

## SCHOOL BOARD MINUTES

- (1) The Board of School Directors of the Lebanon School District met in regular session on Monday, March 18, 2013, at 7:00 p.m. in the board conference room of the senior high school as advertised in the Daily News on December 5, 2012.
- (2) President Anne V. Dall called the meeting to order at 7:00 p.m. Everyone participated in the Pledge of Allegiance to the Flag.
- (3) On roll call by the secretary, the following board members were present: Mrs. Debra L. Bowman, Dr. Anne V. Dall, Ms. Vanessa Fischer; Mrs. Rose Marie R. Kotay, Mr. Peter N. Pyles, Jr., Mr. Thomas L. Schaffer, Mr. Paul Topping and Mr. Cornell Wilson. Mr. Michael J. Kuhn arrived at 7:05 p.m. Also present were Dr. Marianne T. Bartley, superintendent of schools, Mrs. Mary A. Harrell, secretary; Mr. Curtis O. Richards, business manager and treasurer; and Mr. Harry W. Reed, solicitor.
- (4) Also present were Mr. Chris Danz, assistant to the superintendent for HR and pupil services; Mr. Mike Murphy assistant to the superintendent for assessment and accountability; Mr. Fred Shattls, director of ESL; Mr. Ted Graeff, chief information officer; Mr. Craig Boltz, director of buildings and grounds; Mr. Brian Hartman, assistant director of buildings and grounds; Mr. Josh Coatsworth, director of special education; Mr. Jim Morrissey and Ms. Myra Fink from Nutrition Group; Mr. George Horn, community member; Mike Bechtold, assistant solicitor; and the following media representatives: Mr. John Latimer of the Lebanon Daily News and Ms. Laura LeBeau of WLBR.
- (5) RESOLUTION #14896 - The minutes of the committee meeting held on February 11, 2013, and the regular meeting held February 18, 2013, were offered for consideration. It was moved by Mr. Schaffer and seconded by Mr. Pyles that the minutes be approved. All members voiced consent and so ordered.
- (6) Dr. Bartley began the superintendent's report by introducing two special little friends sitting in the back row --- Raggedy Ann and Raggedy Andy dolls. In honor of *Read Across America*, Dr. Bartley shared that she has been going to each elementary school and reading a Raggedy Ann and Raggedy Andy story to all K5 children; and when possible she also reads to K4 children.
- (7) Dr. Bartley shared that the Rotary Four-Way Contest will be held in the LHS Atrium tomorrow at 4 PM. Lebanon Catholic and Cedar Crest have been invited to participate but we have not heard from them yet. The Rotary Four-Way Test Speech Contest is a dynamic contest which targets 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> graders in all area high schools in our seven county region. Students from all schools are encouraged to participate. Tomorrow, we will be selecting a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winner for the

Lebanon Rotary Club. Winners will receive \$100, \$50, and \$25 respectively, at the April 2, 2013, Rotary luncheon.

- (8) Dr. Bartley announced that the Interact Club will be holding a Symposium on April 19, 2013 --- guest speakers have been invited.

- (9) In updating the board on the high school renovations, Dr. Bartley explained that last week the contractors, LEED group, and project manager Charlie Fairchild did a walk-through of the high school. While most of the renovations are complete, there is some patching, painting and rust stain removal that still needs to occur. The parking lot needs to be resurfaced but that will not be done until students are out of school.

The LEED Group agreed that we are where we need to be for the gold certification. Once everything is checked off, we will receive a plaque. This will most likely occur in the summer.

Dr. Bartley expects most of the work to be finished by April 10, when the school will host the Lancaster-Lebanon IU13 Partnership Convention. She feels the work is moving forward but a little cooperation from the weather would certainly help.

Dr. Bartley shared that an area of concern is the dingy appearance of the bathroom floor tile. This problem will need to be rectified to our satisfaction.

Mr. Pyles shared that the gate at the cafeteria is very difficult to move. Dr. Bartley agreed with Mr. Pyles and Brian and Craig are going to device something that will allow it to swing.

- (10) Last week the board asked Dr. Bartley to develop a contingency plan for Northwest Elementary children, in the event that the schools failing heating and air conditioning system would stop working. Dr. Bartley shared that she is looking at Calvary Chapel, although she did not have an opportunity to speak with Tom Keller yet. Calvary Chapel would hold about 300 students. Mobile classrooms could be leased and set at Southeast or Southwest Elementary for the other 300 students. Craig contacted Vanguard and he shared that site preparation is very expensive. Dr. Bartley shared that finding an alternate location for Northwest students to attend classes, if the heating system fails, would cost the district about \$500,000.

Dr. Bartley asked the board for patience on calculating the costs of the renovation versus rebuilding options. Although there is urgency in regard to the condition of Northwest, she feels the district's hands are tied because it is not in a financial position to begin what will be a multi-million dollar project, regardless of what choice is made.

- (11) Dr. Bartley announced that we had unannounced guests from the Pennsylvania Department of Education during the PSSA testing --- everything is going very well.

- (12) Dr. Bartley invited all board members to attend the volunteer breakfast on Saturday, April 13 at 8 AM in the high school cafeteria.
- (13) RESOLUTION #14897 - The treasurer's report for the month of February 2013, was presented for consideration. Mr. Schaffer made a motion, seconded by Mrs. Kotay, that the board approves the treasurer's report and records it as a part of the minutes. All members answered aye and the motion carried.
- (14) RESOLUTION #14898 - Acting upon certification of the treasurer, a motion was made by Mr. Shaffer and seconded by Mrs. Kotay, that the board approves the payment of bills payable for the month of February as listed, ratify the payment of invoices mentioned in the letter of certification, and take care of all other matters regarding the payment of invoices, including acceptance of the letter of certification, and record the financial statements as a part of the minutes of this meeting. All members answered aye and the motion carried.
- (15) RESOLUTION #14899 - A motion was made by Mr. Schaffer and seconded by Mr. Kuhn to accept the Cedar Foundation summary report, student activity fund activity, scholarship fund report, food service report, and Phillips Copy Center – print shop activity report, for February, 2013, as presented. All members answered aye and the motion passed.
- (16) There was no communications and no solicitors report.
- (17) Under federal and state projects, Mr. Mike Murphy shared that School Improvement allocations have been received. School Improvement money is used to support school improvement efforts such as test preparation, professional development and staff to run intervention programs.
- (18) Mrs. Kotay, to grant permission to adopt the following Resolution to terminate the Joint Purchasing Agreement so as to restructure cooperative purchasing arrangements:

**WHEREAS**, Lebanon School District (the “School District”) is a party along with a number of other public school districts and the Lancaster-Lebanon Intermediate Unit 13 (the “Participants”) to the 1973 Lancaster-Lebanon Public Schools Joint Purchasing Agreement (the “Agreement”). The Agreement established the Lancaster-Lebanon Public Schools Joint Purchasing Board (the “Joint Purchasing Board”) to administer joint purchasing among the Participants;

**WHEREAS**, the Agreement has remained in effect, without interruption, since it became effective upon the vote of the Participants;

**WHEREAS**, the Agreement may be terminated by the affirmative vote of the governing bodies of two-thirds (2/3) of all of the current Participants; and

**WHEREAS**, the School District desires to terminate the Agreement and the Joint Purchasing Board so as to facilitate a more flexible and innovative approach to cooperative purchasing arrangements in which the School District could participate.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The School District hereby approves termination of the Agreement and termination of the Lancaster-Lebanon Public Schools Joint Purchasing Board, effective upon the approval of such termination by the governing bodies of two-thirds (2/3) of all current Participants.

2. If the foregoing approval by two-thirds of the Participants is not obtained by May 31, 2013, this Resolution shall be deemed rescinded.

The motion passed with a unanimous vote.

(19) RESOLUTION #14900 – Mr. Schaffer made a motion, seconded by Mr. Pyles, to grant approval to enter into an Agreement to Participate in the Lancaster-Lebanon Virtual Solutions (LLVS) between the Lancaster-Lebanon Intermediate Unit 13 and Lebanon School District. This is a three-year Agreement, which will expire June 30, 2016, at an annual rate of \$12,000. The motion passed with a unanimous vote.

(20) RESOLUTION #14901 – Mr. Pyles made a motion, seconded by Mrs. Kotay, to grant approval to enter into an Agreement with Carbon Lehigh Intermediate Unit #21 for the purpose of providing PowerSchool software and delivering certain services subject to the terms and conditions of the Agreement. The annual cost of this Agreement is \$12.75 per student. Student count will include students in cyber schools and homeschooled students. The motion passed with a unanimous vote.

(21) RESOLUTION #14902 – Mr. Schaffer made a motion seconded by Mrs. Kotay to grant approval of 2013-2014 Lancaster-Lebanon Intermediate Unit Budgets: Core Program of Services Budget in the amount of \$1,536,026 and the Instructional Media Services Budget in the amount of \$843,732. The motion passed with a unanimous vote.

(22) RESOLUTION #14903 – Mr. Schaffer made a motion seconded by Mrs. Kotay to grant permission to approve the Change Orders for March 2013, for the high school renovations in the amount of \$21,070.53.

This approval of all change orders over \$18,500 is contingent upon their submission to and approval from the Pennsylvania Department of Education through the "Part I: Interim Reporting Board Transmittal" in which the board certifies that the attached materials were approved for submission to the Pennsylvania Department of Education prior to entering into contract for the attached change order(s)/supplemental Contract(s) by board action. The motion passed with a unanimous vote.

- (23) RESOLUTION #14904 – Mr. Schaffer made a motion seconded by Mrs. Kotay to grant approve payment of Beers and Hoffman invoice #16 in the amount of \$4,497.08 for auditorium design work provided from December 30, 2012 through February 14, 2013. Services include 63.2 hours for project coordination and attending job conferences along with 23 hours of engineering services plus billable expenses. The motion passed with a unanimous vote.
- (24) RESOLUTION #14905 – Mr. Schaffer made a motion seconded by Mr. Topping to grant permission to approve payment of Beers and Hoffman invoice #57 for post contract services provided from December 31, 2012 to February 2, 2013, in the amount of \$19,158.19. Services include 48.7 hours of architectural work and 83.5 hours of engineering work along with 8 hours of drafting work plus billable expenses. The motion passed with a unanimous vote.
- (25) RESOLUTION #14906 – Mr. Schaffer made a motion seconded by Mr. Topping to grant permission to approve a contract with Cheryl McDonough, Collins Writing Consultant, to provide training services for high school staff in June, 2013, and continuing on a monthly basis through the 2013-2014 school year in the amount of \$68,000. This professional development program will be paid from the high school School Improvement Grant funds. The motion passed with a unanimous vote.
- (26) RESOLUTION #14907 – Mr. Schaffer made a motion seconded by Mr. Topping to grant permission to conduct the Elementary Summer Program at all elementary schools beginning Monday, July 15, 2013, through Thursday, August 8, 2013, from 9:00 AM to 12:30 PM. Funds for this program will come from the Title 1 grant. The motion passed with a unanimous vote.
- (27) RESOLUTION #14908 – Mr. Schaffer made a motion seconded by Mrs. Bowman to grant permission to conduct the Middle School Summer Program for students from Monday, June 17, 2013, through Thursday, July 18, 2013, from 8:30 AM to 11:30 AM, at the middle school. Funds for this program will come from the Title I grant. The motion passed with a unanimous vote.
- (28) RESOLUTION #14909 – Mr. Schaffer made a motion, seconded by Mrs. Kotay to grant permission to conduct the High School Summer Program for students from Monday, June 17, 2013, through Thursday, July 18, 2013, during the daily hours dictated by Compass Learning curriculum. Funds for this program come from the School Improvement grant. The motion passed with a unanimous vote.
- (29) RESOLUTION #14910 – Mr. Schaffer made a motion, seconded by Mrs. Kotay to grant permission to waive rental fee for use of the Middle School Auditorium for the Lebanon County Community Concert Association for the April 7, and April 21, 2013 concert. The motion passed with a unanimous vote.

(30) RESOLUTION #14911 – Mr. Schaffer made a motion, seconded by Mrs. Kotay to grant permission to take approximately 50 Southeast Elementary 5<sup>th</sup> Grade students on an overnight field trip, leaving Tuesday, May 7, 2013 at 10:00 AM and returning Wednesday, May 8, 2013 at 4:00 PM, to Camp Swatara to engage in many outdoor activities such as fishing, hiking, environment study and team building activities. Students will be supervised at all times by teachers, school nurse and approved chaperones. D.B. Fisher will provide transportation. All expenses will be paid through the Southeast PTT. The motion passed with a unanimous vote.

(31) RESOLUTION #14912 – Mr. Schaffer made a motion, seconded by Mr. Topping to grant permission for the Lebanon High School Wildlife and Fisheries class to take an overnight trip from Thursday, April 18 to Saturday, April 20, 2013. Students will be backpacking and camping on the Appalachian Trail. Each day they will be exploring and studying the flora and fauna of the region, as well as, the impacts that mass wasting and deforestation have had on the environment. This trip will summarize the topics covered in the class and help to prepare students for the Lebanon County Envirothon. There will be approximately sixteen students and two chaperones on this trip. Students will be traveling in school vans driven by the chaperones; they are not permitted to provide their own transportation. The only cost to the district is the use of district vans. The motion passed with a unanimous vote.

(32) RESOLUTION #14913 – Mr. Schaffer made a motion, seconded by Mrs. Kotay to grant permission to accept the following additional driver from D. B. Fisher Student Transportation to provide transportation service to the Lebanon School District during the 2012-2013 school year. Documentation has been provided to the Business Office as required by contract to certify the drivers listed meet the requirements to transport students: Sharon Painter. The motion passed with a unanimous vote.

(33) RESOLUTION #14914 – Mr. Schaffer made a motion, seconded by Mrs. Kotay to grant approval of breakfast and lunch prices for the 2013-2014 school year as follows:

<b>Breakfast:</b>	Students .....	Universal Free (all students must utilize Point of Sale System for appropriate District subsidy credit)
	Adults.....	\$1.25
<b>Lunch:</b>	Students-secondary .....	\$1.70
	Students-elementary.....	\$1.60
	Student Reduced Lunch .....	\$.40
	Adults.....	\$2.60
	Milk .....	\$.50

The motion passed with a unanimous vote.

- (34) RESOLUTION #14915 - A motion was made by Mr. Schaffer and seconded by Mr. Kuhn to grant approval to award the foodservice operation contract to Nutrition Group for the 2013-2014 school year. The operational budgets are based upon the National School Lunch Program and National Summer Food Service Program guidelines. The Nutrition Group is recommended based upon receiving an average score of 97.67 out of 100 eligible points by the review team. The Food Service RFP Compliance Summary is provided comparing the three eligible vendor proposals received the review team. The motion passed with a unanimous vote.
- (35) RESOLUTION #14916 - A motion was made by Mr. Schaffer and seconded by Mrs. Kotay to grant permission to acknowledge receipt of PlanCon Part I: Interim Reporting for Project 3528 Lebanon High School/District Office Additions/Alterations for the January 2013 and February 2013 change orders. The motion passed with a unanimous vote.
- (36) RESOLUTION #14917 - A motion was made by Mr. Schaffer and seconded by Mr. Topping for the Board of School Directors to accept the following personnel items for discussion and action as listed on the agenda as follows:

#### 1. RETIREMENT RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
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##### A. ADMINISTRATIVE

Boltz, Craig	Director of Building & Grounds 7 years	Retirement	6/28/2013
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On behalf of the entire board, President Dall wished Mr. Boltz well and noted that we have big shoes to fill. Mr. Boltz has done some pretty impressive things for our district. Mr. Kuhn stated that Mr. Boltz has made a huge impact in his 7 years at this district; he has delivered in so many ways.

##### B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE

Zak, Ronald	LMS Social Studies, Grade 6 7 years	Retirement	6/7/2013
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##### C. CLERICAL

##### D. FOOD SERVICE

- E. MAINTENANCE
- F. PARAPROFESSIONAL
- G. SECURITY

**2. RESIGNATIONS**

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective Date</u>
A. ADMINISTRATIVE			
B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE			
C. CLERICAL			
E. FOOD SERVICE			
F. MAINTENANCE			
F. PARAPROFESSIONAL			
Cruz, Norma	NW Personal Care Assistant	Personal	3/15/2013
Victor, Harold	LMS Security Guard	Personal	3/7/2013
G. SECURITY			
H. OTHER			

**3. NON-ACCEPTANCE**

**4. APPOINTMENTS**

Subject to assignment by the superintendent and pending receipt of all required documentation.

<u>Name</u>	<u>Assignment</u>	<u>Prev Emp in LSD</u>	<u>New/ Replace</u>	<u>Proposed Rate</u>	<u>Effect Date</u>
Bird, Erin	LMS LTS Itinerant Special Education	N	R	\$43,286/yr. prorated for the number of days worked	3/18/2013 - 6/5/2013

- A. ADMINISTRATIVE
- B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG TERM SUBSTITUTE
- C. CLERICAL



- D. FOOD SERVICE
- E. MAINTENANCE
- F. PARAPROFESSIONAL
- G. SECURITY
- H. OTHER

5. RE-APPOINTMENTS

6. CHANGE OF ASSIGNMENT

Subject to assignment by the superintendent and pending receipt of all required documentation.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Effective Date</u>
A. ADMINISTRATIVE				
B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE				
C. CLERICAL				
D. FOOD SERVICE				
E. MAINTENANCE				
F. PARAPROFESSIONAL				
G. SECURITY				
H. OTHER				

7. CHANGE OF STATUS

Subject to assignment by the superintendent and pending receipt of all required documentation.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Effective Date</u>
A. ADMINISTRATIVE				
B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE				
Conzelmann, Ashley	Day-to-Day Substitute	LMS LTS Special Education - Itinerant	\$43,286/yr. prorated for the number of days worked	2/26/2013 - 3/1/2013

Fenstermaker, Susan	Day-to-Day Substitute	NW LTS Grade 1	\$43,286/yr. prorated for the number of days worked	3/18/2013 - 5/24/2013
Hall, Christopher	LMS LTS Supplemental Science	LMS Supplemental Science	\$43,286/yr.	3/18/2013

C. CLERICAL

D. FOOD SERVICE

E. MAINTENANCE

F. PARAPROFESSIONAL

G. SECURITY

**8. EXTRA PAY FOR EXTRA DUTY**

<u>Name</u>	<u>Assignment</u>	<u>Proposed Rate</u>	<u>Effective Date</u>
A. RESIGNATION			
B. DELETION			
C. APPOINTMENT			
D. REVISION			

**9. INCOME PROTECTION**

**10. LEAVE OF ABSENCE WITH APPROVAL**

<u>Name</u>	<u>Assignment</u>	<u>Type</u>	<u>Date</u>
Troain, Dongene	SE Library Paraprofessional	Consecutive	2/7/2013 - 2/22/2013

**11. OTHER PERSONNEL RECOMMENDATIONS**

A. Appoint the following persons to the 2012-2013 21<sup>st</sup> Century Program at the position and rate indicated

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Stanley, Pamela	Teacher	\$30/hr.
Weiler, Emily	Teacher	\$30/hr.

- B. Appoint the following persons as teachers in the 2013 JA Biztown Summer Enrichment Program at Harding Elementary School from 6/18/2013-6/27/2013, Monday-Thursday, at the rate of \$30/hr.

Name

Bullock, Allison  
 Fox, Kristen  
 Moore, Kara  
 Reigert, Francy

- C. Appoint Daniel Figueroa as the 2012-2013 LHS Just Say No Advisor at a stipend of \$278/yr.

- D. Appoint the following persons as volunteers under the Lebanon School District Policy #916 Community Volunteers, pending receipt of all required documents

Name

Cardoso-Galan, Gloria D.  
 Durr, Kaysi M.  
 Gingrich, Darcy A.  
 Hayes, Reginald T.  
 Heverling, Jennifer R.  
 Krouse, Christian P.  
 Krouse, Joyce M.  
 Mendez, Mindy  
 Millan, Sara I.  
 Ortiz, Evan J.  
 Pelfrey, Kaisha  
 Perez, Janyra  
 Pyles, Alexandra C.  
 Rossi, Valerie M.

- E. Appoint the following persons at the established rate of \$100.00 per day, as day-to-day substitute teachers, subject to assignment by the superintendent and pending receipt of all required documentation.

Name

Effective Date

Behney, Jennifer 3/4/2013  
 Leffler, Devin 3/11/2013

- F. Appoint the following substitute support staff, as indicated, subject to assignment and pending the required documentation

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>
Colon, Indira	Paraprofessional	\$8.50/hr.	3/1/2013
Colon, Indira	Secretary	\$9.50/hr.	3/1/2013
Coughlin, Laura	Secretary	\$9.50/hr.	2/22/2013
Perez, Brenda	Paraprofessional	\$8.50/hr.	3/1/2013
Perez, Brenda	Secretary	\$9.50/hr.	3/1/2013
Perez, Brenda	Security	\$8.50/hr.	3/1/2013

G. Remove the following substitutes

<u>Name</u>	<u>Effective Date</u>
Bleyer, Stephen	3/1/2013
Carroll, Valerie	3/1/2013
Getch, Alexander	3/1/2013
Graham, Gregory	3/1/2013
Houck, Ian	3/1/2013
Kleinfelter, Harold	3/1/2013
Moore, Kristin	3/1/2013
Warner, Devan	3/1/2013

12. **AMEND THE FOLLOWING**

- A. Amend Bonita Ferretti's name to Venetia Ferretti
- B. Amend Nina Gate's long term substitute assignment to end on 6/5/2013
- C. Amend Crystal Rodriguez's approved leave of absence to end on 3/6/2013
- D. Amend Amanda Wise's long term substitute assignment to begin on 3/11/2013 and end on 6/5/2013
- E. Amend Kelly Morganstern's approved leave of absence to begin on 3/18/2013 and end on 6/5/2013
- F. Amend Starlet Bomgardner's hours as Cafeteria Paraprofessional to 2.5 hours per day, effective March 4, 2013
- G. Amend Tracy Rohland's approved leave of absence to end on 2/22/2013
- H. Amend the following persons' titles as designated

<u>Name</u>	<u>Title</u>
Bowers, Caterina	Bookkeeper-Confidential Secretary
Cruz, Sandra	Administrative Assistant for Payroll/Benefits-Confidential Secretary
Harrell, Mary	Administrative Assistant to the Superintendent/Board Secretary-Confidential Secretary
Kemmerling, Sandra	Administrative Assistant for Payroll-Confidential Secretary
Miller, Debra	Administrative Assistant to the Assistant to the Superintendent for Curriculum, Instruction & Assessment-Confidential Secretary
Minnich, Kathryn	Administrative Assistant, Employee

Smith, Millie	Attendance-Confidential Secretary District/Human Resources Administrative Assistant-Confidential Secretary
Tucker, Susan	Administrative Assistant to the Director of Building & Grounds-Confidential Secretary
Warner, Melanie	Human Resources Administrative Assistant- Confidential Secretary
Zatorski, Dawn	Child Accounting Coordinator-Confidential Secretary

Mr. Peter N. Pyles, Jr., abstained from voting on approving Alexandra Pyles as a volunteer for the Lebanon School District; item D under Other Personnel Recommendations. The motion passed.

- (37)            RESOLUTION #14918 - A motion was made by Mr. Kuhn and seconded by Mrs. Kotay to grant approval of second reading of revised Board Policy #212 - Reporting Pupil Progress. The motion passed with a unanimous vote.
- (38)            RESOLUTION #14919 - A motion was made by Mr. Schaffer and seconded by Mr. Topping to grant approval of second reading of revised Board Policy #213 - Grading of Student Progress. The motion passed with a unanimous vote
- (39)            The president requested board members to remain for a litigation update following the meeting.
- (40)            With no further business to come before the board at this time, a motion was made by Mr. Schaffer and seconded by Mrs. Kotay that the meeting adjourn. All members voiced consent and President Dall declared the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Mary A. Harrell  
Secretary of the Board