



# Derry Township School District Board of Directors Meeting June 22, 2015 Summary Minutes - XXIII

## 1. OPENING ITEMS

### 1.1 Call to Order

**Minutes:** The June 22, 2015 meeting of the Derry Township Board of School Directors was called to order by Mrs. Sheehan at 7:11 p.m.

### 1.2 Roll Call

**Members in attendance:** Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin (*arrived late*), Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett

**Non-Voting Members not in attendance:** Joseph McFarland

**Staff/Public in attendance:** Jason Reifsnnyder, Mike Frentz, Stacy Winslow, Dan Tredinnick, Lee Vasiliades, Ruth Still, Alton Perry

**Solicitor in Attendance:** Bill Zee

**Media in Attendance:** Myla Merkel – *The Sun*, Monica Von Dobeneck – *PennLive*

### 1.3 Flag Salute

### 1.4 Approval of Board of Directors Agenda

**Minutes:** Following a motion by Mr. Barrett and a second by Mr. Shiflett the Board Agenda for the evening's meeting was approved.

#### *Vote Results*

**Aye** 8 Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett

**No** 0

**Abstain** 0

**Not Cast** 1 Jayanth Franklin

**MOTION CARRIED**

## 2. INFORMATIONAL AND PROPOSALS

### 2.1 Announcement of Executive Session

**Minutes:** The Board met in Executive Session prior to the meeting to discuss matters of personnel, and purchase or lease of real estate.

### 2.2 Recognition of Citizens (Agenda Items)

**Minutes:** The following citizens were recognized by the Board:  
None

### 2.3 Community Correspondence Report

**Minutes:** No Report

### 2.4 Finance/Budget Update

**Minutes:** No Report

**2.5 Anticipated Agenda Items for the Next Board of Directors Meeting**  
The following items will be on the Agenda for the July 27, 2015 Public Board of Directors Meeting:

1. Approval of June 22, 2015 Board of Directors Summary Minutes
2. Approval of June 2015 Finance Report
3. Budget Transfers
4. Trash Removal Services
5. Requests for the Use of Facilities
6. Personnel
7. Staff Development

**Minutes:** The anticipated agenda items for the July 27, 2015 meeting of the Derry Township Board of School Directors were reviewed.

## 3. UNFINISHED BUSINESS

### 4. CONSENT AGENDA ITEMS

**Minutes:** Following a motion by Mr. Barrett and a second by Mr. Shiflett the consent agenda items were approved.

*Vote Results*

<b>Aye</b>	8	Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett
<b>No</b>	0	
<b>Abstain</b>	0	
<b>Not Cast</b>	1	Jayanth Franklin

**MOTION CARRIED**

- 4.1 Approval of June 1, 2015 Summary Finance Committee Meeting Minutes and June 8, 2015 Summary Board of Directors Meeting Minutes - XXII

#### 4.2 Approval of May 2015 Finance Report

1. The Treasurer's Report for the month ending May 31, 2015 was summarized as follows:

General Fund Revenue	\$1,033,606
General Fund Expenditures	8,528,914
Balance of Cash Plus Investments (Included Capital Reserve)	17,859,030

2. The listed schedule of investment transactions for the period beginning May 1, 2015 through May 31, 2015, had total interest earnings of \$2,311 comprised of the following:

Money Market	2,034
Capital Reserve	277

The average interest rate for May 2015 was .13%

3. The May 2015 expenditures for the paid bills for all funds totaled \$1,710,581 excluding net payroll, retirement contributions, and debt service.
4. The June 2015 expenditures for the unpaid bills for all funds totaled \$1,140,001.
5. Estimated expenditures of the General Fund for the month of June 2015 were in the following amounts:

Operating Expenses	\$1,000,000
Utilities	110,700
Net Payroll (2 pays)	2,129,000
Employer Provided Insurance	407,800
Payroll Deductions	1,070,000
Employer Payroll Taxes (FICA/RET)	1,645,000
Debt Service	0
Total Estimated Expenditures	\$6,362,500

#### 4.3 Approval of Budget Transfers

Section 687 (d) of the Public School Code provides: The Board of School Directors shall have the power to authorize the transfer of any unencumbered balance, or any portion thereof, from one class of expenditures or item, to another, but such action shall be taken only during the last nine (9) months of the Fiscal Year.

The Administration recommended the Board authorize the June 2015 budget transfers.

#### 4.4 Requests for Payment - Construction Projects

The Administration recommended the approval of the following invoices as reviewed and approved by Mr. Yarian and Mr. Varvel:

##### **Propane Buses**

1. Brightbill Body Works \$284,775.00  
Invoice No. 51815DE

**Elementary Roof**

2. Professional Roof Services \$20,00.00  
Invoice No. 5446

**4.5 New Course Proposal - Pre-Biology**

The Administration recommended the approval of a new Hershey High School Course offering entitled:

- Pre-Biology

The course offering was reviewed and approved at the June 2015 meeting of the District Curriculum Council. The cost for the recommendation has been incorporated into the 2015-2016 budget.

**4.6 Approval of Textbooks**

The Administration recommended the approval of the following textbooks for use in the 2015-2016 school year:

***Special Education:***

*Curricular Area:* Mathematics  
*Subject/Course:* Special Education Replacement Math  
*Grade Level:* PreK-2  
*Title:* Moving with Math Learning System - Connections  
*Publisher:* Math Teachers Press  
*Author:* Caryl Kelly Pierson  
*Copyright:* 2011

*Curricular Area:* Mathematics  
*Subject/Course:* Special Education Math  
*Grade Level:* K-3  
*Title:* Connecting Math Concepts  
*Publisher:* McGraw Hill  
*Author:* Multiple  
*Copyright:* 2012

**4.7 Approval of Revised 2015-2016 Board of Directors Meeting Dates**

<b>Board of Directors Meetings – 2015-2016</b>		
	<b>1st Mtg of Month</b>	<b>2nd Mtg of Month</b>
<b>July</b>	27 - I	-
<b>August</b>	10 - II	24 - III
<b>September</b>	8 - IV (Tuesday)	21 - V

October	13 - VI (Tuesday)	26 - VII
November	9 - VIII	23 - IX
December	1 Tuesday - X Re-Organization	14 - XI Regular Meeting
January 2016	11 - XII	25 - XIII
February	8 - XIV	22 - XV
March	14 - XVI	29 - XVII (Tuesday)
April	11 - XVIII	25 - XIX
May	9 - XX	23 - XXI
June	13 - XXII	27 - XXIII

4.8 Approval of 2015-2016 Standing Committee Meeting Dates

**Standing Committee Meeting Dates  
2015-2016 School Year**

**Athletics and Activities**

5:00 p.m.

September 8 (Tuesday)  
December 14  
March 29 (Tuesday)  
June 27

**Human Resources**

*Dates to be determined*

September  
October  
November  
January  
February  
March

**Communications & Community Engagement**

5:00 p.m.

September 21  
November 23  
February 22  
May 23

**Policy**

5:00 p.m.

August 24  
October 26  
January 25  
April 25

**Curriculum Council**

4:00 p.m.

September 8 (Tuesday)  
October 13 (Tuesday)  
November 9  
December 1 (Tuesday)  
January 11  
February 8  
March 14  
April 11  
May 9  
June 13

**General Services**

5:00 p.m.

October 13 (Tuesday)  
November 9  
January 11  
February 8  
March 14  
April 11  
May 9  
June 13

NOTE: The Community Budget Forum will be part of the regularly scheduled School Board Meeting on Monday, April 25, 2016. All School Board Meeting are held in the District Office Board Room and begin at 7:00 p.m.

**4.9 Approval of Agreement - Kenbrook Camp**

The Administration recommended the approval of Kenbrook Camp for Administrators Professional Development, July 22, 2015.

**4.10 School Physician of Record**

The Administration recommended the approval of the agreement with Dr. Denise Dhawan to serve as the school district's Physician of Record for the 2015 – 2016 school year.

**4.11 Driver Education Agreement – Sohn Driving School**

The Administration recommended the Board approve the Agreement with Sohn Driving School to provide driver training to students of Derry Township School District for the period of July 1, 2015 to June 30, 2018.

**4.12 Approval of Overnight Field Trip/Excursion - High School Girls' Basketball**

The Administration recommended the approval of the overnight field trip/excursion as listed:

<i>Group:</i>	High School Girls' Basketball
<i>Number of Participating Students:</i>	13
<i>Grade Level:</i>	9-12
<i>Destination:</i>	Messiah College
<i>Purpose:</i>	Basketball Team Camp
<i>Depart:</i>	July 12, 2015
<i>Return:</i>	July 15, 2015
<i>Trip Leaders:</i>	Ron Moore Alyssa Carricato

The District reserves the right to cancel the excursion based on events that could pose a heightened safety or security risk.

#### 4.13 Approval of Policies

The Administration recommended the approval of the following policies of the Derry Township School District Policy Manual which have been on public display for thirty days in the Hershey Public Library, District Office, and the Derry Township School District Website:

- 200 - Enrollment in District
- 202 - Eligibility of Nonresident Students
- 203 - Communicable Diseases and Immunization
- 204 - Attendance
- 205 - Postgraduate Students
- 206 - Assignment Within the District
- 207 - Confidential Communications of Students
- 208 - Withdrawal from School
- 209 - Health Examinations
- 215 - Promotion and Retention
- 218 - Student Discipline
- 218.2 - Terroristic Threats
- 219 - Student Complaint Process
- 226 - Searches
- 229 - Student Fundraising
- 234 - Pregnant Students
- 235.1 - Surveys
- 239 - Foreign Exchange Students
- 247 - Hazing
- 248 - Unlawful Harassment
- 249 - Bullying/Cyberbullying
- 250 - Student Recruitment
- 819 - Suicide Awareness, Prevention and Response
- 916 - Volunteers

#### 4.14 Requests for the Use of School Facilities

The Administration recommended the approval of the following Requests for the Use of School Facilities:

**Group:** Hershey Youth Football Association  
**Date/Time:** June 23 - July 23, 2015  
Tuesday & Thursday  
6:00 p.m. – 8:00 p.m.  
**Requested Facility:** Memorial Cinder Track Football Field  
**Event:** Skills/Practice  
**Fee:** None

**Group:** Hershey Blaze Track Club  
**Date/Time:** July 22 & 23, 2015  
5:00 p.m. - 8:00 p.m.  
**Requested Facility:** High School Track/Football Turf Field, Bus Corral Parking Lot  
**Event:** Hershey Youth Track Meet

Fee: Turf Field Manager: \$30 per hour (Approximate \$240)

**Group:** Deer Run of Hershey Homeowners' Association

*Date/Time:* November 12, 2015  
5:00 p.m. - 9:00 p.m.

*Requested Facility:* Middle School LGI

*Event:* Annual Homeowners' Meeting

Fee: None

#### 4.15 Announcement of Staff Development Conferences

*Staff Members:* Pamela Keene, Deirdre Stalnecker

*Conference:* Penn State National Autism Conference

*Location:* State College, PA

*Dates:* August 3 - 6, 2015

*Expenses:* \$624.71 (each)

*Staff Member:* Bonnie Ritchey

*Conference:* 2015 Cooperative Education Conference  
Pennsylvania Association of Career and Technical Administrators  
(PACTA)

*Location:* State College, PA

*Dates:* October 6-7, 2015

*Expenses:* \$420.00

## 5. NEW BUSINESS

### 5.1 Adoption of Final Budget and Tax Resolutions for 2015-2016

Be it resolved that the Derry Township School District Final General Fund Budget, as presented for the school year 2015-2016, be adopted in the amount of \$57,984,877. This results in a 1.0% tax increase.

Be it further resolved and made known that the adoption of the 2015-2016 budget is in accordance with Section 687 of the School Laws of Pennsylvania, and further, that the authorized proposed final budget document was made available for public inspection beginning May 11, 2015.

The Board of School Directors further resolves that the following Tax Resolutions be adopted in order to fund the 2015-2016 budget:

1. **Real Estate Tax:** The Real Estate Tax is 18.1019 mills that provides \$35,113,436 in local revenue. For 2015-2016, one mill of Real Estate Tax equals \$1,939,765 at a 97.03% collection rate. This also includes Homestead/Farmstead exclusions of \$6,748 in assessed value for the 5,425 approved properties.



2. **Other Taxes:** BE IT RESOLVED that the following taxes currently in full force and effect for the 2015-2016 school year:

- **Occupation (Act 511)**
  - \$250.00 on all Occupations
- **Wage & Income (Earned Income Tax Act 511)**
  - 1% of Earnings (1/2% by Operation of Law)
- **Local Services Tax**
  - \$52.00/Earnings of \$12,000+ (\$5.00 by Operation of Law)
- **Realty Transfer (Act 511)**
  - 1% of Sale (1/2% by Operation of Law)
- **Amusement (Act 511)**
  - 10% of Admission (5.0% by Operation of Law) (Maximum of \$0.425)

**Minutes:** Following a motion by Mrs. Neal and a second by Mr. Shiflett the adoption of the final budget and tax resolutions for the 2015 - 2016 school year were approved.

*Vote Results*

**Aye**           8   Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett  
**No**             1   Jayanth Franklin  
**Abstain**       0  
**Not Cast**     0

**MOTION CARRIED**

**5.2 Approval of PILOT Extension with Penn State Hershey Medical Center**

The Administration recommended the Board approve the Payment in Lieu of Taxes Extension Agreement with the Penn State University and the Milton S. Hershey Medical Center, effective July 1, 2015 through June 30, 2020.

**Minutes:** Following a motion by Mrs. Eby and a second by Mr. Shiflett the PILOT extension with Penn State Hershey Medical Center was approved.

*Vote Results*

**Aye**           8   Andrea Abruzzo, Chris Barrett, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett  
**No**             0  
**Abstain**       1   Hank Donahue  
**Not Cast**     0

**MOTION CARRIED**

**5.3 Emergency "Go-Kit" Buckets**

The Administration recommended allocating \$12,000 from the 2014-2015 budget surplus to equip each room in the District with emergency "go-kits".

**Minutes:** Following a motion by Mr. Barrett and a second by Mr. Shiflett the emergency "Go-Kit" buckets were approved.

*Vote Results*

**Aye**           9   Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett  
**No**             0

**Abstain** 0  
**Not Cast** 0  
**MOTION CARRIED**

**5.4 Approval of Letter of Agreement - The Meadows Psychiatric Center**

The Administration recommended the Board approve the Letter of Agreement with the Derry Township School District and The Meadows Psychiatric Center (The Meadows) effective the 2015-2016 school year.

**Minutes:** Following a motion by Mr. Barrett and a second by Mrs. Eby the letter of agreement with the Meadows Psychiatric Center was approved.

*Vote Results*

**Aye** 9 Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett

**No** 0

**Abstain** 0

**Not Cast** 0

**MOTION CARRIED**

**5.5 Bid Approval - High School Auditorium Replacement Dimming and Control System**

The Administration recommended PAVL Systems be awarded bid #2015-08 in the amount of \$59,525 for the purchase and installation of the Replacement Dimming and Control System for the High School Auditorium. PAVL was the lowest, responsible bidder that met specifications.

**Minutes:** Following a motion by Mrs. Abruzzo and a second by Mr. Barrett the high school auditorium replacement dimming and control system bid was approved.

*Vote Results*

**Aye** 9 Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett

**No** 0

**Abstain** 0

**Not Cast** 0

**MOTION CARRIED**

**5.6 Board Room AV Upgrade Recommendation**

The Administration recommended the Board approve RPC Video to provided audio and video upgrades to the District Board Room in the amount of \$20,955 to be paid from the Capital Projects Fund.

**Minutes:** Following a motion by Mrs. Neal and a second by Mrs. Eby the Board Room AV upgrades were approved.

*Vote Results*

**Aye** 9 Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett

**No** 0

**Abstain** 0

**Not Cast** 0  
**MOTION CARRIED**

**5.7 Approval of Discovery Education Agreement Techbook**

The Administration recommended the approval of Discovery Education Techbook Agreement from 7/1/2015 through 6/30/2021 for online High School Physics.

**Minutes:** Following a motion by Mr. Shiflett and a second by Mrs. Eby the Discovery Education Techbook Agreement for online high school physics was approved.

*Vote Results*

**Aye** 9 Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett  
**No** 0  
**Abstain** 0  
**Not Cast** 0

**MOTION CARRIED**

**5.8 Personnel - General**

1. The Administration recommended the approval of the following appointments:

**Professional:**

**Mackay, Hannah** (replacing Grace Thompson)

7th Grade Communication Arts Teacher

Middle School

Temporary Professional

Bachelors, Step 1

Salary: \$47,686

Effective: 08/18/2015

**Manari, Christen** (replacing Kelly Peters)

Instructional Technology Coach

Elementary and Middle Schools

Professional Employee

Masters +10, Step 4

Salary: \$54,920

Effective: 08/24/2015 (pending receipt of Act 34, 151, and 114 clearances)

**Zechman, Caitlyn** (New Position)

Biology Teacher

High School

Temporary Professional

Bachelors, Step 1

Salary: \$47,686

Effective: 08/18/2015

**Transfer of Classified:**

**Allison, Justin \***

From: Substitute Custodian

District-wide

To: Groundskeeper (replacing William Henry Boger)

District-wide

Full-time, 8.0 hours per day

Salary: \$15.87

Effective: 06/23/2015

**Danner, Ronald \***

From: Bus Driver

District-wide

To: Transportation Coordinator (New Position)

District-wide

Level D: 27.5 hours per week when school is in session

28 hours per week during summer

Salary: \$18.01 per hour

Effective: 08/31/2015

**Limited Service Contracts:**

**Anderson, David \***

Summer Weight Room Supervisor

High School

Group D, Step 8

Salary: \$789.60

Effective: 06/23/2015

**Becker, Laura \***

Special Education

District-wide

Salary: \$1,000

Effective: 08/24/2015

**Cross, Leah \***

Special Education

District-wide

Salary: \$1,000

Effective: 08/24/2015

**Czekaj, Jeannine \***

Special Education

District-wide

Salary: \$1,000

Effective: 08/24/2015

**DeVivo, Kara \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

**Dilger, Kimberly \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

**Garrett-Bell, Michelle \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

**Geisel, Jeffrey** (replacing Scott Mitchell)  
Head Varsity Football Coach  
High School  
Group A, Step 12  
Salary: \$6,715  
Effective: 08/10/2015 (pending receipt of Act 34, 151, and 114 clearances)

**Geisel, Jeffrey \***  
Summer Weight Room Supervisor  
High School  
Group D, Step 12  
Salary: \$940.20  
Effective: 06/23/2015 (pending receipt of Act 34, 151, and 114 clearances)

**Greene, Adam \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

**Heintzleman, Jennifer \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

**Kenney, Beth \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

**Krolczyk, Gwen Michelle \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

**Lehman, Caroline \***  
Student Production  
Middle School  
Group G, Step 3  
Salary: \$860  
Effective: 02/08/2016

**Lentine, Jennifer \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

**Lillenstein, David \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

**Marron, Jennifer \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

**McCauley, Karen \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

**Merrill, Carolyn \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

**Owens, Renee \***  
Student Production  
Middle School  
Group G, Step 3  
Salary: \$860  
Effective: 02/08/2016

**Palanzo-Sholly, Laura \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

**Pantalone, Molly \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

**Pedersen, Jason \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

**Przybylowski, Amanda \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

**Walizer, John \***  
Summer Weight Room Supervisor  
High School  
Group D, Step 15  
Salary: \$1,052.60  
Effective: 06/23/2015

**Yocum, Pamela \***  
Special Education  
District-wide  
Salary: \$1,000  
Effective: 08/24/2015

2. The Administration recommended the approval of the following individual for the 2014-2015 Extended School year for the Special Education Department:

**Keller, Amanda**  
Special Education Aide  
Early Childhood Center  
Salary: \$15.64 per hour  
Effective: 07/06/2015 - 07/30/2015

**\* This individual is currently an employee and/or volunteer. Clearances are on file.**

**Minutes:** Following a motion by Mrs. Neal and a second by Mr. Hancock the personnel - general items were approved.

*Vote Results*

<b>Aye</b>	9	Andrea Abruzzo, Chris Barrett, Hank Donahue, Heidi Eby, Jayanth Franklin, Bruce Hancock, Julie Neal, Maryellen Sheehan, Brian Shiflett
<b>No</b>	0	
<b>Abstain</b>	0	
<b>Not Cast</b>	0	

**MOTION CARRIED**

**6. DELEGATES REPORTS**

**6.1 Dauphin County Technical School**

**Minutes:** Mr. Shiflett attached his report for the Dauphin County Technical School.

**6.2 Tax Increment Financing Committee**

**Minutes:** Mr. Shiflett attached his report for the Tax Increment Financing Committee.

**7. SPECIAL REPORTS**

**7.1 Board Members' Report**

**Minutes:** The following members provided reports to the Board:  
None

**7.2 Board President's Report**

**Minutes:** Mrs. Sheehan provided the Board with the following updates:

- Volunteer clearance events
- Post-Executive Session



## **8. RECOGNITION OF CITIZENS**

**Minutes:** The following citizens were recognized by the Board:  
None

## **9. ADJOURNMENT**

**Minutes:** Following a motion by Mr. Hancock and a second by Mrs. Abruzzo the meeting was adjourned at 7:36 p.m.

Respectfully submitted,

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Michael Frentz  
Secretary to the Board  
Approved at the July 27, 2015 meeting

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Christopher S. Barrett  
Vice President of the Board of Directors

JWR

Derry Township School District  
School Board Meeting  
June 22, 2015

Please Sign In AND Print Your Name

Signature

Printed Name

Daniel B Tredinnick

Dan Tredinnick

Signature

Printed Name

L Vasiliades

Lee Vasiliades

Signature

Printed Name

Melba Melar

Melba Melar

Signature

Printed Name

Barbara Ray

Barbara Ray

Signature

Printed Name

Ruth Estill

Ruth Estill

Signature

Printed Name

Alton Perry

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