



Oneida-Herkimer-Madison BOCES

4747 Middle Settlement Road • New Hartford, NY 13413
www.oneida-boces.org

Cooperative Board 2017-2018

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MINUTES OF THE REGULAR MEETING OF APRIL 11, 2018

The Regular meeting of the Board of Cooperative Educational Services was held on April 11, 2018 in The Learning Center, Middle Settlement Road, New Hartford, New York.

MEMBERS PRESENT

Mrs. Elaine M. Falvo, President
Mrs. Michelle Anderson
Mrs. Doreen Corbin
Mrs. Evon M. Ervin
Mr. John A. Griffin
Mrs. Charlene A. Hartman
Mr. Michael J. Moore
Mr. Gary P. Nelson
Dr. Gary W. Porcelli
Mr. John J. Salerno
Mr. Russell Stewart

MEMBERS EXCUSED

Mr. Steve Boucher, Vice President

OTHERS PRESENT

Mr. Howard D. Mettelman, Executive Officer
Mr. Charles Cowen
Mr. Christopher Hill
Mr. Scott Morris
Mrs. Ann Turner
Mrs. Deborah Kimball

Date

Introduction

Members Present

Members Excused

Others Present

Elaine M. Falvo, *President*, Steve Boucher, *Vice President*,
Michelle Anderson, Doreen Corbin, Evon M. Ervin, John A. Griffin, Charlene A. Hartman,
Michael J. Moore, Gary P. Nelson, Dr. Gary W. Porcelli, John J. Salerno, Russell Stewart

*The mission of the Oneida-Herkimer-Madison BOCES is to provide innovative leadership, programs, and services
in response to the emerging educational needs of our school districts.*

OTHERS PRESENT – STUDENT PRESENTERS

Ellen Mahanna, Principal of Bridges
Lisa Rizzo, Coordinator of Bridges
Timothy Rowland, Administrative Intern
Katrina Tickle, Special Education Teacher
Cameron Fasolo, student
Renee Fasolo, mother
Kenneth Fasolo, father
Ashley Fasalo, sister

ITEM I. CALL TO ORDER

A quorum was noted and the meeting was called to order at 4:02 p.m. by Mrs. Falvo and then thanked the Board members for their flexibility with changing the meeting date.

ITEM II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ITEM III. RECOGNITION

Bridges Program

Ellen Mahanna, Principal of Bridges thanked Mr. Mettelman and the Board for having them. She then introduced Lisa Rizzo, Coordinator of Bridges. Lisa introduced the team Katrina Tickle, Special Education Teacher and Timothy Rowland, Administration Intern.

Lisa then introduced Cameron Fasolo, Whitesboro Central School District and his family that was present. Lisa stated that Cameron is a true example of what Bridges represents. Cameron has shown great growth and success within the program. He has utilized staff and programs offered by OHM BOCES to its fullest. Cameron has also taken advantage of connections to community agencies that are bridged into BOCES (ie ACCES- VR) to prepare himself for his future. Through these opportunities Cameron has gained and maintained a part-time job at Walgreens

Cameron will graduate in June 2018 and he will be attending MVCC in the fall to major in the Cyber Security Certification Program and continue working at Walgreens.

ITEM IV. RECOGNITION OF VISITORS

Mr. Timothy Rowland

ITEM V. COMMUNICATIONS

ITEM V. A. From the Floor

ITEM V. B. Correspondence

- SBI Distinguished Service Awards and Student Achievement Awards, May 10th
Mrs. Falvo noted that both Mr. Mettelman and Mr. Salerno will be recognized.
- 17th Annual Leading EDGE Awards – May 22nd. Mr. Mettelman will be honored.

ITEM VI. A. MINUTES OF THE REGULAR MEETING OF MARCH 15, 2018

Motion by: Mrs. Corbin
Seconded by: Mr. Salerno

Moved, that, the minutes of the Regular Meeting of March 15, 2018, of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

Yes	No	Absent	Abstain
Michelle Anderson		Steve Boucher	
Doreen Corbin			
Evon M. Ervin			
Elaine M. Falvo			
John A. Griffin			
Charlene A. Hartman			
Michael J. Moore			
Gary P. Nelson			
Gary W. Porcelli			
John J. Salerno			
Russell Stewart			

Motion carried, 11 - 0

ITEM VI. APPROVAL OF CONSENT AGENDA (B., C., D.)

MOTION TO APPROVE THE CONSENT AGENDA

Motion by: Mr. Nelson
Seconded by: Mrs. Corbin

Mr. Nelson requested further information regarding Item VI. D. 2. Policy 6504 - Leave for Cancer Screening and Item VI. D. 3. Approval of Adjustment to Food Services Workers' Wages.

FINANCIAL REPORTS/AWARDING OF CONTRACTS

ITEM VI. B. 1. MOTION TO ACCEPT REPORT OF TREASURER FOR FEBRUARY 2018

Moved, that the Cooperative Board accepts the Report of the Treasurer for February 2018 and the Budget Adjustment Report for February 2018 (Item VI B-1 and B-2); all as shown below:

Report of the Treasurer for February 2018

Capital	392,672.83
General	22,938,115.01
School Lunch	180,804.39
Special Aid	513.77
Trust/Agency	15,343.67
Trust/Expand	<u>71,651.42</u>
Total	\$23,599,101.09

and the Treasurer's Report for the Extra-Curricular Fund for February 2018 showing a fund balance of \$6,424.16.

ITEM VI. B. 2. MOTION TO ACCEPT THE 2017-2018 BUDGET ADJUSTMENT REPORT FOR FEBRUARY 2018

**Budget Revisions—2017-18
February 2018 Report**

2017-18 Adopted Budget	\$62,217,686
Commitment Changes	3,060,371
Net Changes	<u>+ 4,907,065</u>
Total	\$70,185,122

ITEM VI. C. PERSONNEL REPORT

**MOTION TO APPROVE CHANGES ON THE TEACHING/CERTIFIED STAFF AND
NON-INSTRUCTIONAL/CLASSIFIED STAFF**

Moved, that pursuant to the recommendations of the District Superintendent, the Board approves the following changes on the teaching/certified staff and non-instructional/classified staff.

C. PERSONNEL REPORT

a. RETIREMENTS

1. Teaching/Certified Staff

			Hire Date	Retire Date
1.	GAIL L. BELDEN-HARRINGTON	OCCUPATIONAL THERAPIST	09/18/1979	06/30/2018
2.	JEANNINE K. ECKEL	SCHOOL SOCIAL WORKER	09/01/1989	06/30/2018
3.	SANDRA M. GUBBINS	TEACHER ASSISTANT	11/12/1991	06/29/2018

2. Non-Instructional/Classified Staff

			Hire Date	Retire Date
1.	LAURIE JONES	ASSISTANT COOK	09/01/1996	06/21/2018
2.	LINDA ROBERTS	FOOD SERVICE HELPER	09/01/2007	06/30/2018

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	NICOLE M. GUDYKA	TEACHER ASSISTANT	03/16/2017	03/26/2018

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	BRYAN E. RONDEAU	COMPUTER TECHNICAL ASSISTANT	04/14/2014	03/16/2018
2.	KATHERINE R. STEVENS	ASSISTANT COOK	09/17/2007	09/01/2017

c. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	JENNIFER M. SMITH	TEACHER ASSISTANT	03/14/2018	04/30/2018	work as short term substitute teacher

d. APPOINTMENTS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR SHORT-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **JENNIFER M. SMITH** be appointed as a **TEACHER OF SPECIAL EDUCATION** in the Special Education Program, for a short-term substitute appointment commencing March 14, 2018 and ending April 30, 2018 at an annual salary rate of \$40,151.00, prorated.

Certification:

- * Initial certificate in Physical Education

Education:

- * Associate of Science in Liberal Arts and General Studies from Mohawk Valley Community College
- * Associate of Science in Liberal Arts and Physical Education from Herkimer County Community College
- * Bachelor of Science in Physical Education Teacher Certification from Brockport

Work Experience:

- * From November, 2017 through the present as a Teacher Assistant at Oneida-Herkimer-Madison BOCES
- * From October 10, 2017 through November, 2017 as a short-term substitute at Oneida-Herkimer-Madison BOCES
- * From September, 2016 through June, 2017 as a Physical Education/Health Instructor at Mount Markham Central School District
- * From November through February, 2013 - 2017 as a Volleyball Coach at Central Valley Central School District
- * From February, 2016 through May, 2016 as a Physical Education Instructor at Sauquoit Valley School District
- * August 2015 as a Varsity Girls Tennis Coach at Central Valley School District

b. RECOMMENDATION FOR A TEMPORARY APPOINTMENT(S)

1. Recommend that **LUCILLE I. MATT** be appointed as a **PROGRAM SPECIALIST** in the Information & Technology Division, for a temporary appointment commencing March 15, 2018 and ending June 30, 2018 at a salary rate of \$30.00/hour.
2. Recommend that **JAMES VANWORMER** be appointed as a **CURRICULUM SPECIALIST** in the Program and Professional Development Division, for a temporary appointment commencing April 02, 2018 and ending June 30, 2018 at a daily salary rate of \$400.00.

2. Non-Instructional/Classified Staff

a. RECOMMENDATION FOR PROVISIONAL APPOINTMENT - CIVIL SERVICE COMPETITIVE TITLE

1. Recommend that **RACHEL M. MIDDLETON** be appointed to a provisional appointment as a **CAREER EXPLORATION SPECIALIST** in the School and Business Alliance program, commencing April 16, 2018 at an annual salary rate of \$31,475.00, prorated.

RACHEL M. MIDDLETON has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CAREER EXPLORATION SPECIALIST**, until the results of the next civil service exam are known.

Education:

- * Graduate of Louis E. Dieruff High School, Allentown, PA
- * Associates Degree in Human Services from Mohawk Valley Community College

Work Experience:

- * From February, 2015 through March, 2016 as a scheduler at the Resource Center for Independent Living
- * From August, 2013 through August, 2014 as a paraprofessional at Mainstay Academy, Griffin, GA
- * From August, 2004 through August, 2013 as a behavior interventionist at Mainstay Academy, Griffin, GA
- * From September, 2000 through June, 2002 as a payroll specialist at KPMG Business Management Consultants, Atlanta, GA

b. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **FELICIA A. TALARICO** be appointed to a probationary appointment as a **CLEANER** in Administrative Services, Operations & Maintenance, commencing March 19, 2018 at an annual salary rate of \$28,655.00, prorated.

FELICIA A. TALARICO has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CLEANER**. **FELICIA A. TALARICO** will be required to serve a twenty-six week probationary period.

Education:

- * Graduate of Proctor High School

Work Experience:

- * From June, 1995 through the present as a clerk at UPS
- * From July, 2016 through the present as a substitute cleaner at Oneida-Herkimer-Madison BOCES
- * From December, 2009 through December, 2015 as a food service helper at Oneida-Herkimer-Madison BOCES

c. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **RENEE R. MORRIS** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing March 05, 2018 at an hourly salary rate of \$10.40, as needed.

RENEE R. MORRIS has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

- * Graduate of Remsen Central School District

Work Experience:

- * From March, 2018 through the present started as a substitute Food Service Helper at Oneida-Herkimer-Madison BOCES
- * From 2005 through the present as a cashier/cook at Northway Stop & Shop

2. Recommend that **BONNIE M. PADULA** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing March 21, 2018 at an hourly salary rate of \$10.40, as needed.

BONNIE M. PADULA has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

- * Graduate of Clinton Central School District
- * Attended Utica Career Institute for Cosmetology

Work Experience:

- * From September, 1987 through November, 2018 as a representative at Verizon

3. Recommend that **ANGELA R. SMALDONE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing March 29, 2018 at an hourly salary rate of \$10.40, as needed.

ANGELA R. SMALDONE has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

- * Graduate of Iliion High School
- * Attended Herkimer County Community College for Office Technologies

Work Experience:

- * From October, 2017 through the present as a customer service representative at Alorica
- * From June, 1995 through August, 2016 as a general office clerk at MetLife

4. Recommend that **KAREN D. YERKA** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in the School Lunch Program, commencing March 26, 2018 at an hourly salary rate of \$10.40, as needed.

KAREN D. YERKA has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

Education:

- * Graduate of Rome City School District

Work Experience:

- * From September, 2017 through the present as a receptionist at Lutheran Care
- * From April, 2014 through October, 2015 as a receptionist at Dr. Seedat's medical office
- * From September, 2013 through March, 2014 as a receptionist at Camden Collision
- * From March, 2011 through September, 2013 as a MSA/service tester at BNY Mellon
- * From November, 2009 through March, 2011 as a receptionist at Dr. Seedat's medical office

d. RECOMMENDATION FOR PERMANENT APPOINTMENTS FROM CIVIL SERVICE LISTING

The Human Resources Office, and the District Superintendent have reviewed the performance evaluations and record of absences for the below named individual(s). The below named individual(s) have successfully completed their individual twelve week or twenty-six week probationary period(s) and are being recommended to permanent appointment(s).

Minutes of the Regular Meeting of the Cooperative Board
Oneida-Herkimer-Madison BOCES
April 11, 2018
Page 10

			Perm. Date
1.	RANDY J. MILLER	COMPUTER OPERATOR AIDE	11/13/2017
2.	CAROL ORSINO	SENIOR ACCOUNT CLERK	01/01/2018

ITEM VI. D. ACTION ITEMS

**ITEM VI. D. 1. APPROVAL OF POLICY 1001 PUBLIC RELATIONS AND COMMUNICATIONS; 1003 VISITORS TO THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES FACILITIES; 1004 VOLUNTEERS; 1101 PUBLIC COMPLAINTS; 1102 PRINTED MATERIALS; 1103 SOLICITATION OF CHARITABLE DONATIONS FROM SCHOOL CHILDREN; 1200 POLICY ON CONSTITUTIONALLY PROTECTED PRAYER IN THE SCHOOLS; 1300 RECORDS MANAGEMENT; 1400 POLICY FOR HANDLING AND DISSEMINATING IDENTIFYING INFORMATION RECEIVED REGARDING SEX OFFENDERS; 5301 SOCIAL MEDIA & ELECTRONIC DEVICE POLICY
(SECOND READING)**

Moved, that the Cooperative Board approves the following Policies in order to provide a comprehensive written listing of the Cooperative Board's current policies, rules and regulations for the Oneida-Herkimer-Madison BOCES.

- 1001 Public Relations and Communications
- 1003 Visitors to the Board of Cooperative Educational Services Facilities
- 1004 Volunteers
- 1101 Public Complaints
- 1102 Printed Materials
- 1103 Solicitation of Charitable Donations from School Children
- 1200 Policy on Constitutionally Protected Prayer in the Schools
- 1300 Records Management
- 1400 Policy for Handling and Disseminative Identifying Information Received Regarding Sex Offenders
- 5301 Social Media & Electronic Device Policy

**ITEM VI. D. 2. APPROVAL OF POLICY 1002 COMMUNITY USE OF BOARD OF COOPERATIVE EDUCATIONAL SERVICES FACILITIES; 2010 RESIGNATION, DISMISSAL, FILLING VACANCIES; 5003 FIRE AND EMERGENCY DRILLS AND BUS EMERGENCY DRILLS; 5200 SCHOOL WELLNESS POLICY; 6504 LEAVE FOR CANCER SCREENING
(FIRST READING)**

Moved, that the Cooperative Board approves the following Policies in order to provide a comprehensive written listing of the Cooperative Board's current policies, rules and regulations for the Oneida-Herkimer-Madison BOCES.

- 1002 Community Use of Board of Cooperative Educational Services Facilities
- 2010 Resignation, Dismissal, Filling Vacancies
- 5003 Fire and Emergency Drills and Bus Emergency Drills
- 5200 School Wellness Policy
- 6504 Leave for Cancer Screening

ITEM VI. D. 3. APPROVAL OF ADJUSTMENT TO FOOD SERVICE WORKERS' WAGES

Moved, that the Cooperative Board approves a starting wage rate of \$12.00/hour for food service workers effective September 1, 2018, and that the accompanying proposed rates for current employees in the program also be approved effective July 1, 2018.

Employee Name	2017-18 Current Rate	2018-19 Scheduled Rate	Proposed Rate Effective 7/1/2018
Deborah Roberts	\$12.89	\$13.54	\$14.20
Amber Denza	\$13.54	\$14.20	\$14.91
Ann Edwards	\$10.40	\$11.10	\$12.46
Deborah Lockwood	\$15.66	\$16.45	\$17.27
Denise Philipson	\$13.54	\$14.20	\$14.91
Dawn Wendell	\$11.29	\$11.85	\$12.46
Maureen Ireland	\$14.91	\$15.66	\$16.45
James Crandall	\$13.54	\$14.20	\$14.91
Jodie Roys	\$10.40	\$11.10	\$12.46
Nancy Munn	\$14.20	\$14.91	\$15.66
Cynthia Rogers	\$15.66	\$16.45	\$17.27
Sue Arnsten	\$14.20	\$14.91	\$15.66
Alice Coleman	\$15.66	\$16.45	\$17.27
Rebecca Lockwood	\$15.66	\$16.45	\$17.27
Elaine LaPointe	\$12.89	\$13.54	\$14.20
Julie Harris	\$13.54	\$14.20	\$14.91
Linda Camp	\$14.91	\$15.66	\$16.45
Tanya Stevens	\$15.66	\$16.45	\$17.27

ITEM VI. D. 4. APPROVAL TO PARTICIPATE IN COOPERATIVE BID THROUGH ONONDAGA-CORTLAND-MADISON BOCES FOR ANNUAL FINANCING-LEASE/PURCHASE (INSTALLMENT PURCHASE) CONTRACTS

WHEREAS it is the desire of school districts/BOCES to participate in a cooperative bid(s) with the Onondaga-Cortland-Madison Board of Cooperative Educational Services, adopting this Resolution to bid jointly in the purchase of various supplies, equipment, and/or services.

RESOLVED that the Oneida-Herkimer-Madison Board of Cooperative Educational Services agrees to participate with the Onondaga-Cortland-Madison Board of Cooperative Education Services, Syracuse, NY, in the joint bidding of:

Annual Financing – Lease/Purchase (Installment Purchase) Contracts

BE IT FURTHER RESOLVED that it is agreed that the specifications as presented will be used, and that this Board agrees to bid its required amount of said items and/or services jointly with other school districts in New York State and the Onondaga-Cortland-Madison Board of Cooperative Educational Services. The recommendation of the contract evaluation team will be considered when this Board acts on the purchase of said items and/or services.

BE IT FURTHER RESOLVED that it is agreed that the Board will assume its equitable share of the costs if determined there is one as a result of this statewide bid.

ITEM VI. D. 5. APPROVAL OF ESTABLISHMENT OF WILLIAM SCOTT COLEMAN SCHOLARSHIP FUND

Moved, that the Cooperative Board authorizes the establishment of the William Scott Coleman Scholarship Fund.

ITEM VI. D. 6. APPROVAL OF ACCEPTANCE OF DONATION

Moved, that the Cooperative Board acknowledges the donation from Jay-K Lumber for the donation of Plexi glass and Polycarbonate plastic. Acceptance of this donation will be acknowledged by a letter from the District Superintendent.

ITEM VI. D. 7 APPROVAL OF APPOINTMENT OF DISTRICT SUPERINTENDENT AS REPRESENTATIVE FOR SHARED SERVICES PANEL

Moved, that the Cooperative Board approves Howard D. Mettelman, District Superintendent of Oneida-Herkimer-Madison BOCES, be appointed as the representative to serve on the Oneida County Shared Services Governing Board.

ITEM VI. D. 8 APPROVAL OF SCIENCE KIT SUPPLY BID

Moved, that the Cooperative Board approves the award of the Elementary Science Kit Supply Bid as per the attached listing representing the lowest qualified bidders meeting specifications, for a total award of \$115,097.98.

Cascade School Supplies	\$1,766.20
Cynmar	\$45.00
Fisher Science Education	\$17,361.41
Frey	\$9,908.88
Hummels Office Plus	\$10,106.95
Master Magnetics Inc.	\$654.40
Nasco	\$25,825.57
Omnikor Inc.-The Wikki Stix Co.	\$2,972.26
Rome General Lumber	\$2,731.16
S&S Worldwide	\$7,155.77
That Fish Place-That Pet Place	\$2,357.10
Wards Science	\$31,105.19
WB Mason Inc	\$3,108.09
Total Award	\$115,097.98

ITEM VI. D. 9. APPROVAL OF CONTRACT(S)

Mr. Mettelman shared information regarding the Energy Performance contract. This item had been previously approved by the Board due to the fact that our attorney’s had recommended a change from the U.E.S.C. contract to an Energy Performance contract. Mr. Mettelman requested that the Board authorize Mrs. Falvo to sign the contract for the Energy Performance contract. Mr. Mettelman also stated that he would bring a complete action item for the Energy Performance contract to the Board at their May meeting. Mr. Mettelman noted that the Energy Performance contract required not additional funding already approved by the Board in the original U.E.S.C. contract.

Yes	No	Absent	Abstain
Michelle Anderson		Steve Boucher	
Doreen Corbin			
Evon M. Ervin			
Elaine M. Falvo			
John A. Griffin			
Charlene A. Hartman			
Michael J. Moore			
Gary P. Nelson			
Gary W. Porcelli			
John J. Salerno			
Russell Stewart			

Motion carried, 11 - 0

ITEM VII. BOARD TOPIC(S)/DISCUSSION ITEM(S)

A. NATIONAL SCHOOL BOARDS ASSOCIATION CONFERENCE, APRIL 7-9, 2018

Mr. Mettelman and the Cooperative Board members who attended the conference reported out on the workshops they attended.

Mr. Hill introduced Mr. Timothy Rowland, Administrative Intern in the Bridges program. Mr. Rowland shared information regarding the Positivity Project.

B. BOARD OFFICER ELECTIONS

Mrs. Falvo reviewed Process 3 – Board Officer Election. She noted that she would like to run again for Cooperative Board President and Mr. Mettelman noted that Mr. Boucher would like to run again for Cooperative Board Vice President. Mrs. Falvo asked if there was interest from any of the other Board Members and they could state their interest at that time or if they so choose could submit their name to the nominating committee.

Mrs. Falvo asked the previous members of the nominating committee if they would like to remain on the committee and they agreed. With no objection, Mrs. Falvo appointed the nominating committee – Michael Moore, Chair; John Griffin and Gary Nelson.

ITEM VIII. OLD BUSINESS

None

ITEM IX. REPORTS

IX. 1. REPORT OF THE DISTRICT SUPERINTENDENT AND LEGISLATIVE UPDATE

None

ITEM X. EXECUTIVE SESSION

Motion by: Mrs. Corbin
Seconded by: Mrs. Ervin

Moved, that the Board enter Executive Session at 4:54 p.m. to discuss matters leading to the appointment, employment, suspension, and dismissal, of particular persons.

Motion carried 11-0

The Board returned to General Session at 5:14 p.m.

ITEM XI. ACTION ITEM(S) FOR APPROVAL (CONTINUATION OF VI.)

None

MOTION TO ADJOURN

Without further objection, there being no further business to come before the Cooperative Board, the meeting adjourned at 5:15 p.m.



Deborah Kimball
Clerk of the Board
April 11, 2018