

PLEDGE OF ALLEGIANCE lead by:

Jack Kaper Sammy Morris Aidan Robinson Makayla Snider

RECOGNITION

A. SCHOLARSHIP

Autumn Miller - Ricart Automotive Group Scholarship

B. HIGH SCHOOL MUSIC AWARDS and DIRECTOR, MRS. EMILY FISHER

- 1) **High School Chorale** Superior Rating (all 1's) at District OMEA Competition
- 2) **High School Women's Chorus** Excellent Rating at District OMEA Competition
- 3) **High School Chorale** Superior Rating (all 1's) at State OMEA Competition
- 4) **Middle School Chorus** Excellent Rating at Middle School OMEA Competition

C. RETIREES

- 1) **Danielle Bruning** - Middle School Math/Science Teacher
- 2) **Jan Clayton** - Intervention Specialist Supervisor
- 3) **Ruth Lockwood** - In-School Intervention/Suspension Advisor
- 4) **Debbie Miller** - Middle School Guidance Counselor
- 5) **Ed Miller** - High School Principal
- 6) **Ron Owens** - Elementary School Physical Education Teacher

D. WENDY BUSKIRK'S CLASS - Dr. John Walter will present Wendy Buskirk's class with an art project that was made by the class, donated to the Empty Bowl Project, then purchased by Dr. Walter.

REFRESHMENTS - Prepared by Liberty Union Food Services Department

DISCUSSION AND APPROVAL OF THE MINUTES

057-15 Motion by Shawn Shook, seconded by Caryl Caito, to approve the minutes of the Regular Meeting of the Liberty Union - Thurston Board of Education held on May 11, 2015, as printed. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

OLD BUSINESS - The following policies were presented for review May 11, 2015, and is now presented to the Board of Education for approval:

058-15 Motion by John Walter, seconded by Shaun Hochradel, to approve the Old Business item(s) printed below. Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes; Caito, yes. Motion carried.

A. EFF - FOOD SALE STANDARDS

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch and breakfast for all students. The Board shall annually encumber the funds needed to operate the program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as the fiscal management of the program. In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (ACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

The Food Service Supervisor shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Food Service Supervisor shall:

- A. consider the nutritional value of each food or beverage;
- B. consult with a dietitian licensed under Revised Code Chapter 4759, a dietetic technician registered by the commission on dietetic registration, or a school nutrition specialist certified or credentialed by the school nutrition association; and
- C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services.

~~No food or beverage may be sold on any school premises except in accordance with the standards approved by the board which are outlined in the wellness policy. NOTE: fundraisers by school sponsored organizations outside the regular school day are exempt from these standards; and interscholastic athletic events are exempt at all times.~~

Meals sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent. Meals may be made available, free of charge, to senior citizens who are serving as volunteers to the District.

The operation and supervision of the food-service program shall be the responsibility of the Food Service Supervisor. In accordance with Federal law, the Food Service Supervisor shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

Any surplus funds from the National School Lunch Program and ala carte sales shall be used to reduce the cost of the service to students or to purchase cafeteria equipment.

No foods or beverages, other than those associated with the District’s food-service program, are to be sold during food-service hours. The District shall serve only nutritious food in accordance with the nutritional standards adopted by the Board. Foods and beverages in competition with the District’s food-service program may only be sold one hour before or after a meal period begins and ends (or in accordance with the Food For Sale policy).

COMPETITIVE FOOD SALES

The Food Services Department will comply with the provisions set forth in **State and** Federal law regarding sale of competitive food and foods of minimal nutritional value.

The Food Services Department shall be the sole provider of food and beverage items sold in all school until one (1) hour following the last lunch period, at which time other school organizations may begin to sell foods and beverage items in accordance with the Board’s wellness policy, guidelines and with principal approval.

The food and beverages to be sold must be in accordance with the District’s approved nutrition standards and the District’s wellness policy and guidelines. **NOTE: Fundraisers by school sponsored organizations outside the regular school day are exempt from these standards; and interscholastic athletic events are exempt at all times.**

The Food Service Supervisor is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District’s compliance with the standards to the Superintendent. Such findings shall be presented to the Board of Education at one of its regular meetings annually.

[Adoption date: September 10, 2001] [Revised: August 8, 2011]
[Reviewed: December 10, 2012] [Revised: January 12, 2015]
[Revised: **June 1, 2015**]

LEGAL REFS.: ORC 3313.814

B. EFG-R - WELLNESS POLICY RECOMMENDATIONS

COMMITTEE MEMBERSHIP:

The committee met in ~~March, 2014,~~ **April, 2015**, to evaluate the implementation of policy changes, and to consider additional recommendations. Building principals and the food service supervisor are responsible for implementation and monitoring of the wellness policy.

NUTRITION EDUCATION GOALS:

1. Health classes will continue to emphasize projects and assignments involving family input and participation.
2. Newsletters from principals will include health and nutrition information.
3. The District website will provide a link to the USDA website.

PHYSICAL ACTIVITIES:

1. The current practice of physical fitness testing in physical education classes will continue.
- ~~2. A walking program has been implemented at the elementary school. Community and staff members are making use of the opportunity.~~
- ~~3~~ **2.** Encourage student walking and bicycle riding activities through physical education classes. Create bicycle riding and walking incentive rewards through the Safe-Routes-to-School Program.
- ~~4~~ **3.** Develop a district transportation plan which would encourage student walking and/or bicycling to and from school. The addition of multi-use paved paths in the village during the summer of 2013 ~~should make~~ **made** this a viable option. Middle school walking recess programs will continue as weather permits.

STAFF WELLNESS:

1. Fitness classes will continue to be offered.
2. Disease management and wellness programs will be provided through the district health care plan. Employees will receive monthly updates via email.
3. A weight loss program will be offered for staff if there is enough interest to create a class. ~~Community members will be invited to participate.~~

SCHOOL LUNCH PROGRAM:

1. The food service department will **continue to** increase servings of fresh fruits and vegetables as required.
2. School meals will continue to be prepared following the ~~newly revised~~ **current** USDA (reimbursable) regulations.
3. New menu options will be tried in in order to increase participation.
4. The Food Service Department will continue to meet USDA nutritional guidelines ahead of required timelines.

SCHOOL BREAKFAST PROGRAM:

All buildings now have school breakfast programs. Efforts to increase the number of breakfast menu items will be undertaken in the coming year.

WEEKEND NUTRITION PROGRAM:

The committee recommends exploring ways to provide weekend nutritional assistance to qualifying students, through the establishment of community partnerships, securing volunteer assistance and financial support. A **Survey** will be administered **periodically**, to determine a probable level of participation.

COMMUNITY HEALTH:

~~High school staff and students have received provided by the Community Heartwatch program, through Fairfield Medical Center. Free community CPR training will be offered for community members in several locations throughout the county on May 18, 2013.~~ **The track is open 24 hours for public use. SCALE (School, Community, Agency, Law Enforcement) meetings are attended bimonthly by the superintendent and resource officer. Any information is relayed to the staff to prevent drug and alcohol abuse.**

~~New~~ A.E.D. units have been installed in all buildings **and are tested regularly.**

CLASS PARTIES / BIRTHDAY TREATS / REWARD INCENTIVES:

1. Provide information to parents at the beginning of the school year, as well as reminders throughout the year, encouraging a voluntary program of healthy snacks, and portion limitation for these special events.
2. Work with room-~~mothers~~ **volunteers** to provide healthy alternatives and portion limitation for organized parties.

SNACK MACHINES A LA CARTE ITEMS:

1. ~~Candy and gum have been removed from snack machines~~ **Will meet General Nutrition Standards**
 - **Be a “whole grain -rich” grain product; or**
 - **Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); or**
 - **Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or**

- **Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).**
2. **Additional baked and low-fat alternative snacks will be included in snack machines. The following additional standards must also be met.**
- **< 200 calories**
 - **< 230 mg sodium (will change to < 200 July 1, 2016)**
 - **Total fat: < 35% of calories**
 - **Saturated fat: < 10% of calories**
 - **Trans fat: zero grams**
 - **< 35% of weight from total sugars in foods**

BEVERAGE MACHINES:

Elementary School: Water and flavored water only, are available to students.

Middle School: Water and flavored water only, will be offered in the middle school during the school day.

High School: Water, flavored water, juices, sports drinks are available as alternative offerings to the soda currently available. Students will be encouraged to voluntarily limit soda purchase to one per day. Only diet soda will be available.

CONCESSIONS, ETC.:

Request that booster groups, etc. voluntarily include some low-fat alternatives.

TOBACCO:

1. Continue to follow current policy:
 - a. No student tobacco use at any time;
 - b. Staff may not use tobacco in buildings at any time;
 - c. Visitors may not use tobacco in buildings or at athletic events at any time.
 - d. E-cigarettes will not be permitted or used on school property or school events.**
2. Designate specific outdoor smoking areas for staff members in each building.
3. Promote anti-tobacco student programs.
4. Provide quit-tobacco programs through the Department of Health.

FUNDRAISING:

± No fundraising sales which are primarily candy-oriented.

[Adoption date: March 13, 2006]	[Revised: May 12, 2008]
[Revised: April 13, 2009]	[Revised: April 12, 2010]
[Revised: August 11, 2011]	[Revised: May 14, 2012]
[Reviewed: December 10, 2012]	[Revised: April 8, 2013]
[Revised: May 13, 2014]	[Revised: June 1, 2015]

PUBLIC PARTICIPATION AT BOARD MEETINGS

File: KD (Also BDDH)

There was none.

EXECUTIVE SESSION - An Executive Session is requested to discuss a personnel matter.

GO INTO EXECUTIVE SESSION

059-15 Motion by Shawn Shook, seconded by Caryl Caito, to go into Executive Session at 7:45 p.m. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel, yes. Motion carried.

RETURN FROM EXECUTIVE SESSION

060-15 Motion by Shaun Hochradel, seconded by Shawn Shook, to return from Executive Session at 9:03 p.m. Shook, yes; Walter, yes; Caito, yes; Hochradel, yes; Hutton, yes. Motion carried.

MONTHLY FINANCIAL STATEMENTS: Tabled till next meeting

NEW BUSINESS - FINANCIAL:

061-15 Motion by Caryl Caito, seconded by Shawn Shook, to approve the New Business Financial item(s) listed below: Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

A. REVISED APPROPRIATIONS - Approved.

Liberty Union - Thurston Schools					
FY 2016 Permanent Appropriations				6/1/2015	
<u>Governmental Fund Types</u>					
<u>Fund Class / Name</u>	<u>Fund No / SCC</u>		<u>Total Approp</u>	<u>Adj.</u>	<u>New Approp</u>
<u>General Fund Class</u>					
General Fund	001		\$13,300,000.00	\$0.00	\$13,300,000.00
<u>Special Revenue Class</u>					
Public School Support	018		45,000.00	0.00	45,000.00
Local Rotary	019		195.31	0.00	195.31
Classroom Fac Maint	034		400,000.00	0.00	400,000.00
Athletics	300		300,000.00	0.00	300,000.00
IDEA PART B	516-9016		200,000.00	0.00	200,000.00
Title I	572-9015		20,000.00	0.00	20,000.00
Title I	572-9016		175,000.00	0.00	175,000.00
Title II A	590-9015		50,000.00	0.00	50,000.00
Title II A	590-9016		70,000.00	0.00	70,000.00
Total Special Revenue Class			\$1,260,195.31	0.00	1,260,195.31
<u>Debt Service Fund Class</u>					
Bond Retirement Fund	002		1,200,000.00	0.00	1,200,000.00
<u>Capital Project Fund Class</u>					
Perm Imp	003		140,000.00	0.00	140,000.00
Building Fund	004		11,000.00	0.00	11,000.00
Cl Build - State	010-9000		105,981.00	0.00	105,981.00
Cl Build - Local	010-9001		3,466,000.00	0.00	3,466,000.00
<u>Proprietary Fund Types</u>					
<u>Enterprise Fund Class</u>					
Food Service Fund	006		600,000.00	0.00	600,000.00
<u>Internal Service Fund</u>					
Special Rotary Fund	014		5,000.00	0.00	5,000.00
Employee Benefits Fund	024		1,800,000.00	0.00	1,800,000.00
Total Internal Services			1,805,000.00	0.00	1,805,000.00
<u>Fiduciary Fund Type</u>					
<u>Trust Fund Class</u>					
District Agency Fund	022		35,000.00	0.00	35,000.00
Student Activity Fund	200		110,000.00	0.00	110,000.00
Total Trust Fund Class			145,000.00	0.00	145,000.00
<u>Agency Funds</u>					
South Central Ins Cons	026		65,000,000.00	0.00	65,000,000.00
Total Appropriations All Fund Types			\$87,033,176.31	0.00	\$87,033,176.31

B. DISTRICT PRINTER AGREEMENT - The technology coordinator and the superintendent Recommend entering into an agreement with **Modern Office Machines** regarding printer use for the school district; approved.

- C. **INSTRUCTIONAL AUDIT** - Jennifer Blackstone, curriculum coordinator, presented and explained AdvantaCore. This is a program that builds strong communities, customizes support for each school, promotes student success and targets improvement for each student.

Approved entering into an agreement with AdvantaCORE as recommended by the superintendent and curriculum coordinator. Cost is \$15,000; however, \$5,000 will be paid from the Straight-A Grant Fund effective May 8 - November 1, 2015.

D. PURCHASED SERVICE AGREEMENT(S)

- 1) **SERVICE PROVIDER:** **J. L. Uhrig, Inc.**
CONTRACT PERIOD: Three Years: Through June 30, 2017
SERVICE PROVIDED: GAAP Conversion (**FY 15, 16 & 17**) of Annual Financial Report for the South Central Ohio Insurance Consortium
COST: Actual Hours, not to Exceed \$2,800 for **Each** Fiscal Year
NOTE: Total Cost Paid by SCOIC

Approved.

- 2) **SERVICE PROVIDER:** **Gahanna-Jefferson Public Schools**
CONTRACT PERIOD: 2014-2015 School Year
SERVICE PROVIDED: Reading Recovery
COST: \$850

Approved.

- E. **END OF FISCAL YEAR BALANCE PROCEDURES** - The Treasurer requests to transfer accounts as necessary to close the financial books for the 2015 fiscal year; approved.

PERSONNEL

062-15 Motion by John Walter, seconded by Shaun Hochradel, to approve the Personnel items listed below. Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes; Caito, yes. Motion carried.

A. RESIGNATIONS

- 1) Approved the resignation of **Craig Hart** as a vocational agriculture teacher.
- 2) Approved the resignation of **Danielle Bruning**, middle school teacher, for retirement purposes, effective August 31, 2015 .

We thank **Mrs. Danielle Bruning** for her service to the LU-T District and wish her the very best in retirement.
- 3) Approved the resignation of **Ruth Lockwood**, high school and middle school in-school-intervention monitor effective at the end of the 2014-2015 school year.

We thank **Mrs. Ruth Lockwood** for her service to the LU-T District and wish her the very best in retirement.

B. The following candidates were approved for employment as follows:

- 1) **Name:** **Andrew Bauer**
Position: High School Intervention Specialist
Salary: \$32,741.57 (BA - Step 1)
Starting Date: August 7, 2015
- 2) **Name:** **Renee Mueller**
Position: Middle School Science Teacher
Salary: \$37,778.74 (MA - Step 2)
Starting Date: August 7, 2015
- 3) **Name:** **Lauren Spector**
Position: High School English Teacher
Salary: \$34,158.27 (5-Year - Step 1)
Starting Date: August 7, 2015

- 4) **Name:** Meghan Wilder
Position: Elementary / Middle School Art Teacher
Salary: \$32,741.57 (5-Year - Step 0)
Starting Date: August 7, 2015

C. SUPPLEMENTAL CONTRACT POSITIONS - Approved the following supplemental personnel and positions as requested:

<u>Name</u>	<u>Supplemental Position</u>	<u>Level</u>	<u>Step</u>	<u>Salary</u>
Stefanie Russell	JV Volleyball Coach	3	0	\$1,888.94
Kailyn McComb	* Co-Freshman Volley Coach	4	0	629.64
Katy Noel				629.64
Lisa Feyko	Volleyball Coach	Volunteer		
Michael Sage	Volleyball Asst Coach	Volunteer		
Gabe Dominguez	Girls Soccer	Volunteer		
Harold Lloyd	* Var Girls Golf Coach	3	8	3,211.19
Ashley Ramey	H S Football Cheer Coach	Volunteer		
Darlene Brenner	Straight A Math	Stipend:		500
Cortni Brunty	Straight A Math	Stipend:		500
Michele Byers	Straight A Math	Stipend:		500
Jennifer Lauvray	Straight A Math	Stipend:		500
Angie Leitnaker	Straight A Math	Stipend:		500
Erik Smolewski	Straight A Math	Stipend:		500
Mindy Wallace	Straight A Math	Stipend:		500
Krystal Washburn	Straight A Math	Stipend:		500

* Pending enough athletes to build a complete team

D. CLASSIFIED SUBSTITUTE LIST: Approved the classified substitute list for May, 2015, with the addition of the following name(s):

<u>Name</u>	<u>Address</u>	<u>Classification</u>
Courtney, Diana	219 E North St, Baltimore	Cleaner

* Pending obtaining all necessary paper-work and certification.

PERSONNEL

063-15 Motion by Shaun Hochradel, seconded by Caryl Caito, to approve the Personnel item listed below. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel, yes. Motion carried.

SUPPLEMENTAL CONTRACT POSITIONS - Approved the following supplemental personnel and position(s) as requested:

<u>Name</u>	<u>Supplemental Position</u>	<u>Level</u>	<u>Step</u>	<u>Salary</u>
Adam Twiss	Head Girls Basketball Coach	1-A	11	\$5,918.67

PERSONNEL

064-15 Motion by Shawn Shook, seconded by John Walter, to approve the Personnel items listed below. Shook, no; Walter, no; Caito, no; Hochradel, yes; Hutton, yes. **Motion failed.**

SUPPLEMENTAL CONTRACT POSITIONS - Failed to approve the following supplemental personnel and position(s) as requested:

<u>Name</u>	<u>Supplemental Position</u>	<u>Level</u>	<u>Step</u>	<u>Salary</u>
Rob Compton	Head Boys Basketball Coach	1-A	4	\$3,840.84

NEW BUSINESS - OTHER

065-15 Motion by Shawn Shook, seconded by John Walter, to approve the New Business - Other item(s) as printed below. Walter, yes; Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes. Motion carried.

- A. **FFA CAMP** - Mr. Chris Turner, Vo Ag Teacher, was granted permission to attend the 3rd session of summer FFA Camp with Liberty Union FFA student members.

Dates: June 22-26, 2015
 Location: FFA Camp Carrollton, Ohio
 Transportation: School Bus
 Chaperones: Chris Turner & Lora Heistand
 Cost: Approximately \$180 per Camper (This includes all food and housing for the week.)
 Note: \$4000 will be paid from the Straight-A Grant Fund.

B. HIGH SCHOOL GIRLS BASKETBALL CAMPS - Girls Varsity Coach, **Adam Twiss**, was granted permission to participate in the following summer camps:

- 1) Dates: June 5 & 6, 2015
 Teams: **Varsity and Junior Varsity Teams**
 Location: Ohio Dominican Team Camp
 Cost: \$40 per Camper
- 2) Dates: June 8 - 10, 2015
 Grades: **3 - 12**
 Location: Liberty Union High School Gym
 Cost: \$30 per Camper
- 3) Dates: June 11 - 12, 2015
 Teams: **Varsity and Junior Varsity Teams**
 Location: Indiana University Team Camp
 Cost: \$125 per Camper

NEXT REGULAR MEETING: The next regular Board of Education Meeting will be held on **Monday, July 13, 2015, 7:00 p.m.** at the Liberty Union Land Lab.

EXECUTIVE SESSION - An Executive Session is requested to discuss a personnel matter.

GO INTO EXECUTIVE SESSION

066-15 Motion by Shawn Shook, seconded by Caryl Caito, to go into Executive Session at 9:24 p.m. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes. Motion carried.

RETURN FROM EXECUTIVE SESSION

067-15 Motion by John Walter, seconded by Shaun Hochradel, to return from Executive Session at 10:06 p.m. Hochradel, yes; Hutton, yes; Shook, yes; Walter, yes; Caito, yes. Motion carried.

ADJOURN

068-15 Motion by Shawn Shook, seconded by Caryl Caito, to adjourn at 10:06 p.m. Hutton, yes; Shook, yes; Walter, yes; Caito, yes; Hochradel, yes. Motion carried.

**LIBERTY UNION-THURSTON BOARD OF EDUCATION
 SPECIAL MEETING**

June 17, 2015 - 9:00 P.M.

Liberty Union District Office

ROLL CALL: Ms. Caryl Caito. Present
 Mr. Shaun Hochradel. . . . Present
 Mr. John Hutton. Present
 Mr. Shawn Shook. Present
 Dr. John Walter. Absent

PLEDGE OF ALLEGIANCE

PUBLIC PARTICIPATION AT BOARD MEETINGS

File: KD (Also BDDH)

Mr. John Phillips spoke regard the Liberty Union High School Boys Varsity Coach.

MONTHLY FINANCIAL STATEMENTS

069-15 Motion by Hochradel, seconded by Shook, to approve Monthly Financial items as printed below: Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, **absent**. Motion carried.

A. TREASURER’S FINANCIAL REPORT: Approved.

- 1. MONTHLY FUNDS BALANCE**
- 2. RECEIPT OF FUNDS**
- 3. STATUS OF APPROPRIATIONS**
- 4. MONTHLY BANK RECONCILIATION**

B. BILLS: Approved.

C. STUDENT ACTIVITY MONTHLY APPROPRIATIONS: Approved.

<u>FUND</u>	<u>AMOUNT</u>
018	\$13,027.33
200	2,824.75
300	14,367.94
Total Changes	\$30,220.02

D. DONATIONS: Approved.

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$ 500.00	H S Principal’s	Renaissance
410.35	InterState Studio	Elementary Principal
791.80	Misc: Baltimore Opera House	Elementary Principal
1,271.31	Misc: LLS	Elementary Principal
2,624.80	Misc: St Judes	Middle School Principal
282.92	Misc: The Key to Giving	Elementary Principal
190.00	DC Trip: For Good Citizens Trip	Middle School Principal
150.00	Misc	FFA
500.00	Booster Bingo	Softball
500.00	Booster Bingo	Girls Track
1,160.00	Booster Poker	Baseball
350.00	Jeffrey & Connie Shields	Cross Country
50.00	Misc	Washington DC
\$8,781.18	Total	-

NEW BUSINESS - FINANCIAL:

070-15 Motion by Caito, seconded by Shook, to approve the New Business Financial item(s) listed below: Hochradel, yes; Hutton, yes; Shook, yes; Walter, **absent**; Caito, yes. Motion carried.

A. ELEMENTARY SCHOOL FEES - Approved the elementary school student fees, as recommended by the elementary school principal.

<u>Kindergarten</u>		<u>Grade 1</u>	
Chair Bags	\$12.00	Scholastic News	\$ 5.50
Supplies	23.00	Studies Weekly	6.75
Computer Fee	3.00	Writing Dictionary	2.00
Handwriting Workbook	8.00	Binder	3.75
Total	\$46.00	Computer Fee	3.00
		Total	\$21.00
<u>Grade 2</u>		<u>Grade 3</u>	
Scholastic News	\$ 5.50	Folders	3.00
Folder	3.00	Connect Ed	7.50
Connect Ed	7.50	Computer Fee	9.50
Computer Fee	9.50	Total	\$20.00
Total	\$25.50		

<u>Grade 4</u>			
Scholastic News	\$ 5.50		
Science Fee	3.00		
Computer Fee	9.50		
Connect Ed	7.50		
Social Studies Workbook	15.00		
Total	\$40.50		

B. MIDDLE SCHOOL FEES - Approved the middle school student fees, as recommended by the middle school principal.

<u>Grade 5</u>			<u>Grade 6</u>	
Assignment Book	\$ 3.50		Assignment Book	\$ 3.50
Social Studies Workbook	10.00		Math Workbook	15.00
Science World Magazine	10.00		Science Lab Fee	5.00
Science Lab Fee	3.00		Art Lab Fee	3.00
Computer Printing Fee	3.00		Computer Printing Fee	3.00
Computer Typing Program	6.50		Computer Typing Fee	6.50
Total	\$36.00		Total	\$36.00
<u>Grade 7</u>			<u>Grade 8</u>	
Assignment	\$ 3.50		Assignment Book	\$ 3.50
Junior Scholastic	10.00		Math Workbook	15.00
Math Workbook	15.00		Art Lab Fee	3.00
Science World Magazine	10.00		Science Lab Fee	5.00
Science Lab Fee	5.00		Computer Printing Fee	3.00
Computer Printing Fee	3.00		Computer Typing Program	6.50
Total	\$46.50		Total	\$36.00
			<u>Mrs. Feyko's 8th Grade Class ONLY</u>	
			All listed 8 th Grade Fees	\$36.00
			Scope Magazine	8.75
			Total	\$44.75

C. PURCHASED SERVICE AGREEMENT(S)

- 1) **SERVICE PROVIDER: Ohio School Boards Association**
 CONTRACT PERIOD: One Year: July 1, 2015 - June 30, 2016
 SERVICES: Policy Development Services
 COST: \$675
 Approved.

- 2) **SERVICE PROVIDER: School Pointe**
 SERVICE PROVIDED: Liberty Union Schools Website
 CONTRACT PERIOD: Three Years: July 1, 2015 - June 30, 2018
 COST: \$3,901 per year
 Approved.

PERSONNEL

071-15 Motion by Shook, seconded by Caito, to approve the Personnel items listed above. Hutton, yes; Shook, yes; Walter, **absent**; Caito, yes; Hochradel, yes. Motion carried.

A. The following candidates were approved for employment as follows:

- 1) **Name:** **Elissa Beveridge-Fouts**
Position: Middle School Guidance Counselor
Salary: \$62,020.09 (MA + 30 - Step 11)
Starting Date: August 7, 2015

- 2) **Name:** **Matthew Gallatin**
Position: High School Principal
Salary: \$88,180.47 (3-Year Contract: 15-16, 16-17 & 17-18)
Starting Date: August 1, 2015

 - 3) **Name:** **Brandon Thomas**
Position: High School VoAg Teacher
Salary: \$36,991.68 (BA + 150 - Step 3)
Starting Date: August 7, 2015

 - 4) **Name:** **Mike Grover**
Position: Maintenance Worker
Contract: One Year
Hours: Eight Hours Daily; Forty Hours per Week
Salary: \$19.95 per Hour
Starting Date: June 22, 2015
- Recommend approval.

B. EMPLOY SUMMER READING PROGRAM TEACHER - The following candidate is recommended by the Elementary School Principal:

Name: **Tracy Farmer**
Position: Summer Intervention Reading Specialist
Compensation: \$20 per Hour

- One day of planning prior to program beginning (7 hours) and 1/2 day after program ends for closing (4 hours)
- June 22-July 1 will be reading interventions with students (21 hours with students and 7 hours of planning)
- July 2nd will be administration of the Iowa Assessment in Reading Parts 1 and 2 (3 hours)

C. SUPPLEMENTAL CONTRACT POSITIONS - Recommend approval of the following supplemental personnel and positions is requested:

<u>Name</u>	<u>Supplemental Position</u>	<u>Level</u>	<u>Step</u>	<u>Salary</u>
Bill Moore	Girls Basketball Asst Coach		Volunteer	
Randy Darst	Girls JV Basket Coach	2-a	7	\$3,368.60
* Jeff Mayzum	Girls Fresh Basket Coach	4	5	2,077.83
Lauren Benson	Flag Corp Advisor	6	0	787.06
Tonya Ransbottom	2014-2015 Outdoor Education	8	0	346.31
Jim Day	Engaging the Net Generation	-	-	** 900.00
Micah Freeman	Engaging the Net Generation	-	-	** 900.00
Debbie Howdyshell	Engaging the Net Generation	-	-	** 900.00

* Pending enough athletes to build a complete team
 ** Paid from Straight A Grant Funds

D. CLASSIFIED SUBSTITUTE LIST: Recommend approval of the classified substitute list for May, 2015, with the addition of the following names:

<u>Name</u>	<u>Address</u>	<u>Classification</u>
Colin Weaver	400 Bickel Church Rd, Baltimore	Maintenance

* Pending obtaining all necessary paper-work and certification.

NEW BUSINESS - OTHER

072-15 Motion by Hochradel, seconded by Shook, to approve the New Business - Other items as presented. Shook, yes; Walter, **absent**; Caito, yes; Hochradel, yes; Hutton, yes. Motion carried.

A. STAFF HANDBOOKS

- 1) Elementary School Principal, Mrs. Linda Rainey, requested approval of the Elementary Staff Handbook and discussed changes; handbooks were approved.

- 2) Middle School Principal, Mr. Tim Turner, requested approval of the Middle School Staff Handbook School Staff Handbook and discussed changes; handbooks were approved.

B. STUDENT HANDBOOKS

- 1) Elementary School Principal, Mrs. Linda Rainey, requested approval of the Elementary Student Handbook and discussed changes; handbooks were approved.
- 2) Middle School Principal, Mr. Tim Turner, requested approval of the Middle School Student Handbook and discussed changes; handbooks were approved.

EXECUTIVE SESSION - An Executive Session is requested for the purpose of discussing personnel matters.

GO INTO EXECUTIVE SESSION

073-15 Motion by Caito, seconded by Hochradel, to go into Executive Session at 9:28 p.m. Walter, **absent**; Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes. Motion carried.

RETURN FROM EXECUTIVE SESSION

074-15 Motion by Shook, seconded by Caito, to return from Executive Session at 10:04 p.m. Caito, yes; Hochradel, yes; Hutton, yes; Shook, yes; Walter, **absent**. Motion carried.

NEXT MEETING

The next regular meeting of the Board of Education will be held on **Monday, July 13, 2015, at 7:00 p.m.** at the Liberty Union Land Lab.

ADJOURN

075-15 Motion by Hochradel, seconded by Shook, to adjourn at 10:15 p.m. Hochradel, yes; Hutton, yes; Shook, yes; Walter, **absent**; Caito, yes. Motion carried.

**LIBERTY UNION-THURSTON BOARD OF EDUCATION
SPECIAL MEETING**

July 6, 2015 - 9:00 P.M.

Liberty Union District Office

ROLL CALL

Caryl Caito.	<u>Absent</u>
Shaun Hochradel.	<u>Present</u>
John Hutton.	<u>Present</u>
Shawn Shook.	<u>Absent</u>
John Walter.	<u>Present</u>

PLEDGE OF ALLEGIANCE

PUBLIC PARTICIPATION AT BOARD MEETINGS

File: KD (Also BDDH)

There was none.

PERSONNEL

076-15 Motion by Shaun Hochradel, seconded by John Walter, to approve the Personnel items listed below: Caito, **absent**; Hochradel, yes; Hutton, yes; Shook, **absent**; Walter, yes. Motion carried.

A. RESIGNATIONS

- 1) **Andy Haines** has submitted his resignation as a high school industrial arts teacher; resignation approved.
We wish **Mr. Andy Haines** the very best in his retirement and thank him for his many dedicated years at Liberty Union High School.
- 2) **Candy Ashbrook** has submitted her resignation as a high school Family & Consumer Science teacher; resignation approved.
We wish **Ms. Candy Ashbrook** the very best in her retirement and thank her for the years at Liberty Union High School.

- 3) **Nikole Bunting**, middle school teacher, has submitted her resignation; resignation approved.
- 4) **Karen McGarvey**, assistant school nurse, has submitted her resignation; resignation approved.

B. EMPLOYMENT

The following candidate was approved for employment as follows:

Name: Seth Martin
Position: Intervention Specialist
Salary: \$38,108.38 (5-Year - Step 4)
Starting Date: August 7, 2015

C. EXTENDED DAYS

The following personnel were approved for extended service contracts for the **2015/2016** school year:

<u>Name</u>	<u>Position</u>	<u># of Days</u>	<u>Amount</u>
Powles, John	Career-Based Intervention	4	1,040.16
Brandon Thomas	Vocational Agriculture	50	10,253.13
Christopher Turner	Vocational Agriculture	50	11,780.50
Tom Duplinsky	H S Guidance	30	12,199.20
Beveridge-Fouts, Lissa	M S Guidance	15	5,157.15
Debbie Howdyshell	H S Librarian	5	1,980.85
Kathy Brown	Elem Librarian	5	1,352.55
Jeff Dupler	School Nurse	2	520.08

- D. SUPPLEMENTAL CONTRACT POSTIONS:** The following candidate was approved for the supplemental position stated below for the 2015/2016 school year:

<u>NAME</u>	<u>POSITION</u>	<u>LEVEL</u>	<u>STEP</u>	<u>SALARY</u>
Seth Martin	Head Boys Basketball Coach	1-A	5	\$4,533.45

NEW BUSINESS - INFORMATION:

The following policy was presented for review only and will be placed on the July 13, 2015, agenda for Board consideration and approval:

File: IGBEA **READING SKILLS ASSESSMENTS AND INTERVENTION**
 (Third Grade Reading Guarantee)

NEXT MEETING

The next regular meeting of the Board of Education will be held on **Monday, July 13, 2015, at 7:00 p.m.** at the LU-T Land Lab.

ADJOURN

077-15 Motion by John Walter, seconded by Shaun Hochradel, to adjourn at 9:31 p.m. Hochradel, yes; Hutton, yes; Shook, **absent**; Walter, yes; Caito, **absent**. Motion carried.

Motion by _____, seconded by _____, to approve the minutes of the Regular Meeting of the Liberty Union - Thurston Board of Education held on June 1, 2015, and the Special Meeting held on June 17, 2015 and the Special Meeting held on _____ as printed above. Caito, _____; Hochradel, _____; Hutton, _____; Shook, _____; Walter, _____.

- 6. **OLD BUSINESS** - The following policy was presented for review on July 6, 2015, and is now presented to the Board for approval:

**File: IGBEA READING SKILLS ASSESSMENTS AND INTERVENTION
(Third Grade Reading Guarantee)**

The Board believes in the importance of the development of English language skills. As a result the Board promotes the importance of reading skills through English diagnostic assessments and reading intervention services in order to provide a meaningful tool to identify and assist students in achieving proficiency in English language arts.

The District annually evaluates the English reading skills of each K-3 student and identifies students who are reading below their grade level. The District uses the reading diagnostic assessment that is appropriate for the grade level and is adopted under State law or is a comparable tool approved by the Ohio Department of Education. The student’s classroom teachers are involved in the assessment and identification of students reading below grade level.

The District provides written notification to the parents or guardian of students who are reading below their grade level. Intensive reading instruction is provided to students immediately after they are identified as having a reading deficiency. The District develops a reading improvement and monitoring plan within 60 days of receiving the student’s diagnostic results.

For students who have been retained at the end of third grade, the District provides intense remediation services that include intensive interventions that address the student’s specific areas of deficiency. Further, the District provides each retained student with a teacher who meets set criteria and offers the option for such students to receive applicable services from one or more providers other than the District.

Students who have been retained and who have demonstrated proficiency in a specific academic field as defined by State law are provided with instruction that is commensurate to their achievement level.

The Board designated the Superintendent / designee to establish a District policy for the midyear promotion of students who were retained but who now are reading at or above their grade level.

A student retained under the provisions of the Third Grade Reading Guarantee shall be considered for mid-year promotion if that student demonstrates that he/she is reading at the third grade reading level. Liberty Union-Thurston Local Schools will assess a student to determine that the student has demonstrated proficiency in reading no later than the end of the first semester of the student’s fourth grade year. Assessments used to determine proficiency will come from the Ohio Department of Education Approved List. The deadline for midyear promotion is the beginning date of the second semester of each school year. Once a student is promoted midyear, they are considered a fourth grade student in all subjects and will take the fourth grade state assessments. However, reading interventions will continue for the student until they are assessed as on or above grade level in reading.

[Adoption date: October 14, 2013]
[Revised: April 13, 2015]
[Revised: **July 13, 2015**]

LEGAL REGS.: ORC 3301.07; 3301.0710; 3301.0711(D); 3301.0715; 3301.079
3313.608; 3313.609; 3313.6010; 3313.6012; 3324.01
OAC 3301-35-04; 3301-35-06

CROSS REG.: IBFE, Remedial Instruction (Intervention Services)
IGBI, Limited English Proficiency
IKE, Promotion and Retention of Students

Motion by _____, seconded by _____, to approve the Old Business item listed above. Hochradel, _____; Hutton, _____; Shook, _____; Walter, _____; Caito, _____.

7. MONTHLY FINANCIAL STATEMENTS

A. TREASURER’S FINANCIAL REPORT: Recommend approval.

- 1. MONTHLY FUNDS BALANCE**
- 2. RECEIPT OF FUNDS**
- 3. STATUS OF APPROPRIATIONS**

4. MONTHLY BANK RECONCILIATION

B. BILLS: Recommend approval.

C. STUDENT ACTIVITY MONTHLY APPROPRIATIONS: Recommend approval.

<u>FUND</u>	<u>AMOUNT</u>
018	\$ 4,190.67
200	1,525.89
300	14,407.13
Total Changes	\$20,123.69

D. DONATIONS: Recommend approval.

<u>Amount</u>	<u>Donor</u>	<u>Fund</u>
\$500.00	H S Principals Fund	Renaissance
404.45	Kroger Rewards	M S Principals Fund
72.00	Misc: Jeans Day	M S Principals Fund
42.00	Misc: Jeans Day	Renaissance
18.81	M S Incentive	M S Principals Fund
22.00	Miscellaneous	Renaissance
25.00	Target	H S Principals Fund
81.18	Miscellaneous	FFA
500.00	Booster Bingo	Baseball
20.00	Justin Myers - for Invention Award	5 th Gr Science
141.43	Kroger Rewards	H S Yearbook
144.00	Miscellaneous	Washington D C Trip
526.75	Amy's Army - Intervention Specialist	General Fund
\$2,497.62	Total	-

Motion by _____, seconded by _____, to approve Monthly Financial items as stated above. Hutton, _____; Shook, _____; Walter, _____; Caito, _____; Hochradel, _____.

8. NEW BUSINESS - FINANCIAL:

A. PARTICIPATION IN NATIONAL SCHOOL LUNCH PROGRAM: Board of Education approval of participation in the National School Lunch Program for the 2014/2015 school year is required for authorization of qualifying meal reimbursement. Recommend approval.

B. ESTABLISH SCHOOL MEAL PRICES - Approval for the following meal prices for the start of the 2015/2016 school year is requested:

Student Reduced-Price Breakfast	Free
Student Reduced-Price Lunch	\$0.40
Student Breakfast (All Buildings)	1.10
Student Elementary School Lunch	2.25
Student Middle School & High School Lunch	2.50
Adult Breakfast	1.50
Adult Lunch	3.00
Milk	0.40

NOTE: These prices are the same as in 2014/2015.

C. BREAD PRODUCTS

Through membership in the Metropolitan Education Council, the LU-T School District has bid for bread products. Aunt Millie’s Bakery is recommended by the Food Service Supervisor to provide bread products for the school cafeteria for the 2015/2016 school year. Recommend approval.

D. DAIRY PRODUCTS

Through membership in the Metropolitan Education Council, the LU-T School District has bid for dairy products. United Dairy is recommended by the Food Service Supervisor to provide dairy products for the school cafeteria for the 2015/2016 school year. Recommend approval.

E. PURCHASED SERVICE AGREEMENT(S):

1) SERVICE PROVIDER: New Horizons Mental Health Services

CONTRACT PERIOD: 2015-2016 School Year

SERVICES PROVIDED: Intervention Services (564 Hours)

COST: \$\$32,712.00

Recommend approval.

2) SERVICE PROVIDER: New Horizons Mental Health Services

CONTRACT PERIOD: 2015-2016 School Year

SERVICES PROVIDED: Teen Screen Depression & Mental Health Screening

COST: \$1,330

NOTE: United Way and ADAMH Board provide an additional \$11,420 for the cost of this program.

Recommend approval.

3) SERVICE PROVIDER: Fairfield County Education Service Center

CONTRACT PERIOD: 2015-2016 School Year

SERVICES PROVIDED: Special Education Program Services

COST: Services Billed Quarterly on a Per-Pupil Basis, Plus 5%

Recommend approval.

Motion by _____, seconded by _____, to approve the New Business Financial items listed above. Shook, _____; Walter, _____; Caito, _____; Hochradel, _____; Hutton, _____.

9. NEW BUSINESS - FINANCIAL:

NEGOTIATED CONTRACT: Tentative agreement with the Liberty Union-Thurston Education Association for a three-year contract, effective July 1, 2015, through June 30, 2018, has been reached.

Board of Education requests approval of the contract as outlined in the tentative agreement.

Motion by _____, seconded by _____, to approve the New Business Financial item listed above. Walter, _____; Caito, _____; Hochradel, _____; Hutton, _____; Shook, _____.

10. PERSONNEL

A. CURRICULUM DIRECTOR and STUDENT SERVICES DIRECTOR

The School Board requests approval of **Jennifer Blackstone**, as Curriculum Director for Liberty Union-Thurston School District and **Sarah Hayes**, as Student Services Director for the Liberty Union-Thurston School District. Recommend approval.

B. RESIGNATION

Renee Mueller has submitted her resignation as middle school math and science teacher; recommend approval.

C. EMPLOYMENT

The following candidates are recommended for employment as follows:

1) **Name:** Karen Morris
Position: M S Math Teacher
Salary: \$38,408.38 (5-Year - Step 4)
Starting Date: August 7, 2015

2) **Name:** Maria Wolfe
Position: Classroom Aide for Handicapped Students
Hours: 7 ½ Hours per Day when School is in Session
Salary: \$13.84 (Step 0)
Starting Date: August 13, 2015

Motion by _____, seconded by _____, to approve the Personnel items listed above. Caito, _____; Hochradel, _____; Hutton, _____; Shook, _____; Walter, _____.

11. NEW BUSINESS - OTHER

A. BLIZZARD BAGS

With LUT implementing Blizzard Bags next school year, Jennifer Blackstone has reviewed the statutory requirements and assisted Danielle Bruning with creation of assignments. Day 1 of Blizzard Bag assignments for grades K-12 are designed and ready for posting on the district website. Day 2 and 3 will be teacher created in September / October. The next Lion Report will have information for parents about Blizzard Bags.

Request approval to implement Blizzard bags for school year 2015-2016.

WHEREAS, the Liberty Union - Thurston Board of Education desires that students have learning opportunities even when schools are closed for any of the reasons specified in Section 3313.482 of the Ohio Revised Code; and

WHEREAS, Section 3313.482 authorizes a board of education to file an annual plan with the Ohio Department of Education by August 1 of each year to provide online learning opportunities for students in lieu of attendance on such days of closure;

NOT THEREFORE BE IT, AND IT IS, HEREBY RESOLVED that the Liberty Union - Thurston Board of Education hereby approves the following plan and authorizes its filling with the Ohio Department of Education.

PLAN FOR ALTERNATIVE MAKE-UP OF CALAMITY DAYS

Pursuant to Ohio Revised Code Section 3313.482, the Board of Education of the Liberty Union - Thurston hereby authorizes the following plan to allow students of the district to access and complete classroom lessons in order to fulfill up to a maximum of the number of hours that are the equivalent of three (3) school days because of the closing of schools for any of the reasons specified in section 3313.482.

- 1) This plan is submitted, pursuant to approval of the Board of Education, prior to August 1.
- 2) This plan includes the written consent of the teacher’s employee representative as designated under division (B) of section 4117.04. Such consent is on file in the official file of the Board of Education and is hereby incorporated into this plan as if specifically re-written.
- 3) Not later than November 1 of the 2015-2016 school year, each classroom teacher shall develop a sufficient number of lessons for each course taught by that teacher with such lessons requiring, in the judgment of the teacher, an amount of time equal to or greater than the number of hours that are the equivalent of three school days in such teacher’s class.
- 4) The teacher shall designate the order in which the lessons are to be posted on the district’s web portal or web site.
- 5) (Optional) Teachers will be granted one (1) professional development day after the teacher’s principal or supervisor certifies that lessons equal to approximately the number of hours that are equivalent of three (3) school days have been posted.
- 6) Teachers will update or replace such lessons as necessary throughout the school year based on the instructional progress of students.
- 7) As soon as practicable after an announced school closure authorized under Section 3313.482, the appropriate administrator may direct staff to make the designated lessons available on the District’s portal or site. Each lesson shall be posted for each course that was scheduled to meet on the day of the school closing.
- 8) Each student enrolled in a course for which a lesson is posted shall be granted a two-week period from the date of posting to complete the lesson. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided.
- 9) Students without access to a computer shall be permitted to complete the posted lessons at school after the re-opening of school. Students utilizing this option will be granted two (2) weeks from the date of re-opening to complete such lessons. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided. The District will provide access to District computers before, during, or after the school day (provided that the equipment is available and accessible at those times) or may provide a substantially similar paper lesson in order for students to complete the assignments.
- 10) (Optional) The Board of Education hereby authorizes “Blizzard Bags,” which are paper copies of the lessons posted online. Teachers shall prepare paper copies approximating the content of the online lessons and shall update such paper copies when updating any of the online lessons. “Blizzard Bags” shall be distributed to all students by not later than December 1 of the school year or such other date as may be selected by the Superintendent. Students shall submit completed lessons to the teachers assigning such lessons not later than two (2) weeks after the date of school closing for which the “Blizzard Bag” lessons are assigned.

Recommend approval.

B. BUS BID RESOLUTION

Request approval to participate with the MEC Cooperative Advertising and Receiving Bids for School Bus Chassis and Bodies.

Whereas the, Liberty Union – Thurston School Board of Education wishes to advertise and receive bids for the purchase of **one (1) - 71 passenger conventional** school bus.

THEREFORE, BE IT RESOLVED the, Liberty Union – Thurston School Board of Education wishes to participate and authorize the Metropolitan Educational Council to advertise and receive bids on said Board’s behalf as per the specifications submitted for the cooperative purchase of **one (1) 71 passenger conventional school bus**.

Recommend approval.

Motion by _____, seconded by _____, to approve the New Business - Other item(s) as printed above. Hochradel, _____; Hutton, _____; Shook, _____; Walter, _____; Caito, _____.

12. NEXT REGULAR MEETING: The next regular Board of Education Meeting will be held on Monday, August 10, 2015, 7:00 p.m. in the Liberty Union District Office.

13. EXECUTIVE SESSION - An Executive Session is requested to discuss a personnel matter.

A. GO INTO EXECUTIVE SESSION - Motion by _____, seconded by _____, to go into Executive Session at _____ p.m. Hutton, _____; Shook, _____; Walter, _____; Caito, _____; Hochradel, _____.

B. RETURN FROM EXECUTIVE SESSION - Motion by _____, seconded by _____, to return from Executive Session at _____ p.m. Shook, _____; Walter, _____; Caito, _____; Hochradel, _____; Hutton, _____.

14. ADJOURN: Motion by _____, seconded by _____, to adjourn at _____ p.m. Walter, _____; Caito, _____; Hochradel, _____; Hutton, _____; Shook, _____.