

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BOARD MEETING MINUTES**

**MONDAY, MAY 5, 2014**

*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; William Swanson, Vice-President; Robert Lee Barrick, Secretary; William Piper, Richard Roush, Kingsley Blasco, and David Gutshall.

\*Others in attendance: Jeanne Temple, Assistant Superintendent; Richard Kerr, Business Manager; and Carol Kuntz, Board Minutes. Curtis Garland, The Valley Times-Star;

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

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

### **III. APPROVAL OF THE APRIL 22, 2014 REGULAR BOARD MEETING MINUTES, AND THE APRIL 22, 2014 COMMITTEE OF THE WHOLE MEETING MINUTES.**

Motion by Blasco, seconded by Roush for approval of the April 22, 2014 Committee of the Whole of the Board Meeting Minutes; and the April 22, 2014 Regular Board Meeting Minutes as outlined above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Roush, and Blasco. Motion carried unanimously. 7 – 0

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**IV. STUDENT/STAFF RECOGNITION AND BOARD REPORTS**

Daulton Hershey and Samuel Tigyer presented the student report.

[Student report is attached.](#)

**V. PAYMENT OF BILLS 2013-2014**

|                    |           |                   |
|--------------------|-----------|-------------------|
| Procurement Card   | \$        | 33,125.71         |
| Checks/ACH/Wires   | \$        | 438,610.31        |
| Capital Projects   | \$        | 12,071.00         |
| Cafeteria Fund     | \$        | 83,910.75         |
| Student Activities | \$        | <u>25,246.69</u>  |
| <b>Total</b>       | <b>\$</b> | <b>509,053.71</b> |

Motion by Gutshall, seconded by Blasco for approval of General Fund, Capital Projects, Cafeteria Fund, and Student Activity/Miscellaneous Fund payments of bills for 2013-2014 as outlined above. Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Barrick, Piper, Roush, and Blasco. Motion carried unanimously. 7 – 0

**VI. READING OF CORRESPONDENCE**

Correspondence has been received from Chartwells regarding scholarship money and correspondence also received from Big Brothers Big Sisters regarding District contribution of \$2,940.00 to support the 2014 Bowl for Kids' Sake. The correspondence listed above is included with the agenda.

**VII. RECOGNITION OF VISITORS**

April Messenger, Susan Shuey, Jeff Bennett, Terri Bennett, Ashley Rodger Diehl, Sharon Diehl, Lori Shover, Kristi Witmer, Bill Beck, and Curtis Garland.

**VIII. PUBLIC COMMENT PERIOD**

Rev. William Beck, 108 Lawrence Lane, Newville, PA addressed the members of the Board of School Directors and offered a prayer of encouragement for the Board members and community.

Sharon Diehl, 13 Fox Hollow Lane, Carlisle, PA. We would like to address the Board concerning the new middle school schedule. We respectfully request a delay in the implementation of this schedule until concerns and questions can be answered. The new WIN time is a new concept and is rather confusing. We would like more information regarding this. The new schedule is

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being changed from a 6 day cycle to a 5 day cycle. In the end, we just want the best educational experience for our student body. We only request that our concerns be heard before this is implemented.

Lori Shover, PO 300 Plainfield, PA. I come to express concerns regarding the proposed Middle School schedule changes for next school year. Chorus and Band rehearsals are now minimized to once a cycle when we were used to holding two rehearsals a cycle. I sincerely care about our students, musical and non-musical, and too many things in this schedule I feel are hurting our students as a whole child.

Kristy Witmer, 111 Oakville Road, Shippensburg, PA . I was surprised to read in the Valley Times Star that there would be changes to the Middle School schedule next year. Parents should have been informed of these changes. My son expressed concern that Band and Chorus would be reduced in the amount of practice time. I feel that the Board needs to take a look at these proposed scheduled changes.

Joshua Tittle, 3463 Ritner Highway Newville, PA. I am a member of our music program since my fourth grade year. Being part of these musical programs have affected me a lot. These programs helped me to be the person that I am today. Research shows that people do better with music than people without. I cherish my years in the music program. More rehearsal time is important to students.

### IX. STRUCTURED PUBLIC COMMENT PERIOD

### X. OLD BUSINESS

### XI. NEW BUSINESS

#### A) PERSONNEL CONCERNS

#### (ACTION ITEM)

##### 1) Leave without Pay – Barbara Dellinger

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. Ms. Barbara Dellinger is requesting one day leave without pay, retroactive to April 22, 2014.

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

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**XI. NEW BUSINESS (. . .continued)**

**(ACTION ITEM)**

**2) 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 is requesting one day leave without pay for May 9, 2014.

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

**(ACTION ITEM)**

**3) Leave without Pay – Courtney Rickabaugh**

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. Courtney Rickabaugh is requesting 2 days leave without pay, retroactive to April 29, 2014 and April 30, 2014.

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

**(ACTION ITEM)**

**4) Severance – Nancy Hosler**

Mrs. Nancy Hosler, Nine Month Secretary at Newville Elementary School, submitted her letter of resignation for the purpose of retirement effective at the end of the 2013-2014 school year, and the Board of School Directors accepted Mrs. Hosler's resignation at their April 7, 2014 meeting. Mrs. Hosler's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Hosler is entitled to a severance allowance in the amount of \$4,732.00, under option #1.

Option #1: 26 years of service X \$182.00 = \$4,732.00

Option #2: 17.5 unused sick leave days X \$52.00 = \$910.00

The administration recommends that the Board of School Directors accept Mrs. Hosler's severance allowance of \$4,732.00 as presented.

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**XI. NEW BUSINESS (. . . .continued)**

**(ACTION ITEM)**

**5) Severance – Mary Jo Gibson**

Mrs. Mary Jo Gibson, Nine Month Secretary at Oak Flat Elementary School, submitted her letter of resignation for the purpose of retirement effective at the end of the 2013-2014 school year, and the Board of School Directors accepted Mrs. Gibson's resignation at their April 7, 2014 meeting. Mrs. Gibson's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Gibson is entitled to a severance allowance in the amount of \$9,334.00, under option #2.

Option #1: 21 years of service X \$182.00 = \$3,822.00

Option #2: 179.5 unused sick leave days X \$52.00 = \$9,334.00

The administration recommends that the Board of School Directors accept Mrs. Gibson's severance allowance of \$9,334.00 as presented.

**(ACTION ITEM)**

**6) Severance – Debbie Bressler**

Mrs. Debbie Bressler, Elementary Librarian, submitted her letter of resignation for the purpose of retirement effective at the end of the 2013-2014 school year, and the Board of School Directors accepted Mrs. Bressler's resignation at their April 7, 2014 meeting. Mrs. Bressler's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Bressler is entitled to a severance allowance in the amount of \$8,050.00, under option #1.

Option #1: 35 years of service X \$230.00 = \$8,050.00

Option #2: 109 unused sick leave days X \$72.00 = \$7,848.00

The administration recommends that the Board of School Directors accept Mrs. Bressler's severance allowance of \$8,050.00 as presented.

**(ACTION ITEM)**

**7) Severance – Susan Martin**

Mrs. Susan Martin, Sixth Grade Math Teacher, submitted her letter of resignation for the purpose of retirement effective at the end of the 2013-2014 school year, and the Board of School Directors accepted Mrs. Martin's resignation at their April 7, 2014 meeting. Mrs. Martin's severance allowance has been calculated and submitted to the Board for approval at this time.

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**XI. NEW BUSINESS (. . . .continued)**

As per the following calculations, Mrs. Martin is entitled to a severance allowance in the amount of \$8,064.00, under option #2.

Option #1: 21 years of service X \$230.00 = \$4,830.00

Option #2: 112 unused sick leave days X \$72.00 = \$8,064.00

The administration recommends that the Board of School Directors accept Mrs. Martin's severance allowance of \$8,064.00 as presented.

**(ACTION ITEM)**

**8) Severance – Gloria Horst**

Mrs. Gloria Horst, First Grade Teacher at Oak Flat Elementary Teacher, submitted her letter of resignation for the purpose of retirement effective at the end of the 2013-2014 school year, and the Board of School Directors accepted Mrs. Horst's resignation at their April 7, 2014 meeting. Mrs. Horst's severance allowance has been calculated and submitted to the Board for approval at this time.

As per the following calculations, Mrs. Horst is entitled to a severance allowance in the amount of \$8,740.00, under option #1.

Option #1: 38 years of service X \$230.00 = \$8,740.00

Option #2: 97 unused sick leave days X \$72.00 = \$6,984.00

The administration recommends that the Board of School Directors accept Mrs. Horst's severance allowance of \$8,740.00 as presented.

**(ACTION ITEM)**

**9) Retirement – Nancy Bennett**

Mrs. Nancy Bennett has submitted her letter of resignation for the purpose of retirement as a full-time Middle School Aide, effective the end of the 2013-2014 school year.

The administration recommends that the Board of School Directors approve Mrs. Bennet's resignation for the purpose of retirement, effective the end of the 2013-2014 school year.

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**XI. NEW BUSINESS (. . . .continued)**

**(ACTION ITEM)**

**10) Evening Custodian Recommendation**

Mr. Rick Gilliam, Director of Building and Grounds/Transportation, is recommending the individual listed as a part-time evening custodian at the Middle School.

**Karen Brown**

The administration recommends that the Board of School Directors approve Mrs. Brown as a part-time evening custodian as presented.

**(ACTION ITEM)**

**11) Extended School Year (ESY) Professional Staff Appointments**

Mr. William Gillet, Supervisor of Special Education would like to recommend the professional staff listed to assist with the 2013-2014 ESY Summer Program.

**Ashley Gleeson - Teacher**

**Amanda Craig - Speech Clinician**

**Karen Hamilton - Vocational Aide**

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

**(ACTION ITEM)**

**12) Coaching Appointments**

Mr. Jay Hockenbroch, Athletic Director would like to recommend the individuals listed as coaches for the 2014-2015 school year.

**Johnathan Hocker - Middle School Girls Basketball Coach**

**Ryan Kelley - Middle School Girls Basketball Coach**

**Nelson Myers, Jr. - Volunteer Baseball Coach**

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

**VOTE ON XII., NEW BUSINESS, A-1 – A-12, PERSONNEL CONCERNS**

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

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**XI. NEW BUSINESS (. . . .continued)**

**(ACTION ITEM)**

**B) 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.

|                      |                   |
|----------------------|-------------------|
| <b>Michael Berry</b> | <b>\$1,260.00</b> |
| <b>Judy Breneman</b> | <b>\$1,311.00</b> |
| <b>Total</b>         | <b>\$2,571.00</b> |

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

**(ACTION ITEM)**

**C) Permission to Attend Girls Basketball Team Camp**

Ms. Randy Jones, Varsity Girls Basketball Coach, is requesting Board approval for the girl's basketball team and coaches to attend team camp at Messiah College from July 13, 2014 through July 17, 2014. All expenses are paid for by the respective teams and/or individual student athletes.

The administration recommends that the Board of School Directors approve Ms. Jones' request for the girls basketball team and coaches to attend the summer team camp as presented.

Motion by Blasco, seconded by Swanson to approve the recommended as amended above.  
Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Piper, Roush, and Blasco. Voting No: Barrick. Motion carried. 6 – 1

**(ACTION ITEM)**

**D) Proposed Updated Job Descriptions**

The Administration has made some revisions to the job descriptions listed. Copies of the job descriptions have been included with the agenda.

**Administrative Assistant to the Athletic/Student Activities Director  
Reading Specialist  
School Resource Officer**

The administration recommends that the Board of School Directors approve the job descriptions listed above as presented.

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**XI. NEW BUSINESS (. . . .continued)**

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

**(ACTION ITEM)**

**E) Big Spring School District/Capital Area Intermediate Unit Special Education Contract for 2014-2015**

The proposed 2014-2015 Special Education Service Contract between the Big Spring School District and the Capital Area Intermediate Unit has been reviewed by Mr. William Gillet, Supervisor of Special Education, and the Superintendent.

The administration recommends that the Board of School Directors approve the 2014-2015 Special Education Contract with the Capital Area Intermediate Unit. The final contract charges will be determined based on actual 2014-2015 Big Spring CAIU enrollments and CAIU services.

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

**(ACTION ITEM)**

**F) Approval of Summer Hires**

The Director of Building & Grounds prepared the included list of personnel to assist the summer cleaning and technology refresh teams.

The administration recommends the Board of School Directors approve the list of 2014 summer work crew as presented.

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

**(ACTION ITEM)**

**G) Approval of Three Year Contract with Capital Blue Cross**

Over the past year we have discussed with the Association, the Finance Committee and Banyan Consulting the idea of consolidating to one carrier to gain better control over Rx Services and reduce administration fees with a larger number of contracts with the chosen carrier. This Spring Banyan began the process of seeking proposals from Capital and Highmark for a consolidation move. Capital provided the best proposal and would allow us to keep the HMO and PPO choice. Last week, the Association voted to accept the consolidation to Capital Blue Cross with the understanding that all services remain the same pending a new CBA Agreement. Note this is for

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### XI. NEW BUSINESS (. . . .continued)

plan administration only as the District is self-funded. Included is an FAQ document explaining the conversion process.

The administration recommends the Board of School Directors approve consolidating medical and prescription plan administration with Capital Blue Cross for a 3-year period beginning July 1, 2014.

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

#### **(ACTION ITEM)**

#### H) **Approve 2014/15 Premium Share Rates**

The current premium share rates for Administration and Classified Staff are set at 15% premium share contribution by the employee with a reduction to 13% if they complete the wellness program. Based on the ongoing negotiations with BSEA, the administration recommends the current rates of 15% and 13% be used for 2014/15 school year for Administration and Classified Staff. A copy of the rates with premium share is included with the agenda.

The administration recommends the Board of School Directors approve modifying the Act 93 Document and the Classified Compensation plan to retain the same 15% premium share for the 2014/15 plan year.

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

#### **(ACTION ITEM)**

#### I) **Proposed New York City Trip**

The High School Administration is requesting permission for Big Spring High School Spanish students to travel to New York City, tentatively scheduled for October 8, 2014 through October 10, 2014.

Information is included with the agenda

The administration recommends that the Board of School Directors grant the High School Administration approval for the Big Spring High School Spanish students to travel to New York City as presented.

Motion by Swanson, seconded by Blasco to approve the recommended as outlined above.  
Roll call vote: Voting Yes: Wolf, Gutshall, Swanson, Piper, Roush, and Blasco. Voting No: Barrick. Motion carried. 6 - 1

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**XI. NEW BUSINESS (. . . .continued)**

**(ACTION ITEM)**

**J) Approve 2014/15 Cafeteria Meal Prices**

After a review of the Chartwell's proposal with the finance committee, the following are the recommended meals prices for the 2014/2015 school year and are included with the agenda; this is a five cent increase from the 2013-2014 school year. The target price for a reimbursable lunch under the HHFKA is currently \$2.95, although federal guidelines are changing and no date for compliance has been established.

The administration recommends the Board of School Directors approve the breakfast and lunch prices for the 2014-2015 school year as presented.

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

**(ACTION ITEM)**

**K) Approval of Mains Roof Bid**

Included with the agenda are a Roofing Material and Services Proposal from Garland/DBS, Inc. for the HS Roof replacement. This is scheduled for early September and will not interfere with either school or pool operations; this will use a cold-applied adhesive to minimize odor. This project is being done through the US Communities Cooperative Purchasing Agreement.

The administration recommends the Board of School Directors approve the bid from David H. Mains Associates, Inc. for \$524,657 to replace the HS Pool roof. Funding will come from the Capital Project fund.

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

**(INFORMATION ITEM)**

**L) Tenure Status – Sarah Hammaker**

The following professional employee has completed the required years of service as temporary professional employee and has earned tenure based on their satisfactory performance.

**Sarah Hammaker**

Additional information regarding the professional employee has been prepared by Mrs. Linda Slusser, Mt Rock Elementary School Principal.

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**XI. NEW BUSINESS (. . . .continued)**

**(INFORMATION ITEM)**

**M) Proposed Planned Course Adoption**

Listed below is a completed planned course and materials to support the course for board approval. All completed planned courses and materials are available in the Curriculum Center for review by the Board of School Directors prior to the May 19, 2014, Board of School Directors meeting.

**Planned Course -- Elementary - Writing  
Materials -- WriteSteps - Writing and Grammar Program**

**(INFORMATION ITEM)**

**N) Updated Policy**

The administration has submitted the updated policy listed for Board review.

**223 Tobacco Use Policy**

The updated policy will be an action item on May 19, 2014, Board Agenda.

**(INFORMATION ITEM)**

**O) Agricultural Advisory Committee Meeting Agenda**

Mr. Richard W. Fry, Superintendent of School has submitted the Agricultural Advisory Committee Meeting Agenda to the Board as an information item.

**(ADDENDUM ITEM)**

**P) Approval of Healthcare MOU with BSEA**

With the Association's vote to consolidate healthcare, a MOU is required to change the terms of the existing contract. The current Agreement mentions specific PPO plan provided by Highmark and an HMO plan by Capital. This MOU authorizes consolidation of PPO, HMO and Rx through Capital. A copy of the MOU is included with the agenda.

The administration recommends the Board of School Directors approve the MOU with the Association that consolidates healthcare under Capital Blue Cross.

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

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**XII. FUTURE BOARD AGENDA ITEM**

There were no future Board agenda items.

**XIII. COMMITTEE 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**

They have completed the interview process and hope to announce the new candidate in the near future.

**D. Buildings and Property Committee – Mr. Barrick**

I make a motion to approve the Big Spring School District joining the Lincoln IU Joint Purchasing Board and to contract with Hess/Direct Energy for electrical energy for the remainder of 2014 and for 2015.

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

**E. Finance Committee – Mr. Blasco, Mr. Piper, Mr. Swanson and Mr. Gutshall**

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**

No meeting was conducted and no report was offered.

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

No meeting was conducted and no report was offered.

**XIV. SUPERINTENDENT’S REPORT**

No report was offered due to the absence of the Superintendent.

**XV. BUSINESS FROM THE FLOOR**

There was no business from the floor.

**XVI. PUBLIC COMMENT REGARDING FUTURE BOARD AGENDA ITEMS**

There was no public comment regarding future Board agenda items.

**XVII. ADJOURNMENT**

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

The meeting was adjourned at 8:42 PM.

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Robert Lee Barrick, Secretary

**NEXT SCHEDULED BOARD MEETING: Monday, May 19, 2014**