

**MINUTES OF THE BOARD OF TRUSTEES
SPECIAL MEETING/WORK SESSION
Pocatello/Chubbuck School District No. 25
Tuesday, April 10, 2012
Board Room at the Education Service Center
8:30 a.m.**

BOARD MEMBERS/SUPERINTENDENT PRESENT:

Janie Gebhardt, Chair	Nate Murphy, Member
John Sargent, Vice Chair (Excused at 10:30 a.m.)	Jim Facer, Member
Jackie Cranor, Clerk (Excused)	Mary M. Vagner, Superintendent

A Special Meeting/Work Session of the Board of Trustees of Pocatello/Chubbuck School District No. 25 was held on Tuesday, April 10, 2012, at 8:30 a.m. in the Board Room at the Education Service Center, 3115 Pole Line Road, Pocatello, Idaho, as provided in Section 33-510, Idaho Code;

Welcome, Call to Order, and Convene Work Session

Chair Gebhardt welcomed everyone and called the Special Meeting to order at 8:41 a.m. She reviewed the agenda and the addendum and said the Special Meeting was held for the purpose of a Work Session for the administration to discuss with the Board the following topics:

1. **Convene Work Session**
2. **Federal Programs Monitoring Report**
3. **Montessori Program Update**
4. **2012-13 Kindergarten Calendar**
5. **Renovation of the New Horizon Center, Relocation of Alternative Programs, Modification of Alameda Center and Opening of 4th Middle School Committee Update**
6. **Indian Hills Soccer Complex Parking**
7. **Classroom Technology Integration and One to One Professional Development, Grant Proposal and One to One Mobile Computing Device Application**
8. **Legislative Report and Discussion of any input for ISBA pertinent to Students Come First (SCF) Legislation and the Pending Referendum**
9. **Health Insurance Coverage/Costs 2012-13**
10. **Budget Preparation 2012-13**
11. **Draft Policies: Policy 6115 – Animals in Schools; Policy 7168/8168 – Service Animals in Schools; Policy 5511 – Wellness/Nutrition;**
12. **Public Comment**

Board Protocols for Public Comment will be followed at all Board Meetings. Patrons wishing to address the Board will fill out Form AD 2 – Request to Appear before the Board and present it to the Board Chair or Board Secretary prior to the meeting.

Board Operating Principles #22 & 23:
22) The Board will follow the chain of command referring others to present their issues, problems, or proposals to the person who can properly and expeditiously address the issues; 23) Board members will refrain from communications which create conditions of bias should a problem or complaint become the subject matter of a hearing before the Board.
13. **Adjourn Work Session and Convene Special Meeting for the Purpose of Adjourning to Executive Session to Discuss in Accordance with Idaho Code 67-2345 (1) (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated; and Idaho Code 67-2345 (1) (c) To conduct deliberations concerning labor negotiations.**
14. **Return to Open Session – No Action to be Taken**
15. **Adjourn**

Federal Programs Monitoring Report

Dr. Mortensen said the Federal Programs Monitoring Audit was conducted March 6 & 7, 2012. She said the audit reviewed program processes for homeless students, private schools, Title IA, Title IB and Title IIA funds. She

said a six member team went to each school and interviewed staff and provided commendations and recommendations for the District's administration. She said the team conducted parent interviews and classroom observations. She said the audit team met with the District's administration to go over the final report. She said she would review the overall commendations. She said the first commendation was relative to the School Success framework and the review team stated it was very transparent. She said they commended the District's Intervention Specialists who creatively met the needs of all students. She said the intervention management teams were functioning extremely well and the team commended the District for successfully communicating the Vision for higher levels of learning and stated it was impressed with staff and parent awareness of the vision. She said the team commended the District for its strategic use of resources and personnel. She said the administration told the team the District had intentionally invested heavily in technology and sustainable expenses. She said the team commended the District for meeting family needs with resource workers and parent coordinators who created connections with the school. She said the team was impressed with Ellis Elementary for its creative use of technology with the Parent USB bracelets. She said at registration every parent was given a USB bracelet that could be plugged in to pull up student assignments and projects. She said the team was also impressed with the 4th grade teachers at Indian Hills Elementary that had students monitoring their own learning which was aligned to the Common Core State Standards (CCSS). She said the team commended Tyhee Elementary for its level of community outreach with Native American parents. She said the District had a lot of positive things to show the team and celebrated the successful outcome when it was complete because of all the positive things the team had to say. She said the review team did have four findings and the District was required to provide an action plan to correct the findings. She said the first finding had to do with inventory tracking which would be corrected. She said the remaining three findings had to do with District-wide parent involvement. She said the District needed a parent involvement policy, and parent involvement plan at each of the schools and each of the Title-IA schools to develop jointly with parents a school-parent compact to be distributed annually. She said the administration would draft a parent involvement Policy and bring it to principals for review, work with schools to formalize parent involvement plans and develop a school parent compact with all the required elements. Dr. Mortensen said Ms. Harwood and Ms. Marley coordinated all of the efforts in preparing for the audit which took months of preparation but was well worth the effort and said commended their work. Ms. Gebhardt asked how often this type of review took place. Dr. Mortensen said the onsite review was conducted every six years and a desk review was completed every three years which was a written review.

Montessori Program Update

Dr. Mortensen said the Montessori Program was undergoing some changes. She said the program would no longer provide preschool for three year olds, but would serve four year olds and kindergarten. She said Mr. Denton conducted a parent meeting March 15, 2012. She said he was able to communicate what the District was proposing and the need to right size the program in order to provide a strong curriculum for kindergarten. She said the parents understood the rationale but there were one or two parents who were disappointed about eliminating the three year old program but were supportive of the change. She said a press release would be sent out announcing the change along with registration information. She said the lottery was scheduled for May 4, 2012 after which classes and the wait list would be finalized. She said preregistration for returning K-4 students was complete and 50 students indicated they would be returning. She said the District would take more applications once it knew how many openings were available. She said a tuition increase was a possibility to make up for the loss of the three year olds. She said if the decision was made to increase tuition, it would be brought to the Board with the other proposed fee increases at a future Board meeting. She said the District had been subcontracting transportation for preschoolers and once the list was finalized parents would be surveyed to determine a need for continued transportation as it may not be an option in the future with rising fuel costs. Ms. Vagner said if the Board was in agreement the administration would place the topic on the agenda for Board Action at the April 17, 2012 Regular Board Meeting.

2012-13 Kindergarten Calendar

Dr. Mortensen said the Kindergarten Calendar was always created after the District Calendar was complete. She said she and Ms. Coburn worked with the Calendar Committee to make sure it worked for teachers and met instruction requirements. She said the calendar reflected the Tuesday and Thursday schedule, the Wednesday and Friday schedule and the every other Monday schedule. She said the District had to provide 450 hours of instruction and was unable to make both schedules exactly even but got them as close as possible. She said the schedule totaled 452 hours for the Tuesday/Thursday program and 456 hours for the Wednesday/Friday program. She said the schools were very good at communicating with parents to remind them of which group came on

which day and said everyone agreed the calendar was a good option for everyone. Ms. Vagner said the Board would be asked to consider adopting the calendar at the April 17, 2012 Regular Board Meeting.

Renovation of the New Horizon Center, Relocation of Alternative Programs, Modification of Alameda Center and Opening of 4th Middle School Committee Update

Mr. Reed said the renovations to the building were coming along and were in the process of finishing up the multipurpose room. He said all of the classrooms were complete. He said the kitchen equipment was being installed that week. He said the furniture and equipment for the entire school had been ordered and would arrive in June. He said it would be set up and ready for the start of the school year. He said he had met at least a dozen times with transportation, elementary and secondary administrator representatives and Board members since the start of the project. He said the last time middle school boundaries changed was in 1997. He said from 1984 to 1994 the District had steady growth and then dropped dramatically before leveling off again in 2002. He said in 2009 enrollment started to increase again. He said he anticipated steady growth would continue. He said the District would need more space as it ran out of room in the elementary schools. He said the Boundary Committee determined it needed a focus and operating guidelines before considering any boundary changes. He said the group framed the guidelines which led the work. He said one of the goals of the committee was to keep capacity at around 85%. He said the second goal was to keep a school's 5th grade together going to the same middle school to provide continuity and maintain student relationships. He said another goal was to encourage neighborhood or walking schools. He said the committee looked at schools with high capacity to correct those issues first. He said everyone at the middle school level would be affected. He said the next goal was to keep educational equity and balance. He said the committee considered economic demographics. He said most of the middle schools were the same size and the committee wanted to keep total enrollment within 150 students of all four middle schools. He reviewed the map that showed old junior high boundaries with current population totals. He said if the District kept the current boundaries, enrollment numbers would be evenly balanced for Hawthorne and Franklin but would be extremely high or low at Alameda and Irving Middle Schools. He said keeping the old boundaries the same did not balance out enrollment enough. He said the committee determined it would begin with the elementary boundaries first and explore the option of feeder schools. He reviewed the next map that showed the current elementary boundaries compared to the proposed elementary boundaries. He said the committee had to figure out how it would move the 6th grade to the middle schools and keep the schools within capacity while working out transportation issues. He said all of the proposals were still preliminary and Board and public input was needed before anything could be finalized. He reviewed the changes to the student populations. He said overall every one of the elementary school populations came in at 85% capacity or less which would allow the District to grow into the buildings as enrollment continued to grow. He said no one expected to make so much progress in such a short amount of time but the committee was able to feed 11 out of the 13 elementary schools into the same middle school. He said it was remarkable to be able to keep that kind of consistency. He reviewed the only two areas that would not feed into the same middle school which included Greenacres and Washington Elementary Schools. He said the new boundaries provided balance between student populations at the middle schools. He said another important point was that all of the middle schools were now between 72 and 76% capacity which allowed room for growth at all four middle schools. He reviewed the public meeting schedule and said that was the next step in the process. He said in April and May the District would hold several meetings to involve parents at several of the elementary and middle schools. He said the administration would solicit any feedback from parents, answer questions and would take comments and concerns into consideration. He said all of the middle school parents would be affected and we would consider the input of all those families. He said the District would meet with the Journal in June to get the information out to the public and hoped to get direction from the Board at that time. He said the District would have a full year to communicate the changes before any of them went into effect. Mr. Sargent asked why some of the schools were not included in the public meetings. Mr. Reed said the schools that were not included were not affected by any of the boundary changes. Ms. Vagner said parents and teachers were involved in the process to provide their perspectives prior to the public meetings. Mr. Reed said they had good ideas as to how the committee could effectively communicate the changes to the public. Ms. Gebhardt said it was important for the Board to consider all aspects of the boundary proposals and thought Board members should try to attend all of the public meetings. Mr. Reed said they were open meetings and Board members were welcome to attend. Ms. Vagner said if the Board agreed with the timeline presented the administration would move forward with the schedule of public meetings.

Indian Hills Soccer Complex Parking

Mr. Reed said there were soccer fields on the northern border of the Indian Hills property with an entrance to the nature park and the river. He said Idaho Fish and Game had made many improvements to the area and was looking to install restrooms by the trail. He said the District approached the city to partner with them on the project because there was limited parking at the school and proposed that the city create a bus turnaround and additional parking to improve the upper area as well. He said the Cheyenne crossing would be closed off and a bus turnaround would be critical to keep the bus route flowing and away from neighborhood streets. He said one drawback was that parking would be a bit of a distance from the school but felt the other improvements outweighed the drawbacks. He said the city was willing to use its equipment and manpower over the next few years to make the improvements. He said the city was willing to work with the District and share costs. He said the improvements would benefit the city as well as the school. Mr. Facer asked what would happen to the existing bus turnaround. Mr. Reed said the current bus turnaround was so small that a bus could not physically use it and ended up parking on Cheyenne. Ms. Vagner said if the Board was in support of moving forward with partnering with the city on the improvements the administration would communicate with the city and prepare for the improvements through the CIP process. Mr. Reed said once the Board provided direction the administration would determine the cost and develop a budget which it would bring back to the Board. Mr. Facer said this option seemed liked the cheapest way to make the improvements and get additional parking at the school. Mr. Reed said it seemed like a win-win for the District and the community. The Board agreed to move forward with communicating with city to begin preparations for the project.

Classroom Technology Integration and One to One Professional Development, Grant Proposal and One to One Mobile Computing Device Application

Ms. Luras reviewed the state Professional Development Summary. She said the administration continued to work out the details of the plan. She said the state was identifying regional trainers that would be paid a \$3,000 stipend for face to face training. She said one trainer would be selected from each high school but the state had not allocated any funds for them, so pay would have to come out Teacher Quality funds. She reviewed the application for the \$10,000 technology integration grant that would support professional development. She said the District's plan for technology integration was aligned with the Strategic Plan. She said the Technology Training Specialist job description was included in the packet. She said the administration would like to add the additional training specialist out of Title I money. She said the District used to have technology mentors that mostly did troubleshooting which was now done by the help desk, so the administration decided to create a position that would help train others in the schools. She said two would be assigned to the elementary schools and three to the high schools. She said they would be trained throughout the year and over the summer and would hold monthly seminars. She said the administration requested Marzano e-Books, stipends for coaches to attend summer training and subs for teachers being trained as part of the application it would submit to the state by April 15, 2012. She said the last part of the application was for the one to one mobile computing devices. She said the District submitted its letter of interest to the state requesting one to one mobile devices but now the state was requiring an application. She said devices would be distributed by school. She said the administration would meet with principals on Thursday to determine which schools the District would deploy to first should it be selected. She said the application needed to outline how teachers would use the devices, how parents would be involved in the process, identify an acceptable use policy, have a professional development plan in place, how technology would be used to accomplish goals and how the devices would be included in the teacher evaluation process. She said one of the state's criteria for selecting a District was the per capita IDLA usage. They will look at per capita IDLA usage. She said the District currently had high school counselors that helped students complete courses through IDLA in order to accelerate. She said another criteria was the accuracy of ISEE uploads. Ms. Gebhardt said it was interesting that the state chose ISEE uploads as a criteria for selection. She said she did not understand how that was relevant to students getting one to one mobile devices. Ms. Vagner said the District would like to be able to get a second technology training specialist but would mean shifting current staff without any new funds.

Legislative Report and Discussion of any input for ISBA pertinent to Students Come First (SCF) Legislation and the Pending Referendum

Ms. Vagner said the Board was knowledgeable of the final legislative action. She said during the Region V ISBA Meeting one of the Trustees from the Soda Springs School District asked if the ISBA planned to take a position on the Students Come First legislation in light of the upcoming referendums. She said Ms. Echeverria said the ISBA was not planning to make a statement but offered the solution that Trustees could offer any input to the ISBA before the Government Affairs Committee met at the end of April. She said the referendum was written so

the original legislation and any amendments would be moot. She said the Soda Springs Trustee said that if the ISBA had no statement then the assumption would be that the ISBA supported the legislation. She said one option for Trustees was to simply state that the legislation impacted local control. She said it would be timely for the Board to discuss the issue and decide if it wanted the ISBA to take a position and would need to submit any input before the end of April. Ms. Gebhardt said the ISBA's Executive Committee had considered a statement but felt it would not have any impact with the amount of paid lobbying that was going to support the legislation. Ms. Gebhardt agreed that a statement may not have any impact on passing the referendums but believed that Boards should make a statement one way or the other so Superintendent Luna didn't assume that everyone was good with the legislation. Mr. Murphy said he felt strongly that the Board needed to take a stand and say something. He said even if the District couldn't put money into passing the referendum the Board needed to say how it felt about the legislation. Mr. Sargent said he was the most frustrated with Boards not having a say in how it did things. Mr. Murphy said at the very least it would have been nice to have a policy that was brought to stakeholders. Mr. Sargent said he agreed that Districts needed to implement technology and make some changes but local School Boards should have some control over how it was done. Ms. Gebhardt said the legislation made it sound like School Boards weren't doing anything to implement technology or make any changes which was not the case it was just difficult for Boards to implement changes with the state continuing to take away funding. Ms. Vagner said the administration would take the thoughts expressed by the Board and put them into a Resolution that would be brought back for Board consideration at the April 17, 2012 Regular Board Meeting.

Health Insurance Coverage/Costs 2012-13

Mr. Smart said the insurance renewal package was complete. He said the District had a multi-year agreement for life and vision insurance so those would not change. He said the last couple of months had minimal claims which would help minimize the premium increase. He said the premium percentage increase was lowered from the mid 20% range to about 17% and with the 4% decrease earned through wellness participation it would end up being about a 13% increase overall. He said the administration was proposing that the District maintain its insurance plan since the District had to increase employee out of pocket cost significantly over the past couple of years. He said the dental insurance increase came in at about 6%. He said it would be about a \$19,000 increase. He said the administration was proposing that plan be maintained as well. Mr. Sargent asked what the increase had been over the last few years. Mr. Smart said the District was able to negotiate the increase down to about 6 or 7% last year but had to increase the deductible from \$1,000 to \$1,500. He said three years ago the premium change was -2% so it varied from year to year. Mr. Reed said the maximum discount the District could get on medical was 4% and employees worked hard to meet participation requirements. He said employees should feel good about the efforts they put into getting the maximum discount. Mr. Smart said there were some costs associated with running the Wellness plan but it paid back many times over and was worth the expense. Ms. Vagner said the administration was hopeful things would stabilize this year to avoid any further out of pocket expenses when there had been no help from the state for salaries. She said if the Board was agreeable the administration would bring the insurance carriers and coverages for Board approval in May. Ms. Gebhardt asked if there are any PERSI increases. Mr. Smart said PERSI would not impose any increases this year which was the second year in a row that it had postponed any increase.

Budget Preparation 2012-13

Ms. Vagner said the proposed budget had been presented to the Board at several Board meetings to date. She said if the Board was comfortable with the budget that had been presented the administration would ask for guidance to move forward with a final recommendation and begin making staffing decisions. She said it was the administration's intent to move forward with full staffing and issue letters of intent rather than waiting until the July 1 deadline. Mr. Smart said included in the packet were budget documents that were shared with the Budget Committee the week before. He said there were not many changes since that discussion. He said legislation passed that eliminated the mandatory reduction to the salary based apportionment. He said originally the state planned to shift that money to pay for technology and pay for performance but legislation had passed that would stop that from happening. He said not having the \$1.67 million reduction brought the District back to a more stable budget. He said the District expected to get about \$200,000 from the state for math and science teachers. He said an updated balancing the budget spreadsheet was included in the addendum. He said almost every department's budget requests were in and most were for the same or less. He said the administration anticipated going into next year with all of the reserves intact. He said local revenues had not changed and state revenue had increased slightly. He said the anticipated revenue for the coming school year was a little over \$61 million. He said the District would reduce the \$371,000 for parent-teacher conferences from the jobs bill money. He said the

Budget Committee wanted to keep some type of parent teacher conference day but would come at a cost to the District and the administration would have to explore its options for keeping that expense. He said there were a number of cost increases expected for the coming year including medical insurance, fuel costs, workers compensation rates and infinite campus maintenance. Ms. Vagner said the District would also have to build \$100,000 into the budget for two technology training specialists. Mr. Smart said the state had increased the base salary for classified staff by 2% and the District would have to budget \$181,000. He said curriculum needed about \$100,000 for minimum textbook replacements for math and science. Mr. Murphy asked if it was for new curriculum. Mr. Smart said no. He said the committee agreed it did not want to purchase textbooks for any new curriculum until after the CCSS were implemented. He said the District would place 5.5 new FTE for the coming school year. He said secondary needed 4.5 FTE to maintain class size for math and science and elementary needed 1 FTE. He said even implementing this budget still kept the District at 3% understaffing. He said the law allowed Districts to understaff at 9% and said he did not know how the District could operate if it did that. Mr. Reed said if the District's budget had been reduced by 4.05% like the state originally planned the District would have had to eliminate staff. Mr. Smart said the District hoped to offset wellness costs by implementing an EAP. He said Cable One planned to increase its rates by \$1,400 per month. He said the District was able to use its reserves to cover the increase and should still have a healthy fund balance which the administration recommended be maintained until after legislative action in 2013. Ms. Vagner asked where the funds for the media aides showed up in the budget. Mr. Smart said the funds for media aides would come out of the general fund and were already included in the current budget. Ms. Vagner said it would become a permanent cost as the administration was not recommending termination of any of those positions. Mr. Murphy asked how much the one time extra money was. Mr. Reed said it was \$2.4 million. He said the District would also need to work in the loss of the PMC taxation revenue. Mr. Smart said it would not show up as a decrease but would show up as less revenue. Ms. Vagner said if the Board had not had the foresight to maintain its reserves to offset future costs, the District would be making massive reductions at this point rather than maintaining status quo. Ms. Gebhardt asked what it would cost to bring on the new middle school. Mr. Reed said there would be operational costs which would be included in next year's budget recommendation to the Board. Ms. Vagner said the amount was included in the projected cost increase spreadsheet. Mr. Smart said this was the first budget the administration was able to present in a long while that did not involve a lot of pain. He said the last few years were extremely painful. He said the administration would have a final budget proposal in May which would help the administration in the hiring process. Ms. Vagner said if the Board agreed the administration would move forward with staffing preparations and bring any adjustments back in May. She said the administration was recommending holding the fund balance for 2013-14 since the District did not have any other resources if further budget reductions were imposed. She said the Board also had to take future cost increases into consideration. She said to be able to tell employees that status quo would be maintained would be one good thing the Board could do for the staff. Mr. Murphy asked where the one FTE for elementary would be placed. Mr. Smart said he could not remember the school off the top of his head but knew it had to do with the number of kindergarten students rolling to the 1st grade. He said the opening of Alameda would be timely to create more space. Ms. Vagner said if the state did not do anything to put money into the salary schedule it would begin to be skewed as the years went by. She said the amended legislation stated that any increase to revenue would be directed to fund SCF expenditures prior to funding any other increases. The Board agreed it was comfortable with budget and directed the administration to move forward with staffing preparations.

Draft Policies: *Policy 6115 – Animals in Schools; Policy 7168/8168 – Service Animals in Schools; Policy 5511 – Wellness/Nutrition;*

Ms. Vagner said Districts were required to have certain animals in school per federal ADA legislation and the administration had to come up with best practices to have in place to maintain safety. She said the procedure was not included in the packet and would be emailed to the Board. She said the procedure detailed how animals were to be up to date with shots in order to maintain safety. She said Policy 7168/8168 was relative to service animals in schools. She said the District currently had one service animal at one of the schools. She said the next policy for revision was the Wellness/Nutrition policy which needed to be improved to include instructional goals for nutrition. Mr. Facer asked if there were currently any animals in the schools. Ms. Vagner said there was one therapy dog at Hawthorne Middle School. Mr. Facer asked if the policy allowed for Police K-9 units at school. Ms. Vagner said it did.

Public Comment

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There was no public comment at the time of the meeting.

Adjourn Work Session and Convene Special Meeting for the Purpose of Adjourning to Executive Session to Discuss in Accordance with Idaho Code 67-2345 (1) (f) *To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated;* and Idaho Code 67-2345 (1) (c) *To conduct deliberations concerning labor negotiations.*

Chair Gebhardt adjourned the Work Session at 10:45 a.m. and called the Special Meeting to order at 10:51 a.m. Ms. Cranor was in attendance by phone. A motion was made by Mr. Murphy and seconded by Mr. Facer to adjourn to Executive Session. The roll call vote was unanimous in the affirmative; Ms. Cranor, aye; Mr. Murphy, aye; Mr. Facer, aye; Ms. Gebhardt, aye. The Board adjourned to Executive Session at 10:53 a.m.

OTHERS PRESENT:

- Bart Reed, Director of Business Operations
- Carl Smart, Director of Employee Services
- Douglas Howell, Director of Human Resources
- Renae Johnson, Board Secretary
- Randy Bohannon, Negotiator (by Phone, excused 11:47 at a.m.)
- Amy White, Legal Counsel (by Phone, joined at 11:49 a.m.)

Return to Open Session

The Board returned to Open Session at 12:49 p.m. No action was taken at the time of the meeting.

Adjourn:

A motion was made by Mr. Facer and seconded by Ms. Cranor to adjourn. The voting was unanimous in the affirmative. The Board adjourned at 12:52 a.m.

APPROVED ON:

 MAY 15, 2012
By:

 Jamie Gebhardt
Chair

ATTESTED BY:

 Jackie Cranor
Clerk

MINUTES PREPARED BY:

 [Signature]
Secretary, Board of Trustees