Warwick School District

Lititz, PA 17543

June 21, 2022

A meeting of the Warwick Board of School Directors of the Warwick School District convened in the Board Room on Tuesday, June 21, 2022 at 7:00 p.m. The meeting was made available virtually as well.

Mr. Todd Rucci, Vice-President, called the meeting to order at approximately 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

The Board Secretary called the roll of the Board: C. Edward Browne, Matthew Knouse, James B. Koelsch, Scott Landis, Lisa Miller, Leslie Penkunas, Nelson L. Peters, Todd L. Rucci, and Emily K. Zimmerman were present.

Others attending the meeting in person: Dr. April Hershey, Superintendent; Dr. Melanie Calender; Nathan Wertsch, Treasurer; Janice Boyer, Board Secretary; Noelle Brossman; Dr. Lindsey Stock; Kevin Martzall; Carolyn Enigk; Melissa Achuff; Pete Sheppard; Beth Hartranft; and Matt Jerchau.

The following individuals were in attendance at the meeting and utilized the sign in sheets provided:

Jess MusserAmy MartinKimberly RegennasVeronica MyerChristina BrackenElla LingoReggie WeaverBethany Tomassetti

20 concurrent users were present and able to observe this meeting via YouTube. No names are available through YouTube.

RECOGNITION OF CITIZENS

Board Policy 903 addresses public participation at meetings and can be found using this <u>LINK</u>.

The following individuals contacted the school board secretary and indicated their desire to address the board with comments regarding motions on the Agenda. Individual addresses were verified by the school board secretary prior to the meeting.

NONE

APPROVAL OF AGENDA

A motion was made by Mr. Peters, Mrs. Penkunas seconded, the motion to approve the agenda as presented. Motion passed 9-0.

APPROVAL OF MINUTES (Regular meeting of May 17, 2022)

Mr. Peters moved, Mrs. Penkunas seconded, the motion to approve the minutes of the Regular meeting of May 17, 2022.

Motion passed 9-0.

TREASURERS REPORT

Mr. Wertsch presented the Treasurer's Report. A copy of the report is attached to these minutes. The Treasurer's Report was accepted 9-0 by the Board.

PAYMENT OF BILLS

The following bills were presented for payment by Mr. Wertsch. A copy of the bills with wire transfer information is attached to these minutes.

 General Fund
 \$1,537,441.31

 Wire Transfers
 \$1,717,988.60

 Capital Reserve Fund
 \$303,947.96

 Cafeteria Fund
 \$180,497.62

 Middle School Fund
 \$1,055.00

 High School Fund
 \$34,763.15

Mr. Peters moved, Mrs. Miller seconded, the motion to approve payment of the bills as presented.

On roll call vote:

Ayes: Mr. Browne, Mr. Knouse, Mr. Koelsch, Mr. Landis, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None Nays: None Absent: None

COMMUNICATIONS

Dr. Hershey indicated that no additional communications were received. All communications to the Board were received through the established email accounts, and have been seen by all members of the Board.

REPORT OF THE SUPERINTENDENT

1. PERSONNEL

A. Resignations

It was recommended that the Board approve the resignation of the following individuals:

Finance & Legal Committee

Russel Dicks as a community representative of this committee, effective June 30, 2022.

Student Activities Committee

Marisa Tocci as a community representative of this committee, effective June 30, 2022.

Instructional

Lee Ann Reardon as an Autistic Support Teacher at Kissel Hill Elementary School, effective June 8, 2022.

Christopher Schaffer as a Grade 6 Teacher at Kissel Hill Elementary School, effective June 7, 2022.

Liesl Reber as an Intervention Specialist at Lititz Elementary School, effective June 10, 2022.

Non-Instructional

Samantha Buckwalter as a Student Support Assistant at Warwick High School, effective June 7, 2022.

Sarah McDevitt as a Behavior Support Assistant at Kissel Hill Elementary School, effective June 7, 2022.

Stephanie Courchesne as a Student Support Assistant at Lititz Elementary School, effective August 26, 2022.

Extra-Duty/Extra Curricular

Nathan Gajecki as Head Boys Volleyball Coach at Warwick High School, effective June 10, 2022.

Mark Hough as Head Girls Softball Coach at Warwick High School, effective June 1, 2022.

Georgia Lobb as Freshman Class Advisor at Warwick High School, effective June 30, 2022.

Christopher Schaffer as Head Boys Lacrosse Coach at Warwick High School, effective June 14, 2022.

Jeffrey Landis as JH Assistant Boys Basketball Coach at Warwick Middle School, effective May 4, 2022.

Mrs. Penkunas moved, Mr. Peters seconded, the motion to approve the resignation of the individuals named above.

On voice vote:

Ayes: Mr. Browne, Mr. Knouse, Mr. Koelsch, Mr. Landis, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None Nays: None Absent: None

B. Elections

It was recommended that the Board approve the election of the following individuals subject to all preemployment requirements and clearance checks:

Instructional

Spencer Nissly as a Language Arts Teacher at Warwick High School, at the annual salary of \$62,445.00, effective on the first day of the 2022/2023 school year. Mr. Nissly is replacing Gary Skinner who retired (listed as resigned on the agenda).

Non-Instructional

Thomas W. Shumaker as the Coordinator of Safety & Security and School Security Officer for Warwick School District, 10-month/215 days/year, at the annual salary of \$80,000.00, effective August 19, 2022, pending receipt of the appropriate paperwork. Mr. Shumaker is replacing John Schofield who retired.

Corey N. Martin as a Building Services employee at Warwick High School, 8.0 hours/day (3rd shift), at the hourly rate of \$13.70, effective June 22, 2022, pending receipt of the appropriate paperwork. Mr. Martin is replacing Julia Hoak who received a change of status.

Classroom Monitors

It was recommended that the Board approve the election of the individuals listed below as Classroom Monitors, effective June 22, 2022, until a resignation is submitted or active status is changed by the district:

Lynn Miller Ainsley Zima

<u>Independent Volunteers</u>

It was recommended that the Board approve the election of the individuals listed below as independent volunteers, effective June 22, 2022, until a resignation is submitted or active status is changed by the district:

Kimberly Byne Scott Frase Jeremiah Kleylein

Volunteer Coaches

It was recommended that the Board approve the election of the individuals listed below as volunteer coaches, effective for the 2022/2023 school year, until a resignation is submitted or active status is changed by the district:

Ashlea Becker	Leah Graybill	Brian Messler	Anthony Smoker
Janae Bollinger	Ben Hershey	Ryan Mosher	Matthew Snavely
Kelly Bollinger	Carly Kessler	Scott Myers	Samantha Snyder
Joseph Brenner	Shayne Klopp	Mark Phillips	Ryan Stewart
Amelia Brown	Matt Knouse	Lauren Pyle	Tyler Stief
Ashley Buitrago	Jeff Landis	Matt Reber	Bryanna Urban

Steve Carvell Michael Urban Steve Lee Todd Rucci Kvle Weaver Chris Christensen, Sr. Tim Leister Ted Savicky Lindsay Gabers Marissa Lewis Aaron Schwartz Liz Wenger **Emily Williamson** Joe Gates Tony Lutz Michael Sham Pete Gomez Christina Madara

Mrs. Penkunas moved, Mr. Peters seconded, the motion to approve the election of the individuals named above.

On voice vote:

Ayes: Mr. Browne, Mr. Koelsch, Mr. Landis, Mrs. Miller, Mrs. Penkunas, Mr. Peters, and Mrs. Zimmerman

Abstain: Mr. Knouse and Mr. Rucci

Nays: None Absent: None

2. CHANGE OF STATUS REQUESTS

It was recommended that the Board approve the change of status requests for the following individuals:

Administrative

Melissa Achuff from Assistant Principal at Warwick High School, to Principal at Warwick Middle School, at the annual salary of \$104,000.00, effective July 1, 2022. Ms. Achuff is replacing Dr. Steven Szobocsan who received a change of status.

Non-Instructional

Jessica Warner from a Food & Nutrition Services Manager at Warwick High School, 8.0 hours/day, to a Secretary, 5.5 hours/day, at Warwick High School, at the hourly rate of \$16.00, effective July 7, 2022. Ms. Warner is replacing Patricia Kohlasch who retired.

Kathryn Brandt from a Student Support Assistant at Lititz Elementary School, 5.5 hours/day, to a Student Support Assistant at John Beck Elementary School, 5.5 hours/day, effective on the first day of the 2022/2023 school year. Ms. Brandt is replacing Stacy McSparran who resigned.

Mr. Peters moved, Mrs. Miller seconded, the motion to approve the change of status requests, as presented.

On voice vote:

Ayes: Mr. Browne, Mr. Knouse, Mr. Koelsch, Mr. Landis, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None Nays: None Absent: None

3. LEAVE OF ABSENCE REQUESTS

It was recommended that the Board approve the following leave of absence requests for the following individuals:

Employee No. 13496 is requesting a Family and Medical Leave of Absence (FMLA), beginning August 24, 2022, and continuing through approximately November 1, 2022. The anticipated return-to-work date is November 2, 2022, pending release by a doctor.

Employee No. 13526 is requesting a Family and Medical Leave of Absence (FMLA), beginning approximately September 19, 2022, and continuing through approximately December 9, 2022. The anticipated return-to-work date is December 12, 2022, pending release by a doctor.

Mr. Peters moved, Mrs. Miller seconded, the motion to approve the leave of absence requests, as presented.

On voice vote:

Ayes: Mr. Browne, Mr. Knouse, Mr. Koelsch, Mr. Landis, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None Nays: None Absent: None

4. 2022-2023 FLEXIBLE INSTRUCTIONAL DAYS ONLINE APPLICATION APPROVAL

It was recommended that the Board approve the 2022-2023 Flexible Instructional Days Online Application as presented per <u>ATTACHMENT #1</u>.

Mr. Peters moved, Mrs. Penkunas seconded, the motion to approve the 2022-2023 Flexible Instructional Days Online Application, as presented.

Mr. Landis offered a correction for the application on Page 2 – the date 2019 should be 2020.

This correction will be made to the application.

The motion to approve the 2022-2023 Flexible Instructional Days Online Application, with the correction as recommended, was approved.

On voice vote:

Ayes: Mr. Browne, Mr. Knouse, Mr. Koelsch, Mr. Landis, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None Nays: None Absent: None

5. TEACHER TENURE

The following teachers have met the teacher tenure requirements as set forth by the Pennsylvania School Code and were recommended for tenure, effective June 21, 2022.

High School

Taylor P. Cole English Language Arts Amanda M. Mearig Learning Support

High School/Middle School

Olha P. Drobot English Language Learner

Elementary

Peter G. Andrelczyk
Courtney M. Ansel
Stephan L. Englehart

LE Grade 1
JB Grade 1
KH Music

Kylee A. Pastal KH Reading Specialist

Mr. Peters moved, Mrs. Miller seconded, the motion to approve tenure for the individuals, as presented.

On voice vote:

Ayes: Mr. Browne, Mr. Koelsch, Mr. Landis, Mrs. Miller,

Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: Mr. Knouse

Nays: None Absent: None

6. **BOARD POLICY REVISIONS – FIRST READING**

It was recommended that the Board approve, as a first reading, the policy revisions to the policies listed below, and as presented on <u>ATTACHMENT #2</u>.

Policy No. <u>Title</u>

913 Nonschool Organizations/Groups/Individuals

Mrs. Penkunas moved, Mr. Peters seconded, the motion to approve, as a first reading, the policy revisions to the policy, as presented.

Mrs. Zimmerman offered a correction to Page 3 – Under Nonschool Materials – paragraph 4 reads "If approval is granted by the building principal, the nonschool organization, group or individual shall comply with Board policy and administrative regulations, and the district's time, place and manner restrictions for dissemination of materials." The reference to building principal should be corrected to be superintendent.

The motion to approve, as a first reading, the policy revisions to the above policy, with the correction as recommended, was approved.

On voice vote:

Ayes: Mr. Browne, Mr. Knouse, Mr. Koelsch, Mr. Landis, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None Nays: None Absent: None

7. BOARD POLICY REVISIONS – SECOND READING

It was recommended that the Board approve, as a second reading, the policy revisions to the policies listed below, and as presented on **ATTACHMENT #3**.

Policy No.	<u>Title</u>
218	Student Discipline
220	Student Expression/Dissemination of Materials
227	Controlled Substances/Paraphernalia
237	Electronic Devices
249	Bullying/Cyberbullying
808	Food Services

Mrs. Penkunas moved, Mr. Peters seconded, the motion to approve, as a second reading, the policy revisions to the policies, as presented.

Mr. Landis shared some questions regarding Policy 220. After some discussion, the decision was made to remove Policy 220 from consideration at this meeting. Further review of this policy will take place and be approved at a later date.

The motion to approve, as a second reading, the policy revisions to the above policies, with the omission of Policy 220 as recommended, was approved.

On voice vote:

Ayes: Mr. Browne, Mr. Knouse, Mr. Koelsch, Mr. Landis, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None Nays: None Absent: None

8. SPECIAL EDUCATION CONSORTIUM SERVICES AGREEMENT

It was recommended that the Board approve the Special Education Consortium Services Agreement with the IU13 effective July 1, 2022 through June 30, 2023, as presented on **ATTACHMENT #4**.

Mrs. Penkunas moved, Mr. Koelsch seconded, the motion to approve the Special Education Consortium Services Agreement, as presented.

Mr. Landis shared that a correction was needed on Page 1 of this agreement. In the second line of the last paragraph on page 1, there was a duplicate of the word "other". Dr. Calender will have the IU correct the agreement accordingly.

The motion to approve the Special Education Consortium Services Agreement, with the correction as recommended, was approved.

On roll call vote:

Ayes: Mr. Browne, Mr. Knouse, Mr. Koelsch, Mr. Landis, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None Nays: None Absent: None

9. APPROVAL OF SUMMER ACADEMIES & SUMMER SUPPORT STAFF

It was recommended that the Board approve the individuals and rates, as set forth on <u>ATTACHMENT #5</u>, for staffing the 2022 Summer Academies and summer support for specified areas.

Dr. Hershey noted that two individuals has been inadvertently omitted from this document and should be approved as well. They are:

Summer Nurses

Julianne Callis As scheduled or needed, at current wage Brynn Faix As scheduled or needed, at current wage

Mr. Knouse moved, Mrs. Penkunas seconded, the motion to approve the individuals and rates for staffing the 2022 Summer Academies and summer support for specified areas, with the additions as listed above.

On voice vote:

Ayes: Mr. Browne, Mr. Knouse, Mr. Koelsch, Mr. Landis, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None Nays: None Absent: None

10. APPROVAL OF AGREEMENT WITH VECTOR SOLUTIONS

It was recommended that the Board approve the agreement with Vector Solutions, as set forth on **ATTACHMENT #6**, for K-12 safety and compliance training.

Mr. Peters moved, Mrs. Penkunas seconded, the motion to approve the agreement with Vector Solutions, as presented.

On roll call vote:

Ayes: Mr. Browne, Mr. Knouse, Mr. Koelsch, Mr. Landis, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None Nays: None Absent: None

11. FINAL ADOPTION – 2022-23 WARWICK SCHOOL DISTRICT GENERAL FUND BUDGET

It was recommended that the Board approve the final adoption for the 2022-23 Warwick School District General Fund Budget in the amount of \$79,860,914 as presented on <u>ATTACHMENT #7</u>. The budget does not include any tax increase, which keeps the millage rate set at 16.3711. (Note: The Finance & Legal Committee has reviewed the budget and supports the recommendation.)

Mr. Peters moved, Mrs. Miller seconded, the motion to approve final adoption for the 2022-23 Warwick School District General Fund Budget, as presented.

On roll call vote:

Ayes: Mr. Browne, Mr. Knouse, Mr. Koelsch, Mr. Landis, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None Nays: None Absent: None

12. ANNUAL TAX LEVY RESOLUTION

It is necessary to levy the required taxes to support the 2022-23 budget. It was recommended that the required Annual Tax Levy Resolution enacting the taxes as listed on <u>ATTACHMENT #8</u> be acted upon by the Board.

Mr. Peters moved, Mrs. Penkunas seconded, the motion to approve the required Annual Tax Levy Resolution enacting the taxes, as presented.

On roll call vote:

Ayes: Mr. Browne, Mr. Knouse, Mr. Koelsch, Mr. Landis, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None Nays: None Absent: None

13. HOMESTEAD AND FARMSTEAD EXCLUSION RESOLUTION

It was recommended that the Board approve the 2022-23 Homestead and Farmstead Exclusion Resolution as presented on **ATTACHMENT #9**.

Mr. Peters moved, Mrs. Miller seconded, the motion to approve the 2022-23 Homestead and Farmstead Exclusion Resolution, as presented.

On roll call vote:

Ayes: Mr. Browne, Mr. Knouse, Mr. Koelsch, Mr. Landis, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None Nays: None Absent: None

14. **APPOINTMENT TO ACT 48 COMMITTEE**

It was recommended that the Board approve the appointment of the following individuals to the Act 48 Committee for the 2022/2023 school year:

Kellye McMillion (Parent Representative)

Phil Saleet (Business Representative)

Mr. Peters moved, Mrs. Penkunas seconded, the motion to approve the appointment of the individuals to the Act 48 Committee for the 2022/2023 school year, as presented.

On voice vote:

Ayes: Mr. Browne, Mr. Knouse, Mr. Koelsch, Mr. Landis, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None Nays: None Absent: None

Information from the Superintendent

Dr. Hershey shared the following:

- There are some vacancies on committees. After July 1st, the vacancies will be posted to the website. Interested parties will be asked to provide a letter of interest along with a resume to the Superintendent's office. Interviews will be set up and members of the board who sit on the corresponding committees will take part in those interviews.
- Field House Project Is progressing and on time to date. The new bleachers will not arrive until after Oct. 31st. The football game with Conestoga Valley is looking like the only one we will be able to hold in our stadium (due to lower crowd size). This will allow Homecoming and Senior Night to be held in our facilities. Dr. Hershey, Ryan Landis, Earl Hazel, and others are working to find a solution for the games with Manheim Central and Governor Mifflin which draw a much larger crowd. F & M may be a possibility for one of these games.

COMMITTEE REPORTS

Student Representative

Liam Zee will continue as the Student Representative for the 2022/2023 school year. He will resume his duties in September.

Building and Property Committee

The Building & Property Committee did not meet in June and did not have any recommendations for the Board at this time.

Education Committee

The Education Committee did not meet in June and did not have any recommendations for the Board at this time.

Finance and Legal Committee

The Finance & Legal Committee did not meet in June, but was able to review the 2022-23 Food & Nutrition Services budget electronically. The committee had the following recommendation for Board approval:

1. It was recommended that the Board approve the 2022-23 Food & Nutrition Services budget as presented on <u>ATTACHMENT #10</u>. (Note: The budget reflects the end of free meals through the USDA, and a \$0.25 increase to all meal prices which is the first increase since the 2016-17 school year.)

Mr. Peters moved, Mrs. Miller seconded, the motion to approve the 2022-23 Food & Nutrition Services budget, as presented.

On roll call vote:

Ayes: Mr. Browne, Mr. Knouse, Mr. Koelsch, Mr. Landis, Mrs. Miller, Mrs. Penkunas, Mr. Peters, Mr. Rucci, and Mrs. Zimmerman

Abstain: None Nays: None Absent: None

Student Activities Committee

The Student Activities Committee did not meet in June and did not have any recommendations for the Board at this time.

Executive Session/Personnel Committee

It was announced that there would be a meeting immediately following this Board meeting to discuss various personnel matters.

Labor and Management Committee

It was reported that no meeting was held in June.

Lititz Recreation Center Representative

Mr. Koelsch reported that no meeting was held in June. The next meeting is scheduled for July. Everyone is encouraged to join the Lititz recCenter and/or the Lititz Springs Pool this summer.

Legislative Committee

Mr. Peters shared that the board receives daily updates from PSBA via email. He also noted that the State is nearing the end of budget negotiations, and there is a positive outlook for the budget to be approved by June 30, 2022. Mr. Peters also noted a recent Supreme Court decision (6-3) regarding funding for religious schools. The decision is in favor of these schools receiving federal funding.

IU Representative

Mr. Peters reported that a meeting was held at the end of May and another will be held June 22, 2022. The May meeting provide a budget workshop to review the IU 13 working budget. At the June meeting, work will be done to finalize the budget. Otherwise, the meeting was business as usual.

Lancaster County Career and Technology Center Representative

Mrs. Zimmerman reported that a meeting was held on May 26th. The meeting included an updated on enrollment for the 2022-23 school year. Currently programs are about 90% filled. Welding seems to be a popular program. There is a waiting list for this program. The variety of programs which are offered is amazing. Right now, the CTC is doing construction projects at all of their campuses. But the really cool part is that they are utilizing some of their own students with these projects.

PRIOR BUSINESS

Recent Field House Change Orders - LINK

NEW BUSINESS

Mr. Koelsch would like to see a new discussion item for the board to consider. Rather than an opt out policy, he is suggesting the district look into an opt in policy. This would relate to topics of sexuality and sexual content. Library vs. curriculum

- Mr. Rucci indicated that definitions would be needed.
- Mr. Knouse offered that there should be age appropriateness considered as well.
- Dr. Hershey indicated that discussion can take place at the Committee of the Whole meeting in August.

INFORMATION

None.

COMMENTS OR QUESTIONS FROM BOARD MEMBERS OR CITIZENS

The following individuals contacted the school board secretary and indicated their desire to address the board with comments regarding items not specific to the Agenda. Individual addresses were verified by the school board secretary prior to the meeting.

Mark MuellerMedical MalfeasanceJessica MusserTruth - Comprehensive PlanBethany TomassettiDecency Standard

Mr. Knouse wanted to officially welcome Mr. Landis to the board and thanked him for his questions tonight. He also gave a shout out to the baseball team who won a State Championship last week. Congratulations!

Mr. Landis asked if the Warwick Hall of Fame members (athletic) could be listed on the website. Dr. Hershey said she will have Ryan Landis and Earl Hazel look into it.

Mrs. Miller shared that she attended the art show and was absolutely amazed by the artwork presented. Amazing! While at the art show, she watched as students (grades 5 & 6) came in to the building for their concert. Such wonderful opportunities are available for our students.

Mr. Rucci shared his Warwick pride. As he watched the baseball team conduct themselves during the last few games, and the parents in the stands as well, he was so impressed by all of them. Their conduct on the field, with the fans after the games, the interaction with the younger players who came to watch, everything...impressive!

Mr. Koelsch shared that graduation was a very special experience for him – his first time as a board member. Walking through the picture boards was really fun. Shaking hands with the graduates and handing them their diploma was great. Thank you for that opportunity!

Mr. Rucci thanked everyone who attended, whether in person or virtually, and participated in tonight's meeting.

ADJOURNMENT

There being no further business, Mr. Landis moved to adjourn the meeting. Mr. Peters seconded the motion and the meeting adjourned at 8:11 p.m.

Respectfully submitted,

Janice Boyer, Board Secretary