GENERAL McLANE SCHOOL DISTRICT Board of Education

Board of Education Monthly Agenda Meeting January 17, 2024

A properly advertised Monthly Agenda Meeting for the General McLane School District Board of Education was held on Wednesday, January 17, 2024 beginning at 6:30 p.m. in the McDonald Board Room in the Therese Walter Education Center.

ROLL CALL

Members in attendance were Mrs. Crow, Mrs. Foulkrod-Olson, Mr. Ickes, Mr. Lofgren, Mrs. Miller, Mr. Pattullo, Mr. Schulz, Mr. Webber, and Dr. Wise. Administration present were Dr. Lane, Mr. Fendya, Dr. Karns, Mr. Buto, Dr. Whitford, Mr. Men now, Mr. Keim and Mr. Cannata.

Also present was the Board Solicitor, Brian Cressman, and 7 visitors.

PLEDGE OF ALLEGIANCE

Mr. Webber led all those present in the Pledge of Allegiance.

RECOGNITION OF VISITORS

Mr. Webber offered the opportunity for any visitors wishing to discuss matters related to the agenda to come forward.

Hearing no response, she continued on with the meeting.

COMMUNICATIONS

There were no communications to share.

BOARD MINUTES APPROVED

The Directors were presented with copies of the minutes of the Regular Monthly Study Session on November 8, 2023 and the minutes of the Regular Monthly Agenda Meeting on November 15, 2023, and the minutes of the Reorganization Meeting on December 6, 2023 for approval.

Motion: Mr. Ickes recommended that the minutes of the minutes of the Regular Monthly Study Session on November 8, 2023 and the minutes of the Regular Monthly Agenda Meeting on November 15, 2023, and the minutes of the Reorganization Meeting on December 6, 2023 for approval. Seconded by Mrs. Crow.

Action: Motion approved with all "ayes."

COMMITEE APPOINTMENTS

Mr. Webber appointed board committees as follows:

Policy & Co-Curricular Activities Committee: Mrs. Crow - chairperson, Mr. Ickes, and Dr. Wise **Finance & District Operations Committee:** Mr. Lofgren - chairperson, Mrs. Foulkrod-Olson, and Mr. Schulz

Curriculum & Instruction Committee: Mrs. Miller - chairperson, Mr. Webber, and Mr. Pattullo

SUPERINTENDENT'S REPORT - DR. LANE

Dr. Lane's superintendent's report included a presentation from General McLane High School on the new AP courses and AP Seminar offered at GMHS.

TURF, TRACK AND SCOREBOARD BIDS REVIEWED

Mr. Fendya reviewed the bids that were submitted and opened for Linden Field for replacement of the turf, track and scoreboard.

BUS BIDS REVIEWED

Mr. Fendya reviewed the bids that were submitted and opened for three buses.

FINANCIAL REPORTS

The Directors were presented with a copy of the Treasurer's Report as of December 31, 2023,indicating the following balances:\$Cash and Investments - Beginning of Period\$Cash Receipts\$Disbursements\$Cash and Investments - End of Period\$<

The Directors were presented with a listing of Accounts Payable as of January 11, 2024, totaling \$233,882.59. A copy of the Treasurer's Report as of December 31, 2023 and the Accounts Payable of January 11, 2024, is attached hereto and becomes part of the official records of the Board.

Motion: Mr. Lofgren recommended that the Treasurer's Report of December 31, 2023, and the Accounts Payable as of January 11, 2024, be approved as presented. Seconded by Mr. Ickes.

Action: Motion passed with all "ayes."

<u>OTHER</u>

The Directors were presented with copies of the following: the Summarized Cash and Investment Balances Report, the General Fund Treasurer's Report Summary, the Revenue Report, the Expenditure Report, the Food Service Fund report, the High School Activity Report, the Middle School Activity Report, and the list of payments, all as of January 11, 2024. These reports are referenced as FR #1, 2, 3, 4, 6, 8, 9 and 30 respectively. Copies of these reports are on file in the Secretary's office for audit purposes and available on the General McLane website.

POLICY & CO-CURRICULAR ACTIVITIES MATTERS

FIRST READINGS APPROVED

The Committee moved to approve a first reading of the following school board policies: Policy 200 – Enrollment; Policy 202 - Eligibility of Non-Resident Students; Policy 217 - Graduation; Policy 254 (new) - Educational Opportunity for Military Children; Policy 610 – Purchases Subject to Bid/Quotation; Policy 611 – Purchases Budgeted; Policy 626 - (Procurement Attachment); Policy 810 - Transportation. These policy changes were recommended by the Pennsylvania School Board

Association. School Directors were given copies of the updated/new policies at the January 10, 2024 Study Session.

Motion: Mrs. Crow recommended the first readings be approved as presented. Seconded by Mr. Pattullo.

Action: Motion passed with all "ayes."

SECOND READINGS APPROVED

The Committee moved to approve a second reading of the following school board policy: Policy 815 - Acceptable Use of Internet, Computers, and Network Resources; Policy 819 - Suicide Awareness, Prevention, and Response. These policy changes were recommended by the

Pennsylvania School Board Association. School Directors were given copies of the updated/new policies at the November 11, 2023 Study Session.

Motion: Mrs. Crow recommended the second and final readings be approved as presented. Seconded by Mr. Pattullo.

Action: Motion passed with all "ayes."

2024-2025 CALENDAR APPROVED

The Committee moved to approve the GMSD 2024-2025 calendar as follows: Approval is requested to adopt the 2024-2025 calendar. A draft calendar was reviewed with the committee and shared with the board at the January 11, 2024 study session meeting.

Motion: Mrs. Crow recommended the 24-25 calendar be approved as presented. Seconded by Mr. Pattullo.

Action: Motion passed with all "ayes."

ATHLETIC VOLUNTEERS APPROVED

The Committee moved to approve the following volunteers associated with the mentioned athletic programs for the 2023-2024 school year: Clay Steadman (Wrestling); Brady Haskins (Wrestling); Kyle Cousins (Wrestling); Brett Mallory (Wrestling); Seth Myers (Boys Basketball); Matt Roach (Track and Field); Nate Jones (Track and Field); Lori Burke (Track and Field); Christine Patterson (Track and Field); Lukas Jakobowski (Track and Field); Lexie Traxx (Track and Field); Katie Szep (Track and Field); Pete Gray (Track and Field); Hannah Cox (Softball); Tyler Garbee (Softball); Jimmy Young (Softball); Keith Lawson (Softball); Dan Zameroski (Softball); Eli Buto (baseball); Tim Banks (baseball); Brandon Simmons (baseball). The appropriate clearances are on file at the Education Center or will be prior to volunteering.

Motion: Mrs. Crow recommended the volunteers be approved as presented. Seconded by Mr. Pattullo.

Action: Motion passed with all "ayes." Dr. Wise abstained.

SUPPLEMENTAL RESIGNATION APPROVED

The Committee moved to approve the following supplemental resignation with the mentioned athletic programs for the 2023-2024 school year: James Beach has submitted his letter of resignation for the position of Assistant Coach - Wrestling, effective for the 2023-2024 school year.

Motion: Mrs. Crow recommended the resignation be approved as presented. Seconded by Mr. Pattullo.

Action: Motion passed with all "ayes."

SUPPLEMENTAL CONTRACTS APPROVED

The Committee moved to approve the following supplemental contracts with the mentioned athletic programs for the 2023-2024 school year:

Spencer Nagy, Assistant Coach - Wrestling, \$5,688.80 Brad Wingler, Head Coach - Track and Field, \$7,878.00 Marshall McCormick, Assistant Coach - Track and Field, \$7,110.00 Jim Wells, Assistant Coach - Track and Field, \$7,110.00 Doug Anderson, Assistant Coach - Track and Field, \$7,110.00 Molly Dillen, Assistant Coach - Track and Field (new), \$5,688.80 Will White, Middle School Coach, Track and Field, \$4,158.00 Tom Peyton, Head Coach - Baseball, \$7,878.00 Todd Jukes, Assistant Coach - Baseball, \$7,110.00 The appropriate clearances are on file at the Education Center.

Motion: Mrs. Crow recommended the contracts be approved as presented. Seconded by Mr. Pattullo.

Action: Motion passed with all "ayes."

FINANCE & DISTRICT OPERATIONS COMMITTEE MATTERS

THREE BUS PURCHASES APPROVED

The Committee moved to purchase three (3) model year 2025 gasoline, 72-passenger buses at a cost of \$383,517 (\$127,839 each) from Blue Bird using 2024-2025 funds. Business Office personnel followed bid processes required under state law and district policy and evaluated bids according to criteria listed in the Bid Documents. The bid summaries are attached. The District opts to waive any deviations in Blue Bird bid.

Motion: Mr. Lofgren recommended the purchases be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

CONTRACT AWARDED TO REPLACE TURF, TRACK AND SCOREBOARD AT LINDEN FIELD

The Committee moved to award contracts to replace the turf, track and scoreboard at Linden Field to the lowest qualified bidders as follows: \$82,600 to WM T. Spaeder to be the Electrical Contractor. \$1,466,440 to XL Excavating to be the General Contractor. The District is opting to accept XL Excavating's deductions for Alternates #5 & #6. As such, the southeast corner of the track will not be extended and the javelin throwing area will not be moved to the upper fields. Business Office personnel followed bid processes required under state law and district policy and evaluated bids according to criteria listed in the Bid Documents.

Motion: Mr. Lofgren recommended the purchases be approved as presented. Seconded by Dr. Wise.

Discussion: Mr. Lofgren wanted to explain his vote and he felt they were rushed.

Action: Motion passed 8-1. Mr. Lofgren voted "nay."

ERIE COUNTY TAX COLLECTION COMMITTEE 2023 BUDGET APPROVED

The Committee moved to approve the Erie County Tax Collection Committee 2023 budget totalling \$10,000. General McLane's share is \$236.59.

Motion: Mr. Lofgren recommended the purchases be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

ERIE COUNTY TAX COLLECTION COMMITTEE'S AUDITED FINANCIAL STATEMENTS APPROVED

The Committee moved to approve the Erie County Tax Collection Committee's audited financial statements for the year ended December 31, 2022. The statements were available for Board review at the Jan 10, 2024 Study Session. The statements were audited by Buseck, Barger and Bliel which issued an unqualified opinion.

Motion: Mr. Lofgren recommended the purchases be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

BERKHEIMER TAX INNOVATIONS' AUDITED FINANCIAL STATEMENTS APPROVED

The Committee moves to approve the Berkheimer Tax Innovations' audited financial statements for the year ended December 31, 2022. The statements were available for Board review at the Jan 10, 2024 Study Session. The statements were audited by Baker Tilly LLP which issued an unqualified opinion.

Motion: Mr. Lofgren recommended the purchases be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

"SOC" REPORT APPROVED

The Committee moves to approve the Berkheimer Tax Innovations System of Organization Controls ("SOC") report for the year ended December 31, 2022. The report was available for Board review at the Jan 10, 2024 Study Session. The report was prepared by Baker Tilly LLP which issued a clean opinion.

Motion: Mr. Lofgren recommended the purchases be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

TRANSFER APPROVED

The Committee moved to transfer the following amounts between funds: \$447,887.67 from the General Fund to the Capital Projects Fund representing Emergency Connectivity Fund grant receipts and Erie County Technical School building project funds. \$351,436.64 from the General Fund to the Food Services Fund representing an accumulation of state and federal subsidies (i.e. meal claims, FICA and PSERS). \$60,940 from the General Fund to the Capital Projects Fund representing amounts budgeted but not spent for discontinued teams during 2021-22 and 2022-23. These set-aside funds will be used for Athletic Facilities improvements.

Motion: Mr. Lofgren recommended the purchases be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

SARAH REED CHILDREN'S CENTER CONTRACT APPROVED

The Committee moves to approve a contract with Sarah Reed Children's Center to reserve seats for Emotional Support students.

Motion: Mr. Lofgren recommended the purchases be approved as presented. Seconded by Dr. Wise.

Discussion: Mr. Lofgren wanted more detail about this item. Dr. Lane explained a little more detail about the contract and stated it is provided to the board in their folders.

Action: Motion passed with all "ayes."

NON-INSTRUCTIONAL RESIGNATION APPROVED

The Committee moves to approve the following non-instructional employee resignation with intent to retire: Deanna English submitted a letter to retire from her Food Service Kitchen Lead position at General McLane High School, effective June 6, 2023 after 30 years of service.

Motion: Mr. Lofgren recommended the purchases be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

NON-INSTRUCTIONAL EMPLOYEE RESIGNATION RATIFIED

The Committee moved to ratify the following non-instructional employee resignation: Kerry Hoehn submitted a letter to resign from her Custodial Services Technician I position at McKean Elementary School effective December 31, 2023 after 4 years of service; Rebecca Saxton submitted a letter to resign from her Personal Care Aide III position at McKean Elementary School effective November 13, 2023 after 15 years of service.

Motion: Mr. Lofgren recommended the purchases be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

NON-INSTRUCTIONAL UNPAID LEAVES OF ABSENCE RATIFIED

The Committee moved to ratify the following non-instructional unpaid leaves of absence: Kathy Bradley requested unpaid leave from her Clerical Aide position at McKean Elementary School beginning November 13, 2023; Paula Hengle requested unpaid leave from her Food Services Assistant I position at James W Parker Middle School beginning December 19, 2023; Joe Therasse requested unpaid leave from his Bus Driver position beginning November 22, 2023; Sabrina Austin requested unpaid leave from her Food Services Assistant I position at General McLane High School beginning January 2, 2024. These requests are consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).

Motion: Mr. Lofgren recommended the purchases be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

NON-INSTRUCTIONAL UNPAID LEAVES OF ABSENCE APPROVED

The Committee moved to approve the following non-instructional unpaid leaves of absence: Jennifer Armory requested unpaid leave from her Personal Care Aide I position at James W Parker Middle School beginning February 14, 2023. Rolee Luciano requested unpaid leave from her Clerical Aide position at Edinboro Elementary School beginning on April 22, 2024. These requests are consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).

Motion: Mr. Lofgren recommended the purchases be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

NON-INSTRUCTIONAL FMLA LEAVE OF ABSENCE RATIFIED

The Committee moved to ratify the following non-instructional FMLA leave of absence: Jim Wray has requested an FMLA leave from his Bus Driver position effective November 1, 2023. Any available paid leave will be used concurrent with FMLA leave. These requests are consistent with POlicy 334 (Sick Leave) and Policy 335 (FMLA Leave).

Motion: Mr. Lofgren recommended the purchases be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

NON-INSTRUCTIONAL TRANSFER RATIFIED

The Committee moved to ratify the following non-instructional transfer: Erica Rolland has requested a transfer from her Bus Driver position to a Bus Driver/Clerical Aide position at the Service Center effective November 16, 2023.

Motion: Mr. Lofgren recommended the purchases be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

NON-INSTRUCTIONAL EMPLOYEE HIRING RATIFIED

The Committee moved to ratify the following non-instructional employee hirings: Lacey Bunce for a 5 hour per day, 180 days per year Custodial Services

Technician I position at Edinboro Elementary School effective December 12,

2023. Wages and benefits will be consistent with the board approved compensation plan unless otherwise noted. All required clearances are on file (or will be before the first day of work) in the Business Office.

Motion: Mr. Lofgren recommended the purchases be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

NON-INSTRUCTIONAL SUBSTITUTE EMPLOYEE LIST APPROVED

The Committee moved to approve the following individuals for the non-instructional substitute employee call list: Sandra Figueroa as a Custodial Services Technician I. Michael Forione as any non-instructional substitute position.

Motion: Mr. Lofgren recommended the purchases be approved as presented. Seconded by Dr. Wise.

Action: Motion passed with all "ayes."

CURRICULUM & INSTRUCTION COMMITTEE MATTERS

COMMITTEE REPORT AMENDED

The Committee moves to add #9 on the addendum to the Curriculum and Instruction committee agenda. The addendum is hereby attached to these minutes as part of the record.

Motion: Mrs. Miller recommended the addendum item be added to the committee report. Seconded by Mr. Pattullo.

Action: Motion passed with all "ayes."

ADDITIONS RATIFIED TO THE 2023-2024 SUBSTITUTE TEACHER LIST

The following individuals are recommended for the Substitute Teacher list. Act 34, Act 114 and Act 151 Background checks are on file, as well as three additional clearances and a TB test required by the district:

Aliyha Larson- Act 86 Prospective Substitute

Julia Weber - Teacher Program Completer

The following individuals have been trained through the Northwest Tri-County Intermediate Unit Guest Substitute program and are recommended for the Substitute Teacher List. Guest teachers will be contacted only after all other available substitutes have been exhausted. Areas of certification for Guest Substitutes include: Elementary, English, General Science, Health & Physical Education, Mathematics, Office Technologies, Social Studies and Special Education.

Kendra Stinglin

Leslie Guelcher

Motion: Mrs. Miller recommended the substitute teachers be approved as presented. Seconded by Mr. Ickes.

Action: Motion passed with all "ayes." Mr. Webber abstained.

FIELD TRIP REQUESTS APPROVED

The Committee moved to approve the following field trip requests: Mr. Charlie Haise (General McLane High School) has requested to take a group of students to Costa Rica in mid to late June of 2025. The trip is being organized and arranged with EF Tours. The purpose of the trip is to provide students taking Spanish the opportunity of a unique and immersive learning experience. Mr. Will Steadman (General McLane High School) has requested to take a group of students to the ACDA Eastern Region Festival in Providence, Rhode Island, from February 29, 2024 through March 2, 2024. At the festival, students will be performing in the SATB Honors Choir and the SSAA Honors Choir. Students will sing with nearly 200 other students from 13 states and work with choral conductors exploring inclusion in choral music. The General McLane High School) has requested to take six GMHS students to the PMEA DIstrict 2 Chorus Festival in Allegheny College, in Meadville from January 25, 2024 through January 27, 2024.

Motion: Mrs. Miller recommended the substitute teachers be approved as presented. Seconded by Mr. Ickes.

Action: Motion passed with all "ayes."

FMLA REQUESTS RATIFIED

The Committee moved to ratify the following intermittent FMLA requests: Mrs. Mary Anne Cousins (General McLane High School) has requested to take an intermittent FMLA leave from December 4, 2023, through January 31, 2024. Mr. Scott Hutchsion (James W. Parker Middle School) has requested to take an intermittent FMLA leave from December 19, 2023, through the end of the 2023-2024 School Year. Mrs. Jessica Hutchison (Edinboro Elementary School) has requested to take an intermittent FMLA leave from December 19, 2023, through the end of the 2023-2024 School Year. These leaves are granted in accordance with Policy Section 335, Family and Medical Leaves, Policy 339, Uncompensated Leave, and Appendix B, Item 21 of the Agreement between the Board and the General McLane Education Association.

This leave shall be deemed a concurrent use of any leave to which the employee is entitled under the Family and Medical Leave Act.

Motion: Mrs. Miller recommended the FMLA leaves be ratified as presented. Seconded by Mr. Ickes.

Action: Motion passed with all "ayes." Dr. Wise abstained.

FMLA REQUEST APPROVED

The Committee moved to approve the following intermittent FMLA request: Dr. Justin Whitford (Edinboro Elementary School) has requested to take an FMLA leave from approximately February 14, 2024 through the remainder of the 2023-2024 school year. This leave is granted in accordance with Policy Section 335, Family and Medical Leaves, Policy 339, Uncompensated Leave, and the Act 93 agreement. This leave shall be deemed a concurrent use of any leave to which the employee is entitled under the Family and Medical Leave Act.

Motion: Mrs. Miller recommended the FMLA be approved as presented. Seconded by Mr. Ickes.

Action: Motion passed with all "ayes."

FIELD EXPERIENCE AGREEMENT APPROVED

The Committee moves to approve a Field Experience Agreement with Indiana University of Pennsylvania as follows: Indiana University of Pennsylvania is responsible for the selection of qualified students to participate in the practicum or student teaching experience. GMSD authorizes the use of its facilities and professional employees to provide the student teaching experience.

Motion: Mrs. Miller recommended the field experience be approved as presented. Seconded by Mr. Ickes.

Action: Motion passed with all "ayes."

UNPAID LEAVES RATIFIED

The Committee moved to ratify the following instructional unpaid leaves of absence: Mrs. Sydne Wehrer (McKean Elementary School) has requested unpaid leave from December 13 to 14, 2023. Ms. Mackenzie Bird (General McLane High School) has requested unpaid leave from December 20 to 21, 2023. These requests are consistent with Policy 336 (Personal Necessity Leave) and Policy 339 (Uncompensated Leave).

Motion: Mrs. Miller recommended the unpaid leaves be ratified as presented. Seconded by Mr. Ickes.

Action: Motion passed with all "ayes."

RECOMMENDATION FOR OPEN POSITION APPROVED

The Committee moved to approve the following recommendation for the open position for the 2024-2025 School Year. Dr. Shannon Scully is recommended for the School Nurse position at James W. Parker Middle School to start at the beginning of the 2024-2025 school year. Dr. Scully will start at step 6 M+45/D in accordance with the GMEA contract. A Professional Contract will be issued.

Motion: Mrs. Miller recommended the recommendation be approved as presented. Seconded by Mr. Ickes.

Action: Motion passed with all "ayes."

CURRICULUM REVISIONS AND ADOPTIONS APPROVED

The Committee moves to approve Curriculum Revisions and Adoptions for the following courses: AP English Language and Composition; AP Research; Chemistry 1 Accelerated; Drawing 2; Metalsmithing; Painting.

Motion: Mrs. Miller recommended the revisions and adoptions be approved as presented. Seconded by Mr. Ickes.

Action: Motion passed with all "ayes."

JWPMS NURSE APPROVED

The Committee moved to approve the following recommendation for the open position for the remainder of the 2023-2024 School Year. Mrs. Rischelle Shaw is recommended to fill the vacancy at James W. Parker Middle School beginning on or around January 23, 2024 until the conclusion of the 2023-2024 school year. Mrs. Shaw will be compensated at Step 1 M in accordance with the GMEA contract. A Temporary Professional Contract will be issued. That contract will not extend beyond this year.

Motion: Mrs. Miller recommended the nurse be approved as presented. Seconded by Mr. Pattullo.

Discussion: Mr. Lofgren wanted to clarify that it is the school nurse.

Action: Motion passed with all "ayes."

INTERMEDIATE UNIT #5 REPORT

Mr. Pattullo reported the IU board met on December 20, 2023. They heard an annual audit report and presentation with positive findings.

ERIE COUNTY VO-TECH REPORT

Dr. Wise reported the group did not meet in December and referred to Dr. Lane's report that he gave at the Study Session last week.

LEGISLATIVE COUNCIL REPORT

Mr. Lofgren reported that the basic education funding commission released a report to consolidate its findings and the next step is how the legislature will respond to this report. He also reported that PSBA is hosting its monthly exchange meetings for school directors statewide.

GENERAL MCLANE FOUNDATION REPORT

Mrs. Crow reported the Foundation will meet next week.

OTHER BUSINESS

Mrs. Crow wanted refreshed on the Board Email Protocol.

RECOGNITION OF VISITORS FOR SCHOOL-RELATED MATTERS

Mr. Webber offered the opportunity for any visitors wishing to discuss any school-related matters to come forward.

NOTIFICATION OF MEETINGS

Notification of Meetings held since the last regularly scheduled Board Meeting of November 15, 2023, was given as follows:

Study Session Meeting, January 10, 2024; 6:30 p.m.

Policy & Co-Curricular Activities Committee, January 10, 2024; 5:45 p.m.

Curriculum & Instruction Committee, January 10, 2024; 5:45 p.m.

MEETING ADJOURNED

Mr. Webber asked if there was any further business to be presented for consideration and, hearing no response, adjourned the Monthly Agenda Meeting at 8:22 p.m.

Sarah A. Grabski, Board Secretary