

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BOARD MEETING MINUTES

MONDAY, APRIL 7, 2015

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 AND PLEDGE TO THE FLAG

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; William Swanson, Vice President; Robert Lee Barrick, Secretary; Kingsley Blasco; Richard Norris; William Piper; and Richard Roush. David Gutshall, Treasurer, and John McCrea were absent.

Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr., Assistant Superintendent; Richard E. Kerr, Jr., Business Manager; Curtis Garland, The Valley Times-Star; Katelyn Jackson, Student Representative to the Board of School Directors; and Brenda Line, Board Minutes.

II. PLEDGE TO THE FLAG

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

III. APPROVAL OF MINUTES

Approval of the March 16, 2015 Committee of the Whole Meeting Minutes and the March 16, 2015 Regular Board Meeting Minutes.

Motion by Norris, seconded by Roush for approval of the March 16, 2015 Committee of the Whole of the Board Meeting Minutes and the March 16, 2015 Regular Board Meeting Minutes. Roll call vote: Voting Yes: Blasco, Norris, Piper, Roush, Barrick, Swanson, and Wolf. Motion carried unanimously. 7 - 0

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IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS - Katelyn Jackson

Ms. Katelyn Jackson presented the student report.

[The student report is attached.](#)

V. FINANCIAL REPORTS

Payment of Bills – General Fund

Procurement Card	\$ 14,580.34
Checks/ACH/Wires	\$ 3,929,448.43
Capital Projects	\$ 439,926.60
Cafeteria Fund	\$ 115,720.89
Student Activities	<u>\$ 24,652.81</u>
Total	\$ 4,524,329.07

Motion by Blasco, seconded by Norristo approve payment of bills Procurement Care, Checks/ACH/Wires, Capital Projects, Cafeteria Fund, and Student Activities Fund payments of bills as outlined above. Roll call vote: Voting Yes: Blasco, Norris, Piper, Roush, Barrick, Swanson, and Wolf. Motion carried unanimously. 7 - 0

VI. READING OF CORRESPONDENCE

There was no reading of correspondence.

VII. RECOGNITION OF VISITORS

Linda Bowles, Bob Kanc, and April Messenger.

VIII. PUBLIC COMMENT PERIOD

Ms. Linda Bowles, 202 Nealy Road, Newville, Pennsylvania, addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members and community.

President Wolf thanked Ms. Bowles for attending this evening's meeting and for offering a prayer.

IX. STRUCTURED PUBLIC COMMENT PERIOD

No structured public comment was offered.

X. OLD BUSINESS

There was no old business.

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**(NOTE: The Board addressed
XI., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-12,
following Item A-12.)**

XI. NEW BUSINESS

A. PERSONNEL ITEMS - ACTION ITEMS

1. Kerry Harbst - School Psychologist

Education:

Pennsylvania State University - Bachelor's Degree in Psychology
Millersville University – Master's Degree in Psychology/K-12 Certification in
Pennsylvania as School Psychologist

Experience:

West Perry School District - School Psychologist
Gettysburg Area School District - School Psychologist
Cornwall Lebanon School District - Learning Facilitator/School Psychologist
Camp Hill School District - School Psychologist

The administration recommended that the Board of School Directors appoint Mr. Kerry Harbst to serve as District School Psychologist, replacing Mr. Anthony Bavaria, who has resigned. Mr. Harbst compensation for this position should be established at Master's, Plus 15, Step 11 \$61,972.00, plus a \$400.00 special education stipend, based on the current contract between the Big Spring Education Association and the Big Spring School District.

2. Resignation - Jerry Motter

Mr. Jerry Motter has submitted his resignation as Logistics Specialist, retroactive to April 1, 2015.

The administration recommended that the Board of School Directors approve Mr. Motter's resignation as Logistics Specialist, retroactive to April 1, 2015.'

3. Resignation - Kathy Corman

Mrs. Kathy Corman has submitted her resignation as High School Guidance Counselor Secretary for the purpose of retirement, effective June 30, 2015.

The administration recommended that the Board of School Directors approve Mrs. Corman's resignation as High School Guidance Counselor Secretary for the purpose of retirement, effective June 30, 2015.

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XI. NEW BUSINESS (Continued)

A. PERSONNEL ITEMS - ACTION ITEMS (Continued)

4. Resignation - Christine Tolbert

Mrs. Christine Tolbert has submitted her resignation as Middle School Sixth Grade Science Teacher for the purpose of retirement, the conclusion of the 2014-2015 school year.

The administration recommended that the Board of School Directors approve Mrs. Tolbert's resignation as Middle School Sixth Grade Science Teacher for the purpose of retirement at the conclusion of the 2014-2015 school year.

5. Resignation - Marguerite Crouse

Mrs. Marguerite Crouse has submitted her resignation as Middle School Sixth Grade Learning Support Teacher for the purpose of retirement, effective June 30, 2015.

The administration recommended that the Board of School Directors approve Mrs. Crouse's resignation as Middle School Sixth Grade Learning Support Teacher for the purpose of retirement, effective June 30, 2015.

6. Resignation - Jean Wadlinger

Mrs. Jean Wadlinger has submitted her resignation as Middle School Gifted Support Teacher for the purpose of retirement, effective June 30, 2015.

The administration recommended that the Board of School Directors approve Mrs. Wadlinger's resignation as Middle School Gifted Support Teacher for the purpose of retirement, effective June 30, 2015.

7. Resignation - Mary Myers

Mrs. Mary Myers has submitted her resignation as a Elementary Reading Specialist at Oak Flat Elementary School for the purpose of retirement, effective July 29, 2015.

The administration recommended that the Board of School Directors approve Mrs. Myers' resignation as Reading Specialist at Oak Flat Elementary School for the purpose of retirement, effective July 29, 2015.

8. Resignation – Timothy Reese

Mr. Timothy Reese has submitted his resignation as a High School Science Teacher for the purpose of retirement, effective June 9, 2015.

The administration recommended that the Board of School Directors approve Mr. Reese's resignation as High School Science Teacher for the purpose of retirement, effective June 9, 2015.

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XI. NEW BUSINESS (Continued)

A. PERSONNEL ITEMS - ACTION ITEMS (Continued)

9. Coaching Appointments

Mr. Jay Hockenbroch, Athletic Director, recommended the individuals listed as volunteer coaches.

Heath Singer - Volunteer Baseball Coach
Kelly Herman - Volunteer Softball Coach
Ashley Nowak - Volunteer Girls Soccer Coach

The administration recommended that the Board of School Directors approve the appointments of the above listed volunteer coaches as presented.

10. Leave Without Pay - Beth Dimino

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. Beth Dimino requested one day leave without pay for Friday, May 15, 2015.

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

11. Middle School Cafe Personnel Recommendations

Michelle Morgan, Director of Dining Services, recommended the individuals listed as a Middle School Cafe workers.

Leslie Rhoads
Kady Keck

The administration recommended the Board of School Directors approve the above listed individuals as Middle School Cafe workers.

12. Cafeteria Substitute Recommendation

Michelle Morgan, Director of Dining Services, recommended the individual listed to be placed on the substitute cafeteria worker list for all buildings.

Jessica Gibson

The administration recommended the Board of School Directors approve the above listed individual be placed on the substitute cafeteria worker list for all buildings.

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XI. NEW BUSINESS (Continued)

A. PERSONNEL ITEMS - ACTION ITEMS (Continued)

VOTE ON XI., NEW BUSINESS, A., PERSONNEL CONCERNS

Motion by Norris, seconded by Swanson to combine and approve XI., NEW BUSINESS, A., PERSONNEL CONCERNS, Items A-1 through A-12, as outlined and recommended above. Roll call vote: Voting Yes: Blasco, Norris, Piper, Roush, Barrick, Swanson, and Wolf. Motion carried unanimously. 7 - 0

XI. NEW BUSINESS (Continued)

B. Business Items – Other Actions

1. Credit Pay

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

Kevin Roberts	\$2,400.00
Sarah Roller	<u>\$2,520.00</u>
Total	\$4,920.00

The administration recommended that the Board of School Directors authorize reimbursement for graduate credits as outlined above and as provided in the current contract between the Big Spring Education Association, the Act 93 Agreement and the Big Spring School District.

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

2. Approval of Chromebook Purchase

The 2014-15 adopted budget of \$45,485,765 had \$516,920 in expenses over the revenue for the year with that amount coming from fund balance. The District has \$900,000 in designated fund balance for technology expenses. Included with this agenda is a purchase order in the amount of \$142,165 for additional Chromebooks during the 2014/15 budget year with that additional amount also taken from the \$900,000 in designated fund balance.

The administration recommended the Board of School Directors approve the included purchase order and an increase in the 2014-15 adopted budget to a total of \$45,627,921.

Motion by Norris, seconded by Barrick to approve the recommendation as outlined above.

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XI. NEW BUSINESS (Continued)

B. Business Items – Other Actions(Continued)

2. Approval of Chromebook Purchase(Continued)

Superintendent Fry indicated that these devices were slated for purchase during the 2015-2016 school term; however, purchasing now is less expensive and affords the District the opportunity to introduce the devices during parent/student school orientation in August.

Roll call vote on the motion by Norris and second by Barrick to approve the recommendation as outlined above: Voting Yes: Blasco, Norris, Piper, Roush, Barrick, Swanson, and Wolf. Motion carried unanimously. 7-0

3. Approval of Audit Response

Included with the agenda was a letter from PDE requesting a formal corrective action plan in response to the audit of the years ending on June 30, 2011 & 2012. The Performance Audit is also included. The Board must approve the Corrective Action Plan and then the Superintendent will submit to PDE.

The administration recommended the Board of School Directors approve the Audit Corrective Action plan as submitted.

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

4. Accept Mowing Bid

On Friday the administration opened four bids for the additional contracted lawn services summarized on the attachment. Mr. Sheeler is reviewing options for the Rough Cut at this time and is not recommending accepting that bid.

The administration recommended that J&A Lawn Care, Inc., be awarded the high school regular mowing contract for 2015 and 2016 years, per the included bid response, at a cost of \$300 per mowing.

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

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XI. NEW BUSINESS (Continued)

B. Business Items – Other Actions(Continued)

5. Accept Paving Bid

In February the Board released the bids for Phase II of the Paving Project (Oak Flat). On March 26th, 2015, the District received bids; only Valley Quarries bid on the project (included). The Solicitor reviewed the bid and approved with the comment that it is legal to accept when only one bid is received as long as it is properly advertised (and the Board desires to accept it). The original CPE estimate was ~ \$346,500 for 2-inch overlay. The Board could accept a 1.5-inch overlay at a reduced cost of \$317,132.

The administration recommended that the Board of School Directors accept the paving bid with 1.5-inch overlay from Valley Quarries, Inc., in the amount of \$317,132 to be paid from the capital project fund.

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

6. Approval of Contract with Source4Teachers

The administration has been investigating since October of 2014 a possible service to provide substitute teacher services. We collaborated with Franklin County Schools this winter and then in February began working collectively with Cumberland County schools to try and work together for a common service. Source4Teachers has provided the best comprehensive package to fulfill our needs. The solicitor has reviewed their proposed contract and made the appropriate adjustments.

The administration recommended the Board of School Directors approve the Source4Teachers contract for the 2015-2016 school year.

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

In response to questions from Board members, Superintendent Fry and Mr. Kerr confirmed the following:

- a. The wording in the contract which states "3 percent increase or cost of living increase, whichever is higher" is correct. The administration supports this increase.
- b. The administration is attempting to provide substitute teacher services in the best interests of the District.
- c. The substitute teacher pay averages to \$12.50 per hour.

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XI. NEW BUSINESS (Continued)

B. Business Items – Other Actions(Continued)

6. Approval of Contract with Source4Teachers (Continued)

- d. This contract will not "put substitute teachers on the street." Source4Teachers handles all of the paperwork and provides unemployment payment during the summer months. Historically, the District has not provided unemployment payment for substitute teachers.
- e. Source4Teachers has a substitute teacher daily staffing rate better than Big Spring has been able to achieve to date.
- f. Professional licensing is still the responsibility of the substitute teachers. The District is not required to provide Act 48 opportunities for substitute teachers; however, substitute teachers are invited to participate in Act 48 programs.
- g. Source4Teachers trains the substitutes.
- h. The contract with Source4Teachers may be extended or discontinued by either party up to three years (July 1, 2015, through June 30, 2018). The contract may be terminated by either party with 60 days' notice. This is similar to the existing food service contract.

Roll call vote on the motion by Norris and second by Swanson to approve the recommendation as outlined above: Voting Yes: Blasco, Norris, Piper, Roush, Barrick, Swanson, and Wolf. Motion carried unanimously. 7 - 0

7. Approval of the Cumberland Golf Club, Inc. Tax Settlement

The administration recommended approval for settlement of the tax assessment appeal litigation (Case Number 14-6149) for Tax Parcel 46-09-0523-013, 2395 Ritner Highway, West Pennsboro Township and Dickinson Township, Cumberland County, Pennsylvania, owned by the Cumberland Golf Club, Inc., for a total fair market value for tax year 2015 in the amount of \$1,582,591.49. The common level ratio of 1.011 (101.1%) will be applied to the fair market value to arrive at an assessed value of \$1,600,000.

The administration recommended that the Board of School Directors approve the motion of settlement of the tax assessment appeal litigation (Case Number 14-6149) for Tax Parcel 46-09-0523-013, 2395 Ritner Highway, West Pennsboro Township and Dickinson Township, Cumberland County, Pennsylvania, owned by the Cumberland Golf Club, Inc., for a total fair market value for tax year 2015 in the amount of \$1,582,591.49. The common level ratio of 1.011 (101.1%) will be applied to the fair market value to arrive at an assessed value of \$1,600,000. The District administration and solicitor are authorized to take all steps necessary to effectuate this settlement and to resolve this pending tax assessment appeal case.

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

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XI. NEW BUSINESS (Continued)

B. Business Items – Other Actions(Continued)

7. Approval of the Cumberland Golf Club, Inc. Tax Settlement (Continued)

In response to a question from Director Piper, Mr. Fry indicated that the \$1.6 million assessed value is the portion of the subject property located in the Big Spring School District and includes 136 acres and the clubhouse.

Roll call vote on the motion by Norris and second by Swanson to approve the recommendation as outlined above: Voting Yes: Blasco, Norris, Piper, Roush, Barrick, Swanson, and Wolf. Motion carried unanimously. 7--0

8. Facilities Utilization Request

Mr. Scott Anderson requested permission to use the high school soccer field from 1:00 P.M. until 4:00 P.M. on April 19, May 3, May 17, and June 7, 2015 for Big Spring youth soccer games. Because the utilization dates are on a Sunday, Board action is necessary.

The administration recommended that the Board of School Directors approve Mr. Anderson's request to use the high school soccer field from 1:00 P.M. until 4:00 P.M. on April 19, May 3, May 17 and June 7, 2015, for Big Spring youth soccer games, as presented.

Motion by Norris, seconded by Blasco to approve the recommendation as outlined above. Roll call vote: Voting Yes: Blasco, Norris, Piper, Roush, Swanson, and Wolf. Motion carried by a majority vote. Voting No: Barrick. Total Yes votes: Six (6). Total No votes: One (1).

9. Approve WCE Contract for Engineering Services

This replaces the recently expired contract the District had with WCE. WCE performs as needed engineering services to supplement the Maintenance department and manages medium size construction projects for the District. Unless otherwise quoted, these services would be paid from the general fund.

The administration recommended the Board of School Directors approve the engineering services contract with Wolf Consulting Engineers, LLC, through December 2017 at the rates shown.

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

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XI. NEW BUSINESS (Continued)

B. Business Items – Other Actions(Continued)

10. Approval to Attend State Conference and Competition

Mr. Sam Barnouski and Mr. Dwain Messersmith requested 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 16-17, 2015. Information was included with the agenda.

The administration recommended 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 16-17, 2015.

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

C. New Business - Information Item

1. Adoption of Proposed Planned Courses

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

Geometry II Keystone Project Based Assessment SAT Prep

In response to a question from Director Blasco, Mr. Fry indicated that a Keystone project-based assessment is required when a student does not achieve the proficiency level after taking the class twice. The project-based assessment consists of a minimum of 30 hours of work, and a case manager is assigned to the student for each project. This is a State mandate under Chapter 4. The three courses that graduates in the class of 2017 and beyond must achieve proficiency are biology, Algebra I, and literature.

During the project-based assessment, the student has a pathway to work online to demonstrate proficiency related to the standards. For example a student doing a project-based assessment in literature must work through a pathway online, reading passages and answering questions, offering writing samples, and attempting to demonstrate proficiency in line with the standards.

In response to a question from Director Blasco, Mr. Fry indicated that the proposed SAT prep class is not related to the project-based assessments or standards proficiency. This course would offer SAT test-taking tips for students who are interested in pursuing higher education.

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XI. NEW BUSINESS (Continued)

C. New Business - Information Item (Continued)

2. Future Board Agenda Items

There were no future Board agenda items.

XII. Board Reports

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

No meeting was conducted, and no report was offered.

B. Athletic Committee - Mr. Swanson

No meeting was conducted, and no report was offered.

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

No meeting was conducted, and no report was offered.

D. Buildings and Property Committee - Mr. Barrick

Please refer to this evening's Buildings and Property Committee meeting minutes. Mr. Barrick noted that there are a lot of buildings and property projects going on, and he encouraged Board members to "try to keep up."

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

No meeting was conducted, and no report was offered.

The next meeting of the Finance Committee is on April 9th at 7:00 p.m. in the District Office Conference Room. A list of the other budget events was included below.

F. South Central Trust

Click [here](#) to view the introduction to the New Healthcare Plan created by First Niagara.

Mr. Kerr encouraged Board members to watch the online video that summarizes the new healthcare plan.

In response to a question from Director Barrick, Mr. Kerr indicated that there have been no problems associated with the acquisition of Banyan by First Niagara. Mr. Fry added that the transition has been seamless.

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XII. Board Reports (Continued)

G. Capital Area Intermediate Unit

No meeting was conducted, and no report was offered.

H. Tax Collection Committee

No meeting was conducted, and no report was offered.

President Wolf noted that there was a good influx from earned income tax this month.

I. Superintendent's Report

1. Student Enrollment

Superintendent Fry encouraged Board members to review the enrollment snapshot in the Board packet. Mr. Fry noted the following:

- a. Student enrollment has decreased by five students since last month and decreased by nine students since the beginning of the school year. This fluctuation is the result of both move-outs and drop-outs.
- b. The State's enrollment projection for Big Spring this year is 2,582 students; however, there are 35 more students enrolled than the State projected.
- c. State enrollment projections show a drop to 2,521 students for the 2018-2019 school term; however, enrollment projections at the elementary level are increasing steadily each year. This year the kindergarten class of 226 students is the largest kindergarten class in the District in 15 years; however, the State projected enrollment to be 207 students for this class. Nine kindergarten teachers each have 25 students.
- d. Mr. Fry indicated that this large kindergarten class could be an enrollment blip; however, plans are underway to reallocate staff positions from the secondary level to the elementary level in the next three years as teachers retire.
- e. Mr. Fry noted that he believes student enrollment could reach 2,700 by 2018-2019; however, there are no hard numbers to support that belief. As the District's infrastructure expands, student enrollment will increase.

2. Personnel

Superintendent Fry indicated that no new positions and no new staff members are being considered in the near future. Positions of retired staff members are slated to be reallocated to the elementary school level based on need. Mr. Fry added that the District's number of students at the poverty level has doubled over the last six years. The services the District provides at the elementary level are critical. With the reallocation of staff, Mr. Fry believes no staffing cuts would be necessary over the next few years even in light of declining enrollment at the secondary level.

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XII. Board Reports (Continued)

I. Superintendent's Report (Continued)

3. Meet and Discuss

Superintendent Fry indicated that the meet and discuss issues would be addressed at the Finance Committee meeting on Thursday, April 9, 2015. An executive session of the Board sometime in the future will be devoted to address meet and discuss issues.

4. Best Community for Music

Superintendent Fry indicated that Big Spring School District has been recognized by the National Association of Music Merchants as a "best community for music" among 388 school districts recognized for this distinction across the nation. Of the fifty-two schools in Pennsylvania that were recognized, three of those schools are located in Cumberland County. Mr. Fry commended Big Spring's students, parents, and staff who support a well-rounded music program.

Mr. Fry thanked Mr. Curtis Garland for bringing this fact to the attention of the public in the Valley Times-Star recently.

XIII. MEETING CLOSING

A. BUSINESS FROM THE FLOOR

There was no business from the floor.

B. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS

There was no public comment regarding future Board agenda items.

C. ADJOURNMENT

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

The meeting was adjourned at 8:32 P.M.

Robert Lee Barrick, Secretary

Next scheduled meeting is: **April 20, 2015**