

**MINUTES OF THE ANCHORAGE SCHOOL BOARD
REGULAR MEETING OF JANUARY 27, 2003**

The Anchorage School Board met in Regular Session on Monday, January 27, 2003 at 6:30 p.m. in the Board Room at the Anchorage School District Administration Building. President Jake Metcalfe presided.

A. CALL TO ORDER, ROLL CALL, FLAG SALUTE

Board Members Present: Debbie Ossiander, Mary Marks, Tim Steele, Jake Metcalfe, John Steiner, Rita Holthouse, and Harriet Drummond

Others Present: Carol Comeau, George Vakalis, Janet Stokesbary, Mike Henry, Jerry Sjolander, Patricia McRae, Gail Opalinski, Jeff Wood, Dale Cope, Eric Tollefsen, Pam Chenier, Stan Syta, Debbie Bogart, Ray Amsden, Mary Kay Sambo, the press, and other interested people.

B. MUSICAL PERFORMANCE

The Sand Lake Orff Ensemble under the direction of Mary Alice Donaldson performed for the School Board and the audience.

C. ANNOUNCEMENTS

Harriet Drummond announced that the School Board Audit Subcommittee will meet on January 30, 2003 to discuss the Accounts Payable Audit.

Mary Marks announced that she will be attending the Native Educators Conference on February 2, 2003 and the Bilingual Conference on February 5, 2003 at the Sheraton Hotel.

Debbie Ossiander announced that the School Board Policy Subcommittee will meet on February 6, 2003 to continue discussion on School Board Section 400.

D. APPROVAL OF AGENDA

ACTION:

Moved by Debbie Ossiander
seconded by Harriet Drummond

to approve the agenda for the January 27, 2003 meeting with the addendum to the Personnel Report and the removal of ASD memorandum #171 from the agenda.

Agenda was unanimously approved as amended.

E. AWARDS/RECOGNITION/PRESENTATIONS

1. Presentation of Special Olympics Award To East High School And Service High School

Nicole Egan, Special Olympics Program Vice President, stated that she was here to recognize two schools, East and Service High Schools, for their involvement in the Special Olympics Partners Clubs. Partners Clubs pair students with special education students; they are recreational, social, and service organizations that team Alaska students of all abilities. Members get together a couple of times each month for activities like board games, movie nights, sledding, bowling or skiing.

Commissioner Shirley Holloway honored Service and East students for being leaders in promoting inclusion noting that they have created a climate of acceptance and respect and made these Anchorage schools better places to learn.

Jake Metcalfe thanked Dr. Holloway for her help and assistance over the past few years.

2. ASD Memorandum #169 - Apple Technology Leadership Award

Gladys Wood Elementary principal Gene Janigo recently received the Apple Technology Leadership Award for the State of Alaska. This award, presented by the Alaska Department of Education and Early Development, is given to one principal in the state each year who demonstrates outstanding use, innovative ideas, and leadership with staff in the technology area.

Over the past six years, Mr. Janigo has worked diligently to ensure that technology standards are an integral part of the curriculum at

Gladys Wood. He strives to make sure that teachers and students are using technology to increase student achievement through a variety of ways, including teacher curriculum mapping and standards alignment templates, school and teacher web site development, integrated calendar system for school activities, and teacher performance task training, to name a few.

As far as innovative programs, Mr. Janigo designed and implemented a state-of-the-art discipline database that produces reports for use with school staff, parents, PTA groups, and the community. For the past two years, he has held trainings on the discipline database for other principals. In addition, the database is now being used in a project with Title I schools involving the No Child Left Behind legislation.

It is requested the School Board recognize Gene Janigo for his commitment and dedication to all of Alaska's schools.

Carol Comeau thanked Mr. Janigo for his leadership and encouraged the Board members to visit Gladys Wood.

F. SPECIAL ADVISORY REPORTS

1. Student Advisory

Corey Rennell noted that the last Student Advisory Board meeting was held on January 23, 2003 and thanked Mike Henry for attending. He also thanked Lt. Gardner Cobb, APD, and Carol Comeau for their presentation on the COPS in our Schools Program. Mr. Rennell commented that the students are excited about the program and feels that it will add a new dimension to school safety. Resolutions passed by the SAB include Capital Improvement Project Student Committee and a Student Policy Subcommittee; appointments have been made to both committees. Another resolution passed for youth court funding. Mr. Rennell is hoping that the School Board will discuss possible funding for the Youth Court. The next SAB meeting is scheduled for February 20, 9:00 a.m. at Service High School.

Debbie Ossiander asked the Administration to give the SAB a copy of the School Board policy manual so they can review Section 400. Jan Christensen will provide the materials to Mr. Rennell.

John Steiner asked Mr. Rennell if the current representation by the SAB on the Capital Requests Advisory Committee is satisfactory. Mr. Rennell noted that it is often difficult for students to attend meetings during the school day. Their hope is to develop a student CIP list committee and relay it to the student delegate on the Capital Requests Advisory Committee.

Carol Comeau commented that it would work fine if students want to develop a separate committee and feed that information to the Capital Requests Advisory Committee. It is important that the CRAC be able to bring student issues forward.

2. Military Delegate

LTC Peter Mulcahy was absent.

3. MECC

Mary Marks noted there was no quorum at the last few MECC meetings. She commented that MECC is looking for new members to join the committee. This is an opportunity to become a part of the District and share issues and concerns. The next meeting is scheduled for February 20 at 7:00 p.m. and is open to the public.

G. PERSONS TO BE HEARD ON NON-AGENDA ITEMS

Lisa Reinhart, parent, sub teacher, and certified pre-school teacher, spoke on proper nutrition for kindergarten students. She feels the nutritional needs of students are not being met at school. Ms. Reinhart is concerned over the amount of time given to kindergarten students to eat lunch and the type of snacks that parents provide for the students. She would like the District to provide good nutrition and hydration information to teachers.

Debbie Ossiander asked Ms. Reinhart if she had a specific nutritional chart that she could share with Patricia McRae in Elementary Education. Ms. Reinhart will provide the chart to Ms. McRae.

John Steiner asked Ms. Reinhart if snacks are standard in her child's classroom. Ms. Reinhart responded that there is no standard and the teacher has a plan, which allows parents to provide snacks for students

two weeks out of the year. Many times, the snacks provided are full of sugar.

Carol Comeau commented that Ms. Reinhart has raised some very important points. She will have Patricia McRae follow up with the elementary principals. Ms. Comeau thinks it is a good idea to send a note home to parents to remind them to provide nutritional snacks. She also commented that it is sometimes awkward for a teacher to tell parents who have provided a snack that it is inappropriate. It is important for teachers to give guidance to parents.

Wendell Niles is concerned that North Star Elementary School will not allow his son into the building once his bus arrives at the school. They sometimes have to wait 15 to 20 minutes before they are allowed into the building. Mr. Niles son is complaining about being cold.

Carol Comeau explained that the school will not allow students into a building until there is adequate supervision. If it is below zero degrees, students are allowed into the building before the bell rings. She stated that students are encouraged to move around and play on the playground until the bell rings. Ms. Comeau commented that it is also important that the buses do not arrive too early. She will ask Ms. McRae to talk with the Transportation Department and find out if the bus is arriving too early.

Jim Drake is a Bayshore resident since 1985 and is shocked by the scenarios that have been offered for the boundary changes for the new South Anchorage Area High School. He is concerned that the distance from Bayshore to the new high school is not equitable or fair when comparing it to the distances other neighborhoods are traveling to their assigned schools. He requested the Superintendent call the task force back together to develop another scenario allowing the Bayshore community to remain at Dimond High School.

Carol Comeau stated that the role of the task force is to develop various scenarios for public review. Suggestions for consideration by the public are encouraged by the task force. Once all the input has been received from public hearings, the task force meets again to review the information before making a final recommendation to the Superintendent. The Superintendent reviews the task force's recommendation and public input and may move it forward or revise the recommendation to the School Board. The Board will take action on first reading on March 3 and second reading on March 10, 2003. Ms. Comeau

stated that it appears that the Bayshore and Kasuun areas are the two with the most concerns.

Debbie Ossiander noted that a lot of questions need to be answered and the School Board has taken some pretty dramatic shifts in the past when dealing with boundary recommendations. She further noted that this is a huge challenge and the Administration will work with the public on this process.

Theresa Obermeyer requested a letter from Jake Metcalfe noting that she is welcome at East High School. She has been a trespasser at East since December 2001. Ms. Obermeyer asked the Board to take note of the Facility Change Orders and the huge amounts of money that are being spent. She feels this is an insult to public office.

H. CONSENT AGENDA

Consent Agenda attached. **All attachments referred to in memoranda recommendations are on file in the Superintendent's Office.**

1. Approval of Minutes:
 - a. Regular Meeting January 7, 2003 12:00 p.m.
2. ASD Memorandum #160 - Approval Of Highland Tech Charter School

It is the Administration's recommendation that the School Board approve the application for the Highland Tech High Charter School which would open in the fall of 2003-2004 school year in non-District facilities as specified in their application (Page 19, Facility). The Administration recommends that the District support Highland Tech High Charter School in their request to the Commissioner of the State Board of Education and Early Development to waive seat time requirements for the purpose of establishing Carnegie Units (Page 28, Contract).

In addition, the School Board authorizes the Administration to submit the approved application with addenda to the Commissioner of Education and Early Development who will forward it to the State Board of Education and Early Development for approval as required by AS 14. 03.0250. Upon approval by the State Board of Education and Early Development, the

Administration will finalize contract negotiations with the Highland Tech High Charter School and make a recommendation for final approval of the contract at a subsequent School Board meeting.

3. ASD Memorandum #171 - Consideration Of Eagle Academy Charter School

It is the Administration's recommendation that the School Board consider the application for the Eagle Academy Charter School which would open in the fall of 2003-2004 school year in non-District facilities as specified in their application (page 9).

If the School Board approves the application, the Administration recommends that the School Board deny a request for a waiver of District funding policies to make district funds available prior to July 1 for Eagle Academy. The Administration also recommends a denial of the waiver request for a modified school calendar based on AS 14.-3.-30-14.03.050.

If approved by the School Board, the Administration is authorized to submit the approved application with addenda to the Commissioner of Education and Early Development who will forward it to the State Board of Education and Early Development for approval as required by AS 14.03.250. Upon approval by the State Board of Education and Early Development, the Administration will finalize contract negotiations with the Eagle Academy Charter School and make a recommendation for final approval of the contract at a subsequent School Board meeting.

4. ASD Memorandum #159 - Approval Of Partial Waiver For Rentals Fees: YMCA

It is the Administration's recommendation that the School Board approve the request for a partial waiver of the Youth Activity Rentals Fee in Policy 855.4 (c) for the YMCA in the amount of \$19,080, in recognition of their provision of direct services and benefits to the Adult Community Transition Services program at the YMCA facility, and to Clark Middle School students through the Youth Community Connection Program at the Success By Six facility, for the remainder of the 2002-2003 school year, and annually thereafter, subject to review and approval by both the Anchorage School Board and the YMCA Board of Directors.

5. ASD Memorandum #158 - Purchase of Ten 81 Passenger, Type D School Buses

It is the Administration's recommendation that the School Board approve the purchase of ten 81 passenger, type D, school buses from Alaska Truck Center in the total amount of \$828,000.

6. ASD Memorandum #162 - Personnel Report

It is the Administration's recommendation that the School Board approve the attached Personnel Report.

The following items were removed from the Consent Agenda: ASD Memorandums #160, #159, and #162.

ACTION:

Moved by Debbie Ossiander	to approve minutes from the
seconded by Tim Steele	Special Meeting of January 7, 2003
	- 12:00 p.m. and
	ASD Memorandum #158

VOTE:

Ayes: Ossiander, Marks, Steele, Metcalfe
Steiner, Holthouse, Drummond

Nays: None

MOTION PASSED

ASD Memorandum #160 - Approval Of Highland Tech Charter School

It is the Administration's recommendation that the School Board approve the application for the Highland Tech High Charter School which would open in the fall of 2003-2004 school year in non-District facilities as specified in their application (Page 19, Facility). The Administration recommends that the District support Highland Tech High Charter School in their request to the Commissioner of the State Board of Education and Early Development to waive seat time requirements for the purpose of establishing Carnegie Units (Page 28, Contract).

In addition, the School Board authorizes the Administration to submit the approved application with addenda to the Commissioner of Education and Early Development who will forward it to the State Board of

Education and Early Development for approval as required by AS 14.03.0250. Upon approval by the State Board of Education and Early Development, the Administration will finalize contract negotiations with the Highland Tech High Charter School and make a recommendation for final approval of the contract at a subsequent School Board meeting.

ACTION:

Moved by Debbie Ossiander to approve Memorandum #160.
seconded by Tim Steele

Theresa Obermeyer asked where the location of the school would be and wants information on the school. She asked if the school was associated with Hiland Correctional Facility where she had been incarcerated. Ms. Obermeyer is concerned that half of the time at Board meetings is spent discussing charter schools. She also wondered why the Highland Tech High Charter School proposers did not give a presentation.

Carol Comeau noted that the work session was held a few months ago and that the proposers responded well to concerns raised by the School Board. She also noted that Ron Gleason was present to assist the proposers with any additional questions raised by the Board. Ms. Comeau stated that the Administration is excited about the Highland proposal and wishes the District had been able to bring forward a similar school, which is standards based. The school encompasses best practices and individualizes the student's education plan creating a more personalized environment. She commented that this is a very innovative approach to education.

Debbie Ossiander had questions regarding the enrollment and the budget. Marie Laule stated that she had worked through the budget issues with Kimball MacIlvain and Cindy Stiegele during the preliminary preparation of the proposal. Enrollment will be 300 students the first year. An additional grade will be added each year over the next two years increasing student enrollment to 450 students. Janet Stokesbary noted that the new school can apply for the Learning Opportunity Grant money.

Debbie Ossiander asked about a reference in their proposal to a business charter school consultant. Cindy Stiegele stated that charter schools have become a big business and this particular consultant is based out of Florida.

Debbie Ossiander asked how we are budgeting for this school in the 2003-2004 budget. Marie Laule stated that it is not included at this time since the Board has not approved the budget. Carol Comeau stated that the majority of students will be coming from other schools within the District and doesn't believe that this will create an overall increase to the budget. The Administration may need to go back and look where the students are actually coming from so adjustments may need to be made. Ms. Comeau stated that we must wait until the Department of Education and Early Development approves Highland Tech High Charter School. She is taking a conservative approach and is reviewing projections, but feels it is premature to request an increase to the upper limit of the budget. Once we find out where the students come from, how much revenue we will get from the State of Alaska and the Municipality, we will decide whether to request an increase of the upper limit.

Rita Holthouse stated she is pleased to see the school phasing in the upper grades. She asked Ms. Stiegele if she is providing special education and bilingual services. Cindy Stiegele responded yes.

Ms. Holthouse expressed a concern that Highland Tech will be drawing students from King Career Center due to the "tech" in the name of the school. Cindy Stiegele responded that each student would be expected to attend a full day and would not have an opportunity to leave after a half day to attend another school.

John Steiner is concerned that the name Highland Tech refers to a technical school and could be confusing to the public. Ms. Stiegele noted that they will need to do a good job of informing the community of what their school is all about.

Mr. Steiner noted that he did not see any reference in the proposal to extra curricular activities. Cindy Stiegele stated that Highland Tech will encourage extra curricular activities and will offer a full variety for students. She will wait to see what the staff expertise is and what the students' wishes are before the activities are defined.

Rita Holthouse asked where the facility would be located. Cindy Stiegele responded that they have looked at several facilities and presented letters of intent to lease. Carol Comeau stated that the proposers have addressed all concerns dealing with facilities.

John Steiner noted that there was a request to waive seat time requirements in the proposal and asked if the Administration had any

idea if this would be approved. Ron Gleason stated that he has worked with 14 districts that are pursuing the quality schools model on which Highland Tech is based. All districts have received the waiver on seat time requirements. Mr. Gleason further stated that in the last several weeks, he has learned that a waiver is no longer needed. Highland Tech will still need to define a unit of credit for the state.

Mr. Steiner suggested the elimination of the last sentence in the first paragraph of the recommendation because the waiver is no longer required by the state. Cindy Stiegele and Carol Comeau both concurred with his suggestion. Mr. Steiner also suggested correcting the page number where reference is made to the facility.

Mary Marks asked if charter schools receive supplemental services. Carol Comeau stated that if the students in the school were qualified to receive supplemental services, they would be provided.

John Steiner noted that the Alaska State Statute referenced in the recommendation is incorrect. Carol Comeau will check on this and make the correction as needed.

Rita Holthouse thanked Ron Gleason for joining the discussion on the Highland Tech High Charter School proposal.

AMENDMENT:

Moved by Debbie Ossiander
seconded by Mary Marks

It is the Administration's recommendation that the School Board approve the application for the Highland Tech High Charter School which would open in the fall of 2003-2004 school year in non-District facilities as specified in their application (Page 19 20, Facility). ~~The Administration recommends that the District support Highland Tech High Charter School in their request to the Commissioner of the State Board of Education and Early Development to waive seat time requirements for the purpose of establishing Carnegie Units (Page 28, Contract).~~

VOTE ON AMENDMENT:

Ayes: Ossiander, Marks, Steele, Metcalfe,
Steiner, Holthouse, Drummond

Nays: None

AMENDMENT TO THE MAIN MOTION PASSED

VOTE ON MAIN MOTION:

Ayes: Ossiander, Marks, Steele, Metcalfe,
Steiner, Holthouse, Drummond

Nays: None

MAIN MOTION PASSED AS AMENDED

ASD Memorandum #159 - Approval Of Partial Waiver For Rentals Fees:
YMCA

It is the Administration's recommendation that the School Board approve the request for a partial waiver of the Youth Activity Rentals Fee in Policy 855.4 (c) for the YMCA in the amount of \$19,080, in recognition of their provision of direct services and benefits to the Adult Community Transition Services program at the YMCA facility, and to Clark Middle School students through the Youth Community Connection Program at the Success By Six facility, for the remainder of the 2002-2003 school year,

and annually thereafter, subject to review and approval by both the Anchorage School Board and the YMCA Board of Directors.

ACTION:

Moved by Debbie Ossiander to approve Memorandum #159.
seconded by Mary Marks

Debbie Ossiander expressed a concern that there may be other providers that can provide us with this service, and there may be other providers giving this same type of service that may come forward with a similar request. She initially agreed to this waiver, but is concerned with it becoming a regular situation.

Carol Comeau noted that she was very pleased with the new leadership at the YMCA, and how they were able to get all of their bills paid on time. They have also worked very closely with the District on the suspension program at Clark Middle School as well as the transition program for older special education students. Ms. Comeau stated that she is very satisfied with the way that the YMCA has answered all of their obligations.

John Steiner expressed a concern over the loss of revenue from the YMCA and the fact that it could be used for something else. He feels that the program sounds great, but does give him some concerns. Mr. Steiner asked the Superintendent if there was a reason why this service was not placed in the budget. Carol Comeau responded that the Administration has worked through a number of issues last year with the YMCA and that we get a substantial amount of service for the Adult Community Transition Program. The District would have to lease another site to house this program due to the fact that it is not appropriate to house it in a high school due to the age of the students. She stated that the Board needs to remember that we must house these young students in an appropriate setting. Ms. Comeau further commented that there is no group who needs this program more than the Clark students. The program has been very successful in getting the students to complete community work service through Northeast Community Council. She asked the Board to approve this tonight and to please forward any questions on the program to her.

Rita Holthouse is supportive of forming partnerships with other agencies to serve our youth. She further stated that it is an excellent way for students to see good role models both in and out of school.

Tim Steele supports the programs and wishes that ASD could expand them, but is concerned with the method of funding this program. He asked if we could have direct funding for the program instead of waiving the fees.

John Steiner asked what the approximate cost per student is for this program. Carol Comeau noted that she did not have the information available at this time, and that she would need to go through the entire cost factor to determine what the budget would be.

Debbie Ossiander stated that she is not against this program, but is concerned over this being an annual request to waive fees.

VOTE:

Ayes: Marks, Steele, Metcalfe, Steiner,
Holthouse, Drummond

Nays: Ossiander

MOTION PASSED

ASD Memorandum #162 - Personnel Report

It is the Administration's recommendation that the School Board approve the attached Personnel Report.

ACTION:

Moved by Debbie Ossiander to approve Memorandum #162
seconded by Mary Marks

Theresa Obermeyer noted that this is the most important document before the School Board. She is concerned about all of the individuals who have left employment with the District and why. Ms. Obermeyer asked Jake Metcalfe to find out why the people have left the District.

Rita Holthouse stated for the public and the individuals watching on television that the people on this personnel report have either retired, found other employment, or left for personal reasons. These terminations are voluntary and have not been initiated by the District.

VOTE:

Ayes: Ossiander, Marks, Steele, Metcalfe,
Steiner, Holthouse, Drummond

Nays: None

MOTION PASSED

I. SUPERINTENDENT'S REPORT

1. ASD Memorandum #164 - Facility Change Order Report And Completed Projects For The Month Of December 2002

The monthly Facility Change Order Report for the month of December 2002 is attached. There are no exceptions to report this month. There are no completed projects to report this month.

Mary Marks asked a question about the height of the display cases at the Dimond High Replacement School. Ray Amsden noted that this relates to the platform area that was modified near the elevator for the purpose of adding a speakers area.

John Steiner commented to the Administration and the Board that it would be useful to show the completion date of the project along with the amount of remaining contingency funds.

2. ASD Memorandum #163 - Project Status Report

This is a report of activities and project status changes in Major Capital Projects during the period of, December 20, 2002 through January 14, 2003.

3. ASD Memorandum #166 - End-of-Month Membership Summary

The end-of-month membership report for December 20, 2002 is attached (Attachment A). The total active enrollment at the end of December was 49,215. This represents a decrease of 15 students when compared to the December 21, 2001 total of 49,230. Table 1 compares the membership totals.

Carol Comeau commented that the Administration is watching the enrollment very carefully and anticipating an increase at the beginning of the second semester. She further noted that the decrease in enrollment could be due to student absences/withdrawals or failure. The "robot" system that notifies parents of student absences is currently inoperative.

Ophelia Dargan-Steed stated at the beginning of the second semester that 200 students returned to the Anchorage School District. Rita Holthouse raised a concern over the loss of 800

students during the first semester, which is half of the number lost from the first semester of 2001-2002. Carol Comeau stated that this is most troubling to the Administration and they are looking at each school to evaluate the decline in enrollment.

4. ASD Memorandum #148 - Operating Budget Transfers - November And December Monthly Report FY 2002-2003

The attached report of budget transfers for the time period of November/December 2002 that were processed in the Integrated Financial Accounting System (IFAS) includes the following:

Attachment A: Report of Budget Transfers Over \$5,000 – Report for individual transfers of more than \$5,000, which includes summarized justifications.

The schedule of monthly budget transfers processed for the months of November/December 2002 and the budget transfer forms and related information for all of the transfers are available in the Budget Department office for review by the School Board and members of the public.

5. ASD Memorandum #167 - Treasurer's Report/Financial Recap: December 31, 2002

The attached report consists of three parts: the Graphic Overview, the Treasurer's Report and the Financial Recap. The Graphic Overview is presented on a quarterly basis and Treasurer's Report and the Financial Recap are presented on a monthly basis. The Graphic Overview is for the quarter ending December 31, 2002 and the Treasurer's Report and Financial Recap are year-to-date as of December 31, 2002.

6. ASD Memorandum #168 - Out-Of-District - Second Quarter Report FY 2002-2003

The attached Travel Report summarizes the travel taken by District employees and School Board members during the second quarter of FY 2002-2003 for both in-state and out-of-state travel. This report complies with the travel procedures established with the revision to School Board Policy Sections 156, Board Member Travel, and 526, Staff Travel.

There were 141 District employees and School Board members who incurred travel expenses in the second quarter of FY 2002-2003 on 160 trips for a total cost to the District of \$181,882.81.

J. PERSONS TO BE HEARD ON NON-AGENDA ITEMS

K. COMMUNICATIONS & SCHOOL BOARD COMMENTS

John Steiner asked how available the Orff Program is throughout the District. Carol Comeau responded that most schools have a variety of Orff instruments, and it has become very popular because all students can play the instruments. Ms. Comeau encouraged the Board to visit the elementary schools.

Mr. Steiner stated that this musical presentation was the best elementary music he has ever heard, and the students should have pride in what they have accomplished.

Mary Marks stated that she has been in communication with Southcentral Foundation and the RAISE Program. She is also working with Terrence Shanigan on a partnership and hopes they will be adopting a school. Ms. Marks is working with the Alaska Native Professional Organization and is excited about them becoming partners in education.

L. EXECUTIVE SESSION - (PERSONNEL/FINANCE/NEGOTIATIONS/LITIGATION)

M. ADJOURNMENT

The Regular Meeting of January 27, 2003 adjourned at 9:10 p.m.

Jake Metcalfe, President

Mary Marks, Clerk

Mary Kay Sambo, Recording Secretary

Date Minutes Approved