

**Montour School District
Board of School Directors
Regular Monthly Board Meeting
Thursday, February 22, 2018
Place: David E. Williams Middle School
Time: 6:44 p.m.**

Call to Order The Regular Board Meeting of the Montour Board of School Directors was called to order by Mr. Barclay following a brief Executive Session at 6:44 p.m.

Pledge The Pledge of Allegiance was said at the beginning of the meeting.

The following members were present:

Roll Call Mr. Barclay, Mr. Barth, Mr. Dudash, Mr. Galiyas, Mr. Hutter, Mrs. Moore, Mrs. Morrow, Mr. Rippole, and Mr. Young

Also present at the Board Meeting:

Janet Burkardt, Solicitor Dr. Stone, Superintendent of Schools
Tiffani Doyle, Recording/Board Secretary

**Recognitions/
Presentations**

1. Athletics:

David E. Williams Middle School

- Girls 7th Grade Basketball Team – Undefeated Record

High School

- Boys Varsity Football Team – WPIAL Runner-up
- Girls Varsity Volleyball Team – WPIAL Runner-up
- Boys Varsity Soccer Team – WPIAL Champions
(*Special guest - State Representative, Anita Kulik*)

2. Student of the Month - MES

The following students were recognized for “Student of the Month” at the Montour Elementary School for the month of January:

Kindergarten

- Luke Coyle
- Aniya Thompkins

First Grade

- Simon Wovchko
- Reese Vojtecky

Second Grade

- Isabella Green
- Brenna Flint

Third Grade

- Dominic Baron

- Madelyn Lewis

Fourth Grade

- Diana Morris
- Luke Zacharias

3. Student of the Month - DEW

The following students were recognized for “Student of the Month” at the David E. Williams Middle School for the month of January:

- Abby Cleary
- Ryan Altenhof
- Nia DelSanto
- Keegan O’Leary
- Chloe Sadowski
- Adam Weber
- Stephanie Phillips
- Diaun Pinkett

4. Music:

Western Area Middle School Honors Band (WAMS)

- Ryan Black
- Marcus Cetrone
- Abigail Coyne
- Owen Jordan
- Blake O’Malley
- Jocelyn Paulin
- Madilyn Rimbey
- Ryan Shaw
- Luke Smarra
- Jadyne Weatherspoon
- Brian Wilkerson
- Sara Yurkovich
- Emily Zapico

PMEA Junior High District Band

- Madilyn Rimbey
- Luke Smarra

PMEA Junior High District Orchestra

- Jocelyn Paulin

PMEA Elementary Band Fest

- Nia Del Santo
- Annabelle Titus
- Emma Zhong

Elementary Sing Fest

- Ashley Yankello
- Paulina Sanchez

- 4. Lisa Smarra – DEW Musical, Cinderella

5. Case Sabatini – 2016-2017 Audit Presentation (presented February 22nd)
6. Anna Borsos – Budget Review (presented February 22nd)

Reports

Mr. Barclay and Dr. Stone presented the Reports section and made a motion to approve the following:

President, Mr. Thomas Barclay

1. Accept the Parkway West Career & Tech Center Joint Committee Meeting minutes of January 2, 2018.
2. Approve the minutes of the Montour Board of School Directors Regular Monthly Meeting of January 25, 2018.

Superintendent, Dr. Christopher Stone

3. Approve the payment of \$9,245.25 to Arts Education Collaborative for K-12 visual art and music curriculum writing services.
4. Approve the proposed 2018-2019 Allegheny Intermediate Unit Program of Services Budget in the amount of \$2,086,109.00. The Allegheny County (AIU3) school districts' total contribution to the budget is \$1,765,288.00. The Montour School District contribution to the Program of Services Budget is estimated to be \$74,390.00 and will be determined by PDE according to District Aid Ration and Weighed Average Daily Membership (WADM).
5. Approve 179 student days vs. 180 student days for 2017-2018 school calendar which is within the state required instructional time to accommodate for the January 8th cancellation.
6. Approve the revisions to the entire 300 section - Employees (listed below) of the Montour School District Policies as per the attachment:
 - 301 – Creating a Position
 - 302 – Employment of Superintendent/Assistant Superintendent
 - 302 – Vol V 2017 Employment of Superintendent/Assistant Superintendent
 - 304 – Employment of District Staff
 - 305 – Employment of Substitutes
 - 306 – Employment of Summer School Staff
 - 307 – Student Teachers/Interns
 - 307 – Vol I 2015 Student Teachers/Interns
 - 308 – Employment Contract/Board Resolution
 - 309 – Assignment and Transfer
 - 310 – ON HOLD Abolishing a Position
 - 311 – Suspensions/Furloughs
 - 311 – Vol V 2017 Reduction of Staff
 - 312 – Performance Assessment of Superintendent/ Assistant Superintendent
 - 313 – Evaluation of Employees
 - 314 – Physical Examination
 - 314.1 – HIV Infection
 - 316 – DELETED Nontenured Employees
 - 317 – Conduct/Disciplinary Procedures
 - 317.1 – Educator Misconduct
 - 318 – Penalties for Tardiness
 - 319 – Outside Activities
 - 320 – Freedom of Speech in Nonschool Settings
 - 321 – Political Activities
 - 322 – Gifts
 - 323 – Tobacco

- 324 – Personnel Files
- 324 – AR-0 Vol V 2017 Personnel Files
- 325 – Dress and Grooming
- 326 – Complaint Process
- 327 – DELETED Management Team
- 328 – Compensation Plans/Salary Schedules
- 330 – Overtime
- 331 – Job Related Expenses
- 332 – Working Periods
- 333 – Professional Development
- 334 – Sick Leave
- 335 – Family and Medical Leaves
- 336 – Personal Necessity Leave
- 337 – Vacation
- 338 – Sabbatical Leave
- 338.1 – Compensated Professional Leaves
- 339 – Uncompensated Leave
- 340 – Responsibility for Student Welfare
- 340.1 – DELETED Responsibilities/Duties of Teachers
- 341 – Benefits for Part-Time Employees
- 342 – Jury Duty
- 343 – Paid Holidays
- 345 – Identification Badges
- 347 – Workers’ Compensation Transitional Return-to-Work Program
- 348 – DELETED Unlawful Harassment
- 351 – Drug and Substance Abuse
- 353 – Employee Assistance Program

Mrs. Morrow made the motion to approve the Superintendent Report, seconded by Mr. Rippole.

ROLL CALL: All Present Voted “YES”
MOTIONS CARRIED

Budget & Finance

Mr. Barclay asked Mrs. Borsos to present her items at the Planning Meeting and tonight requested a motion to approve the following:

Treasurer’s Report - Business Manager, Mrs. Anna Borsos

1. Approve the Treasurer’s Report for January 2018 as follows:

FUND

10 GENERAL FUND	YTD TOTALS
Revenues Year to Date	\$ 57,837,058.31
Expenditures Year to Date	\$ 34,030,458.21

FNB Bank Balance as of 1/31/18	\$ 31,461,672.31
PSDLAF Bank Balance as 1/31/18	\$ 4,682.94

Audited Fund Balance as of 6/30/16	\$ 2,971,913.00
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30 CAPITAL PROJECTS FUND	YTD TOTALS
<u>Athletic Center Project #3550</u>	
FNB Bank Balance as of 1/31/18	\$ 117,640.00

Audited Fund Balance as of 6/30/16	\$ 117,640.00
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32 CAPITAL RESERVE FUND	YTD TOTALS	PTD TOTALS
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Key Bank as of 1/31/18	\$ 881,174.85
Audited Fund Balance as of 6/30/16	\$ 426,785.00

39 CAPITAL PROJECTS FUND - ELEM	YTD TOTALS	PTD TOTALS
<u>Elementary Project #3777:</u>		
Total Value of Contracts		\$ 37,158,805.10
Approved Change Orders		\$ 751,858.04
Contract Sum to Date		\$ 37,910,663.14
Construction Dollars Spent to Date	\$ 4,070,951.78	\$ 37,743,133.09
Soft Costs Spent to Date	\$ 1,605,191.26	\$ 8,458,904.06
PCOs Under Review		\$ 511,075.10
PLGIT-2015 Bond Balance of 1/31/18	\$ 81,237.58	
PLGIT-2017 Bond Balance of 1/31/18	\$ 2,123,418.02	
Audited Fund Balance as of 6/30/16	\$ 23,466,749.00	

50 CAFETERIA FUND	YTD TOTALS
Revenues Year to Date	\$ 536,942.35
Expenditures Year to Date	\$ 534,867.09
FNB Bank Balance as of 1/31/18	\$ 68,206.36
Audited Fund Balance as of 6/30/16	\$ (112,412.00)

MONTHLY TOTALS	
# of Breakfast served in January 2018	3,428
# of Lunches served in January 2018	24,721
January 2018 Ala Carte dollar sales	\$ 40,650.15

70 FIDUCIARY FUND	YTD TOTALS
FNB Bank Balance as of 1/31/18	\$ 59,732.01

ATHLETIC TICKET SALES	
Boys Basketball	\$ 3,779.00
Girls Basketball	\$ 3,344.00

BUDGET & FINANCE
Business Manager, Mrs. Anna Borsos

1. Approve the payment of bills and ratify the payment of bills:

MONTOUR BOARD OF SCHOOL DIRECTORS

BILLS FOR APPROVAL

2/22/2018

General Fund 10		Totals
Bills to be Approved	\$ 2,067,465.10	
Bills to be Ratified	\$ 152,951.36	
Capital Projects Fund 30		Totals
Bills to be Approved	\$ -	
Bills to be Ratified	\$ -	
Capital Reserve Fund 32		Totals
Bills to be Approved		
Bills to be Ratified	\$ 26,313.50	

Capital Project Fund 39

Bills to be Approved	\$	7,110.62
Bills to be Ratified	\$	202,599.52

Totals**Cafeteria Fund 50**

Bills to be Ratified	\$	129,908.10
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Totals**Activity Fund 70**

Bills to be Ratified	\$	7,179.25
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Totals**2. Approve the Budget Transfers from January 2018:**

\$198,542.42	FROM	10-1231-562-000-10-000-000-000-0025	Emotional Support – Tuition to PA Charter
\$ 37,543.27	TO	10-1225-562-000-10-000-000-000-0025	Speech Language Support –Tuition to PA Charter
\$ 58,727.98	TO	10-1231-562-000-30-000-000-000-0025	Emotional Support – Tuition to PA Charter
\$38,049.99	TO	10-1241-562-000-10-000-000-000-0025	Learning Support – Tuition to PA Charter
\$ 52,412.48	TO	10-1241-562-000-30-000-000-000-0025	Learning Support – Tuition to PA Charter
\$ 11,808.76	TO	10-1290-562-000-30-000-000-000-0025	Other Support – Tuition to PA Charter
\$ 385.46	FROM	10-2513-580-000-00-000-000-000-0025	Receive and Disburse Fund – Travel
\$ 81.43	TO	10-2513-610-000-00-000-000-000-0025	Receive and Disburse Fund – General Supplies
\$ 304.03	TO	10-2514-610-000-00-000-000-000-0025	Financial Acct Services - Technical Services
\$ 2,000.00	FROM	10-1290-322-000-30-000-000-000-0012	Other Support- Professional Education Service’s IUS
	TO	10-2142-610-000-00-000-000-000-0012	Psychological Testing – General Supplies
\$ 50.00	FROM	10-2312-890-000-00-000-000-000-0011	School Board – Miscellaneous Expense
	TO	10-2360-650-000-00-000-000-000-0011	Office of Superintendent - Technical Related supplies
\$ 1,739.00	FROM	10-2312-523-000-00-000-000-000-0011	School Board= General Property & Liability Insurance
	To	10-2360-810-000-00-000-000-000-0011	Office of Superintendent – Dues & Fees
\$ 64,000.00	FROM	10-1233-567-000-30-000-000-000-0012	Autistic Support – Tuition Approved Private
	TO	10-2111-390-000-00-000-000-000-0012	Supervisor of Student Services – Other Purchased Professional Technical Service’s
\$ 6,000.00	FROM	10-1233-564-000-30-000-000-000-0012	Autistic Support – Tuition to Area Vo-Tech
	TO	10-2111-618-000-00-000-000-000-0012	Supervisor of Student Service’s – Administrative Software License
\$ 2,000.00	FROM	10-2140-330-000-30-000-000-000-0012	Psychological Services – Other Professional Services
	TO	10-2142-610-000-00-000-000-000-0012	Psychological Testing – General Supplies
\$ 15,000.00	FROM	10-1233-567-000-30-000-000-000-0012	Autistic Support – Tuition Approved Private
	TO	10-1241-567-000-30-000-000-000-0012	Learning Support = Tuition Approved Private
\$ 90,000.00	FROM	10-1241-567-000-30-000-000-000-0012	Learning Support – Tuition Approved Private
	TO	10-1270-322-000-10-000-000-000-0012	Multi Handicapped Support – Professional Education Services IUS
\$ 1,138.95	FROM	10-3270-580-000-00-000-550-000-0000	Athletic Director – Travel
	TO	10-3255-610-000-30-800-550-000-0000	Cross Country – General Supplies
\$ 4,000.00	FROM	10-3270-440-000-00-000-550-000-0000	Athletic Director – Rental
	TO	10-3278-441-000-00-000-550-000-0000	Baseball – Renal Of Land & Building
\$ 4,066.06	FROM	10-1110-640-000-10-270-170-000-0270	Regular Program – Books & Periodicals
\$ 240.87	FROM	10-1110-751-000-10-270-121-000-0270	Regular Program –Non Cap Equipment
5 4,306.93	TO	10-2250-640-000-10-270-155-000-0270	School Library Services – Books & Periodicals

\$ 2,643.11	FROM	10-2380-890-000-10-270-000-000-0270	Office of Principal – Misc. Expenses
	TO	10-1110-610-000-10-270-110-000-0270	Regular Program-General Supplies
\$ 295.00	FROM	10-1231-329-000-10-270-000-000-0270	Emotional Support – Professional Education Services
	TO	10-1233-240-000-10-270-000-000-0270	Autistic Support – Tuition Reimbursement
\$ 1,661.43	FROM	10-1231-329-000-10-270-000-000-0270	Emotional support – Professional Education Services
	TO	10-1110-610-000-10-270-110-000-0270	Regular Program-General Supplies
\$ 1,000.00	FROM	10-3270-580-000-00-000-550-000-0000	Athletic Director – Travel
	TO	10-3256-810-000-30-800-550-000-0000	Boys Volleyball – Dues & Fees

3. Exonerate the following Tax Collectors for 2017 real estate school tax collection:

- Robinson Township
- Kennedy Township
- Ingram Borough
- Thornburg Borough
- Pennsbury Village

4. Approve the following policy:

- Policy 808 – Cafeteria Operations

Mrs. Morrow made the motion to approve the Budget & Finance Report, seconded by Mr. Galiyas.

ROLL CALL: All Present Voted “YES”
MOTIONS CARRIED

Education

Mr. Barclay called on Administration to present their items under Education at the Planning Meeting and tonight made a motion to approve the following:

Director of Pupil Services, Dr. Robert Isherwood

1. Approve the placement of a child with neuropsychiatric disorder at the Longmore Academy to receive FAPE.
2. Approve Healthy Relationships Curriculum for the 2018-2019 school year at a cost of \$10,000 for Montour students with disabilities.
3. Approve the 2018-2019 Service Agreement between the Montour School District and the Allegheny Intermediate Unit as per the attachment.

High School Principal, Mr. Todd Price

4. Approve Montour High School Student Appreciation Week sponsored by Student Council to be held the week February 26th.
5. Approve speaker Kent Julian to present on Wednesday February 28th, as part of Montour High Schools Student Appreciation Week, as per the enclosures. Mr. Julian will facilitate two large group presentations and multiple small group student roundtables throughout the school day.
6. Approve the Montour High School Academic Games Team to participate in the Academic Games National Tournament in Knoxville, Tennessee from April 26th – May 1st, as per the enclosure. Montour High School will support the cost of Mr. Michael Phillips’, Academic Games Sponsor, attendance.

7. Approve the 2018-2019 School Year Montour High School Early Learning Center Handbook.
8. Approve Montour High School's participation in Penn State University's World in Conversation Workshop at a cost not to exceed \$1,500.00.

David E. Williams Middle School Principal, Mr. Dominic Salpeck

9. Approve the addition of Chasing Lincoln's Killer to the DEW Library collection at a cost of \$10.95/each paid for by the PTA funds.

Elementary Principals, Mr. Jason Burik and Mr. Jason Shoaf

- Informational: Brick Makerspace powered by LEGO Education Solutions

10. Approve the 2018 Montour Summer STEAM Camp to take place at Montour Elementary School and Montour High School from June 18th to June 22nd as per the attachment.

Mr. Barth made the motion to approve the Education Agenda, seconded by Mr. Dudash.

ROLL CALL: All Present Voted "YES"

MOTIONS CARRIED

Operations

Mr. Barclay called upon Mr. Yonkers and Mr. Ferris to present the Operations agenda and tonight made a motion to approve the following:

Director of Operations, Mr. Darryl Yonkers

1. Approve the following purchases associated with the operations of the Montour School District as follows:

Company	Purchase / Service	Cost
Institutional Specialties, Inc.	Softball Scoreboard	\$8,300
Pave-Rite	Handicap ramp for HS softball field	\$19,200
Post-Gazette	Advertise for Painting DEW Corridor	Not to exceed \$1,800
Post-Gazette	Advertise for Painting DEW Classrooms	Not to exceed \$1,800
Sport Floors Inc.	MES Gym Additional Line Painting	\$6,097

Mr. Rippole made the motion to approve the Facilities Agenda, seconded Mr. Galiyas.

ROLL CALL: All Present Voted "YES"

MOTIONS CARRIED

Personnel

Mr. Barclay called upon Mrs. Sinicki to present the Personnel Agenda and made a motion to approve the following:

Director Human Resources, Mrs. Susan Sinicki

1. It is recommended that the Board approve the following personnel items pending all clearances:

Professional Staff – Elections

Name	Location	Assignment	Effective	Salary
Bentley, Suzanne	MHS	Long Term Substitute	12/13/18-5/2/18	\$100/day, \$46,375 (BA+24 Step 2, prorated after 45 th day)
Wilson, Kristen	MHS	Long Term Substitute	4/20/18-6/14/18 8/22/18-10/30/18	\$100/day, \$45,875 (BA Step 1, prorated after 45 th day)

Support Staff – Elections

Name	Location	Assignment	Effective	Salary
Mazzotta, Francesco	Garage	Extra Bus Driver to PT Bus Driver	1/31/18	\$20.94/hour
Mills, Gary	Garage	Extra Bus Driver	2/23/18	\$20.94/hour
Parrish, Bernadine	Garage	PT Bus Driver to Full Time Bus Driver	1/18/18	\$20.94/hour

Extra-Curricular Activities – New Appointments

Name	Position	Effective	Salary
Black, Bill	DEW Head Boys Volleyball Coach	2/23/18	\$2,364 (contractual rate)
Janeda, Bob	Assistant Baseball Coach	2/23/18	\$2,500
Jenkins, Emily	Assistant Indoor Track Coach	2/23/18	\$2,364
Liska, Anthony	Assistant Baseball Coach	2/23/18	\$2,500
Olivio, Alexandra	Volunteer Dance Coach	2/23/18	N/A
Olivio, Natalie	Assistant Dance Teach Coach	2/23/18	\$3,427 (contractual rate)
Rush, Natalie	After School Math Tutor, MES	2/23/18	\$41/hour (contractual rate)
Sterner, Sydney	Assistant Boys Tennis Coach	2/23/18	\$3,485 (contractual rate)

Professional Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Lucas, Patrice	MHS	Teacher	Sabbatical	8/22/18 – 6/10/19

Support Staff – Leave of Absence

Name	Location	Assignment	Type of Leave	Leave Dates
Udvarhelyi, Donna	Athletic	Secretary	FMLA/Health	3/5/18 – 4/13/18

2. It is recommended that the Board approve the February conference grid as submitted.
3. It is recommended that the Board approve July 4, July 5, and July 6, 2018 as holidays for all MESPA and administrative staff in alignment with the MESPA employee contract.
4. It is recommended that the Board approve a three (3) day suspension related to employee ID#124.
5. It is recommended that the Board approve the change in title of Equipment Manager to Equipment and Facilities Site Manager.
6. It is recommended that the Board approve the change in salary for Anthony Rippole to \$43,821.57.
7. It is recommended that the Board approve the settlement agreement and resignation effective January 17, 2019 related to employee ID#1228.

Mrs. Morrow made the motion to approve the Personnel Agenda, seconded by Mr. Galiyas.

ROLL CALL: All Present Voted “YES”

MOTION CARRIED

Student Safety

Mr. Barclay called upon Mr. Waldorf at the Agenda Planning Meeting to present the Student Safety agenda as follows:

Director of Student Residency & Safety, Mr. Jerry Waldorf

1. Review and approve the following policy:
 - Policy 823 – Administering Naloxone

Mr. Dudash made the motion to approve the Safety Agenda, seconded by Mrs. Morrow.

ROLL CALL: All Present Voted “YES”

MOTION CARRIED

Athletics

Mr. Barclay called upon Mr. Cerro at the Agenda Planning Meeting to present the Athletics Agenda and made a motion to approve the following:

Director of Athletics, Mr. Lou Cerro

1. Approve the high school girls' softball team to attend their annual Spring softball trip to Lexington, NC on March 21-24, 2018 funded by the Montour Softball Booster Organization.
2. Approve the high school boys' volleyball team to attend the Koller Classic Volleyball Tournament at Central York High School in York, PA on Friday, April 20, 2018 to be funded by the Montour Boys Volleyball Booster Organization.
3. Approve the payment of \$4,000 to the Robinson Township Boys Baseball League for the Burkett field usage, maintenance and supplies for the 2018 season.
4. Approve the Montour Boys Soccer Team to attend the State Capital General Session in Harrisburg PA with State Representative, Anita Kulik to be recognized as the WPIAL Champions. This event is scheduled for March with the official date to be determined.
5. Approve the following purchases associated with the Spring sports supplies:

Sports - Spring 2018

	BSN	Century	Natale	Riddell	VS Athletics
Boys/Girls Track	\$ -	\$ 770.67	\$ 1,476.70	\$ 650.80	\$ 251.34
Boys Baseball	\$ 589.83	\$ -	\$ 4,327.69	\$ 25.26	\$ -
Boys Volleyball	\$ 279.45	\$ 739.06	\$ 947.52	\$ -	\$ -
Girls Softball	\$ 136.25	\$ 315.40	\$ 4,681.98	\$ 33.68	\$ -
	\$ 1,005.53	\$ 1,825.13	\$11,432.91	\$ 709.74	\$ 251.34

6. Approve the Boys Varsity Soccer Team to attend the General Session at the State Capital, Harrisburg PA, to be recognized as WPIAL Champions on Monday, March 12, 2018. The team will depart at 7:00 a.m. and return at 7:00 p.m. Travel accommodations will be a charter bus at a total cost of \$2,100. Details attached.

Mr. Barth made the motion to approve the Athletics Agenda, seconded by Mr. Galiyas.

ROLL CALL: All Present Voted "YES"

MOTION CARRIED**Solicitor**

Mr. Barclay called upon Mrs. Burkardt to present the Solicitor's Agenda and made a motion to approve the following:

1. Approve a global settlement in the amount of \$25,000 to be paid to the District from the defendants as it relates to the High School Litigation involving Apostolou, Thomas and Williamson and others on the project including Remington Vernick & Beach Engineers and Burns & Scalo.

Mrs. Morrow made the motion to approve the Solicitor Agenda, seconded by Mr. Galiyas.

ROLL CALL: All Present Voted "YES"

MOTION CARRIED

**Comments/
Adjourn**

Mr. Barclay asked if there were any comments ...

James Wiley, Kennedy Twsp. – Asked if the Forest Grove property had sold. Response was that it did not sell. Mr. Darrell Young requested that official bids be submitted in regards to the demolition of the building at the March meeting. Mr. Yonkers agreed to have at least three bids to present.

Rich Stefanos, Kennedy Twsp – Commented on the information he read in Sunday’s paper relating to chain stores and the possibility of devaluation of property. Solicitor, Janet Burkardt, commented that the appeal on the “dark store theory” was/is not successful in PA and that she is not seeing this happen in stores around here.

Mr. Barclay asked if there was further comment.

Dr. Christopher Stone, Superintendent – Commented on the LEGO event that took place on that day. Montour School District is the first ever partnered school with the LEGO Company. Montour School District named February 22nd as the Official LEGO Day in Allegheny County as presented by County Executive, Rich Fitzgerald.

Hearing no other comments Mr. Barclay made the motion to adjourn the voting meeting at 7:28 p.m.

VOICE

ROLL CALL: All Present Voted “YES”
MOTION CARRIED



Thomas Barclay, President



Tiffani Doyle, Secretary