



Mansfield Township School District

Board of Education Monthly Meeting Agenda

March 13, 2023

I. Meeting to Start 6:30pm

Open Public Meeting Statement

The New Jersey Open Public Meetings Law enacted to insure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, the Mansfield Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof communicated to the Burlington County Times, and under the emergency regulations by providing electronic notice in lieu of the traditional "adequate notice" of notifying the newspaper.

At times, it may appear to members of our audience that the board of education takes action with very little, if any, comment and, in many cases, a unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter and is satisfied that it is ready to be presented to the board of education. The matter may have been previously discussed at the work session meeting. Board members preview the agenda items and discuss questionable items with the Superintendent or Business Administrator so that when they attend the meeting, there is usually no further need to question the issue. Only then is it voted upon as an action item at a public meeting.

Salute to the Flag

Roll Call of Board Member

Stephen Thomas	_____	Andrea Melton	_____
Emily Green	_____	Adwoah Adomako	_____
Abbey True Harris	_____	Ryan Ballard	_____
James Sullivan	_____	Frank Armenante	_____
Simmer Bains	_____		

Administrators

Tiffany Moutis, Superintendent	_____	Stacy Cullari, JHES Principal	_____
Danielle Dolci, Business Adm/Bd Sec	_____	Kelly Gamez, Director of Curr. & Inst.	_____
Joe Occhiuzzo, Facilities Manager	_____		
Jason Shainline, Sup. of Special Services	_____		
Glenn Kershner, MTES Principal	_____		

II. Presentations (Estimated Time: 1 hour)

Superintendent Presentations

MTES Student of the Month - Camila Reyes
JHES Student of the Month - Dale Haines, Jr.

Tenure Presentation - Crystal Miller

Budget Presentations

III. Public Comment

The Board of Education recognizes the value of public comment on educational issues and the importance of providing an opportunity to the public to express themselves on school-related matters of concern to the residents of Mansfield Township. To allow for a fair and orderly public comment period and in accordance with Board Policy no. 1120, individual comments are limited to three minutes and the total time for the public comment session will be thirty minutes. To protect the privacy of all students and staff, concerns regarding individual students and staff members should generally be addressed by first meeting with the appropriate administrative staff.

IV. Correspondence

V. Committee Updates

Fiscal and Facilities, Policy and Personnel, Curriculum and Diversity

VI. Approval of Minutes, Enrollment, Suspensions and HIB

1. Resolve to approve the [February 6, 2023](#) BOE Meeting Minutes.
2. Resolve to approve the [February 23, 2023](#) Special Meeting Minutes.
3. Resolve to approve the HIB case 22240587_JHE_011020232.
4. Enrollment as of 3/2/2023:

Grade	Enrollment	Sections	Average per class
Kindergarten	60 (Special Education: 5; 1 of which are self contained)	3	19.66 1 SC
1 st Grade	78 (Special Education: 5; 1 of which is self contained)	4	19.25 1 SC
2 nd Grade	73 (Special Education: 13; 3 of which are self contained)	4	17.50 3 SC
3 rd Grade	80 (Special Education: 15; 1 of which are self contained)	4	19.75 1 SC
4 th Grade	67 (Special Education: 15; 1 of which are self contained)	3	22.00 1 SC
5 th Grade	73 (Special Education: 9; 3 of which are self contained)	4	17.50 3 SC
6 th Grade	80 (Special Education: 19)	3	26.66 0 SC
	Total: 511		
Preschool Disabled:			
PSD/Half & Full Day:	3 - PK3 Disabled Half Day Students 12 - PK4 Disabled Full Day Students 24 - PK4 Full Day General Education Students		
	Total: 39		
Out of District Placement:			
BCSSSD: 1- Kindergarten	1		
Riverbank Charter School: 1 - Kindergarten 1 - 1st grade	5		

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1 - 2nd grade 2 - 3rd grader	
	Total: 6
Total students in and out of district: 556	

Moved by: _____

Seconded by: _____

Stephen Thomas _____
Emily Green _____
Abbey True Harris _____
James Sullivan _____
Simmer Bains _____

Andrea Melton _____
Adwoah Adomako _____
Ryan Ballard _____
Frank Armenante _____

VII. Superintendent's Recommendations

The following items are presented for approval as recommendations by the Superintendent of Schools.

A. Contracts

1. Resolve to approve the [Peterson Service Company](#) contract for the school year 2022-2023.
2. Resolve to approve the Agreement between the Mansfield Township Board of Education and the Mansfield Township Education Association commencing July 1, 2022 through June 30, 2025.
3. Resolve to approve the [Out of District Special Education Agreement Between Chesterfield Board of Education and Mansfield Township Board of Education](#).
1. Resolve to approve the award of services from Sky General Construction for the Roof Replacement at Mansfield Township Elementary School with the accepting bid of \$735,000 that complies with the Public School Contracts Law, N.J.S.A. 18A:18A-1, *et seq.*

Moved by: _____

Seconded by: _____

Stephen Thomas _____
Emily Green _____
Abbey True Harris _____
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Andrea Melton _____
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Frank Armenante _____

March 13, 2023

B. Personnel and Administration

1. Resolve to approve the additional compensation.

Name	Title	Hours	Maximum Compensation	Account Number
Amy Rivera	SEPAG 6th Gr. Transitional Night	1 Hour	\$50.00/hr	11-000-219-104-04-103-000

2. Resolve to approve the resignation for the following employees.

Name	Position	Location	UPC Number	Effective Date	FTE
Shazia Tariq	Instructional Aide	JHES	AID.RRM.030.01	02/25/2023	1.0
Cynthia DiPietro	Instructional Aide	JHES	AID.GEN.030.03	06/30/2023	.76

3. Resolve to approve the below positions and additional compensation.

Name	Title	# of Teaching Hours @ \$50 per hr + \$25 prep = \$75 per hr total	Maximum Compensation	Account Number
Ryan Brydzinski	Instructor of Sports Club @ JHES	14 Sessions (1hr per session) Mar 27-May 17	\$1050.00	11-401-100-101-01-000-330
Hilary Levanduski	Instructor of Choir Club Gr 1 @ JHES	14 Sessions (1hr per session) Mar 27-May 17	\$1050.00	11-401-100-101-01-000-330
Kristina Papero	Instructor of Art/Crafts Club @ JHES	14 Sessions (1hr per session) Mar 27-May 17	\$1050.00	11-401-100-101-01-000-330

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Elizabeth Janney	Instructor of Choir Club Gr 2 @ JHES	14 Sessions (1hr per session) Mar 27-May 17	\$1050.00	11-401-100-101-01-000-330
Elizabeth Arellano	Substitute for Clubs	\$50.00 per hr (no prep) As needed		11-401-100-101-01-000-330

4. Resolve to approve the below positions and additional compensation.

Name	Title	# of Teaching Hours @ \$50 per hr + \$25 prep = \$75 per hr total	Maximum Compensation	Account Number
Kyra Price	Instructor of Sports Club @ MTES	14 Sessions (1hr per session) Mar 27-May 17	\$1050.00	11-401-100-101-01-000-330
Sandra Place	Instructor of Puzzles and Board Games @ MTES	14 Sessions (1hr per session) Mar 27-May 17	\$1050.00	11-401-100-101-01-000-330
Jill Fitzpatrick	Instructor of Art @ MTES	14 Sessions (1hr per session) Mar 27-May 17	\$1050.00	11-401-100-101-01-000-330
Megan Patterson	Instructor of Culture Club @ MTES	14 Sessions (1hr per session) Mar 27-May 17	\$1050.00	11-401-100-101-01-000-330

5. Resolve to approve Jackie Rodriguez as a MTSD Substitute for the 2022-2023 school year at the sub rate pending the submission of paperwork.

6. Resolve to approve the below ESY staff and compensation.

Name	Title	ACCOUNT NUMBER	Teacher/Related Service # OF WORKING HOURS @ \$60/hr + \$300 prep day	MAX TOTAL COMPENSATION
Teachers				
Lisa Grieco	Teacher	11-000-219-110-05-104-000	42 hours + \$300 prep day	\$2,820

Ashley Raywood	Teacher	11-000-219-110-05-104-00	42 hours + \$300 prep day	\$2,820
Kristina Papero	Teacher	11-000-219-110-05-104-00	42 hours + \$300 prep day	\$2,820
Sarah Wiesenecker	Teacher	11-000-219-110-05-104-00	42 hours + \$300 prep day	\$2,820
Michele Holmes (External)	Teacher	11-000-219-110-05-104-00	42 hours + \$300 prep day	\$2,820
Lisa Dolci	Teacher	11-000-219-110-05-104-00	42 hours + \$300 prep day	\$2,820
Brian Nace (External)	Teacher	11-000-219-110-05-104-00	42 hours + \$300 prep day	\$2,820
Sub Teachers				
TBD	Substitute Teacher	11-000-219-110-05-104-00	As needed @ \$60	\$2,520
Speech Pathologist				
Dayna Bezila	Speech Pathologist	11-000-216-100-04-104-040	42 hours + \$300 prep day	\$2,820
Occupational Therapist				
Christie Simone	Occupational Therapist	11-000-219-110-05-104-00	36 hours + \$300 prep day	\$2,460
Nurse				
Grace Porrini	Nurse	11-000-213-100-04-001-040	35 hours	\$2,100
Instructional Assistants				
			Instructional Assistant # of working hrs @ \$14.75/hr or salaried rate of pay whichever is higher	

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Meghan Kelly	Instructional Assistant	11-000-217-106-04-104-030	35 hours @ \$18.22	\$638
Sharmeen Khan	Instructional Assistant	11-000-217-106-04-104-030	35 hours @ \$17.09	\$599
Stephen Kotarski	Instructional Assistant	11-000-217-106-04-104-030	35 hours @ \$17.09	\$599
Errum Akhtar	Instructional Assistant	11-000-217-106-04-104-030	35 hours @ \$17.68	\$619
Donna Carty-Pettit	Instructional Assistant	11-000-217-106-04-104-030	35 hours @ \$19.14	\$670
Stephanie Crisson	Instructional Assistant	11-000-217-106-04-104-030	35 hours @ \$15.59	\$546
Laurie Koon	Instructional Assistant	11-000-217-106-04-104-030	35 hours @ \$16.18	\$567
Donna Skrzenta	Instructional Assistant	11-000-217-106-04-104-030	35 hours @ \$15.59	\$546
Justine Ramos	Instructional Assistant	11-000-217-106-04-104-030	35 hours @ \$15.59	\$546
TBD	Sub Instructional Assistant	11-000-217-106-04-104-030	35 hours @ 14.75	\$517

7. Resolve to approve Steve Woolston as Lead Custodian for MTES effective March 1, 2023 - June 30, 2023 at the stipend of \$1,500 (pro-rated).
8. Resolve to approve Gloria Guillen as Lead Custodian for JHES effective March 1, 2023 - June 30, 2023 at the stipend of \$1,500 (pro-rated).
9. Resolve to approve the following Leave of Absence.

Name	Position	FMLA/NJFLA	Unpaid Leave	Return to Work	Reason
4801	MD Teacher K-2	09/01/2023-12/01/2023 unpaid	12/02/2023-01/01/2024	01/02/2024	Maternity
4415	RR Teacher Gr.4	04/18/2023 - 06/30/2023 paid		08/31/2023	

10. Resolve to approve Sharmeen Khan as a MVP Substitute for the 2022-2023 school district at the MVP substitute rate.
11. Resolve to approve the Superintendent of Schools recommendation of the donation/transfer of up to 120 sick days to employee # 4914 in accordance with the attached Sick Day Donation procedures.

12. Resolve to rescind Laura Young Long Term Substitute approval, previously approved February 6, 2023.
13. Resolve to approve hire of the below substitute for the remaining 2022-2023 school year:

<u>Name</u>	<u>Title</u>	<u>Grade</u>	<u>Pay Rate Per Diem</u>	<u>Effective Date</u>	<u>Replacing</u>
<u>Bethany Nangle</u>	<u>Per Diem Substitute Teacher</u>	<u>4th Grade RR</u>	<u>Day 1-9 \$120.00</u> <u>Day 10-20 \$130.00</u> <u>Day 21+ \$271.81</u>	<u>04/04/2023 - 06/16/2023 *</u>	<u>4415</u>

**Based on completion of necessary paperwork*

Motion to Move Items

Moved by: _____

Seconded by: _____

Stephen Thomas _____
 Emily Green _____
 Abbey True Harris _____
 James Sullivan _____
 Simmer Bains _____

Andrea Melton _____
 Adwoah Adomako _____
 Ryan Ballard _____
 Frank Armenante _____

C. Policies and Procedures

1. Resolve to approve the second reading of the below [policies and/or regulations](#).

- | | |
|------------|---|
| P 0152 | Board Officers (Revised) |
| P 0161 | Call, Adjournment, and Cancellation (Revised) |
| P 0162 | Notice of Board Meetings (Revised) |
| P & R 2423 | Bilingual and ESL Education (M) (Revised) |
| P 2425 | Emergency Virtual or Remote Instruction Program (M) (Revised) |
| R 2425 | Emergency Virtual or Remote Instruction Program (M) (New) |
| P & R 5200 | Attendance (M) (Revised) |
| P 8140 | Student Enrollments (M) (Revised) |
| R 8140 | Enrollment Accounting (M) (Revised) |
| P & R 8330 | Student Records (M) (Revised) |
| R 8420.2 | Bomb Threats (M) (Revised) |
| R 8420.7 | Lockdown Procedures (M) (Revised) |
| R 8420.10 | Active Shooter (M) (Revised) |

Motion to Move Items

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Moved by: _____

Seconded by: _____

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D. Curriculum

1. Resolve to approve the below professional development and travel for the stated MTSD employee.

<i>EMPLOYEE</i>	<i>TRAVEL DATES/ LOCATION</i>	<i>SPONSORING ENTITY</i>	<i>EVENT DESCRIPT.</i>	<i>REGISTRATION FEE</i>	<i>HOTEL AND MEALS</i>	<i>MILEAGE/TOLLS/PARKING</i>	<i>TOTAL</i>
Danielle Dolci	6/5-8, 2023	NJASBO	Ongoing PD & QPA credits for BA's	\$275.00	\$291.73	\$62.98	\$629.71
Christine Carney	03/13/2023	BER	Helping Englis Learners	\$279.00		\$19.36	\$298.36
Tiffany Moutis	06/02/23	Strauss Esmay	Update on School Law & Policy	\$50.00		\$18.24	\$68.24
Kelly Gamez	06/02/23	Strauss Esmay	Update on School Law & Policy	\$50.00		\$18.24	\$68.24
Stacy Cullari	06/02/23	Strauss Esmay	Update on School Law & Policy			\$18.24	\$18.24
Glenn Kershner	06/02/23	Strauss Esmay	Update on School Law & Policy			\$18.24	\$18.24
Elizabeth Alexander	03/16/23	BCPDI	Connect student need and curriculum as individualized instruction				

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Elizabeth Alexander	03/23/23	BCDPI	Behavior Management Strategies for ADHD & Trauma				
Danielle Dolci	03/23/23	NJASBO	Learn about Purchasing Regulations	\$125.00		\$22.56	\$147.56
Danielle Dolci	04/20/23	NJASBO	Learn about Audit Information	\$125.00		\$22.56	\$147.56
Lisa Grieco	03/23/23	BCDPI	Behavior Management Strategies 6th grade				\$0.00
Christa Edolo	05/01/23 05/02/23	NASW	NASW Annual Conference	\$470.00		\$120.32	\$590.23
Tiffany Moutis	May 15-19, 2023	NJASA	Enhance Leadership Styles & Skills	\$250.00	\$359.26	\$61.57	\$670.83
Kelly Gamez	May 15-19, 2023	NJASA	Enhance Leadership Styles & Skills	\$250.00	\$359.26	\$61.57	\$670.83
Stacy Cullari	May 15-19, 2023	NJASA	Enhance Leadership Styles & Skills	\$250.00	\$359.26	\$61.57	\$670.83

Motion to Move Items

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Seconded by: _____

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E. Facilities/Security & Transportation

1. Resolve to approve the below facility use for Mansfield Township School District.

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ORGANIZATION	EVENT	DATE(S)	TIME	FACILITY	Fee
MTES	Author Visit	4/4/23	5:15-7:45	MTES Media Center	
MTES	Project Linus	6/2/23	1:00-3:00	MTES GYM	
CHAS	Movie Night	5/5/23 (Tentative)	5:30-9:30	MTES Bus Parking lot	
Down Syndrome Assoc of NJ	Pocketbook Bingo	4/21/23	6:00-9:00	MTES Cafe	\$50 Use Fee/event \$20 Service Fee/event \$57 for custodial coverage
MTES	Mother Daughter Night	3/29/23	5:00-8:00	MTES Media Center	

2. Resolve to approve the monthly drills at John Hydock Elementary School and Mansfield Township School District.

MANSFIELD TOWNSHIP ELEMENTARY SCHOOL		
Date/Time:	2/10/23	2/28/23
Type of Drill	Fire Drill	Bomb Threat Drill
Duration of Drill	4 minutes	3 minutes
Weather Conditions	Sunny and warm	Cold and overcast
Participants of Drill	300	300
Brief Description of What Type of Drill was Conducted	Fire drill conducted. All went well.	Bomb threat drill conducted. All went well
<p>Person(s) overseeing Fire Drill: G. Kershner Person(s) overseeing Security Drill: G. Kershner</p>		

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JOHN HYDOCK ELEMENTARY SCHOOL		
Date/Time:	2/10/23	2/28/23
Type of Drill	Fire	Shelter in Place
Duration of Drill	Approximately 5 minutes	Approximately 3 minutes
Weather Conditions	Sunny/Warm	Rainy/Cold
Participants of Drill	Entire student body and staff Approximately 250 people	Entire student body and staff Approximately 250 people
Brief Description of What Type of Drill was Conducted	Fire Drill was conducted without incident.	Shelter in Place was conducted without incident.
Person(s) overseeing Fire Drill: S. Cullari Person(s) overseeing Security Drill: S. Cullari		

3. Resolve to approve the donation of 600 library books collected through a book drive to the MTES and JHES libraries.
4. Resolve to approve the 1st grade field trip to Silver Lake Nature Center in Bristol, PA on May 11, 2023.
5. Resolve to approve the Cougar Cafe students field trip to John Hydock Elementary School in April, May, and June, 2023.

Motion to Move Items

Moved by: _____

Seconded by: _____

Stephen Thomas _____
 Emily Green _____
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 James Sullivan _____

Simmer Bains _____
 Andrea Melton _____
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 Ryan Ballard _____

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F. Finance and Budget

- 1. Resolve to approve the March, 2023 Bills List.

- [Batch 51](#)
- [Batch 52](#)
- [Batch 53](#)
- [Batch 54](#)
- [Batch 55](#)
- [Batch 56](#)
- [Batch 79,80](#)

- 2. Resolve to approve the Board Secretary and Treasurer Report: Resolved that the financial reports of the Board Secretary and Treasurer of School Monies for January, 2023 which are in agreement be accepted and that pursuant to NJAC 6A:23A 16.10 (c) 4 certify that after consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

[Treasurer’s Report for January, 2023](#) [Board Secretary’s Report for January, 2023](#)

- 3. Resolve to approve Payroll amounts for February 15, 2022 (\$382,549.31) and February 28, 2022 (\$379,519.37).
- 4. Resolve to approve the monthly transfers for the month of [March, 2023](#).
- 5. Resolve to approve the open purchase order report for the month of [March, 2023](#).
- 6. After review and discussion, the MTSD BOE accepts and approves the 2021-2022 Audit. There is no Corrective Action Plan.
- 7. Resolve to approve travel expenditures that promotes the delivery of instruction or furthers the efficient operation of the school district of which requires prior approval of these expenditures by the Superintendent of Schools and the majority of the full voting membership of the Board and to further approve for regular district business travel only a threshold of \$150 per staff member where prior board approval shall not be required and to establish in accordance with NJAC 6A:23A-7.1 a maximum expenditure of \$75,000 for all staff and board members. The 2022-2023 maximum travel budget was \$70,668 of which \$20,846 has been expended to date.
- 8. Resolve to approve submission of the Tentative 2023-24 Mansfield Township School District Budget to the Executive County Superintendent of Schools and the Executive County School Business Administrator in the following amounts:

Fund	Total	Taxy Levy
------	-------	-----------

Fund 10	\$14,171,835	\$11,455,015
Fund 20	\$373,325	\$0
Fund 40	\$245,155	\$245,155
Total	\$14,873,614	\$11,700,130

- Resolve to approve the Flett Exchange to auction up to **170 SREC** (Solar Renewable Energy Certificate) that have been generated by the district's photo-Voltaic system located at the John Hydock Elementary School.

Generated by June 2023 **170 (\$37,000)**

- Resolve to approve the acceptance of the 3rd Round of Supply Chain Assistance (SCA) Funding in the amount of \$9,084.86 from the Department of Agriculture.
- Resolve to approve the Special Education Medicaid Initiative. In accordance with NJAC 6A:23A-5.3 the Mansfield School District is requesting a waiver of compliance with participation in the Special Education Medicaid Initiative (SEMI) Program for the 2022-2023 budget due to the district projecting having fewer than 40 Medicaid eligible classified students and authorizes the Superintendent to submit the waiver to the Executive County Superintendent of Schools.

Motion to Move Items

Moved by: _____

Seconded by: _____

Stephen Thomas _____
 Emily Green _____
 Abbey True Harris _____
 James Sullivan _____
 Simmer Bains _____

Andrea Melton _____
 Adwoah Adomako _____
 Ryan Ballard _____
 Frank Armenante _____

VIII. Good of the Order

BOE Selection of Ethics Training Date
 April 10, 12, 13
 May 2, 17
 June 14, 15, 27, 28, 29

IX. Public Comment

X. Executive Session (Estimated Time: 30 minutes)

Motion to Open Executive Session

Moved by: _____

Seconded by: _____

Stephen Thomas _____
Emily Green _____
Abbey True Harris _____
James Sullivan _____
Simmer Bains _____

Andrea Melton _____
Adwoah Adomako _____
Ryan Ballard _____
Frank Armenante _____

N.J.S.A. 10:4-6 et seq provides that a public body may hold a closed session under certain statutory exceptions to the New Jersey Open Public Meetings Act with a general description of the exceptions being as follows:

1. Items forbidden by specific legal action
2. Right to receive federal funds
3. Invasion of individual privacy
4. Collective bargaining negotiations
5. Purchase/lease/acquisition of real property
6. Items where immediate disclosure would impair public safety
7. Any matter anticipating litigation or contract negotiation
8. Terms and conditions of employment/personnel matters
9. Penalty or loss of license to an individual

The President of the Board of Education has determined that such a circumstance exists which warrants a closed executive session under **item(s) #8** as above indicated and that the conducting of a closed executive session was duly authorized by the adoption of this Resolution. The subject to be discussed is as follows:

8. Terms and conditions of employment/personnel matters

Motion to Adjourn Executive Session

Moved by: _____

Seconded by: _____

March 13, 2023

Stephen Thomas _____
Emily Green _____
Abbey True Harris _____
James Sullivan _____
Simmer Bains _____

Andrea Melton _____
Adwoah Adomako _____
Ryan Ballard _____
Frank Armenante _____

XI. Adjournment

WHEREAS, there being no further business of the Mansfield Township Board of Education to attend to on this 13th day of March, 2023;
THEREFORE, BE IT RESOLVED, that the March, 2023 meeting of the Mansfield Township Board of Education be and is hereby adjourned at ____pm.

Moved by: _____

Seconded by: _____

Stephen Thomas _____
Emily Green _____
Abbey True Harris _____
James Sullivan _____
Simmer Bains _____

Andrea Melton _____
Adwoah Adomako _____
Ryan Ballard _____
Frank Armenante _____