryder stated he has posted information about the Hybrid plan for Students A-K and L-Z on the enfieldpto.com website and Facebook pages. We will do our best with the PTO's and keeping parents informed. He created these pages so he can connect with parents. We are a valuable extension of the

school. We are keeping our parents informed.

Mr. Ryder thanked our Enfield teachers for everything they are doing. You are educating our children. You are not daycare workers. You chose to teach our children. He thanked all the members of the Enfield Teacher's Association.

Mr. Ryder thanked Mr. Drezek for the face masks with our logo on them.

Mr. Ryder stated he is the secretary for the Policy Committee. He thanked Mr. Regnier for all the work he did. He is not sure why the 5000 series failed. He also thanked the Chairman for letting him speak.

Chairman Kruzel added that Mr. Bromson has been a great Town Manager. He will be missed. He has been working with us during the last few difficult months due to COVID. He is a remarkable man. When he took this position, he said he would only do it for a couple of years. He thanked him and wished him good luck on his upcoming retirement.

Chairman Kruzel stated he reached out about meeting in Council Chambers also. Unfortunately, Council Chambers will not be ready until around September 21st. E-TV was unable to tape us meeting at Alcorn. He cannot wait to meet again in person and is not in favor of meeting on Teams. He is at Alcorn meeting remotely.

Chairman Kruzel hopes our Hybrid plan works and we can get our kids back to school fulltime on October 19th. We will keep an eye on everything, and he prays we can go back fulltime.

Mr. Drezek added that Mr. Bromson has been outstanding partner to work with. He is reminding Board members and Town Council members that this year, they cannot be part of welcoming back our students at the schools. We are limiting the people in our buildings. Both Mr. Longey and he are also staying away. This also goes for our school PTO's. Parents can bring their kids to school, but they cannot walk them to their classrooms. Only staff members at each building will be allowed in. Each building will have their own cohorts. He hopes that we can invite everyone back soon. Please stay away.

Chairman Kruzel stated only students, staff and parents dropping off their children.

8. BOARD COMMITTEE REPORTS

Curriculum - None

Finance - Chairman Kruzel reported the Finance Committee met on August 24th. We will approve financial reports later on the agenda.

Policy - Mr. Ryder reported the Policy Committee met on August 10th and we cancelled the meeting on August 18th. We have worked hard on the remaining 5000 series. He is confused about why the policies that were not advanced tonight. He is available to answer any questions. We will meet again in September.

Leadership - None

Joint Facility - Chairman Kruzel reported the Joint Facility Committee is working on the 3rd phase of the Henry Barnard Roof Project. The purchase order for this phase should be completed before September 8th. We will bring our future roof plans to the Town Council in September.

JFK Renovation - Chairman Kruzel reported the project is moving along. We are ahead of schedule and are preparing the temporary swing space.

Joint Security - Mr. Ryder reported the Joint Security Committee is scheduled to meet on September 2nd.

Reopening - Chairman Kruzel stated we accomplished what we set out to do with this committee.

Mrs. Costa left the meeting at 7:10 PM.

Joint Insurance - Chairman Kruzel reported they will meet in October.

9. APPROVAL OF MINUTES

Mr. Salazar moved, seconded by Mrs. Thurston that the Special Meeting Minutes of June 23, 2020 be approved. A vote by **show-of-hands 7-0-0** passed unanimously.

Mrs. Thurston moved, seconded by Mr. LeBlanc that the Special Meeting Minutes of June 30, 2020 be approved. A vote by **show-of-hands 7-0-0** passed unanimously.

Mr. Salazar moved, seconded by Mrs. Thurston that the Special Meeting Minutes of July 7, 2020 be approved. A vote by **show-of-hands 7-0-0** passed unanimously.

Mrs. Thurston moved, seconded by Mr. LeBlanc that the Special Meeting Minutes of July 29, 2020 be approved. A vote by **show-of-hands 7-0-0** passed unanimously.

Mrs. Thurston moved, seconded by Mr. LeBlanc that the Special Meeting Minutes of August 11, 2020 be approved. A vote by **show-of-hands 7-0-0** passed unanimously.

10. APPROVAL OF ACCOUNTS AND PAYROLL

Mrs. Thurston moved seconded by Mrs. Hall that the Enfield Board of Education accepts the superintendent's certification for:

- The month of June 2020, total expenditures amount to \$8,321,295.29 broken down between payroll totaling \$2,857,555.28, and other accounts totaling \$5,463,740.01. All payments have been made in accordance with the approved budget and are properly accounted for within the books of accounts. Copies of approval for check invoices are properly documented.

A vote by **show-of-hands 6-1-0** passed with Mr. Ryder in dissent.

Mrs. Thurston moved seconded by Mrs. Hall that the Enfield Board of Education accepts the superintendent's certification for:

- The month of June 2020, total grant Head Start expenditures amount to \$474,420.30, broken down between payroll totaling \$251,516.11 and other accounts totaling \$222,904.19. All payments have been made in accordance with the approved budget and are properly accounted for within the books of accounts. Copies of approval for check invoices are properly documented.

A vote by **show-of-hands 6-1-0** passed with Mr. Ryder in dissent.

Mrs. Thurston moved seconded by Mrs. Hall that the Enfield Board of Education accepts the superintendent's certification for:

- The month of July 2020, total expenditures amount to \$1,240,911.91 broken down between payroll totaling \$700,954.96, and other accounts totaling \$539,956.95. All payments have been made in accordance with the approved budget and are properly accounted for within the books of accounts. Copies of approval for check invoices are properly documented.

A vote by **show-of-hands 6-1-0** passed with Mr. Ryder in dissent.

Mrs. Thurston moved seconded by Mrs. Hall that the Enfield Board of Education accepts the superintendent's certification for:

- The month of July 2020, total grant Head Start expenditures amount to \$58,485.58, broken down

between payroll totaling \$49,600.68 and other accounts totaling \$8,884.90. All payments have been made in accordance with the approved budget and are properly accounted for within the books of accounts. Copies of approval for check invoices are properly documented.

A vote by **show-of-hands 6-1-0** passed with Mr. Ryder in dissent.

Line Item Transfers:

Mrs. Thurston moved seconded by Mr. LeBlanc that the Enfield Board of Education accepts the following Line Item Transfers:

From:	300 Professional Services	\$ 45,413
	400 Repairs/Maintenance	\$ 26,752
	500 Support Services	\$ 536,579
	600 Tech/Supplies/Materials	\$ 548,427
	Total	\$1,157,170
To:	100 Salaries	(\$ 507,102)
	200 Benefits	(\$ 209,437)
	700 Equipment	(\$ 434,007)
	800 dues/Subscriptions/Graduation	(\$ 6,624)
	Total	(\$1,157,171)

A vote by **show-of-hands 6-1-0** passed with Mr. Ryder in dissent.

11. CORRESPONDENCE & COMMUNICATION - None

12. ADJOURNMENT

Mrs. Thurston moved, seconded by Mr. LeBlanc to adjourn the Special Virtual Meeting of August 25, 2020.

All ayes, motion passed unanimously. Meeting stood adjourned at 7:22 PM.

Tina LeBlanc
Secretary
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary