

July 5, 2011

The Webutuck Board of Education held their July 5, 2011 meeting at 7:30 p.m. in the Webutuck High School Library.

The following Board members were present:

Dale Culver, President

Joanne Boyd

Judy Moran

William McGhee

Kristen Panzer

John Perotti

Robert Trotta

Also Present:

David Paciencia, Interim Superintendent

Mary Grden, School Business Administrator

Therese Trotter, District Clerk

Absent:

CALL TO ORDER

President Culver called the business meeting of July 5, 2011 to order at 7:33 p.m.

ADMINISTRATION OF OATH OF OFFICE FOR NEWLY ELECTED BOARD MEMBERS

Mrs. Trotter administered the Oath of Office to Judy Moran, Kristen Panzer and Robert Trotta. The Oaths of Office are on file.

ELECTION OF BOARD OFFICERS

Board President

Mrs. Trotter asked for nominations for the office of President of the Board of Education.

Mr. Trotta made and Mr. Perotti seconded a nomination for Dale Culver for President.

Mr. Perotti made and Ms. Moran seconded a motion to close the nominations.

Ayes 7 Nays 0 The motion carried.

Mrs. Trotter asked for a roll call for Dale Culver for President of the Board of Education. The vote was as follows:

Dale Culver	Yes	Kristen Panzer	Yes
Joanne Boyd	Yes	John Perotti	Yes
Judy Moran	Yes	Robert Trotta	Yes
William McGhee	Yes		

The motion to declare Dale Culver President of the Board of Education passes.

July 5, 2011

Board Vice-President

Mr. Culver asked for nominations for the office of Vice-President of the Board of Education.
Mr. Perotti made and Mr. Trotta seconded a nomination for William McGhee for Vice-President
Ms. Moran made and Mr. Trotta seconded a motion to close nominations.
Ayes 7 Nays 0 The motion carried.

Mr. Culver asked for a roll call for Mr. McGhee for Vice-President of the Board of Education. The vote was as follows:

Dale Culver	Yes	Kristen Panzer	Yes
Joanne Boyd	Yes	John Perotti	Yes
Judy Moran	Yes	Robert Trotta	Yes
William McGhee	Yes		

The motion to declare William McGhee as Vice-President of the Board of Education passed.

ADMINISTRATION OF OATH OF OFFICE TO BOARD OFFICERS

Mrs. Trotter administered the Oath of Office for the President of the Board of Education and the Vice-President of the Board of Education. The Oaths of Office are on file.

ADMINISTRATION OF OATH OF OFFICE TO SUPERINTENDENT

Mrs. Trotter administered the Oath of Office to Interim Superintendent David Paciencia. The Oath of Office is on file.

ADMINISTRATION OF OATH OF OFFICE TO DISTRICT CLERK

President Culver administered the Oath of Office to Therese Trotter. The Oath of Office is on file.

Mr. Perotti made and Mrs. Boyd seconded a motion to have Roberts Rules of Order as the order of the Board of Education meetings. A Board member asked what the procedure is for questions on a motion. It usually follows professional decorum. A Board member was still unclear when it was proper to ask questions during the meeting. An explanation was offered.

Ayes 7 Nays 0 The motion carried.

CONSENT AGENDA VOTE

Ms. Moran made and Mr. Perotti seconded the following motion (as amended):
The amendment offered by the Business Manager called for pulling #5 under Other Items for further discussion. A Board member confirmed that anyone that is being appointed now can be changed at any time in the year.

The following asterisked items can be consent agenda items. A consent agenda is a single vote, which approves all asterisked items. Board policy (#008a) prohibits discussion of consent agenda items. Asterisked items can be pulled from the consent agenda for discussion by any one Board member.

Ayes 7 Nays 0 The motion carried.

July 5, 2011

BOARD OF EDUCATION REORGANIZATION
APPOINTMENTS 2011-2012

***1. Appointment of Officers**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that for the school year 2011-12, the following individuals shall be appointed as officers of the School District to serve at the pleasure of the Board in the following positions, for compensation as indicated:

<u>Position</u>	<u>Nominee</u>
District Clerk	Therese Trotter
Treasurer	Valerie Burdick
Deputy Treasurer	Mary Clinton
Tax Collector	Emma Jaromin
Claims Auditor/ Property Control Manager	Lorinda Coulthard
Attendance Officer	Sally Chamberlain (included in salary)
Ayes 7	Nays 0 The motion carried.

2. Positions of Legal Advisor, School Physician and Independent Auditor

Mrs. Moran made and Mr. McGhee seconded the following motion:

A Board member had questions on the Legal Advisor and Architect appointments on what they bill for, and he felt there should be a legal advisor here at least once a month. The Board President explained why the companies were selected. The Legal Advisor will be asked about being here once a month, and it will be reported back to the Board. There was a question as to where and who the RFP's were sent. The Business Manager explained who received the RFP's. Discussion ensued.

BE IT RESOLVED, that for the school year 2011-2012, the following individuals shall be appointed to serve in the following positions, for compensation as indicated:

		<u>2011-2012</u>
Legal Advisor	Girvin & Ferlazzo	\$ 14,000
School Physician	The Workplace	\$ 8,864
Independent Auditor	Sickler, Torchia, Allen & Churchill	\$ 17,600
Architect	Rhinebeck Arch. & Planning	Time & Materials
Internal Auditors	Ray Preusser	\$3,500
Bond Counsel	Hiscock & Barclay	Time & Materials
Fiscal Advisors	Fiscal Advisors, Inc.	Time & Materials

BE IT FURTHER RESOLVED, that the Board President be authorized to execute a contract with the Legal Advisor, School Physician, and Independent Auditor.

Ayes 6 Nays 1 The motion carried.

(Mr. Trotta was the lone dissenter.)

***3. Position of Transportation Department Physician**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that for the school year 2011-2012, the following designee shall be appointed to serve in the following position.

	Transportation Department Physician	The Workplace
Ayes 7	Nays 0	The motion carried.

***4. Insurance Reciprocal Authorization**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District desires to participate in the New York Schools Insurance Reciprocal (NYSIR); that the President of the Board of Education is authorized to sign the Subscribers Agreement; that upon signing the Subscriber's Agreement, it is the understanding of the Board of Education that Webutuck Central School will become a Subscriber to NYSIR and be afforded the insurance coverage underwritten by NYSIR for the policy period beginning July 1, 2011.

Ayes 7 Nays 0 The motion carried.

July 5, 2011

5. Appointments of Members of the Committee on Special Education and Pre-School Special Education

Mrs. Moran made and Mr. Perotti seconded the following motion as amended (added Cara Tomasetti as Alternate for CSE Chairperson):

BE IT RESOLVED, that for the school year 2011-2012 the following individuals shall be appointed to the positions as indicated, and they shall be authorized to act on the Board's behalf in said positions:

Chairperson CSE:	Robert Wood
Chairperson CPSE	Katy McEnroe
Alternates:	
CSE Chairperson –	Katy McEnroe, Alt. Cara Tomasetti
CPSE Chairperson –	Robert Wood
School Physician:	The Workplace (as needed)
School Psychologist:	Cara Tomasetti
Parent Members:	To Be Decided (TBD)
	To Be Decided (TBD)
All District Certified Personnel	
Ayes 7 Nays 0	The motion carried.

6. Standing Committees - Board Members Assignments

The Board President explained they will collate the requests and announce the committees at a future meeting.

Facilities Review Committee	
Audit and Finance Committee	
Policy Review Committee	
CSE/CPSE Liaison	
DCSBA Executive Committee	
Emergency Planning	
Negotiations Committee	
Albany Connection	
Cafeteria Committee	
Ayes 7 Nays 0	The motion carried.

7. Emergency Planning Committee

Mr. Trotta made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that for the school year 2011-2012 the following individuals shall be appointed to the positions as indicated, and they shall be authorized to act on the Board's behalf in said positions:

School Resource Officer	Mary Grden (Chairperson)
Emergency Coordinator	Business Official
Superintendent	Superintendent
<i>Board Member</i>	Board Member
Webutuck Jr./Sr. High School Principal (Gr. 7-12)	Jr./Sr. High School Principal
Webutuck Elementary Program Principal	Elementary Principal
Faculty Representative	WTA Union Representative
Transportation Representative	Head Bus Driver
Building and Grounds	Supervisor of Maint. & Operations
Health Services	School Nurse
Food Services	Business Official
Ayes 7 Nays 0	The motion carried.

July 5, 2011

***8. Consultant Appointments**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District agrees to employ the following consultants:

Karen Finnerty	Occupational Therapy
Margaret Runge	Physical Therapy
Ayes 7	Nays 0

The motion carried.

***9. DEHIC District Representatives Authorization**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District designate the following individuals to the position indicated, at no additional compensation, as recommended by the Superintendent of Schools.

District DEHIC Trustee	Business Official
District DEHIC Trustee Alternate	Superintendent
Ayes 7	Nays 0

The motion carried.

***10. IMPARTIAL HEARING OFFICERS**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that the individuals on the NYS Education Department list be appointed to serve as impartial hearing officers in accordance with 200.2(3) (1) of the Regulations of the Commissioner of Education, on a rotating basis, for the purposes of conducting impartial hearings pursuant to 200.5 of the Commissioner's Regulations.

Ayes 7	Nays 0
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The motion carried.

***11. Approval of Omni Group as 403b Administrator**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that the Board of Education approves Omni Group as the 403b Administrator, as recommended by the Superintendent of Schools.

BE IT ALSO RESOLVED, Upon the recommendation of the Superintendent, WHEREAS, the Board of Education desires to readopt 403b eligible vendor list to include: Caderet, Grant & Co., Equitable, ING, Legend Group, Lincoln Investment Planning, Vanguard Group, Oppenheimer Funds, Inc.

Ayes 7	Nays 0
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The motion carried.

DESIGNATIONS FOR 2011-2012

***1. Official Bank Depositories:**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that M & T Bank, Bank of Millbrook, Key Bank, Fleet Bank, Citizens Bank, Bank of New York, HSBC, JP Morgan Chase and Bankers Trust Company (NYLAF *New York Liquid Asset Fund*) be designated as the Official Bank Depositories for the Webutuck Central School District.

Ayes 7	Nays 0
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The motion carried.

***2. Official Newspaper:**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, by the Board of Education of the Webutuck Central School District that the The Millerton News be designated as the official newspaper of the district for the 2011-2012 school year.

Ayes 7	Nays 0
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The motion carried.

July 5, 2011

AUTHORIZATIONS

***1. Petty Cash Accounts**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, by the Board of Education of the Webutuck Central School District that petty cash and change fund accounts be established in the following amounts at the designated locations and under the custody of the following individuals:

Webutuck Elementary	Building Secretary	50.00
Eugene Brooks Intermediate School (Gr. 4-6)	Building Secretary	50.00
WHS (Gr. 7-12), & District Office	Deputy Treasurer	100.00
Ayes 7	Nays 0	The motion carried.

***2. Position Authorizations**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District designate the following individuals to the positions indicated, at no additional compensation:

Check Signatory	M. Clinton, Deputy Treas./ V. Burdick, Treasurer/Superintendent	
Payroll Certification	Superintendent	
School Purchasing Agent	Mary Grden, Bus. Mgr./Superintendent	
Central Treasurer	Mary Clinton, Deputy Treasurer	
Asbestos Designee	Mark Lounsbury, Dir. of Facilities	
Records Access Officer	Therese Trotter, District Clerk	
FOIL Officer	Therese Trotter, District Clerk	
Records Management Officer	Mary Clinton, Deputy Treasurer	
Records Appeal Officer	Superintendent	
Title VI Compliance Officer	John Merwin, Teacher /Cara Tomasetti, Psychologist	
Title IX Coordinator	Cara Tomasetti, Psychologist	
Title IX Investigative Officer	John Merwin, Teacher	
Title IX Investigative Officer	Cara Tomasetti, Psychologist	
EEOC	Mary Grden, Business Manager	
504/ADA Coordinator	Each Building Principal	
504 Compliance Officer	Superintendent	
OSHA Coordinator	Mark Lounsbury, Dir. of Facilities	
Civil Service Section 75 Hearing Officer	Mary Grden, Business Mgr./Superintendent	
Title I Coordinator	Katy McEnroe, Elementary Principal	
Title I – Homeless Liaison	Katy McEnroe, Elementary Principal	
Title I – Committee Chair	Katy McEnroe, Elementary Principal	
Residency Hearing Officer	Mary Grden, Business Manager	
WTA Sick Bank Committee	Bus. Official, WHS Principal, Dpty Treas.	
CSEA Sick Bank Committee	Bus. Official, WES Principal, Dpty Treas.	
Director of Physical Education	Robert Wood, Dir. Of Physical Education	
Ayes 7	Nays 0	The motion carried.

3. Budget Transfers

Ms. Moran made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District authorizes the Superintendent of Schools to approve budget transfers below \$5,000. The Superintendent shall inform the Board of Education of all such transfers through presentation of the monthly Comprehensive Budget Status Report.

Ayes 7 Nays 0 The motion carried.

July 5, 2011

4. CSE/CPSE Contract Authorization

Mrs. Boyd made and Mr. McGhee seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District authorizes the Superintendent of Schools to execute contracts to provide services for CSE/CPSE students, as recommended by the Committees on CSE/CSPE. Any expenditure over the amount of \$10,000 must be approved in advance by the Board of Education.

Ayes 7 Nays 0 The motion carried.

5. Authorization to Execute Contracts

Mr. Perotti made and Mrs. Boyd seconded the following motion:

BE IT RESOLVED, that the Board of Education authorizes the Superintendent and/or Board President to execute contracts for the 2011-2012 school year upon approval of the Board of Education.

Ayes 7 Nays 0 The motion carried.

***6. Conference Attendance**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District authorizes the Superintendent of Schools to approve administrative and teacher requests to attend conferences, conventions and workshops within the limit of the 2011-2012 budget appropriations.

Ayes 7 Nays 0 The motion carried.

***7. Authorization to Approve In-Service Participation**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District authorizes the Superintendent of Schools to approve in-service participation for faculty and staff within the limit of the 2011-2012 budget appropriations.

Ayes 7 Nays 0 The motion carried.

OTHER ITEMS

***1. Readoption of Policies**

Ms. Moran made and Mr. Perotti seconded the following motion:

WHEREAS, the Board of Education of the Webutuck Central School District is desirous of continuing to operate under the existing Board policies, **NOW THEREFORE BE IT RESOLVED**, that the existing Board policies, as contained in the School District "Policy Handbook" be re-adopted for the 2011-2012 school year.

Ayes 7 Nays 0 The motion carried.

***2. Recognition of the District's Code of Conduct (Approved @ 6/21/10 Board meeting)**

Ms. Moran made and Mr. Perotti seconded the following motion:

WHEREAS, the Board of Education of the Webutuck Central School District recognizes the existing District's Code of Conduct for the 2011-2012 school year.

Ayes 7 Nays 0 The motion carried.

***3. Establishment of Mileage Reimbursement**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District, approves the established Mileage Reimbursement Rate as established by the IRS.

Ayes 7 Nays 0 The motion carried.

4. Establishment of Short-term Substitute Rates

Mrs. Boyd made and Mr. Perotti seconded the following motion:

The Business Manager spoke about the rate of a substitute nurse, she will canvas the area on the going rate and report back to the Board. Further discussion on rates took place.

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District approves the established Short-term Substitute Rate for the 2011-2012 school year and that Policy #402 be amended accordingly:

July 5, 2011

	<u>First 15 days</u>	<u>Days 16-30</u>	<u>Days 31 over</u>
Substitute Teachers			
Certified Teachers	\$ 90	\$ 95	\$ 100
Bachelor Degree College Graduates	\$ 85	\$ 90	\$ 95
Associate Degree School Graduates	\$ 80	\$ 85	\$ 90
High School Graduates	\$ 75	\$ 80	\$ 85
Substitute School Nurse (RN)	\$ 80	\$ 85	\$ 90
Ayes 6 Nays 1	The motion carried.		

(Mr. Trotta was the lone dissenter.)

5. Establishment of Temporary and Substitute Support Employee Rates

This item was removed from the agenda for further research on rates.

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District approves the established Temporary and Substitute Support Employee Rates for the 2011-2012 school year. Temporary and substitute support employees shall be paid as follows:

Classification	Hourly Rate Minimum	Hourly Rate Maximum
Seasonal Cleaner	\$10.08	\$12.31
Seasonal Grounds Worker	\$10.08	\$12.31
Substitute Bus Driver	\$16.80	\$19.26
Substitute Bus Monitor	\$11.29	\$12.69
Substitute Custodial	\$13.36	\$15.01
Substitute Courier	\$13.36	\$15.01
Substitute Cleaner	\$13.36	\$15.01
Substitute Food Service Helper	\$10.69	\$12.69
Substitute Clerical Worker	\$12.85	\$14.45
Substitute Teacher Aide	\$11.96	\$13.46
Substitute Mechanic	\$17.86	\$20.10

Substitute School Nurse \$82.80 1st 15 days \$87.98 16-30 days \$93.15 31st day

***6. Establishment of Standard Work Day**

Ms. Moran made and Mr. Perotti seconded the following motion:

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED, that the Board of Education adopts the standard work day for ERS (Employees Retirement System) as six (6) hours per day for reporting purposes only.

Ayes 7 Nays 0 The motion carried.

***7. Blanket Bond**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, by the Board of Education that the following personnel required by Law or regulation shall be covered by faithful performance blanket bonds in accordance with Public Officers Law Section 11 in the amounts specified:

Central Treasurer	\$ 300,000	Internal Claims Auditor	\$ 300,000
Treasurer	\$1,000,000	Tax Collector	\$1,000,000
Deputy Treasurer	\$ 300,000	Independent Auditor	\$ 200,000
Ayes 7 Nays 0	The motion carried.		

***8. Adoption of 2011-2012 Board Meeting Calendar (as presented)**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that the Board of Education hereby approves the 2011-2012 Board Meeting Calendar (as presented), as recommended by the Superintendent of Schools.

Ayes 7 Nays 0 The motion carried.

July 5, 2011

***9. Authorization for Annual Renewal of School Lunch, Milk, and/or Breakfast Program**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that the Board of Education authorizes the Board President to execute the 2011-2012 Annual Renewal School Lunch, Milk, and/or Breakfast Agreement, as recommended by the Superintendent of Schools.

Ayes 7 Nays 0 The motion carried.

10. Establishment of School Lunch Rates

School Lunch/Breakfast Prices will be determined in August.

Board President explained that the cafeteria has not closed out (middle to end of July). After that they will access the program to determine whether an increase is needed. The Board would like a 4 year past performance of the cafeteria after the close out. Discussion ensued.

BE IT RESOLVED, that the Board of Education hereby approves the following proposed school breakfast/lunch rates for the 2011-2012 school year:

**** PRICES TO BE DETERMINED IN AUGUST**

Breakfast program:

Full price (all schools)

Reduced Price (all schools)

Free

Adults (all schools)

Lunch

Primary - full price

All Other Students - full price

Reduced Price (all schools)

Free

Adults

***11. Establishment of 2011-2012 Non-Resident Tuition Rates**

Ms. Moran made and Mr. Perotti seconded the following motion:

BE IT RESOLVED, that the Board of Education hereby approves the Estimated Non-Resident Tuition Rate consistent with Policy #507b for the 2011-2012 school year. They are as follows:

Full-Day K-6 Tuition \$ 9,478

Grades 7-12 Tuition \$12,547

Ayes 7 Nays 0 The motion carried.

ADJOURNMENT

There being no further business, Ms. Moran made and Mrs. Boyd seconded a motion to adjourn the Annual Organization meeting at 8:06.

Ayes 7 Nays 0 The motion carried.

Respectfully submitted,

Therese M. Trotter
District Clerk

Ms. Moran made and Mrs. Boyd seconded the motion to open a general meeting at 8:07.

Ayes 7 Nays 0 The motion carried.

Mrs. Panzer stated that she is on the Board at NECC and that she would need to recues herself from discussion on any NECC matter. Another Board member stated that she did not have to remove herself from discussions on that topic. Discussion ensued.

July 5, 2011

Jenny Hansell came to a previous Board meeting asking the Board if NECC and Webutuck students that are associated with the NECC summer program can sell their vegetables at a farmer's market for a six week period during the summer. The produce is grown in the school garden. The Board stated at that meeting that some questions needed to be answered by the next Board meeting. Mrs. Panzer stated that NECC would need to know soon because there is a short window for harvest and selling. A Board member had concerns that the garden program might be going away from being a school function from which it was originally approved. There were additional concerns about competing with local farmers. The Board member stated that NECC runs the farmer's market, and that they are aware of the competition; they intended for the produce to be sold on a different day than the market. Webutuck students who work at NECC thru their summer work program would get paid to harvest and sell the produce. Other concerns raised were the monetary aspect of selling produce. Concerns ranged from: where will the money be deposited; who will be in charge of the money that is made through the garden program; will the Board be able to view the financial statements from the garden program? NECC is very willing to provide the Board anything the Board would like with respect to the monies. Discussion ensued.

Mrs. Boyd made and Mr. McGhee seconded a motion to allow the project to go forward until the next Board meeting on July 18, 2011.

Ayes 4 Nays 1 The motion carried.

(Mr. Perotti was the lone dissenter. Mr. Trotta and Mrs. Panzer abstained from the vote.)

EXECUTIVE SESSION

Ms. Moran made and Mrs. Boyd seconded a motion to adjourn to executive session at 9:11 pm for the purpose of discussing the employment history of a particular person or persons.

Ayes 7 Nays 0 The motion carried.

(Mr. McGhee exited the meeting during Executive Session.)

RECONVENE PUBLIC SESSION

Mr. Perotti made and Mrs. Boyd seconded a motion to adjourn the executive session and to reconvene the public session at 11:14 pm.

Ayes 6 Nays 0 The motion carried.

Upon the recommendation of the Superintendent of Schools, the Board of Education of the Webutuck Central School District hereby approves the following instructional appointment:

Jessica Bertolini	Special Education
Effective: September 1, 2011	Tenure Area: Special Education
Probationary Period: September 1, 2011 – August 21, 2013	
Annual Salary = (Step 5) \$60,991	Replaces: David Friedman
Ayes 6 Nays 0	The motion carried.

Amendment of June 27, 2011 Appointment of Interim Superintendent

BE IT RESOLVED, that the Board of Education of the Webutuck Central School District hereby approves David A. Paciencia as the Interim Superintendent at a per diem rate of \$680 a day effective July 1, 2011.

ADJOURNMENT

There being no further business, Mrs. Panzer made and Mr. Perotti seconded a motion to adjourn the Annual Organization meeting at 11:16.

July 5, 2011

Ayes 6 Nays 0 The motion carried.

Respectfully submitted,

Therese M. Trotter
District Clerk