

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, FEBRUARY 18, 2013

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. Seven (7) directors present: Wilbur Wolf, Jr., President; Robert Lee Barrick, Secretary; David Gutshall, Treasurer; Kingsley Blasco; John McCrea; Richard Roush and William Piper.

William Swanson, Vice President, and Richard Norris were absent.

Others in attendance: Richard W. Fry, Superintendent; Jeanne Temple, Assistant Superintendent; Kevin Roberts, Director of Curriculum, Instruction and Educational Technology; Richard E. Kerr, Jr., Business Manager; Steven Smith, Principal; and Carol Kuntz, Board Minutes.

II. PLEDGE TO THE FLAG

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

III. APPROVAL OF THE FEBRUARY 4, 2013 REGULAR BOARD MEETING MINUTES AND THE FEBRUARY 4, 2013 COMMITTEE OF THE WHOLE MEETING MINUTES.

Motion by Blasco, seconded by Roush for approval of the February 4, 2013 Buildings and Property Committee Meeting Minutes; the February 4, 2013 Committee of the Whole of the Board Meeting Minutes; and the February 4, 2013 Regular Board Meeting Minutes. Roll call vote: Voting Yes: Blasco, McCrea, Piper, Gutshall, Barrick, Roush, and Wolf. Motion carried unanimously. 7 - 0

IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS

A. Student Report

1. All students attended the Mini-Thon Kickoff Assembly on February 6. The Mini-Thon will begin on Friday, March 22 at 7:00 pm and conclude on Saturday, March 23, 2013, at 7:00 am.
2. Mrs. Dagle and Mrs. Boyd, Life Skills Teachers, coordinated the Consortium Winter Social for approximately 50 Life Skills students from eight school districts held on February 7, 2013. Many National Honor Society Members volunteered for the event.
3. Mr. Balseiro and 60 members of our Concert Band provided an outstanding Pops Concert on February 9.
4. Maria Baldoni was selected for and performed in both the District Concert Band and Chorus.
5. The High School faculty spent most of the February 12, 2013 two-hour delay in an Emergencies Awareness in-service.
6. The Student Council Winter Ball on February 16, 2013 had approximately 225 students attending.
7. Mr. Messersmith and Mr. Barnouski have formed a Technology Student Association which has 40 regular Club Day members. Thirteen members competed at the regional TSA Convention in Hanover. Four of the participants qualified for State TSA completion. They are Tristan Gilbert, Transportation Modeling; Jeremiah Quail in TSA Logo Design; and Keith Miller and Derek Showaker in Dragster Design.
8. The 2013-2014 course selection process is under way with Mrs. Kraus meeting with all 8th grade students. Mr. Smith held a Parent Night on February 13, 2013. The high school is beginning an Advisement Program with the rising freshmen.
9. Three Big Spring students have earned Scholastic Writing Keys. They are Megan Carr, Silver Key for flash fiction short story; Natalie Miller, Gold Key for flash fiction short story; and Carly Auchey, Gold Key for her collection of poetry.
10. The Competition Cheerleaders finished their season in strong fashion earning the Squad Spirit Award and placing second at the Middletown competition. The Wrestlers had an excellent Sectional Tournament finishing second. District Diving will be held at Big Spring on Wednesday, February 20th. The Girls Basketball Team qualified for Post Season Play.

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IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS (Continued)

A. Student Report (Continued)

11. Parent Teacher Conferences will be held on Thursday, February 24, 2013 from 3:30 pm until 7:00 pm.
12. The annual Special Olympics Swim Meet will be held at Big Spring on Friday, February 22, 2013. Approximately 275 swimmers are participating from six school districts.
13. The Leadership classes are sponsoring a Double Feature on Saturday, February 23, 2013, at 6:00 pm in the Auditorium. Movies being shown are *She's the Man* and *The Avengers*.
14. Other Fundraisers – March 2 – 5 K; March 7 – Community Nights; March 9 – Silent Auction.

B. Recognition of Vocational-Technical School Students of the Quarter

Mr. Steven Smith, high school principal, recognized those Vocational-Technical School students who earned "Student of the Quarter" awards for the second quarter of the 2012-2013 school years.

Grade 10	Justina Carpenter	American Studies
Grade 10	Jaedanne Kutz	American Studies
Grade 10	Christine Gordon	American Studies
Grade 10	Dalton Fearnbaugh	Carpentry
Grade 11	Brandi Coldsmith	Dental Assisting/World Studies
Grade 11	Noah Rife	World Studies
Grade 11	Amber Boose	World Studies
Grade 11	Dylan Sherman	Electronics Technology
Grade 12	Sherry Brunner	Child Care
Grade 12	Tiffany Hippensteel	Cosmetology

C.

Recognition of Academic Achievement Awards for the Second Quarter

Mr. Steven Smith also recognized those students who have earned the academic achievement award for the second quarter for the 2012-2013 school years.

Grade 9	Anna Sweger	99.6
Grade 10	Elizabeth Witmer	99.2
Grade 11	Kylie Brandt	98.9
Grade 12	Blair Bitner	98.5

Mr. Smith congratulated the students for their accomplishments. He stated how proud we are of these students.

President Wolf and Mr. Fry, Superintendent congratulated the students for their outstanding hard work and accomplishments. The students received a certificate and a pen.

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V. TREASURER'S REPORT (Balances as of January 31, 2013)

General Fund	\$ 18,404,958.84
Cafeteria Fund	\$ 273,690.22
Student Activity Fund	\$ 220,224.78
Capital Projects	\$ 4,240,422.73

The Treasurer's Report showed balances as outlined above as of January 31, 2013. Motion by Gutshall, seconded by Blasco for acceptance of the Treasurer's Report. Roll call vote: Voting Yes: Blasco, McCrea, Roush, Piper, Gutshall, Barrick, and Wolf. Motion carried unanimously.7-0

VI. PAYMENT OF BILLS

General Fund	\$ 987,192.56
Cafeteria Fund	\$ 59,267.99
Student Activities Fund	\$ 23,099.65
Capital Projects	\$ 4,334.98
TOTAL	\$ 1,073,895.18

Motion by Gutshall, seconded by Blasco for approval of General Fund, Cafeteria Fund, Student Activity/Miscellaneous Fund, and Capital Projects payments of bills as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Roush, Piper, Gutshall, Barrick, and Wolf. Motion carried unanimously.7-0

VII. READING OF CORRESPONDENCE

There was no reading of correspondence.

VIII. RECOGNITION OF VISITORS

Sam Sheeler, Robin Smith, April Messenger, Linda Bowles, William Bowles, Michael Hippensteel, Roben Coldsmith, Erin Coldsmith, Karen Bitner, Paul Bitner, Kevin Dunlap, Sherry Brunner, Shelly Hamilton, Blair Bitner, Elizabeth Witmer, Lori Witmer, Justina Carpenter, Stephanie Carpenter, Justin Carpenter, Lori Carpenter, Kylie Brandt, Jaedanne Kutz, Stef Sweger, Anna Sweger, Lisa Hippensteel, Kendra Rook, Steve Rook, and Trisha Grace

IX. PUBLIC COMMENT PERIOD

Pastor Kevin Dunlap, 315 Nealy Road Newville, PA - Offered prayer.

X. STRUCTURED PUBLIC COMMENT PERIOD

There was no structured public comment.

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XI. OLD BUSINESS

There was no old business.

Board addressed

XII., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-7,
following Item A-7.)

XIII. NEW BUSINESS

A) PERSONNEL CONCERNS

(ACTION ITEM)

- 1) **Ms. Carol Kuntz**, has resigned from her position as Girl's Head Field Hockey Coach, effective immediately.

The administration recommends that the Board of School Directors accept Ms. Kuntz's resignation Girl's Head Field Hockey Coach, with regret and much appreciation for the tireless years that she has given our field hockey players over the years, the resignation is effective immediately.

(ACTION ITEM)

- 2) **Ms. Rebecca Whigham** has resigned from her position as Head Middle School Track Coach, effective immediately. Ms. Whigham has requested to assist as a volunteer coach.

The administration recommends that the Board of School Directors accept Ms. Whigham's resignation as a Head Middle School Track Coach and approve her request to assist as a volunteer coach, effective immediately.

- 3) **Custodial Substitute Recommendation**

(ACTION ITEM)

Mr. Rick Gilliam, Director of Building and Grounds and Transportation would like to recommend the individual listed as a custodial substitute.

Ms. Lissa Chandler

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

(ACTION ITEM)

- 4) **Ms. Patricia Chastain** is recommended to serve as seventh grade gold team leader, replacing Ms. Shirley Truesdell who has resigned.

The administration recommends that the Board of School Directors appoint Ms. Chastain as seventh grade gold team leader, as presented.

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XIII. NEW BUSINESS (Continued)

A) PERSONNEL CONCERNS (Continued)

5) Coaching Appointments

(ACTION ITEM)

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed as coaches for the 2012-2013 school year.

Robert Baker	Junior Varsity Softball Coach
John Hergenroder	Varsity Assistant Softball Coach
Kayna Moyer	Volunteer Softball Coach
Mark Wagner	Volunteer Softball Coach
Shane Spitz	Volunteer Softball Coach
John Morris	Volunteer Softball Coach
Heath Myers	Junior High Track Coach

The administration recommends that the Board of School Directors approve the appointment of the above listed coaches as presented.

6) Long-Term Substitute Aide Recommendation

(ACTION ITEM)

Mr. William Gillet, Supervisor of Special Education would like to recommend the individual listed as a Long-Term Substitute Aide for the remainder of the 2012-2013 school year, replacing Ms. Dana Sheaffer who has accepted a position as a Long-Term Substitute Elementary Teacher

Ms. Amy Blankenhorn

The administration recommends that the Board of School Directors approve the Ms. Blankenhorn as a Long-Term Substitute Aide, as presented.

7) Additional Per Diem Substitute Teacher

(ACTION ITEM)

Alexa Line

Business/Technology Education

The administration recommends that the Board of School Directors approve the addition listed to the 2012-2013 per diem substitute teacher list as presented.

VOTE ON XII., NEW BUSINESS, A-1 – A-7, PERSONNEL CONCERNS

Motion by Blasco, seconded by Roush to combine and approve Items A-1 through A-7, as outlined and recommended above. Roll call vote: Voting Yes: Blasco, McCrea, Roush, Piper, Gutshall, Barrick, and Wolf. Motion carried unanimously 7-0.

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XIII. NEW BUSINESS (Continued)

B) Credit Pay

(ACTION ITEM)

The professional employee whose name is listed below has successfully completed graduate work and is entitled to the specified amount in accordance with the negotiated contract.

Justine Sieg	\$1,236.00
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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 to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Roush, Piper, Gutshall, Barrick, and Wolf. Motion carried unanimously.7-0

C) Approval of Service & Support Agreement

(ACTION ITEM)

As provided at the last Building & Property meeting, the hardware installed by BlackCSI is installed and operating. Lacking personnel and expertise, the District desires to enter into a 5-year service contract with BlackCSI to cover scheduled maintenance, repair and replacement of parts and software. This covers replacement for four (4) years beyond the first year warranty and is paid over 5 years to reduce annual cost. The agreement is included in the Board Packet for review.

The administration recommends the Board of School Directors approve the five year **Service & Support Agreement** with BlackCSI at an annual cost of \$9,600, for a total cost of \$48,000.00.

Mr. McCrea asked about the contract – service window of four hours. They have four hours to respond for service. Regular contract applies between 9 am and 5 pm. Any services that they provide after will be billed at a rate of \$55.00 per hour. Any service they provide should be included in their costs.

Mr. Kerr responded that Black's will replace any of the original items or software as part of this contract within the four hour window during business hours. Let's say we call them two hours before the end of the day, then they would have an answer back to us two hours after the business day starts tomorrow. For all items not covered, there are certainly ancillary items that are connected to the new equipment. We would have to pay for those services and there are some items here or if there is some damage that we would also have to pay for that. Therefore, those would be above and beyond what is covered in this service contract.

Mr. Wolf elaborated that those items would be in the nature of unforeseen things that would be difficult to build into a regular service contract under an umbrella of cost.

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XIII. NEW BUSINESS (Continued)

C) Approval of Service & Support Agreement (Continued)

(ACTION ITEM)

Mr. Kerr confirmed they are only going to cover replacement of the new items that they have installed under this latest contract. There are many things attached to that and other things that they did for us regarding wiring and hardware that would not be covered. If there was some old equipment that was ours and there is a fair amount of it, it would not be covered under this service contract.

Mr. Kerr stated another item would be there are sixteen cameras that were there when they came in here. They are not covered. They were not new or installed under this contract.

Mr. Blasco asked if they would charge extra for this.

Mr. Kerr responded they would have to come in and replace those old cameras that would be an additional cost.

Motion by Barrick, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Roush, Piper, Gutshall, Barrick, and Wolf. Motion carried unanimously. 7-0

(ACTION ITEM)

D) Approval of Wolf Consulting Engineers (WCE) for Engineering Services

At the last meeting of the Building & Property Committee, Mr. Gilliam discussed a proposal by WCE to provide engineering services over the next year. WCE will provide consulting services and work several smaller projects over the next year. The first under this agreement will be the reconfiguration of the OF entrance way for enhanced security. A copy of the contract is included with the agenda and the contract has been reviewed by the district solicitor.

The administration recommends that the Board of School Directors approve the engineering consulting services from Wolf Consulting Engineers to be provided through December 31, 2013 at hourly rates specific to the tasks required as detailed in the proposed contract.

Motion by Barrick, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Roush, Piper, Gutshall, Barrick, and Wolf. Motion carried unanimously. 7-0

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XIII. NEW BUSINESS (Continued)

E) Updated Policies

(ACTION ITEM)

The administration has submitted the updated policies listed and the copies are included with the agenda.

- 000 Board Policy Administrative Regulations**
- 001 Name and Clarification**
- 002 Authority and Powers**
- 003 Functions**
- 004 Membership**
- 004.1 Student Representation to the Board**
- 005 Organization**
- 006 Meetings**
- 007 Policy Manual Access**
- 009 School Board Chart**
- 011 Board Governance Standard Code of Conduct**

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

Motion by Blasco, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Roush, Piper, Gutshall, Barrick, and Wolf. Motion carried unanimously. 7-0

F) Case A of 2012-2013

(ACTION ITEM)

The parents of the student in Case A of the 2012-2013 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 A of the 2012-2013 school year for the remainder of the year. The student's status will be reviewed by administration June of 2013 to determine a possible return for the 2013-2014 school year. The student will be placed in an Alternative Placement for the remainder of the 2012-2013 school year. During the period of exclusion, the student is not permitted on school property at any time for any reason.

Motion by Blasco, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Roush, Piper, Gutshall, Barrick, and Wolf. Motion carried unanimously. 7-0

G) Case B of 2012-2013

(ACTION ITEM)

The parents of the student in Case B of the 2012-2013 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 B of the 2012-2013 school year for a period of forty-five (45) days, reduced to thirty (30) school days, predicated upon completion of the Student Assistance Team process. During the period of exclusion, the student is not permitted on school property at any time for any reason.

Motion by Blasco, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Roush, Piper, Gutshall, Barrick, and Wolf. Motion carried unanimously. 7-0

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XIII. NEW BUSINESS (Continued)

H) Case C of 2012-2013

(ACTION ITEM)

The parents of the student in Case C of the 2012-2013 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 C of the 2012-2013 school year for a period of forty-five (45) days, reduced to thirty (30) school days, predicated upon completion of the Student Assistance Team process. During the period of exclusion, the student is not permitted on school property at any time for any reason.

Motion by Blasco, seconded by Roush to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, McCrea, Roush, Piper, Gutshall, Barrick, and Wolf. Motion carried unanimously. 7-0

(INFORMATION ITEM)

I) 2013-2014 Capital Area Intermediate Unit General Operating Budget

A summary of the Capital Area Intermediate Unit General Operating Budget for 2013-2014 is included in the agenda. The budget reflects no change for the 2013-2014 school year. The Capital Area Intermediate Unit General Operating Budget will be an action item on the next Board Agenda.

Mr. Fry noted that this is the general fund budget at the CAIU. This is essentially one of many budgets at the CAIU. It is the one that we vote on. If you have any questions or concerns, please give me a call or send me an email.

Mr. Barrick asked if we were voting on that budget tonight.

Mr. Fry replied not tonight.

J) UV Light Install and (3) HW Heater Replacement

(INFORMATION ITEM)

The District needs to replace 3 hot water heaters and install a UV light in the HS pool. Each item would exceed the bid limit; rather than 3 or 4 separate bids the District entered into a consulting agreement with Barton Associates to prepare a single bid specification containing all four items. A memo from Barton is included in the Board packet. Barton will present at the March 4th Building & Property Meeting to obtain approval to release the bid specification.

Mr. Fry reiterated that this was discussed at the last Building and Property and we will have more specific information at the March 4th Building and Property. It will be an action item at the March 4th meeting. This has been discussed by the Board for upwards of two years.

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XIII. NEW BUSINESS (Continued)

K) Updated Year-to-Date Summaries of the General Fund

(INFORMATION ITEM)

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

Mr. Kerr informed the Board the District is tracking as far as revenues go we're up a little bit on expenditures year to date but that is to be expected. We will have a finance committee meeting before the March 18th Board meeting at 6:00 pm. We will go over in depth the proposed budget along with the inclusion of the funding of the instructional technology program that we talked about tonight. When we look at what the state has been proposing, there is a small increase of about \$150,000 that the governor has proposed. It includes ABG funding that was not in the budget previous. Those will be additions to the budget process.

XIII. FUTURE BOARD AGENDA ITEM

There were no future Board agenda items.

XIV. COMMITTEE REPORTS

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

Mr. McCrea informed the Board that at the meeting they did divide into groups. We worked up a series of questions on the five focus areas which will serve as the basis for interviews that will take place in March with Focus Groups in all of the buildings. There will be an interviewer and a scribe along with upwards of ten students in each focus group. The results will then be brought back to the Committee for further action.

B. Athletic Committee – Mr. Swanson

No meeting was conducted, and no report was offered.

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

Mr. Wolf informed the Board that Cumberland Perry Vo-Tech is running a pilot 9th grade program with the Cumberland Valley School District.

D. Buildings and Property Committee – Mr. Barrick

Mr. Barrick asked if there was an update on the excitement at Newville – fire alarm. Student bumped the cover of the fire alarm. Staff member tried to reset it and inadvertently set off the alarm. We had a response team there very quickly – human error.

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XIV. COMMITTEE REPORTS (Continued)

E. Finance Committee – Mr. Blasco

No meeting was conducted, and no report was offered.

F. South Central Trust – Mr. Blasco

No meeting was conducted, and no report was offered.

G. Capital Area Intermediate Unit – Mr. Wolf

Mr. Wolf said there was a retreat attended by some of the CAIU Board Members and focused on the IU mission on what they should be doing, what they are doing, and what they might be doing in the future. Discussion on how they might better communicate both the mission and the services that they offer. One of the things that they talked about was a virtual tour instead of physically having to go around to all their buildings.

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

No meeting was conducted, and no report was offered.

XVI. SUPERINTENDENT'S REPORT

- A. Ethic Forms – in your packets you received sample ethic forms, you didn't get the blank forms. We will be sending them out tomorrow. You have a sample of what you did last year. We would like them back by April 19th to Ms. Gibb.
- B. Passport for Learning – I believe that Board members have read the newspapers and watched on television in regards to some of the Governor's initiatives for this budget. I just want to provide some of the numbers that will affect Big Spring. In regards to Passport for Learning, which is the proposed privatization of the state liquor stores as I said earlier it will take place in the year 2014-15. Over the course of four years that total amount of money to Big Spring would be 1.534 million. First year would be \$360,000. Obviously the administration is trying to build bridges inviting Administrators, Board Members, and Superintendents to help market these programs. We will have to just wait to see what happens.

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XVI. SUPERINTENDENT'S REPORT (Continued)

- C. Pension Reform – I just want to discuss briefly the pension reform. I am not going to get into the individual nature of the reform but I will talk briefly on how it will affect our District, from a board and budget perspective. Essentially our rate of increase coming up this year is 4.5 percent. The proposed pension relief will affect that rate and reduce it to 2.25 percent. The reduction of roughly \$194,000 that is all predicated on this legislation passing prior to July 1.

Mr. Wolf asked what the odds of that happening are.

Mr. Fry felt the chances were slim. Remember the folks that have to pass it, it affects their very pension. Obviously the multiplier for legislators would go from 3 to 2.5. Public School would go from 2.5 to 2. Part of this process is pretty unique. Also the groups that would review the litigations in this regard would also be affected. Judges get the same pensions. Part of this process talks about a new plan for all new employees called a 401 A and the rate the District would pay for those new employees is 4 percent.

XVII. BUSINESS FROM THE FLOOR

There was no business from the floor.

XVIII. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

XIX. ADJOURNMENT

Motion by Blasco, seconded by Roush to adjourn the meeting. Roll call vote: Voting Yes: Blasco, McCrea, Roush, Piper, Gutshall, Barrick, and Wolf. Motion carried unanimously. 7 - 0.

The meeting was adjourned at 8:40 P.M.

Robert Lee Barrick, Secretary

NEXT SCHEDULED BOARD MEETING: Monday, March 4, 2013