

MIDDLETOWN AREA SCHOOL DISTRICT
School Board Agenda Planning Meeting
June 13, 2017 - 6:00 p.m.
MINUTES

Board Members in attendance: Mike Corradi, Melvin Fager Jr., Dr. Brian Keating (arrived after the Roll Call), Christopher Lupp, Linda Mehaffie, Darnell Montgomery, and Jennifer Scott

Board Members not in attendance: David John and John Ponnett, Jr.

Staff/Public in attendance:

District Administration: Dr. Lori Suski, Superintendent of Schools; Dr. Chelton Hunter, Assistant to the Superintendent; David Franklin, Chief Financial Officer/Board Secretary; Michael Carnes, MAHS Principal; Darren DiCello, Director of Technology and Digital Learning; Marie Drazenovich, Assistant Elementary Principal; Christine Mostoller, Director of Curriculum, Instruction and Assessment; Krystal Palmer, Director of Special Education; Heidi Zula, Director of Human Resources

District Solicitor: Jeffrey Litts, Esq.

District Staff: Jennifer Friedrichs, Dr. Elizabeth Gannon-Rittenhouse, Dana Handley, Melanie Hensel, Chrissy Shaffer

Interested Students and Citizens: Charlotte Bixler, Steven, Renee and Hunter Buck, Gus and Megan Burghdorf, Tim Carpenter, Joel and Crystal Freeman, Ann Grob, Sheila and Terrance Jefferson, Dawn Knull, Chris and Angie Long, Crystal McGuire, Jim Morrissey, J. J. Ortiz, L. E. Robbins, April Roberts, John Shaffer, Rich Swartz, Don and Pearl Sweger, Chris Templeton, Jan Webb, Mike, Katie and Jonah Woodworth

Reporter: Dan Miller

Call to Order Mrs. Mehaffie called the meeting to order and reported that the School Board met in Executive Session with the District Solicitor on June 6, 2017 and prior to this evening's meeting to discuss personnel matters.

Mrs. Mehaffie asked those present to participate in the Pledge of Allegiance and a moment of silent meditation.

Roll Call Mrs. Mehaffie asked the Secretary, David Franklin, to call the roll. A quorum was present as noted above.

Public Comment Mr. Litts reviewed several guidelines for the public comment period that are consistent with the Sunshine Act and School Board policy. Mr. Litts said that the public comment period is for District residents and taxpayers and that three minutes are allowed per person. Mr. Litts noted that the School Board is not required to respond to the public comments. Mr. Litts noted that the only action scheduled to occur at the meeting is the approval of the prior meeting's minutes. Mr. Litts

said that the District does not make it a practice of discussing details of personnel matters with the public. Mr. Litts said that those discussions are best left between the District and the individual employees as a matter of courtesy. Mr. Litts said that the District does feel the need to respond to some of the social media posts that are being made about District personnel matters being brought before the School Board. Mr. Litts said that some of the social media posts contain factual inaccuracies, half-truths, and in some cases, outright lies. Mr. Litts noted that this is both unfair and unfortunate. Mr. Litts said that the District Administration reviews the staffing needs of the District each spring in order to plan for the following school year and recommends changes to meet the overall needs of the entire K-12 program. Mr. Litts said that the School Board is committed to ensuring that personnel are placed across the District in capacities which benefit students and programs. Mr. Litts said that personnel changes are sometimes needed in order to address new initiatives of the District. Mr. Litts noted that the annual staffing plan is also impacted by vacancies that arise due to retirements or resignations. Mr. Litts said that the District seeks to utilize the existing complement of staff in the best manner possible to meet the needs of the overall educational program on a K-12 basis while being fiscally responsible. Mr. Litts said that the action items proposed on the agenda reflect that priority. Mr. Litts said that the School Board is not able to discuss internal personnel changes with the public, but discussion has occurred with all employees that have been directly impacted by the proposed changes.

Mike Woodworth, 627 Hoffer Street, Middletown – Mr. Woodworth asked the School Board to not approve Mr. Bright’s change in employment as the Reid Elementary Principal. Mr. Woodworth said that he is impressed with Mr. Bright’s care of the students and interaction with staff. Mr. Woodworth said that Mr. Bright has been receptive to concerns and has worked to address situations swiftly. Mr. Woodworth said that he has confidence in Mr. Bright as the principal.

Jonah Woodworth, 627 Hoffer Street, Middletown – Jonah said that he will be in fourth grade at Reid Elementary School next year and that he felt sad that Mr. Bright would not be the principal. Jonah said that Mr. Bright is a nice person and that he does a lot to help students. Jonah said that he would like to see Mr. Bright as the principal next year.

Hunter Buck, 414 Maple Road, Middletown – Hunter said that he will be in fourth grade at Reid Elementary School next year. Hunter said that Mr. Bright is a good principal and he helps him out.

Renee Buck, 414 Maple Road, Middletown – Mrs. Buck said that she started an online petition in order to retain Mr. Bright as the principal of Reid Elementary School. Mrs. Buck said that she was upset that the District did not provide information about the change before the last day of school as that put parents in the position of needing to explain the change to their children. Mrs. Buck said that the petition has the signatures of over 450 people. Mrs. Buck explained that Mr. Bright took time to check on her son on a daily basis and helped with transitions. Mrs. Buck said that Mr. Bright makes it a point to be at every IEP meeting for her son and that Mr. Bright has a team mentality when it comes to the education of her son. Mrs. Buck said that there are over 200 comments on social media about Mr. Bright's support of students. Mrs. Buck said that Mr. Bright is Mr. Middletown. Mrs. Buck said that Mr. Bright provides a sense of stability to some of Reid's students that come from broken homes. Mrs. Buck said that some students do not handle change very well.

Dawn Knull, 123 State Street, Middletown – Mrs. Knull said that she sent an email to the Board and Dr. Suski, but only received a response from Dr. Suski. Mrs. Knull said that she received the same information in her response as others that wrote to Dr. Suski. Mrs. Knull said that she wanted to speak for the Borough of Middletown residents. Mrs. Knull said that many of the School Board members are from Lower Swatara Township. Mrs. Knull said that Mr. Bright has helped their kids. Mrs. Knull asked that the School Board look at the petition and make a decision based upon that.

Chris Templeton, 105 Clinton Avenue, Middletown – Mr. Templeton said that he has three children at Reid Elementary School currently. Mr. Templeton said that some of the parents that spoke tonight have in common that they have children with an IEP. Mr. Templeton said that he has had to work very hard with his daughter, but he is very pleased that all three of his children received the principal award this year. Mr. Templeton said that his son got an award in math. Mr. Templeton said that he feels that children are getting an excellent education. Mr. Templeton said that he believes that Mr. Bright has had a positive impact on his children from the very first day. Mr. Templeton said that Mr. Bright has worked to place his children in the right classroom. Mr. Templeton said that Mr. Bright is the first one at the building in the morning and one of the last to leave the building. Mr. Templeton said that he doesn't understand why there would be a change when someone works so hard. Mr. Templeton asked Dr. Suski to reconsider

the change. Mr. Templeton asked the School Board to not consider the proposal. Mr. Templeton said that putting Mr. Bright in charge of online instruction is the wrong place for him as Mr. Bright belongs in a role where he can help families.

Richard Swartz, 2818 Schoolhouse Road, Middletown – Mr. Swartz said that he was reluctant to speak as he has served on the School Board before and he understands the difficult decisions that need to be made at times. Mr. Swartz said that he is dumbfounded. Mr. Swartz said that Mr. Bright knows what he is doing and that the school is run right. Mr. Swartz said that he can't understand why Mr. Bright would not be the building principal unless he does not want to be. Mr. Swartz said that Jeremy King has resurrected the athletic department. Mr. Swartz said that Mr. King has reinvigorated the partnership between the District and the Blue & Gold Club. Mr. Swartz said that it is hard to imagine how Mr. King is going to better serve the District as a Business Education teacher. Mr. Swartz said that he doesn't know Tom Shaffer well. Mr. Swartz said that Mr. Shaffer has had a tough year. Mr. Swartz said that he doesn't understand the changes. Mr. Swartz asked that consideration be given to the impact to the athletic program and the elementary schools.

Mr. Litts responded to Mrs. Knull's comment about her email to the School Board. Mr. Litts said that Dr. Suski did share information in her response and the administration can decide if that information is to be shared with a larger audience.

Mr. Litts said that there were many comments made about Mr. Bright working with kids. Mr. Litts said that Mr. Bright would be working with kids and they would be some of the more challenging kids. Mr. Litts said that Mr. Bright has agreed to step up and take a role in that program. Mr. Litts said that Mr. Bright will be helping the students in the alternative education program get back on track. Mr. Litts said that Dr. Suski brought this important initiative to the School Board and the School Board supports it. Mr. Litts said that the same skills that were shared about Mr. Bright will be used in this new role. Mr. Litts said that bringing the alternative education program into the District will afford many opportunities for these students that are currently not available under the existing alternative education setting. Mr. Litts noted that the District appreciates that Mr. Bright has accepted this new role.

Introduction of Meeting Guests and Presentations

Candidates for Employment

Dr. Suski identified candidates for employment that were in attendance at the Board meeting. The following candidates introduced themselves: Jose Ortiz and April Roberts.

Presentations

High School Schedule Revision – *presented by Michael Carnes, MAHS Principal*

Mr. Carnes said that a change was made to the bell schedule in his second year as the High School Principal in order to incorporate flex time in the middle of the day to allow for remediation, enrichment, common planning, and collaboration. Mr. Carnes said that he would like to make another research-based change to the bell schedule for the 2017-2018 school year. Mr. Carnes said that the desire is to provide additional time for common planning, professional learning communities, job-embedded professional development for staff, and enrichment and remediation opportunities for students. Mr. Carnes reviewed an example of what the schedule would look like. Mr. Carnes showed that on Mondays homeroom would not begin until 8:08 a.m. with attendance occurring at 8:15 a.m. Mr. Carnes discussed the benefits that can be obtained from this change. In addition to those that were already noted, Mr. Carnes said that this would allow time for character education, pathways opportunities, club meetings... Mr. Carnes discussed the “cons” – need to establish protocols for the accountability of staff, loss of some instructional time, and accountability of students during the period before homeroom. Mr. Carnes noted that the loss of instructional time is the equivalent of one minute per period per day and the High School would still meet the time requirements imposed by PDE. Mr. Carnes emphasized that although homeroom would start later, bus transportation would remain unchanged and students would be able to come to school on Monday at the same time as the other days of the week. Mr. Carnes said that the idea comes from the National Institute of School Leadership. Mr. Carnes said that both he and Dr. Suski are part of its executive leadership development program. Mr. Montgomery asked what students would do if transportation remains unchanged. Mr. Carnes said that support staff would be available to monitor activities for students while professional staff meets for professional development. Mr. Carnes said that both the weight room and the gymnasium would be open during that time as well.

Food Service Operations for 2017-2018 – presented by Jim Morrissey, The Nutrition Group

Mr. Morrissey provided a year in review of The Nutrition Group operations in the District during 2016-2017. Mr. Morrissey discussed some programs and promotions that occurred. Mr. Morrissey previewed a new feature that will be available for 2017-2018 that will allow access to nutrition information for each individual item on the food service menu. Mr. Morrissey said that the breakfast participation during 2016-2017 was higher than budgeted at approximately 50 meals per day; however, Mr. Morrissey noted that lunch participation was down approximately 20 meals per day from the budget. Mr. Morrissey noted that a la carte sales were also lower than budgeted. Nevertheless, Mr. Morrissey said that the year is expected to end with a profit of \$48,300 compared to the budgeted profit of \$1,900. Mr. Morrissey then turned the discussion to the 2017-2018 budget. Mr. Morrissey recalled that the budget adopted for 2017-2018 projects a loss of \$48,000. Mr. Morrissey explained that the proposed loss is the result of increasing labor costs, stagnant participation, restrictions imposed by the Healthy, Hunger Free Kids Act, and increasing food costs. Mr. Morrissey said that he wanted to provide an action plan on how to turn around the operations to mitigate the proposed loss. Mr. Morrissey explained that a grain waiver exists and that it has now been made permanent. Mr. Morrissey said that a grain waiver has been allowed in the past, but it has always been a temporary waiver and the Middletown Area SD did not apply for the waiver because it felt that it was better to have stability in what was being served. Mr. Morrissey said that three school districts where he works saw dramatic increases in lunch sales when they applied for the grain waiver. Mr. Morrissey said that he extrapolated the increase in sales to MASD and believes that the loss could be lowered by \$45,000 with the waiver. Mr. Morrissey said that the waiver would not be for all foods. It would be pizza crust, hoagie rolls, wraps and pastas. Mr. Morrissey said that another waiver allows for the use of 1% flavored milk instead of flavored skim milk. Mr. Morrissey said that this would be a student preference, but that 1% milk actually has less sugar and is still a low fat option. Mr. Morrissey discussed a change that could be made for 2017-2018. Mr. Morrissey said that several years ago, the District began purchasing pizza from Roberto's for the tier lunch at the elementary buildings. Mr. Morrissey said that pizza costs \$1.23 per slice and that the pizza could be made in-house for half that cost. Mr. Morrissey said that this would reduce the projected loss by \$3,000. Mr. Morrissey noted that even if there was no interest in making the pizza in house,

new procurement standards preclude the District from directly purchasing the pizza without competitive bidding. Mr. Morrissey said that The Nutrition Group also hopes to increase breakfast participation next year. Mr. Morrissey said that they would be looking at alternate options including grab and go breakfast and breakfast in the classroom. Mr. Morrissey discussed some grants that exist to aid in making it easier for kids to eat breakfast through the use of breakfast carts. Mr. Morrissey said that they also want to increase the lunch participation, particularly at Kunkel where numbers have declined. Motions to approve the whole grain and flavored milk waivers will be placed on the June 19 School Board agenda for approval. Mr. Franklin said that a motion to make the pizza in-house was not needed as that would be more of an administrative decision, but Mr. Franklin wanted to make sure that there was sufficient support for this change.

General Fund Budget for 2017-2018 – presented by David Franklin, Chief Financial Officer

Mr. Franklin reviewed a chart of 2017-2018 budget development. Mr. Franklin noted that the preliminary view of the budget back in January reflected a budget with expenditure increases of \$1.7 million over the current year – primarily tied to salaries and benefits – and the need for a tax increase of 3.3% that still resulted in a budget deficit that exceeded the planned amount. Mr. Franklin explained that the budget presented last month had expenditure reductions of \$344,000 and allowed the tax increase to be lowered to 1.23%. Mr. Franklin further explained that the budget presented tonight has revenue and expenditure reductions of \$92,000 each and has eliminated the need for a tax increase. Mr. Franklin reviewed the changes that have been made in expenditures to the proposed budget in May. Mr. Franklin explained that salaries have been decreased \$11,000. Mr. Franklin noted that this was a net decrease. Mr. Franklin said that co-curricular and extra-curricular compensation allowances were increased, regular salaries were decreased with some vacant positions now filled, and health insurance waivers were decreased based upon the results of the District's open enrollment period for health insurance. Mr. Franklin said that overall the number of staff is unchanged from what was presented in May. Mr. Franklin said that the staffing plan does include the proposed changes for the District to operate its own alternative education program. Mr. Franklin said that there were two vacant special education positions in the budget in May and it has been determined that those positions will not need to be filled because of some student need changes. Mr. Franklin said that those two positions

will be able to be used for the alternative education program instead. Mr. Franklin said that the budget includes the addition of a principal position for the alternative education program as well as the District's cyber education program. Mr. Franklin said that in order to not increase the number of administrative positions in the District, the Assistant Elementary Principal position is eliminated in this budget. Mr. Franklin said that benefits have been increased \$7,000. Mr. Franklin said that the largest increase is for medical insurance (\$37,000) and this is attributed to the elections made by District staff during open enrollment. Mr. Franklin said that this cost is being somewhat offset by savings that have been obtained by changing the District's workers' compensation carrier (\$31,000). Mr. Franklin said that services have been decreased by \$74,000. Mr. Franklin said that the largest reduction comes from not contracting out the alternative education. Mr. Franklin said that the contract that was in the budget in May was \$216,000. Mr. Franklin said that due to student needs, the cost for other educational services had to be increased by \$42,000. Mr. Franklin said that the budget also was increased by \$20,000 for supplemental athletic training services. Mr. Franklin explained the difficulty in obtaining support for only one season and that may result in contracting for assistance during the entire school year. Mr. Franklin said that an allowance has been made in the budget to rent facilities for alternative education of \$36,000. Finally, Mr. Franklin said that based upon current enrollments, the cyber charter tuition budget needed to be increased by \$49,000. Mr. Franklin said that supplies and equipment have decreased by \$14,000. Mr. Franklin said that the District was able to purchase some athletic and sanitizing equipment in the current year that was going to be bought next year, so that line item was able to be removed from the 2017-2018 budget. Mr. Franklin said that fees and transfers had no change. Mr. Franklin said that the expenditure budget is now \$1.25 million higher than the current year budget or 2.87% higher. Mr. Franklin said that salaries and benefits increased \$1.4 million and that other lines in the budget collectively decreased by \$170,000. Mr. Franklin explained the changes in revenue in the budget. Mr. Franklin said that there are no changes to federal revenue and that state revenue has been decreased by \$11,000. Mr. Franklin said that the Basic Education Subsidy has been decreased \$10,000 and the estimate is based upon the latest information available from PDE assuming that there is no increase in this funding from the state. Mr. Franklin said that benefit subsidies account for the remaining decrease and that this is directly related to the change in salaries. Mr. Franklin said that local revenue has been decreased \$81,000. Mr. Franklin said that there has been slight assessed value growth since the May draft of

the budget and that the \$2.1 million in assessed value will generate \$44,000 in taxes. Mr. Franklin said that overall real estate taxes have been decreased \$210,000 and this is the net impact of the assessed value change and the elimination of the proposed tax increase, which costs \$254,000. Mr. Franklin said that some of the other local revenues were able to be increased based upon current year collections. Mr. Franklin said that earned income taxes were increased \$49,000, real estate transfer taxes were increased \$23,000, and patron parking tax was increased \$20,000. Mr. Franklin said that investment earnings were also increased by \$20,000 and tuition from other school districts was increased by \$28,000. Mr. Franklin explained that the tuition revenue is based upon the District educating students in its consortium class for other school districts. Mr. Franklin said that total budgeted revenue is \$900,000 higher than the current year and that most of that is state revenue because of the PSERS rate increases and current year subsidy increases that were unable to be budgeted because the state did not have a budget developed in time. Mr. Franklin said that local source revenue increased only 2/3 of 1%. Mr. Franklin reviewed a slide of the tax increases in the District since Act 1 has been in effect. Mr. Franklin said that this will be the seventh year with a tax increase that is less than 2% and the third year in a row with no tax increase. Mr. Franklin summarized the changes that have been made to the budget since May. Mr. Franklin reiterated that the cost of not having a tax increase was \$254,000 and that expenditure reductions or other revenue was necessary to make that happen. Mr. Franklin noted that the plan for the District to operate its own alternative education program was the biggest factor in achieving no tax increase.

Secretary's Report

Minutes

Mr. Montgomery moved and Mr. Corradi seconded a motion to approve the minutes of the May 31, 2017 School Board General Business Meeting. The vote to approve the motion was 7 to 0.

Old Business

None

ATHLETICS/ACTIVITIES

Equipment Purchases

Discussion Item / Action Item – Purchase of Netting: Mr. Carnes explained that the District will begin using the fields out front and there is concern about the potential for soccer balls to be lost in the retention pond when there is water in it. Mr. Carnes said that the fencing that is proposed is to block balls from entering the pond. Mr.

Carnes noted that the fencing is removable. Mr. Corradi asked if this is like the netting that is used at Lower Dauphin SD. Dr. Suski said the netting is adjustable and can be removed. Mr. Fager asked how the height of 15 feet was determined. Dr. Suski said that Mr. King consulted with Doug Shope in arriving at the proposed height. Dr. Suski said that the quote for \$6,325 is attached to the agenda. The School Board recommended that the purchase be moved to the June 19 School Board meeting agenda for approval.

Field Trips

Information Item – Band/Chorus Trip to Disney: Dr. Suski updated the School Board on the fundraising for the band/chorus trip. Dr. Suski reported from Mr. Fisher that there is approximately \$5,000 not yet collected and that most students have made their down payments. Dr. Suski said that the Alumni Association and the VFW have provided funds and that the group may seek funds from the Alumni Association again. The School Board emphasized that they didn't want any students to be prevented from going on the trip because of an inability to pay.

Approvals

Action Item – “Golden Ager” Pass for Non-Resident Alumni or Former Employees: Dr. Suski said that the School Board discussed at the May 9 School Board meeting offering a discount pass to non-resident alumni or non-resident former employees to attend events at \$25 per individual or \$50 per couple. Dr. Suski noted that at least one person getting the pass must be a senior citizen and alumnus or former employee of the District. Dr. Suski suggested that formal action occur to adopt this program so that there is a record of the guidelines. The School Board recommended that approval of the pass be moved to the June 19 School Board meeting agenda.

Action Item – Cross Country Alumni & Friends Run: Dr. Suski said that Coach Fox held a team run last year that included just alumni, but was hoping to expand the run this year to include friends of the District. Dr. Suski said that it is scheduled for August 26, 2017. Dr. Suski said that PIAA will permit this activity, but it is recommended that School Board approval be obtained since there will be adults sharing the course with student athletes. The School Board recommended that the run be moved to the June 19 School Board meeting agenda for approval.

PERSONNEL

Resignations

Action Item – Resignations: Ms. Zula noted that Eric Belles resigned as a Seasonal Maintenance Worker because he has obtained an internship for the summer. Ms. Zula said that Donna Margucci and Catherine Mayhew have both resigned as instructional aides effective June 30,

2017. The School Board recommended that a motion to accept the resignations be added to the June 19 School Board meeting agenda.

**Change of
Employment Status**

Action Item – Tenure: Ms. Zula said that the listing of teachers on the agenda have met the qualifications to be granted tenure, which means a status change from Temporary Professional Employee to Professional Employee. The School Board recommended that a motion to grant tenure to the following individuals – Robert Brodish, Mackenzie D’Amour, Megan deGruchy, Deanna Morder, Tyler Petrouskie, Daniel Riggs, Jenna Riggs, Janelle Shuey, Kristen Skulsky, and Andrew Vensel - be added to the June 19 School Board meeting agenda.

Action Item – Employment Status Change: Ms. Zula reviewed the changes as listed on the agenda:

1. Connor Gambini from Business Office Assistant in the Senior Internship Program to Seasonal Business Office Assistant at an hourly rate of \$9.50 effective June 19, 2017
2. Rebecca Van Curen from Substitute Custodian to Substitute Maintenance Worker effective June 12, 2017
3. Earl Bright from Reid Elementary School Principal (Act 93, Range 3) to Alternative Education/Raider Academy Principal (Act 93, Range 3) with no change in compensation to provide alternative education services within the District to obtain financial savings effective July 1, 2017
4. Jeremy King from Athletic Director/Assistant Principal (Act 93, Range 4) to High School Business Education Teacher (MAEA Professional Employee) at an annual salary of \$67,935 (Masters+45, Step 11) to fill a vacancy created by the retirement of Justine Shipling effective August 14, 2017
5. Thomas Shaffer from Fink Elementary School Principal (Act 93, Range 3) to Middle School Language Arts Teacher (MAEA Professional Employee) at an annual salary of \$77,280 (Masters+15, Step 16) to fill a vacancy created by the retirement of Georgina Hamer effective August 14, 2017
6. Marie Drazenovich from Assistant Elementary Principal (Act 93, Range 4) to Fink Elementary School Principal (Act 93, Range 3) at an annual salary of \$98,161.58 to fill a vacancy created by the change of employment status of Thomas Shaffer effective July 1, 2017

The School Board recommended that a motion for the employment changes be moved to the June 19 School Board meeting agenda for approval.

Employment

Action Item – Employment: Ms. Zula said that Jose Ortiz is presented for employment as a Secondary Social Studies Teacher at Master+45,

Step 11 on the salary schedule (\$67,935) to fill the vacancy created by the retirement of Richard Givens. The School Board recommended that a motion to approve the employment be added to the June 19 School Board meeting agenda.

Action Item – Employment: Ms. Zula said Marissa Redline will be a student technology intern next school year and that employment is recommended over the summer to assist with technology preparations at a rate of \$7.25 per hour beginning June 19, 2017. The School Board recommended that a motion to approve the employment be added to the June 19 School Board meeting agenda.

Action Item – Extended School Year Paraprofessionals: Ms. Zula said that Jennifer Yospa is presented for approval as an extended school year paraprofessional at her regular hourly rate. The School Board recommended that a motion to approve the employment be added to the June 19 School Board meeting agenda.

Action Item – Elementary School Summer School: Ms. Zula said that Jannelle Shuey is presented for approval as an elementary summer school teacher at the rate in the MAEA agreement. The School Board recommended that a motion to approve the employment be added to the June 19 School Board meeting agenda.

Compensation Adjustments

Discussion Item / Action Item – Setting “x”: Ms. Zula explained that the District has historically used information from PSBA in order to assist in establishing the “x” factor that is used in coordination with employee evaluations in order to drive out compensation increases for the next school year. Ms. Zula said that historically raises for non-union support staff have approximated the raises provided to the professional staff and that the raises provided to administrators have been used as a basis for the managerial support staff. Ms. Zula said the PSBA market movement for support staff for 2016-2017 was 1.7% (released in the fall of 2016), which was what the School Board had established for 2016-2017. Ms. Zula said that setting “x” at 1.7% is also recommended for support staff for 2017-2018. Ms. Zula said that the average increase would be 2.87%, which approximates the increase provided to professional staff (2.81%). Ms. Zula said that “x” was set at 1.3% for managerial support staff for 2016-2017 and that is again recommended for 2017-2018. Ms. Zula said that this would drive out an average increase of 3.3%, which approximates the increase provided to administrators. Mrs. Mehaffie asked about the status of the compensation study for support staff. Mr. Franklin said that he still had

work to do to finalize the study. Mrs. Mehaffie asked whether setting “x” should be delayed for that. Mr. Franklin said that he would recommend moving forward with setting “x” and that the results of the compensation study could be addressed after the school year begins. The School Board recommended that a motion to set “x” at 1.7% for hourly support staff and 1.3% for exempt support staff be moved to the June 19 School Board meeting agenda for approval.

Agreements

Discussion Item / Possible Action Item – COBRA Third-Party Administrator: Ms. Zula said that the District received notification that the current provider (CM Regent) was going to change the fee structure for 2017-2018. Ms. Zula said that currently the District only pays for each event and that there is very little activity. Ms. Zula said that initially CM Regent had proposed a cost structure that would have been \$300 per month. Ms. Zula said that a RFP was issued. Ms. Zula said that CM Regent lowered the proposed fee, but it would still be approximately \$200 per month. Ms. Zula reviewed the three other proposals that were received. Ms. Zula said that the lowest annual cost on a recurring basis is Infinisource and that also seems to be the company that will provide the best service to the District. Ms. Zula said that the estimated annual cost would be \$2,160. Mrs. Scott asked if there are other school districts that use the provider. Ms. Zula said that she has inquired about that, but has not yet received a response. Mr. Montgomery asked if that would impact a desire to move forward with this vendor. Mrs. Scott said it would not. The School Board recommended that a motion to approve an agreement with Infinisource be added to the June 19 School Board meeting agenda.

ACADEMIC AFFAIRS

Agreements

Action Item – Agreements: Dr. Suski reviewed the five agreements that were listed on the agenda. Dr. Suski said that the agreement with Invo Healthcare Associates is a renewal of an agreement to provide physical therapy services during the 2017-2018 school year. Dr. Suski said that the agreement with Living Unlimited is a renewal of an agreement to provide music therapy during the 2017-2018 school year. Dr. Suski said that the agreement with Eduspire is a new agreement to assist with the tracking at the High School with the new bell schedule. Dr. Suski said that the cost is \$4,750. Dr. Suski said that the agreement with Capital Region Partnership for Career Development is a renewal agreement to provide transitional opportunities to students. Dr. Suski said that the agreement with Meadows Psychiatric Center is also a renewal agreement, but would only be used as needed to provide educational services to hospitalized students. The School Board recommended that

a motion to approve the agreements be added to the June 19 School Board meeting agenda.

Contracts

Action Item – Contracts: Dr. Suski said that the four contracts on the agenda with New Story and Vista are to provide specialized educational services for students whose needs cannot be met in-house. Dr. Suski said that the contracts are for existing students. The School Board recommended that a motion to approve the contracts be added to the June 19 School Board meeting agenda.

Curriculum

Action Item – Curriculum: Mr. Montgomery noted that the agenda lists courses for Introduction to Coding and Advanced Placement Psychology. Mr. Montgomery said that these courses had been discussed previously and that approval of the courses is now being sought. The School Board recommended that a motion to approve the new curriculum be added to the June 19 School Board meeting agenda.

Action Item – Disposal of Curriculum Materials: Dr. Suski said that the District has historically sought to sell textbooks to a book buyer and then donate any unpurchased textbooks to a charitable organization in Ephrata, PA. Dr. Suski said that the textbooks are sold at fair market value. The School Board recommended that a motion to approve the sale of curriculum materials be added to the June 19 School Board meeting agenda.

Action Item – Textbook Approval: Mr. Montgomery noted that proposed textbook purchases are attached to the agenda and that these textbooks have been included in the presented budget. Mr. Montgomery said that textbook information has been previously presented. The School Board recommended that a motion to approve the following curriculum purchases be added to the June 19 School Board meeting agenda:

1. Pearson – Middle School English/Language Arts - \$79,802.53
2. National Geographic Learning – Advanced Placement U.S. History - \$2,700.50
3. BFW – Advanced Placement Psychology - \$3,316.02

Programs

Action Item – Alternative Education Program: Dr. Suski explained that the Pennsylvania Department of Education requires that a formal application be submitted to operate an alternative education program. Dr. Suski said that she and Mrs. Palmer have been in contact with PDE and they were advised to wait to apply until the application process switches from paper to online in order to avoid duplicate application fees. Dr. Suski said that they have received assurance that the

application would be approved in time for the start of the new school year. Dr. Suski said that formal approval of the application process is requested of the School Board so that plans can be finalized for the location of the program. Dr. Suski said that the District may look to rent facilities for the program as Mr. Franklin noted in his budget review. The School Board recommended that a motion to approve application to operate the program be added to the June 19 School Board meeting agenda.

Policies

Action Item – Policy Revision: Mr. Franklin reviewed revisions to Policy 246 (School Wellness). Mr. Franklin said that there are some minor wording changes to the policy. Mr. Franklin said that language has been added to discuss the responsibilities of the School Wellness Committee and the triennial reporting regarding the School Wellness policy that must occur and be reported out to the public. Mr. Franklin said that language has been added to emphasize the type of nutrition promotion that should occur in the District. Mr. Franklin said that language has been added to meet the requirements of the National School Lunch Program. Mr. Franklin said that new language has been added to address the sale of competitive foods and fundraisers. Mr. Franklin said that there is also language about non-sold competitive foods that restricts the use of food as incentives and for classroom parties. Mr. Franklin said that there is a desire to waive first reading of the policy so that the new language can be in place for the start of the new school year. The School Board recommended that a motion to approve the policy revision without a first reading be added to the June 19 School Board meeting agenda.

Appointments

Action Item – School Wellness Committee: Dr. Suski said discussion occurred at the May 31 School Board meeting to appoint individuals to the School Wellness Committee and that in addition to the individuals that were suggested at that meeting, the administration is recommending some individuals. Dr. Suski reviewed the individuals that are proposed for the committee:

1. School Board Member - Dr. Brian Keating
2. District Administrator - Earl Bright
3. District Food Service Representative(s) - Tony Colemire and Tyna Muza
4. Student - Timothy Nevil
5. Parent/Guardian - Julie Lombardi
6. School Health Professional - Jodi Neuschwander
7. Physical Education Teacher - Daniel Riggs
8. Member of the Public - ?
9. (optional) Teacher - Heather Tucker

10. (optional) School Counselor - Michal Beth Chaffinch
11. (optional) Coach - Pete Fox
12. (optional) Club Advisor - Rebecca Van Curen

Mrs. Mehaffie asked if those that were asked have consented. Dr. Suski said that some individuals have not yet been contacted and that would be done this week. Dr. Keating suggested that John Strite be asked to serve as the member of the public. Dr. Keating said that his agricultural background might be beneficial. The School Board recommended that a motion to approve the appointments be added to the June 19 School Board meeting agenda.

FINANCE

Resolutions

Action Item – Final General Fund Budget for 2017-2018: Mr. Franklin said that the PDE-2028 document that must be approved and submitted to the Pennsylvania Department of Education would be completed prior to the School Board meeting. Mr. Franklin noted that the homestead/farmstead exclusion information is needed for that document and that has not been provided to the District yet. The School Board recommended that a motion to approve the budget resolution be moved to the June 19 School Board meeting agenda.

Action Item – Tax Levy: Mr. Lupp noted that there is no change to any of the taxes levied by the District. The School Board recommended that the tax levy resolution be moved to the June 19 School Board meeting agenda.

Action Item – Homestead/Farmstead Exclusion: Mr. Franklin said that information will not be received from Dauphin County to calculate the homestead/farmstead exclusions until after June 15. Mr. Franklin estimated that the amount of the exclusion should be similar to prior years as the dollar amount available for exclusions has not changed much. Mr. Franklin said that the number of properties eligible is the factor that would alter how much is available per household. The School Board recommended that the resolution be moved to the June 19 School Board meeting agenda.

Agreements

Action Item – Renewal Agreements: Mr. DiCello reviewed three renewal agreements on the agenda for the use of Discovery Education, Canvas and SchoolMessenger. Mr. Franklin noted that there is an opportunity to obtain a 10% discount for the SchoolMessenger software for a two- or three-year commitment if payment is made up-front. Mrs. Mehaffie questioned how the District would recover the

funds if the company went out of business. Mrs. Mehaffie asked whether the discount could be received without up-front payment. Mr. Franklin said that he would check on that and how recovery would occur if the company went out of business. The School Board recommended that a motion to approve the agreements be added to the June 19 School Board meeting agenda with a one-year agreement used for SchoolMessenger if satisfactory answers are not received.

Action Item – Joinder Agreement: Mr. Lupp noted that a revised agreement to include Harrisburg SD as a member district of the Dauphin County Technical School is attached to the agenda. The School Board recommended that a motion to approve the agreement be added to the June 19 School Board meeting agenda.

Insurance

Action Item – Insurance Contracts for 2017-2018: Mr. Lupp said that renewal premiums are listed on the agenda for the various lines of business – property, general liability and crimes, automobile, boiler and machinery, errors and omissions, excess liability, and student accident. Mr. Lupp noted that there are a number of premium decreases that are proposed. Mr. Franklin said that the new broker that was approved in May has worked to obtain competitive premiums for the 2017-2018 school year, but that most of the proposed contracts are renewals with the existing carrier. Mr. Franklin said that the broker expects to shop District insurance even further for the 2018-2019 school year with the goal of obtaining even greater savings. Mr. Franklin said that all of the premiums that are listed are lower than what had been included in previous drafts of the budget. Mr. Franklin said that there is one new policy that is proposed for 2017-2018 and that is cyber and privacy liability insurance at a cost of \$5,164. Mr. Franklin reviewed the coverage that is afforded by the policy and the recommendation of the broker. Mr. Franklin said that the cost of the new coverage is covered by some of the savings that have been obtained in other lines of business. The School Board recommended that a motion to approve the insurance policies be moved to the June 19 School Board meeting agenda.

Policies

Action Item – Policy Revisions: Mr. Franklin reviewed revisions to two District policies. Mr. Franklin said that Policy #609 (Investments) has been revised to address legislative action that allows the District to invest in “Act 10 permissible” investments. Mr. Franklin noted that the District does not use these investments; nevertheless, it is recommended that the language be updated. Mr. Franklin said that terminology has been added to the policy. Mr. Franklin said that the policy spells out what should be included in the District’s Investment

Plan, the role of the Investment Officer, the role of the Treasurer, and the role of the Solicitor. Mr. Franklin said that there is language that spells out how investments should be managed and collateralized and the due diligence that needs to occur. Mr. Franklin said that there are currently three appendices and that Appendix A and B are proposed to be eliminated. Mr. Franklin reviewed changes to Policy #808 (Food Services). Mr. Franklin said that there are some minor wording changes, but the primary changes relate to school meal charges and collection of unpaid meal charges. Mr. Franklin said that there is an attachment that delineates the District's current procedures regarding meal charges and the planned measures for collection of unpaid balances. Mr. Franklin explained that currently charges are permitted at the elementary level without restriction. Mr. Franklin said that currently students at the middle school and high school may charge one lunch. Mr. Franklin said that currently notification of negative balances occurs, but there is limited notification when a low balance exists. Mr. Franklin said that low balance notification will occur at the point of service next year. Mr. Franklin said that both PowerSchool and School Café have notification features if parents choose to activate them. Mr. Franklin said that food service staff will also continue to communicate about negative balances. Mr. Franklin said that procedures for collection of unpaid balances have been spelled out to provide more consistency. Mr. Corradi questioned the charge limitation at the secondary level. Mr. Corradi said that he didn't feel that students should be held accountable for parental failure to fulfill financial obligations. Mr. Montgomery asked what the meal cost is at the secondary level. Mr. Morrissey said that it is \$2.55. Mrs. Mehaffie asked if it is possible for a personal contract to occur regarding unpaid balances. Mr. Montgomery asked if funding couldn't be sought to help cover unpaid balances such as through the District foundation. Mr. Corradi said that he doesn't support ever turning a student away. Mr. Montgomery understood the need for parameters, but concurred with Mr. Corradi. Mr. Lupp asked if the amount needed could be provided so that donors could be solicited. Mr. Lupp asked if there is a large number of unpaid balances. Mr. Franklin said that he did not have that information available. Dr. Suski said that she has been contacted by a Frey Village resident who is interested in providing assistance to students that cannot pay for lunches. Mr. Fager said that he did not think that collection efforts should include filing a claim with the District Justice for a balance of just \$100. Discussion occurred regarding the need to encourage application for the free and reduced meal program when that is warranted. Dr. Suski noted that the Home and School Visitor and the Social Worker have assisted with application

efforts in the past. Mr. Franklin said that he would revise the policy and the attachment based upon the discussion that occurred. The School Board recommended that a motion to approve revisions to the two policies be moved to the June 19 School Board meeting agenda.

Information Item – Deferral of Procurement Change Implementation:

Mr. Franklin said that the Office of Management and Budget (OMB) has extended the grace period for the implementation of changes to the procurement policies and procedures to comply with Uniform Grant Guidance for an additional year. Mr. Franklin said that it is recommended that documentation occur about the use of the extension period and that this agenda item is intended to serve as that documentation.

Appointments

Action Item – Investment Officer: Mr. Lupp noted that the Investment policy states that an Investment Officer should be appointed annually. Mr. Lupp said that Mr. Franklin has served in that capacity and the School Board wishes him to continue in that role. The School Board recommended that a motion to appoint Mr. Franklin as the Investment Officer be moved to the June 19 School Board meeting agenda.

Approvals

Action Item – Use of District Vans: Mr. Franklin said that the Olmsted Regional Recreation Board has requested permission to use District vans for the Summer Playground program. Mr. Franklin said that the Recreation Board used them in the past, but there was an unfortunate accident in 2014 and the Recreation Board stopped using the vans after that accident. Mr. Franklin said that the Recreation Board has used school buses in the past few years, but the cost has been prohibitive. Mr. Franklin said that the drivers that are being proposed by the Recreation Board are also District employees. Mr. Franklin said that there is insurance coverage if the use occurs. The School Board recommended that a motion to approve the use of the vans by the Olmsted Regional Recreation Board be moved to the June 19 School Board meeting agenda.

Action Item – Repository Bid: Mr. Franklin said that Dauphin County Tax Claim Bureau has asked the District to consider approval of a repository bid for parcel 42-028-004-413-0413 in the amount of \$500. Mr. Franklin provided delinquent tax information for the parcel. The School Board recommended that a motion to approve the repository bid be moved to the June 19 School Board meeting agenda.

Action Item – Tax Assessment Appeal: Mr. Franklin said that settlement of the tax assessment appeal for parcel 36-005-207-000-

0000 has been proposed at a fair market value of \$3.1 million. Mr. Franklin said that this is using the appraisal of the taxing authorities. Mr. Franklin said that the settlement will result in the loss of approximately \$3,000 in tax revenue. The School Board recommended that a motion to approve the settlement be moved to the June 19 School Board meeting agenda.

Action Item – Fund Balance Commitments: Mr. Franklin explained that Government Accounting Standards Board (GASB) requires that the District identify the commitments that could occur prior to the end of the fiscal year. Mr. Franklin said that the District currently has fund balance committed for retirement rate stabilization, health insurance cost stabilization and health insurance terminal liability. Mr. Franklin said that discussion occurred in the spring of 2016 about using the proceeds from technology equipment sales to fund future technology replacements, so Mr. Franklin suggested that commitment for that purpose be added. Mr. Franklin also suggested that commitment of fund balance for other post-employment benefits be considered based upon guidance from GASB. Mr. Franklin said that the amount associated with each commitment does not need to occur until the audit is completed. The School Board recommended that a motion to authorize the five commitments identified be moved to the June 19 School Board meeting agenda.

Action Item – Budget Transfers: Mr. Lupp reviewed the agenda item to allow for the transfer of under-expended line items to over-expended line items as part of the settling of the financial records for the year with no change to the overall budget. Mr. Lupp said that this action has occurred annually in compliance with Section 687 of the Public School Code. Mr. Lupp said that a listing of the transfers would be presented after the audit is finalized. The School Board recommended that a motion to authorize the budget transfers be moved to the June 19 School Board meeting agenda.

Action Item – Business Operations: Mr. Lupp reviewed the agenda item to authorize hiring of personnel, paying bills, awarding bids and awarding contracts over the summer within budget constraints with ratification to occur in August since there is no School Board meeting in July. The School Board recommended that a motion for this action be moved to the June 19 School Board meeting agenda.

**Requests for
Proposals**

Discussion Item – RFP for Special Counsel: Mr. Lupp noted that discussion occurred in May about issuing a RFP for special counsel for

personnel matters and it was decided that discussion occur at this meeting to determine what should be included in the RFP. Mr. Lupp asked whether a RFP was needed or if someone could just be appointed. Dr. Suski confirmed that a RFP was not required. Mr. Fager asked if special counsel has ever been needed. Dr. Suski said that special counsel has only been used for special education matters. Mr. Lupp asked if a retainer would be paid. Mrs. Mehaffie said that no fees would be paid. Mrs. Mehaffie suggested that counsel to be considered be asked to come to present to the School Board at the August Agenda Planning meeting. Dr. Suski asked if the counsel should specify their experience in certain areas when they make their presentation. Mr. Lupp suggested that specialty in personnel matters and school law be presented.

OPERATIONS

Capital Projects

Action Item – Kunkel Masonry Repair: Mr. Franklin said that discussion occurred at the May 9 Agenda Planning meeting regarding masonry work needed at Kunkel Elementary School. Mr. Franklin said that quotes were solicited for concrete work (Scope A) and brick work (Scope B). Mr. Franklin said that the scope B work is recommended to be deferred. Mr. Franklin said that only one vendor provided a quote to the scope A work; however, two other vendors provided written documentation that they were choosing not to provide quotes. Mr. Franklin said that meets the requirements of the School Code and that the quote from the vendor that submitted a quote can be used. Mr. Franklin said that this quote is from Doug Shope at a cost of \$19,675. The School Board recommended that a motion to contract with Doug Shope for the concrete work be moved to the School Board agenda for approval.

Discussion Item / Possible Action Item – Fink Water Softener: Dr. Suski said that the motion to purchase a water softener for Fink Elementary School was tabled to explore other options. Dr. Suski said that Mr. Corradi provided information about a descaling company whose product is manufactured in Florida. Dr. Suski said that she called the company and spoke with the individual that Mr. Corradi had contacted regarding the Fink project. Dr. Suski said that she was advised that it would be best to have the piping replaced and then make contact with the company's local vendor to determine whether their product would be beneficial. Mr. Corradi said that we know that the water at Fink is hard and that he has a plumber friend that mentioned the descaling as an option. Mr. Corradi said that he was told that this product is used in

homes, nuclear power plants and universities and that it was just used at Penn State. Mr. Corradi said that he has removed the water softener in his own house because of the annual supply costs. The School Board discussed waiting until the piping was replaced and then moving forward with contacting the descaling company.

Information Item – War Memorial Field Project End Zone Bleachers:

Mr. Meiser had contacted Commonwealth Code and learned that the Borough's building code requires stamped and signed drawings from the design professional. Mr. Meiser contacted Crabtree Rohrbaugh to see if they would provide the drawings and they were to get back to him as to whether they can provide them from an insurance perspective since they are older. Mr. Meiser learned that Commonwealth Code would mark up the drawings that additional restrooms would be required in order to comply with the Uniform Commercial Code. After this occurs, the District could then seek a variance from Dauphin County UCC. Dr. Suski said that she verified with Commonwealth Code that the change came into effect in 2004 and even though end zone bleachers were present at one time the new requirements would mean that additional restrooms are needed since anything done after 2004 must comply with the code. Mr. Corradi said that he spoke with Don Fure at Lower Swatara Township and he was also told that it would not work to say that we are just replacing bleachers that were once there since the code change has occurred. Mr. Corradi said that a different argument that could possibly be used in the waiver process is that the people that would be sitting in the bleachers are currently standing, so there is no additional capacity than currently exists. Dr. Suski said that she also told Commonwealth Code about this. The School Board wanted to try and move forward with seeking a variance. Mrs. Mehaffie asked if Crabtree Rohrbaugh has provided the drawings. Dr. Suski said that she does not believe that has occurred yet and would verify with Mr. Meiser. Mrs. Mehaffie suggested that a conversation occur with Crabtree Rohrbaugh. Dr. Suski said that she would speak with Doug Rohrbaugh.

Bids

Action Item – Visitor Management System: Dr. Hunter reviewed the results from the three companies that responded to the District's bid. Dr. Hunter said that the District had looked at School Gate Guardian in the past, but that company had the highest price. Dr. Hunter said that School Check In has the lowest price and appears to provide what is needed by the District. Mr. Franklin noted that unless there was a reason to say that the lowest bidder was not able to provide what was

being sought, it is necessary to use the lowest bidder. Mr. Franklin said that the District is still sorting out whether the lowest bidder meets all of the specifications, but that appears to be the case. The School Board recommended that a motion to approve the lowest responsible bidder be moved to the June 19 School Board meeting agenda.

Information Item – Softball Field Renovations: Mr. Franklin said that the bid opening for the softball field renovations is scheduled for June 19 and that results of the bid opening will be presented at the Board meeting that night for possible action.

Equipment Purchases **Action Item – Radio Communication Improvements:** Mr. Franklin said that the District received a quote from Communications Electronics to change the District’s two repeaters from analog to digital and add an amplifier at the High School and also purchase 10 digital radios. Mr. Franklin said that the Safe Schools grant will cover a portion of this purchase. Mr. Franklin said that a meeting is scheduled with the vendor on Wednesday to verify that the proposed solution will address the communication needs. Mr. Franklin said that verification of this should be known before the School Board meeting so that action could occur at that meeting.

Discussion Item / Possible Action Item – High School Auditorium Lighting: Mr. Franklin said that some of the auditorium lighting that was originally specified for the High School was removed as part of the value engineering process. Mr. Franklin said that there is a desire to address some lighting concerns and Mr. Meiser obtained a quote to restore the lighting to what was proposed before value engineering. Mr. Franklin said that the quote from Pittsburgh Stage is for \$22,502. Mr. Franklin said that action is not recommended as it is believed that it would be best to work with the users of the auditorium to make sure that what was originally proposed is truly what is needed for the auditorium and that other changes aren’t desired.

Use of Facilities **Action Item – Use of Facilities:** The facility use requests on the listing attached to the agenda were reviewed. The School Board recommended that a motion to approve the use requests be moved to the June 19 School Board meeting agenda.

Action Item – Sub-Lease Agreement: Mr. Franklin said that Ebenezer Christian Child Care is interested in the lease of Kunkel Elementary School during the 2017-2018 school year and that they are not seeking any changes to the agreement. Mr. Franklin asked if there was a desire to make any changes to the agreement. No changes were requested.

The School Board recommended that a motion to approve the agreement be moved to the June 19 School Board meeting agenda.

Policies

Information Item – Policy 805.1: Dr. Suski said that PSBA has provided a new policy for relations with law enforcement agencies. Dr. Suski requested that the policy be provided for first reading for adoption in August.

Memorandum of Understanding

Action Item – Law Enforcement: Dr. Suski said that the memorandum of understanding is re-executed every two years. Dr. Suski said that the MOU is in the hands of the Township and the Borough for review and approval. Dr. Suski said that the language is standard as recommended by the Office of Safe Schools. The School Board recommended that a motion to approve the MOU be moved to the June 19 School Board meeting agenda.

Communications

Information Item – Crack Filling, Sealing & Line Painting: Mr. Corradi noted that the schedule for the work being done to District lots and drives is attached to the agenda.

Public Comment

Dawn Knull, 123 State Street, Middletown – Mrs. Knull asked how the School Board could seek to approve a budget at the next meeting that includes action that has not yet occurred. Mrs. Knull asked how the employment changes and the budget could be approved in the same night.

Adjournment and Executive Session

Mrs. Mehaffie said that the School Board would be meeting in Executive Session upon adjournment to discuss the Superintendent’s evaluation.

Mr. Montgomery moved and Mr. Corradi seconded a motion to adjourn. The vote to approve the motion was 7 to 0. The meeting adjourned at 9:29 p.m.

ATTEST:

David A. Franklin, Board Secretary