

MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT, IN THE COUNTY OF LINN, STATE OF IOWA

Educational Leadership and Support Center, Board Room
Monday, August 28, 2017 @ 5:30 p.m.

ATTENDANCE

John Laverty, President; Directors Gary Anhalt, Nancy Humbles, Rafael Jacobo, Mary Meisterling, and Keith Westercamp. Absent: Director Kristin Janssen.

Also, present: Brad Buck, Noreen Bush, Laurel Day, Rod Dooley, Steve Graham, Carlos Grant, Mary Ellen Maske, Akwi Nji, and Linda Noggle.

President John Laverty called the meeting to order at 5:30 p.m.

APPROVAL OF AGENDA

It was recommended that the agenda of Monday, August 28, 2017 Board of Education meeting be approved as set forth, and that each item is considered ready for discussion and/or action.

Upon motion by Director Keith Westercamp and second by Director Nancy Humbles, the Board approved the agenda of Monday August 28, 2017, and that each item is considered ready for discussion and/or action.

Record of the roll call vote: Ayes: Directors Anhalt, Humbles, Jacobo, Laverty, Meisterling, and Westercamp. Nays: None. Absent: Director Janssen

SUPERINTENDENT'S REPORT

The District's all-staff celebration was last Tuesday at the Cedar Rapids Ice Arena. Dr. Buck shared the new vision of "Every Learner: Future Ready", along with our focus areas for the coming year. Student speakers delivered powerful and inspiring messages about the importance of relationships, diversity, and personalized learning. As part of the event, staff members donated more than 2,000 pounds of non-perishable food items to the Linn Community Food Bank. In addition, ELSC staff visited schools in an organized effort to experience the first day of classes with our students and colleagues – starting with visits to our elementary schools and then moving to our middle schools and high schools. Many staff members wore District t-shirts provided by five community sponsors who were eager to support a sense of interconnectedness through our message of teaching "to the Power of We." Staff are invited to wear the t-shirts on the first Friday of each month as a reminder that we are most successful when we work together to make "Every Learner: Future Ready." Also, last week, more than 200 handheld devices were distributed to special education high school students who qualify for Accessible Instructional Materials on their Individualized Education Program (or "IEP"). An additional 300 devices will be distributed to students in the coming weeks. Lastly, Dr. Buck congratulated Johnson STEAM Academy teacher Charrisse Cox was one of five women honored as a "Woman of the Year" by the Women's Equality Coalition of Linn County for her work with young girls at Johnson and as the founder and instructor of The Academy for Scholastic and Personal Success's Expansion Program.

BOARD REPORTS

Director Anhalt attended the Iowa Women's Hall of Fame reception in Des Moines where Jane Boyd was inducted for her important part played in the history of our State.

COMMUNICATIONS, DELEGATIONS, AND PETITIONS

Wenclawski, Lawrence, 4234 Morelle Rd NE, Cedar Rapids, IA

CONSENT AGENDA**BA-18-000/03 Minutes – Regular Meeting on Monday, August 14, 2017 (Laurel Day)**

It was recommended that the Board of Education approve the Minutes from the Regular Meeting held on Monday, August 14, 2017.

BA-18-001/02 Approval of Claims Report – July 2017 (Steve Graham)

It was recommended that the Board of Education approve the Claims Report and ratify the weekly bills and payrolls for the period ending July 31, 2017.

BA-18-002/02 Activity Fund Financial Report – July 2017 (Steve Graham)

It was recommended that the Board of Education approve the Activity Fund Financial Report for the period ended July 31, 2017.

BA-18-003/02 Budget Summary Report – July 2017 (Steve Graham)

It was recommended that the Board of Education approve the Budget Summary Report for the month ended July 31, 2017.

BA-18-005/02 Investments Report – July 2017 (Steve Graham)

The Investments Report summarized investment transactions for the month of July 2017. There were no investments purchased this month, and investments redeemed during the month totaled \$15,654,500.00. The current interest rate for US Bank is 0.30%, in comparison to 0.25% at US Bank in July 2016. Information Item.

BA-18-008/03 Open Enrollment – Denial 2017-2018 (Karla Ries)

It was recommended that the Board of Education approve the Open Enrollment - Denial of these students commencing with the 2017-2018 school year.

BA-18-009/04 Personnel Report (Linda Noggle)**BA-13-009/A APPOINTMENTS - SALARIED STAFF**

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Carlson, Kaitlyn	\$6,174	Poms Jefferson	8/23/2017
Garrison, Meredith	\$50,450 (prorated)	Language Arts/ Social Studies Franklin	8/17/17
Machula, Cassie	\$44,700	Multicat Taylor	8/17/2017

Moreno, Nicole	\$5,001	Volleyball Jefferson	8/7/2017
Phillips, Ryan	\$8,644	Wrestling HD Jefferson	8/23/2017

BA-13-009/B GRANTING LEAVES OF ABSENCE - SALARIED STAFF

<u>Name</u>	<u>Type of Leave</u>	<u>Assignment</u>	<u>Effective Date</u>
Wohlleben, Catherine	Personal	Mild Intellectual Disability Johnson	8/15/2017

BA-13-009/E RESIGNATIONS - SALARIED STAFF

<u>Name</u>	<u>Reason</u>	<u>Assignment</u>	<u>Effective Date</u>
Cochrane, Elise	Personal	WM Basketball Roosevelt	8/14/2017
Garber, Chad	Personal	Football Taft	8/9/2017

BA-13-009/F APPOINTMENTS - HOURLY STAFF

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Ackerman, Jamie	\$13.01	Multicat1:1 Kenwood	8/22/2017
Berry, Mary	\$11.79	Food Service Asst. McKinley	8/23/2017
Blank, Jeffrey	\$13.84	Multicat1:1 Franklin	8/22/2017
Buettner, Neil	\$13.62	Bus Attendant Transportation	8/23/2017
Byrne, Jeremiah	\$18.01	Bus Driver Transportation	8/23/2017
Cavalier, Sandra	\$13.62	Bus Attendant Transportation	8/23/2017
Cousins, Kathryn	\$11.95	Food Service Asst. Wright	8/23/2017
Cutter, Jennifer	\$11.92	CLASS Elem Connections	8/22/2017
Davis, Katherine	\$11.92	Multicat Johnson	8/22/2017
Dysert, Heather	\$11.79	Food Service Asst. I Roosevelt	8/23/2017

Dzikonski, Alisha	\$11.92	Moderate Intl Disb Hoover	8/22/2017
Estrada, Macaylah	\$11.92	Mod Intel Disab Hoover	8/22/2017
Giron, Ann	\$11.92	BD Harrison Connections	8/22/2017
Green, Joanna	\$16.49	Multicat I:I Erskin	8/22/2017
Hageman, Roger	\$18.01	Bus Driver Transportation	8/23/2017
Hayes- Kerr, Alicia	\$11.92	Autism 1:1 Harding	8/22/2017
Heims, Brenda	\$11.79	Food Service Asst Jefferson	8/23/2017
Hilton, Kimberly	\$11.95	Food Service Asst. McKinley	8/23/2017
Kaplan, Sheila	\$13.62	Bus Attendant Transportation	8/23/2017
Kern, Rachel	\$11.46	Crossing Guard Van Buren	8/22/2017
Knake, Katie	\$11.92	Autism I: I Harding	8/22/2017
Knopik, Taylor	\$11.92	Autism 1:1 Harding	8/22/2017
Larison, Doug	\$18.01	Bus Driver Transportation	8/23/2017
Long, Christine	\$11.92	Elem Associate Erskine	8/23/2017
Milbrandt, Riley	\$11.92	Behavior Disability Polk Alternative	8/22/2017
Mims, Damita	\$13.62	Bus Attendant Transportation	8/23/2017
Nauer, Michael	\$13.62	Bus Driver Transportation	8/23/2017
Nott, Sarah	\$11.92	Kindergarten Para Kenwood	8/22/2017

Ongie, Nicole	\$11.92	BD Truman	8/22/2017
Oloff, Kay	\$13.77	Cashier Kennedy	8/23/2017
Pape, Thomas	\$13.62	Bus Attendant Transportation	8/23/2017
Pennington, Ronald	\$18.01	Bus Driver Transportation	8/23/2017
Postley, Tiana	\$13.62	Bus Attendant Transportation	8/23/2017
Rand, Deborah	\$13.62	Bus Attendant Transportation	8/23/2017
Richmond, Ronald	\$13.62	Bus Attendant Transportation	8/23/2017
Rimmer, Stephanie	\$11.66	Child Care Professional Rockwell	8/17/2017
Sarduy, Betty	\$13.62	Bus Attendant Transportation	8/23/2017
Schaab, Sally	\$13.62	Bus Attendant Transportation	8/23/2017
Schakel, Mollie	\$13.62	Bus Attendant Transportation	8/23/2017
Sindt, Krissa	\$11.92	Kindergarten Erskine	08/22/2017
Sylvester, Jennifer	\$15.05	Principal Secretary Taylor	8/17/2017
Steuber-Hudson, Karen	\$11.92	Kindergarten Teacher Associate. Nixon	8/22/2017
Strottman, Laurie	\$11.92	Severe Disabilities Taft	8/23/2017
Thompson, Casandra	\$13.62	Bus Attendant Transportation	8/23/2017
Turner, Curtis	\$13.62	Bus Attendant Transportation	8/23/2017
VanZee, Roger	\$13.62	Bus Attendant Transportation	8/23/2017

Velazquez, Maureen	\$13.77	Cashier Erskine	8/15/2017
Walton, Debra	\$12.28	Multicat 1:1 Kenwood	8/16/2017
Ward, McKenzie	\$11.92	Multicat 1:1 Garfield	8/22/2017
Yeast, Kerry	\$13.62	Bus Attendant Transportation	8/23/2017
Young, Mark	\$13.62	Bus Attendant Transportation	8/23/2017

BA-13-009/G RESIGNATIONS - HOURLY STAFF

<u>Name</u>	<u>Reason</u>	<u>Assignment</u>	<u>Effective Date</u>
Balvin, Terri	Personal	Food Service Asst. Madison	8/14/2017
Biewen, Jennifer	Personal	Food Service Asst. I Hiawatha	8/17/2017
Corona, Laura	Personal	Cashier Washington	8/11/2017
David, Heather	Personal	Elem Asst. Manager Coolidge	8/9/2017
Hultman, Penny	Personal	Bus Attendant Transportation	8/9/2017
Kokontis, Peter	Personal	Multi Cat II Johnson	8/18/2017
Nodland, Cynthia	Personal	Cashier Kennedy	9/8/2017
O'Brian, Taylor	Personal	Child Care Professional Coolidge	8/16/2017
Peyton, Aluria	Personal	Custodian II Floater ELSC	8/22/2017
VonStein, Cody	Personal	Bus Attendant Transportation	6/5/2017
Zimmerman, Emily	Personal	Autism Viola Gibson	8/1/2017

BA-13-009/H RETIREMENTS - HOURLY STAFF

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
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Bembenek, Bob		Bus Attendant Transportation	8/9/2017
Moeller, Diane		Bus Attendant Transportation	8/1/2017
BA-13-009/I SHORT TERM CONTRACTS			
<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Pickett, Margaret	\$7,554	AIM Coordinator ELSC	8/3/2017
Trumpold, Melissa	\$6,027	Sp Ed Teacher Various	8/4/2017

LAST NAME	FIRST NAME	FTE	OLD LEVEL	OLD FULL BASE	OLD FTE BASE	NEW LEVEL	NEW FULL BASE	NEW FTE BASE	CODE	FTE COST
Alger	Marie	1.0	MA	56,534.05	\$56,534.05	MA+15	59,360.75	\$59,360.75	1	\$2,827
Allen	Stacia	1.0	BA+24	52,917.74	\$52,917.74	BA+36	53,976.09	\$53,976.09	1	\$1,058
Anderson	Casey	1.0	BA+24	60,587.00	\$60,587.00	BA+36	61,798.74	\$61,798.74	1	\$1,212
Bakkum	Chad	1.0	BA+24	58,917.06	\$58,917.06	BA+36	60,095.40	\$60,095.40	1	\$1,178
Barnard	Stacia	1.0	MA+15	68,287.91	\$68,287.91	MA+30	71,702.31	\$71,702.31	1	\$3,414
Bemer	Anna	1.0	MA+30	68,639.51	\$68,639.51	MA+45	72,071.49	\$72,071.49	1	\$3,432
Bernstein	Renate	1.0	MA	63,924.32	\$63,924.32	MA+15	67,120.54	\$67,120.54	1	\$3,196
Bleuer	Scott	1.0	MA	64,703.73	\$64,703.73	MA+15	67,938.92	\$67,938.92	1	\$3,235
Blythe	Laura	1.0	BA	48,567.45	\$48,567.45	BA+12	50,752.99	\$50,752.99	1	\$2,186
Carter	Danielle	1.0	MA	60,310.00	\$60,310.00	MA+15	63,325.50	\$63,325.50	1	\$3,016
Castelluccio	Bridget	1.0	BA+24	59,925.04	\$59,925.04	BA+36	61,123.54	\$61,123.54	1	\$1,199
Cochran	Jennifer	1.0	BA+12	57,496.69	\$57,496.69	BA+24	60,084.04	\$60,084.04	1	\$2,587
Cochran	Jennifer	1.0	BA+24	60,084.00	\$60,084.00	MA	63,088.20	\$63,088.20	2	\$3,004
Colbeck	Stace	1.0	BA	54,278.15	\$54,278.15	BA+12	56,720.67	\$56,720.67	1	\$2,443
Colbeck	Stace	1.0	BA+12	56,721.00	\$56,721.00	BA+24	59,273.45	\$59,273.45	1	\$2,552
Colbeck	Stace	1.0	BA+24	59,273.00	\$59,273.00	MA	62,236.65	\$62,236.65	2	\$2,964
Colony	Sarah	1.0	BA+36	59,227.17	\$59,227.17	MA	61,003.99	\$61,003.99	2	\$1,777
Cummins	Jamie	1.0	MA	65,756.60	\$65,756.60	MA+15	69,044.43	\$69,044.43	1	\$3,288
Deaton	Apryl	1.0	BA+12	49,509.99	\$49,509.99	BA+24	51,737.94	\$51,737.94	1	\$2,228
Deaton	Apryl	1.0	BA+24	51,738.00	\$51,738.00	MA	54,324.90	\$54,324.90	2	\$2,587
Delaney	Kimberly	1.0	BA+12	52,808.59	\$52,808.59	BA+24	55,184.98	\$55,184.98	1	\$2,376
Driskell	Elizabeth	1.0	MA+15	67,326.95	\$67,326.95	MA+30	70,693.30	\$70,693.30	1	\$3,366
Dvorak	Kristina	1.0	MA+75	78,185.81	\$78,185.81	MA+90	80,531.38	\$80,531.38	1	\$2,346
Eggert	Holland	1.0	BA+24	51,760.00	\$51,760.00	BA+36	52,795.20	\$52,795.20	1	\$1,035
Ennis	Erin	1.0	BA+24	70,248.23	\$70,248.23	MA	73,760.64	\$73,760.64	2	\$3,512
Evans	Lois	1.0	BA+12	53,485.54	\$53,485.54	BA+24	55,892.39	\$55,892.39	1	\$2,407
Fangman-Rider	Colleen	1.0	MA+30	68,110.00	\$68,110.00	MA+45	71,515.50	\$71,515.50	1	\$3,406
Farley	Amy	1.0	BA+24	55,920.66	\$55,920.66	MA	58,716.69	\$58,716.69	2	\$2,796
Ferrante	Phil	1.0	BA+24	58,431.13	\$58,431.13	MA	61,352.69	\$61,352.69	2	\$2,922
Fitzpatrick	Krystal	1.0	BA+24	55,920.66	\$55,920.66	MA	58,716.69	\$58,716.69	2	\$2,796
Fowler	Angela	1.0	PhD+15	83,000.00	\$83,000.00	PhD+30	87,150.00	\$87,150.00	1	\$4,150
Fowler	Angela	1.0	PhD+30	87,150.00	\$87,150.00	PhD+45	91,507.50	\$91,507.50	1	\$4,358
Fratzke	Molly	1.0	BA+24	58,568.77	\$58,568.77	MA	61,497.21	\$61,497.21	2	\$2,928
Gilchrist	Jessiah	1.0	MA+30	67,002.24	\$67,002.24	MA+45	70,352.35	\$70,352.35	1	\$3,350
Glover	Cheryl	1.0	BA+12	59,033.41	\$59,033.41	BA+24	61,689.91	\$61,689.91	1	\$2,657
Granadillo	Maria	1.0	BA+24	58,275.55	\$58,275.55	BA+36	59,441.06	\$59,441.06	1	\$1,166
Hand	Ryan	1.0	BA	47,572.99	\$47,572.99	BA+12	49,713.77	\$49,713.77	1	\$2,141
Hettinger	Ashley	1.0	BA	48,567.45	\$48,567.45	BA+12	50,752.99	\$50,752.99	1	\$2,186
Hoefler	Maria	1.0	MA+30	75,490.51	\$75,490.51	MA+45	79,265.04	\$79,265.04	1	\$3,775
Hostak	Tamara	1.0	BA	57,606.09	\$57,606.09	BA+12	60,198.36	\$60,198.36	1	\$2,592
Hrubes	Kathryn	1.0	BA+36	70,816.77	\$70,816.77	BA+48	72,233.11	\$72,233.11	1	\$1,416
Iosbaker	Scott	1.0	BA	51,414.05	\$51,414.05	BA+12	53,727.68	\$53,727.68	1	\$2,314
Jamison	Shelby	1.0	BA+12	50,685.03	\$50,685.03	BA+24	52,965.86	\$52,965.86	1	\$2,281
Jamison	Shelby	1.0	BA+24	52,966.00	\$52,966.00	MA	55,614.30	\$55,614.30	2	\$2,648
Johnson	Lisa	1.0	MA+30	75,091.44	\$75,091.44	MA+45	78,846.01	\$78,846.01	1	\$3,755
Kennedy	Nicole	1.0	BA+24	59,106.60	\$59,106.60	MA	62,061.93	\$62,061.93	2	\$2,955
Kennell	Amy	1.0	BA+12	53,659.73	\$53,659.73	BA+24	56,074.42	\$56,074.42	1	\$2,415
Kennell	Amy	1.0	BA+24	56,074.00	\$56,074.00	MA	58,877.70	\$58,877.70	2	\$2,804
Kinkeade	Angela	1.0	BA+12	51,610.00	\$51,610.00	BA+24	53,932.45	\$53,932.45	1	\$2,322
Kitzmiller	Jenny	1.0	BA	46,010.00	\$46,010.00	BA+12	48,080.45	\$48,080.45	1	\$2,070
Langton	Christina	1.0	BA+12	49,645.84	\$49,645.84	BA+24	51,879.90	\$51,879.90	1	\$2,234
Lawler	Gretchen	1.0	MA+30	71,520.14	\$71,520.14	MA+45	75,096.15	\$75,096.15	1	\$3,576
LeClere	Nick	1.0	BA+12	50,602.92	\$50,602.92	BA+24	52,880.05	\$52,880.05	1	\$2,277
Leis	Kristin	1.0	BA+12	56,373.52	\$56,373.52	BA+24	58,910.33	\$58,910.33	1	\$2,537

It was recommended that the Board of Education approve the Personnel Report.

BA-18-077 Agreement – Tanager Place 2017-2018 School Year (Wendy Parker)

It was recommended that the Board of Education approve the on-going Agreement between the Cedar Rapids Community School District and Tanager Place for the 2017-2018 School Year.

BA-18-078 Amended Agreement – Leaders*Believers*Achievers (LBA) Foundation 2017-2018 School Year (Carlos Grant)

It was recommended that the Board of Education approve the Amended Agreement between the Cedar Rapids Community School District and LBA Foundation for the 2017-2018 School Year.

BA-18-079 Final Approval – Hoover Elementary School 2017 Chimney Demolition Project – Certificate of Substantial Completion (Chris Gates)

It was recommended that the Board of Education approve the Certificate of Substantial Completion and approve payment of the retainage pay application for the **Cedar Rapids Community School District – Hoover Elementary School Chimney Demolition Project 2017**.

BA-18-080 Agreement - Fusion Learning LLC 2017-2018 School Year (Wendy Parker)

It was recommended that the Board of Education approve the agreement between the Cedar Rapids Community School District and Fusion Learning LLC for the 2017-2018 School Year.

BA-18-081 Agreement – Boys and Girls Club of Cedar Rapids and Intercultural Center of Iowa 2017-2018 School Year (Noreen Bush)

It was recommended that the Board of Education approve the ongoing Agreement between the Cedar Rapids Community School District and Boys and Girls Club of Cedar Rapids and the Intercultural Center of Iowa for the 2017-2018 School Year.

BA-18-082 Agreement – University of Iowa and Foundations in Learning for Data Sharing (Noreen Bush)

It was recommended that the Board of Education approve the Agreement between Cedar Rapids Community School District and The University of Iowa and Foundations in Learning for Data Sharing and Use.

Upon motion by Director Mary Meisterling and second by Director Gary Anhalt, the Board approved the Consent Agenda.

Record of the roll call vote for items **BA-18-000/03, BA-18-001/02, BA-18-002/02, BA-18-003/02, BA-18-008/03, BA-18-009/04, BA-18-077, BA-18-078, BA-18-079, BA-18-080, BA-18-081, and BA-18-082** was: Ayes: Directors Anhalt, Humbles, Jacobo, Lavery, Meisterling and Westercamp. Nays: None. Absent: Director Janssen.

BOARD GOVERNANCE

BA-18-011/01 Policy Manual – Review & Revision- Procedure 300.1a “Leadership Team”, Policy 404 “Curricular/Co-Curricular Field Trips”, Regulation 404.1 “Classification of Field Trips”, Procedure 404.1a “Field Trip Planning and Approval”, and Regulation 1002.1 “Advisory Committees” (Brad Buck/Laurel Day)

The Board of Education reviews policies, regulations and procedures at least once every five years. Board approval is required for all policies. Administrative regulations and procedures do not require Board approval.

The agenda item included a policy, regulations, and procedures that had been reviewed by Policy Review Committee and the Superintendent’s Cabinet. Most proposed revisions are based on changes to state and federal law, current District practice, and to keep the District’s Policy Manual up-to-date as required by Iowa Code. The Policy Review Committee utilizes legal and policy services provided by the Iowa Association of School Boards, National Association of School Boards, Iowa School Finance Information Services, including policy primer and on-line sample policy documents. Guidance from District Legal Counsel was sought.

Procedure 300.1a “Leadership Team”
 Policy 404 “Curricular/Co-Curricular Field Trips”
 Regulation 404.1 “Classification of Field Trips”
 Procedure 404.1a “Field Trip Planning and Approval”
 Regulation 1002.1 “Advisory Committees”
 Information Item.

WORK SESSION

BA-18-083 Board Goals (John Laverly)

The Board reviewed and discussed their current goals. In addition, Dr. Buck and members of Administration provided an overview of the District’s work as it related to the development of District and Superintendent Goals for the 2017-2018 School Year. Information Item.

SCHOOL BOARD CALENDAR

(Dates and times are tentative – please consult with the Board Secretary’s Office for more details)

2017- AUGUST

Wednesday	August 23		First Day of Classes Early Dismissal	CRCSD
Monday	August 28	5:30 pm	Board Work Session & Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW

2017- SEPTEMBER

Monday	Sept 5		Labor Day Holiday	Office Closed
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Monday	Sept 11	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW
Tuesday	Sept 12		School Board Election Day	
Monday	Sept 25	5:30 pm	Board Organizational & Annual Board Meeting	ELSC, Board Room 2500 Edgewood Rd NW
<u>2017- OCTOBER</u>				
Monday	Oct 9	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW
Monday	Oct 23	5:30 pm	Board Work Session & Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW

There being no further business coming before the Board, President Laverty adjourned the meeting at 7:38 p.m.

By: Laurel Day, Board Secretary

Board of Education approved Record of Proceedings on September 11, 2017 and I hereby declare these minutes as part of the permanent record of the District.

By _____
John Laverty, President

ATTEST _____
Laurel A. Day, Board Secretary