

UPPER PERKIOMEN SCHOOL DISTRICT
2229 East Buck Road
Pennsburg PA 18073

October 13, 2016

CALL TO ORDER

The regular meeting of the Board of School Directors of the Upper Perkiomen School District was called to order by President John L. Gehman, at 7:02 p.m. in the Upper Perkiomen School District Education Center.

The following Board members attended: Mike W. Elliott, Wilfred E. Pike, Dr. John L. Farris, Joan T. Smith, John L. Gehman, Raeann B. Hofkin, Jonathan A. Warren, Kimberly A. Baccari, and Dr. Kerry A. Drake. Administration in attendance were: Alexis McGloin, EdD, Sean Arney, EdD, Ashley Kitten and Sandra M. Kassel. Others in attendance were: Mr. Ken Roos, Dyan Hipszer, Melanie Cunningham, Mark Mancini, Polly Freed, Esther Hoffner, Susan Miller, Beth Sheldon, George Bonekemper, Amanda Merrell, Kathy O'Hara, Christian Fowkes, William Brandt, Jr., Matt Hamilton, Sean MacBain, Ellen Jo Malloy, Steve Stracka, Todd Amsler and Daniel Direso.

ANNOUNCEMENTS

Mr. Gehman announced that Kimberly Baccari was officially appointed to the Negotiating Committee.

SUPERINTENDENT'S REPORT

Dr. McGloin reported that the district had secured two competitive grants. Marlborough Elementary in collaboration with LifeSpan was awarded \$4,000 through the Office of Child Development and Early Learning. She stated the funds will be used to support the Pre-K and Kindergarten staff in sharing information across disciplines and the collaboration of these two entities allows staff to better assist families with their transition from child care to a school age setting. The district was awarded a Safe Schools Grant in the amount of \$13,090. Dr. McGloin said the funds would be used to continue the district safety upgrades including the purchase of Raptor, and six more cameras for outside of the Middle and High Schools.

PRESENTATIONS/DISCUSSION

A. State Assessment Results – Dr. Sean Arney, Assistant Superintendent

Dr. Arney gave a summation of the district performance of the 2015-2016 school years. He spoke specifically about the PSSA's scores, the PVAAS score and the SPP, School Performance Profile. Dr. Arney explained the results of each school and the state comparison.

SOLICITOR'S REPORT

Mr. Roos announced that an Executive Session was held on September 8, 2016. The Executive Session topics discussed included personnel. He also noted an Executive Session could be held following the Board meeting regarding personnel matters and grievances.

PUBLIC COMMENTS ON AGENDA ITEMS

Melanie Cunningham, Upper Hanover – expressed how the building of the new Middle School would have a great impact on her as a business owner and several properties. She felt the total of the project's cost would be greater than estimated.

Mark Mancini, Hereford Township – asked about the Assessment appeals of some of the businesses in the district.

Polly Freed, Marlborough Township – asked the Board to consider where funds are coming from. Mrs. Freed was concerned about her elderly mother.

Esther Hoffner, Pennsburg - Montgomery Avenue, asked the Board if the project was definitely decided.

Susan Miller, Marlborough Township – said the project was long overdue, she felt that the Middle School could not be renovated anymore. She was thankful to the Board and Administration for keeping a good school district in good shape for so many years.

Beth Sheldon, Marlborough Township – felt the impact on residents was underestimated and the decision would add to what the residents pay.

George Bonekemper, Upper Hanover – shared that he is in favor of the Middle School. He said how students at that age are very important. Dr. Bonekemper talked about public schools being state run and very hopeful that the problem was more in Harrisburg than in Pennsburg. He added the state needs to look at charter school reform, PlanCon and retirement reform.

Amanda Merrell, Upper Hanover – a parent of children in the district. Mrs. Merrell said how important the new school was and the students deserve the respect. She stated the students need a better future and she hopes everyone would keep a vision of what is needed.

Kathy O'Hara, Upper Hanover – asked if Math scores would go up if the students were in a fancier building.

William Brandt, Jr, Red Hill – Mr. Brandt farms the land at the site of the new school, and said that the land was very wet. Mr. Brandt also had some concerns about the traffic.

Matt Hamilton, Pennsburg – a parent of children in the district. Mr. Hamilton questioned the financing and borrowing for the new building project.

Sean MacBain, Upper Hanover – a retired Middle School teacher. Mr. MacBain shared some of the issues and problems in the current Middle School building and discussed why a new one is needed.

Ellen Jo Malloy, Pennsburg – talked about the advantage of the long overdue new school. She also spoke about the interaction with High School students and the pairing and mentoring with Middle School students.

Steve Stracka, Marlborough Township – asked what the median assessed value of a home was and how much of a tax increase would be on each home.

Melanie Cunningham, Upper Hanover – asked if there was a time limit on construction and if it was necessary to vote on the decision to move forward.

COMMITTEE REPORTS

A. Facilities Committee – Will Pike

The committee had a meeting on October 4, 2016. Dr. McGloin participated in a Conditional Use meeting at Upper Hanover Township. The next Facility Committee meeting would be November 1, 2016.

B. Special Education Committee – Dr. Kerry Drake

C. Policy Committee – Joan Smith

D. Board Communication Line – Mike Elliott

E. Western Montgomery Career & Technology Center – John Gehman

F. Montgomery County Intermediate Unit – Dr. Kerry Drake

G. Legislative Liaison – Kimberly Baccari

H. Upper Perkiomen Regional Planning Commission – Kimberly Baccari

Ms. Baccari reported on new businesses and residential developments that are planned in the district. Ms. Baccari also spoke about grants that the district may have the opportunity to qualify for.

I. Upper Perkiomen Education Foundation – Mike Elliott

MINUTES

A. Motion by John L. Farris, seconded by Joan T. Smith, to approve the **Regular School Board Meeting Minutes of September 8, 2016**. **VOTE:** Elliott - yes, Pike - yes, Farris - yes, Smith - yes, Gehman - yes, **Hofkin - no**, Warren - yes, Baccari - yes, Drake - yes. Motion carried.

PERSONNEL REPORT

Motion by Mike W. Elliott, seconded by Joan T. Smith to approve the **Personnel Report as presented:**

A. RESIGNATIONS:

1. SUPPORT STAFF

- a. **Kevin R. DeAngeles**, Technology Assistant at the Middle School, effective September 23, 2016.
- b. **Kelly A. Kalb**, Non-instructional Paraprofessional at Hereford Elementary School, effective September 9, 2016.
- c. **Debra A. Rubert**, Instructional Paraprofessional at the Middle School, effective September 23, 2016.
- d. **Beverly R. Schantz-Ayers**, Instructional Paraprofessional at the High School, effective September 8, 2016.
- e. **Arcia E. Sloyer**, Instructional Paraprofessional at Hereford Elementary School, effective September 23, 2016.

B. APPOINTMENTS

1. ADMINISTRATORS

- a. **Todd C. Amsler**, Assistant Principal at the High School, effective upon release, date to be determined. To be hired subject to required employment history review, at \$100,000/year (prorated). Todd is replacing Allison Stephens, who took another position in the District.
- b. **Daniel C. Direso**, Assistant Business Administrator, effective October 31, 2016. To be hired subject to required employment history review, at \$85,000/year (prorated). Daniel is replacing Stephanie Arnold, who resigned.

2. SUPPORT STAFF

- a. **Tami A. Ahern**, Food Service Staff Member at the Middle School, effective September 19, 2016, at \$9.50/hour, Step 1, per the Agreement for Food Service Staff. Tami will be replacing Lori Branin, who retired.
- b. **Caroline R. Finacchio**, Personal Care Assistant at the High School, effective October 3, 2016, at \$11.00/hour, Step 1, plus \$2,000 annual stipend, per the Agreement for Part Time Support Staff. Caroline will be replacing Shannon Sinclair, who resigned.
- c. **Pamela S. Lehn**, Food Service Staff Member at Marlborough Elementary School, effective September 19, 2016, at \$9.50/hour, Step 1, per the Agreement for Food Service Staff. Pamela is replacing Gail Fillman, who retired.
- d. **Karen A. Mattice**, Personal Care Assistant at the High School, effective September 19, 2016, to be hired subject to required employment history review, at \$11/hour, plus \$2,000 annual stipend, Step 1, per the Agreement for Part Time Support Staff. Karen will be replacing Sarah Brinkman, who resigned.
- e. **Kierstin N. Nuding**, Non-Instructional Paraprofessional at Hereford Elementary School, effective September 26, 2016, to be hired subject to required employment history review, at \$10.00/hour, Step 1, per the Agreement for Part Time Support Staff. Kierstin will be replacing Rhonda Spear, who resigned.
- f. **Joanne M. Spilman**, Personal Care Assistant at the High School, effective October 3, 2016, at \$11/hour, plus \$2,000 annual stipend, per the Agreement for Part Time Support Staff. Joanne will be filling an open position.
- g. **Kathryn M. Steward**, Instructional Paraprofessional at Hereford Elementary School, effective September 26, 2016, to be hired subject to required employment history review, at \$11/hour, per the Agreement for Part-Time Support Staff. Kathryn will be replacing Arcia Sloyer, who resigned.

3. **SATURDAY DETENTION/SUSPENSION PROCTORS** for the 2016-2017 school year (4 hours/day, as needed) at the hourly rate per the professional agreement:

1. High School
 - a. Joan Adducie
 - b. Deb Burns
 - c. James Coffey
 - d. Diane Grandizio
 - e. John Gunning
 - f. Ruth Guenther
 - g. Danielle Hawthorne
 - h. Laura Hilehoffer
 - i. Ellis Hudes
 - j. Kimberly Kelly
 - k. Leanne Legendre
 - l. Veronica Neff
 - m. Todd Niemann
 - n. Tasha Rushatz
 - o. Chad Rutherford

4. **SUPPLEMENTAL SALARY POSITIONS** for the 2016-2017 school year:

<u>Area</u>	<u>Position</u>	<u>Name</u>	<u>Schedule</u>	<u>Salary</u>
Girls Field Hockey	Assistant Coach	Alyssa J. Soult (90%)	A	\$3,605.40
Girls Field Hockey	Assistant Coach	Amy L. Zdrojesky (10%)	A	\$400.60
Swimming	Assistant Coach	Caitlin F. Warren	A	\$2,993.00
Golf	Assistant HS Coach	Joseph Dulin (50%)	A	\$900.00
Golf	Assistant HS Coach	Jared Krupp (50%)	A	\$900.00
Cross Country	MS Coach	Lisa Bryson (50%)	A	\$1,200.00
Cross Country	MS Coach	Clayton Mowrer (50%)	A	\$1,200.00
Sound and Light	MS Technician	Christian Fowkes	A	\$721.00
Sound and Light	HS Technician	Mark P. Thomas	A	\$1,200.00
Music	Orchestra - HS	Mark P. Thomas	A	\$1,800.00
Music	Orchestra – MS	Margaret Lerch	A	\$1,400.00
Music	Orchestra - Elem	Margaret Lerch	A	\$1,000.00
Music	HS/Band	Kierstin Levan	A	\$10,602.00
Music	MS Band	Kierstin Levan (50%)	A	\$1,218.00
Music	MS Band	Robin Holman (50%)	A	\$1,218.00
Music	Elem. Band	Robin Holman	A	\$2,436.00
Music	HS Chorus	Mark P. Thomas	A	\$3,285.00
Music	Elem. Chorus	Margaret E. Lerch	A	\$1,000.00
Student Council	Advisor, HS	Amy A. Lychock	A	\$3,285.00
Student Council	Advisor, MS	Jessica Dynda	A	\$1,645.00
Class Advisor	Advisor, 12th Grade	Mark P. Thomas	A	\$3,500.00
Class Advisor	Advisor, 11th Grade	Angela Traub	B	\$1,000.00

Nat. Honor Society	Advisor, HS	Colby R. Phillips	A	\$2,119.00
Nat. Honor Society	Advisor, MS	Hillary Miller (50%)	B	\$380.00
Nat. Honor Society	Advisor, MS	Michele Fowkes (50%)	B	\$380.00
LEO Club	Advisor	Danielle Hawthorne (50%)	A	\$796.00
LEO Club	Advisor	Tasha Rushatz (50%)	A	\$796.00
LEO Club	Advisor - MS	Lisa Bryson	B	\$760.00
TSA	Advisor - HS	Blake Bardman	A	\$2,119.00
TSA	Advisor – MS	Phil Grigonis (50%)	A	\$1,059.50
TSA	Advisor - MS	Cathy Bintliff (50%)	B	\$847.50
Gaming Club	Advisor – HS	Katrina Harman (50%)	B	\$600.00
Gaming Club	Advisor – HS	Chad Rutherford (50%)	B	\$600.00
Curriculum Asst.	Business	Monica I. Griffith	A	\$2,485.00
Curriculum Asst.	Social Studies	Michael J. Cianchetta	A	\$2,485.00
Curriculum Asst.	Eng. & Foreign Lang.	Ernest J. Quatrani, Jr.	A	\$2,485.00
Curriculum Asst.	Related Arts	Amy Lychock (50%)	A	\$1,242.50
Curriculum Asst.	Related Arts	Dan Moyer (50%)	A	\$1,242.50
Curriculum Asst.	Science	Michael Tirjan (50%)	A	\$1,242.50
Curriculum Asst.	Science	Jennifer L. Rosch (50%)	A	\$1,242.50
Curriculum Asst.	Special Education – HS	Shane Thrush	B	\$1,988.00
Curriculum Asst.	Health & PE	Vicki L. Thren	A	\$2,485.00
Curriculum Asst.	Social Studies - MS	David Pierce	B	\$1,000.00
Curriculum Asst.	ELA - MS	Michele Fowkes	B	\$1,000.00
Curriculum Asst.	Science - MS	Kristyn Sparacino	B	\$1,000.00
Reading Olympics	Coaches - MS	Mary Wietecha	A	\$1,440.00
Reading Olympics	Coaches - HS	Kathy Stattel	A	\$720.00
Reading Olympics	Coaches - Hereford	Kathleen Steuer (33%)	A	\$480.00
Reading Olympics	Coaches - Hereford	Christine Rice (33%)	A	\$480.00
Reading Olympics	Coaches - Hereford	Brigid McGovern (33%)	A	\$480.00
Reading Olympics	Coaches - Marlborough	April Gaugler (50%)	A	\$720.00
Reading Olympics	Coaches - Marlborough	Bonnie Scott (50%)	A	\$720.00
Writing Club	Advisor	Timothy Herbert (50%)	A	\$750.00
Writing Club	Advisor	Kathy Stattel (50%)	A	\$750.00
Performance	Musical Director - HS	Alicia Austin	A	\$3,000.00
Performance	Musical - HS Asst.	Colby Phillips	A	\$1,275.00
Performance	Musical - HS Asst.	Jennifer L. Dancy	A	\$1,275.00
Performance	Musical - HS Asst.	Mary L. Slemmer	A	\$1,275.00
Performance	Musical - HS Asst.	Matthew Austin	A	\$1,275.00
Performance	Drama Director - MS	Pamela McGovern	A	\$2,275.00

5. **SITE MANAGERS** for the 2016-2017 school year:
- a. Kyle Fisher
 - b. Susan Flack

- c. Michael Freed
 - d. Casey Lewis
 - e. Richard Rossiter
 - f. Roberta Simmons
 - g. Carla Sokel
 - h. Wayne Suhl
 - i. Jamie Warren
6. **GAME MANAGERS** for the 2016-2017 school year:
- a. Kyle Fisher
 - b. Michael Freed
 - c. Ruth Guenther
 - d. Richard Rossiter
 - e. Roberta Simmons
 - f. Wayne Suhl
- C. **CHANGE OF STATUS**
1. **PROFESSIONAL**
- a. **Diane M. Grandizio**, from 0.49 part-time teacher to 0.50 part-time teacher, effective August 23, 2016.
 - b. **Petra Marx-Abend**, from 0.49 part-time teacher to 0.50 part-time teacher, effective August 23, 2016.
2. **SUPPORT STAFF**
- a. **Patricia A. Corbin**, Part-time Food Service Staff to Assistant Manager at the Western Center, effective September 12, 2016, at \$12.00/hour. Patricia will be replacing Charlotte McGillen, who resigned.
 - b. **Brenda S. Mundy**, from Food Service Member to Assistant Food Service Manager at the High School, effective October 3, 2016, at \$12.00/hour. Brenda is replacing Cathy Fluharty, who resigned.
 - c. **Lisa Williams**, from Instructional Paraprofessional to Personal Care Assistant, effective August 29, 2016.
- D. **LEAVES OF ABSENCE**
1. **Lauren M. Anderson**, approve a **Medical Leave** of absence from approximately November 12, 2016, through approximately February 21, 2017.
2. **Lesley A. Motruk**, approve a **FAMILY MEDICAL LEAVE** of absence from September 26, 2016, through October 31, 2016, or sooner.
- E. **OTHER**
1. Grant **TENURE STATUS** to the following Temporary Professional Employees, effective October 13, 2016:
- a. Jamie L. Caverly
 - b. Tracey L. Derban
 - c. Audrey B. Latshaw
 - d. Leanne Legendre
 - e. Robin P. Lerro

VOTE: Elliott –yes, Pike – yes, Farris –yes, Smith – yes, Gehman –yes, Hofkin – yes, **Warren – abstain**, Baccari – yes, Drake –yes. Motion carried.

Dr. McGloin introduced Todd Amsler and Daniel Direso.

ACTION ITEMS

- A. Motion by Wilfred E. Pike, seconded by John L. Farris, **as the Board has determined it does not intend to consider other options at this time, the Board accepts the recommendation of the Facilities Committee to proceed with the construction of a new grade 6-8 Middle School as identified in the District's PLANCON A submission to the Department of Education.**

Several Board members had comments, questions and varying opinions on moving forward with the new building project.

Mrs. Smith called for a point of order and President Gehman responded with a no. The discussion continued.

ROLL CALL VOTE: Elliott – yes, Pike – yes, Farris – yes, Smith – yes, **Hofkin – no**, Warren – yes, Baccari – yes, **Drake – no, Gehman – no**. Motion carried.

President Gehman called for a five minutes recess at 9:15 p.m., the meeting reconvened at 9:20 p.m.

Motion by Jonathan A. Warren, seconded by Joan T. Smith, to approve **Action Items B and C:**

- B. Motion to **enter into the minutes PDE's approval of Plancon Part A: Project Justification for the New Construction of the Upper Perkiomen Middle School document** and the appended materials. (Attachment B)
- C. Motion to **enter into the minutes PDE's approval of Plancon Part B Schematic Design for the New Construction of the Upper Perkiomen Middle School document.** (Attachment C).

VOTE: Elliott – yes, Pike – yes, Farris – yes, Smith – yes, Gehman – yes, **Hofkin – no**, Warren – yes, Baccari – yes, **Drake – no**. Motion carried.

Motion by Joan T. Smith, seconded by Wilfred E. Pike, to approve **Action Items D and E**

- D. Motion to approve **the Construction Management Services agreement, related to the construction of a new Middle School, with D'Huy Engineering, Inc.** in accordance with the attached proposal at a base fee of \$872, 500. (Attachment D)
- E. Motion to approve **the proposal submitted by David Blackmore and Associates for a Geotechnical Exploration at the Montgomery Avenue site of the new proposed Middle School construction.** (Attachment E)

VOTE: Elliott – yes, Pike – yes, Farris – yes, Smith – yes, Gehman – yes, **Hofkin – no**, Warren – yes, Baccari – yes, **Drake – no**. Motion carried.

- F. Motion by Mike W. Elliott, seconded by Joan T. Smith, to approve the **Upper Perkiomen School District Multi-Hazard Emergency Operations Plan as presented** at the September 22, 2016, Board of School Director's Workshop. VOTE: Elliott – yes, Pike – yes, Farris – yes, Smith – yes, Gehman – yes, **Hofkin – no**, Warren – yes, Baccari – yes, Drake – yes. Motion carried.

- G. Motion by John L. Farris, seconded by Joan T. Smith, to approve **the amended agreement with Source4Teachers for substitute staff services**. (Attachment F). VOTE: Elliott – yes, Pike – yes, Farris – yes, Smith – yes, Gehman – yes, Hofkin – yes, Warren – yes, Baccari – yes, **Drake – no**. Motion carried.
- H. Motion by Mike W. Elliott, seconded by Wilfred E. Pike, to **award the Food Service Pizza Bid to Tosco's Brick Oven Pizza and Restaurant**. Plain pizza will be \$8.00/pie and gourmet pizza will be \$13.00/pie. Motion carried; all voted aye.
- I. Motion by Mike W. Elliott, seconded by Joan T. Smith, to approve **the following Board Policy Adoptions/Revisions**: (Attachment G).
1. No. 011 – Conflict of Interest – Acceptance of Gifts – Board Members
 2. No. 137.1 – Extracurricular Participation by Home Education Students
- VOTE: Elliott – yes, Pike – yes, Farris – yes, Smith – yes, Gehman – yes, **Hofkin – no**, Warren – yes, **Baccari – no**, Drake – yes. Motion carried.

Motion by Jonathan A. Warren, seconded by Raeann B. Hofkin, to approve **Action Items J and K**:

J. Special Education Services:

1. Motion to approve **an Agreement with Camphill Special School for the 2016-2017 school year** for tuition for student #257147, attending for the academic year from August, 2016, through June, 2017, in the amount of \$28,260. (Attachment #1)
2. Motion to approve **an Agreement with Foundations Behavioral Health for the 2016-2017 school year** for tuition for students #243861 and #250133 attending for the academic year from September 1, 2016, through June 9, 2017, in the amount of \$36,180. (Attachment #2)
3. Motion to approve **an Agreement with Valley Forge Educational Services for the 2016-2017 school year** for tuition for student #263236, attending for the academic year from September 6, 2016, through June, 2017, in the amount of \$54,380.00. (Attachment #3)

K. High School Overnight Trips:

1. Motion to approve **the High School Choir, Band and Orchestra to perform and compete at the Virginia Beach Music Festival March 30-April 2, 2017**, in Virginia Beach, Virginia
2. Motion to approve **the Varsity Baseball team to attend the 2017 High School Spring Training – The Ripkin Experience, March 17-21, 2017**, in Myrtle Beach, South Carolina.

Motion carried; all voted aye.

BUSINESS REPORTS

Motion by Jonathan A. Warren, seconded by John L. Gehman, to approve the **payment of bills, in the amount of \$1,059,215.32 with the exception of check #1030 in the amount of \$2,296.68 from the General Fund**. Motion carried; all voted aye.

Motion by Jonathan A. Warren, seconded by John L. Gehman, to approve the **payment of check #1030 in the amount of \$2,296.68 from the General Fund**. VOTE: Elliott – yes, Pike – yes, Farris – yes, Smith – yes, Gehman – yes, **Hofkin – abstain**, Warren – yes, Baccari – yes, Drake – yes. Motion carried.

Motion by Jonathan A. Warren, seconded by Raeann B. Hofkin, to approve **the payment of bills in the amount of \$248,600.56 from the Capital Fund.** Motion carried; all voted aye.

PUBLIC COMMENTS

Polly Freed, Marlborough Township – questioned the idea of middle school students interacting with high school students. She also stated questioned the ability to pay for the school based on past.

Beth Sheldon, Marlborough Township – said she was saddened and disappointed about the decision to move forward with the new building project.

Amanda Merrell, Upper Hanover – thanked the Board members who voted in favor and appreciated all the hard work and effort put into this decision.

Christian Fowkes, SAP Coordinator, Student Assistance Program, at Upper Perkiomen Middle School. Reported that the students will be receiving a presentation on October 24th from the Montgomery County DA's office about making good decisions and the consequences of making bad decisions.

Matt Hamilton, Pennsburg – said he wanted to make it clear that he does support what is best for the kids but questioned the planning and the financing situation, especially for the future.

Beth Sheldon, Marlborough Township – asked what will happen if something needs to be repaired in the district.

BOARD COMMENTS

Joan Smith spoke about how the district had pinched pennies and saved money by making good investments. She said there had not been a tax increase in many years. Mrs. Smith appreciated all the comments and understood the concerns of paying the taxes but felt this was a critical matter. She thanked everyone for coming and allowing everyone to speak.

John Farris thanked everyone for coming and wanted the public to realize that everyone on the Board worked hard to get to their decisions.

Jonathan Warren spoke on the methodologies used in the budget planning process. He spoke how the Board needed to strategically plan and look at what direction the district needed to go.

Raeann Hofkin said the Blue Ribbon schools have not existed for quite some time and that there may not have been millage increases but there were tax increases.

Kerry Drake said that he moved to this area because of the Blue Ribbon schools. He stated this was the hardest vote he has ever made. He said education is important to him but he was concerned about the scores.

Kimberly Baccari said she was pleased with her education that she received at Upper Perkiomen, and she thanked everyone for that. Ms. Baccari thanked the public for coming to the meetings and said she hoped that they continued to come.

ADJOURNMENT

Motion by John L. Farris, seconded by Kerry A. Drake, **that the meeting be adjourned at 10:10 p.m.**

Sandra M. Kassel, Board Secretary

