

**REGULAR MEETING**  
July 11, 2024 – 5:30 p.m.  
**Perth Amboy High School**  
**300 Eagle Avenue**

**AGENDA**

1. Call to Order – President Peralta
2. Pledge of Allegiance
3. Notice of Meeting  
“The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, the Perth Amboy Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted at the bulletin board in the Administrative Headquarters Building, mailing notices to The Home Tribune, El Diario/La Prensa, City Clerk Kupsch, as well as all other persons requiring notification pursuant to the New Jersey Open Public Meetings Law.”
4. Roll Call – Mr. Michael LoBrace, School Business Administrator/Board Secretary
5. Student Representative –
6. Meeting open to the public for discussion of agenda items and non-agenda items. There will be only one public participation session at this meeting.

At this time, comments are invited on any matter. In accordance with the hearing requirement set forth in N.J.S.A. 18A:11-11, the public is also invited to comment on the approval of the employment contract with Dr. David A. Roman, Superintendent of Schools. Public participation shall be governed by Policy No. 0167. Anyone wishing to address the Board, please state your name, municipality of residence and group affiliation. Each statement made by a participant shall be limited to three minutes. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard. All statements shall be directed to the presiding officer. No member of the public may address or question board members individually. Although the Board encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not keeping with the conduct of a proper and efficient meeting. The Board discourages the public from speaking negatively about any employee, administrator, or student. Individuals can be held personally liable for defamatory or libelous statements made at public meetings. The Board bears no responsibility for comments made by members of the public. Comments regarding employees, administrators or students cannot be legally responded to by any member of the Board or administration.  
Motion to close Public comments.

\_\_\_\_\_ Motion

\_\_\_\_\_ Seconded

7. **WHEREAS**, pursuant to N.J.S.A. 10:4-12 (b), the Board of Education may exclude the public from that portion of a public meeting wherein the board discusses any of the matters set forth at N.J.S.A. 10:4-12 (b) (1)-(9);

**NOW, THEREFORE, BE IT RESOLVED** that in accordance with the provisions of the Open Public Meeting Act (“Act”), the Board of Education shall conduct a closed session pursuant to the provisions of N.J.S.A. 10:4-12(b) for the purpose of discussing the following matter(s): **Continued on Page 2**

- \_\_\_\_\_ Matters rendered confidential by state or federal law
- X   Personnel
- \_\_\_\_\_ Student(s) – Harassment, Intimidation & Bullying
- \_\_\_\_\_ Termination of employee
- \_\_\_\_\_ Appointment of a public official
- X   Matters covered by the attorney-client privilege

- \_\_\_\_\_ Pending or anticipated litigation
- \_\_\_\_\_ Pending or anticipated contract negotiations
- \_\_\_\_\_ Protection of the safety or property of the public
- \_\_\_\_\_ Matters involving the purchase, lease or acquisition of real property with public funds
- \_\_\_\_\_ Matters which would constitute an unwarranted invasion of privacy
- \_\_\_\_\_ Matters in which the release of information would impair a right to receive funds from the United States Government
- \_\_\_\_\_ Matters concerning collective negotiations and/or the negotiations of terms and conditions of employment of employees of the Board of Education
- \_\_\_\_\_ Possible imposition of a civil penalty or suspension
- \_\_\_\_\_ Any matter which could adversely affect the public interest if discussion of the matters were disclosed

It is anticipated that the length of time of this executive session will be \_\_\_\_\_ minutes, and that action may be taken in public after the executive session.

Motion to enter Executive Session

\_\_\_\_\_ Motion                      \_\_\_\_\_ Secoded

Motion to close Executive Session

\_\_\_\_\_ Motion                      \_\_\_\_\_ Secoded

8. Amendments/revisions to the agenda.

\_\_\_\_\_ Motion                      \_\_\_\_\_ Secoded

9. Approval of the following payrolls:

<b>Dates</b>	<b>Amounts</b>
June 14, 2024	\$6,854,997.11
June 26, 2024	\$6,194,562.37
June 28, 2024	\$513,173.00

\_\_\_\_\_ Motion                      \_\_\_\_\_ Secoded

10. Correspondence

A. State Department of Education (Copies distributed to Members of the Board)

- 1). Letter received from the Teacher's Pension and Annuity Fund approving the application for Early/Service Retirement for the following individuals with the following effective date:

Iliana Cortez	July 1, 2024
Sara M Bravo	July 1, 2024

- 2). Letter received from the Public Employees' Retirement System approving the application for Deferred Retirement for the following individuals with the following effective date:

Vivian Irizarry	July 1, 2024
Lydia M Swindell	July 1, 2024
Roberto Rodriguez	September 1, 2024

11. Reports

A. Board Secretary – Mr. Michael LoBrace

- 1). Report of Bid Opening held on June 11, 2024, June 27, 2024 and June 28, 2024.
- 2). Secretary's Monthly Financial Report for the month of May 2024.
- 3). Treasurer's Monthly Financial Report for the month of May 2024.

Acceptance of the Reports of the Secretary's and Treasurer's as submitted and as being in agreement for the month of May 2024.

Acceptance of certification from the Board Secretary that no major line item has been over-expended for the month of May 2024.

B. Board President's Report – Ms. Stacey Peralta

C. Superintendent's Report – Dr. David A. Roman

**CUR-12). Recommendations of the Superintendent of Schools**

**Curriculum Committee – Mr. Michael George, Chairperson**

1). Approval for the following Professional Development Services:

	<b>Name of Program/ Consultant</b>	<b>Date(s)</b>	<b>Audience</b>	<b>Total Cost Not to Exceed</b>	<b>Account # Pending Grant Approval</b>	<b>Under the Supervision of:</b>
a.	Maracas Learning Kaleidoscope Education Consulting (World Languages)	2024-2025 School Year	World Language Teachers in Grades: 6-12	\$10,000.00	20-272-200-300-0-0000-40 20-271-200-300-0-0000-40 Title II	Ms. Lillianné Cruz-Argemil, Director of Bilingual, ESL & World Languages

2). Approval to renew the following district Subscriptions/Online Resources/Licenses for the 2024-2025 school year.

	<b>Subscription/ Online Resource/ License</b>	<b>Grade Level(s)</b>	<b>Total Cost Not to Exceed</b>	<b>Account #</b>	<b>Under the Supervision of:</b>
a.	Explore Learning Gizmos (Science Online Resource)	Grades: 6-12	\$22,278.00	20-231-100-610-0-0000-40 20-234-100-610-0-0000-40 Title I	Ms. Jamie Richardson, Director of Curriculum and Instruction
b.	AlbertIO (AP Classes & SAT Support)	Grades: 9-12	\$11,533.00	20-231-100-610-0-0000-40 20-234-100-610-0-0000-40 Title I	Ms. Katelyn Tivald, Director of School Counseling and Related Services
c.	Edmentum (Credit Recovery)	Grades: 9-12	\$35,498.00	11-000-218-390-0-0000-20	Ms. Katelyn Tivald, Director of School Counseling and Related Services

**CUR-12). Recommendations of the Superintendent of Schools**

**Curriculum Committee – Mr. Michael George, Chairperson**

- 3). Approval for Garden State Environmental, Inc. to provide the following services during the 2024-2025 school year: chemical hygiene/laboratory safety consulting, training, perform laboratory safety surveys, update existing district chemical hygiene plans, and inspect/test laboratory fume hoods, at a cost not to exceed \$14,100.00, under the supervision of Ms. Jamie Richardson, Director of Curriculum and Instruction, funded through school-based budget.
- 4). Approval to add a Transitional Coordinator position to the Adult Education and Literacy Program at the Perth Amboy Adult School for the 2024-2025 school year, at a cost not to exceed \$42,000.00, under the supervision of Mr. Francisco Velez, Assistant Business Administrator, funded through the Title II Adult Education and Literacy Grant account numbers 20-619-100-101-0-0000-00, 20-619-100-101-1-0000-00, and 20-619-100-101-2-0000-00.
- 5). Approval to discontinue an Emotional Regulation Impairment Program at the Edward J. Patten Elementary School in accordance with the New Jersey Special Education code N.J.A.C. 6A:14, under the supervision of Ms. Marcia Stillo, Director of Special Services.
- 6). Approval to affirm the Superintendent’s decision regarding the HIB cases as founded and to approve the Superintendent to transmit a copy of the Board’s decision to the affected students’ parents HIB case numbers. **(Specified in Attachment)**
- 7). Approval to affirm the Superintendent’s decision regarding the HIB cases as unfounded and to approve the Superintendent to transmit a copy of the Board’s decision to the affected students’ parents HIB case numbers. **(Specified in Attachment)**

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Motion

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Seconded

**PER-13). Recommendations of the Superintendent of Schools**

**Personnel Committee – Ms. Marisol Gonzalez – Chairperson**

**Note: All appointments of district staff are contingent upon satisfying the requirements of the New Jersey Criminal History Background Check Status.**

1). Appointments of the following certificated staff:

	<b>Name (Last, First)</b>	<b>Position</b>	<b>Step</b>	<b>Salary Pending Negotiations (Pro-rated)</b>	<b>Location</b>	<b>Date Effective</b>	<b>End Date</b>	<b>Notes</b>
a.	Hallett, Paula	Teacher of Students with Disabilities	J-MA	\$83,040  (Special Education Stipend Included)	PAHS	9/1/2024	6/30/2025	Replacing T. Fanning
b.	Miller, Michele	Mathematics Teacher	G-MA	\$73,045	Shull School	9/1/2024	6/30/2025	Replacing R. Sarabando

2). Approval of the following requests for a Leave of Absence:

	<b>Name (Last, First)</b>	<b>Reason</b>	<b>Position</b>	<b>Location</b>	<b>Date Effective</b>	<b>End Date</b>	<b>Notes</b>
a.	Szpyhulsky, Alison	Medical Leave	Teacher	Shull School	5/16/24	6/26/24	Medical Leave without pay
b.	Navarro, Josue	Revision and Extension of Medical Leave	Security Personnel	Rose Lopez	4/12/24	8/30/24	Revision of Medical Leave From: 4/12/24 – 5/14/24 Utilizing sick and family medical days 5/15/24 – 6/28/24 Without pay To: 5/15/24 – 6/28/24 With pay from sick bank days 8/1/24 – 8/30/24 With pay from sick bank
c.	Rosa, Santo	Medical Leave	Custodian	Wilentz School	4/26/24	6/18/24	Utilizing sick days
d.	Fernandez, Finis	Extension of Medical Leave	Teacher	South Campus	5/16/24	6/26/24	Extension of Medical Leave with pay from sick bank
e.	Jimenez, Omar	Revision of Medical Leave	Security Personnel	Flynn School	5/3/24	6/28/24	Revision of Medical Leave From: 5/3/24 – 6/28/24 Without pay To: 5/3/24 – 6/28/24 With pay from sick bank
f.	Sarnowski, Marni	Family Leave	Teacher	Ceres School	3/11/24	6/26/24	3/11/24 – 5/7/24 Utilizing sick days 5/8/24 – 6/26/24 Without pay
g.	Restituyo, Christy	Personal Leave due to Student Teaching	Paraprofessional	Richardson School	9/3/24	5/15/25	9/3/24 – 5/15/25 Personal Leave due to Student Teaching without pay

**PER-13). Recommendations of the Superintendent of Schools**

**Personnel Committee – Ms. Marisol Gonzalez – Chairperson**

3). Acceptance of the following resignations for the purpose of retirement:

	<b>Name (Last, First)</b>	<b>Position</b>	<b>Location</b>	<b>Effective Date</b>
a.	Martell, Roberto	Day Custodian	Richardson School	May 1, 2024
b.	Vega, Carmen I.	Paraprofessional	Hmieleski E.C.C.	October 1, 2024

- 4). Approval for the Perth Amboy Board of Education to approve the revised Employment Contract for Superintendent and appoints Dr. David A. Roman, Chief School Administrator, through June 30, 2029, upon notice of public hearing as required by N.J.S.A. 18A:11-11 and as approved by the Interim Middlesex County Executive Superintendent of Schools on June 26, 2024.
- 5). Approval of the employment contract for Mr. Delvis Rodriguez, Assistant Superintendent of Administration for the 2024-2025 school year (July 1, 2024, through June 30, 2025) as approved by the Interim Middlesex County Executive Superintendent of Schools on June 26, 2024.
- 6). Approval of the employment contract for Dr. Damian Medina, Assistant Superintendent of Curriculum and Instruction for the 2024-2025 school year (July 1, 2024, through June 30, 2025) as approved by the Interim Middlesex County Executive Superintendent of Schools on June 26, 2024.
- 7). Approval of the employment contract for Mr. Michael LoBrace, School Business Administrator/Board Secretary for the 2024-2025 school year (July 1, 2024, through June 30, 2025) as approved by the Interim Middlesex County Executive Superintendent of Schools on June 17, 2024.
- 8). Approval for Staff to work for the 2024-2025 school year and be compensated at the contractual rate, under the supervision of each respective Principal and or Director. **(Specified in Attachment)**
- 9). Approval of new rates of pay for Lunch Aides, substitutes and hourly employees for the 2024-2025 school year. **(Specified in Attachment)**
- 10). Approval of the reappointments of the following to serve as Permanent Lunch Aides, for the 2024-2025 school year, under the supervision of each school Principal. **(Specified in Attachment)**
- 11). Approval for Mr. Ken Mullen to serve as volunteer assistant for the Athletic Department from July 1, 2024 to June 30, 2025, at no cost to the District, under the supervision of Mr. Sean Bullock, Director of Athletics, Health and Physical Education.
- 12). Approval of the salary adjustments. **(Specified in Attachment)**

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Motion

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Seconded

**FIN-14). Recommendations of the Superintendent of Schools**

**Finance Committee – Ms. Stacey Peralta – Chairperson**

- 1). Approval of transfer report in accordance with Board Policy 6422 and N.J.S.A. 18A:22-8.1 and N.J.A.C. 6A:23A-13.1 et seq. under the supervision of Mr. Michael LoBrace, School Business Administrator and Mr. Francisco Velez, Assistant School Business Administrator. **(Specified in Attachment)**
  
- 2). Be it Resolved, that the following bid award be made upon the recommendation of Mr. Michael LoBrace, School Business Administrator, Mr. Francisco Velez, Assistant School Business Administrator and Ms. Jasmin Rosta, Food Service Manager.

Milk and Dairy Products – Bid #25-030

Cream of Land, 529 Cedar Lane, Florence, NJ 08518.....\$593,153.07

- 3). Be it Resolved, that the following bid award be made upon the recommendation of Mr. Michael LoBrace, School Business Administrator, Mr. Francisco Velez, Assistant School Business Administrator and Ms. Jasmin Rosta, Food Service Manager.

Bread and Rolls – Bid #25-035

RP Baking LLC, D/B/A Pechter’s, Northvale.....\$156,395.50

- 4). Be it Resolved, that the following bid award be made upon the recommendation of Mr. Michael LoBrace, School Business Administrator, Mr. Francisco Velez, Assistant School Business Administrator and Ms. Jasmin Rosta, Food Service Manager.

Bid for Commercial Appliance Repair – Bid #25-036

Malachy Mechanical, Bayonne, NJ

\$99.00 per hour Monday through Friday – 7am – 6pm  
\$99.00 per hour Standard Travel Charge for Diagnostic visits  
30% markup on cost of parts

- 5). Be it Resolved, that the following bid award be made upon the recommendation of Mr. Michael LoBrace, School Business Administrator, Mr. Francisco Velez, Assistant School Business Administrator and Ms. Jasmin Rosta, Food Service Manager to multiple vendors. **(Specified in Attachment)**

Cafeteria Paper and Plastic – Bid #25-034

ACJ&R, Ewing, NJ  
WB Mason, Cranbury, NJ  
United USA, Corp., Brooklyn, NY  
Central Poly-Bag Corp., Linden, NJ  
Appco, Paper & Plastics, Island Park, NY  
Seashore Fruit & Produce, Vineland, NJ  
Imperial Bag & Paper Co., LLC, Jersey City, NJ



**FIN-14). Recommendations of the Superintendent of Schools**

**Finance Committee – Ms. Stacey Peralta – Chairperson**

- 6). Be it Resolved, that the following bid award be made upon the recommendation of Mr. Michael LoBrace, School Business Administrator, Mr. Francisco Velez, Assistant School Business Administrator and Ms. Jasmin Rosta, Food Service Manager.

Produce Delivery Margin – Bid #25-064 (Rebid)

Seashore Fruit & Produce, Co., 1344 NW Blvd., Vineland, NJ  
Produce Delivery Margin: 6%

- 7). Be it Resolved, that the following bid award be made upon the recommendation of Mr. Michael LoBrace, School Business Administrator, Mr. Francisco Velez, Assistant School Business Administrator and Ms. Jasmin Rosta, Food Service Manager.

Delivered Pizza – Bid #25-033 (Rebid)

S & Z Food Service Corp., 352 State Street, Perth Amboy, NJ 08861

\$9.15 per 14" Cheese Pizza  
\$9.70 per 14" Meat Pizza

- 8). Be It Resolved, that the following be rejected upon the recommendation of Mr. Michael LoBrace, School Business Administrator and Mr. Francisco Velez, Assistant School Administrator due to clarification of bid specifications.

Delivered Pizza Opening June 11, 2024 - BID #25-033

S & Z Food Service, Corp, Perth Amboy, NJ

\$ 9.60 per 16" Cheese Pizza  
\$10.10 per 16" Meat Pizza

- 9). Approval to accept the attached 2024-2025 Articulation Agreement for the WIOA (Workforce Innovation & Opportunity Act) Title II Consolidated Adult Basic Literacy and Integrated English Literacy & Civics Education Grant Program in conjunction with the New Brunswick Public Schools, under the supervision of Mr. Francisco Velez, Assistant School Business Administrator.

- 10). Approval to appoint Ms. Carmen Southward, Director of Operations, to serve as the District's IPM (Integrated Pest Management) Coordinator as per N.J.A.C. 7:30-13-3 for the 2024-2025 school year at no cost to the district.

- 11). Approval to appoint Ms. Carmen Southward, Director of Operations, to serve as the District's designee to carry out the duties required under the AHERA (Asbestos Hazard Emergency Response Act) 40 CFR-763, for the 2024-2025 school year at no cost to the district.

- 12). Approval to appoint Ms. Carmen Southward, Director of Operations, to serve as the District's designee as required by the New Jersey PEOSH Indoor Air Quality Standard (N.J.A.C. 12:100-13)(2007) for the 2024-2025 school year at no cost to the district.

**FIN-14). Recommendations of the Superintendent of Schools**

**Finance Committee – Ms. Stacey Peralta – Chairperson**

13). Resolution Awarding Contract – As Needed Basis Open Systems

The Perth Amboy Board of Education, based upon the recommendation and supervision of Mr. Michael LoBrace, School Business Administrator and Dr. Courtney Pepe, Director of Instructional Technology, hereby approves the award of a contract for Lenel S2 Support and Milestone Care + Support to

OSI  
211 Yardville Hamilton Square Road  
Hamilton, NJ 08620

The award of the contract is based upon the following pricing as obtained through the competitive Bid #ESCNJ23/24-32 used by OSI as issued by the Educational Services Commission of New Jersey an authorized cooperative purchasing agency in the State of New Jersey. System ID #65MCESCCPS for:

Lenel S2 Support and Milestone Care + Support

The term of the contract is from June 6, 2024 through June 5, 2026 at a cost not to exceed \$26,633.16, funded through account number 11-000-252-500-0-0000-00.

14). Resolution Appointment of Homeless Liaison

Recommended, that Ms. Jamie Richardson be appointed as Homeless Liaison for the Perth Amboy Public Schools for the 2024-2025 school year.

15). Deferred Compensation Plan Administrator for the 2024-2025 School Year

Recommended, that Mr. Michael LoBrace, School Business Administrator for Perth Amboy Public Schools' be appointed Plan Administrator for the District sponsored Deferred Compensation Retirement Plan for the 2024-2025 school year as required by the Internal Revenue Code of 1986 section 403(b).

16). Approval for Dr. Kenneth G. Swan to serve as a Team Physician for the Fall Athletic Season, at the rate of \$250 per football game, not to exceed \$1,500.00, funded through account number 15-402-100-500-0-0000-03, under the supervision of Mr. Sean Bullock, Director of Athletics.

**FIN-14). Recommendations of the Superintendent of Schools**

**Finance Committee – Ms. Stacey Peralta – Chairperson**

- 17). Resolution Awarding Contract—Fire and Burglar Alarm Monitoring, on an As Needed Basis from OPEN SYSTEMS INTEGRATORS, INC. 211 YARDVILLE HAMILTON SQUARE RD, HAMILTON, NJ 08620.

The Perth Amboy Board of Education, based upon the recommendation and supervision of Mr. Michael LoBrace, School Business Administrator, and Ms. Carmen Southward, Director of Operations, hereby approves the award of a contract for Fire and Burglar Alarm Monitoring to

OPEN SYSTEMS INTEGRATORS, INC.  
211 YARDVILLE HAMILTON SQUARE ROAD  
HAMILTON, NJ 08620

The award of the contract is based on the following pricing as obtained through the ESCNJ CO-OP# 65MCESCCPS BID#MRESC 21/22-41, term June 26, 2022 – June 25, 2025.

**Bid Pricing**

It is estimated, based upon historical spending trends, that the purchase order with OPEN SYSTEMS INTEGRATORS INC will not exceed \$18,144.00.

The term of the contract is from July 1, 2024 through June 25, 2025. Funded through account number 11-000-261-420-0-0000-32 (B&G)

- 18). Approval is requested for the district to apply for the Elementary and Secondary Education Act and accept the following funds for the 2024-2025 school year under the supervision of Ms. Jamie Richardson, Director of Curriculum and Instruction.

<b>Grant</b>	<b>24-25 Allocations</b>
Title I Part A	\$4,065,460
Title I SIA	\$135,500
Title II Part A	\$385,660
Title III	\$604,227
Title III Immigrant	\$63,290
Title IV	\$276,368
Totals	\$5,530,505

- 19). Approval to enter into a renewal contract with King High Garage, Bid #22-054 entitled Vehicle Service, Repairs and Preventative Maintenance, at no increase for the 2024-2025 school year, under the supervision of Mr. Michael LoBrace, School Business Administrator, Mr. Francisco Velez, Assistant School Business Administrator and Ms. Carmen Southward, Director of Operations.

**FIN-14). Recommendations of the Superintendent of Schools**

**Finance Committee – Ms. Stacey Peralta – Chairperson**

- 20). Resolution Awarding Contract—Electrical Service & Repair—As Needed Basis from SAL Electric Company, Inc.

The Perth Amboy Board of Education, based upon the recommendation and supervision of Mr. Michael LoBrace, School Business Administrator, and Ms. Carmen Southward, Director of Operations, hereby approves the award of a contract for Electrical Service & Repair, for the 2024-2025 school year to

SAL Electric Company, Inc.  
83 Fleet Street  
Jersey City, NJ 07306

The award of the contract is based on the following pricing as obtained through the EDS BID#: 12197, Contract Dates: December 1, 2023 thru December 1, 2024.

See attached EDS BID proposal submissions:

It is estimated, based upon historical spending trends, that the purchase order with SAL Electric Company, Inc. will not exceed \$25,000.00.

Funded through account number 11-000-261-420-0-0000-32

The term of the contract is from July 1, 2024, through December 1, 2024.

- 21). Resolution Awarding Contract—Elevator Services, Inspection, and Repair— As Needed Basis from Kencor, LLC.

The Perth Amboy Board of Education, based upon the recommendation and supervision of Mr. Michael LoBrace, School Business Administrator and Ms. Carmen Southward, Director of Operations, hereby approves the award of a contract for Elevator Services, Inspection and Repair to

Kencor, LLC  
882 S. Matlack Street, Suite C  
West Chester, PA 19283

The award of the contract is based on the following pricing as obtained through the: EDS Bid #11652 Contract dates: December 1, 2022 through December 1, 2024

It is estimated, based upon historical spending trends, that the purchase order with Kencor LLC will not exceed \$44,000.00.

Funded through account number 11-000-261-420-0-0000-32

The term of the contract is from July 1, 2024, through December 1, 2024.

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Motion

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Seconded

**B&G-15). Recommendations of the Superintendent of Schools**

**Buildings & Grounds Committee – Mr. Joas Quiles, Chairperson**

- 1). Approval of the following use of facilities requests, under the supervision of Mr. Michael LoBrace, School Business Administrator and Mr. Francisco Velez, Assistant School Business Administrator.

	Organization	Building	Dates/Time	Event	Certificate of Insurance	Estimated Fee

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Motion

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Seconded

**Old Business**

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Motion

\_\_\_\_\_  
Seconded

**New Business**

\_\_\_\_\_  
Motion

\_\_\_\_\_  
Seconded

**Motion to Adjourn**

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Motion

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Seconded