



# Maritime Academy Charter School

2700 E. Huntingdon Street

Philadelphia, PA 19125

Phone: 215-427-3090

## MINUTES

### BOARD OF TRUSTEES MEETING

#### (VIRTUAL)

Wednesday – July 20, 2022 - 5:00 pm

#### VIA ZOOM LINK

<https://us02web.zoom.us/j/88651531352?pwd=gyQr9p9R6TiUQIphT9WLSpnt48TGdM.1>

Meeting ID: 886 5153 1352 - Passcode: URJNu0

Dial in Number: 1 929 205 6099

Meeting ID: 886 5153 1352 - Passcode: 721346

#### BOARD MEMBERS PRESENT

Scott Cointot, Chairman	Michele Krajewski
Mary Anne Celenza	Michael LaGrassa
Tummona Fisher	Michael Mattioni
Nathan Hauser	Robert Vacchiano
Cynthia Hudson	Richard Venuti

#### PROXY

Lew Grill  
Minerva Cruz  
Louis Cavaliere

#### ABSENT

Robert Cook  
Arthur Sulzer

#### MACS STAFF

Eugene Mattioni, CEO  
Matthew Wilson, HS Principal  
Peter Saunders, ES/MS Principal  
Laura Bischoff, ES/MS Asst. Principal  
Stephen Hewitt, HS Asst. Principal  
Kimberly Bonanni, SPED Director  
Joyce Fanega, Asst. to Principals  
Kelly Brennan, ES/MS Counselor

#### GUESTS

Craig Butler, Foundations, Inc.  
Roseanne Ahlholm, Foundations, Inc.  
Tom Bond, *NAI* Geis Realty Group, Inc.  
Biridiana Rodriguez, Charter School Office  
Oluwaseun Oke, Charter School Office  
Gerry Malkowski, Facilities Manager  
Jessica Williamson, HR Director  
Alex Schuh, Federal Programs Director  
Zoe Edwards Groff, Asst. to Federal Programs Director

#### Roll Call / Review of Minutes

Capt. Cointot requested all board members review the minutes from the June 2022 meeting and asked for a MOTION to approve:

FIRST: Richard Venuti

SECOND: Michael LaGrassa

No objections heard; all were in favor (three proxy), there were no nays, and the MOTION was APPROVED unanimously.

**Financial Report – Craig Butler**

Mr. Butler reviewed the current 2021-2022 actual YTD amounts for June 2022 (amount based on 820 students):

Opening Fund Balance	\$ 4,697,006
Total Revenue	\$17,232,579
Total Expenditures	\$15,938,812
Ending Fund Balance	\$ 5,990,773

Board Member Nathan Hauser questioned the gap regarding supplies with the original budget listed as \$3.75mil and the actual spent of \$140,000. Mr. Butler explained it was placed in the budget as a safeguard from the ESSERS II and ARP ESSERS grants. Normally, grants don't go over one year; these grants are lump sum amounts that have to be spent over a number of years and some things were not coded yet.

Board Chairman, Capt. Scott Cointot asked for a MOTION to approve the June 2022 financials:

- MOTION: Robert Vacchiano
- SECOND: Michele Krajewski

All were in favor (three proxy), there were no nays, and the MOTION was APPROVED unanimously.

Mr. Butler stated he's in the process of submitting closing entries for 2021-2022 in anticipation of the audit beginning in late August or beginning of September. He will keep admin and the board informed on the progress. It typically goes very well but there is a lot of preparation that goes into it. He expects it to be a smooth process and will give an update at the next board meeting.

**Board Chairman's Report – Capt. Scott Cointot**

Nothing to report at this time.

**CEO Report – Eugene Mattioni**

**Introduction of Charter School Office Visitors**

Mr. Mattioni welcomed the representatives from the CSO; Ms. Biridiana Rodriguez and Sean Oke. They are here to observe our board meeting during the renewal cycle and provides them with a better understanding of how the school is governed.

**Status of Charter School Application**

The MACS Administrative Renewal Team attended Charter Renewal Application Kickoff Meetings held by the Charter School Office on May 24<sup>th</sup> and 25<sup>th</sup>, 2022. The team members include Leaders Mattioni, Dr. Schuh, and Zoe Groff and members Harvey, Funke, Wilson, Hewitt, Bonanni, Saunders, Fanega, Fredericks, West, Lindsey, Garlick, Williamson, Butler, Ahlholm, Ithier, Butler, and Cointot. The Letter of Intent to renew our Charter was filed on May 23, 2022. The Overview Table and Requested Data, including information on Applications, Enrollment, Expulsions, Teaching Positions and Teachers, Certifications, Special Education Services and Data, Special Education Student Files, Board Governance, Financial Health & Management, Food Health & Safety, among other requested data, was assigned to the team members best able to be responsive to the area.

Dr. Schuh and Zoe Groff are compiling the Renewal Application Submission which must be posted in Epicenter on or before July 15, 2022. The Renewal Team has held three meetings to review the status of our response; a final meeting was held on July 14, 2022. I can report that a timely response has been filed on July 15, 2022. The Charter School Office will be joining our July 20, 2022 Board Meeting. Their anticipated renewal team will include Cameron Voss, Biridiana Rodriguez, and Oluwaseum Oke. There will also be site visits to our schools. A Preliminary Report will come out at the end of August. We anticipate the process could be concluded by the end of December.

If we choose to make any material amendment requests to increase enrollment, it must be filed on or before October 15, 2022. The Charter School Office's Recommendation for Renewal is in the Spring of 2022 and Board of Education Action thereafter at a Public Meeting.

#### **Status of Acquisition of Building 201, 202 and 222**

We have received a counter proposal for buildings 201 and 202. This is being reviewed by Legal Counsel and MACS Real Estate Advisor Tom Bond and MACS Site Committee. In addition, we are exploring Bond and Bank financing. Also under consideration is a lease with option to purchase. The recent rise in interest rates must be addressed to assure the financial sustainability of any acquisition. We are also in discussion with the Hankin family concerning buildings 41, 42, and 222. A priority is the position of the Charter School Office and School Board to approve the intended move. Without this being resolved, it complicates coming to an agreement with Alliance HPS and the Arsenal interests. We will continue to explore all of our options.

#### **Gutter Work– Building 11**

The work on the gutters for building 11 is almost complete; the trees caused debris to fall into the gutters and we cut back on the trees to prevent this from re-occurring. We may decide to coat the roof also; we're waiting on a quote and the ARP ESSERS grant money will be used for that.

#### **Email Received from Cameron Voss (CSO) – June 27, 2022**

*Charter Schools Office Observation of Maritime Academy Board Meeting on July 20, 2022*

*Staff members from the Charter Schools Office will be observing Board meetings during the renewal cycle. This engagement provides the CSO with a better understanding of how the school is governed. We will use the attached observation template as a note-taking tool.*

*We are looking forward to visiting the Maritime Academy Board at your next meeting. Your response to the renewal kickoff follow-up questionnaire indicates that a hybrid meeting is scheduled on Wednesday, July 20, 2022 and your website states that the meeting is at 5:00PM. We are flexible and can accommodate changes that you may need to make to your meeting schedule. Please let us know as soon as possible if your Board meeting schedule, location, or option for virtual participation has changed.*

*Please do not hesitate to reach out to me with any questions or concerns.*

*Cameron Voss*

*Senior Project Manager, Quality & Accountability*

*The School District of Philadelphia | Charter Schools Office*

*440 North Broad Street | Suite 102 | Philadelphia, PA 19130*

*T: 215-400-5786*

#### **Meeting with Councilman Driscoll**

High School Principal, Matt Wilson and I met with newly elected Councilman Mike Driscoll and his assistant, Tom Forkin at his office located at 8740 Frankford Avenue. We gave them a detailed description of our plans to change our high school location from 2700 E. Huntingdon Street to a brand new building within the Arsenal and have a K-12 school on a gated campus with full security. Councilman Driscoll has given us a Letter of support for our change of location to the Arsenal to create a K-12 educational campus on the gated grounds of the Arsenal Business Center.

#### **Construction of Kindergarten Classrooms**

The new Kindergarten classrooms are almost completed. Mr. Mattioni welcomed everyone to come in and see them. Mrs. Purcell and Ms. Darcy Spencer will be leading the Kindergarten programs.

#### **Meeting with Bancroft Capital regarding Finances**

A meeting was held with representatives of Bancroft Capital as a potential resource for bond financing; in attendance was Tom Bond, Paul Carabasi and Craig Butler. We are still in the process of exploring other options.

#### **MACS Organizational Chart**

We've updated our organizational chart due to some changes in staff promotions/titles. Mr. Matt Wilson is the new high school Principal with Mr. Stephen Hewitt as the Assistant Principal and the Director of the 21<sup>st</sup> Century Learning Center. Mr. James Washington is returning to MACS as the Dean of Students. Ms. Aimee Bogan is now the Director of School Counselors and all counselors will now report directly to her. In addition, Ms. Laura Bischoff (formerly Fredericks), has received her principal certification and will be the Assistant Principal of the ES/MS school.

#### **New Hires**

We have hired extraordinary teachers and administrators. I am pleased to announce that James Washington is back as our Dean of Students at the High School and will play an important role in our Sea Cadet Programs. David Gosse

is in our English Department with special expertise in marine affairs, including boat building and environmental expertise in wetlands and environmental consulting. Jennifer Jackson is our HS Counselor and is bilingual in Spanish; Jordan Karpin in History; Robert Lang is math certified; Michael Peitsinovski, US Navy Chief Petty Officer 1992-2012 (ret.), teaching history and social studies; and Mark Wheeler for English and Theatre.

#### **Meeting with Danielle Liautaud-Watkins from CCP**

Mr. Mattioni, Principal Wilson, and Counselor Bogan met with Danielle Watkins, Assistant to the President of CCP, Guy Generals. We discussed a maritime program at CCP; they are anxious to get the program off the ground. We will be meeting at their automotive center to discuss integrating maritime content into the automotive curriculum, involving material handling equipment, cranes, and refrigeration. In addition, we will further discuss starting an opening course in Terminal Operations and Management and also a course in The Business of Shipping.

#### **Planning Meeting for Northwind Trip with Students/Northwind Personnel**

The meeting for the North Wind trip was for the purpose of planning and safety. In attendance was Captain Hughes along with teacher and crew member, Andrea Robinson. We reviewed with our students the charts starting from departure from Gloucester to the City of Baltimore. The vessel was described and safety protocols addressed; i.e., standing orders, MACS watch standing, watch etiquette, crew emergency stations, sleeping spaces, and the head-bathroom facilities. We distributed some teaching and learning material. Captain Sammons addressed safety protocols. Andrea will be the chaperone for our female cadets and CEO Mattioni will be the chaperone for our male cadets. We discussed the very interesting shore excursions and sites we will be seeing in Delaware City, Pea Patch Island, Baltimore and Chesapeake City. Our students are very excited about the experience. Hopefully, we will create some future mariners.

#### **Northwind Voyage**

Due to an engine failure and after consultation with Captain of the North Wind, Mitch Brodtkin and Captain Scott Hughes, we decided to discontinue the voyage to Baltimore. We chose to stay in Delaware City and have dinner and depart on Sunday morning and return under sail to Gloucester City. Our cadets, although disappointed, understood it was a decision in the best interests of everyone. We arrived in Gloucester City about noon and had lunch with the North Wind crew. We thanked them for their attention to detail and the team work they demonstrated during the course of our voyage and their exemplary kindness. They went out of their way to make this a learning experience. During the return, we were passed by a Container Ship being piloted by Board Member Captain Robert Cook. That was an interesting surprise and a photograph of the vessel is in our PowerPoint presentation. Everyone stood watch and had a hand at the con steering the North Wind. I am confident we have a few future mariners in the group. They lived our theme of being "Rich In Kindness". We are considering a plan of an overnight trip to Bristol, PA and small boat sailing on the Delaware River in August as a make up for the short voyage we made. Capt. Cointot met with the kids and crew and escorted the Northwind back to Gloucester City due to safety. We plan to schedule a makeup trip to Bristol, Pa. The cadets enjoyed the trip and we hope to expand on the program; it was a premier example of education on the river!

#### **High School Report – Matthew Wilson**

Mr. Wilson showed a PowerPoint presentation which highlighted many of the accomplishments over the past school year.

- End of year data report was reviewed with grade leaders and department heads. Updates to our School Improvement Plan will be unpacked with all staff during our professional development sessions in August. Keystone data will also be available in August.
- Completed the High School Instructional Resource binder that all teachers receive upon their return. Significant items include:
  - Opening PD Agenda
  - School Calendar
  - Bell Schedules
  - Assessment Plan/Calendar
  - Classroom Observation Guidelines/Tools
  - Lesson Framework, Study Island Guidelines, Academic Vocabulary Strategies, Maritime/Marine Vocabulary Content Integration Spreadsheet, Lesson Plan Template
  - Comprehensive Student Review Manual

- Emergency Plan
  - High School Data Report/Data Review Protocol Template
  - Mentor and New Teacher Induction Program Schedule
  - Program of Studies, Term Set Up & Field Trip Forms
  - Safe 2 Say Brochure
  - School Improvement Plan/Parent Communication Log
  - Writing Portfolio, MLA/Cornell Note Taking
- The high school team continues to review our Emergency and Threat Assessment Plans. The School Safety Committee is due to meet in August to finalize updates before cadets come back from summer break.
  - Mr. Sesto has been leading joint professional development sessions between the middle and high school. Two follow up sessions (July 5 & 7) focused on curriculum articulation, implementation, sequence of standards, and instructional strategies within our math departments.
  - We had a very successful launch of our summer programming including credit recovery, ESY, and attendance recovery. Thank you to our IT Department for providing software updates to cadet Chromebooks in time for summer distribution.
  - Two cadets successfully completed a weeklong U.S Naval Sea Cadet Petty Officer Leadership Academy located at Ft. Indiantown Gap, PA. Chief Hentnick and Lieutenant Washington accompanied the cadets.
  - Four cadets were hired and are working at Glen Foerd's Riverways Ambassador program.
  - Captain Mattioni led a voyage down the Delaware River on the Northwind Schooner with 6 cadets to Baltimore Harbor.
  - Cadet Donta Jones is preparing for a 5-day trip to the Air National Guard Base at Camp Williams in Utah to participate in a drone training course.
  - Our 11<sup>th</sup> and 12<sup>th</sup> grade counselor, Ms. Bogan, has been promoted to Director of School Counselors. She will be overseeing the counseling teams at both campuses. Mrs. Jennifer Jackson will be our new 12<sup>th</sup> and 9<sup>th</sup> grade counselor.
  - Five of our high school cadets are currently working at the Elementary/Middle School assisting with tutoring and summer programs.

### **Upcoming Summer Activities**

- Independence Seaport Museum Boat Building/Work Ready – August 23-27 (4 students)
- Variety of Sports Clinics (July/August)

### **Elementary School Report – Peter Saunders**

**Pennsylvania System of School Assessment (PSSA):** The bulk of our PSSA data has been released and we have begun analyzing this information. We are evaluating these scores in several different ways and will have more extensive information at our next board meeting. The one thing that is very evident at first glance is that our scores have improved across the board from last year. Also evident is the fact that COVID learning loss is real and we will need to continue to remediate this loss for several years to come.

**8th Grade Yearbook Open House:** Unfortunately, due to supply chain issues, we did not receive our yearbooks until two weeks after 8th grade move up. Because of this, 8th graders were not able to sign each other's yearbooks as they traditionally do. In order to give them the opportunity to have a yearbook signing, we invited 8th grade cadets to come to building 41 on July 14th to get their yearbooks and socialize with each other (pictures are in the slideshow). Over 40 cadets participated and they all seemed to appreciate the extra effort by the staff to allow them to do this. After some feedback from parents, we are also planning on having another yearbook signing event this summer which will be held in the evening for cadets that work or have parents that work during the day so they can also get their yearbook signed.

**Curriculum Updating:** We have begun the process of updating our scope and sequences for all four of our major subjects from 1st grade to 8th grade. This will be a summer long process that is being undertaken by myself and several of our senior teachers. This was needed since we purchased all new text series in language arts, math, science, and social studies last summer. This will help provide a seamless transition from grade to grade as our text and curriculum will be uniform between grades.

**Summer Meals:** Between June 29th and July 14<sup>th</sup>, we gave out 313 meals to our families and the community. With inflation increasing the cost of food dramatically, it has caused many of our families and households in our

community to struggle with providing food. We are able to decrease some of this stress by providing these meals. We would like to thank Linton's and our support staff for their efforts to keep our constituents fed.

**Home and School:** On July 22<sup>nd</sup>, we will have our first Home and School meeting with our new board members. At this meeting, will talk about the events that the home and school will run in the 2022-2023 school year. We will also plan out fundraisers and create a plan to recruit and keep parent volunteers for the whole school year.

Mr. Saunders presented a "Year in Review" slide show which highlighted monthly news and accomplishments. We held many fundraisers and continued conveying our theme of "Rich in Kindness" by supporting our families in need.

### **CLC and ESSERS Funding Report – Stephen Hewitt/Joyce Fanega**

- The summer program at the Elementary School began on Wednesday, June 29, 2022, and will run daily through Wednesday, August 10, 2022 (no program on July 4<sup>th</sup>). We focus on a more academic program this summer to further aid cadets who have fallen behind due to COVID. High School credit recovery began on Tuesday, July 5, 2022.
- Funding for the summer program will follow the same guidelines as our programs right now (Cohort 10 for Grades 1 and 2; ESSERS for Grades K, and 3 to 12).
- As of the writing of this report, we have 132 cadets registered for the program at the Elementary site which includes required summer school participates and non-Maritime cadets from the community. Our summer program has always served as a positive recruitment tool for our school. At the high school, we have 33 cadets registered for credit recovery. There are an additional 29 cadets registered for sports clinics.
- At the Elementary school, our AM session follows the traditional emphasis on Reading and Math. The PM session has those elements specifically targeting specific areas of weakness while incorporating Health and Wellness, Art, Writing, Computer Design, and Environmental Science. All the while, we place a special emphasis on Maritime themes in these areas.
- We will follow the current Health Department Guidelines for masks, social distancing, etc. as the program begins.
- The application for Cohort 11, which would provide funding for programming in Grades 3 to 12, was submitted and we are still awaiting news from the Department of Education.

Mr. Hewitt stated the summer tutors follow the teachers' lead and are doing an excellent job. He also wanted to thank Ms. Fredericks and Ms. Fanega for doing a great job this summer. He spoke to former student Adiyah Robey and was impressed by a powerful statement she made that MACS "changed her life" by helping her choose a career in the maritime field - our efforts are a success! Capt. Cointot also talked about the success of our cadets such as Kirsten Johnston who's had many maritime job offers. Plans are in process for an alumni program and Mr. Hewitt will help get it started.

### **Specialized Services Report – Kim Bonanni**

**Total Number of Special Education Cadets** = 154 current + 7 new = 161

**Total Number of ESL Students** = 62 active, 23 monitored

**ESL:** We have two fully certified ESL staff for the 2022-23 school year. One, Douglas Smith, is a direct hire from Kaleidoscope. He has been working at MACS since 2020 and has done an exemplary job. The second hire, Sherri Morgan, is a contracted staff member from Kaleidoscope. She is bilingual in Spanish and ESL certified. Ms. Bonanni will be working with the ESL team to schedule monthly virtual parent workshops and to purchase additional books in home languages for use within the home.

**Special Education Staffing:** Two special education teachers resigned at the end of the 2021-22 school year. One has accepted a position working in an adult special needs facility while the other has accepted a position with the School District of Philadelphia; we are currently interviewing to fill these positions. All related service positions have been filled through Kaleidoscope. Speech will be offered 5 days a week, occupational therapy is offered 3 days per week and physical therapy is offered one day per week. All services are provided on site and days are based on current caseloads. In addition, we have seen an increase in need for speech and occupational therapy. It's

been a tough year for mental health and behaviors in students. The state came out with a new mentor program for SPED teachers which we plan to take advantage of.

**Extended School Year (ESY):** ESY was offered to 99 cadets. We have 53 accepted ESY services with the majority attending from the elementary-middle school. ESY began on July 12 and ends on August 4. It is T-W-TH from 8:30-1:30. Related services, including counseling, will be offered on site along with transportation.

**Award:** We received the Exceptional Charter School in Special Education Award for a second time this year. This award is provided to exceptional schools by the National Association of Special Education Teachers. Mr. Bonanni thanked the team that worked with the students and families to receive the best possible education; very proud to be recognized.

### **Federal Programs Report – Dr. Alex Schuh**

Federal Programs Coordinator (Dr. Schuh) and Assistant Coordinator (Zoe Groff from School Frontiers) have continued to focus on four main projects, on a variety of timelines:

1. The Federal Programs Coordinator and team are continuing to track spending and invoicing for federal funds, including federal Title funds for 2021-22, ESSER II funds, and ARP ESSER funds (including Act 24 funds and ARP Homeless funds). Note that the **ARP ESSER grant has been approved by PDE** and funds can be disbursed according to the grant model and guidelines. The approved ARP ESSER plan will be posted on the school's website, in accordance with federal and state law.
  2. The Comprehensive Plan and its many subcomponents are currently being completed in the online FRCPP planning tool. Dr. Schuh and his team are working with school and community groups to develop these plans. The Comprehensive Planning Committee met in June to discuss the plan. The plan must be approved by the Board prior to submission to the state (in the online FRCPP system in PDE's mypdeapps). Due August 30, 2022. Must be posted online for comment by July 30, 2022.
  3. The Charter Renewal Application guidelines were posted to Epicenter in May. Several admin team meetings were held to discuss the renewal application and process. Documents are being submitted to the Charter Schools Office through Epicenter on an extended set of timelines.
    - o The Charter Renewal Application Narrative and July 15 required attachments have been completed and uploaded to Epicenter (e.g., Organizational Chart, Special Education service files).
    - o Another set of submissions is required by August 10, including results of the school's recent lottery and waiting list.
  4. The Charter School Annual Report has been started in the FRCPP Planning Portal. This report is in progress. CEO and Board President signatures (electronic and on paper/scanned) are required for submission. Due August 1, 2022.
- Throughout June and July, the administration team met weekly to discuss the Comprehensive Plan, Charter Renewal, and the Charter School Annual Report. Dr. Schuh and Zoe Groff have been attending the weekly admin meetings and discussing federal programs-related issues. We are also meeting with Ms. Funke and reviewing invoiced expenses in an online database.
  - The Federal Title Program applications and budgets are currently in development for 22-23. We will work with the school admin team and Foundations to create those applications
  - 21<sup>st</sup> CCLC program Cohort 11 is still awaiting awards announcements (MACS applied for grades 3 to 12).

### **Elementary/Middle School Counselor's Report – Ms. Donovan/Ms. Brennan**

#### **CLC Program**

- Working in the morning and afternoon CLC program; Assisting with arrivals and departures; Helping struggling students with mathematics and RELA work; Filling in for teachers who are absent; Afternoon health and fitness program; Creating rapport with incoming cadets for Fall 2022; Providing support to cadets that are having behavior challenges during summer CLC

#### **ESY**

- Offering individual counseling to students; Emphasis on academic, social, emotional goals

#### **Class scheduling**

- Working with Mr. Saunders and Mr. Hewitt to help roster students in grades K-8; Looking at academics, social and peer relationships to determine class of best fit

### **Weekly counselor collaboration**

- Communicating about upcoming school year calendar in combination with guidance lesson structure; Preparing for back to school counselor responsibilities; Creating lesson curriculum plan for the upcoming school year.

### **PBIS**

- Kindergarten focus to start; Implementation of a PBIS program for upcoming academic year.

### **HR Report – Jessica Williamson**

We have some new hires in place; still have two vacancies – one for math and one for science. We're also looking for a building substitute teacher. Mr. Saunders questioned what the qualifications are for a substitute teacher. Ms. Williamson replied there is no certification required; must hold a Bachelor's Degree.

### **Facilities Report – Gerry Malkowski**

- All filters changed in all buildings – HVAC filters and water filters.
- All safety inspections have been completed.
- All floors are scheduled to be scrubbed and waxed after summer school.
- Work on building 11 gutters is 75% completed.
- Will have an estimated cost on the gate requested by the end of next week.

### **Closing Remarks – Capt. Scott Cointot**

Capt. Cointot stated he has heard that the Army is having problem recruiting; not passing physicals, basic training, and ASVAB tests. Although we've done great so far with our cadets, this shows we may need to step it up and show them what's out there.

Mr. Mattioni addressed CSO representatives Biridiana Rodriguez and Sean Oke and hope they recognize MACS as an extraordinary school with an exceptional board and teaching staff. It is our goal to have 100% approval from the CSO regarding our request to move our location, which would be in the best interests of our students and administration.

### **Adjournment**

Board Chairman, Capt. Scott Cointot asked for a MOTION to adjourn:

FIRST: Robert Vacchiano

SECOND: Cynthia Hudson

All were in favor (three proxy), there were no nays, the MOTION was APPROVED unanimously; the meeting was adjourned at 6:11 pm.