



# Maritime Academy Charter School

2275 Bridge Street, Building 11  
Philadelphia, PA 19137

Phone: 215-535-4555 Fax: 215-535-4398

**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**2700 E. HUNTINGDON STREET**  
**WEDNESDAY – NOVEMBER 16, 2022 - 5:00 pm**  
**IN PERSON or VIA ZOOM LINK**  
**VIA ZOOM LINK**

<https://us02web.zoom.us/j/87102250814?pwd=WDYvYTUybkZHbk8rMEhQYi9wMTFUUT09>

Meeting ID: 871 0225 0814 - Passcode: EAi003

Dial in Number: 1 929 205 6099

Meeting ID: 871 0225 0814 - Passcode: 455350

**BOARD MEMBERS PRESENT**

Scott Cointot, Chairman      Lew Grill  
Michele Krajewski          Nathan Hauser  
Mary Anne Celenza          Michael Mattioni  
Robert Cook                  Robert Vacchiano  
Tummona Fisher              Richard Venuti

**PROXY**

Louis Cavaliere  
Michael LaGrassa  
Minerva Cruz

**ABSENT**

Cynthia Hudson  
Arthur Sulzer

**MACS STAFF**

Eugene Mattioni, CEO  
Matthew Wilson, HS Principal  
Stephen Hewitt, HS Asst. Principal  
Peter Saunders, ES/MS Principal  
Laura Bischoff, ES/MS Asst. Principal  
Kimberly Bonanni, SPED Director

**GUESTS**

Craig Butler, Foundations, Inc.  
Roseanne Ahlholm, Foundations, Inc.  
Tom Bond, *NAI* Geis Realty Group, Inc.  
Julie Berson, Kleinbard LLC  
Kevin Blackney, Blackney Architects  
Pierce Keating, Keating Associates

**Roll Call / Review of Minutes**

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

FIRST:            Michele Krajewski

SECOND:        Richard Venuti

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 2022-2023 actual YTD amounts for October 2022 (amount based on 820 students):

Opening Fund Balance	\$ 5,990,773
Total Revenue	\$ 4,739,490
Total Expenditures	\$ 4,254,392
Ending Fund Balance	\$ 6,475,871

Mr. Butler stated the audit is on track and the deadline is December 31, 2022.

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

MOTION: Robert Vacchiano

SECOND: Nathan Hauser

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

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

Nothing to report at this time.

### **CEO Report – Eugene Mattioni**

#### **Status of 201/202 - Blackney Hayes Architects - Presentation of Kevin Blackney**

We received a proposal from Architect, Kevin Blackney; the intent is for MACS to occupy the first floor of building 202, the third floor of building 202 and 201, and the fourth floor of building 202. This space is to replace building 41 and 42. It will be made available for primarily the 7th and 8th grade. The planned design calls for a separate entrance in the area of the loading dock for students. The area between building 201 and 202 will be modified to create an outdoor classroom/lounge/dining area. The tentative schedule is to occupy the building in January of 2024. The scope of the initial work is set out in the attached proposal. The preliminary work fee is proposed at \$75,600.00. The plan is to develop a comprehensive program that reflects the needs and requirements of the proposed school. BHA will prepare Schematic Design documents. It will include site plans, preliminary code review, floor plans, exterior elevations at the new entrance, preliminary narrative of HVAC, plumbing, electrical and low voltage systems. This is preparatory to a more complete design, civil and structural engineering, environmental, and kitchen work; among other issues to be completed. We also have financing options available to us at any time.

Kevin Blackney gave a summary of the proposal for buildings 201/202. The existing buildings are in good condition and ready to be fitted for MACS; the dimensions are good for school needs. They will provide the layout and look and will do a survey/measurements. Will sit with the MACS team to get a detailed guide to use. There will be other options provided such as entrances; safety codes; designs that will work, then they'll move forward to the next phase of construction drawings. Discussed the option of a wet or dry sprinkler system; will provide pros and cons. Mr. Bond gave an update on the status of the LOI – the owners were reasonable on the counter offer with an 11 year, 5 month lease. We may need the 1<sup>st</sup> floor and combine floors in 202/201 with a lease commencement to January 2024 with a 12 month rent abatement over the first couple of years. Will continue to negotiate and discuss rate percentage. Overall, the base building is in good shape and the landlord will be taking care of improvements; we need to decide on purchase options. We will meet with the architect for a cost estimate and provide a counterproposal to Alliance HSP. Mr. Butler stated it is an affordable project but we must remain mindful of other expenditures.

#### **Status of Charter Renewal**

We have meetings every week to discuss and prepare for the charter renewal; the first site visit is scheduled for January 19, 2023; we don't foresee any problems. MACS is ready and we continue to prepare at both schools and have a good plan in place. We have a short meeting scheduled with the CSO on 11/21 to go over MACS' Mission Elements. We have a process in place of identifying teachers and classes that best explain our mission statement; meetings to be held with scheduled events for expectations and lesson plans to connect with mission. We've identified groups of students and parents to meet and share lesson plans with; we have a charter renewal team ready to provide feedback along with classroom setup. A document has been created with questions/answers regarding the mission and includes all trips, speakers, and curriculum. We plan to review and present artifacts/videos to support the school's mission; all will be ready and organized. We have already sent the CSO an invitation to seven (7) specific events; we have not received a response and they were not present at the first event.

#### **CCP Technology Center**

Met with Board Member Lew Grill at the CCP technology center located at 48th & Market/Ludlow Street. It had some very interesting features; everything is on wheels. Note the ceiling IT trays/wiring, floors, and light fixtures; no drop ceilings.

#### **Cadet of the Month**

Each month, the ES/MS holds a Community Day where every teacher selects a cadet of the month and tells a story of that Cadet's demonstration of being helpful and kind to his/her classmates.

### **African-American Chamber of Event – Annual Meeting and Award Ceremony**

On Wednesday, October 26, 2022 the AACC held its Annual Meeting and Awards Ceremony at the Lincoln Financial Field. This event continues the tradition of honoring business leaders throughout the region that represent and support African-American businesses through economic empowerment and advocacy. The AACC's Annual Meeting and Awards Ceremony is one of Philadelphia's Best Networking Events for business owners and business leaders throughout the region.

### **Girls Basketball Team and Coaches**

Varsity Coach Ms. Donovan and MACS middle school girls. She and Coach Ms. Carroll are superb. It was impressive that they let everyone get a chance to play in the games no matter what their skill level. They all played with their heart and soul and very best. It was a joy to be a fan in the audience watching them play and have fun.

### **Veterans Day – USS Olympia – MACS Color Guard**

The MACS color guard was perfect. They performed their duties flawlessly. They are a credit to our school. A "hooyah" to them all and Chief Hentnick! Mr. Mattioni was very proud of them.

### **Italian Navy – Veterans Day**

We were honored to be with members of the Italian Navy who are stationed at NE Philadelphia's Airport. They joined us for the Veterans Day ceremony aboard the USN Olympia. The Olympia returned the body of the Unknown Soldier of World War I back to the United States from France. There were four unknowns but only one was interned at Arlington Cemetery which is now the Tomb of the Unknown Soldier. The Olympia is also famous in the battle of Manila Bay. Across the River is the contrast of the USN Battleship New Jersey, the most decorated naval vessel of World War II.

### **Filitalia International Leadership Award – Eugene Mattioni**

On Sunday, November 13<sup>th</sup>, Mr. Mattioni was presented with the Leadership Award at the Filitalia International's 35<sup>th</sup> Annual Gala Ball for his outstanding examples of character, disposition, loyalty, and efforts. Mr. Mattioni was joined by many of MACS loyal staff to celebrate this honor.

### **The Forgotten Fathers of our Country**

On Tuesday, 11/15/2022, the senior class attended the play "The Forgotten Fathers of Our Country" at the Venice Island Performing Arts center in Manayunk, along with special guest Ms. Regina Hairston, CEO/President of AACC. This play reminds us that Black History is also American History and is also a part of our AP History Curriculum as well.

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

- We are prepared for our charter renewal virtual "conversation" next Monday with the Charter Office. The conversation will focus on our mission. We have organized a document that outlines the various programs, initiatives, events, curriculum, etc. that supports our mission elements to drive the conversation. We will select the best items to serve as artifacts/evidence for when they visit on January 19<sup>th</sup>.
- Instructional staff participated in a professional development session on the North Wind. Support staff from both schools participated in de-escalation training from Foundations.
- Chief Hentnick facilitated a Veterans Day Ceremony for our high school. Two ceremonies were held on Thursday, November 10<sup>th</sup> (two grades per ceremony). The Sea Cadets presented colors, a member sang the National Anthem, MACS' veterans were recognized, and we celebrated the sacrifices of all veterans, both past and present.
- Mr. Robert Verrico from Western Fumigation spoke to our AP Environmental Science class on pest control, specifically relating to the impact on agriculture and shipping containers.
- Administration will have the 1<sup>st</sup> round of formal teacher observations completed before Thanksgiving break.
- AP examinations have been ordered for all cadets that are taking AP U.S. History, AP Literature, and AP Environmental Science.
- The first academic quarter has ended. Grades are being finalized and analyzed. Parent/Teacher Conferences will be held on November 21<sup>st</sup> and 22<sup>nd</sup>. Parents will be required to attend a conference if their cadet failed a course.
- The high school assembled 80 ditty bags and will be delivering them with the elementary school on November 17<sup>th</sup>.
- A group of 12<sup>th</sup> graders will be visiting Greenwich Marine terminal on Thursday.

- Chief Peitsinovski organized an 11<sup>th</sup> grade trip to Independence Hall.
- Ms. Pellegrino organized two trips for her transition and life skills classes. Seniors visited Community College of Philadelphia for career exploration and planning. The second trip was part of the Philly GOAT Project. Students spent the morning with the owner of the farm learning about careers and the educational requirements of working with animals such as Vet Techs, Animal Therapists, Veterinarians, Goat Farriers, and Farmers.
- Cadet and staff participation in clubs, events, and extracurricular programs has been high.
- MACS now has a chess club.
- MACS now has a cheer team.
- MACS cadets enjoyed our annual Fall Fest Celebration.
- A large number of cadets showed interest and signed up for the ASVAB. The test was administered to 30 cadets on October 26<sup>th</sup>.
- Student Government Association organized our first blood drive of the year; 28 pints were collected (new record).

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

**Home & School Baked Goods Sales:** Our Home & School association held their second big fundraising event of the school year which ended last Friday. Families could order various pies or a pumpkin roll from Shady Brook farms or sticky buns from Fritz’s. Families will be able to pick up their baked goods during report card conference hours next Monday and Tuesday.

**Home & School Meeting:** The Home & School Association held their second monthly meeting on November 8th. Unlike the initial meeting, this meeting was held virtually and there was a good turnout. We had 10 parents attend the meeting and they were able to provide some useful feedback about the upcoming holiday fair and paint night. Ms. Coates, our liaison, does an excellent job planning with our H&S board members. The plan is to have more virtual meetings because the participating parents thought it was easier to stay involved if they could meet more often virtually.

**Candy for the Navy:** Our annual Candy for Navy delivery is fast approaching. For the first time, both the elementary and high school will deliver ditty bags and candy at the same time. Delivery is scheduled for Thursday, 11/17/2022 at 9:30 AM at the Chapel of the Four Chaplains. We would like to again thank Capt. Cavaliere for all that he has done to make this annual event so rewarding for all involved. Any interested board member is welcome to come out and meet some of our generous cadets that have worked so hard to put together the ditty bags.

**Forgotten Founding Fathers Trip:** Our 8th grade went to the New Freedom Theatre on November 14th to view the show “Forgotten Founding Fathers”. This play teaches about some of the individuals that helped found our country but are oftentimes left out of our history books. The actors in this show also use hip hop and dance as a way to keep the children’s attention and interest. This link provides a brief snippet of the production:

<https://www.youtube.com/watch?v=ongapybPLhI>

**SEPCAL Sports:** Our Girls cross country team won the SEPCAL championship. This is the first championship for any of our teams that participate in SEPCAL. Our girls dominated this season led by 8th grade cadet Yarielis Martinez and our coaches, Ms. Donovan and Ms. Carroll. Yarielis was undefeated for the whole season! With “The Girls on The Run” program training with some of younger cadets, we hope to have a powerhouse girls cross country team for years to come. Not to be outdone, the boys’ team finished second in their division. The boys’ team showed a great deal of growth this season as well. We have already begun the girls’ basketball season. We have several new faces on both the JV (5th & 6th grade) and varsity (7th & 8th grade) teams. Ms. Donovan and Ms. Carroll will again be coaching this group. So far, varsity is 1 and 1. If you are interested in coming out to a game, we play our home games at the Juniata Recreation Center.

**Canned Food Drive:** As we have done for many years, we are having our annual canned food drive. We will stop collecting items on November 18th. On the 18<sup>th</sup>, we will have our November dress down day during which cadets can pay the normal \$2.00 fee or provide a canned food item. We will deliver all collected food items to St. Mary’s Food pantry on November 21st. Several of our 8th grade cadets will volunteer to pack and deliver the food along with Ms. LaVerghetta, our 8th grade class sponsor.

**North Wind Schooner Professional Development:** Thirty members of our teaching staff were able to spend two hours on the Northwind Schooner sailing the Delaware River. Before they embarked on the trip, Capt. McGee and Capt. Sammons did an interesting professional development presentation on maritime content and explained what

types of ships are involved in maritime trade on the Delaware River. The hope was that teachers could actually see these ships at work during this outing. The teachers all had an excellent time and felt that this trip will help them better make maritime connections in their teaching.

**Pennsylvania Value Added Assessment System (PVAAS):** On November 1<sup>st</sup>, 2022, PVAAS' growth data was made available to schools. Overall, our school has shown growth from last year with some groups making significant improvements. With the impact of COVID learning loss, we want to make sure that we maintain growth across all subjects and grades.

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

- Our enrollment numbers remain excellent at both the elementary and high school. We are still averaging well over 150 cadets per day at the elementary school for PM programs and 75 cadets per week at the high school. The same programs continue at both sites and cadet interest remains high.
- The “Girls on the Run” and Heart and Sole finish up on December 4<sup>th</sup> at the Navy Yard for the final 5K. This run celebrates all cohorts of Girls on the Run throughout Philadelphia. Cadets will move back into traditional programming.
- All programs are fully staffed and teachers have been doing a great job adjusting to the higher class sizes across the board. Mrs. Wenger will be assisting us in gathering data and additional resources CLC teachers can utilize, so our students are consistently challenged in preparation for the PSSA and progressing in their respective grades.
- We officially began drawing funds from Cohort 11 as of October 3, 2022. This new cohort will fund programs in Kindergarten and Grades 3 through 12, while Cohort 10 continues to fund programs in Grades 1 and 2. Staff members in both Cohorts are participating in required training sessions.
- Ms. Bischoff and Mr. Hewitt attended the introductory training session for Cohort 11 on Tuesday and Wednesday, November 15 and 16. We remain current in our submissions of required documentation for both cohorts.

We continue to follow all updated CDC guidelines for our after-school programs.

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

**Total Number of Special Education Cadets** = 163

**Speech:** All kindergarten students were screened for speech needs. This is a good practice for children who are just beginning school. After the screenings were completed, six students (out of the 23 students we have) were recommended for further testing.

**Special Education:** Ms. Bonanni met with LaQuenta Montañez on 10/31/2022 to review the transition portion of the IEPs. Ms. Montañez is with IU 26 (the City of Philadelphia's Intermediate Unit) and her job is to review the IEPs of all schools due for cyclical monitoring in 2023-24. The meeting was very brief - she informed Ms. Bonanni that MACS has all the necessary documentation; we need to move it out of the IEP chart and into the goal section. We also need to list their Interest Inventory information under Present Levels instead of Transition. Finally, we need to make sure we are including the many activities we provide—Independent Living, CCP, field trips.

**Trainings:** Jessica Williamson provided Ms. Bonanni a candidate from Foundations, Kerry Stouffer, for outside training. We discussed trainings for our paraprofessionals which would allow us to complete the competencies for them. This would also improve their classroom performance. They will be providing this training during our regularly scheduled PD days. On December 2, all special education staff will receive training on verbal de-escalation and safety care restraints. This is a state requirement along with being a good practice as no-one knows when a restraint may need to be utilized for safety reasons.

**PASA:** The PASA paperwork indicating that we are below the 1% Threshold for the alternate to the PSSA has been submitted; we are at 0.98%. This is important as prior to last year, we had to apply for permission to go over the 1% allowance. As this test is restricted to a very small population, it should be kept under 1%.

### **Federal Programs Report – Dr. Alex Schuh and Zoe Groff**

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

- 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 grants have been approved by PDE and funds can be disbursed according to the grant model and guidelines.
  - The approved ARP ESSER plans have been posted on the school's website, in accordance with federal and state law.
  - DeLoitte will audit/monitor the ESSER grants beginning in the 2022-23 school year- dates have not been announced but will likely be the Spring.
  - PDE is recommending that schools consider submitting revised ESSER II and ARP ESSER plans if they know that they have changes that they want to make to their original plans. School Frontiers, with input from the administration team and the Board, will be submitting a revised budget to PDE by December 15, 2022.
- On August 1, 2022, the Pennsylvania Commission on Crime and Delinquency (PCCD) announced a School Mental Health and Safety and Security grant for \$140,000. This grant was submitted on August 30. We are still awaiting the funding award announcement.
  - On September 28, 2022, the Consolidated Title grant applications was submitted through the newly integrated myPDEsuite. We are still awaiting the funding award announcement. However, we are already utilizing those funds for some spending items (e.g., Title III ESL funds).
  - The 21<sup>st</sup> Century CLC Cohort 11 grant is up and running, serving grades 3 to 12.
  - On November 9, School Frontiers conducted Fall observations of 21<sup>st</sup> CCLC Cohort 10 (grades 1 and 2). These observations will be reported in the 2023 21<sup>st</sup> CLC Evaluation Annual Report. The 2022 Cohort 10 Annual Report is being developed and will be submitted by December 23<sup>rd</sup>.
  - The Comprehensive Plan and its many subcomponents were posted to the school's website on July 30, 2022, for a 28-day public comment period. The plan, with Board approval, was submitted through eGrants on August 30. The plan and the plan's subcomponents have been approved by PDE.
  - The Charter Renewal Application guidelines were posted to Epicenter in May. We are submitting additional required documentation through Epicenter. The District stated recently that decisions on moving the school and enrollment expansions would not happen until renewal (which is likely to be in May or June 2023, although it could be sooner).
  - The Ready to Learn Grant for \$64,875.00 was submitted in eGrants for the 2022-23 school year. The grant purchases additional student computers, online learning software and data analysis.
  - Throughout October and November, the administration team met weekly to discuss the Comprehensive Plan, Charter Renewal, ESSER grants 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 administration and reviewing invoiced expenses in an online database. We are currently working on the ESSER budget revisions.

### **School Counselor's Report – Ms. Aimee Bogan**

#### **Elementary and Middle School - Jaime Donovan and Kelly Brennan**

##### Career Fair

- December 9th from 8:30 - 2:30 for students in grades k - 8
- Reaching out to Maritime board members, people in the community to participate in our career fair

##### PASS program ~ SEL

- Beginning to survey students in grades 7 and 8
- Emphasis on social and emotional needs and patterns related to SEL, academic, behavior and overall learning

##### Teen Substance Awareness Assembly

- Assembly for students in grades 6-10
- Middle School December 19th, High School December 20th
- Focus on assembly:
  - Dangers of substance use and abuse
  - Discussing common misperceptions and the social and emotional challenges that teens face that can trigger substance use and abuse

- Help teens understand how to avoid the traps that are set for them and how to make positive decisions when faced with the difficult situations and life challenges
- Parent night on December 19th

#### Meetings

- Grade Leader Meetings: weekly to discuss any student concerns
- JJC Services: monthly to discuss students/collaborate
- Scheduling and facilitating parent meetings to discuss academic, SEL, behavioral or overall student concerns
- CSR: student progress and implementation of action plans

#### Academic Support

- Providing strategies for staying organized and time management
- Working with students during lunch who may need extra time/support
- Creating homework charts to assist with student organization

#### High School - Ms. G & Ms. Jackson, Ms. Bogan

##### NHS (Ms. G)

- Faculty Council Meeting re: student behavior
- Assist NHS seniors with NHS scholarship applications - 11 students applying

##### College/Career

- Created virtual Q&A opportunities with professional psychologists for students interested field
- Scheduling virtual Q&A opportunities with professionals in the medical field
- CCP: Assisted 8 cadets with applications. Spring registration began 10/24/22
- Ms. Jackson working on career curriculum to implement with 9th graders
- Ms. Bogan & Ms. Jackson held a virtual FAFSA night on Thursday 11/10
- Seniors beginning to complete college applications, receiving acceptance letters
- Trip to West Chester University Tuesday 11/15

##### Extra-Curricular

- Our GSA (Gay Straight Alliance) The Rainbow Club created posters for Solidarity Week last week
- High School Fall Fest 10/28 was a success
- Senior portraits took place on 11/8 at the high school
- Ms. G & Ms. Jackson planning winter dance for 9th and 10th graders,
- World Kindness Day school wide event this week. We will create a “sea of kindness” display in the hall across from the office by having cadets acknowledge acts of kindness.
- Washington DC senior trip, 50 students have committed to attending. May 19th and 20th. Student Government is assisting with headcount.

##### Academic Support

- Meeting with students who did not pass classes Q1, discussions with guardians, problem solving with teachers and team
- Mandatory parent meetings will take place during parent/teacher conferences

##### Professional Development

- All counselors will be attending the PA School Counselors Association virtual professional development December 8-9. Theme “Kindness changes everything”
- Ms. G and Ms. Jackson are attending the Automotive Training Center’s Educators Seminar on 11/16

##### PASS Survey is beginning to be implemented in the Middle School, High School will be Next

- Effective learning starts with the social and emotional well-being of students. PASS helps identify fragile learners who are held back by factors such as a lack of confidence, motivation, or connection to school. By uncovering how students feel about themselves and school, educators can give them the support they need to thrive.

#### Athletic Director’s Report – Kevin Schultz

##### Middle School:

- Girls JV and Varsity Basketball Program off to a good start as the Varsity squad defeats School Lane Charter 28-9!
- The Girls teams will head to Chestnut Hill this evening (Wednesday 11/16 ) to watch Chestnut Hill College play Bloomsburg University

- The Boys Basketball Program will start league competition in January 2023. Tryouts will be held in December  
**High School:**

- We have added a JV Girls program to the menu of sports offered at the HS. The program will commence with a two season stint at the JV level in The Philadelphia Public League, and graduate to a Varsity level program in 2024.
- The Boys JV and Varsity teams have been evaluated and competition starts in early December

**Juniata Boys and Girls Club at 1001 E. Cayuga - Improvements:**

- New nets
- Replace protective barrier/padding around basketball backboards
- 24 new chairs for team “benches”
- Evaluating estimates for gym floor resurfacing

**Facilities Report – Gerry Malkowski**

- Boilers in building 107 have been inspected.
- Filters replaced in all drinking fountains in all buildings.
- Filters replaced on all HVAC systems in all buildings.
- Electric hand dryers installed in buildings 41, 42, 107, and 106.
- Preventive maintenance performed on house fan in building 107.

**Closing Remarks – Capt. Scott Cointot**

Capt. Cointot attended the Trunk or Treat event held by the staff at the elementary/middle school and stated it was well attended; all the staff and students enjoyed it. Capt. Cointot encouraged all board members to attend an event held by the school.

**Resolution for E-Signature Authority**

Board Chairman, Capt. Scott Cointot asked for a MOTION to approve the resolution for e-signature authority by CEO, Eugene Mattioni. Mr. Mattioni will add the words “subject to board approval and as authorized by the Board of Trustees” to the document.

FIRST: Michele Krajewski

SECOND: Nathan Hauser

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

**Adjournment**

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

FIRST: Robert Cook

SECOND: Richard Venuti

All were in favor (three proxy), there were no nays, the MOTION was APPROVED unanimously; the meeting was adjourned at 6:18 pm.