

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, MARCH 18, 2019**

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

The Board of School Directors for the Big Spring School District met in the Big Spring High School Large Group Room, Room 140, at 8:00 P.M. with Eight (8) Board of School Directors present: William Swanson, President; Todd Deihl, Vice President; William Piper, Secretary; David Gutshall, Treasurer; Kingsley Blasco, Richard Roush, Robert Over and John Wardle

Absent – Bob Kanc

Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr. Assistant Superintendent, Richard Kerr, Jr., Business Manager, Rick Gilliam Director of Buildings, Grounds, & Transportation; Robert Krepps, Director of Technology; Cathy Seras, Board Minutes

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

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

### **III. Approval of the March 4, 2019 Regular Board Meeting Minutes, the March 4, 2019 Committee of the Whole Meeting Minutes and the March 4, 2019 Building and Property Meeting Minutes.**

Motion by Blasco, seconded by Roush for the approval of the March 4, 2019 Regular Board Meeting Minutes, the March 4, 2019 Committee of the Whole Meeting Minutes and the March 4, 2019 Building and Property Meeting Minutes.

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

### **IV. Student/Staff Recognition and Board Reports – No Report Available**

## V. Financial Reports – Payment of Bills

General Fund	\$	2,334,791.69
Capital Project Reserve Fund	\$	0.00
Mount Rock Projects-2018 Fund	\$	0.00
Newville Projects Fund	\$	31,256.60
Cafeteria Fund	\$	0.00
Student Activities	\$	<u>6,066.57</u>
<b>Total</b>	<b>\$</b>	<b>2,372,114.86</b>

Motion to approve the payment of bills as presented.

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

Roll call vote: Voting yes: Swanson, Piper, Over, Guthall, Deihl, Roush, Over and Wardle

Motion carried unanimously. 8 - 0

## VI. Treasurer's Fund Report

General Fund	\$	20,735,696.16
Capital Project Reserve Fund	\$	7,197,542.45
Cafeteria Fund	\$	432,581.80
Student Activities	\$	270,765.43
Newville Projects Fund	\$	2,006,949.21
Mount Rock Projects-2018 Fund	\$	<u>6,559,209.42</u>
<b>Total</b>	<b>\$</b>	<b>37,202,744.47</b>

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

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

## VII. YTD General Fund Report and YTD Taxes

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

Motion to accept Year-To-Date General Fund and Tax Reports, as submitted. Motion by Blasco, seconded Roush by to accept Year-to-Date General Fund and Tax Reports as outlined above Roll call vote: Voting Yes: Swanson, Piper, Over, Deihl, Wardle, Gutshall, Roush and Blasco. Motion carried unanimously. 8– 0

## **VIII. Reading of Correspondence**

### **IX. Recognition of Visitors**

Andrew Koman, Heather Keller, Lucy Jansema, Bill Beck and Mike Reifsnnyder

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

Ms. Lucy Jansema 31 West Main Street, Newville, PA, distributed a letter she had written to the Board of School Directors. Ms. Jansema's letter communicated the concern regarding the removal of parking on West Street to W. Main Street to Cove Ave., which is six parking spaces. Ms. Jansema stated in her letter she understood the reason for the removal of parking was due to school buses turning on the streets listed and will reduce the likelihood of accidents during school zone hours. Mr. Over talked about the narrow streets in the Borough of Newville. Mr. Kerr spoke about the no parking zone and Dr. Fry talked about the safety issues.

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

### **XI. Structured Public Comment Period**

### **XII. Old Business**

### **XIII. New Business**

### **XV. Personnel Items - Action Items**

#### **a. Resignation - Mrs. Rita Brechbiel**

Mrs. Rita Brechbiel submitted a letter of resignation for the position of fifth grade teacher at Oak Flat Elementary School for the purpose of retirement, effective July 1, 2019.

The administration recommends the Board of School Directors approve Mrs. Brechbiel's resignation for the purpose of retirement, effective July 1, 2019.

#### **b. Resignation - Mrs. Julie Tigyer**

Mrs. Julie Tigyer has submitted her resignation letter for the position of Nurse's Aide at Oak Flat Elementary School for the purpose of retirement, effective August 9, 2019.

The administration recommends the Board of School Director approve Mrs. Tigyer's resignation for the purpose of retirement, effective August 9, 2019.

#### **c. Resignation - Mr. Joshua Putt**

Mr. Joshua Putt has submitted his resignation letter for the position of HVAC Technician, effective March 26, 2019.

The administration recommends the Board of School Directors approve Mr. Putt's resignation, effective March 26, 2019.

#### **d. Resignation - Mr. Merle Marpoe**

Mr. Merle Marpoe submitted his letter of resignation for the position of Middle School evening custodian for the purpose of retirement, effective June 14, 2019.

The administration recommend the Board of School Directors approve Mr. Marpoe's resignation for the purpose of retirement, effective June 14, 2019.

**Personnel Items - Action Items . . . continued**

**e. Resignation - Assistant Girls Soccer Coach**

Mr. Michael Ginter has submitted his resignation letter for the position of Assistant Girls Soccer Coach, effective immediately.

The administration recommends the Board of School Directors approve Mr. Ginter's resignation as Assistant Girls Soccer Coach, effective immediately.

**f. Resignation - Assistant Boys Soccer Coach**

Mr. Shane Miller submitted his resignation for the position of Assistant Boys Soccer Coach, effective immediately.

The administration recommends the Board of School Directors approve Mr. Miller's resignation as Assistant Boys Soccer Coach, effective immediately.

**g. Resignation - Dance Team Coach**

Ms. Olivia Dechene has submitted her resignation letter for the position of Dance Team Coach, effective May, 2019.

The administration recommends the Board of School Directors approve Ms. Dechene's resignation as Dance Team Coach, effective May, 2019.

**h. Leave Without Pay - Mrs. Stacey Shively**

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. Mrs. Stacey Shively is requesting three and a half-day leave without pay for June 4-7, 2019.

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

**i. Coaching Recommendations**

Mr. Joseph Sinkovich, Assistant Principal/Director of Athletics and Student Activities, would like to recommend the coach's listed below.

**Ryan Long - Volunteer Boys Soccer Coach**  
**Larry Barrick - Volunteer Boys Baseball Coach**

The administration recommends the Board of School Directors approve the above listed coach's, as presented.

**j. Recommended Approval for an Additional Van Driver**

The administration recommends the Board of School Directors approve the additional van driver listed, pending all required paperwork.

**Jodi McCauslin**

**Personnel Items - Action Items . . . continued**

**k. Recommended Approval for a Long-Term Substitute**

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

**Alisha Smith**, Long-Term Substitute High School Spanish Teacher, to begin approximately April 5, 2019 through the end of the 2018-2019 school year replacing, Mrs. Laura LaRose who will be on child-rearing leave of absence.

**l. Recommended Approval for an ESS Aide**

The administration requests permission to move forward with the recommendation of the Education Staffing Solution K-12 (ESS) aide listed which is the District's aide contractor.

**Haley Culbertson - Part-Time/Full-Time Life Skills Aide at Oak Flat Elementary School, replacing Ms. Roberta Detrich.**

**m. Recommended Approval for a Professional Transfer**

The administration will transfer the professional staff whose name is listed below for the 2019-2020 school year. The transfer is in accordance with Board Policy 309, Assignment and Transfer.

**Mr. David Roberts from Middle School Seventh Grade Math Teacher to Middle School STEM Teacher**  
The administration recommends the Board of School Directors approve the above transfer, as presented.

**n. Recommendation for Elementary Music Teacher - Ms. Susan Travis**

**Education:**

Messiah College - Bachelor of Science in Music Education (K-12)

**Experience:**

High Point Elementary and Point Pleasant Elementary School - Elementary Band and Music Teacher  
Big Spring High School - Front Ensemble Instructor

The administration recommends the Board of School Directors appoint Ms. Susan Travis as an Elementary Music Teacher replacing Mrs. Sarah Rhan who has resigned. Ms. Travis' compensation for this position should be established at a Bachelor's Degree, step 1, \$51,169.00, for the remainder of the 2018-2019 school year, prorated based on the current contract between the Big Spring Education Association and the Big Spring School District. Ms. Travis will begin in her position as an Elementary Music Teacher, April 22, 2019.

**Personnel Items - Action Items . . . continued**

**o. Recommendation for High School Special Education Autism Teacher - Ms. Genelle Walden**

**Education:**

University of South Florida - Bachelor of Science Degree in Special Learning Disabilities and Intellectual Disabilities

**Experience:**

Lincoln Intermediate Unit 12 - Autism Support Teacher  
Chambersburg Area Senior High School - Autistic Support Teacher

The administration recommends the Board of School Directors appoint Ms. Genelle Walden as a High School Special Education Autism Teacher. Ms. Walden's compensation for this position should be established at a Bachelor's Degree, step 13, \$63,238.00 for the 2019-2020 school year, plus a \$400.00 special education stipend, based on the future contract between the Big Spring Education Association and the Big Spring School District.

**p. Recommendation for a Secondary Learning Support Teacher - Ms. Christie Katora**

**Education:**

Shippensburg University - Master's in Special Education  
Shippensburg University - Bachelor of Science in Secondary English Education

**Experience:**

Big Spring School District - Long-Term Substitute Learning Support Teacher  
Carlisle Area School District - Long-Term Substitute Learning Support Teacher

The administration recommends the Board of School Directors appoint Ms. Christie Katora as a High School Learning Support Teacher replacing Ms. Valerie Sauter who has resigned. Ms. Katora's compensation for this position should be established at a Master's Degree, step 1, \$56,139.00, for the remainder of the 2018-2019 school year, 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.

**q. Recommendation for Middle School Family Consumer Science - Ms. Rebecca Whigham**

**Education:**

Kenyon College - Bachelor of Science in Sociology  
Wilson College - Bachelor of Science in English (7-12)

**Experience:**

Big Spring School District - Substitute and Student Teaching English

The administration recommends the Board of School Directors appoint Ms. Rebecca Whigham as a Middle School Family Consumer Science Teacher replacing Mrs. Karen Showaker who has resigned. Ms. Whigham's compensation for this position should be established at a Bachelor's Degree, step 1, \$52,313.00 for the 2019-2020 school year, based on the future contract between the Big Spring Education Association and the Big Spring School District.

**Personnel Items - Action Items . . . continued**

**r. Recommendation for a Fifth Grade Teacher at Oak Flat Elementary School - Lindsey Dix**

**Education:**

Shippensburg University - Bachelors (Early Childhood Education PK-4)

**Experience:**

Big Spring School District - Fifth Grade Teacher at Oak Flat Ele.

Biglerville Elementary School - Student Teacher Grade Three

St. Paul Children's Center - Student Teacher Pre-K

Grace B. Luhrs University Elementary School - Student Teacher Grade One

James Burd Elementary School - Student Teacher Grade 2

Step By Step School for Early Learning, State College - Teacher

The administration recommends the Board of School Directors appoint Ms. Lindsey Dix as a Grade Five Teacher at Oak Flat Elementary School replacing Mrs. Rita Brechbiel who has resigned. Ms. Dix's compensation for this position should be established at a Bachelor's Degree, step 2, \$52,713.00 for the 2019-2020 school year, based on the future contract between the Big Spring Education Association and the Big Spring School District.

**VOTE ON XIII., NEW BUSINESS A – R PERSONNEL CONCERNS**

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

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

**a. Credit Pay**

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.

**Sherisa Nailor \$750.00**

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 and the Big Spring School District.

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

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

Motion carried unanimously. 8- 0

**b. Approval of the CAOLA Adviser Services Agreement**

The proposed 2019-2020 CAOLA Adviser Services Agreement has been reviewed by Mrs. Robyn Euker, Director of Curriculum and Instruction and Dr. Richard W. Fry, Superintendent of Schools. The agreement is included with the agenda.

The administration recommends the Board of School Directors approve CAOLA Adviser Services Agreement, as presented.

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

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

Motion carried unanimously. 8- 0

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

**c. Approval to Attend State Conference and Competition**

Mr. Sam Barnouski and Mr. Anthony Casella are requesting permission for the Big Spring Technology Student Association (TSA) to attend a state conference and competition at Seven Springs Resort in Champion, Pennsylvania from April 10-13, 2019. Information is included with the agenda.

The administration recommends that the Board of School Directors approve the Big Spring Technology Student Association to attend a state conference and competition at Seven Springs Resort in Champion, Pennsylvania from April 10-13, 2019.

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

**d. Recommended Approval of the 2019-2020 River Rock Agreements**

Dr. Richard W. Fry, Superintendent of Schools has reviewed the proposed 2019-2020 River Rock Agreements which are included with the agenda.

The administration would like to recommend the Board of School Directors approve the 2019-2020 River Rock Agreements, as presented.

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

**e. Approve Prime Contracts for 2019 Projects**

At the mid-February meeting the Board accepted the bids and alternates for the 2019 projects. Since then CRA prepared contracts for the Board to approve and sign as shown below:

<u>Project / Prime</u>	<u>Amount</u>	<u>Link to Contract</u>
OF Gen Construction	\$436,700	<a href="#">eciConstruction</a>
OF Electrical	\$79,325	<a href="#">Oyler Elect.</a>
MR Gen Construction	\$1,097,500	<a href="#">eciConstruction</a>
MR Electrical	\$747,700	<a href="#">Lobar, Inc</a>
MS Gen Construction	\$1,777,000	<a href="#">East Coast Contracting</a>
MS Electrical	\$773,200	<a href="#">Lobar, Inc</a>
HS Gen Construction	\$177,700	<a href="#">East Coast Contracting</a>
HS Electrical	\$32,267	<a href="#">Oyler Elect.</a>
HVAC - combined	\$123,000	<a href="#">Stouffer</a>
Plumbing - combined	<u>\$211,800</u>	<a href="#">Stouffer</a>
<b>Total</b>	<b>\$5,456,192</b>	

The administration recommends the Board of School Directors approve the prime contracts included with the agenda and authorize the Business Manager or Superintendent to sign those documents required to execute the contracts.

Motion by Roush, seconded by Deihl, as outlined and recommended above. Voting Yes: Swanson, Piper, Gutshall, Roush, Deihl, Blasco and Wardle. Voting No: Over. Motion carried. 7- 1

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

**f. Approve Capital Project Reserve Fund Payment**

The administration received the following application for payment:

<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Bal To Pay</u>
Michael Baker Intl	Professional Svc - PennDOT Grant	\$3,006.00	\$33,567.00

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

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

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

Motion carried unanimously. 8- 0

**g. Approve Newville Project Fund Payments**

The administration received the following applications for payment:

<u>Proj</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>	<u>Remaining</u>
Ph2	W.Pennsboro Twnshp	Permit Fees - OF, HS, MR, MS	\$23,602.20	\$0.00
NV 2018	Honeywell	HVAC Prof Svc	\$2,877.01	\$178.18
NV 2018	Rodney Smith	Plumbing Prof Svc - closeout	\$7,990.00	\$0.00
NV 2018	Frey Lutz	HVAC Prof. Svc. Pay #9 closeout	\$7,520.00	\$0.00
MS 2018	CRA	Prof Svc - Inv 3106-14 Proj Admin	\$2,002.19	-
NV 2018	CRA	Prof Svc - Inv 2941-29 reimbursement	\$54.76	-
Ph 2 Reno	CRA	Prof Svc Inv 3196-7	\$83,851.39	-

The administration recommends the Board of School Directors approve the payment of \$23,602.20 to West Pennsboro Township; \$2,877.01 to Honeywell International; \$7,990 to Rodney B. Smith Plumbing; \$7,520.00 to Frey Lutz, Corporation and \$85,908.34 to Crabtree Rohrbaugh & Associates.

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

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

Motion carried unanimously. 8-0

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

**h. Approve Correction to 2019/20 Meal Prices**

Due to an error in transcribing, the Yellow Breeches pricing was incorrectly listed on the last agenda; the actual price for 2019-20 are shown in pink.

<u>Meal Pricing</u>	<u>2018-19</u>	<u>2019-20</u>
YB/Headstart Lunch	<del>\$3.00</del>	<del>\$3.05</del>
	<b>\$3.05</b>	<b>\$3.10</b>
YB/Headstart Breakfast	<del>\$1.75</del>	<del>\$1.80</del>
	<b>\$1.80</b>	<b>\$1.85</b>

The administration recommends the Board of School Directors approve the corrected meal prices for 2019-20.

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

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

Motion carried unanimously. 8- 0

**i. Approval of the Cumberland Perry Area Vocational Technical School Joint Operating Committee - Resolution 2019-1**

The Cumberland Perry Area Vocational Technical School (CPAVTS) has determined that it would be in the best interest of the school, students and member school districts to change the name of the School to "Cumberland Perry Area Career and Technical Center". The resolution is included with the agenda to move forward with approval of the CPAVTS to the name of Cumberland Perry Area Career and Technical Center.

The administration recommends the Board of School Directors approve the name change, as presented.

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

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

Motion carried unanimously. 8-0

## **XV. New Business - Information Item**

### **a. Proposed Adoption of New Middle School Courses and Curriculum**

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

#### **Art**

**Intro to Visual Art and Design - Grade 6**

**Visual Art 2D - Grades 7 & 8**

**Visual Art 3D - Grades 7 & 8**

#### **Music**

**Grade 6 Music**

**Guitars, Ukuleles, and Musicals - Grades 7 & 8**

**Pianos and Music Composition - Grades 7 & 8**

#### **Tech Ed/Ag**

**Introduction to Agriculture and Technology - Grade 6**

**Technology Education - Grades 7 & 8**

**Agriculture Education - Grades 7 & 8**

#### **Library/Media**

**Bulldog News 1 - Grades 7 & 8**

**Bulldog News 2 - Grades 7 & 8**

#### **Reading**

**Readers Workshop - Grade 6**

**Words Change Worlds - Grades 7 & 8**

### **b. Proposed Updated Job Description – Dean of Students/Assistant Athletic Director**

The administration has updated the job description listed and a copy of the job description has been included with the agenda. After the job description has been reviewed by the Board of School Directors and the administration, the administration will present the updated job description for board approval at the April 1, 2019 Board meeting.

**Dean of Students/Assistant Athletic Director**

### **c. Proposed CAIU 2019-2020 General Operating Budget**

A summary of the Capital Area Intermediate Unit General Operating Budget for the 2019-2020 school year is included in the agenda for your review. The Capital Area Intermediate Unit General Operating Budget will be an action item on the April 1, 2019 Board Agenda.

**XVI. New Business - Information Item**

**XVII. Future Board Agenda Items**

**XVIII. Board Reports**

- a. District Improvement Committee - Mr. Kanc, Mr. Over**
  - No report offered.
  
- b. Athletic Committee - Mr. Swanson, Mr. Gutshall, Mr. Deihl**
  - No report offered.
  
- c. Vocational-Technical School - Mr. Piper and Mr. Kanc**
  - No report offered.
  
- d. Building and Property Committee - Mr. Piper, Mr. Swanson, Mr. Roush, Mr. Over**
  - No report offered.
  
- e. Finance Committee - Mr. Blasco, Mr. Piper, Mr. Swanson, Mr. Gutshall**
  - Meeting held this evening, March 18, 2019.
  
- f. South Central Trust - Mr. Blasco**
  - No report offered.
  
- g. Capital Area Intermediate Unit - Mr. Swanson**
  - No report offered
  
- h. Tax Collection Committee - Mr. Swanson**
  - No report offered.
  
- i. Future Board Agenda Items**
  - No items offered.
  
- j. Superintendent's Report**
  - Dr. Fry communicated the Finance Meeting Minutes will be approved by the Board of School Directors at the April 1<sup>st</sup> Board meeting. The Finance Meeting presentation will be posted on the District website for public view.
  - Dr. Fry talked about personnel vacancies being filled for the 2019-2020 school year.
  - Dr. Fry requested that all Board members review the material from the Finance Meeting.
  - Dr. Fry shared the challenging past two weeks for the school community. Dr. Fry communicated everyone shined through with amazing support.
  - Dr. Fry communicated there was 60% of the high school student body in attendance at the Mini-Thon.

## **XIX. Meeting Closing**

### **a. Business from the Floor**

- Mr. Over communicated he attended Music in the Schools which was very enjoyable and “can’t wait for the next one”.
- Mr. Deihl shared the Mini-Thon was a good night and an “amazing positive experience”.

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

### **c. Adjournment**

Motion by Blasco, seconded by Deihl, to adjourn the meeting to executive session and the Board will not be returning.

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

Meeting adjourned at **8:42 p.m., March 18, 2019.**

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William L. Piper, Secretary

Next scheduled meeting is: **April 1, 2019.**