

MIFFLINBURG AREA SCHOOL DISTRICT

Mifflinburg, Pennsylvania 17844-0285

Regular Meeting

Board Minutes

May 14, 2024 - 6:30 p.m.

CALL TO ORDER – President Eberhart called the meeting to order at 6:30 p.m.

OPENING PROCEDURES – President Eberhart called for a moment of silent meditation after which he led the group in a pledge to the flag.

ROLL CALL found the following in attendance:

<u>Board Members:</u>	Mindy Benfer	Joshua Moser
	Tom Eberhart	Tyler Snook
	Carl Emery	Brandon Straub
	Jodi Marshall	Melissa Wagner
		Troy Zimmerman

Administration: Kenneth Dady, Superintendent
Renee Jilinski, Business Administrator
Peter Geipel, IT Director
Jeremiah Allen, High School Principal
Danielle Dressler, Director of Student Services
George Boyer, Supervisor of Buildings & Grounds
School Police Officers - 1

Others: Tammy L. Boop, Board Secretary
Austin White, Solicitor
Justin Strauser, The Daily Item
Reporter from Standard Journal
Others: 1

EXECUTIVE SESSIONS AND SPECIAL MEETING:

May 7, 2024 – Executive Session and Special School Board Meeting. These meetings were held for personnel matters.

May 14, 2024 – Executive Session prior to the start of the regular meeting. This meeting was held for legal and personnel matters.

APPROVAL OF MINUTES – The minutes of April 9, 2024 are presented for approval.

Motion by Jodi Marshall and seconded by Melissa Wagner to approve the minutes of April 9, 2024 as presented. Motion #1 carried.

ADDITIONS OR CORRECTIONS TO THE AGENDA

5.1 – Policies – First Reading

Policies 222 and 227 were removed from the agenda because of recommended PSBA revisions that were recently released.

9.1 – Resignations

Kara Tucker, emotional support teacher at the intermediate school has rescinded her resignation.

PUBLIC PARTICIPATION ON AGENDA ITEMS

Jeremiah Allen addressed the Board regarding his concern of a 0% tax increase. A 0% tax increase could potentially jeopardize district students and facility needs.

Mr. Allen also expressed his concern about going with a company such as Vermilion for a curriculum audit. He feels that meeting with the district's current lead teachers and asking them to explain the district's curriculum will provide a much better review of the district's curriculum.

SUPERINTENDENT'S REPORT – No report.

POLICY COMMITTEE REPORT - Mr. Zimmerman

1. Policies – First Reading – Attachment 5.1

The administration recommends approving the first reading of the following policies:

- 217 - Graduation Requirements
- 218.2 - Terroristic Threats
- 218.3 - Discipline of Student Convicted/Adjudicated of Sexual Assault
- 225 - Students and the Police
- 226 - Searches
- 626 - Procurement Federal Programs (Attachment Only)

Motion by Troy Zimmerman and seconded by Jodi Marshall to approve the first reading of the recommended policies. Motion #2 carried.

2. Policies – Final Reading – Attachment 5.2

The administration recommends approving the final reading of the following policies:

- 217.1 - WWII Veterans Diploma Requirements
- 218 - Student Discipline
- 218.1 - Weapons
- 219 - Student Complaint Process
- 220 - Student Expression/Dissemination of Materials w/ Attachments (Review Only)
- 221 - Dress & Grooming

Motion by Troy Zimmerman and seconded by Jodi Marshall to approve the final reading of the recommended policies. Motion #3 carried.

EDUCATION COMMITTEE REPORT – Mr. Moser

3. Curriculum Audit

Are the Members of the Board interested in moving forward with setting parameters and scope for a curriculum audit?

Vote by roll call was:

YES – Emery, Snook, Straub, Wagner, Zimmerman

NO – Benfer, Eberhart, Marshall, Moser

Results: 5 yes, 4 no

4. Graduating Class of 2024 – Attachment 6.1

The administration recommends approving the attached list of seniors for graduation, pending meeting all necessary requirements.

Motion by Josh Moser and seconded by Jodi Marshall to approve the attached list of seniors for graduation as presented. Motion #4 carried.

5. Vocational Agriculture Student

The administration recommends accepting the enrollment of Hailee Kieffer, a Lewisburg Area School District Student, into our vocational agriculture program beginning with the 2024-2025 school year. The Lewisburg Area School District will cover tuition costs.

Motion by Josh Moser and seconded by Melissa Wagner to accept the enrollment of Hailee Kieffer into our vocational agriculture program as presented. Vote by roll call was: Yes – Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer. Results: Unanimous. Motion #5 carried.

6. New Story Tuition Agreements – Attachment 6.3

The administration recommends approving the recommended student tuition agreements with New Story as presented.

Motion by Josh Moser and seconded by Jodi Marshall to approve the New Story tuition agreements as presented. Vote by roll call was: Yes – Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart. Results: Unanimous. Motion #6 carried.

7. Gaggle Agreement – Attachment 6.4

The administration recommends approving an agreement with Gaggle for student counseling services. The agreement is contingent upon PCCD approving the district's grant. The agreement is for \$123,529.00 for period 05/01/24-06/30/25. It is for the PCCD Mental Health Grant #42522.

Motion by Josh Moser and seconded by Jodi Marshall to approve an agreement with Gaggle as presented. Vote by roll call was: Yes – Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery. Results: Unanimous. Motion #7 carried.

8. Library Book Donation

The administration recommends accepting the donation of a library book, *Kindness Counts*, to the intermediate school library from Mrs. Lin Fry's 3rd grade class. Mrs. Fry's class wrote and published this book.

Motion by Josh Moser and seconded by Jodi Marshall to accept the donation of a library book as presented. Motion #8 carried.

9. Purchase of Curriculum Items

The administration recommends approving the purchase of the following curriculum item. The funds for this purchase will be taken from the 2023-2024 school year budget.

Amplify - Not to exceed \$200,329

Motion by Josh Moser and seconded by Jodi Marshall to approve the purchase of Amplify. Vote by roll call was: Yes – Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall. Results: Unanimous. Motion #9 carried.

PROPERTY COMMITTEE REPORT – Mr. Straub

10. Chiller Rebuild – Attachment 7.1

The administration recommends approving the quote and awarding the bid to Johnson Controls to rebuild the chiller.

Motion by Brandon Straub and seconded by Jodi Marshall to approve the quote and award the bid to Johnson Controls to rebuild the chiller as presented. Vote by roll call was: Yes – Straub, Marshall. No – Wagner, Zimmerman, Benfer, Eberhart, Emery, Moser. *Abstained – Snook. Results: 2 yes, 6 no, 1 abstention. Motion #10 failed.

*Mr. Snook is employed by McClure, one of the companies that submitted a proposal.

FINANCE COMMITTEE REPORT – Mrs. Benfer

11. 2024-2025 Budget – Attachment 8.1

The administration recommends approving the 2024-2025 budget as presented. This budget reflects a 2% increase.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the 2024-2025 budget with a 2% tax increase. Vote by roll call was: Yes – Benfer, Eberhart, Marshall, Moser. No – Straub, Wagner, Zimmerman, Emery, Snook. Results: 4 yes, 5 no. Motion #11 failed.

Motion by Troy Zimmerman and seconded by Brandon Straub to approve the 2024-2025 budget with a 0% tax increase. Vote by roll call was: Yes – Wagner, Zimmerman, Emery, Snook, Straub. No – Benfer, Eberhart, Marshall, Moser. Results: 5 yes, 2 no. Motion #12 carried.

12. 2024 Homestead and Farmstead Exclusion Resolution – Attachment 8.2

The administration recommends approving the 2024 Homestead and Farmstead Exclusion Resolution as presented.

Motion by Mindy Benfer and seconded by Brandon Straub to alter the motion to approve the 2024 Homestead and Farmstead Exclusion Resolution to reflect a 0% tax increase. Vote by roll call was: Yes – Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner. Results: Unanimous. Motion #13 carried.

13. Financial Report/Ratification of Expenditures – Attachment 8.3

The administration recommends approval of all financial reports as presented, subject to audit, and ratification of the expenses for the month of March 2024.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the financial reports for the month of March 2024 as presented. Vote by roll call was: Yes – Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman. Results: Unanimous. Motion #14 carried.

14. Budgetary Transfers – Attachment 8.4

The administration recommends approving the recommended budgetary transfers for the month of May 2024.

Motion by Mindy Benfer and seconded by to approve the recommended budgetary transfers for the month of May 2024. Vote by roll call was: Yes – Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer. Results: Unanimous. Motion #15 carried.

15. Election of a Depository

The administration recommends the appointment of the Mifflinburg Bank & Trust Company of Mifflinburg as the District's depository for the ensuing school year.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve Mifflinburg Bank & Trust Co as the district's depository for the 2024-2025 school year. Vote by roll call was: Yes – Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer. *Abstained – Eberhart. Results: 8 yes, 1 abstention. Motion #16 carried.

*Mr. Eberhart is employed by Mifflinburg Bank & Trust Co.

16. Investment Strategies

The administration recommends that the district continue its investment program with the following:

Mifflinburg Bank & Trust Co., East Chestnut Street, Mifflinburg
PA School Liquid Asset Fund, PO Box 597, Pottstown
PA Local Government Investment Trust, PO Box 1472, Valley Forge
Fulton Bank, Fulton Financial Advisors, Mifflinburg

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the district's investment program as presented. Vote by roll call was: Yes – Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Emery. *Abstained – Eberhart. Results: 8 yes, 1 abstention. Motion #17 carried.

*Mr. Eberhart is employed by Mifflinburg Bank & Trust Co.

17. 2024-2025 School Meal Prices – Attachment 8.7

The administration recommends approving the 2024-2025 school meal prices as presented.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the 2024-2025 meal prices as presented. Vote by roll call was: Yes – Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall. Results: Unanimous. Motion #18 carried.

18. Statewide Tax Collection Resolutions – Attachment 8.8

The administration recommends approving a resolution and addendum with Statewide Tax Recovery for the collection of delinquent per capita taxes.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve a resolution and addendum with Statewide Tax Recovery as presented. Vote by roll call was: Yes – Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser. Results: Unanimous. Motion #19 carried.

19. DTAC Agreement – Attachment 8.9

The administration recommends approving a 2-year renewal agreement with Diversified Treatment Alternative Centers (DTAC) for therapeutic health services.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve the recommended agreement with DTAC as presented. Vote by roll call was: Yes – Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser, Snook. Results: Unanimous. Motion #20 carried.

20. Hometown Ticketing Agreement – Attachment 8.10

The administration recommends approving an agreement with Hometown Ticketing for electronic ticketing for theater productions, prom and graduation.

Motion by Mindy Benfer and seconded by Jodi Marshall to approve an agreement with Hometown Ticketing as presented. Vote by roll call was: Yes – Wagner, Benfer, Eberhart, Emery, Marshall, Moser, Snook. No – Zimmerman, Straub. Results: 7 yes, 2 no. Motion #21 carried.

PERSONNEL COMMITTEE REPORT – Mrs. Marshall

21. Resignations

The administration recommends accepting the following resignations:

Rosie Clemens as marching band staff effective immediately.

Kelsey Hurst as marching band staff effective immediately.

Motion by Jodi Marshall and seconded by Mindy Benfer to accept the recommended resignations. Motion #22 carried.

22. Employee Termination

The administration recommends approving the termination of Mary Klingerman as a food service employee effective March 20, 2024.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the termination of Mary Klingerman as presented. Motion #23 carried.

23. Creation of a PIAA Swim Team

The administration recommends approving the creation of a PIAA eligible Mifflinburg Area High School swim team.

Motion by Mindy Benfer and seconded by Mindy Benfer to approve the creation of a PIAA eligible swim team as presented. Vote by roll call was: Yes – Zimmerman, Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner. Results: Unanimous. Motion #24 carried.

24. Creation of Positions

The administration recommends approving the creation of the following positions:

4th Grade Teacher
Autistic/Emotional Support Teacher at the middle school

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the creation of the recommended positions. Motion #25 carried.

25. Job Descriptions – Attachment 9.4

The administration recommends approving the following new job description:

Occupational Therapist

The administration recommends approving the following revised job descriptions:

Administrative Assistant for Curriculum & Instruction
Administrative Assistant for IT Services
Administrative Assistant for Student Services
Administrative Assistant - School Buildings
Administrative Assistant – Special Education

The administration recommends retiring the following job descriptions:

Administrative Assistant to the Superintendent
Administrative Assistant to the Business Administrator

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the new and revised job descriptions and retire the recommended job descriptions as presented. Motion #26 carried.

26. FMLA Leave

The administration recommends approving FMLA leaves for the following staff:

Employee #24-023 - beginning May 8, 2024
Employee #25-001 - beginning on the first day of the 2024-2025 school year
Employee #25-002 - beginning on the first day of the 2024-2025 school year

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the recommended FMLA leaves. Motion #27 carried.

27. Uncompensated Leave

The administration recommends approving an uncompensated leave for Employee #25-002 beginning on November 14, 2024 and continuing until the end of the first semester of the 2024-2025 school year.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve an uncompensated leave for Employee #25-002 as presented. Motion #28 carried.

28. Substitutes

The administration recommends approving the following substitutes for the remainder of the school year:

Kelly Heimbach, Mifflinburg – Aide

Motion by Jodi Marshall and seconded by Mindy Benfer to approve Kelly Heimbach as a substitute aide for the remainder of the school year. Motion #29 carried.

29. Bus Driver

The administration recommends approving Autumn Wagner of Montandon as a bus driver for the remainder of the school year.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the recommended bus driver for the remainder of the school year. Motion #30 carried.

30. Occupational Advisory Committee Members

The administration recommends approving the following as members of the Occupational Advisory Committee:

Katelyn Brouse Saylor, Selinsgrove
Jeremiah Zimmerman, Millmont

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the recommended members to the Occupational Advisory Committee. Motion #31 carried.

31. Summer Maintenance Intern

The administration recommends approving Isaac Keefer as a summer maintenance intern.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve Isaac Keefer as a summer maintenance intern. Motion #32 carried.

32. ESY Staff

The administration recommends approving the following staff for the summer extended school year program:

ESY 2024 Teaching Staff:

Katelynn Walls
Mackenzie Bilger

Hope Laudenslager
Kiersten Kissinger
Kami Bickel
Rachel Dagle
Caitlynn Bergenstock
Jeremy Walter
Tami Herrold
Jess Engleman
Suzy DiPasquale
Angela Gramly
Brandi Miller - Substitute

Nurses-

Quinn Erdley
Emily Ewing
Kim Bridge
Jillian Fee
Melanie Kerstetter

Paras-

Stephanie Oberdorf
Chloee Gemberling
Linda Johnson
Rebekah Hyer
Andres Macias
Grace Oldt
Destiny Woolsey
Lisa Sampsell
Shannon Klinger
Oleysa Siewers
Rhonda Hornberger
Anne Heimbach
Nicole Weidman

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the recommended staff for the summer ESY program. Motion #33 carried.

33. Coaches

The administration recommends approving the following coaches for the Fall 2024 sports season:

Assistant Coaches

Kelly Kazibwe, Field Hockey - \$3481
Anthony Threet, Varsity Football - \$3985
Brandon Teichman, Varsity Football - \$4103
Seth Hicks, Varsity Football - \$3720
Ruban Casilla, Boys' Soccer - \$3349
Gordon DeFacis, Girls' Soccer - \$3481
Tyler Maneval, Cross Country - \$3091

Junior High Coaches

Al Fluman, Softball - \$2086
Dustin Martin, Football - Head Coach - \$2513
Anthony Caruso, Football - Assistant Coach - \$2126
Zach Kurtz, Football - Assistant Coach - \$2126
Cowell Gemberling, 8th Grade Girls' Basketball - \$2340
Melissa Everitt, 7th Grade Girls' Basketball - \$2931

Volunteer Coaches

Jeff Kay, Gerald Knepp - Girls' Soccer
Janelle Hicks, Ashtin Midkiff, Rachel Erickson - Field Hockey
Luke Flickinger, Tom Parfitt, Jeff Wagner - Varsity Football
Travis Delcamp, Arnold Troup - JH Football
Ron Hernandez, Scott Sampsell, Grady Heimbach - JH Softball
Emil Stenger - Golf
Ed Kirick - Girls' Tennis

Motion by Jodi Marshall and seconded by Melissa Wagner to approve the recommended coaches. Vote by roll call was: Yes – Benfer, Eberhart, Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman. Results: Unanimous. Motion #34 carried.

34. Virtual Psychologist – Attachment 9.13

The administration recommends approving a contract with Kelly Reigle from Fredonia, NY to provide virtual School Psychologist services for the 2024-2025 school year.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve a contract with Kelly Reigle as presented. Vote by roll call was: Yes – Eberhart, Emery, Marshall, Moser, Snook Straub, Wagner, Benfer. No – Zimmerman. Results: 8 yes, 1 no. Motion #35 carried.

35. Appointment of School Dentist

The administration recommends approving Dr. David Vitunac as the school dentist for the ensuing school year.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve Dr. David Vitunac as the school dentist as presented. Motion #36 carried.

36. School Physician Services Agreement – Attachment 9.15

The administration recommends approving a School Physicians Agreement with Family Practice Center, Mifflinburg.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve a School Physicians Agreement with Family Practice Center as presented. Vote by roll call was: Yes – Emery, Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart. Results: Unanimous. Motion #37 carried.

37. Election of School Solicitor

The administration recommends retaining the legal services of Attorney Austin White of the McCormick Law Firm of Williamsport. The fee structure for the 2024-2025 school year is listed below. These are the same rates as the 2023-2024 school year.

- Professional Services - \$155.00 per hour
- Paralegal Time - \$75.00 per hour
- Attendance at Board Meetings - \$375.00 per meeting, plus mileage
- Reimbursement of all out-of-pocket expense

Motion by Jodi Marshall and seconded by Mindy Benfer to retain the legal services of Attorney Austin White as presented. Vote by roll call was: Yes – Marshall, Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery. Results: Unanimous. Motion #38 carried.

38. Letter of Intent

The administration recommends that a reassurance letter be given to eligible nine-month employees, including part-time persons and substitutes, before the end of the school year assuring that such persons will be employed for the following year in a manner consistent with the practices of the last year.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the issuance of reassurance letters to the recommended staff. Motion #39 carried.

39. To Be Hired

The administration recommends approving the following staff for the 2024-2025 school year:

Kelly Heimbach, Mifflinburg, as a Category 2 Aide. Salary will be set at Step 1 of the Category 2 Aide pay scale.

Laurel Fogleman, Centre Hall, as a social studies teacher at the middle school. Salary will be set at Step 1, Bachelors' Degree, \$55,000.

Margaret Creveling, Bloomsburg, as a special education teacher at the middle school. Salary will set at Step 1, Bachelors' Degree, \$55,000.

Tammy Tillman, Mifflinburg as an autistic support/emotional support teacher at the middle school. Salary will be set at Step 1, Bachelors' Degree \$55,000, pending certification.

Scott Moser, Montgomery, as a math teacher at the high school. Salary will be set at Step 9, Masters' Degree \$65,900.

Christeann Reichard, Lewisburg, as the administrative assistant at the intermediate school. Salary will be set at Level 2, Administrative Assistant pay scale, \$37,708.

Sadie Griswold, Jersey Shore, as the physical education teacher at the elementary school. Salary will be set at Step 1. Bachelors' Degree \$55,000.

Motion by Jodi Marshall and seconded by Mindy Benfer to approve the recommended staff for the 2024-2025 school year. Vote by roll call was: Yes – Moser, Snook, Straub, Wagner, Zimmerman, Benfer, Eberhart, Emery, Marshall. Results: Unanimous. Motion #40 carried.

40. Staff Transfers – Information Item Only

Lori Fridline will transfer from the Administrative Assistant at the high school to the Administrative Assistant for Curriculum and Instruction.

Maura Heiges will transfer from an ELA Teacher at the middle school to a Science Teacher at the middle school.

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT – Mr. Eberhart

41. CSIU Election of Directors

The Board unanimously voted in favor of the entire slate of CSIU Board of Director candidates.

COMMUNICATIONS AND ANNOUNCEMENTS – Dr. Dady announced that Reece Murray was named as the Sunrise Student of the Month for the month of May at SUN Tech.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - None

OLD BUSINESS

Formation of Clubs

Carl Emery asked how it would be handled if someone asked to form a Satanic Club in one of our schools.

Dr. Dady replied that he and Attorney White would review each request on a case-by-case basis and would act appropriately and in a legal matter.

Chiller Rebuild Project

Mrs. Jilinski asked the Board what their wishes were for gathering new proposals for the chiller rebuild project.

Attorney White recommended that the Costars list be checked for approved vendors. If acceptable vendors are listed, then proceed with requesting two (2) proposals for the rebuild: 1) using OEM and 1) using new. If the approved list of vendors is unacceptable to the Board, Mrs. Jilinski will need to use the sealed bid process.

NEW BUSINESS

42. 2024-2025 Scheduled Board Meetings & Work Sessions

The following is a list of Board Meeting and Work Session dates for the 2024-2025 school year. Action to approve these dates and advertise accordingly is recommended.

WORK SESSIONS

July - No Meetings
August 6, 2024
September 3, 2024
October 1, 2024
November 5, 2024
December - No Work Session
January 7, 2025
February 4, 2025
March 4, 2025
April 1, 2025
May 6, 2025
June 3, 2025

BOARD MEETINGS

July - No Meetings
August 13, 2024
September 10, 2024
October 8, 2024
November 12, 2024
December 3, 2024
January 14, 2025
February 11, 2025
March 11, 2025
April 8, 2025
May 13, 2025
June 10, 2025

Motion by Tom Eberhart and seconded by Jodi Marshall to approve the 2024-2025 Work Session and Board Meeting dates as presented. Motion #41 carried.

ADJOURNMENT – With there being no further business to come before the Board, on a motion by Jodi Marshall and seconded by Mindy Benfer the meeting was adjourned at 8:21 p.m.

Respectfully Submitted,

Tammy L. Boop
School Board Secretary

All supporting documents not contained herein are maintained in a separate file at the Administration Office.