

Big Spring School District

Newville, Pennsylvania

Board Meeting Minutes

December 16, 2024



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.

1. Opening Meeting: Call to Order/Pledge - President John Wardle

The Board of School Directors for the Big Spring School District met in the Big Spring Middle School Auditorium at 8:08 pm with eight (8) Board of School Directors present: John Wardle, President; Michael Hippensteel, Vice-President; Lisa Shade, Treasurer; Julie Boothe, Secretary; Seth Cornman, David Fisher, Frank Myers, and Robert Over.

Absent: Ken Fisher

Others in attendance: Nicholas Guarente, Superintendent; Nadine Sanders, Assistant Superintendent; Nicole Donato, Director of Curriculum & Instruction; Cristy Lentz, Business Manager; Thomas King, Solicitor; Donna Minnich, Board Minutes; Rob Krepps, Director of Technology; and Darin Baughman, Technology Support.

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

President Wardle announced the Board met in Executive Session for the purpose of discussing a personnel matter prior to the start of the regular Board meeting this evening.

2. Student/Staff Recognition and Board Reports – August Dellinger-Bennett presented student updates to the Board. Amanda Webber and Lisa Bahmueller-Scarborough from Oak Flat Elementary School provided staff updates to the Board.

3. Reading of Correspondence – Nothing Offered

4. Recognition of Visitors - 73 visitors signed in for the meeting

5. Public Comment Period

Barry Bowman offered comments of support for the person being considered for the position of JV Softball Coach.

Katie McKillip offered comments of support for the person being considered for the position of JV Softball Coach.

5. Public Comment Period (continued)

Carly White offered comments of concern for the person being considered for the position of JV Softball Coach.

Alaina Roberts offered comments of support for the person being considered for the position of JV Softball Coach.

Kendall Boring offered comments of support for the person being considered for the position of JV Softball Coach.

Ava Hutchinson offered comments of support for the person being considered for the position of JV Softball Coach.

Rilyn Geistwhite offered comments of support for the person being considered for the position of JV Softball Coach.

Natalie Hutchinson offered comments of support for the person being considered for the position of JV Softball Coach.

Anne Marie McKillip offered comments of support for the person being considered for the position of JV Softball Coach.

Lara Kauffman offered comments on agenda item 10 i pertaining to releasing information on Thought Exchanges. Mrs. Boothe offered comments and stated she believes it is important for the public to see the comments and results. Mr. Cornman stated a point of order that Mrs. Kaufman's speaking time was up and Mr. Over asked that Mrs. Kaufman be permitted to finish speaking.

Kendra Shaffer thanked the Board on behalf of the Big Spring Citizen's Advisory for their time and dedication to the school and community and passed out a small token of appreciation. She gave Dr. Guarente a card to deliver to Mrs. Winesickle who assisted in distributing information to families who qualified for a Christmas party hosted by the group and thanked Mr. Cornman for his assistance posting information to their web page.

6. Approval of Minutes

Motion to approve the [Policy Committee](#), [Buildings and Property Committee](#), [Committee of the Whole](#) and [Board Meeting Minutes](#) for November 18, 2024 and [Board Meeting Minutes](#) for December 3, 2024 as presented?

Motion by Mrs. Boothe was seconded by Mr. Myers

Voting Yes: Boothe, Cornman, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

7. Financial Reports

7.a. Payment of Bills

<u>Fund Name</u>	<u>Amount</u>	<u>Fund Accounting Payment Register</u>	<u>Fund Accounting Payment Summary</u>
General Fund - Procurement Card	\$12,321.58	Procurement Card - Detail	See Procurement Card Detail
General Fund - Checks/ACH/Wires	\$2,933,874.95	General Fund - Detail	General Fund - Summary
Special Revenue	\$82.32	Special Revenue - Detail	Special Revenue - Summary
Capital Projects Reserve Fund	\$0.00	No Payments	No Payments
Cafeteria Fund	\$167,459.67	Cafeteria Fund - Detail	Cafeteria Fund - Summary
Student Activities	\$30,798.69	Student Activities - Detail	Student Activities - Summary

Total amount of all funds **\$3,144,537.21**

Motion to approve the Payment of Bills as presented by Mrs. Shade was seconded by Mr. Myers
Voting Yes: Boothe, Cornman, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle
Motion Carried unanimously. 8-0

7.b. Treasurer's Fund Report

- [General Fund Report](#)
- [Special Revenue Report](#)
- [Capital Project Report](#)
- [Cafeteria Fund Report](#)
- [Student Activities Fund Report](#)
- [Student Activities Account Summary](#)
- [Investment Report](#)
- [Earned Interest and Bank Fees YTD for General Fund, Special Revenue, Capital Projects and Cafeteria](#)
- [Earned Interest YTD Student Activities](#)

Treasurer's Fund Reports are noted.

7.c. YTD General Fund Report and YTD Taxes

The administration prepared the [YTD General Fund Report](#) and the [YTD Taxes](#) for the Board. The General Fund report looks at our revenue and expenses for this year against the budget and compares those amounts to last year. The YTD Tax Summary shows the monthly collections and cumulative collections and compares that to the two previous years.

The Year-To-Date General Fund and Tax Reports are noted.

8. Old Business – Nothing Offered

9. New Business Personnel Items - Actions Items

Unless there is an objection, we will combine all New Business Personnel Action Items listed under #9 into one motion.

9.a. Recommended Approval of a Mount Rock Elementary School Second Grade Teacher

Education:

Shippensburg University - Early Childhood Education Elementary PK-4 (Bachelor's Degree)

Experience:

Big Spring School District - LTS Newville Elementary School

The administration recommends the Board of School Directors appoint **Christa Rine** to the position of Mount Rock Elementary School Second Grade Teacher replacing Shannon Arnold who resigned. The compensation for this position should be established at Bachelor's Degree Step 1 \$60,229.00 for the 2024-2025 school year, based on the current contract between the Big Spring Education Association. Employment is contingent upon pending receipt of all required employment documentation.

9.b. Recommended Approval of Extra-Duty Positions

Based on the provisions of the Teacher Induction Program, each teacher new to a school district or building is assigned a mentor teacher. As per the provisions of the Collective Bargaining Agreement between the Big Spring School District and the Big Spring Education Association, individual mentor teachers receive an Extra Duty Stipend. Dr. Nadine Sanders recommends the following extra-duty staff:

- Leslie Locy to serve as Mentor to Christa Rine for the 2024-2025 school year.

Scott Penner, Director of Athletics and Student Activities, recommends the following 2024-2025 extra-duty staff:

- Joshua Calaman to serve as Head Coach for the Girls Soccer Program and vacate all supporting positions.
- Shane Cohick to serve as a Volunteer Coach for the Girls Wrestling Program.
- Chelsey Schlusser to serve as Head JV Coach for the Softball Program.
- Lukas Wolfe to serve as Head Coach for the Boys Soccer Program and vacate all supporting positions.

The administration recommends the Board of School Directors approve the extra-duty positions as presented.

9.c. Recommended Approval of Resignations

Scott Penner, Director of Athletics and Student Activities, received the following staff resignation:

- Kaitlyn Miller provided a letter of resignation from the position of Middle School Assistant Volleyball Coach.
- Olivia Monismith provided a letter of resignation from the position of Assistant Softball Coach.
- Carly White provided a letter of resignation from the position of Assistant Softball Coach.

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

9.d. Recommended Approval of Student Interns for the Aquatic Program

Mr. Matthew Kump, Aquatics Director, is recommending Student Interns for the Aquatic Program based on a recommendation from Mrs. Cherie Powell, Student Career Coordinator:

- Zoey Peters
- Emma Smiley

The administration recommends the Board of School Directors approve hiring paid student interns for the Aquatic Program at a rate of \$11.61 per hour based on the Classified Employee Agreement for 2024-2025 as presented.

Mr. Cornman expressed a desire to separate the approval of extra duty positions detailed in 9 b to vote separately on each individual.

Motion by Mr. Myers was seconded by Mr. Cornman to combine and approve all items in New Business Personnel Action Items 9 a, 9 c, and 9 d (excluding 9 b) as outlined and recommended above.

Voting Yes: Boothe, Cornman, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

Motion by Mr. Myers was seconded by Mrs. Shade to vote on 9b extra duty position for Leslie Locy

Voting Yes: Boothe, Cornman, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

Motion by Mr. Myers was seconded by Mrs. Shade to vote on 9b extra duty volunteer position for Shane Cohick

Voting Yes: Boothe, Cornman, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

9.b. Recommended Approval of Extra-Duty Positions (continued)

Motion by Mr. Myers was seconded by Mr. Cornman to vote on 9b head soccer coach Joshua Calaman

Voting Yes: D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Voting No: Boothe and Cornman

Motion Carried. 6-2

Motion by Mr. Myers was seconded by Mrs. Shade to vote on 9b head soccer coach Lukas Wolfe

Voting Yes: Boothe, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Voting No: Cornman

Motion Carried. 7-1

Motion by Mr. Myers was seconded by Mrs. Shade to vote on 9b head jv softball coach Chelsey Schlusser

Voting Yes: Hippensteel, Myers, Over, Shade, and Wardle

Voting No: Boothe and D. Fisher

Abstaining from the Vote: Cornman

Motion Carried. 5-2

10. New Business - Actions Items

10.a. Recommend Approval of the 2024 Act 80 Automated Subscription

Cristy Lentz, Business Manager, recommends approval of the [Act 80 Automated Subscription software quote](#) to assist with completing the required annual Act 80 report to verify the district tax code that taxpayers report on their State personal income tax return. The 2024 subscription cost is \$1,739.00.

The administration recommends the Board of School Directors approve the 2024 Act 80 Automated Subscription software quote.

Motion by Mr. Myers was seconded by Mrs. Shade

Voting Yes: Boothe, Cornman, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.b. Recommended Acknowledgment of Receipt of Financial Review

Mr. Scott Penner, Director of Athletics and Student Activities, received a [letter](#) from Jeffrey S. Cohick, Enrolled Agent, advising the Band Boosters financial records were reviewed with auditing standards for the school year ending June 30, 2024.

The administration recommends the Board of School Directors acknowledge receipt of the 2023-2024 Financial Review letter as presented.

Motion by Mr. Myers was seconded by Mr. Cornman

Voting Yes: Boothe, Cornman, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.c. Recommended Approval of a Resolution to Stay within the Act 1 Index

School Districts who stay within the Adjusted Act 1 index can avoid the extended budget process. From the [PDE Annual Budget Timelines and Standard Terminology](#) page: *Note: An alternate process exists under SS Act 1 of 2006. A Board may adopt (via Board vote) a resolution indicating that it will not raise the rate of any tax for the support of public schools for the following fiscal year by more than its index. No less than 110 days prior to the primary election, a Board must submit a copy of the resolution and a schedule of the proposed tax rates to PDE via the Consolidated Financial Reporting System, General Fund Budget (CFRS-GFB). A Board that adopts a resolution through this process does not need to comply with the preliminary budget requirements and need only follow the procedures outlined in section 312 of SS Act 1 and section 687 of the School Code for the adoption of both its proposed final budget and its final budget.*

Based on the presentation to the Finance Committee in November, the administration prepared [a resolution to stay within the index](#) as noted above.

The administration recommends the Board of School Directors approve the resolution to stay within the index.

Motion by Mr. Myers was seconded by Mrs. Shade

Voting Yes: Boothe, Cornman, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.d. Recommended Approval of Fundraisers

Scott Penner, Director of Athletics and Student Activities, recommends approval of the following 2024-2025 fundraisers:

- Student made items sold at school events throughout the school year (magnet, bottle opener, pin, key chain, and mirror buttons) to benefit the High School Job Skills student shopping trip/Marketplace mission.
- Baked goods sold at quad basketball games during the winter season to benefit the High School Quill and Scroll Club activities with elementary school students.
- Baked goods and hot chocolate sold at Saylor's Market through January to benefit the High School FBLA.

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

Motion by Mr. Myers was seconded by Mrs. Boothe

Voting Yes: Boothe, Cornman, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.e. Middle School FFA Trip to Northern Italy

Jenna McIntire, Middle School Agriculture Teacher and FFA Advisor and Kyna Morgan, Middle School Science Teacher and FFA Advisor are requesting permission to plan a trip to Northern Italy for Big Spring Middle School FFA students to tentatively travel in the summer of 2026. A detailed travel itinerary will be submitted to the Board of School Directors for review once completed by staff.

The administration recommends the Board of School Directors grant Ms. McIntire and Ms. Morgan approval to explore travel opportunities for Big Spring Middle School FFA Students to travel in the summer of 2026, pending approval of a detailed travel itinerary when complete.

Motion by Mr. Myers was seconded by Mr. Cornman

Voting Yes: Boothe, Cornman, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.f. Recommended Approval to Conclude the One-Year SRO Agreement

The Board of School Directors voted to approve a one-year school resource officer agreement at the November 18, 2024 meeting. Since we have hired police officers employed by Big Spring School District, Superintendent Dr. Nicholas Guarente has drafted a communication to the Cumberland County Sheriff's Office to conclude services for the 2024-2025 school year effective January 1, 2025.

The administration recommends the Board of School Directors approve the communication to the Cumberland County Sheriff's Office to conclude services effective January 1, 2025 as presented.

Motion by Mr. Myers was seconded by Mrs. Shade

Voting Yes: Boothe, Cornman, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.g. Recommended Approval of Student Travel

Clarissa Nace, Middle School Principal, is requesting approval of the following student travel:

- 6th Grade Chorus to Saylor's Market on Tuesday, December 17, 2024 for Caroling.
- Middle School FFA to attend the PA Farm Show to assist with leadership activities and events January 7 - 10, 2025.

The administration recommends the Board of School Directors approve the middle school student travel as presented.

Motion by Mr. Myers was seconded by Mrs. Boothe

Voting Yes: Boothe, Cornman, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.h. Recommended Approval of Capital Project Fund Payments

The following invoices are for payment within the Capital Project Fund:

- Trane U.S. Inc - [Invoice 315019676](#) - 11/25/2024 - \$30,253.60
- Lobar Associates - [Invoice 241083-1](#) - 10/21/2024- \$114,933.96
- Lobar Associates - [Invoice 241082-1F](#) - 11/13/2024- \$33,281.93

The administration recommends the Board of School Directors approve the invoices to be paid from the Capital Project Fund.

Motion by Mr. Myers was seconded by Mrs. Shade

Voting Yes: Boothe, Cornman, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.i. Release of ThoughtExchange Results

Mrs. Julie Boothe has requested an action item for the Board to vote to make ThoughtExchange results associated with global citizen publicly available on the district website in preparation of the review of the strategic plan as permissible.

Motion by Mrs. Boothe was seconded by Mr. Cornman

Mr. Myers asked when the strategic plan was last approved and Dr. Guarente said it was 2022 and is reviewed every 3 years.

Voting Yes: Boothe, Cornman, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

10.j. Recommended Approval of Proposed Policy and Procedures Manual for School Police

Because of a desire for a timely, fully staffed police department, a first and second reading of new policies is offered at this time to pursue action and approval of the policies under the authority granted to the Board. Administration, in collaboration with Thomas King, School Solicitor, has proposed the policy and procedures listed below:

- [School Police Officers Policy](#)
- [School Police Department Policy](#)
- [Police Department Procedures Manual](#)

The administration recommends the Board of School Directors approve the policies and procedures for the school police as presented.

Motion by Mr. Myers was seconded by Mr. Cornman

10.j. Recommended Approval of Proposed Policy and Procedures Manual for School Police (cont'd)

Mr. Hippensteel asked if approving the policy without a second public reading is okay and Solicitor King said the Board has the authority to waive that process which he recommends so as not to jeopardize the status of the school police. He said a second reading is not required under the school code and the officers cannot start without a policy and manual.

Mr. Cornman said he read over the policies and said the law office had the majority of the policy framework in place. Solicitor King said they have been involved in many districts with school police so the process has been streamlined for Big Spring.

Voting Yes: Boothe, Cornman, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle
Motion Carried unanimously. 8-0

11. New Business - Information Item

11.a. Proposed Updated Policy

The Policy Committee proposes the updated policy listed below:

- [Policy 004.1](#) Student Representative to the Board (Second Reading)

After the policy has been reviewed by a first and second reading with opportunities for public comment, the updated policies will be presented to the Board of School Directors for approval at the January 20, 2024 Board meeting.

Mr. Myers asked if policy 004.1 was reviewed by Solicitor King and Mr. King said yes, he believes he did. Mr. Myers questioned if the policy which includes a student reporter and representative is really what the Board wants since we had a representative who shared student views but we no longer have him. Mr. King said the policy is similar to what most districts have but he would be happy to rewrite if desired. Mr. Hippensteel clarified there would be a reporter who still provides updates and a student representative which is a separate position. Dr. Guarente said he believes the policy being presented represents the discussions of the policy committee and Mr. Hippensteel stated he would like us to have both positions. Mr. Cornman said the proposed policy is representative of what the policy committee wanted with a student representative to the Board to give a voice to the students and Mrs. Boothe said a student representative would be a valuable experience and we should also have a student reporter. President Wardle said we still have time to review this before the policy comes up at the January meeting.

11.b. Contracted Staff Update

Dr. Nadine Sanders, Assistant Superintendent, provides the following ESS Staff Update:

- Kaden Cornman resigned from the position of Paraprofessional at Oak Flat Elementary School effective November 15, 2024.
- Samantha Laird resigned from the position of Principal's Discretion Paraprofessional at Oak Flat Elementary School effective November 29, 2024.
- Heather Magee to serve as long-term substitute teacher for 6th grade Math during Chloe Cornman's leave of absence.
- Katherine Miller to serve as Principal's Discretion Paraprofessional at Oak Flat Elementary School beginning December 17, 2024.

11.c. Donation Recognition

The Big Spring School District received a donation of a [1952 Singer 201 Sewing Machine](#) from Caroline and Mike Byers which was accepted for use in the Middle School FCS Classroom as an example of an early machine.

11.d. Local Advisory Committee Meeting Agenda and Minutes

The Local Advisory Committee (LAC) met on November 12, 2024 and Dr. Nadine Sanders, Assistant Superintendent, provided a copy of the [Meeting Agenda](#) and [Meeting Minutes](#) from the committee.

11.e. Leave Requests

Riley Brown is requesting a leave of absence beginning Tuesday, January 21, 2025 through approximately Friday, February 14, 2025 with a return date of Tuesday, February 18, 2025.

Emma Shutt is requesting a leave of absence beginning Monday, April 14, 2025 through approximately Thursday, January 1, 2026 with a return date of Friday, January 2, 2026.

According to Family and Medical Leave Policy 335, administrative, professional and support employees may request a leave of absence for specific family and medical issues in compliance with the Family Medical Leave Act.

11.f. PA Civics and Government Standards

Mrs. Julie Boothe requested the [Chapter 4 PA Civics and Government Standards](#) be shared as an information item.

- [State Academic Standards](#)
- [Voluntary Elementary Standards - Civics and Government](#)

11.g. Change of Teaching Assignment

In June of 2024, the Board approved Gwyneth Forster's transfer to shared time as a Special Education Teacher at Oak Flat and Newville Elementary Schools for Emotional Support. In January, Gwyneth will transition to 100% of her teaching assignment being at Newville Elementary School.

12. Board Reports - [December 3, 2024 Committee Assignments](#)

12.a. Athletic Council – Mr. Wardle said the council reviewed the success of our athletic programs at their last meeting.

12.b. Building and Property Committee – Mr. D. Fisher said the next meeting is the make-up meeting which will be January 20, 2025.

12.c. Capital Area Intermediate Unit – Nothing Offered
[CAIU](#)

12.d. Cumberland Perry Area CTC – Mr. Wardle said the CTC has been working on the bid process which is due back in May and said they would like to move ahead with the building project and he will continue to provide updates.

12.e. DIG Committee – Mrs. Boothe said they went over the progress of the survey which was emailed out with an e-mailed reminder. She said 26 responses were received and letters were mailed out on December 12 to the remaining families. She said the committee will review the rough data which should give them feedback to consider.

12.f. Finance Committee - Nothing Offered

12.g. Future Ready Comp Plan Board Reps – Mrs. Shade asked Dr. Sanders if there is an upcoming meeting and Dr. Sanders responded not at this time.

12.h. Policy Review and Development Committee – Nothing Offered

12.i. South Central Trust – Mr. Cornman said it was nice to see Mrs. Lentz at their recent meeting.

12.j. Tax Collection Committee – Nothing Offered

12.k. Wellness Committee – Mr. Cornman said he is waiting on dates for the Wellness Committee

12.l. Future Board Agenda Items – Nothing Offered

12.m. Superintendent's Report - Dr. Nicholas Guarente

Dr. Guarente reminded everyone of Friday's early release for staff development.

Dr. Guarente congratulated the music students and staff and said the winter concerts have been very entertaining with concerts at the High School and Newville yet to come. He said the music staff is a great reminder that Big Spring has an outstanding team across all aspects of our district.

Dr. Guarente shared congratulations and a video of Dr. Adam Oldham being honored as PA School Counselor of the Year and asked Dr. Oldham to share a few words with everyone. Dr. Oldham said he loves working here and is very proud of Big Spring.

13. Meeting Closing

13.a. Business from the Floor/Board Member Comment

Mr. Over congratulated and thanked Dr. Oldham, said Oak Flat was AWESOME this evening (almost topping Newville), congratulated and welcomed the folks hired this evening and wished everyone a Merry Christmas.

Mr. Myers congratulated Dr. Oldham, said he loves it here, loves the people, is so proud and bleeds maroon and gold. He wished everyone a Merry Christmas.

Mrs. Shade expressed gratitude and thanked everyone who reached out, said their thoughts and opinions matter, and encouraged people to please continue to reach out to the Board. She said Merry Christmas and Happy New Year.

Mrs. Boothe thanked the staff, administration, and students and wished everyone a Merry Christmas and Happy New Year.

Mr. Hippensteel said the gymnasium has new banners which look very sharp and said there are a lot of achievements documented in that gym. He wishes everyone a Merry Christmas and Happy New Year.

President Wardle thanked everyone and said as we end the year and begin another, we reflect on our accomplishments and challenges. He said he recently walked through the buildings and is so impressed with our students who are friendly and polite. He said we are all blessed to have time on our side and he encouraged everyone to help and support one another. He wished everyone a Merry Christmas.

13.b. Adjournment

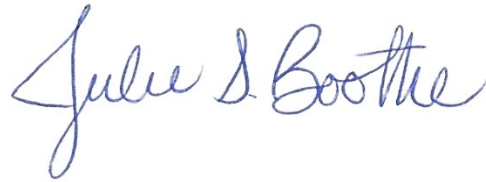
Motion to adjourn the meeting by Mrs. Boothe was seconded by Mr. Myers

Voting Yes: Boothe, Cornman, D. Fisher, Hippensteel, Myers, Over, Shade, and Wardle

Motion Carried unanimously. 8-0

Meeting adjourned at **9:43 pm, December 16, 2024**

Next scheduled meeting is **January 20, 2025 at 7:30 pm**

A handwritten signature in blue ink that reads "Julie S. Boothe". The signature is written in a cursive style with a large initial 'J' and a distinct 'S'.