

**EL SINBORO BOARD OF EDUCATION  
REORGANIZATION & REGULAR MEETING MINUTES  
January 6, 2025**

**CALL TO ORDER - BOARD SECRETARY**

The reorganization and regular meeting of the Elsinboro Township Board of Education was called to order by Board Secretary, Ms. Melanie M. Allen, on Monday, January 6, 2025 at 6:30 p.m. The meeting was held virtually due to inclement weather.

**OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT**

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Elsinboro Township Board of Education transmitted notice of this meeting, to be held in the Elsinboro School at 6:30 p.m, to the *South Jersey Times*, Elsinboro Township Municipal Clerk and all board members. A copy is also posted in the lobby of the Elsinboro Township School and on the front door. *Note: The meeting was held virtually due to inclement weather, and notice of the change in meeting location was posted on the district's website and Facebook page, and a Blackboard Connect message was sent to all ETS families and staff.*

**PLEDGE TO THE FLAG - BOARD SECRETARY**

Ms. Melanie M. Allen, Board Secretary, led the Pledge of Allegiance to the flag.

**OATH OF OFFICE**

Ms. Melanie M. Allen, Board Secretary, issued the Oath of Office to re-elected Board Member:  
Damian Carlson - Three Year Term, 2025-2027  
Kelly Anne Delaney - Three Year Term, 2025-2027  
John Sieber - Three Year Term, 2025-2027 (Not Present - Will be Sworn in at February, 2025 meeting)

**ROLL CALL OF MEMBERS**

Members Present: Damian Carlson, Kelly Anne Delaney, Jenna Hogate, Kathleen Sheffield, Madinah Thomas, Kay Weber  
Absent: John Sieber

Also in attendance: Mrs. Laural Kretzer, Chief School Administrator; Ms. Melanie M. Allen, Board Secretary/Business Administrator; Staff Member

**NOMINATIONS**

**Election of President**

Ms. Allen, Board Secretary, opened the floor for nominations for the Office of the President of the Elsinboro Township Board of Education.

Motion by Mrs. Sheffield, second by Mr. Carlson that the Board of Education open nominations for the position of the President of the Elsinboro Board of Education.

**VOICE VOTE: Unanimously approved**

***Motion Carried: 6-0-0***

Motion made by Mrs. Weber, second by Mrs. Sheffield to nominate Mrs. Kelly Anne Delaney to serve as President of the Elsinboro Township Board of Education.

Being no further nominations, it was moved by Mrs. Weber, second by Mrs. Sheffield that the Board of Education approve that the nominations for the position of President of the Elsinboro Township Board of Education be closed.

**VOICE VOTE: Unanimously approved**

***Motion Carried: 6-0-0***

The Board Secretary, Ms. Allen, called for a roll call vote on the election of Mrs. Kelly Anne Delaney as President of the Elsinboro Township Board of Education for a term of one year, commencing January 6, 2025, and until her successor is elected and shall qualify.

Motion made by Mrs. Weber, second by Mrs. Sheffield to elect Mrs. Kelly Anne Delaney as President of the Elsinboro Township Board of Education for a term of one year, commencing January 6, 2025, and until her successor is elected and shall qualify.

**ROLL CALL VOTE: YES: Mr. Carlson, Ms. Hogate, Mrs. Sheffield, Mrs. Weber, Ms. Thomas, Mrs. Delaney**

***Motion Carried: 6-0-0***

The Board Secretary, Ms. Allen, then declared Mrs. Kelly Ann Delaney as President of the Elsinboro Township Board of Education.

#### **Election of Vice President**

Ms. Allen, Board Secretary, opened the floor for nominations for the Office of Vice President of the Elsinboro Township Board of Education.

Motion made by Mrs. Weber, second by Mrs. Sheffield that the Board of Education open nominations for the position of Vice President of the Elsinboro Board of Education.

**VOICE VOTE: Unanimously approved**

***Motion Carried: 6-0-0***

Motion made by Mrs. Weber, second by Mrs. Sheffield to nominate Mr. Damian Carlson to serve as Vice President of the Elsinboro Township Board of Education.

Being no further nominations, it was moved by Mrs. Sheffield, second by Mrs. Weber that the Board of Education approve that the nominations for the position of Vice President of the Elsinboro Township Board of Education be closed.

**VOICE VOTE: Unanimously approved**

***Motion Carried: 6-0-0***

The Board Secretary, Ms. Allen, called for a roll call vote on the election of Mr. Damian Carlson as Vice President of the Elsinboro Township Board of Education for a term of one year, commencing January 6, 2025, and until his successor is elected and shall qualify.

Motion made by Mrs. Weber, second by Mrs. Sheffield to elect Mr. Damian Carlson as Vice President of the Elsinboro Township Board of Education for a term of one year, commencing January 6, 2025, and until his successor is elected and shall qualify.

**ROLL CALL VOTE: YES: Ms. Hogate, Mrs. Weber, Ms. Thomas, Mrs. Sheffield, Mrs. Delaney, Mr. Carlson**

**Motion Carried: 6-0-0**

The Board Secretary, Ms. Allen, then declared Mr. Damian Carlson as Vice President of the Elsinboro Township Board of Education.

*The Board Secretary yielded the chair to the President.*

The members of the Board thanked Mrs. Sheffield for her prior year of service as Vice President of the Board of Education.

**APPOINTMENTS AND DESIGNATIONS**

Motion made by Mr. Carlson, second by Mrs. Weber to approve the following as recommended by the Chief School Administrator & Business Administrator:

**Designation of Newspaper**

The designated official newspaper for 2025 year as the *South Jersey Times*. This publication covers Salem, Gloucester & Cumberland Counties.

**Designation of Regular Meeting Dates**

The 2025 Board Meeting Schedule with the third Monday of the month (unless noted) designated for 2025 Board meeting dates. Meeting start time is 6:30 p.m.

**Board Secretary Appointment**

The appointment of Melanie M. Allen as Board Secretary effective January 6, 2025 and until the next reorganization meeting in January, 2026.

**Designation of Depository of Funds and Designation of Signatories**

Fulton Bank as the designated depository of funds (warrant, payroll, agency, reserve, student fund and unemployment fund) for 2025, with the following designated signatories:

General Account

*(3) President, CSA, Board Secretary/Business Administrator or Alternate Board Secretary/Business Administrator*

Payroll/Agency/Unemployment

*(2) Board Secretary/Business Administrator or Alternate Board Secretary/Business Administrator & CSA*

Reserve

*(2) President, CSA, and/or Board Secretary/Business Administrator or Alternate Board Secretary/Business Administrator*

Student Fund

*(2) CSA, School Secretary and/or Board Secretary/Business Administrator or Alternate Board Secretary/Business Administrator*

**Adopt Policy Manual**

All existing policies, bylaws and regulations for the 2025 year as per the recommendation of the Chief School Administrator. *The policy manual can be found under the Board section on the district's website.*

**Purchasing Manual**

The Purchasing Manual, which defines the proper purchasing practices of the Elsinboro Business Office. This manual is required by NJQSAC. *The purchasing manual can be found in the district's business office.*

### **Standard Operating Procedures and Internal Controls Manual**

The Guide for Standard Operating Procedures and Internal Controls Manual, which describes the standard business office practices of the Elsinboro Business Office. This manual is required by NJQSAC.

### **Food Service - Standard Operating Procedures**

The Food Service Standard Operating Procedures. This document is required by the New Jersey Department of Agriculture as part of the Hazard Analysis Critical Control Point (HACCP) Food Safety System.

### **Cafe Biosecurity Management Plan**

The Cafe Biosecurity Management Plan which contains policies and procedures to minimize the risk of intentional contamination of food and reduce the risk of illness or death in our school community. The plan is required by NJQSAC.

### **School Nutrition Programs Code of Conduct for Procurement**

The School Nutrition Programs Code of Conduct for Procurement.

### **School Nutrition Programs Procurement Procedures for School Food Authorities**

The School Nutrition Programs Procurement Procedures for School Food Authorities.

### **P.A.C.O. Officer Designation**

The designation of Melanie M. Allen as the Public Agency Compliance Officer for the Elsinboro Township School District effective January 6, 2025.

### **Appointment of Committees/Representatives**

The following appointments of committees/representatives effective January 6, 2025 until the next reorganization meeting in January, 2026.

- |                                   |   |
|-----------------------------------|---|
| a. NJSBA Delegate & Alternate     | f. Curriculum Committee                     |
| b. SCSBA Delegate & Alternate     | g. Personnel Committee                      |
| c. Academic/Policy Committee      | h. Elsinboro Home & School Association Rep. |
| d. Building/Grounds Committee     |   |
| e. Finance/Negotiations Committee |   |

*These positions were tabled until the next meeting allowing the elected president time to review the committee appointment requests prior to making any appointments.*

**ROLL CALL VOTE: YES: Ms. Hogate, Mrs. Sheffield, Mrs. Weber, Mr. Carlson, Ms. Thomas, Mrs. Delaney**

**Motion Carried: 6-0-0**

### **PRESENTATION**

*The Administration recognizes and thanks all Board members for their service to the Elsinboro Community and School and observes the month of January, 2025 as the 23rd Annual NJ School Board Recognition Month.*



New Jersey's local boards of education play an essential role in our students' lives. Board members oversee 580 school districts which, in turn, operate nearly 2,500 public schools and provide educational services to nearly 1.4 million children. They set the policies for our schools and make important decisions affecting curriculum, financing and staffing. At this time, the administration wishes to raise public awareness of the role and responsibilities of our local board of education and thank the Elsinboro school board members for their efforts. Collectively, the Elsinboro board members have over 57 years of service as board members for the Elsinboro Board of Education.

### **APPROVAL OF MINUTES**

Motion made by Mr. Carlson, second by Mrs. Weber to approve the regular and executive session meeting minutes of November 18, 2024 as submitted by the Board Secretary and as per the recommendation of the Chief School Administrator and Business Administrator.

**VOICE VOTE: Unanimously approved**

***Motion Carried: 6-0-0***

### **PUBLIC COMMENT - AGENDA ITEMS**

The Board welcomed Ms. Shannon Carlin, Special Education Teacher, to the meeting!

### **CHIEF SCHOOL ADMINISTRATOR'S REPORT**

Motion made by Mrs. Weber, second by Mrs. Sheffield to approve the following recommendations as presented by the Chief School Administrator:

#### **PERSONNEL – PROFESSIONAL**

##### **School Nurse Certification Coursework - Tuition Reimbursement**

The Graduate coursework request from Pamela Marts for six (6) credits taken through Rutgers University- Camden toward attainment of her School Nurse Certification. Reimbursement will be provided in the amount of \$6,748.00.

##### **Workshop Participation**

The following workshop participation:

STAFF	LOCATION	WORKSHOP	DATES	COST	SUB COST	MILEAGE
Natasha Cary	Virtual	Using Art to Increase Learning (K-8)	1/28/25	\$295.00	\$125	N/A
Sharon Simms	Virtual	Differentiated Instruction - Increasing Student Success While Decreasing Prep Time	1/28/25	\$169.00	\$125	N/A
Sharon Simms	Virtual	Making the Best Use of AI to Strengthen ELA Instruction	3/11/25	\$295.00	\$125	N/A
Pam Marts	FEA Conference Center	School Health & the Law	2/26/25	\$125.00	\$150	Yes

Bethany Hannah	Virtual	Behavioral Threat Assessment Training - NJ K-12	1/23/25	N/A	\$125	N/A
-------------------	---------	---	---------	-----	-------	-----

**ABSTAIN: Mrs. Weber**

**Motion Carried: 5-0-1**

Change in Effective Date for FMLA/NJFLA Leave of Absence - A. Hyatt

The request from Amanda Hyatt to change the effective date of her FMLA/NJFLA leave of absence from January 27, 2025 to January 15, 2025 through the remainder of the 2024-2025 school year.

Mrs. Hyatt will use her remaining accumulated sick and personal days for a portion of the leave. The remainder of the leave will be unpaid.

**PERSONNEL - SUPPORT**

Employment - Substitute

Autumn Foote as teacher/aide substitute for the remainder of the 2024-2025 school year at the rate of \$125.00 per diem. New hire paperwork is completed and attached.

**OTHER BUSINESS**

HIB Report - Approval

Approve the Superintendent's monthly Harassment, Intimidation, and Bullying Report for **November 2024** as presented:

HIB Investigations:	
Reported:	1
Completed:	1
# of incidents ruled as HIB:	0
# of incidents ruled as not falling under HIB:	1

HIB Report - Acknowledgement

Acknowledge the Superintendent's monthly Harassment, Intimidation, and Bullying Report for **December 2024** as presented:

HIB Investigations:	
Reported:	0
Completed:	0
# of incidents ruled as HIB:	0
# of incidents ruled as not falling under HIB:	0

School Safety Data System Report

The School Safety Data System Report Period 1 (Sept. 1, 2024 - Dec. 31, 2024) noting 0 HIB incident, 1 alleged HIB, 3 HIB training, 5 HIB program.

Adopt District Curriculum 2024-2025

Approve and adopt the district curriculum which is aligned with the New Jersey Student Learning Standards (NJSLS) which includes resources (textbooks, online subscriptions, workbooks, etc.).

Field Trips

Mrs. Hannah and 12 students (2nd grade) to walk to Elsinboro Municipal Building to experience our local government on May 7, 2025 from 9:15am to 10:55am. There is no cost to the students and no bus is needed.

**ABSTAIN: Mrs. Weber**

**Motion Carried: 5-0-1**

Mrs. Hannah with 2nd grade, Mrs. Schneider with 3rd grade and Mrs. Rieger with 4th grade to go to DuPont Environmental Education Center in Wilmington, DE on Thursday, April 3, 2025 from 8:30am to 12:30pm. There will be 40 students and 6 chaperones, student cost is \$7 and bus cost is \$460.00.

**ABSTAIN: Mrs. Weber**

**Motion Carried: 5-0-1**

2nd grade (12 students) and 3rd grade (13 students), Mrs. Hannah and Mrs. Schneider to go to The Academy of Natural Sciences in Philadelphia, PA on Friday, June 6, 2025 from 8:45am to 2:15pm. There is a \$15.00 cost to students and bus cost is \$590.00. Number of chaperones TBA.

**ABSTAIN: Mrs. Weber**

**Motion Carried: 5-0-1**

4th grade (14 students), 5th grade (14 students), Mrs. Rieger, Mrs. Boyle and 8 chaperones to go to The Franklin Institute in Philadelphia, PA on Friday, June 6, 2025 from 8:30am to 2:30pm. The bus cost is \$650.00, the cost to students is \$15.00.

2nd grade (12 students), 3rd grade (13 students), 4th grade (14 students), Mrs. Hannah, Mrs. Schneider, Mrs. Rieger and 3 chaperones to go to Cinemark Christiana & XD on Friday, January 31, 2025 from 11:15am - 2:30pm. They will be watching a movie of a book they are all familiar with. The cost to the students is \$20.00 to cover movie and snack. Bus cost is \$395.00.

**ABSTAIN: Mrs. Weber**

**Motion Carried: 5-0-1**

#### USMOA 2024-2025

"A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials" for the 2024-2025 school year.

#### Use of Facilities

The use of facilities for a Valentines Dance hosted by the ESHA, February 7, 2025 from 4:00 pm - 10:00 pm. Application is attached. Kelly Finley will oversee the activity.

#### Policies

The following policy for second reading and adoption:

CODE	POLICY	STATUS
6153 - Regulation	Field Trips	Second Reading - Revisions

#### Request for Student to Remain at ETS

The request from the parents of student SID # 3979818769 to remain at Elsinboro Township School District as a nonresident student for the remainder of the 2024-2025 school year.

**ROLL CALL VOTE: YES: Ms. Hogate, Mrs. Sheffield, Mr. Carlson, Mrs. Weber, Ms. Thomas, Mrs. Delaney**

**ABSTAIN: Mrs. Weber on Workshop Participation, Field Trips (see above)**

**Motions Carried: 5-0-1**

**All Other Motions Carried: 6-0-0**

#### **BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT**

Motion made by Ms. Hogate, second by Mrs. Weber to approve the following recommendations as presented by the Chief School Administrator and Business Administrator:

### 2023-2024 Audit, Recommendations and Corrective Action Plan

The Board Secretary presented the 2023-2024 Audit, the Recommendations, and Corrective Action Plan. The following documents were provided:

- Annual Comprehensive Financial Report (ACFR)
- Auditor's Management Report
- Synopsis of Audit
- Governance Letter
- Corrective Action Plan

Following review and discussion, the Board accept and approve the 2023-2024 Annual Comprehensive Financial Report (ACFR), Auditor's Management Report, and the Corrective Action Plan as per the recommendations and findings for the 2023-2024 school year.

### Resolution 2025-1 2023-2024 Audit, Recommendations and Corrective Action Plan

Approve Resolution 2025-1 as presented:

**Whereas** the Elsinboro Township Board of Education in accordance with N.J.S.A. 18A:23-1 must have a certified External Audit of the district's account and financial transactions;

**Whereas** the Elsinboro Township Board of Education received the audit performed by Nightlinger, Colavita and Volpa, P.A. and discussed said audit at its public meeting held on January 6, 2025,

**Now Therefore Be It Resolved** that the Elsinboro Township Board of Education accepts the audit for the 2023-2024 school year, fiscal year ending June 30, 2024, and approves the Corrective Action Plan (CAP) as follows:

Financial Planning, Accounting and Reporting: **Finding 2024-1**: Account 20-754 be utilized to separately track prior year encumbrances in the General Ledger.

School Food Service: **Finding 2024-2**: Meal Reimbursement requests should be submitted within 60 days.

Facilities and Capital Assets: **Finding 2024-3**: Procedures to update the fixed asset records need to be reviewed and revised in order to assure that all appropriate additions and deletions are reflected in a report supporting the financial statements.

School Food Service: **Other Matters**: The Board should implement a corrective action plan to review the operations in the Food Service Fund to avoid a deficit in the future.

### **Prior Year Audit Findings/Recommendations**

**Finding 2023-1**: Meal Reimbursement requests should be submitted within 60 days.

**Finding 2023-3**: Additions, deletions and other adjustments to the District's Fixed Asset Record should be submitted to the outside vendor in a timely manner in order to reflect updated annual information in the financial statements.

### Bills to be Paid

The bills list for December, 2024. *Furthermore, the Board authorizes the Business Administrator to pay any bills due and make transfers of funds as necessary prior to the February board meeting. A list of bills paid and transfers made will be presented at that time.*

**ABSTAIN: Mrs. Weber**



## **Motion Carried: 5-0-1**

### Title I Performance Report 2023-2024

The submission of the Title I Performance Report for the 2023-2024 school year to the NJ Department of Education.

### Title I Comparability Report 2024-2025

The submission of the Title I Comparability Report for the 2024-2025 school year to the NJ Department of Education.

### Collaborative Federal Desk Monitoring 2024-2025

The submission of the following grant Self-Assessments and supporting documentation to the NJ Department of Education for the 2024-2025 school year Collaborative Federal Desk Monitoring process:

Title IA  
Title IIA  
Title IVA  
IDEA - Basic and Preschool

### Mid-Day Preschool Transportation - B.R.Williams

The 2024-2025 school year mid-day preschool transportation route with B.R. Williams, Inc. effective December 18, 2024 through June 30, 2025 at a cost of \$85.00 per diem, total estimated cost of \$9,435.00. This route was created as a result of a student attending the preschool program at Quinton on a half day schedule to support learning needs.

**ROLL CALL VOTE: YES: Ms. Hogate, Mrs. Sheffield, Mr. Carlson, Mrs. Weber, Ms. Thomas, Mrs. Delaney**

**ABSTAIN: Mrs. Weber on Bills to be Paid (see above)**

***Motion Carried: 5-0-1***

***All Other Motions Carried: 6-0-0***

## **DISCUSSION ITEMS/FYI**

- January 2025 Calendar
- Enrollment - January 2025: 103 students
- Security Drill - November 21, 2024, 12:46pm, Evacuation, 1 minute 27 seconds, rainy 47 degrees, 107 students, 25 staff and Jack Smith, an evacuation was called by Natasha Cary, all staff and students evacuated to the gym for attendance check and explanation by Jack Smith, returned to classrooms.
- Security Drill - December 18, 2024, 9:01am, Active Shooter, 13 minutes, rainy, 103 students, 25 staff, Damion Carlson and Jack Smith, a lockdown was called by Kelly Finley. All staff and students were locked in their rooms with shades drawn, no one opened doors with announcement. All doors were unlocked by Laural Kretzer, Amy Weinert, and Jack Smith.
- Fire Drill - Friday, December 8, 2024, 2:08pm, 1 minute 3 seconds, 103 students, 23 staff, sunny and 51 degrees, pull station #6.
- 8th Graders visited SHS to tour the building.
- Therapy Dog, Valda and handler Kim have begun visiting classrooms.
- Mrs. Barbara Schneider, the chorus and band did an excellent job during the Winter Concert, 12/11/24. We had help from many teachers and staff. Big thanks to all the teachers and staff who helped out.

- Tree Lighting and Crafts with Santa went very well, thank you to MAPSA and ESHA for all of the hard work.
- Santa's Workshop was a huge success. Students were very excited to shop for their families.
- Culture Club had a field trip to Wood Lanes Bowling Alley and to view Christmas lights in the area. Culture Club parent Dinner was 12/18/24, students also decorated cookies and gingerbread houses.
- Nurse is fully certified!
- Teacher of the Year and Support Staff of the Year, Elizabeth Schneider and Melissa Harris.

## **PRESIDENT'S REPORT**

### **Communications to the Board**

- Salem City Board of Education Representative - Information will be forthcoming from the Salem County Office of Education. At this time, it does not appear that Elsinboro, LAC, and Mannington meet the requirement of 15% student enrollment to allow for representatives to represent the districts on Salem City's Board of Education.

### **Old Business**

- There has been no progress in removing the trailer from school property.
- Per Jeffrey Hiles, McCloskey project manager, the air handling units for the air conditioning in the gym project are not scheduled to ship from the manufacturer until March 10. This is past the bid specs project completion deadline of February 14. Work that can be completed prior to March will be so that as soon as the units arrive, they will be installed.

### **New Business**

- The Code of Ethics for School Board Members was reviewed. Board members will sign and return the Acknowledgement of Receipt of the Code of Ethics at the February, 2025 meeting.
- Filing of 2025 Personal/Relative and Financial Disclosure Statements - Information forthcoming

### **Committee Reports**

Ms. Thomas reported the new Salem City School District Superintendent began January 1, 2025.

### **PUBLIC COMMENT – OPEN**

None

### **EXECUTIVE SESSION**

Motion made by Mr. Carlson, second by Ms. Hogate that the Board enter into Executive Session by Resolution at 8:04 p.m., from which the general public will be excluded:

#### **EL SINBORO BOARD OF EDUCATION**

#### **RESOLUTION AUTHORIZING EXECUTIVE SESSION**

**WHEREAS**, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

**WHEREAS**, the Board of Education of the Elsinboro School District has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and  
**WHEREAS**, the regular meeting of this Board of Education will reconvene at approximately 8:13 p.m.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Elsinboro School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

- Litigation, Contract Negotiations or Attorney/Client Privilege

**BE IT FURTHER RESOLVED** that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

**BE IT FURTHER RESOLVED** that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

**ROLL CALL VOTE: YES: Mr. Carlson, Ms. Hogate, Mrs. Sheffield, Mrs. Weber, Ms. Thomas, Mrs. Delaney**

***Motion Carried: 6-0-0***

**RESUME PUBLIC SESSION**

Motion made by Mr. Carlson, second by Mrs. Sheffield to return to the public portion of the meeting at 8:13 p.m.

**VOICE VOTE: Unanimously approved**

***Motion Carried: 6-0-0***

**ADJOURNMENT**

Motion made by Mr. Carlson, second by Ms. Hogate that there being no further business to be brought before the Board that the meeting be adjourned at 8:13 p.m.

**VOICE VOTE: Unanimously approved**

***Motion Carried: 6-0-0***

Respectfully submitted,

Melanie M. Allen  
Business Administrator/Board Secretary