

Date: July 9, 2024  
 Type: Reorganization and Regular Meeting  
 Location: Board Room  
 Present: Craig Giroux; Daniel Bernard; Mary Lapierre; Jason Bruce; Chris Demers; Lee Barcomb; Tim Howley  
 Others: Robert McAuliffe, Superintendent; Krista Ringer, Elementary Principal; Kerry Adams, Director of Special Education; Kait Breton, District Clerk; Megan Walls, Middle/High School Principal

| Call to Order  | <p>Mr. Giroux, Board President, called the meeting to order at 6:01 PM.</p> <p style="text-align: center;">Motion carried unanimously.</p>   |              |                         |              |                  |                      |             |                 |                    |                         |             |              |             |           |             |     |             |                  |                  |     |             |               |             |            |             |
|--|--|--------------|-------------------------|--------------|------------------|----------------------|-------------|-----------------|--------------------|-------------------------|-------------|--------------|-------------|-----------|-------------|-----|-------------|------------------|------------------|-----|-------------|---------------|-------------|------------|-------------|
| Election of Officers for 2024-25                     |  |              |                         |              |                  |                      |             |                 |                    |                         |             |              |             |           |             |     |             |                  |                  |     |             |               |             |            |             |
| Board of Education President                         | <p>Mrs. LaPierre made a motion, seconded by Mr. Howley to accept the nomination to appoint Mr. Craig Giroux for the position of President of the Board of Education.</p> <p style="text-align: center;">Motion carried unanimously.</p>  |              |                         |              |                  |                      |             |                 |                    |                         |             |              |             |           |             |     |             |                  |                  |     |             |               |             |            |             |
| Board of Education Vice President                    | <p>Mr. Barcomb made a motion, seconded by Mr. Howley to accept the nomination to appoint Mr. Daniel Bernard for the position of the Vice President of the Board of Education.</p> <p style="text-align: center;">Motion carried unanimously.</p>   |              |                         |              |                  |                      |             |                 |                    |                         |             |              |             |           |             |     |             |                  |                  |     |             |               |             |            |             |
| Clerk of the Board                                   | <p>Mr. Howley made a motion, seconded by Mr. Bruce to accept the nomination to appoint Mrs. Mary LaPierre for the position of Clerk of the Board.</p> <p style="text-align: center;">Motion carried unanimously.</p>   |              |                         |              |                  |                      |             |                 |                    |                         |             |              |             |           |             |     |             |                  |                  |     |             |               |             |            |             |
| Consent Agenda: Appointment of Officers to the Board | <p>Mr. Demers made a motion, seconded by Mr. Bernard to appoint the following individuals as Officers to the Board of Education for the 2024-25 school year:</p> <table border="1" data-bbox="553 1526 1414 2045"> <thead> <tr> <th>Designation</th> <th>Individual</th> <th>Compensation</th> <th>Indemnity Amount</th> </tr> </thead> <tbody> <tr> <td>District Clerk</td> <td>Kait Breton</td> <td>n/a</td> <td>\$2,000,000</td> </tr> <tr> <td>Internal Claims Auditor</td> <td>Nancy Vesco</td> <td>\$20.00/hour</td> <td>\$2,000,000</td> </tr> <tr> <td>Treasurer</td> <td>Cierra Bell</td> <td>n/a</td> <td>\$2,000,000</td> </tr> <tr> <td>Deputy Treasurer</td> <td>Kaitlin Tetrault</td> <td>n/a</td> <td>\$2,000,000</td> </tr> <tr> <td>Tax Collector</td> <td>Nancy Vesco</td> <td>\$2,500.00</td> <td>\$2,000,000</td> </tr> </tbody> </table> <p style="text-align: center;">Motion carried unanimously.</p> | Designation  | Individual              | Compensation | Indemnity Amount | District Clerk       | Kait Breton | n/a             | \$2,000,000        | Internal Claims Auditor | Nancy Vesco | \$20.00/hour | \$2,000,000 | Treasurer | Cierra Bell | n/a | \$2,000,000 | Deputy Treasurer | Kaitlin Tetrault | n/a | \$2,000,000 | Tax Collector | Nancy Vesco | \$2,500.00 | \$2,000,000 |
| Designation  | Individual   | Compensation | Indemnity Amount        |              |                  |                      |             |                 |                    |                         |             |              |             |           |             |     |             |                  |                  |     |             |               |             |            |             |
| District Clerk                                       | Kait Breton  | n/a          | \$2,000,000             |              |                  |                      |             |                 |                    |                         |             |              |             |           |             |     |             |                  |                  |     |             |               |             |            |             |
| Internal Claims Auditor                              | Nancy Vesco  | \$20.00/hour | \$2,000,000             |              |                  |                      |             |                 |                    |                         |             |              |             |           |             |     |             |                  |                  |     |             |               |             |            |             |
| Treasurer  | Cierra Bell  | n/a          | \$2,000,000             |              |                  |                      |             |                 |                    |                         |             |              |             |           |             |     |             |                  |                  |     |             |               |             |            |             |
| Deputy Treasurer                                     | Kaitlin Tetrault   | n/a          | \$2,000,000             |              |                  |                      |             |                 |                    |                         |             |              |             |           |             |     |             |                  |                  |     |             |               |             |            |             |
| Tax Collector  | Nancy Vesco  | \$2,500.00   | \$2,000,000             |              |                  |                      |             |                 |                    |                         |             |              |             |           |             |     |             |                  |                  |     |             |               |             |            |             |
| Consent Agenda: Other Appointments                   | <p>Mr. Barcomb made a motion, seconded by Mr. Bruce to approve the following individuals to the other appointed positions for the 2024-25 school year:</p> <table border="1" data-bbox="553 2214 1414 2475"> <thead> <tr> <th>Designation</th> <th>Individual/Organization</th> <th>Compensation</th> </tr> </thead> <tbody> <tr> <td>School Attorney</td> <td>Stafford-Owens, PLLC</td> <td>\$230/hr</td> </tr> <tr> <td>School Attorney</td> <td>Harris-Beach, PLLC</td> <td>\$210/hr</td> </tr> </tbody> </table>   | Designation  | Individual/Organization | Compensation | School Attorney  | Stafford-Owens, PLLC | \$230/hr    | School Attorney | Harris-Beach, PLLC | \$210/hr                |             |              |             |           |             |     |             |                  |                  |     |             |               |             |            |             |
| Designation  | Individual/Organization  | Compensation |                         |              |                  |                      |             |                 |                    |                         |             |              |             |           |             |     |             |                  |                  |     |             |               |             |            |             |
| School Attorney                                      | Stafford-Owens, PLLC   | \$230/hr     |                         |              |                  |                      |             |                 |                    |                         |             |              |             |           |             |     |             |                  |                  |     |             |               |             |            |             |
| School Attorney                                      | Harris-Beach, PLLC   | \$210/hr     |                         |              |                  |                      |             |                 |                    |                         |             |              |             |           |             |     |             |                  |                  |     |             |               |             |            |             |

|  |                            |             |
|--|----------------------------|-------------|
| Municipal Finance Consultant             | RBT, Inc.                  | n/a         |
| School Architect                         | Bernier, Carr & Associates | n/a         |
| School Insurance Consultant              | Northern Insuring          | n/a         |
| Independent Auditing Firm                | Boulrice & Wood, CPA PC    | \$13,000.00 |
| Director of Student Health Services      | Plattsburgh Medical Care   | \$1,900.00  |
| Purchasing Agent                         | Kaitlin Tetrault           | n/a         |
| Extra Curricular Activity Fund Treasurer | Cierra Bell                | n/a         |
| Chief Faculty Counselor                  | Robert McAuliffe           | n/a         |
| Public Records Access Officer            | Kaitlin Tetrault           | n/a         |
| Records Management Officer               | Kaitlin Tetrault           | n/a         |
| Attendance Officer                       | Robert McAuliffe           | n/a         |
| Title IX Compliance Officer              | Krista Ringer              | n/a         |
| Homeless Liaison                         | Amanda Thew                | \$7,000.00  |
| Pesticide Control Officer                | Troy Tatro                 | n/a         |
| Asbestos Designee                        | Troy Tatro                 | n/a         |
| Section 504/ADA Coordinator              | Kerry Adarms               | n/a         |
| Section 504/ADA Compliance Officer       | Robert McAuliffe           | n/a         |
| Home Schooling Coordinator               | Kerry Adams                | n/a         |
| Comptroller of Petty Cash Funds          | Robert McAuliffe           | n/a         |

Motion carried unanimously.

Consent Agenda:  
Designations

Mr. Howley made a motion, seconded by Mr. Demers to approve the following designations:

- A. Designate TD Bank and Bank of New York (CLASS) as official depositories of the District during the 2024-25 school year.
- B. Designate the following Board Members as the Audit Committee:
  - a. Daniel Bernard
  - b. Jason Bruce
  - c. Lee Barcomb
  - d. Craig Giroux (alternate)
- C. Designate the following Board Members for the Building

Standard Work Day Resolution

Committee:

- a. Craig Giroux
- b. Chris Demers
- c. Tim Howley
- D. Designate the Press Republican and the Sun Community News as official newspapers of the district.
- E. Designate the second Tuesday of each month, at 6:00 PM in the CCRS Board Room, as the meeting date, time, and location of the Board of Education meetings for the 2024-25 school year, as follows, unless otherwise stated: *August 13; September 10; October 8; November 12; December 10; January 14; February 11; March 11; April 8; May 13; and June 10.*
- F. Designate a mileage reimbursement rate to follow the IRS mileage rates for employees who use their personal automobiles on official business of the district during the 2024-25 fiscal year.
- G. Designate the Superintendent of Schools as representative to the Clinton, Essex, Warren & Washington Workers Compensation and Health Insurance Consortium Board of Directors & Trustee representing the Chazy Union Free School District.
- H. Designate the bulletin boards in the Teacher’s Room, Receiving Room, and outside the Main Office as the official bulletin boards for the posting of official district notices for the 2024-25 school year.

Motion carried unanimously.

Mrs. LaPierre made a motion, seconded by Mr. Howley BE IT RESOLVED that the Chazy Union Free School District, location code 70904, hereby establishes the following as Standard Work Days for its employees and will report days worked to the New York State and Local Employees’ Retirement System based on the timekeeping system or the record of activities maintained and submitted by these members to the clerk of this body:

|                                |   |
|--------------------------------|---|
| Five Days/Week, 8 Hours/Day    | All Building Maintenance Workers, Custodial Workers, Transportation Supervisor, Auto Mechanic, Auto Mechanic Helper, Cook Manager, Account Clerk, Typists, Superintendent Secretary, District Clerk |
| Five Days/Week, 7.25 Hours/Day | Registered Professional Nurse   |
| Five Days/Week, 7 Hours/Day    | Teacher Aide, Student Aide, School Monitor  |
| Five Days/Week, 6 Hours/Day    | Bus Drivers, School Bus Monitor, Food Service Helper  |
| Five Days/Week, 3.5 Hours/Day  | Part-Time Food Service Helper   |

Motion carried unanimously.

Consent Agenda: Authorizations

Mr. Demers made a motion, seconded by Mr. Bruce to approve the following authorizations for the 2024-25 school year:

| Authorization   | Individual     |
|-----------------|----------------|
| Certify payroll | Superintendent |

|  | Approve attendance of all local staff conferences, conventions, workshops, and off-campus meetings subject to available budget appropriations   | Superintendent   |           |            |                  |             |               |          |                  |          |             |          |             |                            |
|--|---|------------------|-----------|------------|------------------|-------------|---------------|----------|------------------|----------|-------------|----------|-------------|----------------------------|
|  | Sign all applications and forms required for Federal and State Programs and Grants  | Superintendent   |           |            |                  |             |               |          |                  |          |             |          |             |                            |
|  | Sign all checks   | Treasurer        |           |            |                  |             |               |          |                  |          |             |          |             |                            |
|  | Sign all checks in the absence of the Treasurer   | Business Manager |           |            |                  |             |               |          |                  |          |             |          |             |                            |
|  | Approve budgetary transfers within and between funds as necessary to balance accounts up to \$2,500   | Superintendent   |           |            |                  |             |               |          |                  |          |             |          |             |                            |
|  | Alternate signature for all accounts  | Superintendent   |           |            |                  |             |               |          |                  |          |             |          |             |                            |
|  | Establish petty cash funds for the District Office (\$50) and the Cafeteria (\$100)   | Treasurer        |           |            |                  |             |               |          |                  |          |             |          |             |                            |
|  | Utilize the school district credit card   | Business Manager |           |            |                  |             |               |          |                  |          |             |          |             |                            |
|  | Invest idle funds in approved interest-bearing accounts   | Business Manager |           |            |                  |             |               |          |                  |          |             |          |             |                            |
| Consent Agenda:<br>Dignity Act Coordinators                      | <p style="text-align: center;">Motion carried unanimously.</p> <p>Mr. Barcomb made a motion, seconded by Mr. Bernard to appoint the following individuals as Dignity Act Coordinators for the 2024-25 school year:</p> <ol style="list-style-type: none"> <li>1. Chazy Central Rural Elementary School: Krista Ringer</li> <li>2. Chazy Central Rural Junior-Senior High School: Megan Walls</li> <li>3. District Coordinator: Robert McAuliffe</li> </ol> <p style="text-align: center;">Motion carried unanimously.</p>   |                  |           |            |                  |             |               |          |                  |          |             |          |             |                            |
| Consent Agenda:<br>Annual Professional Performance Review (APPR) | <p>Mr. Bernard made a motion, seconded by Mrs. LaPierre to appoint the following individuals as Lead Evaluators, respectively, to carry out the Annual Professional Performance Review (APPR) of applicable educators during the 2024-25 school year, in accordance with the District's state-approved APPR Plan:</p> <table border="1" data-bbox="553 1757 1414 2145"> <thead> <tr> <th data-bbox="553 1757 984 1825">Evaluator</th> <th data-bbox="984 1757 1414 1825">Area</th> </tr> </thead> <tbody> <tr> <td data-bbox="553 1825 984 1892">Robert McAuliffe</td> <td data-bbox="984 1825 1414 1892">Principals</td> </tr> <tr> <td data-bbox="553 1892 984 1959">Krista Ringer</td> <td data-bbox="984 1892 1414 1959">Teachers</td> </tr> <tr> <td data-bbox="553 1959 984 2026">Robert McAuliffe</td> <td data-bbox="984 1959 1414 2026">Teachers</td> </tr> <tr> <td data-bbox="553 2026 984 2093">Megan Walls</td> <td data-bbox="984 2026 1414 2093">Teachers</td> </tr> <tr> <td data-bbox="553 2093 984 2161">Kerry Adams</td> <td data-bbox="984 2093 1414 2161">Special Education Teachers</td> </tr> </tbody> </table> <p style="text-align: center;">Motion carried unanimously.</p> |                  | Evaluator | Area       | Robert McAuliffe | Principals  | Krista Ringer | Teachers | Robert McAuliffe | Teachers | Megan Walls | Teachers | Kerry Adams | Special Education Teachers |
| Evaluator  | Area  |                  |           |            |                  |             |               |          |                  |          |             |          |             |                            |
| Robert McAuliffe   | Principals  |                  |           |            |                  |             |               |          |                  |          |             |          |             |                            |
| Krista Ringer  | Teachers  |                  |           |            |                  |             |               |          |                  |          |             |          |             |                            |
| Robert McAuliffe   | Teachers  |                  |           |            |                  |             |               |          |                  |          |             |          |             |                            |
| Megan Walls  | Teachers  |                  |           |            |                  |             |               |          |                  |          |             |          |             |                            |
| Kerry Adams  | Special Education Teachers  |                  |           |            |                  |             |               |          |                  |          |             |          |             |                            |
| Consent Agenda:<br>Committee on Preschool & Special Education    | <p>Mr. Bruce made a motion, seconded by Mr. Howley to:</p> <ol style="list-style-type: none"> <li>A. Appoint the Committee on Special Education for the 2024-25 school year as follows:</li> </ol> <table border="1" data-bbox="651 2349 1414 2475"> <thead> <tr> <th data-bbox="651 2349 1032 2416">Role</th> <th data-bbox="1032 2349 1414 2416">Individual</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 2416 1032 2475">Chairperson</td> <td data-bbox="1032 2416 1414 2475">Kerry Adams</td> </tr> </tbody> </table>   |                  | Role      | Individual | Chairperson      | Kerry Adams |               |          |                  |          |             |          |             |                            |
| Role   | Individual  |                  |           |            |                  |             |               |          |                  |          |             |          |             |                            |
| Chairperson  | Kerry Adams   |                  |           |            |                  |             |               |          |                  |          |             |          |             |                            |

|                                     |   |
|-------------------------------------|---|
| School Nurse                        | Becky Hubbell                             |
| Director of Student Health Services | Sarah Howell                              |
| Guidance Counselor                  | Rachel Chapman                            |
| Psychologist                        | Dina Casey                                |
| Parent Member (s)                   | As needed                                 |
| RSPs/Special Education Teachers     | Faculty as requested                      |
| Teacher                             | Faculty as defined in Federal Regulations |
| Surrogate Parent                    | As needed                                 |
| Mediation Program Representative    | Kerry Adams                               |

B. Appoint the Committee on Preschool Special Education for the 2024-25 school year:

| Role                                | Individual                        |
|-------------------------------------|-----------------------------------|
| Chairperson                         | Kerry Adams                       |
| Designated County Representatives   | Jessica Matthews, Christa VanCour |
| Director of Student Health Services | Sarah Howell                      |
| Parent Member (s)                   | As needed                         |
| Teacher                             | As defined in Federal Regulations |

C. Approve the following resolution pertaining to Impartial Hearings under Part 200:

**Whereas**, Commissioner’s Regulation 200.5 directs that a Board of Education arrange for an impartial hearing in according with the Commissioner’s Rules; and

**Whereas**, the Commissioner’s Regulations require that the rotational election process must be initiate immediately, but not later than two (2) business days after receipt by the School District of the written request for the hearing; and

**Whereas**, the Commissioner’s Regulations allow a Board of Education to designate one or more of its members to appoint the Impartial Hearing Officer once an available impartial hearing officer from the rotational list has been found available;

**Therefore, Resolved**, that the Board President, Vice-President and/or Board Clerk be designated as having the power to appoint an impartial hearing officer who has been selected in accordance with the Regulations of the Commissioner of Education on behalf of the Board of Education.

Motion carried unanimously.

Consent Agenda: Other

Mrs. LaPierre made a motion, seconded by Mr. Demers, upon the recommendation of the Superintendent, the Board resolves to:

|                |   |
|----------------|---|
|                | <ol style="list-style-type: none"> <li>1. Regulate the extra-classroom activity fund as established by the State Education Department for setting up accounting procedures that conform to the Regulations of the Commissioner of Education for the control of extraclassroom activity funds as outlined in The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds of the District during the 2024-25 school year.</li> <li>2. Participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Program in accordance with guidelines set forth in the associated “Cooperative Purchasing Agreement” for the 2024-25 school year.</li> <li>3. Authorize the District to enter into an Initial Contract for Cooperative Educational Services with the Clinton-Essex-Washington-Warren BOCES (CVES) for the 2024-25 school year.</li> <li>4. Hold memberships during the 2024-25 school year with the New York State School Boards Association (NYSSBA) and the Clinton County School Boards Association.</li> <li>5. Approve District’s intent to participate in the CVES 2025 Special Education School-Aged Summer School, and agrees to pay the actual CEWW BOCES costs for the 2025 summer school; and BE IT FURTHER RESOLVED, that no later than August 1, 2024 the Clerk of the Board shall notify the CEWW BOCES in writing of the District’s commitment as described herein and the District’s intent to participate in the 2025 Special Education School-Age Summer School.</li> <li>6. Re-adopt all Policies and Code of Ethics in effect during the previous year.</li> <li>7. Resolve to appoint the Superintendent, Business Manager, and Treasurer as District Clerk Pro-tem, respectively, as-needed, during the 2024-25 school year.</li> </ol> <p style="text-align: center;">Motion carried unanimously.</p> |
| Code of Ethics | <p>Mr. Bernard made a motion, seconded by Mr. Howley to RESOLVE that the Board of Education has been presented with the standing District Policy 2160 School District Officer and Employee Code of Ethics of the Chazy Union Free School District.</p> <p style="text-align: center;">Motion carried unanimously.</p>   |
|                | <p style="text-align: center;"><b>[End of Organizational items and actions]</b></p>   |
| Public Comment | <p>No public comment.</p>   |
| Minutes        | <p>Mr. Demers made a motion, seconded by Mr. Bruce to approve the following meeting minutes as presented by the District Clerk:</p> <ol style="list-style-type: none"> <li>1. June 11, 2024 (Regular Meeting)</li> </ol> <p style="text-align: center;">Motion carried unanimously.</p>   |
| Financials     | <p>Mr. Howley made a motion, seconded by Mr. Barcomb to approve the following May 2024 Financial Reports:</p> <ol style="list-style-type: none"> <li>1. Monthly Financial Summary Memo</li> <li>2. Treasurer’s Monthly Reports</li> <li>3. Appropriation Status Reports</li> </ol> <p style="text-align: center;">Motion carried unanimously.</p>   |
| Reports        | <ol style="list-style-type: none"> <li>1. Superintendent’s Report       <ol style="list-style-type: none"> <li>a. Reviewed Class Day and Graduation and talked about possible challenges and things that went well.</li> </ol> </li> <li>2. Elementary Principal Report       <ol style="list-style-type: none"> <li>a. Krista officially moved offices to the Elementary Principals office.</li> <li>b. Reviewing the Multi Tier Support System K-8, behavioral, educational and emotional support.</li> </ol> </li> </ol>   |

|                                     |  |
|-------------------------------------|--|
| <p>Consent Agenda: Action Items</p> | <p>3. Director of Special Education Report</p> <ul style="list-style-type: none"> <li>a. Summer School is preparing to start with about 48 students in attendance. Planning to go on a field trip to Parc Safari. Students will be able to use the pool for an hour every Friday.</li> <li>b. Almost finished up with the Teacher Aides Schedules.</li> <li>c. July 21st, TCIS (Therapeutic Crisis Intervention in Schools) training will start.</li> </ul> <p>A. Mr. Barcomb made a motion, seconded by Mr. Howley to authorize the Board President to execute the CV-TEC Adult Education and Safety Education Sponsorship Agreement related to Cooperative Service 102, at no cost to the District, for the 2024-25 school year.<br/>Motion carried unanimously.</p> <p>B. Mr. Barcomb made a motion, seconded by Mr. Demers to approve the Chazy Central Rural School's NYSPHSAA Section VII Combining of Teams application to merge with Beekmantown Central School District for the sport of Cross Country for the 2024-25 school year (fall season) and further authorize the Superintendent and Board President to sign the application, with no additional cost to the District beyond league administrative fees.<br/>Motion carried unanimously.</p> |
| <p>Points of Information</p>        | <p>A. Next regular meeting: Tuesday, August, 13, 2024 at 6 PM.</p>   |
| <p>Executive Session</p>            | <p>Mr. Barcomb made a motion, seconded by Mr. Bruce to resolve to enter the Executive Session at 7:09 PM.</p> <ul style="list-style-type: none"> <li>A. Discuss matters pertaining to the employment history or particular person or persons, or matters leading the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person(#6).</li> <li>B. Resolve that the Board of Education returns to regular session. Time: 9:26 PM.<br/>Motion carried unanimously.</li> </ul>   |
| <p>Personnel Actions</p>            | <ul style="list-style-type: none"> <li>A. Mr. Howley made a motion, seconded by Mr. Demers to accept the letter of resignation from Laura Sample, Full Time Teacher Aide/Study Hall Monitor effective June 30, 2024.<br/>Motion carried unanimously.</li> <li>B. Mr. Barcomb made a motion, seconded by Mr. Bernard to accept the letter of resignation from Peter Braun, Bus Driver for the 2024-25 school year.<br/>Motion carried unanimously.</li> <li>C. Mrs. LaPierre made a motion, carried by Mr. Bernard to approve Josh Barriere for tenure in his position of Elementary Special Education.<br/>Motion carried unanimously.</li> <li>D. Mr. Demers made a motion, carried by Mr. Bruce to approve the CCRS Safety Plan.<br/>Motion carried unanimously.</li> <li>E. Mr. Bernard made a motion, seconded by Mr. Bruce to approve Nancy Vesco at the \$20/hour to come in and review retention documents.<br/>Motion carried unanimously.</li> <li>F. Mrs. LaPierre made a motion, seconded by Mr. Howley to appoint Lynn Pandure as the Full Time Teacher Aide/Study Hall Monitor effective September 1, 2024 at entry level pay of \$19,706.<br/>Motion carried unanimously.</li> </ul>   |

|         |   |
|---------|---|
| Adjourn | Mr. Bernard made a motion, seconded by Mr. Demers to adjourn the meeting at 9:31 PM.<br>Motion carried unanimously. |
|---------|---|