

**MINUTES OF THE REGULAR MEETING**  
**OF THE**  
**WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**SEPTEMBER 21, 2011**

The Wayne County Joint Vocational School District Board of Education was called to order in Regular Session by President Williams at 7:30 p.m. on Wednesday, September 21, 2011, in the Career Center.

**ROLL CALL**

Roll Call showed members Mr. Frank Besancon, Mr. Curt Denning, Mrs. Tammy Cruise, Mrs. Janice Grim, Mr. Philip Keener, Mrs. Susan Marlar, Mr. Robert Reynolds, Dr. Gregory Roadruck, Mr. Earl Rupp, Mr. Doug Stuart, Mrs. Sue Williams, and Mr. Douglas Zook in attendance.

Mrs. Susie Lawson entered the meeting at 7:31 p.m. during Public Participation.

Dan Davis and Kelly Calderone, led the Pledge of Allegiance to the Flag.

**PUBLIC PARTICIPATION**

David Smith, Medway Drug Enforcement Agency, gave a presentation on Medway and their upcoming replacement levy.

**EMPLOYEE RECOGNITION**

The Board of Education recognized the achievements of the following employees:

Kelly Calderone, WCSCC English Instructor, WCSCC Staff Excellence Award.  
Jennifer Casteel, WCSCC Math Instructor, WCSCC Staff Excellence Award.  
Kathy Sears, WCSCC AE Receptionist, WCSCC Staff Excellence Award.

**OUTSTANDING BUSINESS PARTNER**

Buehler's Fresh Foods was recognized as the Outstanding Business Partner.

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**BOARD MINUTES**

A motion by Mr. Keener was seconded by Mrs. Cruise to approve the minutes from the August 17, 2011, Regular Board Meeting.

Voice call vote on the motion was as follows: Mr. Besancon, Mrs. Cruise, Mr. Denning, Mrs. Grim, Mr. Keener, Mrs. Lawson, Mrs. Marlar, Mr. Reynolds, Dr. Roadruck, Mr. Rupp, Mr. Stuart, Mrs. Williams, and Mr. Zook – all say yes.

The motion was carried.

**SUPERINTENDENT'S REPORT**

A motion by Mrs. Lawson was seconded by Dr. Roadruck to approve the Superintendent's Report as follows:

1. Director's Report

2. Principal's Report

3. OSFC Update

A brief update on new information and meetings regarding the OSFC renovation project was given.

4. Important Upcoming Dates and Times

- a. Parent Teacher Conferences will be held on Thursday, October 6<sup>th</sup> from 4-8 p.m.
- b. Dedication Ceremony will be held on Thursday, October 27<sup>th</sup> from 4-6 p.m. in the Commons
- c. Stakeholders Meeting will be held on Thursday, October 27<sup>th</sup> at 6:30 p.m. in the Board Room
- d. Advisory Committee Meetings will be held on Thursday, October 27<sup>th</sup> at 7:00 p.m.
- e. Sophomore Visits will take place during the school day on November 17, 18, and 21
- f. Open House will be held on Thursday, December 1<sup>st</sup> from 5-8 p.m. in the Commons
- g. The Staff Holiday Party and Chili Cook-Off, hosted by the M&M Committee, will take place in the Commons on Tuesday, December 20<sup>th</sup> from 3-5 p.m.

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Voice call vote on the motion was as follows: Mr. Besancon, Mrs. Cruise, Mr. Denning, Mrs. Grim, Mr. Keener, Mrs. Lawson, Mrs. Marlar, Mr. Reynolds, Dr. Roadruck, Mr. Rupp, Mr. Stuart, Mrs. Williams, and Mr. Zook – all say yes.

The motion was carried.

**TREASURER’S CONSENT AGENDA**

A motion by Dr. Roadruck was seconded by Mrs. Cruise to approve the Treasurer’s Consent Agenda as follows:

1. Finance

- a. Approve the list of purchase orders for the month.
- b. Approve the Financial Reports for August 2011.
- c. Approve the following Change Funds/Petty Cash Funds for the 2011-2012 school year:

Change Funds

\$ 300.00	Cafeteria
350.00	Culinary Arts C.S.
100.00	Treasurer’s Office
100.00	Adult Education Office
80.00	Horticulture C.S.
75.00	Central Supply
75.00	Principal’s Office
75.00	R. Jacobs – Fees
50.00	Animal Care C.S.
50.00	Cosmetology C.S.
25.00	Front Office – Parking Permits

\$1,280.00                      Total Change Funds

Petty Cash Funds

\$1,200.00	All School District Account
1,000.00	Adult Education

\$2,200.00                      Total Petty Cash

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TREASURER'S CONSENT AGENDA – (Con't)

- d. Approval to increase the First Merit credit card limit from \$5,000 to \$10,000 in order to cover expenses for both conferences and student competitions throughout the school year.
- e. Approval to increase the Board Service Fund for the fiscal year 2011-2012 to the maximum allowed of \$20,000, in part, due to increased participation in Capitol Conference.
- f. Approval to accept the August Customer Service Report as the final report for the 2010-2011 School Year and to set the starting balances for the 2011-2012 School Year at the same amount as the August ending balance.

The Final FY11 Report indicates that, overall, the customer service accounts earned a “profit” for the year of \$14,069.90.

- g. Approval to accept the proposal for Buildings, Grounds, and Vehicle Insurance presented by Whitaker Myers Insurance Agency.

WHEREAS, The Wayne County Joint Vocational School District wishes to become a member of the Ohio School Plan (the “Plan”), joining with over 260 other school districts including 21 Career Centers; and

WHEREAS, the decision making body of the undersigned political subdivision has reviewed the terms contained in the Code of Regulations of the Plan, the Joint Self-Insurance Agreement and Administration Agreement; and

WHEREAS, the decision making body of the undersigned political subdivision acknowledges that the terms and conditions of the coverage's provided will be stated in the coverage documents for the Plan, which the undersigned political subdivision hereby accepts.

NOW, THEREFORE, on behalf of the undersigned political subdivision, I hereby acknowledge and attest that this political subdivision;

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1. Has agreed to join the Plan;
2. Accepts and agrees to abide by the Joint Self-Insurance Agreement, Administration Agreement and the Code of Regulations of the Plan and the terms and conditions of the coverage documents issued by the Plan; and
3. Has taken all action in accordance with law to effect this acknowledgement and execution, including a certificate of the fiscal officer that the amount required to meet our obligations has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

The Ohio School Plan for school district insurance is endorsed by the OSBA, OASBO, and BASA.

- h. Approval to dispose of the 2001 Chevy Maintenance Pick-Up Truck by offering it for sale to our local school districts for an approximate value of \$6,000.
- i. Approval to dispose of the following damaged books:
  - 1) 3 copies of Environmental Science by Foresman and Wesley, 2003.
  - 2) 2 copies of Memmler's The Human Body in Health and Disease (10<sup>th</sup> edition) by Cohen, 2005.
- j. Approval to accept the following donations:
  - 1) Anonymous donation of a storage trailer valued at \$750 for use in Ag Mechanics.
  - 2) Donation of a Snap-On 7,000 pound 2 post/15 amp/Model YA7002 Lift from Green Local Schools, valued at approximately \$1,500.
  - 3) Donation of \$50 from Todd W. Ihrig and Jane E. Ihrig for the Kay Myers Scholarship Fund.
  - 4) Donation of \$50 from Mark G. Herbert and Carol (V.) M. Herbert for the Kay Myers Scholarship Fund.
  - 5) Donation of a microwave from Homer Rice, Day Practical Nursing Student, to be used in the Adult Education Commons, valued at approximately \$50.
- k. Approval of the 2011-2012 Student Activity Account Budgets as proposed per the SAA Account Portfolio.

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- l. Approval of the 2011-2012 Rotary Account Budgets as proposed per the Rotary Account Portfolio.
- m. Approval to reimburse NCLEX-PN test and license fees, to the properly receipted person, for the following students who have had perfect attendance for the NCLEX review:
  - 1) Sondra Anderson
  - 2) Jenna Butcher
  - 3) Heather Carmany
  - 4) Bregan Hess
  - 5) Susan Fetzer
  - 6) Kassidy Flinner
  - 7) Alesha Kollert
  - 8) Heather Lycans
  - 9) Rachel Ripley
  - 10) Abigail Steiner
  - 11) Hanna Steiner
  - 12) Kiersten Stoller
  - 13) Rosa Weaver
- n. Approval of a decrease in Teaching Professions student fees due to a decrease in lab fees and textbook costs, and approval of any resulting student reimbursements.
- o. Approval to add a student fee of \$95 for the replacement textbook for dual enrollment Political Science.
- p. Approval to allow student purchases of older textbooks per the following pricing schedule:
  - 10% reduction in outdated editions of new textbooks
  - 50% reduction in year old used textbooks
  - 66% reduction in two-year old used textbooks

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TREASURER'S CONSENT AGENDA – (Con't)

- q. Approval of the following breakfast prices, effective at the beginning of the 2011-2012 school year:

Student	\$1.25
Adult	\$1.50

- r. Approve the following Purchase Orders over \$5,000:

- 1) MT Business Technologies, Inc., copier, \$21,315 (copy of quotes available).
- 2) First Merit Visa Card, hotel rooms for OSBA conference, \$6,015.92.
- 3) ATI/Educational Resources, HS ATI Assessment Online, \$5,988.
- 4) WCSCC Adult Education/Direct Loans, Direct Loan awards transferred for education costs for September 2011, \$30,000 (second pull).
- 5) WCSCC Adult Education/Direct Loans, Direct Loan awards transferred for education costs for October 2011, \$150,000.
- 6) WCSCC Adult Education/Pell Grant, Pell Grant awards transferred for education costs for September 2011, \$40,000 (second pull).
- 7) WCSCC Adult Education/Pell Grant, Pell Grant awards transferred for education costs for October, 2011, \$100,000.
- 8) Coastal Quality Construction, Inc., open punch list items, \$5,000.
- 9) General Building Maintenance, cleaning (Phase 6), \$8,000.
- 10) Dynamix Engineering, Ltd., hot water and pressure investigation, \$12,000.
- 11) Apple Store, 2 iMac computers for IT Media, \$8,214.
- 12) Guenther Mechanical, Inc., addition to PO 12903 (originally for \$4,999) for ice damage to outdoor condensing units, \$1,606.37.
- 13) Tri-County Computer Services, FY12 Annual Administration Fees for Member District, \$17,886.

Roll call vote on the motion was as follows: Mr. Besancon, yes; Mrs. Cruise, yes; Mr. Denning, yes; Mrs. Grim, yes; Mr. Keener, yes; Mrs. Lawson, yes; Mrs. Marlar, yes; Mr. Reynolds, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Stuart, yes; Mrs. Williams, yes; and Mr. Zook, yes.

The motion was carried.

**SUPERINTENDENT'S CONSENT AGENDA**

A motion by Mrs. Cruise was seconded by Mr. Stuart to approve the Superintendent's Consent Agenda as follows:

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SUPERINTENDENT’S CONSENT AGENDA – (Con’t)

1. Certified Employment

- a. Approval of the updated Bargaining Unit Members and Full-Time Certified Staff Seniority List effective September 21, 2011.
- b. Approval of the following personnel as Extra Help Tutors for the 2011-2012 school year on an as needed basis, per time sheets, pay based on appropriate placement on the Certified Salary Schedule for Teacher Assistants/Tutors per the negotiated agreement:

	<u>Step</u>	<u>Hourly Rate</u>
Kelly Calderone	5 Bachelors	\$22.69
Shannon Hornacek	1 Bachelors	\$19.42
Cheryl Koehler	2 Masters	\$22.48
Julia Menchaca	1 Bachelors	\$19.42
Theresa Morgan	2 Masters	\$22.48

- c. Sandy Stebbins, English Instructor, moved to Class 5, Step 16 due to the completion of required coursework/semester hours per the negotiated agreement.
- d. Chris Boyan, Administrative Position of Coordinator of Adult Education Evening and High School Aides & Extracurricular Events for FY12 at a stipend of \$5,000 – Supplemental.
- e. Lynette Boggs, Administrative Position of Coordinator of Adult Evening and High School Satellites for FY12 at a stipend of \$5,000 – Supplemental.
- f. Employment of Mary Lou Lisic, Accounting and Business instruction, part-time/hourly/as needed/per time sheets, not to exceed 350 hours, for the 2011-2012 school year at a rate of \$28.32 per hour.
- g. Resignation of Jamie Shaw, Families Learning Together-Orrville Branch, effective October 13, 2011.
- h. Employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2011-2012 year:



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SUPERINTENDENT’S CONSENT AGENDA – (Con’t)

- 1) Jeff Mehling, Trade & Industry Apprenticeship Instructor, Step 4, \$19.00 hourly.
  - 2) Jennifer Rue, Adult Education Instructor, Step 9, \$15.00 hourly.
  - 3) Joyce Segura, Adult Education Instructor, Step 11, \$16.00 hourly.
  - 4) Vallie Tew, Adult Education Instructor, Step 20, \$21.00 hourly.
  - 5) Sue Ann Adams, Adult Education Instructor, Step 20, \$21.00 hourly.
- i. Employment of the following individuals to substitute in area(s) indicated. All approvals are pending receipt of necessary certifications and BCI/FBI background checks:

Last Name	First Name	Teaching Area
Bishop	Elissa	AYA
Cheatham	Joshua	AYA
Cheatham	Wilma	General
Curtis	Leroy	General
Daugherty	Carolyn	Technology
Dickerhoof	Becky	AYA
Hager	Frank	AYA
Hewit	Ashley	Art
Keener	John	General
Kiel	Debbie	General
McClosky	Michael	General
Moffett	John	AYA
Morris	Gloria	Teacher Aide
Ogden	Robert	General
Raber	Curt	General
Shaffer	Kevin	AYA
Shaffer	Margaret	AYA
Shope	Bobbie	Health Occupations
Tekaucic	Matthew	AYA
Tennant	Barbara	Intv. Spec.
Weimer	Donald	AYA
Williams	Rebekah	AYA
Wilson	Sally	General
Yablonski	Barb	AYA
Yehe	Betty	General
Yehe	Christopher	General
Zimmerman	Wanda	Teacher Aide

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- j. Employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled, effective 2011-2012 year:

- 1) Cheryl Jindra, Instructor, ABLE, Adult Literacy, ESL Civics, Step 10, \$15.50 hourly
- 2) Jane Studer, Adult Education Instructor, Step 12, \$16.50 hourly
- 3) Jennifer Zehnder, Instructor, FLT Rotary, Step 10, \$15.50 hourly

2. Classified Employment

- a. Approval of updated Bargaining Unit members and Full-Time Classified Staff Seniority List effective September 21, 2011.

- b. Employment of the following classified personnel, part-time, as needed, per time sheets, per schedule, for the 2011-2012 school year:

- 1) Patrick C. Clark, Step 10, \$11.82 per hour.

- c. Employment of Theda Neer for 8 additional hours, at \$12.60 per hour, from August 8, 2011 to August 19, 2011 to process deliveries for the start of the school year.

- d. Employment of Char Allen, Study Hall Monitor, part time/hourly/as needed/per time sheets/regularly scheduled, up to 5.75 hours per day, \$9.40 per hour per the Casual Labor Wage Scale, pending receipt of BCI/FBI background checks.

- e. Approval of a correction to the following contract through Tri-County ESC, for the purpose of employment for the 2011-2012 school year:

Greg Foster, SAC Aide, Career Technical, 181 days at 6.5 hours daily + 6 holidays

- f. Employment of Danielle Troyer, Cosmetology Aide, per the 2011-2012 Classroom Aides Salary Schedule, Step 0, \$9.98 per hour, part time/hourly/as needed/per time sheets/regularly scheduled for the 2011-2012 school year.

- g. Resignation of Danielle Johnston, Families Learning Together Child Care Aide, effective August 19, 2011.

- h. Employment of the following classified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed, effective 2011-2012 school year:

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1) Jeff Norris, Classroom Aide, Step 0, \$9.00 hourly.

i. Employment of the following classified personnel for Adult & Community Education, part-time/supplemental/hourly, regularly scheduled, effective 2011-2012 year:

1) Judy Harland, Program Aide, AE, ABLE, Adult Literacy, FLT Rotary, Step 7, \$11.80 hourly.

2) Laura Kelly, Child Care Aide, FLT Rotary, Step 5, \$8.30 hourly.

3) Anamaris Valentin, Child Care Aide, FLT Rotary, Step 1, \$7.50 hourly.

j. Employment of the following individuals to substitute in the area(s) indicated. All approvals are pending receipt of necessary certifications and BCI/FBI background checks:

Last	First	Sub Area
Boreman	Heather	Teacher Aide
Proban	Faith	Café
Schar	Deb	Administrative Assistant
Shope	Bobbie	Administrative Assistant
Troyer	Laurie	Teacher Aide

k. Approval to pay Travis Minnich and Corey Brumfield for the overtime hours they worked before the start of school, per time sheets.

3. Contracts

a. Approve the following Consultant Contracts:

1) Jason Black, Fight or Flight, on or about September 15, 2011, \$52.50.

2) Counseling Center, Stress Control Strategies, on or about September 15, 2011, \$70.

3) MedPro Group, nurse fee for administering vaccines to staff members on October 6, 2011, \$300.

4. Volunteers

a. Approval of the following new tutors for ABLE/ESOL:

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Jessica DeVos  
Barbara Wolck  
Carol Vagnini  
Bill Adams  
Bonnie Adams

- b. Approval of the following returning tutors for ABLE/ESOL:

Damon Hickey  
Doug Fate  
Don Beane  
Cheryl Oswald  
Tom Kearns  
Myron Weber  
Lloyd Boyer

- c. Approval of the following C.O.W. Program House volunteers, per the Volunteer Network:

Kate Hunt  
Michael Terribile  
Luke Hutchings-Goetz  
Monica Ramstad  
Allison Chin  
Gabe Abud  
Becky Craig

Roll call vote on the motion was as follows: Mrs. Cruise, yes; Mr. Denning, yes; Mrs. Grim, yes; Mr. Keener, yes; Mrs. Lawson, yes; Mrs. Marlar, yes; Mr. Reynolds, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Stuart, yes; Mrs. Williams, yes; Mr. Zook, yes; and Mr. Besancon, yes.

The motion was carried.

**GRANTS AND AGREEMENTS**

A motion by Mr. Zook was seconded by Mr. Keener to approve the following Grants and Agreements:

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**GRANTS AND AGREEMENTS – (Con't)**

- a. Approval for the Families Learning Together Program to host service learning students from the University of Akron Education Department.
- b. Approval for Connie Barnes, Families Learning Together Instructor, to participate in the Apple Ohio Project. This is a professional development project sponsored through Ohio State University.
- c. Approval for a renewal of a school membership with the Ohio Association of Career Technical Superintendents for the 2011-2012 school year for a total of \$2,300.
- d. Approval of a revision to the Affiliation Agreement between WCSCC and Summa Barberton Citizens Hospital d/b/a Summa Barberton Hospital.
- e. Approval to purchase \$500 worth of vouchers for “Apps” from the Apple App store so that applications for our iPod touches and iPads can be purchased for students to use these devices in classrooms. Participation in this program secures a 10% discount on app purchases and streamlines the process of obtaining and installing these applications through a single computer/account.
- f. Approval of a Memo of Understanding between the Wayne County Schools Career Center (WCSCC) and High Schools That Work (HSTW)/Making Middle Grades Work (MMGW) with the Ohio Department of Education/HSTW NE Ohio Region.

Roll call vote on the motion was as follows: Mr. Denning, yes; Mrs. Grim, yes; Mr. Keener, yes; Mrs. Lawson, yes; Mrs. Marlar, yes; Mr. Reynolds, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Stuart, yes; Mrs. Williams, yes; Mr. Zook, yes; Mr. Besancon, yes; and Mrs. Cruise, yes.

The motion was carried.

**DOCUMENTS AND MATERIALS**

A motion by Mrs. Lawson was seconded by Mr. Stuart to approve the following documents and materials:

- a. Approval of the updated WCSCC Resource Manual.
- b. Approval of the Adult Education Student Handbook.

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DOCUMENTS AND MATERIALS – (Con't)

- c. Approval of the job description for Monitor – TRC.
- d. Approval of Living Democracy (2<sup>nd</sup> Edition), 2009, Pearson, ISBN #0-13-602755-5, \$95 each for dual enrollment Political Science.
- e. ~~Approval to nominate Paul Brockett, WCSCC Principal, for the OACTS Aspiring Superintendents Academy at a cost of \$3,000.~~

Mr. Zook made a motion, seconded by Mr. Besancon to remove item E. from the list of Documents and Materials.

Roll call vote on the motion was as follows: Mrs. Grim, yes; Mr. Keener, yes; Mrs. Lawson, yes; Mrs. Marlar, yes; Mr. Reynolds, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Stuart, yes; Mrs. Williams, yes; Mr. Zook, yes; Mr. Besancon, yes; Mrs. Cruise, yes; and Mr. Denning, yes.

The motion was carried.

Roll call on the original motion, items a. through d.

Roll call vote on the motion was as follows: Mr. Keener, yes; Mrs. Lawson, yes; Mrs. Marlar, yes; Mr. Reynolds, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Stuart, yes; Mrs. Williams, yes; Mr. Zook, yes; Mr. Besancon, yes; Mrs. Cruise, yes; Mr. Denning, yes; and Mrs. Grim, yes.

The motion was carried.

A motion by Mrs. Lawson was seconded by Mr. Zook to Nominate Paul Brockett, WCSCC Principal for the OACTS Aspiring Superintendent's Academy at a cost of \$3,000.

Roll call vote on the motion was as follows: Mrs. Lawson, yes; Mrs. Marlar, yes; Mr. Reynolds, yes; Dr. Roadruck, yes; Mr. Rupp, yes; Mr. Stuart, yes; Mrs. Williams, yes; Mr. Zook, yes; Mr. Besancon, yes; Mrs. Cruise, yes; Mr. Denning, yes; Mrs. Grim, yes; and Mr. Keener, yes.

The motion was carried.

**ADJOURNMENT**

A motion by Mr. Besancon was seconded by Mr. Stuart to adjourn the September 2011, Regular Board Meeting at 8:38 p.m.

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ADJOURNMENT – (Con't)

Voice call vote on the motion was as follows: Mr. Besancon, Mrs. Cruise, Mr. Denning, Mrs. Grim, Mr. Keener, Mrs. Lawson, Mrs. Marlar, Mr. Reynolds, Dr. Roadruck, Mr. Rupp, Mr. Stuart, Mrs. Williams, and Mr. Zook – all say yes.

The motion was carried.

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President

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Treasurer