

The Regular Meeting of the Board of School Directors of the Williamsport Area School District of which all members were duly notified and of which due public notice was given as required by Act 84 of 1986, was held on Tuesday evening, January 9, 2024, beginning at 6:03 PM in the Board Room of the District Service Center, 2780 West Fourth Street, Williamsport, Pennsylvania.

**PRESENT:** Thomas P. Adams, Lori A. Baer, Michelle L. Deavor, Cody L. Derr, Michele R. Hazel, Adam C. Welteroth, Scott R. Williams.

**ABSENT:** Barbara D. Reeves, Jamie L. Sanders .

**OPENING EXERCISES** were provided by Mr. Scott R. Williams.

President Baer announced that an executive session was held prior to the meeting for personnel reasons.

**APPROVAL OF MINUTES:** Reorganization and Regular Meeting – December 5, 2023; Special Meeting – December 12, 2023

**Student Representatives:** Faye Moore, Muireann Tran, and Cyn-sere Coney Faye Moore, Muireann Tran, and Cyn-sere Coney shared information on events from the high school. Highlights from their reports include: Without a Cue productions, Strolling String performances, March is Youth Art Month (Student art exhibits in the board room will be updated), December brought early decisions for many seniors, CTE Skills USA updates, end of 1st Semester fast approaching, Winter Formal (Jan 19<sup>th</sup>- Roaring 20’s Theme), and an overview of upcoming sporting events. Faye recognized Muireann on her recent accomplishments – Wesleyan University \$80,000. Everyone congratulated Muireann.

**BOARD PRESIDENT’S REPORT – Ms. Lori A. Baer**

A. School Board Recognition Month – Presentation of Books to Board Members

In honor of School Board Recognition Month, the following students presented books to the school board members:

<b>Building</b>	<b>Board Member</b>	<b>Student Name</b>	<b>Books</b>
Cochran	Barbara Reeves*	Joseph (JJ) Piktel	<i>A Small Kindness</i> By Stacy McAnulty
Cochran	Jamie Sanders*	Haven Lorson	<i>Go-Go Guys</i> By Rowboat Watkins
Cochran	Tom Adams	Jayceon Green	<i>100 Mighty Dragons All Named Broccoli</i> By David Larochelle
Hepburn	Scott Williams	Violet Saunders	<i>The Smart Cookie</i> By Jory John

**BOARD PRESIDENT’S REPORT CONT’D – Ms. Lori A. Baer**

## A. School Board Recognition Month – Presentation of Books to Board Members cont’d:

<b>Building</b>	<b>Board Member</b>	<b>Student Name</b>	<b>Books</b>
Hepburn	Michele Hazel	Ava Fisher	<i>B is for <del>Bedtime</del> Bananas</i> By Carrie Tillotson
Hepburn	Adam Welteroth	Jackson Harner	<i>Big Shark, Little Shark Go to School</i> By Anna Membrino
Jackson	Michelle Deavor	Geyceon Whaley	<i>When You Are Brave</i> By Pat Zietlow Miller
Jackson	Cody Derr	Nyod Watkins	<i>Bitsy Bat, School Star</i> By Kaz Windness
Jackson	Lori Baer	Jeremiah Flook	<i>The Girl Who Could Fix Anything</i> By Mara Rockliff
Curtin	Barbara Reeves*	Aichi Ayuk	<i>Spirit Animals: Wild Born</i> By Brandon Mull
Curtin	Jamie Sanders*	Lyla Pardoe	<i>Desmond Cole Ghost Patrol: The Scary Library Shusher</i> By Andres Miedoso
LVIS	Tom Adams	Celena Butler	<i>Rowley Jefferson’s Awesome Friendly Adventure</i> By Jeff Kinney
LVIS	Michele Hazel	Anthony Day	<i>Dragon Kingdom of Wrenly: The Coldfire Curse</i> By Jordan Quinn
WAMS	Scott Williams	Tyler Pershall	<i>Strikers</i> By Kiel Phegley and Jacques Khouri
WAMS	Michelle Deavor	Aliyah Bell	<i>Stranded: A Mostly True Story from Iceland</i> By Aevar Por Benediktsson and Anne Wilson
WAHS	Lori Baer	Gary “Trey” Brown	<i>The Bones of Birka: Unraveling the Mystery of a Female Viking Warrior</i> By C.M. Surissi
WAHS	Adam Welteroth	Ella Wilson	<i>Rising Class: How Three First-Generation College Students Conquered Their First Year</i> By Jennifer Miller
WAHS	Cody Derr	Emma Jamison	<i>Impossible Escape: A True Story of Survival and Heroism in Nazi Europe</i> By Steve Sheinkin

\*Board members in attendance accepted books on behalf of board members who were not in attendance.

**BOARD PRESIDENT’S REPORT CONT’D – Ms. Lori A. Baer**

A. School Board Recognition Month – Presentation of Books to Board Members cont’d:

WAHS Senior - Gary “Trey” Brown is involved in baseball and competitive cheer. His future plans are to attend Penn State and obtain his Master’s in Business Administration.

WAHS Senior – Ella Wilson is captain of the soccer team, a member of the basketball team and Strolling Strings, and the Senior Class President. Her future plans are to attend John Hopkins University majoring in Political Science. Miss Wilson was also the Make-A-Wish director. This year’s event raised over \$13,000.

WAHS Senior – Emma Jamison is the captain of the volleyball team, participates in the Career Occupation Program, a member of the Strolling Strings, 2<sup>nd</sup> violinist in the orchestra and works part-time at Wegman’s in the Pharmacy. Her future plans are to attend Duquesne University to study pharmaceuticals.

B. Lycoming Valley Intermediate School construction project update presented by Mr. Dale Crans, Supervisor of Maintenance and Facilities.

Dale provided an update on the Lycoming Valley Intermediate School project. He thanked the teachers for their assistance with the move in December and Mike Schaeffer and the all the custodial and maintenance staff for the teamwork to accomplish the classroom moves for the second phase of the project.

Dr. Bowers thanked and recognized Dale for his work over break to make sure that everything went smoothly. A tremendous amount of work was completed in a short period of time. Dr. Bowers also noted that we are currently evaluating the work schedule with the architect and contractors to determine if we will be able to return to school before Labor Day.

C. A motion was made by Scott Williams, seconded by Michelle Deavor to consider entering into an Agreement of Sale of Real Estate with STA of Pennsylvania, Inc. to sell property identified on a Proposed Subdivided Parcel 1 on the Draft Subdivision Sketch Plan, also known as Lycoming County Tax Parcel No. 70-015-103, (1400 West Third Street), for the sum of \$475,000.00 consisting of approximately 2.3 acres upon which a building used as a parking and service garage is erected. The administration and solicitor will be authorized, if this motion passes, to do all things necessary to complete the sale, including but not limited to filing a petition with the Court of Common Pleas of Lycoming County to approve the sale, and executing and delivering a deed and other documents required to Buyer in exchange for payment of the purchase price.

Roll call vote. All votes were affirmative. Motion carried 7-0.

A motion was made by Adam Welteroth, seconded by Cody Derr for an omnibus to include the agenda with addendum, reports and the minutes from the December 5, 2023 reorganizational meeting and regular meeting and December 12, 2023 special meeting.

#### 4.2 CONSTRUCTION PROJECTS:

- A. Approve the following change orders and/or retroactive change orders for the Lycoming Valley Intermediate School renovation and field projects:

<b>Contractor</b>	<b>Amount</b>	<b>Reason</b>
Lobar, Inc. CO#35	\$13,700.00	Increase the sidewalk surface area by 886 SF at softball field per the Owner's request. Original proposed cost has been adjusted to utilize 200 SF allowance per contract.
Lobar, Inc. CO#36	\$17,400.00	Increase the sidewalk surface area by 870 SF at the baseball field per the Owner's request.
Lobar, Inc. CO#37	\$9,106.96	Install approximately 198 LF of drainage swale lined with rip rap along the upper side of the ballfield access driveway per Owner's request.
Lobar, Inc. CO#38	\$5,635.78	Add metal furring and GWB onto existing CMU walls to provide a satisfactory substrate for wall covering materials.
Midline Mechanical CO#1	\$8,617.92	Provide a new variable frequency drive (VFD) for the existing secondary hot water pump.
Midline Mechanical CO#2	\$14,421.10	Insulate piping on a time-and-material basis due to piping changes in the instrument room.
Midline Mechanical CO#3	\$5,378.05	Provide new three-way control valves for the hot water line for AHUs 2, 3, 9 & 10 and a balancing valve in the bypass line.
Midline Mechanical CO#4	\$4,762.90	Provide insulated blank off panels to cover two existing 9' x 7' louvers scheduled to remain.
Midline Mechanical CO#5	\$8,599.50	Provide a motorized actuator to the chilled water return line for both chillers.
Turnkey Electric CO#10	\$13,229.51	Relocate the life safety panel and feeder for Panel MDP-B and remove panels and transformer on the mechanical equipment mezzanine.
Turnkey Electric CO#12	\$10,497.33	Add three ground-mounted flagpole lights at the ballfield, add GFCI receptacles in the batting cages, and install owner-furnished Quazite boxes at the dugouts, as requested by Owner.

**FINANCE REPORT**

5.1 Approve the following financial reports:

- A. Treasurer’s Report for the month of November 2023:
- B. Payroll Report for the month of December 2023:

General Fund – Unrestricted	\$4,548,953.95
General Fund – Restricted	401,222.18
Food Service Fund	102,589.79
Earned Income Tax	76,277.14
Student Activities	0.00
<b>TOTAL</b>	<b>\$5,129,043.06</b>

5.2 Authorize payment of invoices and services rendered by the list submitted from December 6, 2023 to January 9, 2024 and direct the officers of the Board of School Directors to execute the same:

General Fund	\$7,371,959.28
EIT Operating Fund	4,063.04
Food Service Fund	253,371.40
PLGIT Capital Projects Fund (2019 Bond)	1,361,559.95
PLGIT Capital Projects Fund (2022 Bond)	1,058,374.94
Student Activities Fund	5,054.90
<b>TOTAL</b>	<b>\$10,054,383.51</b>

5.3 Approve budget transfers for FY24, dated November 10, 2023 to January 4, 2024, as presented in accordance with Section 609 of the Public School Code of 1949, as amended.

**BOARD POLICY**

6.1 Approve the first reading of policy 815 “Acceptable Use of Internet, Computers and Network Resources” of the Williamsport Area School District Board Policy.

**CURRICULUM REPORT**

7.1 Approve an agreement with Albright College to allow for the placement of student teachers within the District.

7.2 Approve an agreement with Bayada Home Health Care to provide home health aide services for a special education student who requires these aide services on days school is in session and the student is in attendance from March 11, 2024 through June 30, 2024.

**CURRICULUM REPORT CONT'D:**

- 7.3 Approve an agreement with Bayada Home Health Care to provide skilled nursing services for a special education student who requires these nursing services on days school is in session and the student is in attendance from December 13, 2023 through June 30, 2024.
- 7.4 Approve Kerri Girton to provide accompanist services at Lycoming Valley Intermediate School on December 12, 2023 for rehearsal and the chorus concert. Costs will be paid through the music budget.
- 7.5 Approve Susan Smith as instructor for the American Red Cross Lifeguard Certification course to be administered to Williamsport Area High School Health/Physical Education teachers. The cost of \$750.00 will be paid through the Health and Physical Education budget.
- 7.6 Approve the purchase of PowerSchool Enrollment Registration and Digital Document Storage. These subscriptions will be used for central student registration and digital document storage and will replace the current system EMS LINQ at the conclusion of the 2023-24 school year. PowerSchool Enrollment will interface directly with our student information system, Powerschool. The initial implementation subscription cost of Powerschool Enrollment and Digital Document Storage will be \$49,355.46. Annual ongoing subscription fees as of January 10, 2026 will be \$20,710.20. Costs will be paid through the Student Services budget.
- 7.7 Approve the 2023-24 IDEA Section 619 EI Pass Through Fund Agreement with BLaST IU 17 in the amount of \$14,478.00. The funds will be used toward the provision of special education and related services to five-year-old students with disabilities enrolled in kindergarten.
- 7.8 Approve an agreement with Valenz to provide EPStaffCheck Annual Subscription, required by Medical ACCESS, of our staff pool and outside contracted services. The cost of this service is \$975.00, which renews annually, and will be paid through ACCESS funding.

**PERSONNEL REPORT**

8.1 RESIGNATIONS:

Accept the following resignation(s), effective on the dates and for the purposes indicated:

- A. Connie M. Hess, Full-Time Food Service Production Manager, at the Hepburn-Lycoming Primary School, for the purpose of retirement, effective January 16, 2024.

8.1 RESIGNATIONS CONT'D:

- A. Connie M. Hess, Full-Time Food Service Production Manager:

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Connie Hess, from service in the Williamsport Area Schools and expresses its sincere appreciation for her over 21 years of dedicated service to our school system as a Food Service Manager. It further expresses the hope that her years of retirement will be many and richly rewarding.

- B. Ashley N. Strattman, Full-Time Special Education Teacher, at the Jackson Primary School, for other employment, effective February 13, 2024, or possibly sooner, as the district has determined to hold Ms. Strattman for up to 60 days per PA School Code.
- C. Amber R. Faivre, Part-Time Food Service Worker, at the Williamsport Area High School, for other employment, effective December 15, 2023.
- D. Stephanie L. Corter, Cheerleading Head Coach, at the Williamsport Area High School, for personal reasons, effective April 30, 2024.

8.2\* LEAVE OF ABSENCE:

Approve the following leave(s) of absence:

- A. Amanda E. Bair\*, Full-Time Elementary School Counselor, at the Curtin Intermediate School, for an unpaid leave of absence, on an intermittent basis, effective date of November 28, 2023 through June 6, 2024.
- B. Connie M. Hess\*, Full-Time Food Service Production Manager, at the Hepburn-Lycoming Primary School, for an unpaid leave of absence, effective date of December 21, 2023 (¼ PM) through January 16, 2024.
- C. Shannon K. Shipman\*, Full-Time Food Service Production Manager, at the Jackson Primary School, for an unpaid leave of absence, on an intermittent basis, effective December 18, 2023 through June 6, 2024.
- D. Ryan C. Moon, Full-Time Mathematics Teacher, at the Williamsport Area High School, for a sabbatical leave effective for the second semester of the 2023-2024 school year, effective date of January 22, 2024 through June 6, 2024, pending receipt of all required documentation, for the purpose of health restoration.

8.3 ELECTION OF STAFF:

Elect the following staff, for the purpose and on the date indicated:

- A. Kelly R. Reynolds, as a Temporary Professional Employee, effective with the 2024-2025 school term (tentative start date to be determined), to be currently assigned as a Full-Time Elementary Teacher (location to be determined) at an annualized salary of Step 1, Bachelor’s at such time when a successor WEA contract is reached (via the 2024-2025 salary scale) effective with the 2024-2025 school year (replacement position to be determined).
- B. Allee M. Swisher, as a Temporary Professional Employee, effective with the 2024-2025 school term (tentative start date to be determined), to be currently assigned as a Full-Time Elementary Teacher (location to be determined) at an annualized salary of Step 1, Bachelor’s at such time when a successor WEA contract is reached (via the 2024-2025 salary scale) effective with the 2024-2025 school year (replacement position to be determined).
- C. Ashley M. Tubach, as a Temporary Professional Employee, effective with the 2024-2025 school term (tentative start date to be determined), to be currently assigned as a Full-Time Elementary Teacher (location to be determined) at an annualized salary of Step 1, Master’s at such time when a successor WEA contract is reached (via the 2024-2025 salary scale) effective with the 2024-2025 school year (replacement position to be determined).
- D. Nicholas S. Doresky, as a Long-Term Substitute Teacher, effective with the 2023-2024 school year (tentative ending date of June 6, 2024), unless terminated sooner, to be primarily assigned at the Williamsport Area Middle School as a Mathematics Teacher, but may be used at any level where there is need and to support a remote platform if needed, at a salary rate of Step 1, Master’s \$57,893, prorated pending receipt of mandated reporter training, effective date to be determined (replacing Jacob T. Anderson, transferred).
- E. The following person(s) as Certified Substitute Teacher(s), subject to assignment by the Superintendent of Schools, at the salary and/or rates as established by Board policy (\$150 per day, up to a maximum of 180-days per year) and only for the actual number of hours assigned and worked during the 2023-2024 school year:

Paiton K. Knorr	Effective: 01/10/2024
Emily R. Wead	Effective: 01/10/2024

- F. The following person(s) as Non-Certified Substitute Teacher(s), pending receipt of an emergency permit, subject to assignment by the Superintendent of Schools, at the salary and/or rates as established by Board policy (\$100 per day, up to a maximum of 180-days per year) and only for the actual number of hours assigned and worked during the 2023-2024 school year:

Zola C. Riccardo	Effective: 01/10/2024
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8.3 ELECTION OF STAFF CONT'D:

- G. The following Substitute Administrative Support Staff, subject to assignment by the Superintendent of Schools, at the hourly rates established by Board policy (\$12.00 per hour; up to a maximum of 180 days per year) and only for the actual number of hours assigned and worked:

Deanna L. Cowles	Effective: 01/10/2024
Robin S. Enderle	Effective: 01/10/2024

- H. The following Winter Sport Coaches & Volunteers at the respective schools for the 2023-2024 school year at the salary rate in accordance with the agreement by and between the Board of School Directors of the Williamsport Area School District and the Williamsport Education Association (pending completion of all appropriate paperwork\*):

**WILLIAMSPORT AREA HIGH SCHOOL & MIDDLE SCHOOL**

<b>BOYS WRESTLING</b>		
Volunteer:	Ryan J. Piselli	---

<b>UNIFIED INDOOR BOCCE BALL</b>		
Volunteer:	Jennifer Lake	---

- I. The following person(s) for the position(s) indicated for the 2023-2024 school year at the rates in accordance with the Agreement by and between the Board of School Directors of the Williamsport Area School District and the Williamsport Education Association (pending completion of all appropriate paperwork\*).

<b><u>WILLIAMSPORT AREA HIGH SCHOOL</u></b>		
<b>MARCHING BAND</b>		
<b>(++ Booster Funded Positions)</b>		
++Color Guard Technician	Rebecca E. Pritchard (0)	\$640
++Battery Percussion Instructor	Ryan R. Pritchard (0)	\$640

- J. ***Rescind the following previously approved December 5, 2023 board agenda item:***

Cassandra Yagel, to be currently assigned as a Part-Time Aide (185-days, up to 5 hours per day) at the Curtin Intermediate School, with a base wage rate of \$16.25 per hour (without degree), pending receipt of all approved & eligible clearances, mandated reporter training, as well as all required personnel paperwork, effective date to be determined (replacing Brian D. Stanley, transferred).

8.4 POSITION CHANGES:

Approve the following position change(s):

- A. ***Retroactive Request:*** Kathleen M. Dowling, from a Part-Time Aide, at the Curtin Intermediate School, to a Full-Time Intervention Specialist/Paraprofessional, at the Curtin Intermediate School, with a base wage rate of Tier B, \$27,376 (\$21.14 per hour) prorated, effective January 3, 2024 (replacing Ciara M. Mitchell, resigned).
- B. Angie L. Hall, from a Part-Time Food Service Worker at the Hepburn-Lycoming Primary School, to a Part-Time Aide (Special Education; 185-days, up to 5 hours per day), at the Hepburn-Lycoming Primary School, with a base wage rate of \$16.25 per hour (without degree), effective January 16, 2024 (replacing Kathleen A. Beahan, resigned).
- C. ***Retroactive Request:*** Donna R. Rundio, from a Full-Time Custodian (2<sup>nd</sup> Shift), at the Lycoming-Valley Intermediate School, to a Full-Time Custodian (3<sup>rd</sup> Shift), at the Williamsport Area High School, effective January 8, 2024 (replacing Michael A. Alston Jr., transferred).

8.5 CONTRACTS - None

8.6 OTHER

- A. Approve Dr. Richard Poole, Mrs. Anne Logue, selected members of the Curriculum Administrative staff and/or Human Resources staff, to participate in educational career fairs for the purpose of recruitment of teaching applicants for Spring 2024. The current list includes the following events but is subject to change: Penn State Education Career Day, Greater Philadelphia Job Fair, Bloomsburg University Job Fair and Lock Haven University Education Career events. All travel and participation costs will be paid for by the Human Resources budget.

**PROFESSIONAL DEVELOPMENT**

9.1 RELEASED TIME/TRAINING PROGRAMS

Approve released time for staff members to participate in professional development activities in accordance with the Professional Development Plan of the Williamsport Area School District and consider approving training programs. All expenditures proposed are within local, state and federal budget categories approved as noted.

## STUDENT/COMMUNITY ACTIVITIES

### 10.1 Approve the following student trips:

Field trips are being presented for provisional approval in accordance with the District's Health and Safety Plan and may need to change or be canceled. All students must be in compliance with the school's field trip disciplinary requirements in order to participate.

- A. Approximately 353 eighth grade students from the Williamsport Area Middle School, accompanied by their teachers and several administrators, to travel to the Community Arts Center during February 2024 for a performance of "Keep Marching: The Road to the March on Washington." District transportation is requested and will be paid through a grant.
- B. Twenty-six (26) Williamsport Area Middle School band members, accompanied by their teacher, to travel to Muncy Jr/Sr High School on dates during February and March to participate in the County Band Festival. District transportation is requested and will be paid through the music budget.
- C. Fifty (50) Williamsport Area High School Model UN participants, accompanied by two teachers, to travel to Penn College during April 2024 to participate in a Model UN convention. District transportation is requested and will be paid through the social studies budget. Two substitutes will be required for the day.
- D. Thirty-five (35) Williamsport Area High School CTE students, accompanied by two teachers, to travel to Penn College during January 2024 to participate in a SkillsUSA competition. District transportation is requested and will be paid through the CTE budget. Two substitutes will be required for the day.
- E. Six (6) Williamsport Area High School CTE students, accompanied by an administrator, to travel to Penn College during January 2024 to participate in a SkillsUSA competition. Transportation will be provided in a district van.
- F. Twenty (20) Williamsport Area High School orchestra students, accompanied by their teacher, to travel to the Danville Area High School during February 2024 to participate in the PMEA orchestra festival. District transportation is requested and will be paid through the music budget. One substitute will be required for the day.
- G. Three (3) Williamsport Area High School students, accompanied by their teacher, to travel to Bloomsburg during January 2024 to attend the Poetry Out Loud regional competition. Transportation will be provided in a district van or teacher's personal vehicle. One substitute will be required for the day.
- H. Approximately eight (8) Williamsport Area High School band students, accompanied by their teacher, to travel to Honesdale Area High School for three days during February 2024 to attend the PMEA Regional Band Festival. Transportation will be provided in a district van. One substitute will be required for two days.

10.1 Approve the following student trips cont'd:

- I. Approximately 10 Williamsport Area High School choir students, accompanied by their teacher, to travel to Valley View High School (Archbald) three days during March 2024 to attend the PMEA Regional Choir Festival. Transportation will be provided in the teachers' personal vehicles (pending appropriate approval). Two substitutes will be needed for three days.

**BIDS/CONTRACTS**

11.1 Approve a five year agreement (January 2024 through December 2028) with Johnson Controls, Inc., New Cumberland, PA for fire alarm and smoke detector inspections and diagnostic tests for the systems at the high school and middle school at an annual cost of \$10,624.86. Funded through the general fund.

**TAX ITEMS** – None

**TRANSPORTATION**

13.1 Approve the following drivers/monitors/mechanics for STA, Inc. for the 2023-24 school year:

<u>First Name</u>	<u>Last Name</u>	<u>Status</u>
Bridgette	Dibble	Non CDL Driver
Brandy	Mills	CDL Driver
Autumn	Sweeting	Monitor/Aide

**FOOD SERVICE**

14.1 Approve the following Aramark employee(s) to be assigned to the WASD:

Avery LeFever  
Brittney Marvin  
Sylvia Pelote  
Kathryn Schon

Voice vote – All in favor. Motion approved.

**SUPERINTENDENT’S REPORT** – Timothy S. Bowers, Ed.D.

Dr. Bowers shared that January is School Board recognition month. We are thankful for all of our School Board Directors and their commitment to our students, staff, and community.

On January 17, teachers, students and staff from across WASD are set to take on the Harlem Wizards at 6:30 p.m. at the Williamsport Area High School. Be sure to get your tickets.

January 9, 2024

## **SUPERINTENDENT'S REPORT**

The football stadium bleachers are on their way out to make way for sleek metal upgrades. Last week, a crane crew kicked off the removal process. Get ready for a new look by the start of spring sports season!

## **ITEMS FROM BOARD MEMBERS**

President Baer thanked Aramark for the pre-meeting treats. The Board enjoyed the snacks, especially the Millionaire sauce.

**ITEMS FROM PUBLIC** - No one addressed the Board.

A motion to adjourn was made by Michelle Deavor, seconded by Adam Welteroth. The meeting adjourned at 6:53 p.m.

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Wanda M. Erb, Board Secretary