

**FLORHAM PARK BOARD OF EDUCATION**  
Regular Public Meeting, November 16, 2015  
Administrative Office - Conference Room  
67-71 Ridgedale Avenue

**MINUTES**

(Note - Meeting was moved to the Ridgedale Middle School Auditorium)

**Mission Statement:** We are committed to the achievement of individual academic excellence through high quality teaching, learning and community involvement, which results in students being well prepared to meet future educational challenges and to contribute to society. They will achieve these goals in accordance and alignment with the New Jersey Core Content Curriculum Standards which guide our academic instruction.

Assistance for persons with disabilities for the purpose of attending this or any other district meeting/function can be obtained by contacting the Board Secretary's office at 973-822-3880 (x1005).

**A.SUNSHINE STATEMENT**

In accordance with the Open Public Meetings Act, (Chapter 231, P.L. 1975), adequate notification of this meeting has been provided by advertising in the Morristown Daily Record and the Madison-Florham Park Eagle. In addition, notices were posted at the Municipal Clerk's Office, Public Library, and the Board Administration Office at 67-71 Ridgedale Ave at least 48 hours prior to the meeting.

**B.CALL TO ORDER**

**C.FLAG SALUTE**

**D.ROLL CALL**

BOARD MEMBER	PRESENT	ABSENT
Mrs. Thomas (Alita)	X	
Mrs. Heinold (Kristina)	X	
Ms. Haynes (Marianne)	X	
Mrs. Michalowski (Linda)	X	
Mr. Gaffney (John)	X	
Dr. Carollo (John)	X	
Mr. DeCoursey (Kevin)	X	

In attendance; Councilman Zuckerman, Administrators and a few members of the public.

### **E.SUPERINTENDENT'S REPORT**

Dr. Varley reported the following;

- Enrollment is currently 967 Students
- Since the last meeting there were 5 incidents reported in the district. 4 incidents were dismissed and normal social conflict. One incident rose to the level of an HIB incident.
- Security Drills were conducted in the district and required:
  - BWD: 10/14/15 Fire Drill, 10/15/15 Lockdown Drill
  - BK: 10/16/15 Shelter in Place, 10/22/15 Fire Drill
  - RMS: 10/13/15 Lockdown Drill, 10/23/15 Fire Drill

Dr. Varley has reached out to welcome the incoming board members, Mrs. Rozek and Mr. Shanley. She and Mr. Csatlos will be meeting with them after the holidays.

The PTA is putting together Thanksgiving baskets. The PTA is also planning a fun night with the Harlem Wizards in February.

Dr. Varley wished to recognize and thank Mr. Gaffney and Mrs. Michalowski for 15 plus years of service to the students and residents of the community. A formal presentation will be made in December.

### **F.PUBLIC COMMENT**

(Petitioners who have requested to speak during the public comment portion of the meeting will be allotted three (3) minutes.)

There were no comments from the public.

### **G.COMMITTEE REPORTS**

Policy- Dr. Carollo stated the committee has not met. Dr. Varley and Mr. Csatlos will be meeting with Strauss Esmay next week.

Curriculum- Mrs. Haynes stated the committee met on 11/9 and discussed items for the additional professional development day, upcoming presentations of ELA Programs, the ELA curriculum structure and Orton-Gillingham Training.

Personnel- Mrs. Thomas stated the committee met to discuss this evenings agenda items and the posting for a FT BCBA position based on student need.

Finance/Facility- Mr. Gaffney stated the committee met on two occasions since the last meeting. One meeting was solely to have the Mr. Bliss, district auditor present the annual audit. The report will be filed after the State of NJ resolves the GASB 68 pronouncement issue. Mr. Csatlos stated the report from KPMG under GASB 68 was issued Friday 11/14. The audit can now be finalized and accepted in December. The second meeting covered the finance agenda items as well as updates on facility projects, the air conditioning feasibility study, renewal of leasing agreement with New Horizons and current IPM/cleaning measure.

Transportation – Mrs. Haynes stated the committee met on 11/12 to discuss the annual DRTRS report due today.

H.P.R.H.S Articulation- Mrs. Haynes stated Mrs. Grossi was recognized as Supt. Of the year. Football team is in playoffs against Rutherford.

Teacher Administrator Board- Mrs. Heinold stated the committee met on 11/9 and discussed the following; positive change to special education delivery of instruction and the positive change to the delivery of BSI in Briarwood, Dr. Varley's continued commitment to professional development and the additional professional development day per the settlement agreement, the additional day will be the day after graduation.

Project Community Pride- Mrs. Thomas stated that Bridget Kelly, program director, presented information to the PTA.

Borough Liaison- Mrs. Thomas stated she did attend the last borough meeting.



**6. Approve the Florham Park Board of Education Board Goals for the 2015-2016 School Year as follows:**

1. Develop a schedule and process to audit and update board policy review and adoption.
2. Ensure that all funds are used in an effective and efficient manner to achieve the board and district goals.
3. Improve and increase communication and collaboration with district stakeholders.
4. Monitor the effectiveness of our instructional programs by measuring student achievement against state and local standards and other pertinent data.

Motion; JC      Second; AT

7 yes, 0 no

**PERSONNEL**

**1. Upon recommendation of the Superintendent, move to Approve the following Personnel Items:**

Agenda Date (DOH)	Seri Code	Name	Action	Location Code	Position/UPC	FTE	Degree/ Step	Salary/ Compensation	GAAP Code	Date Effective	Date of Termination
11/16/15	C	Bressler, Denise	Appoint	BWD	Staff Assistant/SED.999.CLA.26	.75FTE	STEP 3-5	\$12,768.71	11-213-100-106	11/17/15	
11/16/15	D	D'Amore, Stephanie	Add to 15/16 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	10/27/15	6/30/16
11/16/15	D	Dolce, Amy	Add to 15/16 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	11/10/15	6/30/16
11/16/15	E	Esposito, Nicholas	Additional Compensation	RMS	Curriculum Council			\$4,000.00	11-000-221-110	9/1/15	6/30/16
11/16/15	B	Esposito, Nicholas	Additional Compensation	RMS	Happiness is Camping Trip			\$150.00	11-190-100-106	10/15/15	
11/16/15	B	Forman, Michelle	Additional Compensation	RMS	Happiness is Camping Trip			\$150.00	11-190-100-106	10/15/15	
11/16/15	B	Francis, Jaymie	Additional Compensation	RMS	Happiness is Camping Trip			\$150.00	11-190-100-106	10/15/15	
11/16/15	E	Harris, Michaela	Additional Compensation	RMS	Curriculum Council			\$4,000.00	11-000-221-110	9/1/15	6/30/16
11/16/15	C	Hauflfe, Dana	Reassignment	BWD	Transfer from BKL to BWD	.75FTE				11/2/15	
11/16/15	C	Hauflfe, Dana	Revise Start Date	BWD						11/2/15	
11/16/15	E	Immerso, Jennifer	Additional Compensation	BKL	Curriculum Council			\$4,000.00	11-000-221-110	9/1/15	6/30/16
11/16/15	E	Janes, Karen	Co-Curricular	RMS	Cross Country 1:1	.56	\$31/HR	\$1,736.00	11-402-100-100	11/17/15	
11/16/15	C	Jones, Jennifer	Appoint	BWD	Staff Assistant/SED.999.CLA.28	.75FTE	STEP 1-2	\$12,322.13	11-213-100-106	TBD	
11/16/15	E	Karl, Beth	Additional Compensation	BKL	Curriculum Council			\$4,000.00	11-000-221-110	9/1/15	6/30/16
11/16/15	E	Keenan, Kathleen	Additional Compensation	BWD	Curriculum Council			\$4,000.00	11-000-221-110	9/1/15	6/30/16
11/16/15	F	Kenney, Matthew	Observation	BKL	Adelphi: PE (Gilligan) 130 Hr's					1/1/16	5/15/16
11/16/15	B	Kentner, Marian	Additional Compensation	RMS	Happiness is Camping Trip			\$150.00	11-190-100-106	10/15/15	
11/16/15	B	Krouse, Erica	Additional Compensation	RMS	Happiness is Camping Trip			\$150.00	11-190-100-106	10/15/15	
11/16/15	F	Listman, Rachel	Field Experience	BWD	FDU: Kindergarten (Palmbano)					1/4/16	1/22/16
11/16/15	F	Manno, Donna	St. Teaching Placement	BKL	St. Elizabeth: Gr. 4 & Spec. Ed (Cirelli/Tedesco)					1/11/16	4/22/16
11/16/15	B	Marchese, Vincent	Additional Compensation	RMS	Happiness is Camping Trip			\$150.00	11-190-100-106	10/15/15	
11/16/15	B	McParland, Brian	Additional Compensation	RMS	Happiness is Camping Trip			\$150.00	11-190-100-106	10/15/15	
11/16/15	B	Mendel, Sheila	Retirement	DIST	Inst Music / REG.001.TMC.04	.70FTE	BA/16	\$46,777.50	11-120-100-101	12/1/15	12/1/15
11/16/15	B	Norton, Brielle	Additional Compensation	RMS	Happiness is Camping Trip			\$150.00	11-190-100-106	10/15/15	
11/16/15	B	Notyczka, Michelle	Additional Compensation	RMS	Happiness is Camping Trip			\$150.00	11-190-100-106	10/15/15	
11/16/15	B	Mlynarski, Lisa	Additional Compensation	RMS	Happiness is Camping Trip			\$150.00	11-190-100-106	10/15/15	
11/16/15	D	O'Donovan, Jenna	Add to 15/16 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	12/15/15	6/30/16
11/16/15	C	Patel, Manisha	Appoint	RMS	Staff Assistant/SED.999.CLA.36	.75FTE	STEP 3-5	\$12,768.71	11-213-100-106	TBD	
11/16/15	E	Pompeii, Lori	Additional Compensation	BKL	Curriculum Council			\$4,000.00	11-000-221-110	9/1/15	6/30/16
11/16/15	B	Rinaldi, Katherine	Movement on guide	RMS	School Psych/SED.001.PSY.03	1	MA+30 / 1	\$54,356.00	11-000-219-104	9/1/15	
11/16/15	E	Stein, Karen	Additional Compensation	RMS	Curriculum Council			\$4,000.00	11-000-221-110	9/1/15	6/30/16
11/16/15	B	Testa, Matthew	Additional Compensation	RMS	Happiness is Camping Trip			\$150.00	11-190-100-106	10/15/15	
11/16/15	C	Vasquez Lugo, Shirley	Appoint	BKL	Staff Assistant/SED.999.CLA.27	.75FTE	STEP 3-5	\$12,768.71	11-213-100-106	TBD	
11/16/15	D	Williams, Vera	Add to 15/16 Substitute List	DIST	Per Diem Substitute			Per Contract	11-1XX	10/27/15	6/30/16

Motion; AT

Second; KH

7 yes, 0 no

2. **Approve** the Fiscal Year 2016 Merit Goals for John Csatlos, Business Administrator for Florham Park Board of Education.

Motion; AT      Second; KH      7 yes, 0 no

**CURRICULUM**

**Upon recommendation of the Superintendent, move to:**

1. **Be It Resolved**, that the board accepts and approves the Superintendent's current to date bullying report.

Motion; MH      Second; JG      7 yes, 0 no

2. **Approve** contracting with the Morris Union Jointure Commission for Behavior Management Related Services at the membership rate of \$995.00/day not to exceed eight days.

Motion; MH      Second; JG      7 yes, 0 no

**FINANCE**

**Upon recommendation of the Superintendent, move to:**

1. **Approve** the check register submitted by the Business Administrator/Board Secretary to pay bills and claims through October 31, 2015 in the amount of \$2,011,991.17  
*(On file in Administration Offices)*

Motion; JG      Second; JC      7 yes, 0 no

2. **Approve** the following District financial reports and submission to the Executive County Business Administrator.

Board Secretary's (A148) Report for the Month(s) of October 2015.      Business Administrator/  
Board Secretary

Treasurer's (A149) Report for the Month(s) of October 2015.      Business Administrator /  
Board Secretary  
*(On file in Administration Office)*

Motion; JG      Second; JC      7 yes, 0 no

3. **Approve** the Report of Transfers submitted by the Business Administrator/Board Secretary for October 31, 2015 in the amount(s) of \$9,494.55.  
*(On file in Administration Office)*

Motion; JG      Second; JC      7 yes, 0 no

4. **Be It Resolved**, that the Florham Park Board of Education approve, that as of October 31, 2015 after reviewing the Business Administrators/Board Secretary's financial report, to the best of our knowledge no major account of fund has been over-expended in violation of N.J.A.C. 6:20-2.10(b) and that sufficient funds are available to meet the District's financial obligations for the remainder of the school year.

Motion; JG      Second; JC      7 yes, 0 no

5. **Be It Resolved**, that the Florham Park Board of Education approve the certification of the Business Administrator/Board Secretary that as of October 31, 2015 pursuant to N.J.A.C. 6:20-2A.10(d), no budgetary line item has been over-expended in violation of N.J.A.C. 6:20-2.10(b).

Motion; JG      Second; JC      7 yes, 0 no

6. **Approve** submission and completion of the Nonpublic Security Aid Program grant application for the 2015/16 fiscal year.

Motion; JG      Second; JC      7 yes, 0 no

7. **Approve** the following Calendar for the 2016/2017 School Budget development and approval as follows;

- a. Finance Committee Review#1 – February 8, 2016
- b. Finance Committee Review#2 – March 14, 2016
- c. Board Approval of Tentative Budget/Submission to County of Morris – March 21, 2016
- d. Public Hearing on the Tentative Budget and Final Adoption – April 26 to May 9, 2016
- e. Posting of Advertised and User-Friendly Budget on Website-April 27 to May 10, 2016

Motion; JG      Second; JC      7 yes, 0 no

**8. Professional Development/Travel:**

The Florham Park Board of Education is required pursuant to N.J.S.A. 18A:11-12 and 18A:12-24 to approve travel expenditures by district employees and board members that is educationally necessary and financially prudent.

The following list of workshops, seminars, conferences and other travel-related staff development has been reviewed by the Florham Park Board of Education and found to be (1) educationally necessary and fiscally prudent; (2) directly related and within the scope of the district employee or board members' current responsibilities; (3) critical to the instructional needs of and furthers the efficient operation of the Florham Park School district; & (4) is in compliance with N.J.S.A. 18A:12-24.1.

Date	Employee Full Name	Notes to Administrator	Admin. Approval Date
11/13/15	CALAFATI, CHRISTINE	CPI Training BOE Conference Room	10/29/15
11/13/15	CIRELLI, CHRISTE	CPI Training BOE Conference Room	11/10/15
11/13/15	DESTEFANO, CARYL	CPI Training BOE Conference Room	11/10/15
11/13/15	DOLAN, LORI-JANE	CPI Training BOE Conference Room	10/27/15
11/13/15	FORD, KAREN	CPI Training BOE Conference Room	10/27/15
11/13/15	GUARINO, MELISSA	CPI Training BOE Conference Room	11/10/15
11/13/15	IMMERSO, JENNIFER	CPI Training BOE Conference Room	11/10/15
11/13/15	MARRERO, HEIDI	CPI Training BOE Conference Room	11/10/15
11/13/15	MC GOVERN, MARY	CPI Training BOE Conference Room	10/27/15
11/13/15	PERRUSO, CHRISTOPHER	CPI Training BOE Conference Room	11/10/15
11/13/15	PETRULLO, ANDREA	CPI Training BOE Conference Room	10/27/15
11/13/15	RINALDI, KATHERINE	CPI Training BOE Conference Room	10/27/15
11/13/15	RUSSELL, NICHOLAS	CPI Training BOE Conference Room	10/27/15
11/13/15	SEERY, JOAN	CPI Training BOE Conference Room	10/27/15
11/19/15	FOSTER, ROBERT	ELA Workshop with Meredith Alvaro in-district(\$0)	10/20/15
11/19/15	HARRIS, MICHAELA	ELA Workshop with Meredith Alvaro in-district(\$0)	10/20/15
11/19/15	MARCHESE, VINCENT		10/20/15
11/19/15	WALDRON, LINDSAY	ELA Workshop with Meredith Alvaro in-district(\$0)	10/20/15
11/23/15	KALUZAVICH, DAVID	Mathematics Assessment Updates for Grades 3-5	10/23/15
11/23/15	KARL, BETH	PARCC Mathematics Assessment Updates Gr. 3-5 Cost:\$0 Sponsored by NJDOE Location: Morris County Public Safety Training Academy, Parsippany	10/26/15
11/23/15	POMPEI, LORI	Mathematics assessment updates for Grades 3-5	10/23/15
12/1/15	SERFOZO, JEREMY	Winter Concert Dress Rehearsal	11/9/15
12/2/15	SERFOZO, JEREMY	Winter Concert	11/9/15
12/3/15	KARL, BETH	Administration of National Geographic Bee Brooklake Media Center. Cost: \$0	10/23/15

Regular Public Meeting  
November 16, 2015

Date	Employee Full Name	Notes to Administrator	Admin. Approval Date
12/3/15	RINALDI, KATHERINE	Suicide Workshop sponsored by Rutgers	10/28/15
12/7/15	SERFOZO, JEREMY	Winter Concert Dress Rehearsal	11/10/15
12/8/15	SERFOZO, JEREMY	Winter Concert	11/10/15
12/11/15	ESPOSITO, NICHOLAS	Regional Technology Education Meeting at the Board of Education office	11/12/15
12/11/15	SABATINO, NICOLE	Dr. Jean's Active Learning Adventure \$220 The Wilshire Grand Hotel West Orange, NJ	10/20/15
12/14/15	CONROY, ALLISON	Tools to Improving Self-Regulation, Learning, & Classroom Climate for students \$199.99	11/10/15
1/14/16	FOSTER, KERIN	ELA Workshop with Meredith Alvaro in-district(\$0)	11/11/15
1/14/16	FOSTER, ROBERT	ELA Workshop with Meredith Alvaro in-district(\$0)	11/11/15
1/14/16	HARRIS, MICHAELA	ELA Workshop with Meredith Alvaro in-district(\$0)	11/11/15
1/14/16	KROUSE, ERICA	ELA Workshop with Meredith Alvaro in-district(\$0)	11/11/15
1/14/16	MARCHESE, VINCENT		11/11/15
1/14/16	MONTELEONE, TINA	ELA Workshop with Meredith Alvaro in-district(\$0)	11/11/15
1/14/16	WALDRON, LINDSAY	ELA Workshop with Meredith Alvaro in-district(\$0)	11/11/15
1/20/16	ABDY, CAMILLE	Using Stem Activities sponsored by Steven's Institute Cost: \$125	10/27/15
1/20/16	FRANCIS, JAYME	Evaluating and Selecting Appropriate STEM Curricula Workshop HPBOE Cost: \$125	10/27/15
1/20/16	STEIN, KAREN	Evaluating and Selecting Appropriate STEM Curricula Workshop HPBOE Cost: \$125	11/11/15
1/28/16	VARLEY, MELISSA	Techspo Conference Atlantic City, NJ Registration, Accommodation, & Mileage = Est. \$600	11/9/15
1/29/16	VARLEY, MELISSA	Techspo Conference Atlantic City, NJ	11/9/15
2/1/16	HAWKINS, SHEWA	Evidence Centered Leadership Conference	11/12/15
2/1/16	SILKENSEN, BRIAN	Evidence-Centered Leadership Conference (\$350) MUJC New Providence, NJ	11/9/15
2/2/16	FORMAN, MICHELLE	Conquer Mathematics Workshop with Nancy Schultz (\$0) Fairfield, NJ	11/11/15
2/3/16	KROUSE, ERICA	Conquer Mathematics Workshop with Nancy Schultz (\$0) Fairfield, NJ	11/11/15
2/8/16	HAWKINS, SHEWA	Evidence Centered Leadership Conference	11/12/15
2/26/16	FOSTER, KERIN	ELA Workshop with Meredith Alvaro in-district(\$0)	11/11/15
2/26/16	FOSTER, ROBERT	ELA Workshop with Meredith Alvaro in-district(\$0)	11/11/15
2/26/16	HARRIS, MICHAELA	ELA Workshop with Meredith Alvaro in-district(\$0)	11/11/15
2/26/16	KROUSE, ERICA	ELA Workshop with Meredith Alvaro in-district(\$0)	11/11/15
2/26/16	MARCHESE, VINCENT		11/11/15
2/26/16	MONTELEONE, TINA	ELA Workshop with Meredith Alvaro in-district(\$0)	11/11/15
2/26/16	WALDRON, LINDSAY	ELA Workshop with Meredith Alvaro in-district(\$0)	11/11/15
3/4/16	GUARINO, MELISSA	Conquer Mathematics Workshop with Nancy Schultz \$0 Fairfield, NJ	11/12/15
3/11/16	MONTELEONE, TINA	NJAMLE Conference	11/11/15
3/15/16	PERRUSO, CHRISTOPHER	Planning NGSS-Aligned Lessons at Raritan Valley Community College Cost \$125	11/2/15
3/15/16	STEIN, KAREN	Next Generation Science Standards Workshop (\$125 + 56 Mile's RT= \$17.36) Raritan Valley Community College Branchburg, NJ	11/11/15
3/16/16	FORMAN, MICHELLE	Conquer Mathematics Workshop with Nancy Schultz \$0 Fairfield, NJ	11/11/15
3/17/16	KROUSE, ERICA	Conquer Mathematics Workshop with Nancy Schultz \$0 Fairfield, NJ	11/11/15
3/23/16	GUARINO, MELISSA	Conquer Mathematics Workshop with Nancy Schultz \$0 Fairfield, NJ	11/12/15

Motion; JG Second; JC

7 yes, 0 no

**FACILITIES**

Upon recommendation of the Superintendent, move to:

1. Approve the following facility requests:

2015-2016 Facility Use-November Agenda			
42	Starting Five Basketball	RMS Gym	November 2015
43	Park East Basebal	RMS Gym	Dec 2015-Feb 2016
44	NY Youth Football Camp	RMS Gym	July 2016
45	Hoop Heaven LLC	RMS Gym	November 2015
46	No Idea Sports	RMS Gym	Dec 2015-Feb 2016
47	Garden State Basketball	RMS Gym	November 2015
48	Girl Scout Troops (Square Dance)	BKL Gym	May 2016
49	NJ North Stars	RMS Gym	November 2015
50	Florham Park Soccer Association	BKL Gym	Jan-March 2016
51	Florham Park Soccer Association	RMS Gym	Jan-March 2016
52	Girl Scout Troops (Riordan)	BWD Gym	December 2015

Motion; MH Second; JC

7 yes, 0 no



**TRANSPORTATION**

**Upon recommendation of the Superintendent, move to:**

- 1. Approve the following field trips;**
  - a. Ridgedale Middle School, Choir & Instrumental Ensemble, Recreation Center, Florham Park, NJ.
  - b. Ridgedale Middle School, Choir & Instrumental Ensemble, McDonald's, Florham Park, NJ.
  - c. Ridgedale Middle School, Grade 6-8, Boiling Springs Bank, Florham Park, NJ.
  - d. Ridgedale Middle School, Grade 6-8, Livingston Mall, Livingston, NJ.
  - e. Ridgedale Middle School, Jazz Band & Choir, Livingston Mall, Livingston, NJ.

Motion; LM

Second; JG

7 yes, 0 no

**I. OLD BUSINESS/NEW BUSINESS :**

**J. CORRESPONDENCE/COMMUNICATIONS:**

**K. EXECUTIVE SESSION:**

**WHEREAS**, the Florham Park Board of Education seeks to adjourn to Executive Session in full compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.; and

**WHEREAS**, the Open Public Meetings Act provides that a public body may exclude the public from that portion of the meeting at which it discusses matters pertaining to personnel renewals, non-renewals and tenure, negotiations FPBOE/FPEA, and /or current and potential litigation; now

**BE IT RESOLVED**, that the Florham Park Board of Education adjourns to Executive Session; and

**BE IT FURTHER RESOLVED**, that the minutes of the discussion of any of these items will be disclosed to the public when matters have been determined and confidentiality is no longer applicable.

Motion; JG      Second; LM      7 yes, 0 no

Motion by Mr. Gaffney to adjourn the Executive Session for the purposes of negotiations, legal issues, personnel issues and reconvene the Regular Meeting at 7:07p.m. Said motion was seconded by Mrs. Haynes.

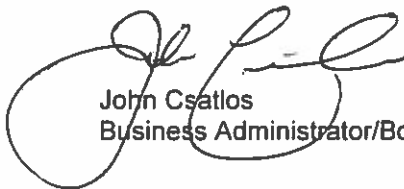
Motion; JG      Second; MH      7 yes, 0 no

**L. ADJOURNMENT**

Mrs. Michalowski introduced a motion to adjourn the regular meeting at 7:08p.m. The motion received a second from Mrs. Thomas.

Motion; LM      Second; AT      7 yes, 0 no

Respectfully Submitted,

  
John Csatos  
Business Administrator/Board Secretary