

0645

**MINUTES OF THE SOUTHERN OHIO
EDUCATIONAL SERVICE CENTER GOVERNING BOARD MEETING**

REGULAR MEETING

June 24, 2014

The Southern Ohio Educational Service Center Governing Board met on Tuesday, June 24, 2014 at 7:00 p.m. at the Southern Ohio Educational Service Center for its regular monthly meeting. Members present were Mr. Clawson, Mrs. Gausman, Mr. Hill, Mr. Lane, Mr. Mount, Mr. Peck and Mr. West along with Treasurer Roy Alleyn Unversaw Jr. and Superintendent Tony Long. Mr. Luck and Mr. Wilt were unable to attend. Guest in attendance was Rachel Meyer.

REVISION AND/OR APPROVAL OF THE MEETING AGENDA (Resolution #3202)

It was moved by Mr. Lane and seconded by Mr. Clawson to approve the agenda as revised.

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

MINUTE APPROVAL (Resolution #3203)

It was moved by Mr. Peck and seconded by Mr. Mount that the May 27, 2014 meeting minutes be approved as presented.

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

PUBLIC PARTICIPATION

None Received.

APPOINTMENT OF OSBA CAPITAL CONFERENCE DELEGATE AND ALTERNATE

Appointment by President Hill of Mr. Mount as delegate and Mr. Peck as alternate to the 2014 Annual Business Meeting in Columbus on November 10, 2014.

GREAT OAKS ITCD REPORT

Mr. Lane updated the board on the June 2014 Great Oaks ITCD Board Meeting. The following bullets are highlights from his report.

- Harry Snyder will replace Robin White as President/CEO on August 1, 2014
- No auto collision program this year
- Total 28 programs for 2014-15 SY
- 98% completed OGT of the 46% who had one or more parts of OGT to pass.

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LEGISLATIVE LIAISON REPORT

Mr. Peck shared the most recent copy of the Ohio School Boards Association publication, *The Link*, to update the board on Ohio's legislative matters including:

- Kasich vetoed parts of HB 483
- HB 362 (OTES)
- HB 487 (new high school graduation requirements)

PERSONNEL ITEM: ESC (Resolution #3204)

It was moved by Mr. Lane and seconded by Mrs. Gausman to hire Rachel Meyer as Treasurer effective August 1, 2014 for a period of 36 months, through August 1, 2017 at an annual salary of \$65,000.00 per the terms of her contract.

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

FINANCIAL REPORTS

Mr. Unversaw reviewed the monthly reports with the board.

APPROVAL OF PAID BILLS (Resolution #3205)

It was moved by Mr. Mount and seconded by Mr. Peck that the paid bills for the previous month be approved as presented, for a total of \$688,669.56.

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

APPROPRIATIONS (Resolution #3206)

Amendments and Modifications for FY 2014 All Funds: [See Minute Pages 0653-0654]

Whereas the Treasurer may need to make various appropriation changes at the close of the fiscal year, and whereas the fiscal changes cannot be approved by the board after June 30, per the recommendation of Treasurer Unversaw and Superintendent Long, it was therefore moved by Mr. Clawson and seconded by Mr. West to authorize the necessary end-of-fiscal-year appropriation amendments and modifications, and include these changes in detail in the minutes for June for FY14.

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**Appropriation Resolution for FY15 beginning July 1, 2014 - All Funds:
[See Minute Pages 0655-0656]**

Approval of appropriations for all funds for Fiscal Year 2015 and to set the level of control by fund as presented.

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

TREASURER DISCUSSION ITEMS

1. Transition Update:

Rachel and I have spent a considerable amount of time working together the past few weeks. She is learning quickly, but there is so much to cover. I have assured her that I will be available after August 1st if she has any questions. It will only cost her couple of lunches!

I have worked approximately 50 hours at Warren County ESC since May. My board approved "unpaid days" have not been utilized yet since I have been using my remaining vacation days and flexing my time. I will likely use some of the "unpaid days" in July. All of my time for both entities has been documented on an Excel document and I can make it available for any of you to see.

2. General Fund Cash Balance

The General Fund's net income for the year was \$143,326.00 as of the end of May. My cost and revenue projections for June indicate that our General Fund's net income will be \$0.00 for FY 2014. Keep in mind that this could easily swing \$75,000.00 either way depending on timing. It is important that the organization realizes that we have the following obligations to the city/county agreements at year end (see table). The amounts below must be carried over to FY 2015 as credits.

Greenfield City County Agreement	\$11,624.47
Hillsboro City County Agreement	\$4,456.77
Wilmington City County Agreement	\$4,225.61
Total Obligation	\$20,306.85

3. Alternative School Fund Cash Balance

The cash balance in the Alternative School Fund (014-9197) is **critically low**. As of 6/13/2014, the fund had \$8,625.08 available. Our final invoices will generate \$16,860.00 in revenue, but we have June, July and August payroll expenses in the amount of \$22,000.00. In addition to those expenses, we have approximately \$15,000.00 in outstanding obligations for things such as rent (\$13,000.00), copier costs, and phone lines. This means that if the school was to shut down on 8/1/2014 it would have a **negative cash balance of at least \$9,600.00**.

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Treasurer Discussion Items: (Cont.)

Keep in mind that our enrollment has steadily declined the past few years. Here is the enrollment data beginning in FY 2010. The enrollment drives the revenue.

Fiscal Year	Enrollment
FY 2010	2,574
FY 2011	2,362
FY 2012	2,121
FY 2013	1,518
FY 2014	1,426

We have increased the daily rate for the school next year by \$5.00, which will generate an additional \$5,000.00 to \$7,000.00. The increased fee will not be enough at current enrollment rates. Also, it is important to note that the SOESC General Fund is not collecting any overhead costs to support the Alternative School. We typically collect a 4% fee to cover our operational costs, which would generate around \$6,000.00 for the ESC. We are not able to collect this fee due to the finances of the Alternative School Fund.

PERSONNEL CONTRACT RESIGNATION (Resolution #3207)

Upon the recommendation of Superintendent Long, it was moved by Mr. West and seconded by Mr. Peck to approve the resignation of the following personnel:

[See Minute Page #0657]

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

PERSONNEL CONTRACT AGREEMENTS (Resolution #3208)

Upon the recommendation of Superintendent Long, it was moved by Mrs. Gausman and seconded by Mr. Lane that the board approve employment contracts for the following personnel subject to the provision of O.R.C. 3319.02, O.R.C. 3319.08 and/or O.R.C. 3319.081. All personnel are subject to assignment by the superintendent and all contracts are subject to continuation of existing local, state, and/or federal funding; proper licensure; Ohio Department of Education highly qualified teacher per current job assignment; Ohio Bureau of Criminal Background Investigation Check; and Federal Bureau of Investigation Background Check:

[See Minute Page #0658]

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

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APPROVAL OF DONATIONS (Resolution #3209)

Upon the recommendation of Superintendent Long, it was moved by Mr. Mount and seconded by Mr. Clawson to approve the following donations for the 2014 SOESC Summer Camp – “Camp Splash”.

Wal-Mart	\$ 25.00 gift card
Alkermes	\$400.00
Equipment Super-Store	\$150.00
Melvin Liquid Fertilizer, Inc.	\$ 50.00
National Bank & Trust	\$350.00 – for bus transportation

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

**APPROVAL OF FY15 CLINTON COUNTY FAMILY AND CHILDREN FIRST COUNCIL
MEMBERSHIP (Resolution #3210)**

Upon the recommendation of Superintendent Long, it was moved by Mr. Lane and seconded by Mrs. Gausman to approve continued educational service center membership in the Clinton County Family and Children First Council (CCFCFC) for FY 2015, at a cost of \$100.00.

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

**APPROVAL OF FY15 OHIO EDUCATIONAL SERVICE CENTER ASSOCIATION MEMBERSHIP
(Resolution #3211)**

Upon the recommendation of Superintendent Long, it was moved by Mr. Mount and seconded by Mr. West to approve continued educational service center membership in the Ohio Educational Service Center Association (OESCA) for FY 2015, at a cost of \$5,938.00.

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

**APPROVAL OF FY15 ASSOCIATION OF EDUCATIONAL SERVICE AGENCIES MEMBERSHIP
(Resolution #3212)**

Upon the recommendation of Superintendent Long, it was moved by Mr. Peck and seconded by Mr. Clawson to approve educational service center membership in the Association of Educational Service Agencies for FY 2015, at a cost of \$415.00.

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

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APPROVAL OF OHIO ESC ASSOCIATION CODE OF PROFESSIONAL ETHICS (Resolution #3213)

Upon the recommendation of Superintendent Long, it was moved by Mrs. Gausman and seconded by Mr. West to approve the Ohio ESC Association Code of Professional Ethics.

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

APPROVAL OF POLICY MANUAL UPDATES (Resolution #3214)

Upon the recommendation of Superintendent Long, it was moved by Mr. Lane and seconded by Mr. Clawson to approve the following policies:

Revised Policies:

GCBC-R	Certificated Staff Fringe Benefits
GDBC-R	Classified Staff Fringe Benefits

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

APPROVAL OF PROVIDER CONTRACT(S) (Resolution #3215)

Upon the recommendation of Superintendent Long, it was moved by Mr. Peck and seconded by Mr. West to approve the following provider contract(s) as listed:

PROVIDER CONTRACT(S)

<u>Client</u>	<u>Service</u>	<u>Dates</u>	<u>Amount</u>
Adams County/Ohio Valley	Primary Agreements	2014-2015 SY	\$587,549.18
Blanchester Local	Primary Agreements	2014-2015 SY	\$300,148.69
Bright Local	Primary Agreements	2014-2015 SY	\$234,762.92
Clinton County DD	Primary Agreements	2014-2015 SY	\$ 77,376.61
Clinton-Massie Local	Primary Agreements	2014-2015 SY	\$ 231,407.80
East Clinton	Primary Agreements	2014-2015 SY	\$230,160.70
Fairfield Local	Primary Agreements	2014-2015 SY	\$213,060.00
Greenfield Exempted	Primary Agreements	2014-2015 SY	\$200,142.27

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Hillsboro City	Primary Agreements	2014-2015 SY	\$ 78,136.24
Lynchburg-Clay Local	Primary Agreements	2014-2015 SY	\$300,029.54
Miami Trace Local	Primary Agreements	2014-2015 SY	\$ 13,210.90
Washington C.H. City Schools	Primary Agreements	2014-2015 SY	\$103,913.90
Wilmington City Schools	Primary Agreements	2014-2015 SY	\$ 28,323.50

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

HOPEWELL REGIONAL ADVISORY COUNCIL (Resolution #3216)

Upon the recommendation of Superintendent Long and the Hopewell Regional Advisory Council, it was moved by Mr. Mount and seconded by Mr. West to approve the following:

Personnel Contract Agreements:

Employment contracts for the following personnel subject to the provision of O.R.C. 3319.02, O.R.C. 3319.08 and/or O.R.C. 3319.081. All personnel are subject to assignment by the superintendent and all contracts are subject to continuation of existing local, state, and/or federal funding; proper licensure; Ohio Department of Education highly qualified teacher per current job assignment; Ohio Bureau of Criminal Background Investigation Check; and Federal Bureau of Investigation Background Check:

[See Minute Page #0659]

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

SUPERINTENDENT INFORMATION/DISCUSSION ITEMS

Superintendent Long discussed the following with the board:

1. Matthew McCorkle has been hired as the new Washington Court House Superintendent.
2. Shared a handout from ODE regarding Ohio House Bill 362 (OTES) and Ohio House Bill 487 (new High School Graduation requirements).
3. Shared a recent newspaper article regarding the 2014 Waddell Scholarship Recipients.
4. OSBA Capital Conference will be held November 9-12, 2014.
5. Tuesday, July 22nd (prior to the board meeting) will be an open house for Alleyn. Please RSVP to Tony.
6. Shared a couple of Waddell Scholarship thank you cards.

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SUPERINTENDENT INFORMATION/DISCUSSION ITEMS (Cont.)

7. Perfect attendance awards will be handed out again this year.
8. The SOESC has been contacted about hiring one of three Ag Education Specialists in Ohio.
We do not have a contract or confirmation from ODE at this time.
9. Preliminary OGT results were shared.
10. Tony shared that he will be on vacation from June 28 – July 7.

EXECUTIVE SESSION (Resolution #3217)

It was moved by Mr. West and seconded by Mr. Peck to enter into Executive Session at 8:10 p.m. to discuss compensation of a public official.

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

Board returned from Executive Session at 8:29 p.m.

Notes: The Finance Committee recommended extending Tony Long's contract by four years, plus five additional vacation days (one time only).

The fiscal staff is appreciated for another perfect audit.

ADJOURNMENT (Resolution #3218)

It was moved by Mr. West to adjourn to meet again in regular session on July 22 at 7:00 p.m. at the Southern Ohio Educational Service Center in Wilmington.

The board members present unanimously approved the motion. President of the board, Mr. Hill, declared the motion carried.

Board President

Treasurer

Notes:

General Fund - Staff Wellness Dollars \$9,786.36 (additional funds from the EPC expected)
General Fund - Tuition Reimbursement for all staff collectively \$7,000.00
General Fund - Board Service Fund set at \$7,500.00 on a calendar year basis
Termination Benefits Fund - Unemployment, Severance, and Vacation Payouts
019-9300 OSFS School Security Fund FY14 - Reimbursement grant to upgrade doors at the Alternative Center

Contingencies:

General Fund - Emergency Fund - 4 months of expenses \$1,080,000.00
General Fund - Building Fund \$50,000.00 FY 2014 then an additional \$25,000.00 per year until FY 2018
Hopewell General Fund - Emergency Fund - 3 months of expenses \$820,000.00.
Hopewell General Fund - Building Fund \$100,000.00 - (HVAC, siding, updates, repair, etc...)
Hopewell General Fund - Termination / Retirement Benefits setaside \$30,000.00

Transfers: (To be made FY 2014 - more information to follow)

Greenfield City County Agreement remaining cash to the General Fund \$117,381.17.
Hillsboro City County Agreement remaining cash balance to the General Fund \$38,362.11.
Washington CH City County Agreement remaining cash balance to the General Fund \$18,849.66.
Wilmington City County Agreement remaining cash balance to the General Fund \$30,224.27.

*Note: City County Agreement expenses and revenues will be accounted for in the General Fund beginning FY 2014. The dollars associated with the agreements will be credited to the city county districts through the invoicing process. The dollars transferred to the General Fund will also be credited to the city county districts through the invoicing process.

Media Center remaining balance to the General Fund (Due to the closing of the Media Center) \$35,218.04
Alternative School Fund to the Termination Benefits Fund for severance setaside \$11,600.00.
Gifted Fund to the Termination Benefits Fund for severance setaside \$23,800.00
Hopewell Legal Defense Fund remaining balance to the Hopewell General Fund \$25,001.29

SOUTH OHIO EDUCATIONAL SERVICE CENTER
FY 2015 INITIAL APPROPRIATIONS

7/2/2014

Notes:

General Fund - Staff Wellness Dollars \$7,715.81 (additional funds from the EPC expected)
General Fund - Tuition Reimbursement for all staff collectively \$7,000.00
General Fund - Board Service Fund set at \$7,500.00 on a calendar year basis
Termination Benefits Fund - Unemployment, Severance, and Vacation Payouts

Contingencies:

General Fund - Emergency Fund - 4 months of expenses \$1,080,000.00
General Fund - Building Fund \$75,000.00 FY 2015 - add \$25,000.00 per year until FY 2018
Hopewell General Fund - Emergency Fund - 4 months of expenses \$1,000,000.00.
Hopewell General Fund - Building Fund \$100,000.00 - (HVAC, siding, updates, repair, etc...)
Hopewell General Fund - Termination / Retirement Benefits setaside \$30,000.00

Transfers: (To be made - more information to follow)

Gifted Fund dollars to be transferred to the General Fund - all gifted accounting transactions will be moved to the General Fund in FY 2015.

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Resignation Approval Recommendations ESC

Last Name	First Name	Tentative Position	Contract Type	Effective Date
Abbot	Katie	School Improvement	Certificated Employee	7/31/2014
Hauke	Tricia	Intervention Specialist	Certificated Employee	6/30/2014
Link	Deanne	School Improvement Consultant	Certificated Employee	7/31/2014
Marsh	Melissa	Special Education	Administrator Cert/Class	6/30/2014

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7/14/2014

Employment Recommendations
ESC

7/14/2014

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Last Name	First Name	Tentative Position	Contract Beg.	Contract End	Length of Contract	Days	Schedule	Step	Degree	Amount	Pay Type	Contract Type
Anschutz	Colleen	Substitute	2014	2015	1	as needed	M	0	No Degree on Schedule	\$ 10.25	Hourly	Classified Substitute
Arvai	Ruth	Substitute	2014	2015	1	as needed	M	0	No Degree on Schedule	\$ 10.25	Hourly	Classified Substitute
Atley	Barbara	Substitute	2014	2015	1	as needed	No Schedule	0	No Degree on Schedule	\$ 90.00	Per Diem	Certificated Substitute
Barton	J. David	Substitute	2014	2015	1	as needed	No Schedule	0	No Degree on Schedule	\$ 268.65	Per Diem	Certificated Substitute
Bradshaw	Curtis	Gifted Extended Service	2014	2015	1	3	MA (A)	5	Masters	\$ 677.00	Salary	Certificated Supplemental
Carr	Kimberly	Extended Service	2014	2015	1	35	MA (A)	18	Masters	\$ 11,017.00	Salary	Certificated Supplemental
Cottle	Judy	Substitute	2014	2015	1	as needed	M	0	No Degree on Schedule	\$ 10.25	Hourly	Classified Substitute
Dobson	Martin	School Psychologist	2014	2015	1	204	MA (B)	10	Masters	\$ 54,804.00	Salary	Certificated Employee
Dobson	Martin	School Psychologist	2014	2015	1	15	MA (B)	10	Masters	\$ 4,030.00	Salary	Certificated Employee
Ewry	Misty	School Improvement Consultant	2014	2015	1	248	MA C	15	Masters	\$ 73,774.00	Salary	Administrator Cert/Class
Glass	Barbara	Gifted Extended Service	2014	2015	1	3	MA (A)	25	Masters	\$ 1,017.00	Salary	Certificated Supplemental
Ilig	Carol	Substitute	2014	2015	1	as needed	L	0	No Degree on Schedule	\$ 8.52	Hourly	Classified Substitute
Justice	Beth	School Improvement Consultant	2014	2015	1	248	MA C	25	Masters	\$ 77,782.00	Salary	Administrator Cert/Class
Lindsey	JoAnn	Substitute	2014	2015	1	as needed	No Schedule	0	No Degree on Schedule	\$ 90.00	Per Diem	Certificated Substitute
McGowan	Shannon	Assistant Director of Special	2014	2015	1	204	MA (B)	17	Masters	\$ 63,155.00	Salary	Administrator Cert/Class
Richberg	Dottie	Substitute	2014	2015	1	as needed	M	0	No Degree on Schedule	\$ 10.25	Hourly	Classified Substitute
Roberts	Carlos	Substitute	2014	2015	1	as needed	No Schedule	0	No Degree on Schedule	\$ 90.00	Per Diem	Certificated Substitute
Williamson	Michael	Gifted Extended Service	2014	2015	1	3	MA (A)	6	Masters	\$ 701.00	Salary	Certificated Supplemental

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Last Name	First Name	Tentative Position	Contract Beg.	Contract End	Length of Contract	Days	Schedule	Step	Degree	Amount	Pay Type	Contract Type
Campbell	Marian	Substitute	2014	2015	1	as needed	No Schedule	0	No Degree on Schedule	\$ 10.00	Hourly	Classified Substitute
Campbell	Marian	Substitute	2014	2015	1	as needed	Interp	0	No Degree on Schedule	\$ 17.29	Hourly	Classified Substitute
Charles	Brittany	Substitute	2014	2015	1	as needed	No Schedule	0	No Degree on Schedule	\$ 10.00	Hourly	Classified Substitute
Charles	Brittany	Substitute	2014	2015	1	as needed	Interp	0	No Degree on Schedule	\$ 17.29	Hourly	Classified Substitute
Dugan	Mary	Substitute	2014	2015	1	as needed	No Schedule	0	No Degree on Schedule	\$ 90.00	Per Diem	Certificated Substitute
Helfinstine	Margaret	Substitute	2014	2015	1	as needed	No Schedule	0	No Degree on Schedule	\$ 10.00	Hourly	Classified Substitute
Lawson	Douglas	Substitute	2014	2015	1	as needed	No Schedule	0	No Degree on Schedule	\$ 10.00	Hourly	Classified Substitute
Lawson	Douglas	Substitute	2014	2015	1	as needed	Interp	0	No Degree on Schedule	\$ 17.29	Hourly	Classified Substitute
Pennington	Amity	Substitute	2014	2015	1	as needed	No Schedule	0	No Degree on Schedule	\$ 10.00	Hourly	Classified Substitute
Pennington	Amity	Substitute	2014	2015	1	as needed	Interp	0	No Degree on Schedule	\$ 17.29	Hourly	Classified Substitute
Simpson	Jason	Substitute	2014	2015	1	as needed	No Schedule	0	No Degree on Schedule	\$ 10.00	Hourly	Classified Substitute
Simpson	Jason	Substitute	2014	2015	1	as needed	Interp	0	No Degree on Schedule	\$ 17.29	Hourly	Classified Substitute
Villars	Teena	Substitute	2014	2015	1	as needed	Interp	0	No Degree on Schedule	\$ 17.29	Hourly	Classified Substitute
White	Kathy	Substitute	2014	2015	1	as needed	No Schedule	0	No Degree on Schedule	\$ 10.00	Hourly	Classified Substitute

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Year	Month	Day	Time	Location	Remarks
1960	Jan	1	08:00
1960	Jan	2	08:00
1960	Jan	3	08:00
1960	Jan	4	08:00
1960	Jan	5	08:00
1960	Jan	6	08:00
1960	Jan	7	08:00
1960	Jan	8	08:00
1960	Jan	9	08:00
1960	Jan	10	08:00
1960	Jan	11	08:00
1960	Jan	12	08:00
1960	Jan	13	08:00
1960	Jan	14	08:00
1960	Jan	15	08:00
1960	Jan	16	08:00
1960	Jan	17	08:00
1960	Jan	18	08:00
1960	Jan	19	08:00
1960	Jan	20	08:00
1960	Jan	21	08:00
1960	Jan	22	08:00
1960	Jan	23	08:00
1960	Jan	24	08:00
1960	Jan	25	08:00
1960	Jan	26	08:00
1960	Jan	27	08:00
1960	Jan	28	08:00
1960	Jan	29	08:00
1960	Jan	30	08:00
1960	Jan	31	08:00