

April 12, 2021

The board meeting of the Berwick Area School Board was held on Monday, April 12, 2021, via virtual zoom meeting. The meeting was called to order at 7:00 p.m. by President, Mrs. Susy Wiegand.

PRESENT: Mrs. Susy Wiegand, Mr. Keith Hess, Ms. Carol Bodwalk, Mr. Joseph DeMelfi, Mrs. Maryann Kovalewski, Mr. Jon Morell, Mrs. Brenda Post, Mr. Ronald Robsock, Mrs. Sandra Slavick

ABSENT: None

Also **PRESENT:** Mrs. Wendy Kupsky, Attorney Bull, Mrs. Janet Kovach, Mr. Steven Christian, Mr. Robert Croop, Mr. Benton Culver, Mrs. Wendy Daily, Mrs. Pamela Hegland, Mr. Gregory Michael, Mr. Trevor Palmatier, Mr. Randy Peters, Mr. David Robbins, Mr. Patrick Sharkey, Ms. Jill Shipman, tax payers, Susan Swartz, Heather Getkin, Robert Harter

Moment of Silence: Donald Walp

Flag Salute

Reading of the Minutes:

On motion of Maryann Kovalewski, seconded by Ronald Robsock, we amend the minutes of the previous meeting on March 8, 2021, to reflect Keith Hess's revisions. (1). Mr. Hess stated that his microphone was not working and he did not vote on AA-2 through AA-4. He stated he could not vote for, against or abstain from that. (2). Page 7, last paragraph, my comment about the Nescopeck Principal is inaccurate. I never brought up about eliminating the Principal. I brought up about administration consolidation. The example I used was like, in the past, when Principals were in charge of multiple buildings. It states about eliminating the Principal. That is incorrect. Susy Wiegand and Sandra Slavick - Per his interpretation.

Motion carried. All members voting "Aye" to make Keith Hess's revisions. "Nay" - none and no abstentions.

Wendy Kupsky – While we are in zoom or like this, if our microphone is not working, how are we to be handling that? I think we need to clarify that before we move on.

Attorney Bull – I think it makes a difference if you are present at the meeting physically. If you make a motion, vote on a motion or make comments that all the board members can hear regardless whether they are hearing it from their microphone, they are hearing it live. That's considered a vote that can be accepted. If they are remote and their microphone is not working and you cannot hear, that is totally different. You don't need to be unmuted to be heard. Mr. Hess said his microphone wasn't working but if he voted verbally and it was heard, that is still voting regardless if it came through.

Keith Hess – I didn't get a chance to vote. I was too busy getting the microphone back up and working.

Wendy Kupsky – I just want to make sure the Board has understanding moving forward.

Attorney Bull – When you speak out, you are unmuted, you speak and everyone hears it, and the secretary can hear it, it then is considered a vote.

Business Manager’s Report:

Presentation of the Bills:

On motion of Brenda Post, seconded by Keith Hess, we pay the bills as listed.

Carol Bodwalk – Page 9, clarification on the Schedule Star subscription, Big Teams LLC?

Wendy Kupsky – That is the Athletic scheduling system that we use.

ROLL CALL VOTE: “Ayes” – Brenda Post, Keith Hess, Jon Morell, Carol Bodwalk,
Sandra Slavick, Maryann Kovalewski, Joseph DeMelfi,
Ronald Robsock, Susy Wiegand

“Nays” – None

“Abstaining” – None

Motion carried.

Superintendent’s Report: Wendy Kupsky

- Over 325 employees, staff, volunteers and coaches have been vaccinated. That is anyone that has requested to be vaccinated through the IU. If anyone has changed their mind about getting the vaccine, please don’t hesitate to contact me and I will assist them in getting a connection to get vaccinated.
- CDC continues to update their guidelines. DOH has adopted those changes. Masks are still required. The social distancing has changed and is acceptable to three feet of a seated distance. Along with that change, I want you to recognize that the quarantine or the exposure distance remains the same at six feet. Anyone who has been within six feet still needs to be quarantined. Please continue to check the district website. We update our tracker regularly if there are any cases. We notify if there is a potential exposure.
- PDE changed their instructional model for school districts. We are focusing on what is good for our community and what is right for our school district. We have remained in school. All of our elementary students remain in school five days a week. Any student at risk is going in five days a week. Special education comes in five days a week and other students that are struggling from the social or emotional aspect are encouraged to reach out to their Principal to set up a schedule.
- We did have one case on an athletic team and had to quarantine 16 people because of the new guidelines. I do want to move to having all secondary kids coming back in five days a week. We are being cautious in making sure that we can remain open. If you have too many cases, you then have to close and you have to close the extracurriculars too. We are taking a gradual approach in bringing everyone back to every day.

- We have 102 kindergarten students registered. That is 40 students less than what we normally have at this time of year. We have an online registration as well as you can come into the administration office and register there. It will help us with our planning purposes. Because of the changes in the CDC guidelines, I waited to send the survey. I will now be sending the survey out to the parents with children in the cyber program. We need to plan accordingly with teaching staff and aides in the buildings. We are planning on five days a week in the fall and the elementary schedule going back to the start time being 20 minutes earlier than what it was last year. Pennsylvania is one of the States that is on the rise right now. We want to make sure we are following the guidelines. We want to make sure the seniors get to graduation.
- There will be an athletic presentation. On behalf of the school board, each one will be given a certificate and a copy of their picture from the slide show. We are still on track for prom, graduation and the musical. Shortly, we will be announcing some musical presentations that will be outside for the high school and middle school students.

Ronald Robsock – Recently I heard that 12-15 year olds will next be in line for the vaccine.

Wendy Kupsky – I think everyone has to evaluate for each individual situation.

Discussion followed about colleges, universities and public schools.

On motion of Jon Morell, seconded by Keith Hess we add the addendum to the agenda.

Maryann Kovalewski – We are installing the upgrades and that is wonderful. I think we need to have air quality studies done on every building just so we have a baseline to see where we are at now. It is my understanding that we haven't done any since 2016 and that is far too long. We need to take a look at the Thompson's Run area to see when the last time we had any type of environmental studies done. I hope that is something that we will take a look at and consider.

Susy Wiegand – We are working on our HVAC situation. Since 2012, we have been acknowledging that there have been some problems but financially we haven't been able to remediate. Hopefully, we will be approving Trane, the engineering firm, to start upgrading our HVAC system at the high school and middle school. We will also need to address Salem elementary and Nescopeck elementary.

Jon Morell – Mr. Culver, will the engineers from Trane be doing that as part of their evaluation?

Benton Culver – Yes, I think they will do a bunch of preliminary things when we go into the building. We will take a deep look at what we have to do. That is part of something that they will want to have as a baseline on. It will show what the performance of the systems are. I think we can have that conversation if that is something that Trane wouldn't necessarily do. There are people that I work with on a yearly basis that can do it. It is something that we can do.

Maryann Kovalewski – I'm not only looking at the performance. What are we dealing with right now because if we are going to be doing upgrades we are going to be disturbing systems and we need to know what is in there if anything so when they do installation/renovation we will know what we are dealing with?

Benton Culver – We have confined univents in the buildings now. 90% in the buildings are univents, box system that we will pull out and take out. It's not duct work. The removal of that is fairly simple except for the weight of them. As far as upsetting the air quality, we would never do any construction with the kids in the building anyway. It would all be done over the summer.

Air performance is air quality as well as humidification. There are a number of things that they will take into account with doing a project here.

Maryann Kovalewski – With the vents, how often are those vents to be changed and cleaned?

Benton Culver – Normally, we were doing them every six months, changing them and cleaning them but we have been doing them every 2-3 months. It is part of the cleaning in the classrooms.

Jon Morell – We may want to think about adding Native Creations to the agenda. We brought it up in the Committee of the Whole.

Benton Culver – I don't know if they would be able or equip to do an impact study or test the water at Thompsons Run. They would know of people to do that.

Maryann Kovalewski – I was not able to attend the work session.

All members voting “Aye”. “Nay” - None and no abstentions.

Public Comment on Agenda Items: None

Heather Getkin – Are vaccinated staff still expected to wear a mask?

Wendy Kupsky – Masks are still required.

Agenda

Recognition:

- **Bowling: Garrett Simpson**
- **Wrestling: Bruce Hartman and Trystan English**
- **Girls Basketball: Katie Starr and Renny Murphy**
- **Girls Basketball: Coach Bill Phillips**

General:

Approve Items G-1 through G-2 With One Motion

G-1 Approval to sign and agree to terms regarding the Trane L.O.C to begin the engineering of HVAC Upgrades at the Berwick Middle School and Berwick Senior High School. (enc.)

G-2 Approval of the review of Policy #911 News Media Relations. (enc.)

On motion of Maryann Kovalewski, seconded by Jon Morell we approve Items G-1 through G-2 With One Motion. Motion carried. All members voting “Aye”. “Nay” - None and no abstentions.

Budget & Finance:

BF-1 Approval of the preliminary budgeted expenditures in the amount of \$49,271,773.00 for fiscal year 2021-2022 including the salary and work schedules as proposed. (ROLL CALL VOTE)

Preliminary revenues supporting the budget are as follows:

Mill Values:	Columbia County	46.19
	Luzerne County	11.37
	Real Estate Transfer Tax (Act 511)	0.5%
	Local Services Tax (Act 511)	\$5.00

On motion of Jon Morell, seconded by Carol Bodwalk we approve the preliminary budgeted expenditures in the amount of \$49,271,773.00 for fiscal year 2021-2022 including the salary and work schedules as proposed.

Preliminary revenues supporting the budget are as follows:

Mill Values:	Columbia County	46.19
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Keith Hess – When we look at the capital expenditure list in our packet, I see we are looking at getting the turf replaced. Are we at the end of the expected life on that? We didn't use it as much this year due to COVID?

Benton Culver – I think that was put in there just as a capital expenditure because it is something that is ready to be done. I don't think that having as much athletics helped or hurt the turf field. It's ready to be repaired. There is some other work that we would have to do as well. So, getting a jump on it is important but I think it is a board decision to move forward and get that done but to make sure it is in the budget to get it done.

Keith Hess – If we can stretch that out one more year and put it for the HVAC system. It is important for our kid's safety and our classrooms.

Benton Culver – I wish there was enough to go around on everything but I think we are at a point now where it's in the budget, we can do it and make it work. We have already talked to turf replacement people and vendors. We need to bite the bullet and do that. I think we will regret not doing that next year. We haven't got anything back on the HVAC and knowing that we can get this one knocked out, it's a board decision.

Jon Morell – By the time you get the engineers in here and to get them to inspect all the buildings, put a plan together, put drawings together and price everything out, you will probably be into Spring of 2022 which we will be talking about getting started in 2022-2023 school year or in that summer budgeted for the next year.

Wendy Kupsky – I thought that was our plan with going with a capital budget from now on. I thought we discussed this.

Jon Morell – We did. That is why we put it in the capital budget.

Keith Hess – I know the clock is ticking.

Jon Morell – We are two years past the expected life.

Wendy Kupsky – We are in the third year past.

Benton Culver – We are ready for it right now. We have been getting quotes for the past year. There is some work needed at the base. There is some ponding at the corners that we need to address. It won't be this year getting a vendor in and getting it done before football. This is what creates a plan moving forward. This is how we can make sure we are taking care of things

because we have the John Gordner Stadium not too far down the road. You don't want to bunch them up and have a lot of them either.

Keith Hess – If you install turf, the clock starting ticking on them.

Benton Culver – They are being G maxed and groomed every year. There is a time that they are ready to go.

Keith Hess – Do they rate them when they do that grading?

Benton Culver – Right now it's between and 8 -10 year warranty on fields. If there are possible tears and you are grooming them but not getting your shed height then that creates a safety issue.

Keith Hess – We don't want it to be a safety issue.

Ronald Robsock – How is the Salem turf?

Benton Culver – It is fine right now. I have no concerns at this point. In time we can have it looked at. The football field is the one that is on the hook right now.

ROLL CALL VOTE: “Ayes” – Keith Hess, Jon Morell, Carol Bodwalk, Sandra Slavick,
Joseph DeMelfi, Ronald Robsock, Brenda Post, Susy
Wiegand

“Nays” – Maryann Kovalewski

“Abstaining” – None

Motion carried.

Transportation:

Approve Items T-1 through T-2 With One Motion

T-1 Approval of the following as van drivers for Gallagher Student Transportation for the remainder of the 2020-2021 school term:

Robert Pruitt

Justin Whitebread

T-2 Approval of Thomas Kubasch as van driver for FishingCreek Transportation for the remainder of the 2020-2021 school term.

On motion of Ronald Robsock, seconded by Brenda Post we approve Items T-1 through T-2 With One Motion. Motion carried. All members voting “Aye”. “Nay” - None and no abstentions.

Personnel:

Approve Items P-1 through P-4 With One Motion

P-1 Approval of Brianna Denniston as volunteer track coach, pending receipt of appropriate paperwork.

P-2 Approval to accept with regret the retirement of Beth Thomas as secretary at Salem Elementary, effective August 13, 2021. (enc.)

P-3 Approval to accept with regret the retirement of Paul Unger as maintenance technician for the Berwick Area School District, effective March 17, 2021. (enc.)

P-4 Approval to add Madison Kile to the substitute teacher list for the 2020-2021 school year. Compensation will be at the rate of \$15.71 per hour.

On motion of Keith Hess, seconded by Jon Morell and Maryann Kovalewski we approve Items P-1 through P-4 With One Motion. Motion carried. All members voting “Aye”. “Nay” - None and no abstentions.

Addendum:

Approve Items P-5 through P-7 With One Motion

P-5 Approval of the resignation of Philip DiCriscio as High School Music Teacher and Marching Band Instructor, effective at the end of the 2020-2021 school year. (enc.)

P-6 Approval for employee #2817 to take unpaid days on February 24, 2021 through March 5, 2021, March 16, 2021 and March 29, 2021 in the p.m. (enc.)

P-7 Approval for employee #2886 to take unpaid days on March 29, 2021. (enc.)

On motion of Brenda Post, seconded by Keith Hess we approve Items P-5 through P-7 With One Motion. Motion carried. All members voting “Aye”. “Nay” - None and no abstentions.

Old Business:

Carol Bodwalk – I have questioned this three times publicly. I looked on our home page on our website. With our musical coming up, I am still unhappy with the fact that there is nothing on our home page for the Arts and Musical department. I would like to see that get rectified as quickly as possible.

Wendy Kupsky – So, I did look into that and it’s my understanding that is was looked into previously and they had approached the Arts department about somebody managing that and they felt that it was being addressed through the high school.

Carol Bodwalk – It is on the high school, but my concern that is not on our home page. Band is not listed under activities. It is completely off the home page. I would like a link up on top on the menu bar area and also under activities. I would like an icon up top. If I’m moving to that school district, I am going to go to their home page. I want to see not only do they have athletics but I want to see they have a music department. I don’t understand why it is such a problem.

Wendy Kupsky – I will get in touch with the chair person. You did address it with Mr. Brookhart when he was here and it was my understanding that is what the department head stated. I can talk to Mr. Christian and get that added.

Carol Bodwalk – There needs to be something on the home page.

Maryann Kovalewski – Would it be helpful if we had a designated person manage the website?

Wendy Kupsky – I will figure out someone to assign it to. With all of the other departments, we have someone assigned. We do not have an overall districtwide performing arts position. We have department heads but it is not in their job descriptions for something for them to handle. I

will go back to the department head and ask that person to coordinate. In addition to the link on the high school's website, we will add it. We will have that done before the next meeting.

Maryann Kovalewski – Unpaid days for our part-time employees. My understanding is that was determined years ago through the Obama Care. Is that still the case? How is it determined that they have to take unpaid days?

Wendy Kupsky – Part-time people get so many personal and sick days and after that they have to take unpaid days. That was from the previous business manager. When we are approving those days, it is retroactive. They already had to take those days.

Maryann Kovalewski – How many hours per week do they work before they are told they need to take an unpaid day?

Wendy Kupsky – Obama days is what makes them full-time. The unpaid days are once they exceeded their allotted time. They are allowed to work up to 29 hours a week.

Maryann Kovalewski – After that, they are done for the week? What if someone does not need the insurance but they are willing to sign a waiver, would they then be able to work additional hours?

Wendy Kupsky – No. We are given a grace amount of people within an origination depending on your size. You have a certain amount of people that can go over but it is a serious hefty fine if you operate with employees over that amount. Hundreds of thousands of dollars.

Maryann Kovalewski – That is a federal mandate?

Wendy Kupsky – Yes.

Maryann Kovalewski – Some neighbors of West Berwick have questions about the Meadow that is being proposed. Did we consult with the neighbors before talking about this project? Did we get their input at all?

Wendy Kupsky – We brought this to you as informational to the Board. My understanding was we determined that it was supposed to be green space down there.

Maryann Kovalewski – I am the one who brought that up when we were tearing down Orange Street. I suggested that we have a small grassy area, a few benches and 1-2 trees. That was the idea of the green space for that area. I think the neighbors became alarmed when they saw the massiveness of what is going to happen, like didn't anyone ask us? Some of the concerns that they raised is it is too large of a scale option, didn't you explore other options for that? I said one of the other options was a small grassy area. I feel they think we are jumping into this without looking at other options without doing more research.

Wendy Kupsky – We don't have it on the agenda. We brought this as informational.

Maryann Kovalewski – They wanted to voice their concerns and they are also concerned about the habitat changes. It is changing the habitat profile for those neighbors. They are concerned about the insect increase, the wildlife increase. Even so, they are saying that it is wildlife that is not already there, the type of wildlife and they will congregate more there. There will be more of them in one particular area. I guess they are saying you can't guarantee that other types of wildlife will not be here. They are concerned about the birds. The pollination will attract more birds and yet have another bird problem. They are saying, we already have to deal with the traffic congestion and now it is going to go one way and spill out on Washington Street which is already congested. They are saying, are you really going to be good neighbors to us? They have a lot of concerns like the insects, the wildlife, the rodents, the birds and the bird droppings. A lot of kids walk to school and will be encountering the insects, rodents and whatever else might be there. They are also concerned about overgrowth and visibility. If there is an overgrowth, trees, flowers and weeds that come too high who or what could be in there? We know there has been a

lot of drug activity in the neighborhood in the past. There has been homeless people in that area. Is that going to be a prime ground for them? Other things they talked about was crime, lighting and visibility. They are worried about their property value going down particularly the people by Thompson's Run. Those fields by Thompson's Run are also used for different athletic practices. I think BYFL use it and we would be taking about practice fields. Other things they were concerned about was overgrowth that will decrease their property values rather than increase it. Did the engineers give you pictures or drawings? We want to see what it will look like not what other places look like.

Jon Morell – There were drawings in the packet. The extent of the stuff at Thompson's Run is going to help with erosion. We talked about this for quite a long time last Monday and there was no public comment, no questions about this last Monday.

Joseph DeMelfi – I took a ride up there before the meeting. It would be an improvement from what I have seen. I think we could tie it into curriculum. I think it would be a great opportunity. It's not a perfect situation but are there not animals in that area now? Will that attract more? I just don't see it. It's an opportunity for us to do something and make that area very viable.

Jon Morell – In the presentation they talked about maintenance.

Carol Bodwalk – Mr. DeMelfi, when you are talking about improving, what area are you talking about?

Joseph DeMelfi – Both.

Carol Bodwalk – My concern is with Thompson's Run. How many trees are going to be planted and is this going to be a flooding issue? Are we going to put our property owners in jeopardy with all of the trees? That's a bid concern.

Joseph DeMelfi – Trees are not my concern. The more trees the better.

Carol Bodwalk – The same as WBE. It is not going to be lit. In my opinion, it's a safety hazard for assault and drug deals. I think we should go small scale. We have a greenhouse at the high school and there is no heater for it. We spent money and it is not being utilized. Why don't we have the high school mentor the elementary students? Do it small scale. We are in a budget crunch here.

Joseph DeMelfi – What are we talking about putting trees there? Budget crunch? The project doesn't cost us anything because of the Grant. Correct?

Susy Wiegand – Correct.

Wendy Kupsky – Five years.

Joseph DeMelfi – We are maintaining it now, correct? I think the opportunity is a very good one. If I had to vote on it, I would vote yes.

Maryann Kovalewski – I am just concerned that we need to consult with the neighbors. Talk to them. Show them the drawings. If everyone is in agreement, then let's do it. We could start off small.

Joseph DeMelfi – I think they did a great job presenting it last week.

Maryann Kovalewski – Let's put up solar panels. It will provide some shade and help us reduce the cost of power at West Berwick. I just think it is a great idea but we need to see what it is going to look like. The other thing the neighbors brought up was the pollination is going to cause more asthma and more allergy problems. You are entitled as neighbors and as tax payers.

Joseph DeMelfi – If we are going to vote on this anytime soon, we should bring those two gentleman back.

Wendy Kupsky – Do you have a list of questions?

Maryann Kovalewski – I am going to make a motion that we table it.

Wendy Kupsky – It is not on the agenda. There is nothing to table.

Joseph DeMelfi – We are going to have it on the agenda for next month.

Brenda Post – They are professionals. They know what they are doing. Nobody likes change.

Maryann Kovalewski – They aren't complaining. They have questions. Some have severe allergies and asthma. They are elderly and they have a right to voice their concerns. I'm not a medical professional and I am not going to judge their concerns. They asked me questions that I don't have the answers to so I am bringing them here. I think it is a good thing to do but we have to do this the right way with input from the neighbors. They are the people that have to live with this.

Wendy Kupsky – Can you ask them to reach out to me?

Maryann Kovalewski – Certainly. I can give you the questions they gave me.

Wendy Kupsky – I don't mind talking to them.

Maryann Kovalewski – The majority are elderly and they don't have a computer. I will ask them to call you and I will give you a list of their questions.

Jon Morell – We have the auditorium. We are going to move to public meetings in the auditorium in June, why don't we just have a public meeting. We can keep it social distanced. Everyone can wear their masks. We can put the drawings up on a screen over there.

Wendy Kupsky – Its two different topics. It's Orange Street and its Thompson's Run.

Susy Wiegand – We had a presentation. They brought a project possibility. They brought up options. Things that we could have there. These are preliminary talks we are having. They did a beautiful job at Woodbine Geisinger and it is a health facility. We are talking. We are looking. Looks like a good project. It's not going to cost the district any money. It's a conservational project. We need more green space in Berwick. We have a lot of families in that area that can utilize it that have no places to go. I'm sure this will be a nice asset. I don't think they are going to put lights up like a stadium. I was going to ask them what type of lighting it will have?

We have been approached by other organizations that wanted donations from the lot and to do construction in there. We may be land locked. We may need this space in the future for maybe expansion. It is prime real estate. Let's do the right thing and let's do the right thing for the neighborhood.

Maryann Kovalewski – They just want to feel included.

Susy Wiegand – We will make it public but the people need to come. We are going to have more decisions with the group and then the questions will be provided. We want the neighbors to be part of it, to give us input.

Keith Hess – Are we checking the grades for our cyber students?

Wendy Kupsky – Absolutely. Mr. Bennett is the one who is in charge of that. I addressed that two weeks ago. He knows the process. Even if we have students that attend an outside charter, those students are eligible to play. Mr. Bennett is reaching out to the outside cybers to see if they are eligible.

Bo Orlando – Every Friday at the end of the day, he prints out the grades and sends them to the coaches.

Wendy Kupsky – He is doing a great job.

New Business:

Susy Wiegand – Publication 2029 PA State Education. They do a survey every year of all the school districts in PA. 501 schools. 310 participated. One thing that caught my eye was the two graphs. Charter tuition payments is one of the biggest concerns for the 310 school districts.

Wendy Kupsky – I have been meeting with our legislators through Advisory day through PSBA and Harry Mathias. I have another one in April. Charter tuition payments is the primary concern amongst school districts.

Susy Wiegand – Budgets Pressures Force Tough Choices. The top issue was drawing from the fund balance. A lot of school districts are struggling. They cannot meet payment. They are furloughing teachers and employees. They are cutting back programs. We as a district have been very conservative. We have not sacrificed education. Future times are going to be hard.

Public Comment: None

Summarization of Executive Session: Susy Wiegand

No meeting.

Next Meetings:

Committee of the Whole – May 3, 2021 5:30 p.m.

Board Meeting – May 10, 2021 at 7:00 p.m.

Wendy Kupsky – We will not be public yet but I am going to invite all administration and Susan Swartz to the next meeting. June meeting will not be zoom. We will be live in the high school auditorium, socially distanced with masks.

Wendy Kupsky – We can do a Buildings and Grounds subcommittee meeting. We would advertise it. It's going to be public and live.

Maryann Kovalewski – Has Mr. Bull reviewed the contract? It seemed complicated.

Wendy Kupsky – Yes, we can show him.

On motion of Keith Hess, seconded by Brenda Post we adjourn the meeting. Motion carried. All members voting “Aye.” “Nay”- none and no abstentions.

Meeting adjourned at 8:13 p.m.

Janet K. Kovach, Secretary to the Board