



Kip Crain, Superintendent
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**THE WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING**

Wednesday, April 16, 2014

7:30 PM

Agenda (Exhibit A)

I. Opening

- A. Call to Order - Pledge of Allegiance – Moment of Silence
- B. Roll Call
- C. Motion to approve the April 16, 2014 Agenda – corrections – additions – deletions (**Roll Call**)
- D. Public Participation/Introduction of Guests
- E. Outstanding Business Partner Recognition
 - 1. Orlo Auto Parts
- F. Student and Staff Recognition
 - 1. Mike Morabito, Graphic Design and Photography Instructor, WCSCC Staff Excellence Award
 - 2. Rod Martell, Carpentry & Construction Technologies Instructor, WCSCC Staff Excellence Award
 - 3. Stephanie Shattuck, Computer & Accounting Specialist, WCSCC Adult Education Exceptional Student
 - 4. Toni Hetrick, Medical Assisting, WCSCC Adult Education Most Dedicated Student
 - 5. Shea Stair, Practical Nursing, WCSCC Student of the Month from Northwestern
 - 6. Alex Walton, Precision Machining, WCSCC Student of the Month from Northwestern
 - 7. Michael Burns, Graphic Design & Photography, WCSCC Student Success Story from Northwestern
 - 8. Colin Muetzel, Animal Care & Management, WCSCC Extra Help Student of the Month from Northwestern
 - 9. Ashley Frame, Electronics & Computer Networking, WCSCC Student of the Month from Norwayne
 - 10. Markeece Hildreth, Criminal Justice, WCSCC Student of the Month from Norwayne
 - 11. Alicia King, Practical Nursing, WCSCC Student Success Story from Norwayne
 - 12. Josie Decker, Cosmetology, WCSCC Extra Help Student of the Month from Norwayne

- G. Motion to approve the minutes from the March 19, 2014 Regular Meeting (**Exhibit B**) (**Voice**)
- H. Board Committee Reports (**Exhibit C**)

Note: All items will be in written reports in exhibit unless a board member wants to request discussion, highlight an item, or add to a report.

1. Communications, Community Relations & Retention Committee

Chair: Janice Grim
Asst. Chair: Sue Williams
Staff Liaison: Kip Crain (DFCA Update/Skype with Executive Director)

2. Curriculum Committee

Chair: Susie Lawson
Asst. Chair: Bob Reynolds
Staff Liaison: Jeff Schleich

3. Facilities Committee

Chair: Frank Besancon
Asst. Chair: Curt Denning
Staff Liaison: Lynn Moomaw

4. Finance and Legislative Committee

Chair: Susie Lawson
Asst. Chair: Doug Stuart
Staff Liaison: Mary Workman

5. Personnel Committee

Chair: Greg Roadruck
Asst. Chair: Kurt Steiner
Staff Liaison: Matt Brown

6. Student Services Committee

Chair: Douglas Zook
Asst. Chair: Philip Keener
Staff Liaison: Matt Brown

7. Technology and Assessment Committee

Chair: Don Noble
Asst. Chair: Larry Acker
Staff Liaison: Cheryl Boyer

- I. Executive Session (for the purpose of consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee) (**Roll Call**)

II. Superintendent's Report

1. Director's Report (**Exhibit D**)
2. Principal's Report (**Exhibit E**)
3. Important Upcoming Dates and Times

Event	Date	Location	Time
Good Friday–Holiday	4/18/14		
Dinner With Your Teacher	4/22/14	WCSCC	6-7:30 p.m.
FCCLA Animal Care & Management State Competition	4/23-4/25/14	Ohio Expo Center-Columbus	
Medical Assisting Blood Drive	4/30/14	WCSCC	
BPA National Conference	4/29-5/3/14	Indianapolis, IN	
Wooster Chamber of Commerce Breakfast	5/1/14	Wooster Country Club	7:30 a.m.
Student of the Month Luncheon	5/6/14	Heritage Room	11:30 a.m.
8 th Grade Visits	5/9 & 5/13	WCSCC	
Senior Recognition Ceremony	5/20/14	U. of Akron/Wayne College – Boyer Gymnasium	7-9 p.m.
Student Recognition & Board of Education Meeting	5/21/14	Commons (the G101)	7:00 p.m.

4. Motion to approve Superintendent's Report (Voice)

III. Treasurer's Consent Agenda (Roll Call After Discussion):

NOTE: Items under the consent agenda are considered routine and will be enacted under one motion. There will be no separate discussion of these items prior to the time the Board votes unless a Board member requests an item be clarified or even removed from the agenda for separate action.

The Treasurer recommends the following actions:

1. Finance

- a. Approval of the list of purchase orders and budgetary check register for March 2014 (**Exhibit F**)
- b. Approval of the Financial Reports for March 2014 (**Exhibit G**)
- c. Approval to establish fund 018-9814 for the Drug Free Clubs of America program
- d. Approval of the acceptance of the following donations:
 - 1) Donation of \$250 from the Wayne County Community Federal Credit Union for the Class Act Program to purchase steel travel mugs for Class Act Award Winners, to be deposited to the STAR account

- 2) Gold level donation of \$500 per quarter, for a total of \$2,000 per their fiscal year, annually from Wooster Motor Ways to the Drug Free Clubs of America fund
- 3) Gold level donation of \$2,000 annually from Wooster Brush to the Drug Free Clubs of America fund
- 4) Bronze level donation of \$500 annually from Ventrac Venture Products, Inc. to the Drug Free Clubs of America fund
- 5) Bronze level donation of \$500 annually from Wayne Savings Community Bank to the Drug Free Clubs of America fund
- 6) Bronze level donation of \$500 annually from Cedar Lane Farms to the Drug Freen Clubs of America fund
- 7) Platinum level donation of \$3,000 annually from Tekfor to the Drug Free Clubs of America fund
- 8) Platinum level donation of staffing time/services and miscellaneous supplies/materials required for ongoing drug testing, annually, from Wooster Community Hospital for the Drug Free Clubs of America program
- 9) _____ level donation of \$_____ annually from Morrison Custom Welding to the Drug Free Clubs of America fund
- 10) _____ level donation of \$_____ annually from LuK to the Drug Free Clubs of America fund
- 11) _____ level donation of \$_____ annually from MagniPower to the Drug Free Clubs of America fund
- 12) Donation of miscellaneous medical equipment from Monique Overstreet for use in the nursing program with an approximate value of \$100
- 13) Donation of a stair chair to be used in the EMT program from Sterling Fire Department with an approximate value of \$400

2. Motion to approve the Treasurer's Consent Agenda (Roll Call)

IV. Superintendent's Consent Agenda (Roll Call After Discussion):

NOTES:

- Items under the consent agenda are considered routine and will be enacted under one motion. There will be no separate discussion of these items prior to the time the Board votes unless a Board member requests an item be clarified or even removed from the agenda for separate action.
- All employee hires are pending BCI/FBI background checks, appropriate licensure and any other required documentation.

The Superintendent recommends the following actions:

1. Certified Employment

- a. Resignation of Alan Zimmerman, Educational Technologist, for the purpose of retirement effective May 31, 2014.
- b. Resignation of Leslie Nester, SAC Tutor, for the purpose of retirement effective May 30, 2014.

- c. Resignation of Beth Gagnon, Practical Nursing Instructor, for the purpose of retirement effective May 30, 2014.
- d. Resignation of Beverly Cahill, AE Nursing Instructor, effective June 30, 2014.
- e. Sonya Kurfiss, AE Nursing Instructor, moved to AE3 due to completion of the required coursework/semester hours/training per the AE 120+ Salary Schedule effective for the 2014-2015 year.
- f. Employment of the following certified personnel for Adult & Community Education, part-time/supplemental/hourly, as needed:
 - 1) Donald Clement, Adult Education Instructor, ABLE, Adult Literacy, ESL Civics, Step 14, \$17.50 hourly, effective March 19, 2014
- g. Employment of the following persons as full-time Certified Personnel for the 2014-2015 school year as per Board Policy and negotiated agreement:

NAME	CONTRACT
Andrasik, Sarah	2nd 1
Arko, Andy	C
Baechle, Jenny	New 1
Bartel, Lori	C
Brown, Scott	C
Calderone-Davis, Kelly	C
Caskey, Warren	2nd 1
Casteel, Jennifer	New 2
Chmura, Theresa	C (50% HS/50% AE)
Davis, Dan	2 of 2
Ehlert, Donna	C
Elliott, Sandy	New 2 (184 days)
Gerber, Mark	C
Gillespie, Gregg	C
Gough, Brett	New 2
Grimes, Rich	C
Gummo, Dawn	New 2
Hanna, Kathy	C
Harlan, Jim	C
Hartzler, Melinda	New 2
Hawkins, Anita	C
Hedberg, Michelle	11th 1 (192days @ 7 hrs)
Hoefges, Betty	C
Hornacek, Shannon	2 of 2
Huffman, Kimberly	C
Kanne, Joan	9th 1 (82 days)
Kurfiss, Sonya	2nd 1 (69 days)
Layfield-Bower, Michelle	C
Long, Amber	2 of 2

Martell, Melody	4th 1 (Hrly/time sheets/reg sched/ as needed)
Martell, Rod	C
McDonald, Debra	C
Mehling, Jeff	3rd 1
Menchaca, Julia	C
Merickel, Keri	C
Miller, Aaron	2 of 2
Miller, John	C
Morabito, Mike	New 2
Morgan, Theresa	C
Mowrey, Amanda	2nd 1
Nichols, Barb	C
Nicholson, Andrew	C
Nussbaum, Liz	3rd 1
Perry, Shelly	C
Peters, William	2nd 1
Plybon, Linda	C
Power, Luke	3rd 1
Ritchey, Helena	2 of 2
Romano, Lauren	2nd 1
Rue, Jennifer	2nd 1
Schrock, Melissa	29 th 1 (184 days @ 7 hrs per day)
Seal, Chris	New 2
Shetler, Richard	New 2
Shrock, Jackie	23rd 1 (184 days)
Smucker, John	2nd 1
Starlin, Danielle	2 of 2
Stebbins, Sandra	C
Stecz, Catina	2 of 2
Steiner, Bruce	2 of 2
Sullivan, Clarence	C
Sweitzer-Zona, Lisa	C
Tabellion, Joann	2 of 2
Tietz, Amy	C
Tietz, Brad	C
Tresch, Dawn	10th 1 (83 days)
Vorkapich, Pamela	C
Weaver-Kranz, Josi	8th 1 (184 days)
Wellert, Craig	C
Wilson, Robert K.	2nd 1 (192 days)
Wimer, Gary	C
Woodruff, Bruce	C
Zimmerman, Liala	C

- g. Approval of the following part-time Certified Teaching Assistants for the 2014-2015 school year per Board Policy and the negotiated agreement:

NAME	CONTRACT
Fields, Kevin	2nd 1 (182 days at 5.75 hrs)
Krites, Lesa	2nd 1 (182 days at 5.75 hrs)

- h. Employment of the following certified individuals to substitute in area(s) indicated for the 2013-2014 school year:

Last	First	Long-term substitute Teaching Area(s)	Effective Contract Date
Anderson-Saari	Denise		April 17,2014
Buckeye	Sheila		April 17,2014
Nerren	Rachel	Int. Social Studies	April 17,2014
Putt	Jennifer		April 17,2014
Wolfe	Andrew		April 17,2014

- i. Approval of the following contracts through Tri-County ESC, for the purpose of employment for the 2013-2014 school year:
- 1) Jean Boen, Placement Coordinator, 184 days at 7 hours daily
 - 2) Chris Boyan, Evaluation and Support Coordinator, 184 days at 7 hours daily
 - 3) Gregory Foster, SAC Aide, Career-Technical, 184 days at 7 hours daily
 - 4) GRADS Coordinator, 199 days at 7 hours daily
 - 5) Cheryl Koehler, High School Part Time Career Assessment Specialist, up to 609 hours per time sheets
 - 6) Tracy Todich, School Nurse, 189 days at 7 hours daily
 - 7) Al Zimmerman, Assistant EMIS/Erate Coordinator, CAD teacher, 184 days at 7 hours daily

Special Education Supervision

- 8) Char Allen, Intervention Specialist, 184 days at 7 hours daily
 - 9) Helen Bartashus, Special Education Consultant, 34 days per school calendar
 - 10) Dannielle Black, Special Education Coordinator/Tutor, 185 days at 7 hours daily
 - 11) Deborah Plank, Special Education Coordinator, 184 days at 7 hours daily
 - 12) Ashly Repp, Intervention Specialist, 185 days at 7 hours daily
- j. Non-renewal of Sarah Edington for the 2014-2015 school year: Sarah's limited contract will not be renewed/we will not re-employ for the 2014-2015 school year and direct the treasurer to give written notice on or before April 30, 2014.
- k. Non-renewal of Ryan Fernandes for the 2014-2015 school year: Ryan's limited contract will not be renewed/we will not re-employ for the 2014-2015 school year and direct the treasurer to give written notice on or before April 30, 2014.
- l. Non-renewal of Kathy Boggins for the 2014-2015 school year: Kathy's limited contract will not be renewed/we will not re-employ for the 2014-2015 school year and direct the treasurer to give written notice on or before April 30, 2014.

3. Classified Employment

- a. Employment of the following persons as full time Classified Personnel for the 2014-2015 school year as per Board Policy and negotiated agreement:

NAME	POSITION	CONTRACT	DAYS
Becker, Deb	Acct Clerk	2 of 2	12 month
Bottomley, Matthew	Custodian	C	12 month
Bumgardner, Kathy	Admin Assistant	C	215 days + 10 holidays
Cooper, Diana	Admin Assistant	C	12 month
Dalessandro, Chris	IT Specialist	C	220 + 11 holidays
Engman, Connie	AE Admin Asst/Evening Resource Coordinator	2 of 2	188 days + 11 holidays @ 7 hrs/day
Forren, Linda	Custodian	C	12 month
Goodrich, Carolyn	Adult Ed Office AA	C	239 days + 11 holidays
Grzybowski, Ed	IT Specialist	C	220 + 11 holidays
Haley, Jason	Safety & Security Monitor	C	182 days + 10 holidays @ 7 hrs/day
Houmard, Barbara	Student Act'y Liaison	C	190 days + 10 holidays
Ickes, Vicki	Cook	C	182 days + 10 holidays @ 6 hrs/day
Jackson, Cole	Maint/Custodian	C	12 month
Leisure, Sharon	Adult Ed Office AA	C	239 days + 11 holidays
Markley, Brenda	Acct Clerk	C	12 month
Martin, Shelly	Admin Assistant	New C	225 days + 11 holidays
Maximovich, Kristi	Admin Assistant	2 of 2	12 month
Neer, Theda	IRP Clerk	New C	212 days + 11 holidays
Neff, Andrea	Adult Ed AA	C	229 days + 11 holidays @ 6 hrs/day
Oser, Brenda	Acct Clerk	C	245 days + 11 holidays
Peters, Loretta	Custodian	C	12 month
Pumphrey, Tammy	Admin Assistant/Recep	C	190 days + 10 holidays
Ragins, Regina	Admin Assistant	C	210 days + 10 holidays
Ramseyer, Myrna	Cook	C	182 days + 10 holidays @ 6hrs/day
Sears, Kathryn	Admin Assistant	C	12 month
Smith, Tom	Custodian	C	12 month
Tackett, Dale	Admin Assistant	C	228 days + 11 holidays
Tackett, Sharon	Custodian	C	12 month
Tarleton, Pam	Head Cook	C	187 days + 10 holidays @ 7 hrs/day
Waggy, Pam	Aide	C	72 days + 5 holidays @ 5.5 hrs/day, 75 days + 3 holidays @ 7 hrs/day, 36 days + 2 holidays @ 4 hrs/day
Wellman, Alisha	Admin Assistant	2nd 1	190 days + 10 holidays

- b. Employment of the following persons part-time/hourly/per time sheets/regularly scheduled/as needed, with a maximum of 29.5 hours per week (unless specifically noted) for the 2014-2015 school year:

NAME	POSITION	CONTRACT	NOTES
Beery, Norman	Aide	2 of 2	
Decker, Lori	Casual Labor	New 2	
Fahrni, Natasha	Aide	New 2	
Hobbs, Christine	Study Hall Monitor	New C	
Keener, Kathy	Aide	New 2	
Lessiter, Heather	Study Hall Monitor	New 2	
Overstreet, Monique	EMIS Assistant	New C	
Peck, Michelle	Cafeteria Monitor	New 2	
Pumphrey, Celia	Aide	New 2	
Rutter, Christina	Aide	New 2	
Shelly, Darlene	Cafeteria Cashier	New C	
Smith, Rocky	Aide	New 2	
Spangler, Brian	Cafeteria Cashier	New 2	
Yarman, Trina	Aide	2 of 2	

- c. Employment of the following persons part-time/hourly/as needed/per time sheets, with a maximum of 29.5 hours per week (unless specifically noted) for the 2014-2015 school year:

NAME	POSITION	CONTRACT	NOTES
Edington, Brent	Evening IT Specialist	New 2	
Gillespie, Gregg	Greenhouse Maintenance	C	Hrly/time shts as needed
Hackett, Josh	Casual Labor	New 2	
Haley, Jason	Casual Labor	New 2	
Johnson, Corey	Casual Labor	New 2	
Long, Amber	Animal Care/Feeding	C	Hrly/time shts as needed
Waggy, Pam	Grocery Shopping/Field Trip Monitor/Pre-School Orientation and Conferences	C	maximum of 60 hours
Wellert, Craig	Vehicle Maintenance	2 of 2	Hrly/time shts as needed

- d. Employment of the following individuals to substitute in area(s) indicated for the 2013-2014 school year:

Last	First	Sub Area	Contract Date
Anderson-Saari	Denise	Classified	April 17, 2014
Conrad	Zenobia	Classified	April 7, 2014
Lipp	Lisa	Classified	April 17, 2014
Miller	Ericka	Classified	April 7, 2014
Woodruff	Lisa	Classified	April 17, 2014

- e. Termination of the employment of Jessica Boggins due to a voluntary abandonment of her job.
- f. Approval of the employment of the following persons as Classified Personnel, part-time/as needed/per time sheets/per schedule/up to 29.5 hours per week, for the remainder of the 2013-2014 school year, effective April 17, 2014:
 - 1) Kathy Keener, Bus Driver, Step 26
- g. Cheryl Boyer, IT Manager, new 3-year contract, effective August 1, 2014.
- h. Sean Havalotti, Maintenance Manager, new 1-year contract, effective August 1, 2014.

4. Consultant Contracts: none

5. Volunteers: none

6. Approval to remove the following from inventory:

Model	Tag	Serial number
Smart UPS2200	7162	WS0008003412
Dell PowerEdge 2950	Old 15273	BD4RCD1
Smart ups 2200	7158	DLA2200RM2U
HP Compaq dc5750	2386	2ua8181fz1
Gateway W322	3995	36713932
Gateway m676	3811	32980392
Gateway w322	3996	36713936
Gateway ta6	3809	39404156
Hp Psc 1350 printer	3813	My4qdb18k
Dell e6400	3675	9kjjh1

7. Motion to approve the Superintendent's Consent Agenda (Roll Call)

V. Regular Agenda:

1. Motion to approve the following Grants and Agreements (Roll Call After Discussion):

- a. Approval of a Memo of Understanding with Stark State College for Online Dual Enrollment Courses for the 2014-2015 school year (copies available).
- b. Approval of a Memo of Understanding with Stark State College for Dual Enrollment at the High School Site for the 2014-2015 school year (copies available).

- c. Approval of a Memo of Understanding with Stark State College for Dual Enrollment at the College Site for the 2014-2015 school year (copies available).
- d. Approval of a provider and chapter agreement with Drug Free Clubs of America. Board will match community contributions up to \$12,500.
- e. Approval of a provider/collector agreement with Wooster Community Hospital for Drug Free Clubs of America.
- f. Approval of a clinical agreement with Skyview Ranch (copies available).
- g. Approval to accept a renewal grant in the amount of \$66,000 from the United Way of Wayne & Holmes Counties for the Families Learning Together Program.
- h. Approval of the purchase of ClassMate student management and reporting system for adult education for \$22,050 (copies available).
- i. Approval of a fieldwork experience agreement with American EMS DBA Stark-Summit Ambulance and Barley EMS (copies available).
- j. Approval of a clinical agreement with Wadsworth-Rittman Area Hospital Association/Summa Wadsworth-Rittman Hospital (copies available).
- k. Approval of a business associate agreement with the Apostolic Christian Home, Inc. (copies available)

l. Motion to approve Grants and Agreements (Roll Call)

2. Motion to approve the following Resolution (Roll Call After Discussion): none

3. Motion to approve the following Documents and Materials (Voice):

- a. Approval of the following job description (copy available):
 - 1) Cook
- b. Approval of the revisions/additions to the 2014-2015 Student Parent Handbook (copy available)
- c. Approval of the following textbooks (copies available):
 - 1) Veterinary Assisting Fundamentals and Applications by Vanhorn and Clark, 2011, Delmar, Cengage Learning
 - 2) The Professional Protection Officer, 2010, Elsevier Inc.

m. Motion to approve Document and Materials (Voice)

VI. New Business (Roll Call After Discussion):

- a. Approval of a date change for the overnight field trip request for BPA National Competition in Indianapolis, IN at the Marriott Conference Center from April 29-May 3, 2014 to April 30-May 4, 2014.
- b. Approval of the following overnight field trip requests upon students qualifying for national competition. Field trip proposal documentation for each contest will be presented for signatures once qualifiers have been determined:
 - 1) HOSA – Future Health Professionals, June 24-29, 2014 in Orlando, FL
 - 2) FFA – Future Farmers of America, October 28-November 2, 2014 in Louisville, KY
 - 3) SkillsUSA, June 22-28, 2014 in Kansas City, MO
 - 4) FCCLA – Family, Career and Community Leaders of America, July 5-11, 2014 in San Antonio, TX
- c. Approval to purchase a Skid Steer and push box attachment (snow removal) from Sterling Farm Equipment for \$35,750. This includes trade-in (\$6,000) of the current early 1990 model Skid Steer and is lower than state-term pricing.
- d. Approval to repair and seal coating of the student C-Wing parking lot. To be completed by Pro Coat LTD for the amount of \$14,505. This was the lowest of the three quotes and is part of ongoing preventative maintenance measures for our campus parking lots and driveways.
- e. **Motion to approve New Business (Roll Call)**

VII. Items of Discussion

1. First reading of the following revised/new administrative guidelines and/or board policies:

Section	Number	Status	Title
Bylaw	0166	Revised	Meetings – Executive Session
Policy	1422	Revised	Nondiscrimination & Equal Employment Opportunity
Policy	1619.01	New	Privacy Protections of Self-Funded Group Health Plans
Policy	1623	Revised	Section 504/ADA Prohibition against Disability Discrimination in Employment
Policy	2260	Revised	Nondiscrimination & Access to Equal Educational Opportunity
Policy	2260.01	Revised	Section 504/ADA Prohibition Against Discrimination based on Disability
Policy	3122	Revised	Nondiscrimination & Equal Employment Opportunity
Policy	2423	Revised	Career & Technical Related Experiences
Policy	3123	Revised	Section 504/ADA Prohibition Against Disability Discrimination in Employment

Policy	3419.01	New	Privacy Protections of Self-Funded Group Health Plans
Policy	3419.02	Delete	Privacy Protections of Fully-Insured Group Health Plans
Policy	4122	Revised	Nondiscrimination & Equal Employment Opportunity
Policy	4123	Revised	Section 504/ADA Prohibition Against Disability Discrimination in Employment
Policy	4124	Revised	Employment Contract
Policy	4419.01	New	Privacy Protections of Self-Funded Group Health Plans
Policy	4419.02	Delete	Privacy Protections of Fully-Insured Group Health Plans
Policy	8210	Revised	School Calendar

2. First reading of the following textbooks (copies available):

- a. Computer Literacy Basics, 4th edition by Morrison and Wells, 2013, Cengage Learning, ISBN#978-1-133-62973-3
- b. Introduction to Media Production, 4th edition by Musburger and Kindem, 2009, Elsevier Focal Press, ISBN #978-0-240-81082-9
- c. Chemistry, Matter and Change, 2013 by Buthelezi, Digrande, Hainen, Wistrom and Zike, McGrawHill Education, ISBN #978-0-07-896405-3

3. Board discussion.

VIII. Executive Session (for the purpose of preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment) (**Roll Call**)

IX. Motion to Adjourn (Voice)

**NOTE: The next Regular Board Meeting will be held on Wednesday, May 21, 2014.
The reception will begin at 7:00 p.m. and the meeting will begin at 7:30 p.m.**