

Minutes
Committee of the Whole
April 7, 2008

The Penn Manor School Board met as a Committee of the Whole at 4:00 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr. The following members were present: Mr. DeLuca, Dr. Frerichs, Mrs. Friedman, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer and Mrs. Wert arrived at 4:23. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were Mrs. Deb Meckley, Mrs. Mary Wubbolt, Mrs. Carroll, Mr. Edwards and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting of the Board of Directors of the Penn Manor School District will be held on Monday, May 5 at 7:00 p.m. in the Board Room of the Manor Middle School.

Mr. Herr asked if there were any Citizen's Comments. There were none at this time.

Mr. Herr asked the committee whether there were any additions or corrections to the Minutes of the March 10, 2008 Committee of the Whole Meeting. Hearing none, on a motion by Mr. DeLuca, a second by Mr. Rintz and a unanimous voice vote, the Minutes were approved as printed.

Ms. Pollock introduced Penn Manor social worker Mrs. Deb Meckley. Mrs. Meckley distributed a brochure outlining the responsibilities of the school social worker. She provided some historical background for the position, the Penn Manor connection with organizations for the homeless and professional development workshops that she and Mrs. Meley will be offering. Mrs. Meckley explained that a social worker connects families and students with the services that are available in the community. Ms. Pollock introduced Mrs. Mary Wubbolt, the district dental hygienist. Mrs. Wubbolt provided some statistics regarding the dental time missed by students, reviewed dental classroom education for grades K-6 and the number of dental screenings with the Brush, Brush Smile Bus and the Mobile Dentist. Ms. Pollock provided pictures of the April 5 Dental Day and thanked Dr. Gibbon for providing his services, equipment, personnel and supplies for the students. Mr. Stewart commended Mrs. Meckley, Mrs. Meley and Mrs. Wubbolt for their efforts for the families at Penn Manor. Questions were asked by board members.

Mrs. Carroll and Mr. Edwards provided an update on the Middle School Math and Foreign Language Programs. They explained the reasons for the changes in the math curriculum and the reading curriculum. Mrs. Carroll and Mrs. Edwards provided the results of the student surveys for Algebra I, Algebra 2 and full-year Spanish 1. They also explained the assessments that will be used to identify math students for math enrichment courses. A comparison of the previous reading and Spanish curriculum to the changed reading and Spanish curriculum was also provided. Questions were asked by board members.

The Penn Manor School Board adjourned to Executive Session at 4:45 p.m. on a motion by Mrs. Friedman, a second by Mr. DeLuca, and a unanimous voice vote.

The Penn Manor School Board met in Executive Session beginning at 4:45 p.m. for the discussion of the Superintendent's evaluation, real estate, student and legal matters. The Executive Session adjourned at 6:30 p.m.

The Penn Manor School Board met as a Committee of the Whole at 6:40 p.m. in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr. The following members were present: Dr. Frerichs, Mrs. Friedman, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer and Mrs. Wert. Mr. DeLuca was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichliter, Ms. Pollock and Mr. Skrocki. Also in attendance were Dr. Hoepfel, Dr. Mindish, Mrs. Julie Bibiloni, Mrs. Rhoades, Penn Manor High School students, Millersville University students and Mrs. Howard.

Mr. Stewart explained the need for pursuing additional psychological services. He said in a typical year 6-7 early intervention students are evaluated. This year 25-30 early intervention students will need to be evaluated and a psychologist will be on leave this spring. To help facilitate the evaluations, Mr. Stewart recommended approval of the employment of the services of Jean McCollum. The board asked Dr. Hoepfel questions for clarification. Approval for placement of this item on the April board agenda was approved on a motion by Mrs. Wert and seconded by Mr. Rintz. The following vote was taken on this motion: Mr. DeLuca, absent; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

The IU General Operating and Instructional Materials budgets were presented for placement on the agenda. Mr. Stewart explained that these budgets represent 4% of the total IU budget for 2008-2009. Dr. Frerichs stated that this is a bare bones budget. Approval for placement of this item on the April board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Mr. DeLuca, absent; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Dr. Leichliter presented the job description for the Field Manager, Comet Field position. He said that with the increased utilization of Comet Field by Penn Manor sports teams and the community it has become necessary for a person to manage the facility. Questions were asked by board members for clarification. Approval for placement of this item on the April board agenda was approved on a motion by Mr. Rintz and seconded by Dr. Frerichs. The following vote was taken on this motion: Mr. DeLuca, absent; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Five high school students from the "Cookie Liberation Organization" provided a video protesting the removal of the big cookie in the cafeteria. They provided reasons to keep the cookie and alternate cost cutting labor costs. Mr. Stewart commended the students for their presentation.

Mr. Stewart explained the additions to the original Facilities Use Contract Supplement for Turkey Hill Field at Comet Field. He asked for approval of the amended supplement to be placed on the board agenda. Questions were asked by board members for clarification. Approval for placement of this item on the April board agenda was approved on a motion by

Mr. Long and seconded by Mrs. Friedman. The following vote was taken on this motion: Mr. DeLuca, absent; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Skrocki explained the purpose for a special board meeting on April 24, 2008 at 4:00 p.m. He said the intent will be to award bids for Martic Elementary School. Approval for placement of this item on the April board agenda was approved on a motion by Mrs. Wert and seconded by Mrs. Friedman. The following vote was taken on this motion: Mr. DeLuca, absent; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Ms. Pollock announced that from the LSTA Grant the school district librarians earned \$4,500 per library for printed materials to support the science curriculum. Ms. Pollock explained the goals of the LSTA Grant. She also reported that Mrs. Hostetter received \$400 in books to support at-risk students in Twilight School, and the recent kids auction provided \$500 for library books in the Eshleman, Hambright, Letort and Central Manor libraries.

Dr. Leichliter explained the needs assessment for the entire high school program that will be conducted by the International Center for Leadership in Education in April. He said this is a required component of the Project 720 Grant. The cost of the assessment is \$9,300 plus travel expenses. Dr. Leichliter also explained the five-year graduate survey that will be conducted by LifeTrack Services, Inc. for the Class of 2008. The cost for this service is \$5,625. He added that the needs assessment and graduate survey will be paid with the Project 720 grant funds. Approval for placement of these items on the April board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Rintz. The following vote was taken on this motion: Mr. DeLuca, absent; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Skrocki presented a PowerPoint on the Health Care budget. He explained that the district is self-insured. The district assumes partial financial risk for the medical plan, selects level of risk by purchasing stop loss reinsurance and hires an administrator to manage the plan. He provided the advantages and disadvantages of self-funding. He gave a comparison of fully insured versus self-funding. Mr. Skrocki provided information on reinsurance and an analysis of expenses. He said that \$6,100,000 has been budgeted for 2008-2009 which is the same as for 2007-2008. Mr. Skrocki explained the trends affecting the benefits budget. Questions were asked for clarification.

Mr. Stewart presented proposed guidelines for a vendor cart pilot. He said he worked with the Boys' Lacrosse booster group and the vendor to develop the guidelines. After discussion about the guidelines, it was requested that Mr. Stewart add a requirement that a copy of the vendor's liability minimum coverage of \$1,000,000 be provided. It also requested that this item be placed on the agenda for voting. The amended guideline was approved for placement on the April board agenda was approved on a motion by Dr. Frerichs and seconded by Mr. Schlotzhauer. The following vote was taken on this motion: Mr. DeLuca, absent; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mr. Stewart presented guidelines for Sunday athletic activities for placement on the agenda. He said if approved the guidelines would be added to the Penn Manor Coaches' Handbook.

After much discussion the board felt that the guidelines should be a board policy. This item was tabled for Mr. Stewart to send the guidelines to the solicitor for a board policy.

Student representatives Meghan Ecker and Lexy Adams provided the student report. They recapped the high school events in March including the results in the TSA, Newspaper in Education Journalist, Scholastic Art, Science Fair and National History Day competitions. They also provided information on the success of individual students in the regional orchestra festival, state swim competition and bowling championship. They reported on the Battle of the Bands, the musical and the Serteen Blood drive. The students provided upcoming high school and student council events.

Mr. Johnston presented information on the requirements for GASB 45. In his overview he said that actuarial services are required. Conrad Siegel Actuaries has been selected under the PA Trust RFP. He explained the requirements, the timeline, the cost based upon group size and complexity as negotiated by the Pennsylvania Trust. He said the cost for Penn Manor will not exceed \$8,050.

A 2008-2009 budget update was provided by Mr. Johnston. He reviewed sections of the budget information booklet. He explained that the information provided is through April 2, 2008. Mr. Johnston reviewed the changes in the revenues, expenses and salary. He also reviewed current year estimates in revenues and expenses and five year budget projections. He reminded the board of the budget workshops on April 14 and April 16 from 8:00 – 11:00 a.m. Mr. Johnston said he will provide more in-depth details of the budget at that time. Mr. Stewart commended Mr. Johnston for the budget information and presentation.

Ms. Pollock presented a list of textbook requests for 2008-2009 for placement on the May agenda. She invited board members to review the sample copies of the textbooks. Approval for placement of this item on the May board agenda was approved on a motion by Mrs. Friedman and seconded by Mr. Long. The following vote was taken on this motion: Mr. DeLuca, absent; Dr. Frerichs, yes; Mrs. Friedman, yes; Mr. Herr, yes; Mr. Hoke, yes; Mr. Long, yes; Mr. Rintz, yes; Mr. Schlotzhauer, yes; and Mrs. Wert, yes.

Mrs. Friedman reminded board members of the Employee Recognition dinner on April 29.

Dr. Frerichs distributed the IU 13 monthly update.

The Committee of the Whole adjourned at 8:45 p.m. on a motion by Mrs. Wert, a second by Mr. Rintz, and a unanimous voice vote.

C. Willis Herr, President

Paula E. Howard, Secretary

April 7, 2008

The regular meeting of the Board of Directors of the Penn Manor School District was held on the above date in the Board Room at Manor Middle School. The meeting was called to order by Board President, Mr. C. Willis Herr at 8:45 p.m.

The following members were present: Dr. Frerichs, Mrs. Friedman, Mr. Herr, Mr. Hoke, Mr. Long, Mr. Rintz, Mr. Schlotzhauer and Mrs. Wert. Mr. DeLuca was absent. Present from the administrative staff were Mr. Stewart, Mr. Johnston, Dr. Leichter, Ms. Pollock and Mr. Skrocki. Also in attendance were Mrs. Bibiloni, Mrs. Rhoades and Mrs. Howard.

Mr. Herr announced that the next scheduled meeting will be held on Monday, May 5, 2008 following the Committee of the Whole Meeting in the Board Room of the Manor Middle School.

Mr. Herr asked if there were any additions or corrections to the Minutes of the March 10, 2008 School Board Meeting. There were none. It was moved by Mr. Schlotzhauer and seconded by Dr. Frerichs to approve the minutes as printed. This motion was passed by a unanimous voice vote.

Mr. Stewart provided the Superintendent's report. He commended music teacher Sue Hamer for a special music night with a professional guest musician. He congratulated the members of the Marticville Quiz Bowl for their achievement. He reported that John Erisman took 20 students from his class to Washington, DC to tour the Pentagon and other historical sites.

Mr. Johnston reported the Treasurer's Report for the month of March is posted. He reviewed some of the items presented for payment. It was moved by Dr. Frerichs and seconded by Mrs. Wert to approve to authorize payment of bills in the amounts of \$464,579.17 dated 3/5/08, \$266,353.06 dated 3/7/08, \$10,093.72 dated 3/11/08, \$380,684.65 dated 3/12/08, \$108,002.45 dated 3/14/08, \$4,245.38 dated 3/18/08, \$109,178.94 dated 3/20/08, \$644,713.53 dated 3/26/08, \$557,170.59 dated 3/27/08, \$66,211.09 dated 3/28/08, \$389,204.92 dated 3/31/08 for a total of \$3,000,437.50 from the General Fund; \$149,210.56 dated 3/7/08, \$60,048.27 dated 3/20/08 for a total of \$209,258.83 from the Cafeteria Fund; \$443,877.97 dated 3/14/08, \$102,719.00 dated 3/31/08 for a total of \$546,596.97 from the Capital Reserve Fund; \$811,635.55 dated 3/14/08 for a total of \$811,635.55 from the 2005 Construction Fund; \$12,751.41 dated 3/14/08 for a total of \$12,751.41 and payroll in the amounts of \$748,616.76 dated 3/12/08, \$789,794.11 dated 3/26/08 for a total of \$1,538,410.87. The following roll call vote was taken on this motion: Joseph DeLuca, absent; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

The April 7, 2008 School Board Meeting Agenda was reviewed.

Item 2 A – E: Consent Agenda for the April 7, 2008 Committee of the Whole Meeting

- A. IU 13 General Operational Budget – The committee is recommending approval of the Intermediate Unit 13 General Operational Budget for the 2008/2009 school year.

- B. IU 13 Instructional Materials Budget – The committee is recommending approval of the Intermediate Unit 13 Instructional Materials Budget for the 2008/2009 school year.
- C. Field Manager, Comet Field Job Position – The committee is recommending approval of the Field Manager, Comet Field job position (see pages 7-8.)
- D. April 24, 2008 Special School Board Meeting – The committee is recommending the addition of a special Penn Manor School Board voting meeting on Thursday, April 24 at 4:00 p.m. and the advertising of same.
- E. Project 720 High School Needs Assessment – The committee is recommending approval for the International Center for Leadership in Education to conduct a needs assessment at Penn Manor High School on April 23-25, 2008 as a required component of the Project 720 Grant. The cost of the needs assessment is \$9,300 plus travel expenses and will be paid through the Project 720 grant.
- F. Project 720 Graduate Survey – The committee is recommending approval for LifeTrack Services, Inc. to conduct a five-year graduate survey for the Class of 2008. The cost for this service is \$5,625 and will be paid through Project 720 grant funds.
- G. Sunday Athletic Activities Guidelines – The committee is recommending approval of the Sunday Athletic Activities Guidelines as additions to the Penn Manor Coaches Handbook (see page 9.) **This item was tabled.**
- H. Psychologist Services – The committee is recommending the employment of Jean McCollum as a contracted school psychologist at the rate of \$50 per hour for a maximum of 100 hours.
- I. Turkey Hill Field at Comet Field – The committee is recommending approval of the Facilities Use Contract Supplement for Turkey Hill Field at Comet Field (see page 10.)
- J. Lancaster Academy Membership – Penn Manor School Board Representative to the Lancaster Academy Board, Mrs. Donna Wert, is recommending approval of the 2008-2009 Lancaster Academy membership fee of \$28,267 (a 3.2% increase.)

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEMS 2 A – F, H - J: It was moved by Donna Wert and seconded by Carlton Rintz to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, absent; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

Item 3 A - G.

Consent Agenda for Administrative Actions

- A. “Final Reading” – Athletic Honors Policy #134 – The administrative staff is recommending approval of the “Final Reading” of the Athletic Honors Policy #134 (see pages 11-12.)

- B. Pay Rate for Field Manager, Comet Field Position – The administrative staff is recommending that the pay rate for the Field Manager, Comet Field Position be set at \$20.00 per hour.
- C. Lancaster County Academy Unexpended Budget – The administrative staff is recommending that the unexpected budget for the Lancaster County Academy (Penn Manor portion estimated at \$1,170.00) be retained by the Academy for transfer to their capital reserve account.
- D. Hartman Underhill and Brubaker Approval – The administrative staff is recommending the approval of the Hartman Underhill and Brubaker average hourly rate of \$140.00 (currently \$125.00.) See enclosure.
- E. Central Manor Elementary School Feasibility Study – The administrative staff is recommending the approval of a Central Manor Elementary School Feasibility Study conducted by Crabtree, Rohrbaugh & Associates Architects at no cost to the school district.
- F. Penn Manor Agriculture Department Advisory Council – The administrative staff is recommending the approval of the Penn Manor Agriculture Department Advisory Council as recommended by Mrs. Fay (see pages 13 – 14.)
- G. Holiday Schedule – The administrative staff is recommending approval of the 2008-2009 holiday schedules as listed (see pages 15 – 16.)
- H. Budget Transfers – The administrative staff is recommending approval of the budget transfers as listed on Penn Manor’s web page (<http://www.pennmanor.net/tr/>).
- I. Hot Water Storage Tank Repair – Approval to Advertise for Bid – The administrative staff is recommending approval to advertise for bid for hot water storage tank repair at the high school.
- J. Conrad Siegel Actuaries Contract – The administrative staff is recommending the approval of contract with Conrad Siegel Actuaries for actuarial services required under GASB 45 in the amount not to exceed \$8,050 based upon group size and complexity as negotiated by the Pennsylvania Trust.
- K. Tuition Free Senior – The administrative staff is recommending approval of the following student as a tuition free senior for the remainder of the 2007/2008 school year.
Ashley Nicole Frey
- L. Approval of Contract – Moore Engineering Company – Conestoga Elementary School Multipurpose Room HVAC – The administrative staff is recommending approval of a contract with Moore Engineering Company to provide mechanical and electrical engineering services for the design of the HVAC system upgrade for the multipurpose room at Conestoga Elementary School. The contract fee for the above services will be

\$3,250 (plus reimbursable expenses). Payment for the Moore contract to be made from the Capital Reserve Fund.

- M. Approval of Contract – Moore Engineering Company – Manor Middle School Server Room Air Conditioning – The administrative staff is recommending approval of a contract with Moore Engineering Company to provide mechanical and electrical engineering services for the design of a new air conditioning system for the server room at Manor Middle School. The contract fee for the above services will be \$3,250 (plus reimbursable expenses). Payment for the Moore contract to be made from the Capital Reserve Fund.
- N. Approval of Contract – Moore Engineering Company – High School West Gym Locker Room Ventilation – The administrative staff is recommending approval of a contract with Moore Engineering Company to provide mechanical and electrical engineering services for the design of ventilation upgrades to the locker rooms at the West gym at Penn Manor High School. The contract fee for the above services will be \$5,500 (plus reimbursable expenses). Payment for the Moore contract to be made from the Capital Reserve Fund.
- O. Approval to Advertise for Bid – The administrative staff is recommending approval to advertise for bid for the following:
 High School West Gym Locker Room Ventilation
- P. Marticville Change Orders – The administrative staff is recommending approval of the Marticville renovation change orders in the amount of \$1,100 (see page 17.)

MOTION ON ADMINISTRATIVE ACTIONS CONSENT AGENDA ITEMS 3 A – P:

It was moved by Carlton Rintz and seconded by Richard Frerichs to approve these items. The following call vote was taken on this motion. Joseph DeLuca, absent; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

Item 4 A - G.

Consent Agenda for Personnel

- A. Employment or Change in Status(*) – The administrative staff is recommending the board accept the individuals listed for employment or change in status(*) according to the conditions listed (see page 18.)
- B. Substitute Teachers – The administrative staff is recommending that the individuals listed be approved for substitute teaching within the school district until such time that either the school district or the individual would opt to have their name deleted from the substitute teacher list (see page 19.)
- C. Family Medical, Designated Family Medical and Child Rearing Leaves – The administrative staff is recommending granting Family Medical, Designated Family Medical and Child Rearing Leaves to the individuals listed according to the terms listed (see page 20.)

- D. **Retirements** – The administrative staff is recommending the board approve the retirement of the individuals listed per the effective date subject to the conditions listed in the Negotiated Agreement.
 Marilyn Canada, Pequea Teacher – effective the end of the school year
 Sharon Corradino, Martic Secretary – effective the end of the school year
 Jan Fisher, Marticville Teacher – effective the end of the school year
 Nancy Fischer, Eshleman Teacher – effective the end of the school year
 Nancy K. Rovers, Pequea Teacher – effective the end of the school year
 Diane S. Vickers, High School Teacher – effective the end of the school year
 James H. Zeigler, High School Teacher – effective the end of the school year
 William E. Ziegler, Manor Teacher – effective the end of the school year
- E. **Resignations** – The administrative staff is recommending the board accept the resignation of the individuals listed below per the effective date cited.
 Jennifer Eshleman, Elementary Sub Caller – the end of the school year
 Larry Stoppard, Hambright/Letort Custodian – March 4, 2008
- F. **Extended Employment** – The administration is recommending the extended employment of Mrs. Linda Gerhart for 18 additional days between April 8 and June 20 at Mrs. Gerhart’s current per diem rate. **This item was tabled.**

MOTION ON PERSONNEL AGENDA ITEMS 4 A - E: It was moved by Kirk Schlotzhauer and seconded by Richard Frerichs to approve these items as amended. The following call vote was taken on this motion. Joseph DeLuca, absent; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

Item 5 A. **Consent Agenda for Committee of the Whole Meeting**

- A. **Vendor Cart Guidelines** – The committee is recommending approval of the Vendor Cart Guidelines as amended (see page 21.)

MOTION ON THE COMMITTEE OF THE WHOLE CONSENT AGENDA ITEM 5 A: It was moved by Carlton Rintz and seconded by Johnna Friedman to approve this item as amended. The following call vote was taken on this motion. Joseph DeLuca, absent; Richard L. Frerichs, yes; Johnna Friedman, yes; C. Willis Herr, yes; Franklin Hoke, yes; J. Kenneth Long, yes; Carlton Rintz, yes; Kirk Schlotzhauer, yes and Donna J. Wert, yes.

The meeting adjourned at 9:00 p.m. on a motion by Mr. Long and seconded by Mr. Rintz and a unanimous voice vote.

 C. Willis Herr, President

 Paula E. Howard, Secretary