

MIDDLETOWN AREA SCHOOL DISTRICT
School Board Meeting
December 22, 2014 – 7:00 p.m.
MINUTES

Members in attendance were: Mike Corradi, Melvin Fager, Terry Gilman, Barbara Layne, Pamela Price, and Michael Richards.

Members not in attendance were: Newton Davis, Gordon Einhorn, and David John were not in attendance. Mr. Davis was unable to attend due to a family emergency. Mr. Einhorn was unable to attend due to a planned vacation. Mr. John was unable to attend due to illness.

Staff/Public in attendance were: Dr. Lori Suski, Superintendent of Schools; Christine Mostoller, Assistant to the Superintendent for Curriculum, Instruction, and Assessment; David Franklin, Assistant to the Superintendent for Finance and Operations/Board Secretary; Jody Zorbaugh, Communications Specialist/Recording Secretary; Zach Kepler, Computer Technician; Marie Drazenovich, Director of Student Services; Sam Fisher, Cassandra Pribanich, Michael Checco, Cheri Yohe, Sue Davis, Mary Dougherty, District Professional Staff; Brooke Sides, Nicole Whittle, Kyra Rizk, Jessaca Rusnov, Emily and Will Botterbusch, Rachael Rusnov and family, Tegan Rider, Gus and Megan Burghdorf, Madison Eshenour and family, Ed and MaryAnn Carpenter, Interested Students and Citizens; and Phyllis Zimmerman and Dan Miller, Reporters.

Call to Order Ms. Layne called the meeting to order and asked those present to participate in the Pledge of Allegiance and a moment of silent meditation.

Ms. Layne reported that the School Board met in Executive Session prior to the Board Meeting at 6:15 p.m. to discuss student matters and labor negotiations and no action was taken.

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

***Introduction of
Meeting Guests and
Presentations***

Student Comments **Student Council:** Dr. Suski introduced Brooke Sides and Nicole Whittle. The students reported on the activities of Student Council.

Key Club: Dr. Suski introduced Kyra Rizk and Jessaca Rusnov. The students reported on the activities of Key Club.

Recognitions Dr. Suski introduced William Botterbusch and Rachael Rusnov as the

Students of the Month for December. Will selected Cassandra Pribanich as the educator who had most influenced his school career and Rachael selected Sam Fisher as the educator who had most influenced her school career. The students and educators came forward to be congratulated by the Board.

District Holiday Card Artist - Madison Eshenour, Second Grader at Reid, and Art Teacher, Cheri Yohe, came forward to be recognized by the Board.

Susquehanna Children's Chorale - Megan Burghdorf and Tegan Rider and Music Teacher, Michael Checco, came forward to be recognized by the Board. Cassidy Anderson was not in attendance.

Teacher Impact Spotlight - Five teachers who volunteered their time to be coaches for the new MAMS club, Girls on Track, were recognized for going above and beyond to influence their students. Susan Davis and Mary Dougherty were present and came forward to be recognized by the Board. Michal Beth Chaffinch, Cheryl Friedman and Tammy Grimes were unable to attend the meeting.

Presentations

Presentation of Financial Statement Audit - Matt Wildasin, Boyer & Ritter, CPA

Matt Wildasin from Boyer & Ritter reviewed the District's audited financial statements for the year ended June 30, 2014 and two required communications to the School Board. Mr. Wildasin said that the Board oversight letter is a required communication by the American Institute of Certified Public Accountants (AICPA). Mr. Wildasin highlighted the comment about the required inclusion of the District's share of the unfunded Pennsylvania Public School Employees' Retirement System (PSERS) pension liability in the District's financial statements beginning with the year ended June 30, 2015. Mr. Wildasin noted that this is required by Governmental Accounting Standards Board (GASB) Statement No. 68. Mr. Wildasin noted that the unfunded liability will be a large number for the District, as it will be for other school districts. Mr. Wildasin noted that there would be no changes to the budget process for the School District as a result of this pronouncement. Mr. Wildasin noted that the District provided trial balances to the auditors for the various funds in the financial statements and that no audit adjustments were required to those trial balances. Mr. Wildasin noted that this speaks of the quality of the information that is regularly provided to the School Board. Mr. Wildasin noted that the auditors received full cooperation from the business office and that there were

no disagreements with management. Mr. Wildasin discussed the management letter and stated that Boyer & Ritter provides the communication in order to assist their clients with ways to improve operations and stay abreast of accounting guidance. Mr. Wildasin said that the District had no findings or internal control deficiencies so the communication was solely designed to assist with forward planning. Mr. Wildasin noted that the District receives approximately \$1.6 million in federal funding and that the section on uniform grant guidance was intended to make sure that the District was prepared for the changes to the management of federal grant awards in 2015. Mr. Wildasin noted that there will be additional guidance provided by the Pennsylvania Department of Education (PDE). Mr. Wildasin stated that the lay reader of the financial statements may want to begin their review with the Management's Discussion and Analysis on page 4. Mr. Wildasin said that this fourteen page section of the financial statements was written by Mr. Franklin and provides narrative and charts to highlight the financial activity of the District during the year. Mr. Wildasin noted that the District's budget is a spending plan, but there will always be differences between budgets and actual activity and this section highlights the major variances between budget estimates and actual results. Mr. Wildasin noted that the auditors' opinion on the financial statements is expressed beginning on page 1. Mr. Wildasin said that the District received a "clean" or unqualified opinion and that there is no better opinion that could be provided to the District. Mr. Wildasin said that this is the type of opinion that bond underwriters would be seeking. Mr. Wildasin also reviewed the opinion on internal controls over financial reporting, which is sometimes called the "yellow book" letter. Mr. Wildasin said that this review looks at the process that underlies the financial reporting and noted that no internal control issues were identified. Mr. Wildasin also reviewed the opinion on internal control over federal awards. Mr. Wildasin said that each year the District reviews compliance with one of the major federal programs and that this year the auditors reviewed the lunch and breakfast programs. Mr. Wildasin said that the federal government spells out exactly what the auditors should review and that the District is compliant with all of those requirements. Mr. Wildasin also noted that the District has internal controls in place for the management of the federal awards. Mr. Wildasin commended Mr. Franklin for a good job in financial reporting for the District.

Public Comment

No one came forward at this time.

Secretary's Report

Minutes Mr. Richards moved and Ms. Price seconded a motion to approve the minutes of the November 24, 2014 School Board Meeting and the December 4, 2014 School Board Organization Meeting. The vote to approve the motion was 6 to 0.

Communications Mr. Franklin said that the 2015 School Board Committee Appointments listing was attached. **(See Attachment)**

Mr. Franklin said that the Board Committee Calendar for January 2015 was attached to the agenda and that changes to previously scheduled nights and times were reflected in red.

Treasurer's Report Mr. Gilman moved and Mr. Richards seconded a motion to approve the Treasurer's Report for November 2014. The vote to approve the motion was 6 to 0. **(See Attachment)**

Bill Lists Mr. Gilman moved and Mr. Corradi seconded a motion to approve the **"List of Paid Bills"** with totals by fund, as detailed. The vote to approve the motion was 6 to 0. **(See Attachment)**

Fund 10 -	General Fund	\$62,848.48
Fund 32 -	Capital Reserve Fund	\$0
Fund 38 -	High School Capital Projects Fund	\$0
Fund 51 -	Food Service Fund	\$39.35
Fund 59 -	WMSS Radio Station Fund	\$2,183.67
Fund 72 -	Expendable Trust Fund	\$0
Fund 74 -	Nonexpendable Trust Fund	\$0
Fund 81 -	Student Activities Fund	\$5,635.29

Mr. Gilman moved and Ms. Price seconded a motion to approve the **"List of Unpaid Bills"** with totals by fund, as detailed. The vote to approve the motion was 6 to 0. **(See Attachment)**

Fund 10 -	General Fund	\$549,356.38
Fund 32 -	Capital Reserve Fund	\$0
Fund 38 -	High School Capital Projects Fund	\$948,955.77
Fund 51 -	Food Service Fund	\$81,051.77
Fund 59 -	WMSS Radio Station Fund	\$2,143.63
Fund 72 -	Expendable Trust Fund	\$0
Fund 74 -	Nonexpendable Trust Fund	\$0
Fund 81 -	Student Activities Fund	\$10,140.29

Old Business

Personnel Committee Ms. Price moved and Mr. Gilman seconded a motion to adopt revisions to Policy #539 (Uncompensated Leave). The vote to approve the

motion was 6 to 0. **(See Attachment)**

Ms. Price moved and Mr. Richards seconded a motion to increase the Superintendent's annual salary by 2.50% to \$137,183.95 for the 2014-2015 school year, retroactive to July 1, 2014, based upon the results of her annual evaluation by the School Board for the 2013-2014 school year. The vote to approve the motion was 6 to 0. Ms. Layne said that the District is very lucky to have Dr. Suski. Ms. Layne said that Dr. Suski puts forth unbelievable commitment and hours to the District seven days a week. Ms. Layne commended her on behalf of the Board for doing a wonderful job. Ms. Price and Mr. Gilman echoed Ms. Layne's comments.

**Academic Affairs
Committee**

Ms. Price moved and Mr. Gilman seconded a motion to approve a settlement agreement and release and any other related documents for a special education matter. The vote to approve the motion was 6 to 0.

**Personnel Committee
Report**

Ms. Pamela Price reported for the Personnel Committee.

Communications

The minutes from the December 9, 2014 Personnel Committee Meeting were made available as an information item.

Policies

Ms. Price moved and Mr. Richards seconded a motion to waive Policy #003 requiring first reading and approve the following Policies to comply with the Child Protective Services Law and the Educator Discipline Act. The vote to approve the motion was 6 to 0. **(See Attachments)**

1. Policy #304 (Employment of District Staff)
2. Policy #306 (Employment of Summer School Staff)
3. Policy #307 (Student Teachers/Interns)
4. Policy #309 (Assignment and Transfer)
5. Policy #317.1 (Educator Misconduct)
6. Policy #806 (Child Abuse)

**Leave of Absence
Requests**

Ms. Price moved and Mr. Fager seconded a motion to approve the leave of absence requests listed below. The vote to approve the motion was 6 to 0.

1. Cindy Lippy, Crossing Guard - Leave without pay from December 6, 2014 through January 9, 2015
2. Wynter Jones, Teacher - Childrearing leave from on or about June 3,

2015 through the end of the 2014-2015 school year

Change of Employment Status	<p>Ms. Price moved and Mr. Richards seconded a motion to change the employment status of the personnel listed below from Temporary Professional Employee to Professional Employee at no change in compensation. The vote to approve the motion was 6 to 0.</p> <ol style="list-style-type: none">1. Christopher Bradford2. Jennifer Martin
Agreements	<p>Ms. Price moved and Mr. Gilman seconded a motion to modify the Support Staff Handbook and the Exempt Support Staff Handbook to replace emergency leave provisions with language addressing compensation when school is delayed or closed and liberal leave provisions. The vote to approve the motion was 6 to 0.</p>
Academic Affairs Committee Report	<p>Ms. Pamela Price reported for the Academic Affairs Committee.</p>
Communications	<p>The minutes from the December 9, 2014 Academic Affairs Committee Meeting were made available as an information item.</p>
Student Matters	<p>Ms. Price moved and Mr. Richards seconded a motion to approve a Waiver of Expulsion Hearing Agreement for student 14-15-003. The vote to approve the motion was 6 to 0.</p>
Employment	<p>Ms. Price moved and Mr. Richards seconded a motion to approve the employment of Amanda Henry-Rhinehart as the High School Social Studies Department Chair at a prorated stipend of \$976.32 to fill a vacancy created by the resignation of Steven Carson effective December 23, 2014. The vote to approve the motion was 6 to 0.</p> <p>Ms. Price moved and Mr. Richards seconded a motion to approve the employment of Mrs. Mindy Allison as the mentor for Mrs. Karen Williams (special education teacher at Kunkel Elementary School) at a stipend of \$725.00. The vote to approve the motion was 6 to 0.</p>
Curriculum	<p>Ms. Price moved and Mr. Richards seconded a motion to approve two newly developed music elective courses (Keyboard III and Guitar III) for implementation in the second semester of the 2014-2015 school year. The vote to approve the motion was 6 to 0.</p>
Field Trips	<p>Ms. Price moved and Mr. Gilman seconded a motion to approve the field trips listed below. The vote to approve the motion was 6 to 0.</p>

1. Grade six students to The Science Factory and The North Museum in Lancaster, PA on February 6, 2015 with no cost to the District.
2. Grade six students to Kings Gap Environmental Center in Carlisle, PA on May 21 and May 22, 2015 (half of the students on each day) with no cost to the District.
3. Grade five students to Philadelphia, PA on May 11, 2015 with no cost to the District.
4. Sixteen High School students to Harrisburg, PA for a Capitol tour on December 23, 2014 with the District paying for a 1/2 day substitute and using school vans for transportation.

Programs

Ms. Price moved and Mr. Fager seconded a motion to contract with TrueNorth Wellness Services to provide mental health therapy services at a cost of \$5,000 per month for the remainder of the school year. The vote to approve the motion was 6 to 0.

Policies

Ms. Price moved and Mr. Gilman seconded a motion to adopt revisions to the Policies listed below. The vote to approve the motion was 6 to 0. ***(See Attachments)***

1. Policy 000 (Board Policy/Procedure/Administrative Regulations)
2. Policy 001 (Name and Classification)
3. Policy 002 (Authority and Powers)
4. Policy 003 (Functions)
5. Policy 004 (Membership)
6. Policy 006 (Meetings)
7. Policy 006.1 (Board Member Participation at Public Meetings Via Electronic Communications)
8. Policy 007 (Policy Manual Access)
9. Policy 011 (Board Governance Standards/Code of Conduct)

Athletic/Activities Committee Report

Mr. Terry Gilman reported for the Athletics/Activities Committee.

Communications

The minutes from the December 11, 2014 Athletics/Activities Committee Meeting were made available as an information item.

Employment

Mr. Gilman moved and Mr. Richards seconded a motion to approve the employment of the individuals or volunteers on the listing attached to the agenda as co-curricular and extra-curricular personnel for the 2014-2015 school year at the stipends listed, pending submission of all required clearances. The vote to approve the motion was 6 to 0. ***(See Attachment)***

Equipment Purchases Mr. Gilman moved and Mr. Fager seconded a motion to approve the equipment purchases listed below. The vote to approve the motion was 6 to 0.

1. Shade tent from M-F Athletics at a cost of \$1,441.45
2. Hammer strength machine from Life Fitness at a cost of \$1,463.85

Field Trips Mr. Gilman moved and Mr. Richards seconded a motion to approve payment of the costs for a high school student who was named to the NAFME All Eastern Division Band to participate in the concert in Providence, RI, on April 9 - 12, 2015, as well as the costs for Mr. Fisher to accompany the student to the festival. The vote to approve the motion was 6 to 0.

Operations Committee Report Mr. Michael Richards reported for the Operations Committee.

Communications The minutes from the December 11, 2014 Operations Committee Meeting were made available as an information item.

Capital Projects Mr. Richards moved and Mr. Fager seconded a motion to approve the following change orders for the High School project. The vote to approve the motion was 6 to 0.

1. GC-4 for ECI Construction, LLC to eliminate the specified volleyball equipment at a deduction of \$4,695.80
2. GC-4 for ECI Construction, LLC to address unsuitable soil at a cost of \$641.00

Policies Mr. Richards moved and Mr. Fager seconded a motion to waive Policy #003 requiring a first reading and adopt revisions to Policy #818 (Contracted Services). The vote to approve the motion was 6 to 0. **(See Attachment)**

Use of Facilities Mr. Richards moved and Mr. Gilman seconded a motion to approve the use of facilities on the listing attached to the agenda. The vote to approve the motion was 6 to 0. **(See Attachment)**

Equipment Purchases Mr. Richards moved and Mr. Fager seconded a motion to purchase a Steiner from Messick's to replace the one that cannot be repaired at a cost of \$24,522.55 using state contract pricing and Capital Reserve funds. The vote to approve the motion was 6 to 0.

Finance Committee Mr. Terry Gilman reported for the Finance Committee.

Report

Communications The minutes from the December 16, 2014 Finance Committee Meeting were made available as an information item.

Approvals Mr. Gilman moved and Mr. Richards seconded a motion to approve the audited financial statements for the year ended June 30, 2014, as presented by Boyer & Ritter, CPAs. The vote to approve the motion was 6 to 0. **(See Attachment)**

Mr. Gilman moved and Mr. Richards seconded a motion to approve the stipulation and joint motion for agreed upon order between Woodmont Industrial Partner, LLC, the Dauphin County Board of Assessment Appeals, and the affected taxing bodies for parcel #36-013-139-000-0000. The vote to approve the motion was 6 to 0.

Mr. Gilman moved and Mr. Fager seconded a motion to approve Middletown Mini-Thon as a recognized student activity account effective with the 2014-2015 school year. The vote to approve the motion was 6 to 0.

Appointments Mr. Gilman moved and Mr. Fager seconded a motion to appoint Newton Davis and Pamela Price as delegates and Gordon Einhorn as an alternate delegate to the Dauphin County Technical School Joint Operating Committee. The vote to approve the motion was 6 to 0.

Resolutions Mr. Gilman moved and Mr. Richards seconded a motion to adopt the resolution appointing delegates to the Dauphin County Tax Collection Committee for calendar year 2015 in accordance with Act 32. The vote to approve the motion was 6 to 0. **(See Attachment)**

Exonerations Mr. Gilman moved and Mr. Richards seconded a motion to exonerate tax bill number 106828 in the amount of \$2,064.38 due to the taxpayer qualifying for the disabled veteran exemption as determined by the Dauphin County Board of Assessment Appeals. The vote to approve the motion was 6 to 0.

Participations Mr. Gilman moved and Ms. Price seconded a motion to approve participation in the following cooperative purchasing agreements/contracts during the 2015 calendar year. The vote to approve the motion was 6 to 0.

1. CPEC - Central Pennsylvania Energy Consortium

2. Department of General Services of the Commonwealth of Pennsylvania, including Costars program
3. KPN - Keystone Purchasing Network
4. Lancaster-Lebanon Intermediate Unit Joint Purchasing Consortium
5. Lincoln Intermediate Unit
6. Midwestern Intermediate Unit IV Smart Contract
7. National BuyBoard Cooperative Purchasing Program
8. National Joint Powers Alliance
9. PACC - Pennsylvania Capital City Automotive and Equipment Contract
10. PEPPM - Pennsylvania Educational Purchasing Program for Microcomputers
11. The Cooperative Purchasing Network (TCPN)
12. U.S. Communities

New Business

Personnel Committee Ms. Price moved and Mr. Richards seconded a motion to approve the resignation of Tracy Gipe, Learning Support Instructional Aide, effective December 12, 2014. The vote to approve the motion was 6 to 0.

Ms. Price moved and Mr. Gilman seconded a motion to change the employment status of Kelly Templeton from Part-Time Non-Instructional Aide (Support Staff Range 6) to Full-Time Learning Support Instructional Aide (Support Staff Range 6) with no change in compensation effective December 16, 2014. The vote to approve the motion was 6 to 0.

Academic Affairs Committee Ms. Price moved and Mr. Gilman seconded a motion to approve an agreement with Ms. Karla Fabregas to provide bilingual speech and language assessment services at a cost of \$70 per hour and mileage reimbursement at the current IRS reimbursement rate. The vote to approve the motion was 6 to 0.

Ms. Price moved and Mr. Richards seconded a motion to approve a Waiver of Expulsion Hearing Agreement for student 14-15-004. The vote to approve the motion was 6 to 0.

Athletics/Activities Committee Mr. Gilman moved and Mr. Richards seconded a motion to approve the resignations of the individuals listed below. The vote to approve the motion was 6 to 0.

1. Ashley Leggore, Assistant Winter Cheerleading Coach, effective December 18, 2014
2. Ashley Reitz, Assistant Winter Cheerleading Coach, effective December 18, 2014

Mr. Gilman moved and Mr. Richards seconded a motion to approve the employment of the individuals or volunteers on the listing attached to the agenda as co-curricular and extra-curricular personnel for the 2014-2015 school year at the stipends listed, pending submission of all required clearances. The vote to approve the motion was 6 to 0. **(See Attachment)**

***Operations
Committee***

Mr. Richards moved and Mr. Gilman seconded a motion to approve the use of facilities on the listing attached to the agenda. The vote to approve the motion was 6 to 0. **(See Attachment)**

Representatives

**Capital Area
Intermediate Unit**

Ms. Layne reported that there was a Board Meeting last Thursday and the IU is negotiating union contracts.

**Dauphin County
Technical School**

Ms. Price reported that she was unable to attend the last meeting and noted that Mr. Davis was nominated as Vice-President of the Joint Operating Committee.

**Dauphin County Tax
Collection
Committee**

Mr. Franklin had nothing to report.

**Harrisburg Area
Community College**

Ms. Layne had nothing to report.

**Olmsted Regional
Recreation Board**

Ms. Layne reported that the basketball program has been bumpy but working. Ms. Layne said that Rick Burgit has been helpful in providing Reid for the month of February. Ms. Layne said all team members were receiving their shirts. Ms. Layne responded to a question from Mr. Richards and confirmed that since Lower Swatara Township and Middletown Borough pulled their funding share, no contributions were required of Royalton Borough and MASD.

**Superintendent's
Report**

Dr. Suski congratulated the District's music department on their various winter holiday concerts. She said that the student musicians and directors did a fabulous job with their performances and had packed venues for each concert.

Dr. Suski informed the Board that local business Phoenix Contact hosted its annual holiday party for 150 of the neediest students in the District. She said that the party, which was held at Kunkel Elementary School, featured entertainment, a turkey dinner, a visit from Santa Claus, and that every child left with bags of gifts and other goodies. Dr. Suski thanked Mr. Bright, the elementary principal contact for this annual event, and all the teachers who volunteered their time after school to supervise the students. She thanked the employees of Phoenix Contact for their generosity and time in sponsoring this wonderful event to help make the holidays a little nicer for some of the District's students.

Dr. Suski commended Mr. Franklin for all his efforts in preparing for the annual audit and for another year with no findings. She remarked that Mr. Franklin is very meticulous in his work which is reflected in the results of the annual audit.

Dr. Suski informed the Board that the Middletown Wrestling Association recently held a fundraiser to benefit the family of Cedar Cliff wrestler Medard Kowalski, who went missing on the Susquehanna River on December 1st and has still not been found. She noted that the student athlete's father is a graduate of MAHS, and that the wrestling team wanted to do something to honor the family and show support to the Cedar Cliff wrestling team when they came to Middletown for a wrestling match the prior week. The team collected \$1,435, the MAHS Alumni Association contributed \$500, and Reid Elementary School Faculty and Staff contributed \$450 for a grand total of \$2,385. Dr. Suski said that the gift for the Kowalski family was presented to the Cedar Cliff wrestling team prior to the match and that the District has received countless emails from the Cedar Cliff community expressing gratitude for the meaningful gift and support. Dr. Suski also acknowledged the generosity of the Blue Raider football team for purchasing gifts for a needy family in the District. Dr. Suski noted that these are just a few of the many examples of Raider Pride among the District's student athletes and their families which cannot be measured by wins on the mat or on the field.

Dr. Suski reminded everyone that the District would be closed from Wednesday, December 24, 2014 through Friday, January 2, 2015 for the winter holiday recess with classes resuming on Monday, January 5, 2015. She wished everyone Happy Hanukkah, Merry Christmas, and a Happy New Year.

Roundtable

Mr. Gilman thanked David Franklin for a good job on the audit and thanked Dr. Suski for all that she does. Mr. Gilman wished everyone a happy holiday.

Ms. Price thanked David Franklin for an awesome job on the audit and for being so humble about it. Ms. Price said she was honored to be a part of a Board that gets to work with Dr. Suski's leadership. Ms. Price wished everyone a wonderful holiday.

Mr. Richards said that item number 4.2 (Recognitions) was one of the most important things on the agenda. Mr. Richards said he was proud of the teachers who care and the wrestlers and football team who showed character in the good things they have done. Mr. Richards commended David Franklin for a nice job on the audit.

Mr. Fager echoed Mr. Richards and said that scores don't really project what the District is all about. Mr. Fager thanked David Franklin for a job well done on the audit and acknowledged that the Board knows he works hard. Mr. Fager was encouraged to see new faces joining the District.

Mr. Corradi thanked the administration and teachers for doing a great job during the first half of the year. Mr. Corradi said he saw the wrestling presentation and was amazed at the fundraising. Mr. Corradi said that an alumnus who was a part of last year's football team asked if the football team was doing the gift giving for a family again. Mr. Corradi said these types of service projects have such an impact that they will be remembered by students for a lifetime. Mr. Corradi wished everyone a happy holiday and happy new year.

Ms. Layne echoed the comments of everyone. Ms. Layne wished everyone a safe holiday break, Merry Christmas and Happy Hanukkah.

Adjournment

Mr. Richards moved and Mr. Gilman seconded a motion to adjourn. The vote to approve the motion was 6 to 0. The meeting adjourned at 7:59 p.m.

ATTEST:

David A. Franklin, Board Secretary

