

# Portage County Board of Developmental Disabilities

2606 Brady Lake Road  
Ravenna, Ohio 44266

**October 18, 2017**  
**Regular Meeting**  
**Dennis M. Coble Administration Building**

## MINUTES

President Ralph Kletzien called the regular meeting to order at 5:00pm.

Board Members present by Roll Call:

Kelly Butler, Carol Fruscella, John Gargan; Ralph Kletzien, Cheri Michael, Timothy Moran,  
Michelle Sahr

A quorum is present.

Administrative Staff Present (absences noted by Interim Superintendent)

G. Brown, Interim Supt, T. Byich, M. Condos, D. Cotton, M. Dolensky, L. Leslie,  
J. Nichols, B. Puleo, G. Smith, K. Smith, J. Snyder, K. Sumwalt, T. Torch, J. Vennetti,  
G. Winsen

Excused: G. Slapnicker,

Guests present: see attached Guest Sign-in Form; Matt Merchant, Record Courier Reporter;  
Ron Habowski, Labor Consultant, Phil Miller, CEO, Portage Industries, Inc.

Mr. Kletzien noted the *Frequency Asked Questions* is posted on the website.

Public comment was presented by Jamey Chandler, Renee Toth and Mr. Kletzien read a letter  
from Trudy Snyder

Adopted a motion to approve minutes from Special Meeting-September 18, 2017; Regular  
Meeting-September 20, 2017; Special Meeting-October 4, 2017; Special Meeting-October 11,  
2017

Motion by T. Moran  
Second by C. Michael  
Motion carried by voice vote

Motioned to approve the agenda for October 18, 2017 Regular Meeting as presented at table.

Motion by K. Butler  
Second by C. Fruscella  
Motion carried by voice vote

Contracts approved by Superintendent per Policy 2.01 Section 6: *purchases necessary to meet operations needs not in excess of the competitive bidding limit set by §307.86 of the ORC*

1. Contract with *Envisage Group, Inc.* for the Provision of Network/Server/Security/Management Services to Portage County Board of Developmental Disabilities' Technology Users for the period of January 1, 2018 through December 31, 2018 in an amount not to exceed Twenty-Four Thousand Dollars (\$24,000.00) no increase from 2017 contract
2. Contract with *Envisage Group Inc.* for the Provision of Desktop Support Services to Portage County Board of Developmental Disabilities' Technology Users for the period of January 1, 2018 through December 31, 2018 in an amount not to exceed Twenty-Three Thousand Forty Dollars (\$23,040.00), no increase from 2017 contract
3. Contract with *Alternative Workforce, Inc.* for the provision of security, consultation, and crisis management services during Portage County Educators Association for Developmentally Disabled, Unit B Strike, for the period September 21, 2017 through December 31, 2017 in an amount not to exceed twenty-five thousand dollars (\$25,000.00)
4. Contract with *Family and Community Services Properties, Inc.* for Tower Rental for Transportation radio communication for the term January 1, 2018 through December 31, 2018 in an amount not to exceed One Thousand Two Hundred Dollars (\$1,200.00) no increase from 2017 contract
5. Contract with *Townhall II* for the operation of an On-call Emergency Response System for the term January 1, 2018 Through December 31, 2018 in an amount not to exceed two thousand nine hundred sixty-four dollars (\$2,964.00), no increase from 2017 contract
6. Contract with *Gary Ludwig* doing business as *Gary's Commercial Maintenance* for HVAC Maintenance Services for the term January 1, 2018 through December 31, 2018 in an amount not to exceed Twenty-Five Thousand, Eight Hundred Dollars (\$25,800.00) no increase from 2017 contract

Motion for the Ratification of the September 2017 Invoice Payments as authorized by the Superintendent

Motion by J. Gargan  
Second by C. Michael  
Motion carried by voice voter

Motion for the Acceptance of the September 2017 Financial Report

Motion by T. Moran  
Second by K. Butler  
Motion carried by voice vote

Board Committee report(s) for the month: None

**Scheduled Board Committee Meetings:**

*Financial/Human Resources Committee:* To be Scheduled  
*Program/Policy/Residential Committee:* Monday, November 13, 2017, 5:00pm  
Monday, December 18, 2017, 5:00pm  
*Transportation/Facility Committee:* To be scheduled

Motion to approve Resolution 17-10-01 for Acceptance of Gifts, Memorials, Grants, and Donations for the Month of September 2017 in the amount of \$50.00

**RESOLUTION 17-10-01**

**ACCEPTANCE OF GIFTS, MEMORIALS, GRANTS, AND DONATIONS FOR THE MONTH OF SEPTEMBER 2017**

WHEREAS, the Portage County Board of Developmental Disabilities has received, gifts, memorials, grants and donations during the month of September 2017 as specified below: and

<b>To:</b>	<b>From:</b>	
Happy Day School	Portage County Agricultural Society dba Randolph Fair/Fair Booth participation	\$50.00
<b>Total</b>		<b>\$50.00</b>

WHEREAS, Board Policy 1.17 requires that all gifts, memorials and donations valued at more than twenty-five dollars (\$25.00) be reported to the Board at each regular meeting; and

WHEREAS, Policy 1.17 further requires the Board to accept or reject such gifts, memorials, donations, and grants by resolution with a roll call; now; therefore be it

RESOLVED, the Portage County Board of Developmental Disabilities accepts with appreciation the aforementioned named gifts, memorials, grants and donations

Submitted by: Gina Brown, Interim Superintendent, & Diane Cotton, Director Business Management

The resolution was moved by **Caroll Fruscella** seconded by **Timothy Moran**

It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

The aforesaid resolution having been put to a roll call vote, the result of which is as follows:

Kelly Butler,	aye	Carol J. Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
Timothy Moran,	aye	Michelle Sahr,	aye
		Ralph Kletzien,	aye

**CERTIFICATION**

I, Beverly Puleo, Assistant to the Superintendent, for the Portage County Board of

Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at a regular meeting held on **October 18, 2017**, and an accurate copy of said resolution may be located in the official minutes of the Board.



Beverly Puleo  
Beverly Puleo, Assistant to the Superintendent

Motioned to approve Resolution 17-10-02: to select NEON Authorized Representatives: Gina Brown, Interim Superintendent and Diane Cotton, Director of Business Management

### RESOLUTION 17-10-02

#### NEON AUTHORIZED REPRESENTATIVES

WHEREAS, the Portage County Board of Developmental Disabilities (herein after the Board) is a member of a Council of Governments along with other such boards, and

WHEREAS, said Council of Governments is known as the Northeast Ohio Network, or NEON, and

WHEREAS, the Board appoints Interim Superintendent, Gina Brown, as the authorized representative of the Board to the NEON Council, and

WHEREAS, there are occasions when, due to scheduling conflicts or other circumstances, the Superintendent cannot attend scheduled or emergency meetings of the NEON Council, and,

WHEREAS, the Board authorizes the Director of Business Management, Diane Cotton, to act as the designated authorized representative to the NEON Council at the behest of the Superintendent, now therefore be it

RESOLVED, the Board appoints Interim Superintendent Gina Brown as the authorized representative and Director of Business Management, Diane Cotton, as the designated authorized representative in absence of the name Superintendent to the NEON Council, and be it further

RESOLVED, that the Superintendent or his/her designee is further authorized to take any and all actions to carry out this resolution.

Submitted by: Gina Brown, Interim Superintendent; Diane Cotton, Director of Business Management

The resolution was moved by **John Gargan** and seconded by **Michelle Sahr**

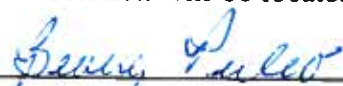
It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

The aforesaid resolution having been put to a roll call vote, the result of which is as follows:

Kelly Butler,	aye	Carol J. Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
Timothy Moran,	aye	Michelle Sahr,	aye
		Ralph Kletzien,	aye

**CERTIFICATION**

I, Beverly Puleo, Assistant to the Superintendent, Portage County Board of Developmental Disabilities do hereby certify that the aforesaid motion was duly adopted at a regular meeting held **October 18, 2017**, and an accurate copy of said resolution will be located in the official minutes of the Board.

  
 \_\_\_\_\_  
 Beverly Puleo, Assistant to the Superintendent

Motioned to approve Resolution 17-10-03 for Approval of Three (3) Year Agreement with Maintenance/Custodial/Mechanic Employees Group for the Period of September 1, 2017 through August 31, 2020

**RESOLUTION 17-10-03**

**APPROVAL OF THREE (3) YEAR AGREEMENT WITH MAINTENANCE/CUSTODIAL/MECHANIC EMPLOYEES GROUP FOR THE PERIOD OF SEPTEMBER 1, 2017 THROUGH AUGUST 31, 2020**

WHEREAS, the Maintenance/Custodial/Mechanic Employees Group has agreed by ratification to enter a three (3) year labor agreement; and

WHEREAS, the period of said labor agreement shall be September 1, 2017 through August 31, 2020; and

WHEREAS, the Superintendent, the Director of Human Resources, and the Supervisors of Facility Maintenance and Transportation Services herein recommend approval of this agreement by the Portage County Board of Developmental Disabilities (hereinafter Board); and

WHEREAS, the parties believe such agreement will assist and promote the mission of the Board; now therefore be it

RESOLVED, that the Board herein approves a three (3) year agreement with the Maintenance/Custodial/Mechanic Employees Group for the period September 1, 2017 through August 31, 2020, and be it further

RESOLVED, that the Superintendent or his/her designee is authorized to take any and all actions to carry out this agreement.

Submitted by: Gina Brown, Interim Superintendent; Lynn Leslie, Director of Human Resources;

Marco Condos, Supervisor of Facility Maintenance; and Tom Byich, Supervisor of Transportation Services

The resolution was moved by **Timothy Moran** and seconded by **Michelle Sahr**

It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

The foregoing motion having been put to a roll call vote, the results of which are as follows:

Kelly Butler,	aye	Carol Fruscella,	aye
John Gargan, Jr.,	aye	Cheri Michael,	aye
Timothy Moran,	aye	Michelle Sahr ,	aye
		Ralph Kletzien.	aye

**CERTIFICATION**

I, Beverly Puleo, Assistant to the Superintendent, for the Portage County Board of Developmental Disabilities, do hereby certify that the aforesaid motion was duly adopted at the regular monthly meeting held on **October 18, 2017**, and an accurate copy of said resolution may be located in the official minutes of the Board.

  
 \_\_\_\_\_  
 Beverly Puleo, Assistant to the Superintendent

Motion to approve Resolution 17-10-04 for Authorization for Payment of Developmental Center Charges in an amount of \$78,367.61 for the period of March 16, 2017 through December 31, 2017

**RESOLUTION 17-10-04**

**AUTHORIZATION FOR PAYMENT OF DEVELOPMENTAL CENTER CHARGES**

WHEREAS, the Portage County Board of Developmental Disabilities (Board), in order to short term receive stabilization services for an individual served, requested temporary placement for this individual in the Warrensville Developmental Center (DC) under the guidance of Ohio Revised Code 5123.69; and

WHEREAS, the Director of Service and Support Administration/Interim Superintendent recommended continued services beyond the initial 180 day temporary placement; and

WHEREAS, the Ohio Department of Developmental Disabilities sent an agreement that requires the Board to pay the full amount of the individual's cost of care retroactive to the date of admission if the individual not discharged from the DC within 180 days; and

WHEREAS, per Board policy 2.01, *Powers, Duties and Responsibilities of the Superintendent*, prior approval of the Board is required for purchases in excess of the competitive bidding limit of fifty thousand dollars (\$50,000.00); therefore, be

RESOLVED, that the Board authorizes payment of the current and future invoices to the Ohio Department of Developmental Disabilities up to seventy-eight thousand, three hundred sixty-seven dollars and sixty-one cents (\$78,367.61) for the period of March 16, 2017 through December 31, 2017; and be it further

RESOLVED, that the Interim Superintendent is hereby authorized to take any all actions to carry out this resolution.

Submitted by: Gina Brown, Interim Superintendent, & Diane Cotton, Director Business Management

The resolution was moved by **Carol Fruscella** seconded by **Timothy Moran**

It is found and determined that all formal actions of the Portage County Board of Developmental Disabilities concerning and relative to the adoption of this resolution were in meetings open to the public, in compliance will all legal requirements including Section 121.22 of the Ohio Revised Code.

The foregoing motion having been put to a roll call vote, the results of which is as follows:

Kelly Butler,	aye	Carol Fruscella,	aye
John Gargan,	aye	Cheri Michael,	aye
Timothy Moran,	aye	Michelle Sahr,	aye
		Ralph Kletzien,	aye

CERTIFICATION

I, Beverly Puleo, Assistant to the Superintendent, for the Portage County Board of Developmental Disabilities do hereby certify that the foresaid motion was duly adopted at a regular meeting held **October 18, 2017**, and an accurate copy of said resolution may be located in the official minutes of the Board.

  
Beverly Puleo, Assistant to the Superintendent

Motioned to Select Joh Gargan as the Delegate to the OACBDD Annual Convention, November 29-December 1, 2017 for Delegate Assembly November 29, 2017. An Alternate selection is open.

Motion by K. Butler  
Second by M. Sahr  
Motion carried by voice vote.

The President asked for a volunteer of one (1) Board Member (other than the himself) for the

2017 Earl and Mary Lohr Community Service Award Selection Committee: Ms. Michael volunteered.

Reviewed September 2017 Management Reports: no reports

Reviewed September 2017 Personnel Reports: Lynn Leslie, Director of Human Resources reported the Director of Education and Child Development, Alicia Hall, and Instructor, Kimberly Suder, will begin employment November 6, 2017; have received several applications for Temporary Service and Support Administrators (SSAs) NEON to provide SSAs also.

**Recap of Personnel Actions for September 2017**

- As of August 2017, there were 135 employees including six (6) intermittent positions and six (6) vacancies.

**Positions Added/Abolished:**

Abolished:

Added:

**Job Postings/Vacancies**

Account Clerk I, 240 days, 8 hrs/day (Transportation), vacant August 25, 2016, posted August 17-31, 2016, Vacant

Maintenance Repair Worker, 260/261/262 days, 8 hrs/day (Maintenance), 2 vacancies, November 30, 2016, November 16-December 2, 2016, (*reposted*) May 5-19, 2017 one Vacant, one filled effective July 31, 2017

Director of Education & Child Development, 260/261/262 days, 8 hrs/day (Children's Services), vacant July 21, 2017, posted June 5, 2017, filled, effective November 6, 2017

Instructor IV, 184 days, 7 hrs./day (Children's Services), vacant August 9, 2017, posted August 14-25, 2017, filled, effective November 6, 2017

**Supplemental Positions:**

Recreation Program Coordinator (September-May), vacant September 1, 2017, posted July 14-28, 2017, filled September 1, 2017

Recreation Program Assistant (September-May), vacant September 1, 2017, posted July 14-28, 2017, filled September 1, 2017

Special Olympics Coordinator (September-June), vacant September 1, 2017, posted July 14-28, 2017, filled September 1, 2017

Track & Field Coach (April-June), vacant September 1, 2017, posted July 14-28, 2017, filled September 1, 2017

Assistant Track & Field Coach (April-June), vacant September 1, 2017, posted July 14-28, 2017, filled September 1, 2017

Basketball Coach [3] (November-March), vacant September 1, 2017, posted July 14-28, 2017, Vacant

Soccer Coach (April-June) vacant September 1, 2017, posted July 14-28, 2017, Vacant

Softball Coach [2] (April-June) vacant September 1, 2017, posted July 14-28, 2017, Vacant

Swimming Coach (September-December) vacant September 1, 2017, posted July 14-28, 2017, filled September 1, 2017

Assistant Swimming Coach (September-December) vacant September 1, 2017, posted July 14-28, 2017, filled September 1, 2017



Cross-Country Nordic Skiing Coach (January-March) vacant September 1, 2017, posted July 14-28, 2017, filled September 1, 2017

Volleyball Coach (March-June) vacant September 1, 2017, posted July 14-28, 2017, Vacant Bowling Coach (March-June) vacant September 1, 2017, July 14-28, 2017, filled September 1, 2017

Bocce Coach (April-June) vacant September 1, 2017, July 14-28, 2017, filled September 1, 2017

Powerlifting/Weightlifting Coach (September-May) vacant September 1, 2017, July 14-28, 2017, filled September 1, 2017

**New Hires:**

Julie Finlaw      Substitute Instructor (Children's Services), effective September 14, 2017

**Promotions/Transfers:**

Susan Orr      LPN (Adult Services) to LPN (Children's Services), effective August 28 2017

Elizabeth Hoffstetter      Vehicle Operator w/CDL, 184 days, 4 hrs./day to Vehicle Attendant, 184 days, 4 hrs./day (Transportation), effective August 28 2017

Connie Tarver      Registered Service Specialist, 240 days, 7 hrs./day to Registered Service Assistant, 240 days, 6.5 hrs./day (Adult Services), effective October 10, 2017

**Additional Assignments:**

James Tackett (Laid off)      Personal Service Assistant (Part-time), 240 days, 3.75 hrs./day (Adult Services)-Assignment ended, effective September 29, 2017

**Supplemental Agreements:****Separations:**

Robert Basel (Laid off)      Personal Service Assistant (Part-time), 240 days, 3.75 hrs./day (Adult Services), effective September 29, 2017

Diana Carmichael (Laid off)      Personal Service Assistant, 240 days, 6.5 hrs./day (Adult Services), ), effective September 29, 2017

Kathleen Langston (Laid off)      Personal Service Assistant, 240 days, 6.5 hrs./day (Adult Services), ), effective September 29, 2017

Marcus Lyons      Registered Service Assistant, 240 days, 6.5 hrs./day (Adult Services), effective September 22, 2017

Ana Martin (Laid off)      Vehicle Attendant, 184 days, 4 hrs./day (Transportation), ), effective September 29, 2017

Lana Matonis (Laid off)      Personal Service Assistant (Part-time), 240 days, 3.75 hrs./day (Adult Services), ), effective September 29, 2017

Melissa Peppard      Registered Service Assistant, 240 days, 6.5 hrs./day (Adult Services), effective September 22, 2017

Connie Pittman (Laid off)      Personal Service Assistant, 240 days, 6.5 hrs./day (Adult Services),, effective September 29, 2017

Vickie Ritchie (Laid off)      Registered Service Assistant, 240 days, 6.5 hrs./day (Adult Services), effective September 29, 2017

Laura Snyder (Laid off)	Registered Service Assistant, 240 days, 6.5 hrs./day (Adult Services, effective September 29, 2017
Patricia Wade (Laid off)	Registered Service Assistant, 240 days, 6.5 hrs./day (Adult Services, effective September 29, 2017
Heather White (Laid off)	Registered Service Assistant, 240 days, 6.5 hrs./day (Adult Services), effective September 29, 2017

## Retirements:

Pamela Krotzer	Account Clerk II, 240 days, 8 hrs./day (Adult Services), effective September 29, 2017
Kathleen Rhoads	Instructor Assistant, 184 days, 6.5 hrs./day (Children's Services), effective September 29, 2017

Reviewed September 2017 Enrollment Report with enrollment 970 beneficiaries for the month of August representing an increase of twenty-two (22) and a decrease of eighteen (18) beneficiaries from August 2017.

The Interim Superintendent reported on the following:

**Transition Committee Update:** The transition committee last met Oct 3. We will meet at the beginning of each month instead of every two weeks. The committee has monthly meetings scheduled through the end of the transition period June 1, 2018. Works teams have been developed to begin the preparation and planning process for the conversion. The teams will meet and develop solutions and process that will assist in the transition

The teams consist of Administration, Business office, Human Resources, Service and Support Administration, Information Technology, Transportation and Health and Safety. Stakeholders will be invited to each team to help with the planning and communication needs of each team. Meetings are currently underway.

As of today, it looks like PI Inc. will take over the first group of people 1/1/2018 instead of the original date of 12/1/17.

*Family Forum* to discuss transition information will be held 10/26/2017. There are two (2) time options 10:00-11:30 or 5:30-7:00.

A *Provider Fair* is scheduled for 11/9/2017 to assist individuals in meeting new day program and transportation providers.

**Statehouse Time Capsule Event:** OACB is planning a 50<sup>th</sup> anniversary celebration at the Statehouse in Columbus October 24. We have a small container items are being requested to save regarding the Board's past and present history and thoughts where we may be in the future. The plan is to open the container in 25 years in 2042.

**New Rules DODD 10/1** New Shared living rule. Combines adult family living and adult foster care rules

The President announced a Public Forum—Draft 2018 Annual Plan will be presented at 4:30pm with the Regular Board Meeting to follow on November 15, 2017, Dennis M. Coble Administration Building

At 5:40pm, the Board entered Executive Session in the Board not sure if any action to be taken

Motion by T. Moran  
Second by M. Sahr

For the following identified reason:

- ( ) To consider the appointment, employment, dismissal, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual; indicate reason: \_\_\_\_\_
- ( ) To consider the purchase of public property or the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest;
- ( ) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or intimate court action;
- ( x ) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;
- ( ) Matters required to be kept confidential by federal law or rules or state statutes.
- ( ) Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body of public office.

The aforesaid motion having been put to a roll call vote, the results of which were as follows:

NOT VOTING	PRESENT		BOARD MEMBERS
	YES	NO	
( )	( x )	( )	KELLY BUTLER
( )	( x )	( )	CAROL J. FRUSCELLA
( )	( x )	( )	JOHN GARGAN JR
( )	( x )	( )	RALPH KLETZIEN
( )	( x )	( )	CHERI MICHAEL
( )	( x )	( )	TIMOTHY MORAN
( )	( x )	( )	MICHELLE SAHR

Motion to adjourn executive session at 6:09pm

Motion by T. Moran  
 Second by M. Sahr

Motion carried by roll call vote as follows: Kelly Butler, aye, Carol J. Fruscella, aye, John Gargan, Jr., aye, Ralph Kletzien, aye, Timothy Moran, aye, Cheri Michael, aye, Michelle Sahr, aye.

Motion to return to open session 6:09pm

Motion by K. Butler  
 Second by T. Moran  
 Motion carried by voice vote.

Action from Executive Session: None

The President asked if any other business needed to come before the Board. There being none, he

called for a motion for adjournment at 6:11pm

Motion by T. Moran  
Second by M. Sahr  
Motion carried by voice vote.


**I N F O R M A T I O N**

- Cancelled Until Further Notice** Board Eligible Family Swim, 6-7:30pm, Happy Day School,
- Thursday, October 26, 2017** Fall Festival, 9:30am, Children's Services School-age classrooms
- Thursday, October 26, 2017** Adult Services Public Forum, 10:00-11:30am or 5:30-7:30pm, Portage Industries,
- Friday, October 27, 2017** Harvest Dance, 6:00-8:00pm, Happy Day School
- Thursday, November 9, 2017** Parent-Teacher Conferences(Report cards distributed, 1:00-7:00pm
- Friday, November 10, 2017** Staff In-Service, Ravenna Elks
- Friday, November 10, 2017** Genetics Outreach Clinic, 9:00am-3:00pm, Happy Day School
- Monday, November 13, 2017** Parent Council Meeting, 6:00pm, Portage Industries
- Sunday, November 19, 2017** Ravenna Moose 1234 and Chapter 540, Annual Thanksgiving Dinner, 12:30-2:00pm, Ravenna V.F.W.
- Thursday/Friday, November 23-24, 2017** Thanksgiving Break, Agency Closed
- Saturday, December 2, 2017** Ravenna Elks Annual Christmas Party, 12:00-2:00pm, Ravenna Elks

Respectfully Submitted,

  
\_\_\_\_\_  
Beverly Puleo, Assistant to the Superintendent

  
\_\_\_\_\_  
Ralph Kletzien, President

  
\_\_\_\_\_  
Michelle Sahr, Secretary