

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, MARCH 17, 2014

The Big Spring School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, age, religion, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, or for information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Superintendent of Schools, Title IX and Section 504 Coordinator, 45 Mt. Rock Road, Newville, PA 17241, at (717) 776-2412.

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 8:00 P.M. with President Wilbur Wolf, Jr, presiding. Eight (8) directors present: Wilbur Wolf, Jr, President; William Swanson, Vice-President; Robert Lee Barrick, Secretary; John McCrea; Richard Norris, William Piper, Richard Roush, and David Gutshall.

Absent: Kingsley Blasco.

*Others in attendance: Richard W. Fry, Superintendent; Jeanne Temple, Assistant Superintendent; Kevin Roberts, Director of Curriculum & Instruction; Brandie Shatto, Director of Educational Technology; Richard Kerr, Business Manager; Steven Smith, High School Principal; and Carol Kuntz, Board Minutes. Curtis Garland, The Valley Times-Star;

II. PLEDGE TO THE FLAG

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

III. APPROVAL OF THE MARCH 3, 2014 REGULAR BOARD MEETING MINUTES, AND THE MARCH 3, 2014 COMMITTEE OF THE WHOLE MEETING MINUTES, AND THE MARCH 3, 2014 BUILDING AND PROPERTY MEETING MINUTES.

Motion by Norris, seconded by Barrick for approval of the March 3, 2014 Building and Property Meeting Minutes; the March 3, 2014 Committee of the Whole of the Board Meeting Minutes; and the March 3, 2014 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Norris, Roush, and McCrea. Motion carried unanimously. 8 – 0

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IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

Daulton Hershey and Samuel Tigyer presented the student report.

[Student report is attached.](#)

V. RECOGNITION OF VOCATIONAL-TECHNICAL SCHOOL STUDENTS OF THE QUARTER

Mr. Steven Smith, high school principal, will recognize those Vocational-Technical School students who earned "Student of the Quarter" awards for the second quarter of the 2013-2014 school year.

Grade 11	Jaedanne Kutz	World Studies
Grade 11	Christine Gordon	World Studies
Grade 11	Grant Adams	Diesel Technology 2
Grade 11	Lydia Hikes	Nursing/Nursing Assisting 2
Grade 11	Cole Zinn	Logistics & Warehouse Management 1
Grade 12	Logan Dennison	Graphic Communications 3
Grade 12	Briana Risbon	Criminal Justice 2
Grade 12	Tyson Darhower	Automotive Collision Technology CO-OP

VI. RECOGNITION OF STUDENTS OF THE QUARTER

Mr. Steven Smith will also recognize those students who have earned the academic achievement award for the second quarter for the 2013-2014 school year.

Art Department

Grade 9 Emily Siwy
Grade 10 Holly Jones
Grade 11 Valerie Kanc
Grade 12 Stevie Fealtman

Agriculture Department

Grade 9 Natalie McNew
Grade 10 Bryce Morgan
Grade 11 Jacob Paris
Grade 12 Nickole Burkett

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VI. RECOGNITION OF STUDENTS OF THE QUARTER (... continued)

Business Department

Grade 9 Devin Yeatter
Grade 10 Michayla Roberts
Grade 11 Lucas Foust
Grade 12 Tanner Hefflefinger

Math Department

Grade 9 Robert Foster
Grade 10 Makayla Glass
Grade 11 Kelsey Carbaugh
Grade 12 Alex Sweger

Social Studies Department

Grade 9 Jenna Kurtz
Grade 10 Madison Culbertson
Grade 11 Joshua Fauver
Grade 12 Benjamin Myers

President Wolf and Vice President Swanson congratulated the students for their outstanding hard work and accomplishments. The students received a certificate for their accomplishments.

VII. TREASURER'S FUND REPORT

General Fund	\$ 18,453,507.80
Capital Projects	\$ 5,280,558.49
Cafeteria Fund	\$ 333,670.14
Student Activities	\$ <u>205,422.90</u>
Total	\$ 24,273,159.33

The Treasurer's Report showed balances as outlined above as of February 28, 2014. Motion by Gutshall, seconded by Norris for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Roush, Norris, and McCrea. Motion carried unanimously. 8 – 0

VIII. PAYMENT OF BILLS 2013-2014

General Fund	\$ 969,209.19
Capital Projects	\$
Cafeteria Fund	\$ 1,209.14
Student Activities	\$ <u></u>
Total	\$ 970,499.33

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VIII. PAYMENT OF BILLS 2013-2014 (...continued)

Motion by Gutshall, seconded by Norris for approval of General Fund, Capital Projects, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills for 2013-2014 as outlined above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Norris, Roush, and McCrea. Motion carried unanimously. 8 – 0

IX. BUDGET TRANSFERS

The Business Office prepared a budget transfer report for February that is included with the agenda.

X. READING OF CORRESPONDENCE

XI. RECOGNITION OF VISITORS

Joshua Fauver, Mike Raudabuagh, Michael Raudabaugh, April Messenger, Curtis Garland, Mary Anne Getz, Robert Getz, Natalie McNew, Amber Brown, Mike Brown, Wayne Zinn, Jenn Zinn, Emily Siwy Christine Gordon, Tim Gordon, Penny Gordon, Bob Kanc, Madison Culbertson, Melissa Culbertson, Curt Culbertson, Jeanette Mater, Tanner Hefflefinger, Lucretia Hefflefinger, Dwayne Hefflefinger, Michelle Paris, Luke Paris, Jake Paris, Logan Dennison, Luke Dennison, Jacqueline Dennison, Austen Dennison, Catherine Bitner, Nichole Burkett, Patrick Burkett Vicky Carbaugh, Joe Carbaugh, Kelsey Carbaugh, Michayla Roberts, Jan Roberts, Jennifer Myers, Jesse Myers, Ben Myers, Steve Fealtman, Kim Fealtman, Stevie Fealtman, Mary Jones, Casey Jones, Holly Jones, Wyatt Jones, Lucas Foust, Russell Foust, Sue Foust, Jay Risbon, Rachel Risbon, Bri Risbon, Julie Kurtz, Jeff Kurtz, Jared Kurtz, Jeanna Kurtz, Margie McMullen Jaedanne Kutz, Sam Tigyer, Valerie Kanc, Daulton Hershey, Angela Wilson, and Cindy Kanc.

XII. PUBLIC COMMENT PERIOD

Mrs. Jeanette Mater, 10 Church Road, Carlisle, PA addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members and community.

XIII. STRUCTURED PUBLIC COMMENT PERIOD

XIV. OLD BUSINESS

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XV. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

1) Resignation – Karen Kough

Mrs. Karen Kough will be resigning from her position as a Kindergarten Teacher at Newville Elementary School for the purpose of retirement, effective the end of the 2013-2014 school year.

The administration recommends that the Board of School Directors approve Mrs. Kough's resignation for the purpose of retirement as a Kindergarten Teacher at Newville Elementary School, effective the end of the 2013-2014 school year.

(ACTION ITEM)

2) Resignation – Beth Herb

Mrs. Beth Herb will be resigning from her position as a Kindergarten Teacher at Newville Elementary School for the purpose of retirement, effective the end of the 2013-2014 school year.

The administration recommends that the Board of School Directors approve Mrs. Herb's resignation for the purpose of retirement as a Kindergarten Teacher at Newville Elementary School, effective the end of the 2013-2014 school year.

(ACTION ITEM)

3) Resignation – Middle School Cheerleading Coaches

Mrs. Danielle Teter and Ms. Lisa Ilaria have submitted their resignations as Middle School cheerleading coaches, effective immediately.

The administration recommends that the Board of School Directors approve Mrs. Teter and Ms. Ilaria resignations as Middle School cheerleading coaches, effective immediately.

(ACTION ITEM)

4) Resignation – Assistant Varsity Football Coach

Mr. Brian Rohm has submitted his resignation letter as assistant varsity football coach, effective immediately.

The administration recommends that the Board of School Directors approve Mr. Rohm's resignation as assistant varsity football coach, effective immediately.

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XV. NEW BUSINESS (. . .continued)

(ACTION ITEM)

5) Long-Term Substitute Teacher – C. Piper

Chelsey Piper - Long-Term Substitute Learning Support Teacher

Education:

Shippensburg University (Bachelor's Degree Elementary Education)

Experience:

Big Spring School District - Substitute Teacher

The administration recommends that the Board of School Directors appoint Mrs. Chelsey Piper to serve as a Long-Term Substitute Learning Support Teacher at Oak Flat Elementary School, replacing Mrs. Megan Frantz who will be on child-rearing leave of absence from approximately April 1, 2014 through the end of the 2013-2014 school year. Mrs. Piper's compensation for this position should be established at Bachelor's Degree Step 1, \$43,648.00, plus a \$400.00 special education stipend, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

6) Long-Term Substitute Teacher – D. Mosher

David Mosher- Long-Term Substitute High School Physical Education Teacher

Education:

Lock Haven University - Sports Administration/Coaching

Experience:

Big Spring School District - Substitute Teacher

Cornell Companies (Leadership Development Program) Health/Physical Education Teacher

The administration recommends that the Board of School Directors appoint Mr. David Mosher to serve as a High School Long-Term Substitute Physical Education Teacher, replacing Mr. Les Stover who is on leave, retroactive to February 20, 2014. At this time the conclusion of this long-term substitute position has not been established. Mr. Mosher's compensation for this position should be established at Bachelor's Degree Step 1, \$43,648.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

ACTION ITEM)

7) Long-Term Substitute Teacher – D. Sheaffer

Dana Sheaffer - Long-Term Substitute Fourth Grade Teacher

Education:

Shippensburg University (Bachelor's Degree Elementary Education)

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XV. NEW BUSINESS (. . .continued)

Experience:

Big Spring School District - Substitute Teacher

West Shore School District - Long-Term Substitute Third Grade Teacher

The administration recommends that the Board of School Directors appoint Ms. Dana Sheaffer to serve as a Long-Term Substitute Third Grade Teacher at Oak Flat Elementary School, replacing Mrs. Jen Ferrante who will be on child-rearing leave of absence from approximately April 10, 2014 through approximately May 28, 2014. Ms. Sheaffer's compensation for this position should be established at Bachelor's Degree Step 1, \$43,648.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

8) Long-Term Substitute Teacher – M. Adler

Marlene Adler - Long-Term Substitute Reading Teacher

Education:

Towson University (Master's Reading Education)

University of Delaware (Bachelor's Elementary and Special Education)

Experience:

Big Spring School District - Eighth Grade Reading Teacher

Howard County School District, Maryland - Elementary Teacher

The administration recommends that the Board of School Directors appoint Mrs. Marlene Adler to serve as a Long-Term Substitute Reading Teacher at Newville Elementary School, replacing Mrs. Tracey Cook who will be on child-rearing leave of absence from approximately April 7, 2014 through the end of the 2013-2014 school year. Mrs. Adler's compensation for this position should be established at Master's Degree Step 1, \$49,418.00, prorated, based on the current contract between the Big Spring Education Association and the Big Spring School District.

(ACTION ITEM)

9) Per Diem Substitute Teacher

Erin Knight - Elementary Education

The administration recommends that the Board of School Directors approve the addition listed to the 2013-2014 per diem substitute teacher list as presented.

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XV. NEW BUSINESS (. . .continued)

(ACTION ITEM)

10) **Substitute Health Room Aide- B. Trez**

Becky Trez

The administration recommends that the Board of School Directors approve the Ms. Becky Trez as a substitute health room aide, as presented.

(ACTION ITEM)

11) **Child-Rearing Leave of Absence – A. Rhinehart**

Mrs. Amber Rhinehart, Grade Two Teacher at Newville Elementary School is requesting child-rearing leave of absence from approximately August 25, 2014 through approximately November 25, 2014. According to Section 3.07 of the current contract between the Big Spring Education Association and the District, a professional employee may request up to one year of child-rearing leave upon the birth of a child. In addition to the duration of the leave period, her request meets all provisions for a child-rearing leave according to the current contract.

The administration recommends that the Board of School Directors approve Mrs. Rhinehart's requested child-rearing leave via section 3.07 of the current Collective Bargaining Agreement from approximately August 25, 2014 through approximately November 25, 2014.

(ACTION ITEM)

12) **Music Department Chairperson Recommendation**

The individual whose name is listed below is recommended to serve as the Music Department Chairperson K-12, effective immediately.

Lori Shover

The administration recommends that the Board of School Directors approve the appointment of Ms. Lori Shover to serve as the Music Department Chairperson K-12, effective immediately.

(ACTION ITEM)

13) **Approval of Additional 2013-14 Mentor Teacher**

Mentor

Susan Shuey

High School Music Teacher

Inductee

Adam Nobile

High School Instrumental Music/Band Director

The administration recommends that the Board of School Directors approve the additional 2013-2014 mentor teacher as presented.

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XV. NEW BUSINESS (. . .continued)

(ACTION ITEM)

14) **Leave Without Pay – Krista Boynton**

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. Krista Boynton is requesting 3 days leave without pay for May 7, 8 and 9, 2014.

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

VOTE ON XI., NEW BUSINESS, A-1 – A-14, PERSONNEL CONCERNS

Motion by Norris, seconded by Swanson to combine and approve Items A-1 through A-14 as outlined and recommended above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Norris, Roush, and McCrea. Motion carried unanimously.
8 – 0

(ACTION ITEM)

B) **Credit Pay**

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

Judy Breneman	\$1,311.00
Kimberly Flood	\$2,622.00
Kevin Roberts	\$1,650.00
Brandie Shatto	<u>\$1,650.00</u>
Total	\$7,233.00

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, the Act 93 Agreement and the Big Spring School District.

Motion by Norris, seconded by Swanson to approve the recommendation as outlined above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Norris, Roush, and McCrea.. Motion carried unanimously. 8 - 0

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XV. NEW BUSINESS (. . .continued)

(ACTION ITEM)

C) Updated Policy

The administration has submitted the updated policy listed and a copy is included with the agenda.

246 Student Wellness

The administration recommends that the Board of School Directors approve the policy as presented.

Motion by Norris, seconded by Swanson to approve the recommended as amended above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Norris, Roush, and McCrea. Motion carried unanimously. 8 – 0

(ACTION ITEM)

D) Grant Request – Partnership for Better Health

Mr. Kevin Roberts, Director of Curriculum and Instruction is requesting permission to pursue grant funding from the Partnership for Better Health (PBH). The grant funds are being sought to expand the use of Sports, Play, and Active Recreation for Kids equipment and training at the high school in physical education classes. Information is included with the agenda.

The administration recommends that the Board of School Directors approve Mr. Robert's request to pursue grant funding from the Partnership for Better Health.

Motion by Norris, seconded by Swanson to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Norris, Roush, and McCrea. Motion carried unanimously. 8 – 0

(ACTION ITEM)

E) Case D of 2013-2014

The parents of the student in Case D of the 2013-2014 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case D for the remainder of the 2013-2014 school year. The student will be placed in an Alternative Placement during the remainder of the 2013-2014 school year. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason.

Motion by Norris, seconded by Swanson to approve the recommended as outlined above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Norris, Roush, and McCrea. Motion carried unanimously. 8 - 0

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XV. NEW BUSINESS (. . .continued)

(ACTION ITEM)

F) Case E of 2013-2014

The parents of the student in Case E of the 2013-2014 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case E for the remainder of the 2013-2014 school year. The student will be placed in an Alternative Placement the remainder of the 2013-2014 school year. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason.

Motion by Norris, seconded by Swanson to approve the recommended as outlined above.

Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Norris, Roush, and McCrea.

Motion carried unanimously. 8 – 0

(ACTION ITEM)

G) Case F of 2013-2014

The parents of the student in Case F of the 2013-2014 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case F of the 2013-2014 school year for a period of forty-five (45) days, reduced to thirty (30) days, predicated upon completion of the Student Assistance Team process. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason.

Motion by Norris, seconded by Swanson to approve the recommended as outlined above.

Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Norris, Roush, and McCrea.

Motion carried unanimously. 8 – 0

(ACTION ITEM)

H) Case G of 2013-2014

The parents of the student in Case G of the 2013-2014 school year waived their right to a formal student discipline hearing before the Board of School Directors.

The administration recommends that the Board of School Directors exclude the student in Case G of the 2013-2014 school year for a period of forty-five (45) days, reduced to thirty (30) days, predicated upon completion of the Student Assistance Team process. During the period of exclusion, the student is not permitted to attend or participate in any school activities nor appear on school property at any time for any reason.

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XV. NEW BUSINESS (. . .continued)

Motion by Norris, seconded by Swanson to approve the recommended as outlined above.
Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Norris, Roush, and McCrea.
Motion carried unanimously. 8 – 0

(ACTION ITEM)

I) Approval of Change Order 1 to Honeywell Performance Contract

The last two Buildings & Property Committee meetings discussed some changes to the existing Performance Contract for Oak Flat HVAC project. Of the three presented the operable door for the Oak Flat gym is in final form and the committee recommends inclusion into the project (see attached document). The additional cost of \$85,535 would not come from the Oak Flat project loan and instead would be funded from the Capital Project fund.

The administration recommends the Board of School Directors approve Change Order 1 to the Honeywell Performance Contract with payment from the Capital Project fund.

Motion by Barrick, seconded by Norris to approve the recommended as outlined above.
Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Norris, and McCrea.
Voting No: McCrea. Motion carried. 7 – 1

Mr. McCrea asked for a connection between the room divider and the balance of the Honeywell contract. I feel that these need to be separately bid and have a separate contract.

Mr. Fry responded that it is permissible under performance contracting.

(ACTION ITEM)

J) Approval of Construction Payment Applications

The District received the following payment applications for ongoing projects. A copy of the Oak Flat PC is included with the agenda.

<u>Project</u>	<u>Contractor</u>	<u>This Payment</u>	<u>Balance</u>
OF HVAC	Honeywell	\$378,404.00	\$1,892,019

The administration recommends the Board of School Directors approve payment of \$378,404.00 to Honeywell from the Oak Flat Project fund.

Motion by Barrick, seconded by Norris to approve the recommended as outlined above.
Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Norris, Roush, and McCrea.
Motion carried unanimously. 8 – 0

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XV. NEW BUSINESS (. . .continued)

(INFORMATION ITEM)

K) 2013-2014 School Calendar – Act 80 Days

The Administration will review current Act 80 Day guidelines.

(INFORMATION ITEM)

L) Updated Year-to-Date Summary for General Fund

The Business Office prepared updated year-to-date summary for the general fund that is included with the agenda.

XVI. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XVII. COMMITTEE REPORTS

A. District Improvement Committee – Mr. Norris/Mr. McCrea

No meeting was conducted and no report was offered. A meeting is scheduled for April 10th.

B. Athletic Committee – Mr. Swanson

No meeting was conducted and no report was offered.

C. Vocational-Technical School – Mr. Wolf/Mr. Piper

No meeting was conducted and no report was offered.

D. Buildings and Property Committee – Mr. Barrick

No meeting was conducted and no report was offered.

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XVII. COMMITTEE REPORTS (...continued)

E. Finance Committee – Mr. Blasco, Mr. Piper, Mr. Swanson and Mr. Gutshall

A meeting was held earlier this evening. The budget will be presented next month.

F. South Central Trust – Mr. Blasco

No meeting was conducted and no report was offered.

G. Capital Area Intermediate Unit – Mr. Wolf

No meeting was conducted and no report was offered. Meeting next week.

H. Tax Collection Committee (TCC) – Mr. Wolf

No meeting was conducted and no report was offered.

XI. SUPERINTENDENT'S REPORT

1. **Musical: Beauty and the Beast** - I would like to commend Mr. Feeser, Mr. Noble, Ms. Bistline and the entire cast for their tremendous performance.
2. **Summer Work** – We will summarize the summer work schedule and I will have it to present to the Board during the meetings in April. The Building and Property meeting on April 7 should provide the final planning process for the RFP so we have plenty of time to bid the projects.
3. **Chapter 4 Regulations** – March 1st Chapter 4 regulations were published. We continue to review the new regulations. The one key component is to update school district graduation requirements. We may have some flexibility in looking at differentiated diplomas in the future.
4. **Ethics Form** – Complete the form and return to my office.
5. **Regional Band Festival** – Adam Baldoni was selected to represent the District at the all-state festival.

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XII. BUSINESS FROM THE FLOOR

There was no business from the floor.

XVI. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XVII. ADJOURNMENT

Motion by Norris, seconded by Roush to adjourn the meeting and to executive session to discuss personnel and negotiation issues. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Norris, Roush, and McCrea. Motion carried unanimously. 8 – 0

The meeting was adjourned at 8:42 PM.

Robert Lee Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, April 7, 2014