

SOUTH BOUND BROOK BOARD OF EDUCATION
Regular Meeting
August 21, 2019

CALL TO ORDER

The Regular meeting was called to order by board president, Allison Lih-Thiessen at 7:34PM with the Pledge of Allegiance followed by this opening statement:

STATEMENT RE: SUNSHINE LAW

This meeting has been advertised in the Courier-News, at least 48 hours prior to the meeting and has been posted in conspicuous locations including the borough hall and school buildings. This complies with state law governing meetings of school boards and other organizations.

ROLL CALL

Mrs. Conner, Mrs. Dabrowski, Mrs. Lih-Thiessen, Mr. Vatalare and Ms. Lima (arrived 7:38 PM).

Also present: Dr. Lorise Goeke, Superintendent/Principal and Mr. Vincent J. Caravello, Business Administrator/Board Secretary.

APPROVAL OF AGENDA

Motion to approve agenda as distributed to board members.

MOTION: Mrs. Dabrowski SECOND: Mrs. Conner VOTE: 4-0

APPROVAL OF MINUTES – June 12, 2019

a. Motion to approve minutes of June 12, 2019, Regular Meeting.

MOTION: Mrs. Dabrowski SECOND: Mrs. Conner VOTE: 4-0

b. Motion to approve closed session minutes of June 12, 2019, Regular Meeting.

MOTION: Mrs. Dabrowski SECOND: Mrs. Conner VOTE: 4-0

RECOGNITION OF PUBLIC

Also present for the meeting were Mr. Marc DeMarco, Mrs. C. Cruise and Ms. K. Menkens.

SUPERINTENDENT'S REPORT

Dr. Goeke shared the following with the board:

- The Administrators went on an administrative retreat to discuss planning and yearly administrative goals for the 2019- 20 school year.
- The additional staffing and new employees that will be starting the 2019-20 school year.

Dr. Goeke introduced Mr. Marc DeMarco.

The Leader In Me presentation was postponed till next meeting.

CORRESPONDENCE

- a. Letter of resignation from Susan Krier, dated June 21, 2019.
- b. Letter of resignation from Jessica Czarkowski, dated June 26, 2019.
- c. Letter of resignation from Lydia Roca, dated August 13, 2019.

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CONSENT ITEM A – I

a. APPROVAL OF FINAL BILLS LIST – JUNE 2019

Motion to approve the final bills listing for June 2019 in the amount of \$ 1,068,412.08; includes June 2019 payroll.

b. APPROVAL OF FINAL BILLS LIST – JULY 2019

Motion to approve the final bills listing for July 2019 in the amount of \$ 1,161,001.01; includes July 2019 payroll.

c. BOARD SECRETARY'S REPORT

Motion to approve Board Secretary's Reports dated June 30, 2019 indicating a cash balance of \$ 4,723,102.84.

d. TREASURER'S (CONSULTANT) REPORT

Motion to approve Treasurer's Report dated June 30, 2019 indicating a cash balance of \$ 4,723,102.84.

e. TRANSFERS WITHIN THE 2018-2019 SCHOOL BUDGET

Motion to approve the following end of year transfers:

From	To	Amount
11-000-266-420 Cleaning Repair and Maintenance Services	11-000-261-420 Clean/Repair/Maintenance	\$ 10,000.00
11-000-266-610 General Supplies	11-000-262-420 Maintenance Services	\$ 5,000.00
11-000-262-440 Rentals	11-000-240-105 Salary Secretary/Clerk	\$ 4,200.00
11-000-100-566 Private School Tuition	11-209-100-320 Purchased Services BD	\$ 16,000.00
11-000-261-420 Clean/Repair/Maintenance	11-000-262-610 Maintenance Supplies	\$ 1,750.00
11-000-251-600 Business Office Supplies	11-000-240-105 Salary Secretary/Clerk	\$ 170.86
11-000-261-420 Clean/Repair/Maintenance	11-000-262-100 Operation Plant Salaries	\$ 165.42
11-401-100-500 Co-Curricular Purchased Services	11-401-100-101 Co-Curricular Salaries	\$ 5,000.00
11-401-100-600 Co-Curricular Supplies	11-401-100-101 Co-Curricular Salaries	\$ 3,850.00
11-000-291-250 Unemployment Comp	11-000-291-220 S/S Unallocated	\$ 2,404.09
11-000-219-105 Salary Secretary/Clerical	11-000-211-101 Attendance Salaries	\$ 1,850.00
11-000-211-500 Attendance Purchased Services	11-000-211-101 Attendance Salaries	\$ 50.00
11-190-100-610-018 Technology Supplies	11-190-100-106 Other Instructional Aide Salaries	\$ 114.76
11-190-100-610-018 Technology Supplies	11-130-100-101 Grade 6-8 Salaries	\$ 1,000.00
11-100-100-270 Health Benefits	11-401-100-101 Co-Curricular Salaries	\$ 14,608.37
11-000-213-300 Purch/Prof Tech Services	11-401-100-101 Co-Curricular Salaries	\$ 956.14
11-000-262-622 Electric	11-000-261-420 Clean/Repair/Maintenance	\$ 29,775.36
11-000-262-621 Gas	11-000-261-420 Clean/Repair/Maintenance	\$ 20,000.00
20-235-200-200 Title I Benefits Carry Over	20-231-100-101 Title I Instructional Salary	\$ 2,501.55

f. APPROVAL OF CAFETERIA BILLS

Motion to approve bills for payment from the cafeteria account:

PAYMENT TO	DESCRIPTION	AMOUNT
Pomptonian	Reimbursement 846 061419	\$ 3,955.96
Pomptonian	Reimbursement 846 063019	\$ 2,960.62
PaySchools	POS System 2019-20	\$ 1,500.00
BFA Foodservice Equipment	Invoice # 130160	\$ 14945.83

g. APPROVAL OF BILLS LIST – AUGUST 2019

Motion to approve the bills listing for August 2019 in the amount of \$ 414,030.71; includes August 15, 2019 payroll.

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h. BOARD SECRETARY'S REPORT

Motion to approve Board Secretary's Reports dated July 2019, indicating a cash balance of \$ 4,560,916.61.

i. TREASURER'S (CONSULTANT) REPORT

Motion to approve Treasurer's Report dated July 31, 2019, indicating a cash balance of \$ 4,560,916.61.

Motion to approve the above consent items a - i

MOTION: Mrs. Dabrowski SECOND: Mrs. Conner ROLL CALL
VOTE: 5-0

ACTION ITEMS A – AM

a. MOTION FOR APPROVAL TO ATTEND WORKSHOPS AND PROFESSIONAL DEVELOPMENT

Motion to approve the attendance of the following to attend workshops and to receive reimbursement for incurred expenses:

NAME	DATE	COST	DESCRIPTION
M. Caputo	10/16/19	\$ 175.00	28 th Annual NJAAP School Health Conference

APPROPRIATION LINES 11-000-223-580 and 11-000-223-320

b. TUITION FOR OUT-OF-DISTRICT PLACEMENTS FOR 2019-2020

A motion is necessary for inclusion in the minutes to accept the following costs for out-of-district placements for the 2019-20 school year (through June 30, 2020):

	DESTINATION	COST
Student A	Future Foundation Academy (9/1/19 – 6/30/20)	\$ 60,603.00
“	Future Foundation Academy - ESY	\$ 5,075.00
Student B	Future Foundation Academy (9/1/19 – 6/30/20)	\$ 60,603.00
“	Future Foundation Academy - ESY	\$ 5,075.00
Student C	Future Foundation Academy (9/1/19 – 6/30/20)	\$ 60,603.00
“	Future Foundation Academy ESY	\$ 5,075.00
“	Future Foundation Academy 1:1 Aide (7/1/19-6/30/20) @	\$ 44,730.00
Student K	Hillsborough HS (9/1/19-6/30/20)	\$ 22,860.00
Student L	Future Foundation Academy (9/1/19 – 6/30/20)	\$ 56,340.00

APPROPRIATION LINE 11-000-100-562, 11-000-100-566

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c. ACCEPTANCE OF RESIGNATION FROM SUSAN KRIER

Motion to accept, with regret the resignation of Susan Krier, Teacher, effective June 30, 2019.

d. ACCEPTANCE OF RESIGNATION FROM JESSICA CZARKOWSKI

Motion to accept, with regret the resignation of Jessica Czarkowski, Teacher, effective June 26, 2019.

e. EMPLOYMENT OF JOSEPHINE EL-RAHEB FOR 2019-20 SCHOOL YEAR

Motion, as recommended by the superintendent to employ Josephine EI-Raheb as Assistant

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Principal/Data Specialist for the 2019-2020 school year (July 1, 2019 through June 30, 2020) Ms. El-Raheb's salary will be \$87,500.00.

- f. EMPLOYMENT OF TIMOTHY J. FARRELL FOR 2019-20 SCHOOL YEAR
Motion, as recommended by the superintendent to employ upon completion of employment requirements, Timothy Farrel as Teacher for the 2019-2020 school year (September 1, 2019 through June 30, 2020) on Step 7, BA of the salary guide at \$ 58,035.00.
- g. EMPLOYMENT OF PAMELA JUNGE FOR 2019-20 SCHOOL YEAR
Motion, as recommended by the superintendent to employ upon completion of employment requirements, Pamela Junge as Teacher for the 2019-2020 school year (September 1, 2019 through June 30, 2020) on Step 3, BA of the salary guide at \$ 56,240.00.
- h. EMPLOYMENT OF STEPHANIE RAMOS FOR 2019-20 SCHOOL YEAR
Motion, as recommended by the superintendent to employ upon completion of employment requirements, Stephanie Ramos as Teacher for the 2019-2020 school year (September 1, 2019 through June 30, 2020) on Step 4, MA of the salary guide at \$ 59,390.00.
- i. EMPLOYMENT OF HEATHER HILL FOR 2019-20 SCHOOL YEAR
Motion, as recommended by the superintendent to employ upon completion of employment requirements, Heather Hill as Teacher for the 2019-2020 school year (September 1, 2019 through June 30, 2020) on Step 1 of the salary guide at \$ 55,260.00.
- j. EMPLOYMENT OF DANIEL RICHTER AS TEACHER MATERNITY LEAVE REPLACEMENT FOR 2019-20 SCHOOL YEAR
Motion, as recommended by the superintendent to employ upon completion of employment requirements, Daniel Richter as Teacher Maternity Leave Replacement for the 2019-2020 school year (September 1, 2019 through June 30, 2020) on Step 1, BA of the salary guide at \$ 55,260.00.
- k. EMPLOYMENT OF STEVEN CHURMS FOR 2019-20 SCHOOL YEAR
Motion, as recommended by the superintendent to employ upon completion of employment requirements, Steven Churms as Teacher for the 2019-2020 school year (September 1, 2019 through June 30, 2020) on Step 11, MA of the salary guide at \$ 65,605.00.
- l. EMPLOYMENT OF TYLER PIAZZOLLA FOR 2019-20 SCHOOL YEAR
Motion, as recommended by the superintendent to employ upon completion of employment requirements, Tyler Piazzolla as Teacher for the 2019-2020 school year (September 1, 2019 through June 30, 2020) on Step 1, BA of the salary guide at \$ 55,260.00.
- m. EMPLOYMENT OF KATHRYN LACH FOR 2019-20 SCHOOL YEAR
Motion, as recommended by the superintendent to employ upon completion of employment requirements, Kathryn Lach as Teacher for the 2019-2020 school year (September 1, 2019 through June 30, 2020) on Step 3, BA +15 of the salary guide at \$ 57,505.00.
- n. EMPLOYMENT OF JANICE COVE FOR 2019-20 SCHOOL YEAR
Motion, as recommended by the superintendent to employ upon completion of employment requirements, Janice Cove as Paraprofessional for the 2019-2020 school year (September 1, 2019 through June 30, 2020) on Step 15 of the 2019-20 paraprofessional salary guide at \$ 25,012.52.00.

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o. EMPLOYMENT OF LISETTE WAIT FOR 2019-20 SCHOOL YEAR

Motion, as recommended by the superintendent to employ upon completion of employment requirements, Lisette Wait as Teacher for the 2019-2020 school year (September 1, 2019 through June 30, 2020) on Step 6 MA of the salary guide at \$ 60,040.00.

p. EMPLOYMENT OF DONNA BORELLI FOR 2019-20 SCHOOL YEAR

Motion, as recommended by the superintendent to employ upon completion of employment requirements, Donna Borelli as Cafeteria Aide for the 2019-2020 school year (September 1, 2019 through June 30, 2020). Ms. Borelli will be paid \$ 10.60 per hour.

q. EMPLOYMENT OF LAUREN ELLIS FOR 2019-20 SCHOOL YEAR

Motion, as recommended by the superintendent to employ upon completion of employment requirements, Lauren Ellis as Cafeteria Aide for the 2019-2020 school year (September 1, 2019 through June 30, 2020). Ms. Ellis will be paid \$ 10.60 per hour.

r. EMPLOYMENT OF SONIA ALVARENGA FOR 2019-20 SCHOOL YEAR

Motion, as recommended by the superintendent to employ upon completion of employment requirements, Sonia Alvarenga as Paraprofessional for the 2019-2020 school year (September 1, 2019 through June 30, 2020) on Step 5 of the 2019-20 paraprofessional salary guide at \$ 19,539.05.

s. EMPLOYMENT OF CALLIE KRONER FOR THE 2019-20 SCHOOL YEAR

Motion, as recommended by the superintendent, to employ upon completion of employment requirements Callie Kroner as Teacher for the 2019-2020 school year (September 1, 2019 through June 30, 2020). Ms. Kroner will be placed on Step 2 BA of the salary guide at \$ 55,750.00.

t. APPROVAL OF CONTRACT WITH GLOBAL COMPLIANCE NETWORK

Motion to approve contract for GCN Training for unlimited tutorials for staff for the 2018-19 school year in the total amount of \$1,400.00.

** u. APPROVAL OF PAYMENT TO PARAPROFESSIONALS PROVIDING SUBSTITUTE TEACHER COVERAGE

Motion to approve, per recommendation of the Superintendent, the supplemental payment to paraprofessionals providing substitute teacher coverage as needed at the rate of \$5.00 per hour.

v. APPROVAL OF FACILITY USE AGREEMENT WITH RED CROSS NEW JERSEY REGION

Motion to approve, per recommendation of the Superintendent, the facility use agreement with American Red Cross as part of the Emergency Management Plan with the Borough of South Bound Brook Borough, which would allow the use of the Robert Morris School on a temporary basis to conduct emergency, disaster-related activities.

w. APPROVAL OF SUPPLEMENTAL PAY FOR MARIANNA MARIN FOR SUMMER HOURS 2019-20 SCHOOL YEAR

Motion to approve supplemental pay for Marianna Marin for necessary summer hours for 2019-20 school year at \$ 35.38 per hour, not to exceed \$2,200.00.

x. APPROVAL OF 2019-20 MEMBERSHIP FOR NJASBO

Motion to approve NJASBO membership for 2019-20 school year for Vincent Caravello, School

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Business Administrator/Board Secretary, not to exceed \$ 990.00.

APPROPRIATION LINE 11-000-251-890

y. EMPLOYMENT OF CARLOS BLANDON FOR 2019-20 SCHOOL YEAR

Motion, as recommended by the superintendent to employ upon completion of employment requirements, Carlos Blandon as Paraprofessional for the 2019-2020 school year (September 1, 2019 through June 30, 2020) on Step _ of the 2019-20 paraprofessional salary guide at \$ 21,041.55.

z. RENEWAL OF ANNUAL CERTIFICATION FOR CPI TRAINER

Motion to approve annual membership fee for certification of CPI Trainer, Nonviolent Crisis Intervention Program for Anthony Lorenzi, not to exceed \$ 150.00.

APPROPRIATION LINE 11-000-223-320

aa. ACCEPTANCE OF RESIGNATION FROM LYDIA ROCA

Motion to accept, with regret the resignation of Lydia Roca, Teacher, effective August 13, 2019.

ab. ACCEPTANCE OF ROD GRANT G5-5832 REIMBURSEMENT

Motion to approve and accept the reimbursement amount of \$ 152,304.87 for Rod Grant Application G5-5832 to close out Fiscal Year End June 30, 2019.

ac. APPROVAL OF WITHDRAWAL FROM CAPITAL RESERVE FOR ROD GRANT G5-5832

Motion to approve withdrawal from Capital Reserve in the amount of \$ 68,183.72 to fund remaining balance of Rod Grant Application G5-5832 and to appropriate the amount in Fund 30 to close out Fiscal Year End June 30, 2019.

ad. APPROVAL OF AFFIRMATIVE ACTION TEAM FOR THE COMPREHENSIVE EQUITY PLAN

Motion to approve as recommended by the superintendent to form an Affirmative Action Team to conduct a needs assessment and develop a comprehensive equity plan.

ae. PROGRAMMING AND STAFFING PLANS FOR THE 2019-2020 SCHOOL YEAR

Motion, as recommended by the superintendent, that the attached programming and staffing plans for the 2019-2020 school year be included in the minutes.

af. ACCEPTANCE OF 2018-19 EXTRAORDINARY AID

Motion is necessary for the acceptance of the 2018-19 Extraordinary Aid in the amount of \$ 60,254.00.

ag. AUTHORIZATION TO OFFER EMPLOYMENT

Motion to authorize Superintendent of Schools Dr. Lorise Goeke to tender offers of employment prior to the board meeting on September 11, 2019 to fill staffing vacancies in a timely manner.

ah. APPROVAL OF EXTRACURRICULAR APPOINTMENTS FOR 2019-20

Motion to approve the following extracurricular appointments for the 2019-20 school year:

Name of Activity	Description	Stipend	Staff Member
Morning Duty	Supervise students at 8:16 a.m.	\$826	R. Baker (1 st & 2 nd) N. Riley (5 th & 6 th)

			S. Romano (Pre-K & K) B. Scimemi (3 rd & 4 th) D. Conte (7 th & 8 th)
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APPROPRIATION LINE 11-401-100-101 & 11-402-100-101

ai. APPROVAL OF RFP

Motion to authorize the School Business Administrator/Purchasing Agent to prepare and advertise a Request for Proposal for the following project:

Security Vestibule at the Robert Morris School

APPROPRIATION LINE 12-000-400-931

aj. AWARD FOR SUBSTITUTE AND PARAPROFESSIONAL SERVICES

WHEREAS, on August 1, 2019 the South Bound Brook Board of Education conducted a public bid opening for the award of Substitute and Paraprofessional Services which yielded the following for consideration (proposal evaluation report):

Contractor Name	Points Awarded
EduStaff	85 out of a possible 100 points
Precision HR	81.75 out of a possible 100 points
ESS	75.5 out of a possible 100 points
Insight	66.75 out of a possible 100 points

and;

WHEREAS, in accordance with N.J.S.A.18A:18A-4.4, the proposals must be evaluated based on certain criteria;

NOW, THEREFORE BE IT RESOLVED, that the South Bound Brook Board of Education award the contract for the Substitute and Paraprofessional Services to EduStaff LLC for the 2019-20 school year.

APPROPRIATION LINE 11-190-100-500

ak. APPROVAL OF AGREEMENT WITH TAPPIT TECHNOLOGY

Motion to approve agreement with TappIT Technology for Mobile AP software license for 2019-20 school year, not to exceed \$ 1,999.00.

APPROPRIATION LINE 11-190-100-500

al. APPROVAL OF NJASBO TRAININGS 2019-20

Motion, per recommendation of the superintendent, to approve the NJASBO training, cost not to exceed \$ 1,200.00. The following employees are to attend workshops and to receive reimbursement for incurred expenses:

NAME	DATE	DESCRIPTION
V. Caravello	10/15/19	Office of State Comptroller & Purchasing Reporting Requirements (part1) State Reporting Requirements ASSA & DRTRS (part 2)

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V. Caravello	11/19/19	Tax Sheltered Annuities & Other Personal Financial Plans – What's Available
V. Caravello	12/17/19	Negotiating Your Health Benefits (part 1) Procuring Insurances (Property, Casualty, W.C.) (part 2)
V. Caravello	2/25/20	New Jersey Pension Systems
V. Caravello	3/17/20	Purchasing
V. Caravello	4/21/20	Audit Review
S. Velazquez	10/8/19	Office of State Comptroller & Purchasing Reporting Requirements (part1) State Reporting Requirements ASSA & DRTRS (part 2)
S. Velazquez	3/19/20	Purchasing
S. Velazquez	5/12/20	Administrative Assistant Program
L. Ventura	12/10/19	Negotiating Your Health Benefits (part 1) Procuring Insurances (Property, Casualty, W.C.) (part 2)
L. Ventura	2/20/20	New Jersey Pension Systems
L. Ventura	5/12/20	Administrative Assistant Program

APPROPRIATION LINES 11-000-251-580, 11-000-223-580

am. APPROVAL OF MEMBER PARTICIPATION IN A COOPERATIVE PRICING SYSTEM

Motion to approve, as recommended by the superintendent a resolution authorizing the South Bound Brook BOE to enter into a cooperative pricing agreement

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission (HCESC), hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on August 21, 2019 the governing body of the South Bound Brook BOE, County of Somerset, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED, this resolution shall be known and may be cited as the Cooperative Pricing Resolution of the South Bound Brook BOE.

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the school business administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the HCESC.

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

* Mrs. Lih-Thiessen and the board thanked Mrs. Krier for her years of service

** Mr. Vatalare abstained from above action item "u".

Motion to approve the above action items a - am.

MOTION: Mrs. Conner

SECOND: Mrs. Dabrowski

ROLL CALL
VOTE: 5-0

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COMMITTEE REPORTS

Dr. Goeke attended the SCESC board meeting and discussed the new Recovery High School project.

OLD BUSINESS

Mr. Caravello shared the following with the board:

- Update on HVAC Project.
- Update on Rooms 135 & 140 Alterations Project.
- Update on Promethean Board Installation.
- Update on Chromebooks for students and laptops for staff.
- Update on Intercom and Phone System Project.
- New website is operational.
- Update on Visitor Management System.
- Mr. D. Dabrowski will be working to complete the courtyard makeover on September 7, 2019.

NEW BUSINESS

Mr. Caravello discussed the following new items:

- Vestibule project proposal.
- The New Jersey School Boards will take place from Monday October 21, 2019 through Thursday October 24, 2019. He asked which hotel the board would like to stay at for the Conference.

Mrs. Lih-Thiessen discussed the raising and lowering of the flag at the Elizabeth Street entrance.

RECOGNITION OF PUBLIC

Mrs. Carrie Cruise had a question regarding substitute approvals.

Mrs. Menkens thanked the board and administration for the Promethean boards.

ADJOURNMENT TO EXECUTIVE SESSION (TIME: 8:09 PM)

RESOLVED by the South Bound Brook Board of Education as per Chapter 231, P.L. 1975:

- a. That it is hereby determined that it is necessary to meet in Executive Session on August 21, 2019 to discuss:
 - Contract Negotiation
- b. The matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.
- c. Length of meeting thought to be approximately 15 minutes.
- d. Action may be taken upon return to Open Session.

MOTION: Mrs. Conner	SECOND: Mrs. Dabrowski	ROLL CALL
		VOTE: 5-0

RETURN TO OPEN SESSION (TIME: 8:37 PM)

Motion to return to Open Session.

MOTION: Mrs. Conner	SECOND: Mrs. Dabrowski	VOTE: 5-0
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ADJOURNMENT (TIME: 8:38 PM)

MOTION: Mrs. Conner	SECOND: Mrs. Dabrowski	VOTE: 5-0
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Respectfully Submitted,

Vincent Caravello
Business Administrator/Board Secretary