

MINUTES OF THE BOARD OF SCHOOL DIRECTORS  
LAMPETER-STRASBURG SCHOOL DISTRICT  
Administration Building  
1600 Book Road  
Lancaster, Pennsylvania 17602  
May 7, 2018

President Melissa S. Herr called the meeting to order at 7:30 p.m. Dr. Kevin S. Peart opened the meeting with the Pledge of Allegiance.

PRESENT: Board Members, Mr. David J. Beiler, Mr. James H. Byrnes, Mrs. Melissa S. Herr, Mr. Scott J. Kimmel, Mr. Dustin D. Knarr, Mrs. Patricia M. Pontz; Superintendent, Dr. Kevin S. Peart; Assistant Superintendent, Dr. Andrew M. Godfrey; Business Manager, Mr. Keith A. Stoltzfus; Assistant Business Manager, Mrs. Kathleen Boyce; Administrators, Mrs. Karen L. Staub, Mr. William E. Griscom, Jr., Dr. Benjamin J. Feeney, Dr. Scott K. Rimmer, Dr. Michele B. Westphal, Mr. Jamie P. Raum, Mr. Gregory J. Fantazzi, Dr. William M. Bray, Dr. Jeffrey T. Smecker; Athletic Director, Ms. Branden M. Lippy; Buildings and Grounds Director, Mr. Glenn R. Davis; Administrative Assistant, Mrs. Jeanne L. Hoffard; Student Representatives, Mr. Dylan Grau, Mr. Pierson Castor; LSEA Representative, Mr. Jay L. Lance; News Reporter, Mr. David Griffith; and visitors.

ABSENT: Board Members, Mr. Scott M. Arnst, Mrs. Susan A. Rhoades, Mrs. Audra R. Spahn.

OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

No comment.

MINUTES

Mr. Beiler moved and Mrs. Pontz seconded the motion to approve the Minutes of the regularly scheduled meetings of April 3 and April 16, 2018.

A voice vote was unanimous in favor of the motion.

COMMUNICATIONS AND RECOGNITION

Mr. Raum and Mr. Byrnes recognized April Students of the Month from Martin Meylin Middle School.

Dr. Feeney and Mr. Byrnes recognized April Students of the Month from Lampeter-Strasburg High School.

Dr. Feeney introduced the Junior Board Representative, Julia Smecker, for the 2018-2019 school year.

Dr. Peart shared the following communications:

1. Edwards, Angela; Henry, Rae Ann, Hoffard, Jeanne; Toms, Ruth – a note of appreciation for the opportunity to attend the 2018 Pennsylvania Association of Education Office Professionals Conference.
2. Finegan, Michael and Monte – a letter requesting approval as a 2017-2018 and 2018-2019 tuition student.
3. Lance, Jay L. – a letter of resignation.
4. McConnell, Becky L. – a letter requesting an extension to a leave of absence.
5. Nazarian, Jason and Patrice – a letter requesting approval as a 2017-2018 tuition student.
6. Owens, Michael and Stephanie – a letter requesting approval of a 2018-2019 tuition student.

TREASURER'S REPORT – Mr. Keith A. Stoltzfus

Mr. Stoltzfus read the treasurer's report as attached to these Minutes.

Thereafter, Mr. Byrnes moved and Mr. Kimmel seconded the motion to accept the treasurer's report as submitted and to approve the payment of bills for the General Fund in the amount of \$1,699,446.42 (with the exception of check 110136), Cafeteria Fund checks in the amount of \$56,026.05, High School Athletic Fund checks in the amount of \$366.13, Athletic Account Officials in the amount of \$6,891.86, and Capital Reserve Fund checks in the amount of \$629,411.29.

A voice vote was unanimous in favor of the motion.

Mr. Beiler moved and Mr. Byrnes seconded the motion to approve General Fund check 110136.

A voice vote was 5:0:1 in favor of the motion. Mrs. Pontz abstained from the vote.

ACADEMIC COMMITTEE – Mrs. Patricia M. Pontz, Chairperson

Mrs. Pontz reported that the Committee met on April 9, 2018, and received reports from health/physical education representatives from all levels, as well as an update on standard-based grading and report cards. Dr. Godfrey presented an update on dual enrollment agreements. It should be noted that there has been a significant increase in the number of students taking these courses in 2017-2018.

BUILDINGS AND GROUNDS COMMITTEE – Mr. David J. Beiler, Chairperson

Mr. Beiler reported that the Committee met on April 16, 2018, and discussed the athletic fields project, synthetic turf, and unsuitable soil condition, which created the need for various change orders. The Committee supports approval of these change orders as presented on tonight's agenda. Mr. Beiler commends the project team for their diligence. The Proposed 2018-2019 Capital Reserve Budget was discussed, as well as future field usage fees. Bid results were received for boiler replacement and will be awarded on tonight's agenda. The extension of the lease for Strasburg Elementary School to Victory Church was also recommended.

BOARD OF REVIEW COMMITTEE – Mrs. Melissa S. Herr, Chairperson

Mrs. Herr reported that the Committee met on April 23, 2018, for a Board of Review to be ratified on tonight's agenda.

FINANCE COMMITTEE – Mr. Scott J. Kimmel, Chairperson

No report.

PERSONNEL COMMITTEE – Mr. Scott M. Arnst, Chairperson

Mr. Byrnes reported that the Committee met this evening and recommends all personnel items on tonight's agenda, as well as an add-on.

CURRICULAR ISSUES AND FEDERAL PROGRAMS – Dr. Andrew M. Godfrey, Representative

Dr. Godfrey reported that PDE monitoring of our program was complete and final results will be received in June. Students will be honored for reading and mathematics at the annual Title I celebrations.

LANCASTER COUNTY CAREER AND TECHNOLOGY CENTER – Mr. James H. Byrnes, Representative

Mr. Byrnes reported that Dr. Stewart Savin has been appointed as the new director of Lancaster County Career and Technology Center.

STUDENT REPRESENTATIVES - Mr. Dylan Grau, Mr. Pierson Castor

Mr. Grau reported that April had been a busy month at Lampeter-Strasburg High School. Spring sports are successful, Pioneer of the Year and Talent for Change shows were held, and Interact Club assisted at the Martin Meylin Middle School Spring Fling and with the Avedum Pancake Breakfast to benefit the service dogs. Varsity Club will hold Ryan's Race on May 12, 2018, providing two senior scholarships. Students are preparing for AP examinations. Mr. Grau expressed appreciation to the Board for the opportunity to serve as student representative to the Board during the past two years.

Mr. Castor reported that Lampeter Elementary School students will visit Lancaster County Park. Open House will be held this week with art work decorating the school. At Hans Herr Elementary School, PSSA tests were held, including a kick-off assembly in the Performing Arts Center and PSSA Spirit Days. Fifth grade students visited the Millport Conservancy for outdoor school. At Martin Meylin Middle School, the PTO Book Fair was held, PSSAs were conducted, and a school assembly on mental wellness was held, as well as the Spring Fling. The students are excited about fundraising for the PAWS program.

APPROVAL OF RESIGNATION

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve a resignation from Jay L. Lance, science teacher, Martin Meylin Middle School, effective on the last contracted day of the 2017-2018 school year.

A voice vote was unanimous in favor of the motion.

#### APPROVAL OF EMPLOYMENT – PROFESSIONAL

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve employment of the following individuals in professional positions, as follows:

- a. Kirsten E. Baker, a professional employee assigned as an elementary music teacher. Her annual compensation will be \$56,972 based upon Step 4, Level M, of the District compensation agreement. Ms. Baker will be assigned to Hans Herr Elementary School effective August 8, 2018.
- b. Jeffrey G. Pickel, Jr., a temporary professional employee assigned as a health/physical education teacher. His annual compensation will be \$46,410 based upon Step 1, Level B, of the District compensation agreement. Mr. Pickel will be assigned to Lampeter-Strasburg High School effective August 8, 2018.

A voice vote was unanimous in favor of the motion.

#### APPROVAL OF CHANGE OF STATUS

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve a change of employment status for the following employees:

- a. Angela M. Edwards, building secretary, Hans Herr Elementary School. Ms. Edwards will become principal's secretary at Lampeter Elementary School, effective July 9, 2018. Ms. Edwards will change from a category B support employee to a category A support employee and will be compensated at \$16.50 per hour for the 2018-2019 school year.
- b. Rachel Z. Jurman, building secretary, Lampeter Elementary School. Ms. Jurman will become the library assistant at Lampeter Elementary School, effective at the beginning of the 2018-2019 school year. Ms. Jurman will change from a category B support employee to a category C support employee and will be compensated at \$12.07 for the 2018-2019 school year, effective August 1, 2018.
- c. Harry I. Martin, second shift custodian, Martin Meylin Middle School. Mr. Martin will become head custodian at Martin Meylin Middle School, effective July 5, 2018. He will remain a category A1 support employee and will be compensated at \$15.50 per hour for the 2018-2019 school year.
- d. Johnna R. Orndorff, kitchen helper, Hans Herr Elementary School. Ms. Orndorff will become assistant food service director for Lampeter-Strasburg School District, effective July 1, 2018. She will change from a category E support employee to a category C support employee and will be compensated at \$18.25 per hour for the 2018-2019 school year.
- e. Amanda K. Spealman, second grade teacher, Lampeter Elementary School. Ms. Spealman will become the elementary media specialist for Hans Herr and Lampeter Elementary Schools, effective July 1, 2018. Her annual compensation for the 2018-2019 school year would be \$84,799 based upon Step 14, Level M60, of the District compensation agreement.
- f. Sarah E. Stuart, school nurse, Martin Meylin Middle School. Ms. Stuart will become school nurse at Lampeter-Strasburg High School, effective July 1, 2018. Her annual compensation for the 2018-2019 school year would be \$56,972 based upon Step 4, Level M, of the District compensation agreement.
- g. Timothy A. Wilson, floater/supply custodian, Hans Herr Elementary School. Mr. Wilson will become head custodian at Hans Herr Elementary School, effective September 4, 2018. He will remain a category A1 support employee and will be compensated at \$20.09 per hour, adjusted to reflect his 2017-2018 performance evaluation for the 2018-2019 school year.

A voice vote was unanimous in favor of the motion.

#### APPROVAL OF LEAVE OF ABSENCE

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve an extension to a leave of absence for Becky L. McConnell from the end of the 2017-2018 school year through the first semester of the 2018-2019 school year.

A voice vote was unanimous in favor of the motion.

#### APPROVAL OF ADDITIONAL ASSIGNMENT

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve an additional assignment for Michelle R. Jennings, special education assistant, Martin Meylin Middle School. Ms. Jennings will increase her daily hours from

5.75 to 7, retroactively effective to April 18, 2018, for the remainder of the 2017-2018 school year. She will remain a category D support employee compensated at \$14.90 per hour.

A voice vote was unanimous in favor of the motion.

APPROVAL OF SUMMER EMPLOYEES

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve summer employees at the hourly compensation indicated:

Technology: Robert J. Bunning \$10.00  
Maintenance: Bayley J. Davis \$10.50  
Custodial:

Lampeter-Strasburg High School

Linda Adams \$10.50  
Danielle C. Byers \$10.50  
Kimberly A. Jacoby \$10.50  
Michael J. Kuhns \$10.50  
Karlee E. Kurtz \$10.50  
Jonas F. Lantz \$ 9.50  
Lisa M. Lantz \$10.50  
Cole A. McNeeley \$10.00  
Lisa M. Nitchie \$10.50  
Tyler J. Osborne \$10.00  
Keri A. Raugh \$ 9.50  
Pamela K. Rice \$10.50  
Mallory P. Rimmer \$10.50

Martin Meylin Middle School

Shirley A. Hess \$10.50  
Nicholas M. Krantz \$10.00  
Paige B. Kuhns \$10.50  
Kaden S. Peart \$10.00  
Luke J. Raum \$10.50  
Austin L. Reiff \$10.00  
Collin L. Rimmer \$10.50  
Judith A. Wilhelm \$10.50

Hans Herr Elementary School

Mason J. Godfrey \$10.00  
Adam F. Harnish \$10.00  
Ralph E. Kurtz \$10.50  
Milissa S. McAleer \$10.50  
Faith L. Osborne \$10.50  
Connie L. Richwine \$10.00  
Sachiko Stoneburner \$10.50  
Zachary C. Vinette \$10.00

Lampeter Elementary School

Michael J. Gast \$10.00  
Anna R. Kuhns \$10.50  
Jonathan R. Kurtz \$10.50

A voice vote was unanimous in favor of the motion.

APPROVAL OF EARLY CHILDHOOD READING CAMP KINDERGARTEN TEACHERS AND TEACHER ASSISTANTS

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve Early Childhood Reading Camp Kindergarten teachers at \$23 per hour and teacher assistants at \$17 per hour effective from July 16 to July 26, 2018, as follows:

Teachers: Melissa S. Bliss, Lori A. Smith  
Teacher Assistants: Kaelin J. Thiboldeaux, Kari-Anne Thomas

A voice vote was unanimous in favor of the motion.

APPROVAL OF SUBSTITUTES

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve substitutes in their respective categories, as follows:

Certified Substitutes

Daneshvar, Shahnaz M. Early Childhood (N-3), Elementary (K-6), Reading Specialist (K-12), ESL (K-12)  
Gehly, Samantha A. Grades PK-4  
Groff, Lori A. Music  
Hammer, Jeremy W. Music (PK-12)  
Loht, Kaleb T. Health & Physical Education (PK-12)  
Ritter, Lena E. Early Childhood (PK-4); Millersville Student  
Sieg, Olivia R. English/Communication (7-12); Millersville Student

Support Substitutes

Minney, Angela J.  
Pletcher, Kerri J.  
Short, Greta R.  
Stumpf, William J.  
Wolgemuth, Leanne W.

A voice vote was unanimous in favor of the motion.

APPROVAL OF EXTENDED SCHOOL YEAR (ESY) NURSING SERVICES

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve extended school year (ESY) services for students with IEPs to be provided by the following nursing staff from June 18, 2018, to July 26, 2018, at the hourly compensation indicated at Hans Herr Elementary School and Martin Meylin Middle School:

- a. Donna S. Bitler \$28.72
- b. Heidi L. Jenkins \$28.72
- c. Deborah M. Lindsley \$28.72

A voice vote was unanimous in favor of the motion.

APPROVAL OF EXTENDED SCHOOL YEAR (ESY) SPECIAL EDUCATION SERVICES

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve extended school year (ESY) services for students with IEPs to be provided by the following special education teacher assistants from June 18, 2018, to July 26, 2018, at the hourly compensation and elementary school indicated:

- |                         |  |                             |
|-------------------------|--|-----------------------------|
| a. Christina M. Alagona | \$11.59 (2017-2018); TBA (2018-2019)     | Martin Meylin Middle School |
| b. Dawn M. Gast         | \$13.15 (2017-2018); TBA (2018-2019)     | Hans Herr Elementary School |
| c. Cheryl L. Marcroft   | \$12.00 (2017-2018); \$12.00 (2018-2019) | Martin Meylin Middle School |
| d. Patrick L. Parmer    | \$10.50 (2017-2018); TBA (2018-2019)     | Martin Meylin Middle School |
| e. Stephanie D. Watson  | \$13.92 (2017-2018); TBA (2018-2019)     | Hans Herr Elementary School |

A voice vote was unanimous in favor of the motion.

APPROVAL OF SUPPLEMENTAL CONTRACT

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve a 2017-2018 supplemental contract to Elizabeth Henry – Yearbook Business – \$2,189.

A voice vote was unanimous in favor of the motion.

APPROVAL OF EVENT WORKER

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve Jasmine L. McClintock as a 2017-2018 event worker.

A voice vote was unanimous in favor of the motion.

APPROVAL OF VOLUNTEER

Mr. Byrnes moved and Mrs. Pontz seconded the motion to approve Matthew G. Rhoades as a 2017-2018 volunteer.

A voice vote was unanimous in favor of the motion.

GRANTING OF TENURE

Recognize that tenure has been granted to the following individuals in compliance with the laws of the Commonwealth of Pennsylvania:

- a. Abate, Richard C.
- b. Baker, Leah M.
- c. Bitler, Donna M.
- d. Raymond, Adriene K.
- e. Witmer, Olivia M.

APPROVAL OF 2018-2019 PROPOSED FINAL BUDGET

Mr. Byrnes moved and Mr. Kimmel seconded the motion to approve the 2018-2019 Proposed Final Budget.

A voice vote was unanimous in favor of the motion.

APPROVAL OF CHANGE ORDERS FOR ATHLETIC FIELDS PROJECT

Mr. Beiler moved and Mr. Byrnes seconded the motion to approve change orders from ECI Construction for the athletic fields project, as follows:

|    |                      |   |              |
|----|----------------------|---|--------------|
| a. | ECI Construction #8  | Supply all labor, material, and equipment to provide for force main where it intersected with the retaining wall on Field 2.  | \$ 4,126.00  |
| b. | ECI Construction #9  | Supply all labor, material, and equipment to provide and perform additional earthwork excavation, undercut retaining wall footers and bring back below retaining wall on Field 2. | \$ 3,969.00  |
| c. | ECI Construction #10 | Supply all labor, material, and equipment to provide and perform additional earthwork excavation, additional remediation of Field 2 as a result of unsuitable soils.              | \$174,413.00 |
| d. | ECI Construction #11 | Supply all labor, material, and equipment to provide and perform additional earthwork excavation, remediate 128 CY of unsuitable soil at the concession stand.                    | \$ 852.00    |
| e. | ECI Construction #12 | Supply all labor, material, and equipment to lower the force main to accommodate storm water pipe on Field 2.   | \$ 3,141.00  |
| f. | ECI Construction #13 | Supply all labor, material, and equipment to provide and perform additional site utility work where force main intersects storm water pipe under parking lot.                     | \$ 3,192.00  |
| g. | ECI Construction #14 | Supply all labor, material, and equipment to provide and perform earthwork excavation, trench rock by Field 1 home bleachers.   | \$ 618.00    |
| h. | ECI Construction #15 | Supply all labor, material, and equipment to provide and perform additional earthwork excavation, place, and grade excess spoils from Field 1 on the irrigation field.            | \$ 12,037.00 |

A voice vote was unanimous in favor of the motion.

Mr. Beiler moved and Mr. Byrnes seconded the motion to approve change orders from McCarty and Son for the athletic fields project, as follows:

|    |                       |   |             |
|----|-----------------------|---|-------------|
| a. | McCarty and Son #6028 | Provide #6 wire in lieu of #10 wire stated by Note #31 from concession stand building to the in ground box as per response from RFI #13.  | \$ 765.78   |
| b. | McCarty and Son #6031 | Provide power for EX 120/208 panel in track concession building. Use new 1-1/2" spare conduit to in ground box at new game clock. New raceway from in ground box to water service heater. | \$ 2,823.86 |
| c. | McCarty and Son #6032 | Reinstall existing light pole and fixture on new concrete foundation as a result of it conflicting with existing underground raceway and conductors.                                      | \$ 4,068.33 |
| d. | McCarty and Son #6037 | Lower existing raceway elevation to accommodate new grades, curbs, and sidewalk for Field 1. Intercept existing raceway at north end of bleacher.   | \$ 4,075.25 |

A voice vote was unanimous in favor of the motion.

APPROVAL TO AWARD BIDS FOR BOILER REPLACEMENT PROJECT

Mr. Beiler moved and Mr. Kimmel seconded the motion to approve the awarding the Lampeter-Strasburg High School and Martin Meylin Middle School boiler replacement project bids, as follows:

|    |                              |                     |              |
|----|------------------------------|---------------------|--------------|
| a. | Garden Spot Mechanical, Inc. | Mechanical Contract | \$570,000.00 |
| b. | McCarty and Son, Inc.        | Electrical Contract | \$ 18,972.00 |

A voice vote was unanimous in favor of the motion.

APPROVAL OF AMENDMENT TO LEASE AGREEMENT WITH VICTORY CHURCH

Mr. Byrnes moved and Mr. Knarr seconded the motion to approve an Amendment to the Lease Agreement between the Lampeter-Strasburg School District and Victory Church. The amendment extends the expiration of the original lease agreement from June 1, 2019, to May 30, 2022, while all other terms and conditions of the lease remain consistent to the original lease agreement.

A voice vote was unanimous in favor of the motion.

APPROVAL OF DEPUTIZATION AGREEMENT WITH STRASBURG BOROUGH TAX COLLECTOR

Mr. Kimmel moved and Mr. Byrnes seconded the motion to approve a deputization agreement with Lisa Boyd, Strasburg Borough Tax Collector, to appoint Matthew A. Greenwood as Deputy Tax Collector to collect all Lampeter-Strasburg School District taxes.

A voice vote was unanimous in favor of the motion.

APPROVAL OF 1:1 DEVICE LEASE AND AUTHORIZATION FOR PRESIDENT OR VICE PRESIDENT TO REVIEW, APPROVE, AND EXECUTE ALL NECESSARY DOCUMENTS

Mr. Byrnes moved and Mr. Kimmel seconded the motion to approve a four-year lease agreement with Fulton Bank for the purchase of Dell Chromebooks for the District's 1:1 initiative and authorization for President or Vice President to review, approve, and execute all necessary documents.

A voice vote was unanimous in favor of the motion.

APPROVAL OF 2018-2019 LANCASTER COUNTY ACADEMY BUDGET

Mr. Beiler moved and Mrs. Pontz seconded the motion to approve the 2018-2019 Lancaster County Academy budget.

A voice vote was unanimous in favor of the motion.

APPROVAL OF LANCASTER-LEBANON IU13 PROFESSIONAL DEVELOPMENT AND COACHING

Mr. Knarr moved and Mr. Byrnes seconded the motion to approve a Lancaster-Lebanon IU13 contract to provide a hybrid learning coach.

A voice vote was unanimous in favor of the motion.

RATIFICATION OF BOARD OF REVIEW

Mr. Byrnes moved and Mr. Beiler seconded the motion to ratify the Board of Review of April 23, 2018.

A voice vote was unanimous in favor of the motion.

APPROVAL OF 2018-2019 BOARD GOALS

Mr. Kimmel moved and Mrs. Pontz seconded the motion to approve 2018-2019 Board Goals, as attached to these Minutes.

A voice vote was unanimous in favor of the motion.

APPROVAL OF TUITION STUDENTS

Mrs. Pontz moved and Mr. Byrnes seconded the motion to approve the following tuition students:

- a. Kenzia S. Nazasrian, grade 11, daughter of Jason and Patrice Nazarian, residing in the Solanco School District, as a tuition student effective April 19, 2018, for the remainder of the 2017-2018 school year.
- b. Parker C. Owens, grade 10, son of Michael and Stephanie Owens, residing in the Penn Manor School District, as a tuition student during the 2018-2019 school year.
- c. Alysa M. Finegan, grade 11, daughter of Michael and Monte Finegan, residing in the Columbia School District, as a tuition student effective April 30, 2018, for the remainder of the 2017-2018 school year, and as a grade 12 tuition student during the 2018-2019 school year.

A voice vote was unanimous in favor of the motion.

APPROVAL OF SOLICITOR

Mr. Kimmel moved and Mr. Byrnes seconded the motion to approve the appointment of Barley Snyder as the School District Solicitor effective July 1, 2018, for the 2018-2019 school year, as attached to these Minutes.

A voice vote was unanimous in favor of the motion.

DISCUSSION OF PSBA VOTING DELEGATE

Dr. Peart led a discussion concerning the appointment of a PSBA Voting Delegate from Lampeter-Strasburg School District at the Delegate Assembly, which will be held on Friday, October 19, 2018, in conjunction with the PASA-PSBA School Leadership Conference.

OPPORTUNITY FOR PUBLIC COMMENT

No comment.

ADJOURNMENT TO EXECUTIVE SESSION

The Board adjourned to Executive Session at 8:22 p.m. to discuss a matter involving the evaluation of performance of a specific public officer or employee employed or appointed by the School District and to discuss a Collective Bargaining Agreement.

MEETING RECONVENED AND ADJOURNED

The meeting was reconvened and properly adjourned at 8:45 p.m.

Jeanne L. Hoffard  
Secretary