

**UPPER PERKIOMEN SCHOOL DISTRICT**  
**2229 East Buck Road**  
**Pennsburg PA 18073**

**May 10, 2018**

**CALL TO ORDER**

The regular meeting of the Board of School Directors of the Upper Perkiomen School District was called to order by the Board President, at 7:05 p.m. at the Upper Perkiomen Education Center.

The following Board members attended: Joan T. Smith, James C. Glackin, Judith Maginnis, Raeann B. Hofkin, Dr. Kerry A. Drake, Mike W. Elliott, Stephen L. Cunningham (phone-in), Dr. John L. Farris, and Melanie R. Cunningham. Administration in attendance were: Alexis McGloin, EdD., Andrea Farina, EdD., Ashley Kitten, and Sandra M. Kassel. Others in attendance were: Kenneth A. Roos, Dyan Hipszer, John Sheeran, Christine Schmoyer, Amanda Fadil, Morgan Deibler, Danielle Fritchman, Marianne Uber, Tom Uber, Deb Long, Lisa Colapietro, Hope Manion, Kathy O'Hara, Labrea Huff, Bill Scott, and Phil Detweiler.

**BOARD PRESIDENT'S REPORT**

Dr. Drake reported that on Saturday, April 28<sup>th</sup> there was a serious fire at the high school. He reported that Dr. McGloin informed him of the fire and said she was on her way to the high school. Dr. Drake met her at the scene. Dr. Drake spoke about the wonderful job that Dr. McGloin and John Sheeran did commanding control from a district perspective. He wanted to publicly thank Dr. McGloin, John Sheeran and the first responders for a job well done.

Dr. Drake announced that the Employee Recognition event was held this week, he thanked Vice-President Elliott for speaking on his behalf. Dr. Drake thanked all the employees for their long term service and contributions to the district.

Dr. Drake said he asked the Chairperson of each committee to summarize their findings to date and indicated these summaries would be presented at a future board meeting.

Dr. Drake announced that there was some misunderstanding and confusion over the use of facilities by non-school groups. He has asked the solicitor to speak and help with clarifying the policy, which Mr. Roos did later in the meeting.

**SUPERINTENDENT'S REPORT**

Dr. McGloin talked about the high school fire and thanked Dave Weller, Scott Seip, Jeff Karom, Eric Finkboon, John Sheeran and all the staff at the high school for their dedication and hard work. She gave an update on the status of the building and the cleaning process. Dr. McGloin said that everyone was working very hard to reschedule Arts Week. Dr. McGloin presented a video that was created by UPN which highlighted staff and student thoughts and feelings about the fire.

Dr. McGloin announced that four different groups of high school students entered films into the Pennsylvania 10-Day Film Challenge. One film, "Best Bait" was chosen as one of the best 30 in the state to be screened at the United Artists Cinema in Philadelphia's Penn's Landing. Dr. McGloin congratulated and wished good luck to Mr. Thomas, Hannah Leight, Caelyn Diehl, Madysyn Heacock, Ryan Kendra, Charlie Haag, Morgan Fiorito, and Brianna McDermott.

**PRESENTATIONS/DISCUSSION**

A. Preliminary 2018 - 2019 Budget – Sandra Kassel, Business Administrator  
Sandra Kassel presented the proposed 2018-2019 budget. She showed the local, state and federal revenues and expenditures. She talked about the millage increase and millage calculations. Mrs. Kassel indicated that both she and Dr. McGloin were recommending a 2.9% millage increase. Dr. McGloin and Mrs. Kassel said that at the May 24<sup>th</sup> Board Workshop the budget would be discussed further and the final approval would be at the June 14<sup>th</sup> Board meeting.

- B. Policy/AR Discussion – Ken Roos, Solicitor  
Mr. Roos gave an explanation of the differences between a policy and an AR. He spoke about Policy 707 & AR, Use of School Facilities and questions that came up about some of the organizations using the buildings. He has recommended that a new temporary AR be put in place until the board approved a new policy.
- C. Comprehensive Plan – Dr. Andrea Farina, Assistant Superintendent  
Dr. Farina, Allison Stephens and George Reigle presented the Comprehensive Plan. They reviewed the district goals, district accomplishments, and district concerns in addition to many other subjects. Dr. Farina indicated the plan would be available for review and the board would vote on it in September for submission to the state in October.

Dr. Drake announced that there would be a five minute break at 9:00 pm.

### **SOLICITOR'S REPORT/SUNSHINE ACT ANNOUNCEMENTS**

Mr. Roos announced that an Executive Session was held on April 12<sup>th</sup> to discuss personnel and labor litigation and an Executive Session was held prior to the evening's meeting to discuss personnel matters.

### **APPROVAL OF AGENDA**

Motion by Melanie R. Cunningham, seconded by James C. Glackin, to approve **the agenda as presented**. VOTE: Smith – yes, Glackin – yes, Maginnis – yes, **Hofkin – no**, Drake – yes, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

### **COMMITTEE REPORTS**

- A. Special Education Committee – Judy Maginnis  
Mrs. Maginnis reported that the committee met and discussed the state of nursing services, and the general health program. A discussion was held on goals that the committee was looking forward to bring to the board. She indicated the next meeting would be held on June 12<sup>th</sup> at 7:00 pm and said that Mr. Thrush would be attending to talk about the transition program.
- B. Curriculum/Technology Committee – James Glackin  
Mr. Glackin reported that the committee met and discussed district wide data, and identified trends.
- C. Facilities Committee – Melanie Cunningham  
Mrs. Cunningham reported that a meeting was held on May 3<sup>rd</sup>. She said the committee covered many topics; the high school fire recovery, a preliminary discussion of the 4-5 building, high school sewage pump, the district mowing, the rebid of the Marlborough chiller and secure entrances at Marlborough and Middle School. Mrs. Cunningham said the zoning hearing with Upper Hanover Township was discussed and indicated district would be asking to perform work on Saturdays at the middle school construction site. She talked about ideas for the facilities use of the current middle school in the future and gave a brief update from a construction meeting she attended. Mrs. Cunningham stated the next meeting would be held on May 30<sup>th</sup> at 7:00 pm. at the Education Center.
- D. Policy Committee – Raeann Hofkin  
Mrs. Hofkin reported that the committee met on April 23<sup>rd</sup> and discussed the student walk-out policy and the possibility of merging with the student expression policy. She indicated the next meeting would be held on June 5<sup>th</sup> and several policies were scheduled to be discussed.

- E. Board Communication Line – Mike Elliott  
Mr. Elliott reported that the committee had their first meeting and that the next meeting was on June 12<sup>th</sup> at 6:00 pm. He stated the main focus of that meeting would be the district communication plan.
- F. Western Montgomery Career & Technology Center – James Glackin  
Mr. Glackin reported that the Car Show went well and that the nursing students will be competing at the annual HOSA competition. Mr. Glackin announced that there was an item on the agenda referring to the Superintendent of Record's term at the Western Center.
- G. Montgomery County Intermediate Unit – Dr. Kerry Drake  
Dr. Drake reminded the board that ballots for Judy Maginnis to serve on the IU board were in their board packets.
- H. Legislative Liaison Report – Judy Maginnis  
Mrs. Maginnis reported there was no meeting.
- I. Upper Perkiomen Education Foundation – Mike Elliott  
Mr. Elliott said Action item #4 on the agenda referred to the Upper Perkiomen Education Foundation.
- J. Regional Planning Commission Representative – Melanie Cunningham  
Mrs. Cunningham said that at the last meeting the county discussed solar energy.

#### **PUBLIC COMMENTS ON AGENDA ITEMS**

Christine Schmoyer, Pennsburg talked about the Curriculum and Instruction meeting and the data that was discussed. She asked about updated data results that were based on MAP testing, the elimination of Enhanced ELA and the .5 French teacher position.

Amanda Fadil, East Greenville and Morgan Deibler, Upper Hanover, both middle school Students, talked about the Enhanced ELA class elimination. The students felt it provided them the opportunity to reach their goals.

Danielle Fritchman, Pennsburg, 7<sup>th</sup> grade student, talked about the Enhanced ELA class and her disappointment in the elimination of the course.

Marianne Uber, Upper Hanover 5<sup>th</sup> grade student, at Marlborough Elementary, said her favorite subject is ELA and she had been looking forward to Enhanced ELA at the middle school.

Tom Uber, Upper Hanover 7<sup>th</sup> grade student, talked about Enhanced ELA and said it provided a much needed challenge for students.

Deb Long, Pennsburg, spoke about the Comprehensive Plan. She felt the action plans were unbalanced and that they still need to be worked on.

Lisa Colapietro, Pennsburg and middle school staff, spoke on behalf of the ELA department and expressed their concerns.

Hope Manion, Hereford, asked how the MTSS process is working in the schools.

Kathy O'Hara, Upper Hanover, spoke about math courses and the changes that were made.

Labrea Huff, Upper Hanover, said she had serious concerns about the MTSS process.

Bill Scott, Upper Hanover, spoke about the motion to approve the Articles of Agreement at the Western Center and said it did not make sense to change the way they were written.

#### **MINUTES**

A. Motion by Mike W. Elliott, seconded by John L. Farris, to approve the **Regular School Board Meeting Minutes of April 12, 2018 as amended.** (Attachment A). VOTE: Smith – yes, Glackin – yes, Maginnis – yes, **Hofkin – no, Drake – abstain**, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

**President Drake called for a five minute recess at 8:55 p.m., the meeting reconvened at 9:00 p.m.**

**OLD BUSINESS**

John Farris asked if Dr. McGloin met with the parent who had questions about the MTSS process and the discrepancies in classroom evacuations at the April 12<sup>th</sup> meeting. Dr. McGloin indicated she would reach out to her the next day.

**NEW BUSINESS -  
 PERSONNEL REPORT**

Motion by Mike W. Elliott, seconded by James C. Glackin, to approve the **Personnel Report as presented:**

**I. RETIREMENTS**

**1. SUPPORT STAFF**

- a. **Deborah R. Fistner**, Paraprofessional at Hereford Elementary School, effective April 23, 2018.
- b. **Randy S. Reinhart, Sr., Adjustment** to retirement date from June 30, 2018, to May 30, 2018.

**II. RESIGNATIONS**

**1. PROFESSIONAL STAFF**

- a. **Nickole C. Hart**, Special Education Teacher at the Middle School, effective at the end of the 2017-2018 school year.

**III. APPOINTMENTS**

**1. PROFESSIONAL STAFF**

- a. **Nicole A. Foreman**, adjustment to Extended Per Diem Substitute Teacher assignment, effective May 2, 2018, through June 13, 2018. Nicole will be substituting for Tammy Day who is on a leave.

**2. SUPPORT STAFF**

- a. **Charles E. Brennan**, Full Time Custodian at Marlborough Elementary School, effective May 7, 2018, to be hired subject to required employment history review, at \$11.90/hour, per the Maintenance and Custodial Staff Agreement. Charles will be replacing James Myers who is retiring.

**3. PROFESSIONAL STAFF FOR THE SUMMER LIBRARY PROGRAM** for a maximum of 16 hours, effective June 18, 2018. Rate based on professional contract:

<u>Name</u>	<u>Role</u>	<u>Location</u>
Beth A. Avanzato	Main Coverage (shared)	Marlborough
Sara N. Barnoski	Main Coverage (shared)	Marlborough
Brigid M. McGovern	Main Coverage	Hereford
Pamela J. McGovern	Substitute	Middle School
Danelle R. Rodgers	Substitute	Marlborough
Tasha J. Rushatz	Substitute	High School
Kathleen S. Stattel	Main Coverage	High School
Mary B. Wietecha	Main Coverage	Middle School

**4. SUPPORT STAFF FOR THE SUMMER LIBRARY PROGRAM** for a maximum of 16 hours, effective June 18, 2018:

<u>Name</u>	<u>Role</u>	<u>Rate</u>
Janet Fritz	Support Coverage	\$10.00/hr.

**5. PROFESSIONAL STAFF**, curriculum writing for the 2017-18 school year (paid through Title II grant funds):

<u>Name</u>	<u>Course/ Grade Level</u>	<u>Contract</u>	<u>Type</u>
Matt Austin	Anatomy & Physiology	\$900	Revision
Debra Burns	College & Career Prep	\$2,150	Online, New
Chris Bieler	Health II Online	\$2,150	Online, New
Kelly Brenninger	Science 6 (50%)	\$900	New
Christian Fowkes	Science 7 (50%)	\$900	New
Christian Fowkes	Science 8 (50%)	\$900	New
Brian Hansley	Film as Literature	\$1,800	New
Brian Hansley	11th Grade English (50%)	\$450	Revision
Danielle Hawthorne	11th Grade English (50%)	\$450	Revision
Tim Herbert	Modern and Short Fiction	\$1,800	New
Sean Kooker	Science 6 (50%)	\$900	New
Amy Lychock	AP Studio Art	\$1,800	New
Veronica Neff	Chemistry	\$900	Revision
Veronica Neff	AP Chemistry	\$900	Revision
Jen Rosch	Forensics	\$1,800	New
Kristyn Sparacino	Science 7 (50%)	\$900	New
Kristyn Sparacino	Science 8 (50%)	\$900	New
Rich Staniec	Engineering	\$1,800	New
Dave Thomas	Sports Broadcasting	\$1,800	New
Dave Thomas	Film Production	\$1,800	New
Mike Tirjan	Honors Physics to AP Physics	\$900	Revision

6. **EXTENDED SCHOOL YEAR PROFESSIONAL EMPLOYEES**, for a maximum of 25 hours per week, for the 2017-2018 school year. Rate based on professional contract.

<u>Name</u>	<u>Position</u>
Carol Corso	Teacher
Nicole Forman	Teacher
Jamye Keiser	Teacher
Shannon Noska	Teacher
Rose Poskay*	Teacher
Tara Purcell	Teacher
Brenda Stephenson	Teacher
Vaune Klepac	Substitute (as needed) and Tutor
Brian Sirocka	Tutor

\*Subject to required employment history review

7. **EXTENDED SCHOOL YEAR SUPPORT STAFF EMPLOYEES**, for a maximum of 25 hours per week, for the 2017-2018 school year.

<u>Name</u>	<u>Position</u>
Deb Beck	1:1
Patricia Brennan-Bortz	PCA
Michele D'Ippolito	PCA
Hannah Garrett	PCA
Carra Harris	PCA
Sue Harter	PCA
Tamara Hawthorne	1:1
Nicole Kuestner	Paraprofessional
Denise Landes	Paraprofessional
Joy Pritchard	PCA
Emily Sicher	Paraprofessional
Brian Sirocka	Paraprofessional
Lisa Williams	PCA

8. **PROFESSIONAL STAFF FOR THE MATH CAMP PROGRAM** for a maximum of 27 hours, effective July 9, 2018. Rate based on professional contract.

<u>Name</u>	<u>Role</u>
Pamela A. Fehnel	Instructor
Amy M. McPherson	Instructor

9. **PART-TIME CUSTODIAL STAFF FOR SUMMER SEASONAL EMPLOYMENT**, effective May 14, 2018.

<u>Name</u>	<u>2017-2018 Rate</u>	<u>2018-2018 Rate</u>	<u>Max hours</u>
Debbie Benner	\$10.71	\$10.98	25
Gina Bryan	\$10.71	\$10.98	25
Mitchell Cairns	\$10.71	\$10.98	40
Laura Frank*	\$10.71	\$10.71	40
Samantha Hannon*	\$10.71	\$10.71	40
Rosemary Henry	\$10.71	\$10.98	25
Mackenzie Kreiner*	\$10.71	\$10.71	40
Ashley Lord	\$10.71	\$10.98	25
Monica Miller	\$10.71	\$10.71	25
Marybeth Peters	\$10.71	\$10.71	25
Lillian Tice	\$10.71	\$10.98	25

\*to be hired subject to required employment history review

10. **SUPPLEMENTAL SALARY POSITIONS** for the 2017-2018 school year:

<u>Area</u>	<u>Status</u>	<u>Position</u>	<u>Name</u>	<u>Salary</u>	
Lacrosse	Adjustment	MS Coach to MS Asst Coach	Rachel C. Austin	\$1,890	B

11. **GAME MANAGER** for the 2017-2018 school year:  
 a. Casey J. Lewis
12. **SITE MANAGER** for the 2017-2018 school year:  
 a. Casey J. Lewis

13. **ATHLETIC DEPARTMENT WORKER.** Positions include announcers, scorers, ticket sellers, timers and starters:
- a. Casey J. Lewis

**IV. CHANGE IN STATUS**

1. **JOSEPH P. MALLON**, full-time Food Service Courier/Custodian for the District to part-time Food Service Courier, effective July 1, 2018.

**V. LEAVES OF ABSENCE**

1. **Tammy G. Day**, approve an extension to her **Medical Leave** of absence through the end of the 2017-2018 school year.
2. **Jeffery B. Freed**, approve an **Unpaid Leave** of absence from March 19, 2018, until June 15, 2018.
3. **Nickole C. Hart**, approve a **Family Medical Leave** of absence from May 9, 2018, through the end of the 2017-2018 school year.
4. **Kyle Mirth**, approve a **Family Medical Leave** of absence from May 10, 2018 through approximately May 25, 2018.

Motion carried; all voted aye.

**ACTION ITEMS**

1. Motion by Raeann B. Hofkin, seconded by Stephen L. Cunningham, to **approve the following Board Policy Revisions/Additions/Deletions:** (Attachment B)
  1. Policy No. 131 – Teaching About Religion (Retire)
  2. Policy No. 123 - Interscholastic Athletics –(Retire & Replace w PSBA model)
  3. Policy No. 810.2 – Transportation – Audio/Video Recording – Revised

Motion carried; all voted aye.

2. Motion by John L. Farris, seconded by Stephen L. Cunningham, to approve **the Upper Perkiomen School District 2018-2019 Proposed Final Budget** in the amount of \$61,717,098 with a millage increase of 2.9%, and to allow for discussion over the next month, and authorization for official advertisement of its availability for public inspection at the following areas until June 14, 2018:
  - a. UPSD Education Center, 2229 E. Buck Road, Pennsburg, PA
  - b. Library – Upper Perkiomen High School, 2 Walt Road, Pennsburg, PA
  - c. Library – Upper Perkiomen Middle School, 510 Jefferson Street, East Greenville, PA
  - d. Library – Marlborough Elementary School, 1450 Gravel Pike, Green Lane, PA
  - e. Library – Hereford Elementary School, 1043 Gravel Pike, Hereford, PA
  - f. Upper Perkiomen Valley Library – 350 Main Street, Red Hill, PA
  - g. Upper Perkiomen School District Web Site – [www.upsd.org](http://www.upsd.org)

VOTE: Smith – yes, Glackin – yes, Maginnis – yes, **Hofkin – abstain**, Drake – yes, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

3. Motion by Stephen L. Cunningham, seconded by James C. Glackin, to approve **the following banks to be designated as Official Depositories of School Funds for the 2018-19 school year** and sureties as required in accordance with section 621-625 of the School Laws of Pennsylvania as listed below. The designated banks shall maintain pooled sureties to cover deposits as required by Act #72 of the 1971 General Assembly of Pennsylvania.
  - a. Pennsylvania School District Liquid Asset Fund
  - b. Pennsylvania Local Government Investment Trust
  - c. QNB
  - d. Univest National Bank & Trust

Motion carried; all voted aye.

4. Motion by Mike W. Elliott, seconded by Judy Maginnis, to approve **the attached Loan Agreement between the Upper Perkiomen School District and the Upper Perkiomen Education Foundation.** (Attachment C) VOTE: Smith – yes, Glackin – yes, Maginnis – yes, Hofkin – yes, Drake – yes, Elliott – yes, S. Cunningham – yes, **Farris – no**, M. Cunningham – yes. Motion carried.
5. Motion by Melanie R. Cunningham, seconded by John L. Farris, to approve **the appointment of Stephen L. Cunningham as Treasurer**, without salary, for the 2018-2019 school year. Stephen will be bonded for \$10,000. Motion carried; all voted aye.
6. Motion by Mike W. Elliott, seconded by Stephen L. Cunningham, to approve the **Western Montgomery Career and Technology Center budget for 2018-19 in the amount of \$6,212,559.** The budget increase is 1.64%. The cost to the Upper Perkiomen School District is \$1,764,040 which represents a decrease of \$16,004. Motion carried; all voted aye.
7. Motion by James C. Glackin, seconded by John L. Farris, to approve **an amendment to the Articles of Agreement for the Western Montgomery Career & Technology Center, changing the appointment date of the Superintendent of Record from July to January.** (Attachment D). VOTE: Smith – yes, Glackin – yes, Maginnis – yes, **Hofkin – no**, Drake – yes, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

Motion by Mike W. Elliott, seconded by Raeann B. Hofkin, to approve **Action Items 8, 9, and 10:**

8. Motion to approve **the 2018-19 Montgomery County Intermediate Unit Intergovernmental Agreement** for Shared Student Services in the proposed amount of \$281,630.24. Final costs will be based on actual services provided. (Attachment E).
9. Motion to approve **the agreement with Pediatric Therapeutic Services for the 2018-2019 school year** at the following rates: \$69.99 per hour for Speech Therapy, \$66.99 per hour for Occupational Therapy, \$66.50 per hour for Physical Therapy and \$56.49 per hour for Certified Occupational Therapy Assistant (COTA). (Attachment F)
10. Motion to approve **the 2018-2019 School Based ACCESS program services contract with the Montgomery County Intermediate Unit #23.** (Attachment G)

Motion carried; all voted aye.

11. Motion by Mike W. Elliott, seconded by Stephen L. Cunningham, to approve the **Special Education Services – Extended School Year:**
  1. Motion to approve **Agreement with The Pennsylvania School for the Deaf for the Extended School Year** for tuition for student #274304, attending from July 9, 2018 through August 3, 2018 in the amount of \$6,040.
  2. Motion to approve **Agreement with the Camphill School for the Extended School Year** for tuition for student #238996, attending from June 23, 2018 through July 20, 2018 in the amount of \$9,075.80.
  3. Motion to approve **Agreement with the Camphill School for the Extended School Year** for tuition for student #272747, attending from June 25, 2018 through July 20, 2018 in the amount of \$4,611.20.



4. Motion to approve **Agreement with the Camphill School for the Extended School Year** for tuition for student #257147, attending from June 25, 2018 through July 20, 2018 in the amount of \$4,611.20.
5. Motion to approve **Agreement with the Camphill School for the Extended School Year** for tuition for student #247766, attending from June 25, 2018 through July 20, 2018 in the amount of \$4,611.20.

Motion carried; all voted aye.

### **BUSINESS REPORTS**

Motion by Mike W. Elliott, seconded by Judy Maginnis, to approve the **payment of bills, in the amount of \$1,054,811.51 from the General Fund.** Motion carried; all voted aye.

Motion by Mike W. Elliott, seconded by Judy Maginnis, to approve the payment of bills **in the amount of \$1,981,951.91 for the Capital Project and Capital Reserve Accounts.** VOTE: Smith – yes, Glackin – yes, Maginnis – yes, **Hofkin – no**, Drake – yes, Elliott – yes, S. Cunningham – yes, Farris – yes, M. Cunningham – yes. Motion carried.

### **NEW FOLLOW UP ITEMS**

Dr. Drake asked for the following items to be listed:

Dr. McGloin and parent meeting.

Numbers of math classes offered.

MAP testing data when information is received.

### **PUBLIC COMMENTS**

Lisa Colapietro, Pennsburg, said that teachers already have access to MAP data.

Hope Manion, Hereford, asked if the public comments on agenda items section could be lengthened to three minutes of speaking time. She asked about the budget and questioned spending without raising taxes. Mrs. Manion also said that she hoped the board was doing everything they could to get the middle school project done on time.

Labrea Huff, Upper Hanover, echoed that thought on the three minutes of speaking time. She asked about the Saturday working days, and had more questions about the MTSS process.

Phil Detweiler, UPEA Vice-President, encouraged the board to sit down with the ELA department.

### **BOARD COMMENTS**

Dr. Farris asked about a system for comp time for Administrators due to the amount of meetings and said how family time is important. Dr. Farris also asked if it was possible to see a five year financial projection.

Dr. Drake said he would like to see a five year projection as well.

Stephen Cunningham echoed Dr. Farris's thoughts on family time.

Judy Maginnis said she has received positive comments from community members about the committee meetings. She said there were a lot of people speaking about ELA and said she did not know if there was an end to this topic.

### **ADJOURNMENT**

Motion by Stephen L. Cunningham, seconded by John L. Farris, that **the meeting be adjourned at 9:15 p.m.** Motion carried; all voted aye.

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Sandra M. Kassel, Board Secretary

