

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, APRIL 15, 2019**

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### **I. CALL TO ORDER**

The Board of School Directors for the Big Spring School District met in the Big Spring High School Large Group Room, Room 140, at 8:16 P.M. with Eight (8) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary; David Gutshall, Treasurer; Kingsley Blasco, Richard Roush, Bob Kanc and Robert Over

Absent: John Wardle

Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr. Assistant Superintendent; Rick Gilliam Director of Buildings, Grounds & Transportation; Robert Krepps, Director of Technology; Robyn Euker, Director of Curriculum and Instruction; Andy Milone, Valley Times Star; Cathy Seras, Board Minutes

### **II. PLEDGE TO THE FLAG**

President Swanson led all individuals present in the Pledge to the Flag.

### **III. Approval of the April 1, 2019 Regular Board Meeting Minutes, the April 1, 2019 Committee of the Whole Meeting Minutes, and the April 1, 2019 Building and Property Meeting Minutes.**

Motion by Blasco, seconded by Roush for the approval of the April 1, 2019 Regular Board Meeting Minutes, the April 1, 2019 Committee of the Whole Meeting Minutes and the April 1, 2019 Building and Property Meeting Minutes.

Roll call vote: Voting yes: Swanson, Piper, Blasco, Guthall, Roush, Deihl, Over and Kanc.  
Motion Carried unanimously. 8 - 0

### **IV. Student/Staff Recognition and Board Reports – Regan Donato**

Regan shared the information listed with the Board of School Directors.

#### Mini THON & Spring Sports Pep Rally

Last Friday, students from the school gathered in the gymnasium to participate in the last Pep Rally of the year. Students from all the spring sports were recognized. Concluding the event, students learned they raised \$53,046.12 in their efforts this year for Mini THON. This exceeded the goal for this year. On behalf of all the students, we would like to thank the board members for their contributions and support for this amazing event.

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### NHS Egg Hunt

The National Honor Society put on an Easter Egg Hunt for elementary students in the district.

### Happy Tails 5K

The National Honor Society hosted their annual 5K run to support a local animal shelter at the Newville Rails to Trails.

### Financial Aid Information Night

Big Spring will host a Financial Aid Information Night for rising seniors and their families.

### FFA Update

From leadership workshops with a National FFA Eastern Region Officer to volunteering at the Ronald McDonald House and so much more, students in FFA had a very busy couple of weeks. The organization continues to grow its member's abilities through events such as workshops and other speakers. An example of a workshop was the state legislative leadership conference where students learned about legislative processes and worked on leadership skills. Also, the members that recently received their Keystone degrees were invited to a conference that included many different speakers, some of whom being local representatives.

### Student Council Conference

Recently ten student council members attended a workshop at Bermudian Springs High School. These students were working on many different skills from leadership to teamwork and communication. As the year comes to a close and new leadership is set into place this will be a great experience for the future officers.

### Skills USA Competition

Vo-Tech students Sheldon Kutz and Hunter Rickrode received silver medals in their field of welding at the USA Skills competition. This was a great achievement as there were students from all over the state competing.

### Band Members Go to Orlando

Students from the Big Spring Band will make their way down to Orlando, Florida to perform at Disney World. The band and music department would like to thank the Board for their approval of this awesome trip and their continued support. Big Spring School District was once again recognized as a Best Communities for Music Education for 2019.

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### V. Financial Reports

#### a. Payment of Bills

General Fund		
Procurement Card	\$	25,431.30
Checks/ACH/Wires	\$	2,095,075.46
Capital Projects Reserve Fund	\$	3,006.00
Mount Rock Projects-2018 Fund	\$	0.00
Newville Projects Fund	\$	188,633.11
Cafeteria Fund	\$	93,107.14
Student Activities	\$	<u>22,200.71</u>
<b>Total</b>	<b>\$</b>	<b>2,427,453.72</b>

Motion by Gutshall, seconded by Blasco for approval of General Fund, Capital Reserve Fund, Mt. Rock Projects Fund, Newville Projects Fund, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills as outlined above.

Roll call vote: Voting yes: Swanson, Piper, Over, Gutshall, Deihl, Roush, Over and Kanc.  
Motion carried unanimously. 8 - 0

#### b. Treasurer's Fund Report

General Fund	\$	17,309,857.43
Capital Project Reserve Fund	\$	7,200,407.44
Cafeteria Fund	\$	495,783.71
Student Activities	\$	291,685.29
Newville Projects Fund	\$	1,790,944.00
Mount Rock Projects-2018 Fund	\$	<u>6,571,323.64</u>
<b>Total</b>	<b>\$</b>	<b>33,660,001.51</b>

Motion to approve the treasurer's fund report, as presented.

Motion by Gutshall, seconded Blasco by for acceptance of the Treasurer's Report as outlined above. Roll call vote: Voting Yes: Swanson, Piper, Gutshall, Over, Deihl, Roush, Kanc and Over. Motion carried unanimously. 8– 0

### VI. YTD General Fund Report and YTD Taxes

The administration prepared these reports for the Board. The General Fund report looks at our revenue and expense for this year against the budget and compares those amounts to last year. The YTD Tax report shows the monthly collections and cumulative collections and compares that to the two previous years.

Motion to accept Year-To-Date General Fund and Tax Reports, as submitted. Motion by Blasco, seconded by Roush to accept Year-to-Date General Fund and Tax Reports as outlined above.

Roll call vote: Voting Yes: Swanson, Piper, Over, Deihl, Kanc, Gutshall, Roush and Blasco.

Motion carried unanimously. 8– 0

## **Big Spring School Board Meeting Minutes – Monday, April 15, 2019**

### **VII. Reading of Correspondence**

#### **a. Commonwealth of Pennsylvania, Department of Education**

Dr. Richard W. Fry, Superintendent of Schools received correspondence from Pedro A. Rivera, Secretary of Education, congratulating Big Spring School District for being recognized as a "Best Community for Music Education" by the National Association of Music Merchants (NAMM) Foundation. The correspondence is included with the agenda.

Dr. Fry shared that this is the fifth straight year Big Spring School District was recognized as a "Best Community for Music Education" by the National Association of Music Merchants Foundation; kudos to the community, students, staff and board.

### **VIII. Recognition of Visitors** - Charlene D'Amore, Cindy Kanc, Rodger Marpoe, Ann Marpoe, Jesse Marpoe and Bill Beck

### **IX. Public Comment Period**

Bill Beck 108 Lawrence, Carlisle, PA addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members, staff, students and community.

### **X. Structured Public Comment Period**

### **XI. Old Business**

### **XII. New Business**

### **XII. New Business**

### **XIV. Personnel Items – Action Items**

Dr. Fry recognized Miss Jesse Marpoe who was in attendance. Miss Marpoe will be approved this evening as the "new" Elementary Art Teacher, replacing Mrs. Jane Kingsborough who will be resigning for the purpose of retirement. Dr. Fry stated Miss Marpoe is more than ready to fill this position. The Board of School Directors welcomed Jesse to the Big Spring School District.

#### **a. Resignation - Middle School Activities Program Facilitator**

Ms. Emma Leuschen has submitted her resignation for the position of Middle School Activities Program Facilitator, retroactive to April 10, 2019.

The administration recommends the Board of School Directors approve Ms. Leuschen's resignation for the position of Middle School Activities Program Facilitator, retroactive to April 10, 2019.

#### **b. Resignation - Vocal Director of the Musical**

Ms. Elise Manning is resigning from the position of Vocal Director of the Musical, retroactive to October 21, 2018.

The administration recommends the Board of School Directors approve Ms. Manning's resignation, as presented.

## Big Spring School Board Meeting Minutes – Monday, April 15, 2019

### Personnel Items - Action Items . . . continued

#### c. Approval of 2019-2020 Mentor Teacher

Based on the provisions of the teacher induction program, each teacher new to a school district is assigned a mentor teacher. As per the provisions of the contract between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive a stipend. The recommended mentor is listed below.

<u>Inductee</u>	<u>Mentor</u>
Miss Susan Travis	Adam Nobile

The administration recommends that the Board of School Directors approve the 2019-2020 mentor teacher, as presented.

#### d. Leave Without Pay - Mary Beth Helbig

Section 3.09 of the contract between the Big Spring Education Association and the Big Spring School District provides that "The Board may grant leave without pay to an employee who requests prior approval for such leave. Ms. Mary Beth Helbig is requesting one-day leave without pay for April 18, 2019.

The administration recommends that the Board of School Directors approve the following request for leave without pay, as presented.

#### e. Transfer of Professional Personnel

The administration will transfer the professional employee whose name is listed below for the 2019-2020 school year. This transfer is in accordance with Board Policy 309 and section 5.05 of the Collective Bargaining Agreement with the Big Spring Education Association.

**Matthew Engleman from High School Health & Physical Education to Middle School Health & Physical Education**

The administration recommends the Board of School Directors approve the professional employee transfer, as presented.

#### f. Approval for Extended School Year (ESY) Staff Appointments

Ms. Abigail Leonard, Assistant Supervisor of Special Education would like to recommend the staff listed for the 2019 ESY Summer Program.

##### Professional Staff

Maria Boyd - LSS Teacher  
Megan Hall - MDS Teacher  
Amanda Webber - Speech Clinician

##### Paraprofessional Staff

Joan Ellis – Aide  
Shantay Gantz- Aide  
Jen Kinch- Aide  
Theresa Stum – Aide  
Johnna Kirwan– Aide (ESS)

The administration recommends the Board of School Directors approve the appointments of the above listed ESY staff, as presented.

## Big Spring School Board Meeting Minutes – Monday, April 15, 2019

### Personnel Items - Action Items . . . continued

#### g. Recommendation for Source4Teachers/ESS Long-Term Substitute - Ms. Shelley Raker

The administration requests permission to move forward with the recommendation for the long-term substitute listed below with Source4Teachers/ESS, the District substitute teaching contractor.

**Ms. Shelley Raker**, Long-Term Substitute High School English Teacher, retroactive to March 7, 2019 through the conclusion of the 2018-2019 school year. Ms. Raker is replacing Mr. Dean Smith who is on leave.

#### h. Recommendation for Elementary Art Teacher - Ms. Jesse Marpoe

##### **Education:**

Penn State University - Master's Degree, Art Education (PK-12)

Kutztown University of PA - Bachelor of Science, Art Education (PK-12)

##### **Experience:**

Carlisle Area School District - Middle School Building Substitute Teacher

Carlisle Area School District - Wilson Middle School Long-Term Substitute Art Teacher

Big Spring School District - Oak Flat Elementary School Day to Day Building Substitute

Dickinson College Children's Center

Carlisle Art Learning Center

The administration recommends the Board of School Directors appoint Ms. Jesse Marpoe as an Elementary Art Teacher replacing Mrs. Jane Kingsborough who is retiring. Ms. Marpoe's compensation for this position should be established at a Master's Degree, step 1, \$57,283.00 for the 2019-2020 school year, based on the future contract between the Big Spring Education Association and the Big Spring School District.

### **VOTE ON XII., NEW BUSINESS A – H PERSONNEL CONCERNS**

Motion by Blasco, seconded by Roush to approve Item A through H as outlined and recommended above. Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc and Blasco  
Motion carried unanimously. 8 - 0

### **XII. New Business - Action Items. . .continued**

#### **a. Credit Pay**

The professional employees whose names are listed below have successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

<b>Allison Fry</b>	<b>\$ 849.00</b>
<b>Erin Malick</b>	<b>\$1,500.00</b>
<b>Jessica Sprecher</b>	<b><u>\$1,500.00</u></b>
<b>Total</b>	<b>\$3,849.00</b>

The administration recommends that the Board of School Directors authorize reimbursement for graduate credits as outlined above and as provided in the current contract between the Big Spring Education Association and the Big Spring School District.

Motion by Blasco, seconded by Roush as outlined and recommended above.  
Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc and Blasco.  
Motion carried unanimously. 8- 0

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### XII. New Business - Action Items. . .continued

#### b. Approval of Summer 2019 Team Camps

The coach's listed are requesting Board approval for the teams and coach's to attend the team camps that are listed below.

- **Randy Jones, Head Girls Basketball Coach - Messiah College, July 14-17, 2019**
- **Jason Creek, Head Boys Basketball Coach**
  - **West Virginia University, June 14-16, 2019**
  - **Marshall University, June 19 -21, 2019**
- **Nathaniel Gutshall, Head Wrestling Coach - Lock Haven University, July 14-17, 2019**
- **Angie Noreika, Head Field Hockey Coach - Franklin and Marshall College, July 18-21, 2019**

The administration recommends the Board of School Directors approve the coach's requests for the teams and coach's to attend summer team camps, as presented.

Motion by Blasco, seconded by Roush as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc and Blasco.

Motion carried unanimously. 8- 0

#### c. Approval of Proposed Updated Job Descriptions

The administration has updated the job descriptions listed and they have been included with the agenda.

**Supervisor of Transportation and Food Services**

**Director of Custodial Services**

**Director of Maintenance Services**

**Administrative Assistant for Public Information & Transportation**

The administration recommends the Board of School Directors approve the job descriptions, as presented.

Motion by Blasco, seconded by Roush as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc and Blasco.

Motion carried unanimously. 8- 0

#### d. Recommended Approval of the Resolution for School Districts Regarding Cyber Charter Programs

Dr. Richard W. Fry, Superintendent of Schools is proposing the Resolution in support of School Districts providing their own Cyber Learning Programs. Districts that operate high-performing cyber programs can do so at significantly reduced costs, enabling them to retain critical funding in the district for the benefit of all students.

The administration recommends the Board of School Directors approve the Resolution for Big Spring in support of Cyber Charter fiscal reform and accountability.

Dr. Fry stated that legislation must be passed in Harrisburg before districts can move forward with the implementation of the resolution.

Motion by Blasco, seconded by Roush as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc and Blasco.

Motion carried unanimously. 8- 0

**XII. New Business - Action Items. . .continued**

**e. Recommended Approval for Renewal of the ThoughtExchange Service Agreement**

Dr. Richard W. Fry, Superintendent of Schools has reviewed the ThoughtExchange Service Agreement and is requesting approval of the renewal agreement. ThoughtExchange is a community engagement and data collection tool that the District has successfully utilized over the last two years to inform district initiatives, planning, and goal setting. The tool will now be available to all administrators for usage.

The administration recommends the Board of School Directors approve the agreement renewal with ThoughtExchange, as presented.

Motion by Roush, seconded by Blasco as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc and Blasco.

Motion carried unanimously. 8- 0

**f. Recommended Approval for the 2019-2024 Microsoft EES Renewal**

The District participates in the Lancaster/Lebanon IU Collaborative Purchasing service for the Microsoft EES Agreement. This agreement is for May 10, 2019 through May 9, 2024. The district relies on Microsoft products to operate all essential technology infrastructure and to provide a suite of client software tools for administration, staff and high school students. The office suite includes Outlook, Word, Excel, Powerpoint, Skype, OneDrive, OneNote, and SharePoint. The agreement also provides unlimited windows server licensing as well as Advanced Threat Protection.

The administration recommends the Board of School Directors approve the Microsoft EES agreement. A copy of the renewal terms is included with the agenda.

Motion by Roush, seconded by Deihl as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc and Blasco.

Motion carried unanimously. 8- 0

**g. Facilities Utilization Request**

Mr. Steve Gayman, representative of Newville/Bulldog Baseball Organization is requesting to utilize the old baseball field on May 5, 2019 from 1:00 p.m. - 3:00 p.m. for the 4th Annual Bulldog Bash. Because the utilization request is on a Sunday, Board action is necessary.

The administration recommends the Board of School Directors approve Mr. Gayman's request to utilize the old baseball field, as presented.

Motion by Deihl, seconded by Roush as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc and Blasco.

Motion carried unanimously. 8- 0



**XII. New Business - Action Items. . .continued**

**h. Approve Proposed Final Budget for SY 2019-20**

The Board is required to take action to designate a proposed final budget at least 30 days before final budget adoption which is scheduled for June 3, 2019. This proposed budget must be available for public inspection 20 days prior to the final adoption and advertised 10-days prior. The administration, working with the Board's Finance Committee, is recommending a budget of \$52,584,640 in expenditures with general fund revenues of \$51,176,992 requiring the use of \$407,648 from general fund balance. These numbers can change for the final budget and are revised slightly from the [Board Conference](#) in March on the budget. Proposed real estate taxes would increase by 2.9% or to 14.7392 mills.

The administration recommends the Board of School Directors approve a proposed final budget in the amount of \$52,584,640 for the 2019-2020 school year with a tax rate of 14.7392 mills.

A discussion by the Board of School Directors was held on the budget.

Motion by Deihl, seconded by Blasco as outlined and recommended above.

Voting Yes: Swanson, Gutshall, Roush, Deihl, Piper

Voting No: Kanc, Over, Blasco.

Motion carried. 5-3

**i. Approve Trane Service Contract**

Trane proposed the included service contract for pre-season startups for heating and cooling for the HVAC units at Newville. This is a three-year agreement with a cost of \$14,085.73, if prepaid. The Facilities Director reviewed the contract and recommends approval.

The administration recommends the Board of School Directors approve the Trane Service contract as presented and authorize the Business Manager to sign the required documents.

Motion by Blasco, seconded by Roush as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc and Blasco.

Motion carried unanimously. 8- 0

## Big Spring School Board Meeting Minutes – Monday, April 15, 2019

### XII. New Business - Action Items. . .continued

#### j. Approve Payment from Newville Projects Fund

The administration received the following pay applications:

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
Ph2-MS	Whitlock	Inv#1031441 4 Interactive Flat Panels	\$32,432.25	-
Ph2-MR	Lobar, Inc	EC Pay App #1	\$23,966.50	\$723,733.50
Ph2-MS	Lobar, Inc	EC Pay App #1	\$23,253.88	\$749,946.12
Ph2-All	Stouffer Mechanical	Comb Pay App 1 - plumbing	\$4,563.00	\$207,237.00
Ph2-All	Stouffer Mechanical	Comb Pay App 1 - HVAC	\$2,419.20	\$120,580.80
MS	CRA	Prof Svcs Inv 3106-15	\$1,036.44	-
Ph2 - All	CRA	Prof Svcs Inv 3196-8	\$31,914.59	-
Ph2 - Tech	A/V Solutions	Inv 6507 - MS auditorium equip	\$84,337.76	\$84,337.76
Ph2 - Tech	A/V Solutions	Inv 6521 -Stadium sound equip	\$12,345.83	\$12,345.83

The administration recommends the Board of School Directors approve the payment of \$32,432.25 to Whitlock; \$47,220.38 to Lobar, Inc; \$6,982.20 to Stouffer Mechanical; \$32,915.03 to Crabtree Rohrbaugh & Associates and \$96,683.59 to A/V Solutions.

Motion by Deihl, seconded by Blasco as outlined and recommended above.

Voting Yes: Swanson, Piper, Gutshall, Roush, Deihl, Kanc and Blasco.

Voting No: Over

Motion carried. 7-1

#### k. Approve Payment from Capital Project Reserve Fund

The district received the following application for payment:

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Bal To Pay</u>
Michael Baker Intl	Pedestrian Improvement Grant	\$3,006.00	\$30,561.00

The administration recommends the Board of School Directors approve the payment of \$3,006 to Michael Baker International.

Motion by Blasco, seconded by Roush as outlined and recommended above.

Voting Yes: Swanson, Piper, Over, Gutshall, Roush, Deihl, Kanc and Blasco.

Motion carried unanimously. 8- 0

**XV. New Business - Information Item**

**a. Election of Treasurer**

Section 404 of the Public School Code of 1949 states that annually during the month of May, a treasurer is to be elected to serve for one year, beginning the first day of July following such election. This is an information item regarding the election of a treasurer which will take place at the May 6, 2019 Board meeting.

**b. Proposed Policy**

The administration has provided a copy of the proposed Policy 718-Service Animals, which is included with the agenda. After the policy has been reviewed by the Board of School Directors and the administration, the administration will present the policy for Board approval at the May 6, 2019 Board meeting.

**Policy 718 - Service Animals**

**c. Proposed Adoption of Secondary Math Curriculum**

Listed below are completed secondary math curriculum for board approval. All completed planned courses and curriculum are available in the Curriculum Center for review by the Board of School Directors.

**Algebra 2**

**Honors Algebra2**

**AP Calculus**

**AP Statistics**

**Java**

**XVI. Future Board Agenda Items - No Items.**

**XVII. Board Reports**

**a. District Improvement Committee - Mr. Kanc, Mr. Over**

- No report offered.

**b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl**

- Mr. Swanson shared with the Board of School Directors the information listed.

1. Mr. Sinkovich shared there will be a ceremony held in honor of JT Kuhn on April 20<sup>th</sup> at the baseball game between Big Spring and Carlisle, which will be held at Big Spring. The event will begin at 11:45 with a 12:00 p.m. game time. Mr. and Mrs. Kuhn will throw the first pitch. Money will be raised for a scholarship in honor of JT Kuhn.
2. The Sports Banquet will be held on May 23<sup>rd</sup> at 5:30 p.m.
3. There will be summer workouts for athletes with Power Train approximately 3 days a week with no cost to students.
4. The Touchscreen for the High School Commons was discussed.
5. There was an update on boundary vs non-boundary as well as the Mid-Penn Realignment beginning the 2020-2021 school year.
6. This was the last Athletic Council meeting for the 2018-2019 school year.

**XVII. Board Reports (. . .continued)**

**c. Vocational-Technical School - Mr. Piper and Mr. Kanc**

No report offered.

**d. Building and Property Committee - Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Over**

No report offered.

**e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall**

The next meeting will be May 20<sup>th</sup> at 6:00 p.m. in the High School Large Group Room.

**f. South Central Trust - Mr. Blasco**

No report offered.

**g. Capital Area Intermediate Unit - Mr. Swanson**

No report offered.

**h. Tax Collection Committee - Mr. Swanson**

No report offered.

**i. Future Board Agenda Items**

No items offered.

**j. Superintendent's Report**

- Dr. Fry shared the end of the year activities calendar with the Board of School Directors.
- It was requested by Dr. Fry that the board look closely at the Cyber Charter School Resolution.
- Dr. Fry communicated the CPAVTS Board of School Directors breakfast will be held on May 14<sup>th</sup>.

**XVII. Meeting Closing**

**a. Business from the Floor**

- Mr. Piper communicated that he was proud of the music department and all staff involved to make it the great success that it is today.
- Mr. Kanc shared he had the opportunity to be in attendance at Oak Flat Elementary School on the day the news was announced regarding Devin Fry. He stated how proud he was of staff and students on how they carried themselves throughout the day.

**b. Public Comment Regarding Future Board Agenda Items**

No Comment

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**c. Adjournment**

Motion by Blasco, seconded by Kanc, to adjourn the meeting.

Roll call vote: Voting Yes: Swanson, Piper, Gutshall, Blasco, Deihl, Roush, Kanc and Over. Motion carried unanimously. 8-0

Meeting adjourned at **8:56 p.m., April 15, 2019.**

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William L. Piper, Secretary

Next scheduled meeting is: **May 6, 2019**