

## MINUTES

### ANNUAL 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, September 24, 2018 @ 5:30 p.m.

#### ATTENDANCE

Nancy Humbles, Vice President; Directors Gary Anhalt, Jennifer Borcharding, Rafael Jacobo, and Mary Meisterling. Absent: Directors Kristin Janssen and John Laverty.

Also present: Brad Buck, Noreen Bush, Laurel Day, Rod Dooley, David Nicholson, and Linda Noggle.

Vice President Nancy Humbles called the meeting to order at 5:30 p.m.

#### APPROVAL OF AGENDA

It was recommended that the agenda of Monday, September 24, 2018 Board of Education Annual Meeting be approved as set forth and that each item is considered ready for discussion and/or action.

Upon motion by Director Jennifer Borcharding, and second by Director Mary Meisterling, the Board approved the agenda of Monday, September 24, 2018 Annual Meeting.

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

#### BOARD GOVERNANCE

##### **BA-19-000/05 Minutes – Regular Meeting on September 10, 2018 (Laurel Day)**

It was recommended that the Board of Education approve the Minutes from the Regular Meeting held on September 10, 2018.

Record of the vote was: Ayes: Directors Anhalt, Borcharding, Humbles, Jacobo, and Meisterling. Nays: None. Absent: Directors Janssen and Laverty.

##### **BA-19-111 Election of President (Laurel Day)**

Board Secretary Laurel Day conducted the election for President of the Board of Directors and called for nominations for the purpose of selecting a presiding officer.

Director Mary Meisterling nominated Director Nancy Humbles for the Office of President of the Board of Directors. With no further submissions, Board Secretary Day closed nominations.

Board Secretary Day called for the roll call votes for presiding officer.

Director Anhalt voted for Director Nancy Humbles

Director Borcharding voted for Director Nancy Humbles

Director Humbles voted for Director Nancy Humbles

**BA-19-111 Election of President (Laurel Day) – con’t**

Director Jacobo voted for Director Nancy Humbles  
 Director Janssen was absent  
 Director Laverty was absent  
 Director Meisterling voted for Director Nancy Humbles

**BA-19-112 Oath of Office – President of Board of Directors (Laurel Day)**

Board Secretary Laurel Day administered the following Oath of Office to President-Elect Nancy Humbles.

“Do you, Nancy Humbles, solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the Office of President of the Board of Directors of the Cedar Rapids Community School District, in the County of Linn, State of Iowa, as now or hereafter required by Law?” President-Elect Nancy Humbles responded affirmatively.

Director Nancy Humbles assumed the position of President until the next organizational meeting of the Board or until her successor is elected and qualified.

**BA-19-113 Election of Vice President (Nancy Humbles)**

President Nancy Humbles conducted the election for Vice President of the Board of Directors and called for nominations.

Director Jennifer Borcharding nominated Director Mary Meisterling for the Office of Vice President of the Board of Education. With no further submissions, President Humbles closed nominations.

Board Secretary Day called for the roll call votes for Vice President.

Director Anhalt voted for Director Mary Meisterling  
 Director Borcharding voted for Director Mary Meisterling  
 Director Humbles voted for Director Mary Meisterling  
 Director Jacobo voted for Director Mary Meisterling  
 Director Janssen was absent  
 Director Laverty was absent  
 Director Meisterling voted for Director Mary Meisterling

**BA-19-114 Oath of Office – Vice President of Board of Directors (Laurel Day)**

Board Secretary Laurel Day administered the following Oath of Office to Vice President-Elect Mary Meisterling

“Do you, Mary Meisterling, solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the Office of Vice President of the Board of Directors of the Cedar Rapids Community School District, in the County of Linn, State of Iowa, as now or hereafter required by Law?”

**BA-19-114 Oath of Office - Vice President of Board of Directors (Laurel Day) - con't**

Vice President-Elect Mary Meisterling responded affirmatively.

Director Mary Meisterling assumed the position of Vice President until the next organizational meeting of the Board or until her successor is elected.

**BA-19-115 Fiscal Year 2018 Financial Highlights (David Nicholson)**

The financial highlights of Fiscal Year 2018 were provided to the Board as a requirement of Iowa Code 279.33 and Board Regulation 703.2.

District revenues from all funds totaled \$275,586,322 while District expenditures from all funds totaled \$267,023,777.

Preliminary numbers show the General Fund Unspent Balance (spending authority) improved from \$11.15 million at the end of FY2017 to \$15.01 million at the end of FY2018. The General Fund, "Fund Balance" saw an improvement from \$31.4 million to \$33.8 million over the same period.

Total long-term debt decreased from \$112,131,461 in fiscal year 2016 to \$103,791,461 at the end of fiscal year 2017. Overall debt remains well within the legal debt limitation of \$482 million. Fund reserve trends as of June 30, 2018 were included for all other funds in the exhibit. Information Item.

There being no further business coming before the Board, the president adjourned the meeting at 5:49 p.m.

By: Laurel Day, Board Secretary

Board of Education approved Record of Proceedings on October 8, 2018 and I hereby declare these minutes as part of the permanent record of the District.

By \_\_\_\_\_  
Nancy Humbles, Board President

ATTEST \_\_\_\_\_  
Laurel A. Day, Board Secretary

## MINUTES

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

Educational Leadership and Support Center, Board Room  
Monday, September 24, 2018 @ 5:40 p.m.

#### **ATTENDANCE**

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

Also present: Brad Buck, Noreen Bush, Laurel Day, Rod Dooley, David Nicholson, and Linda Noggle.

President Humbles called the meeting to order at 5:50 p.m.

#### **APPROVAL OF AGENDA**

It was recommended that the agenda of Monday, September 24, 2018 Board of Education Regular meeting/Work Session be approved as set forth, and that each item is considered ready for discussion and/or action.

Upon motion by Director Jennifer Borcharding, and second by Director Gary Anhalt, the Board approved the agenda of Monday, September 24, 2018 Regular Board Meeting/Work Session as set forth, and that each item is considered ready for discussion and/or action.

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

#### **SUPERINTENDENT'S REPORT**

Dr. Buck stated that CRCSD received news last week that we are one of ten schools and organizations selected by Iowa Workforce Development to receive funding to grow Registered Apprenticeship Programs in Iowa. We are thrilled to be receiving this award to better serve our students and deliver on the vision of Every Learner: Future Ready! In keeping with the theme of apprenticeship programs, Dr. Buck highlighted the progress of this year's student-built house by the Building Trades class. This program is a valuable CRCSD offering and we're excited that progress is going so well! On Oct. 6<sup>th</sup>, Jefferson High School will be hosting the 2018 Iowa High School Music Association State Marching Band Festival at Kingston Stadium. This is a wonderful opportunity to hear from a variety of bands across the state and cheer on our very own CRCSD musicians! Last month, CRCSD launched a Community Coffee & Conversation event. The next Coffee and Conversation is scheduled for October 11<sup>th</sup> at NewBo City Market. In addition, SKOOLD!, is a new evening series of dynamic talks on public education and our role as difference makers in the lives of the students we serve. The inaugural event is on Oct. 10<sup>th</sup> in Whipple Auditorium from 5-6:30 p.m. and will feature an elementary principal, an elementary school teacher, and a high school cafeteria manager.

#### **BOARD REPORTS**

Director Borcharding distributed proposed amendments to the 2018-2019 School Year Board Priorities to be considered for discussion at the October 8, 2018 Board Meeting. Director Anhalt recently attended the IASB Executive Board meeting where they discussed the 2019 IASB Annual Convention dates. He also provided a brief legislative update.

COMMUNICATIONS, DELEGATIONS, AND PETITIONS

None to report.

CONSENT AGENDA**BA-19-001/03 Approval of Claims Report - August 2018 (David Nicholson)**

It was recommended that the Board of Education approve the Claims Report and ratify the list of paid bills and payrolls for the period ending August 31, 2018.

**BA-19-002/03 Activity Fund Financial Report - August 2018 (David Nicholson)**

It was recommended that the Board of Education approve the Activity Fund Financial Report for the period ended August 31, 2018.

**BA-19-003/03 Budget Summary Report - August 2018 (David Nicholson)**

It was recommended that the Board of Education approve the Budget Summary Report for the month ended August 31, 2018.

**BA-19-004/02 Statement of Receipts, Disbursements, and Cash Balances Report - June 2018 (David Nicholson)**

It was recommended that the Board of Education approve the Statement of Receipts, Disbursements, and Cash Balances Report for the month of June 2018.

**BA-19-004/03 Statement of Receipts, Disbursements, and Cash Balances Report - August 2018 (David Nicholson)**

It was recommended that the Board of Education approve the Statement of Receipts, Disbursements, and Cash Balances Report for the month of August 2018.

**BA-19-005/03 Investments Report - August 2018 (David Nicholson)**

The Investments Report summarized investment transactions for the month of August 2018. Investments purchased during the month totaled \$29,327.66, and investments redeemed during the month totaled \$2,282,834.00. The current interest rate for US Bank is 1%, in comparison to 0.30% at US Bank in August 2017. The interest rate for ISJIT CDs for August 2018 was 1.90%. Information Item.

**BA-19-007/02 Unspent Balance Report - June 2018 (David Nicholson)**

The Unspent Balance Report is designed to inform the Board of Education monthly the status of the District's General Fund authorized reserves (Unspent Balance). An analysis of staffing and all other budgetary changes that impact the Unspent Balance as of year ended June 30, 2018 is summarized for your review. Information Item.

**BA-19-008/04 Open Enrollment - Denial 2018-2019 School Year (John Rice)**

It was recommended that the Board of Education approve the Open Enrollment -Denial of this student commencing with the 2018-2019 school year.

**BA-19-009/05 Personnel Report (Linda Noggle)****APPOINTMENTS - SALARIED STAFF**

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Clark, Megan	\$6,211	Poms/Dance Washington	8/6/2018
Mayo, Brady	\$43,792	Engagement Specialist Elementary Connections	9/4/2018
Werling, Eric	\$77,000	Security and Crisis Supervisor ELSC	10/3/2018

**RESIGNATIONS - SALARIED STAFF**

<u>Name</u>	<u>Reason</u>	<u>Assignment</u>	<u>Effective Date</u>
Rima, David	Personal	MN Basketball Wilson	9/11/2018
Welsh, Riley	Personal	Wrestling Roosevelt	9/12/2018

**APPOINTMENTS - HOURLY STAFF**

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Bergan, Michael	\$11.76	Crossing Guard Hoover	9/4/2018
Carpenter, Randy	\$18.11	Bus Driver ELSC	9/10/2018
Cox, Travis	\$16.34	Custodian II Floater ELSC	9/17/2018
DiRenzo, Angela	\$12.00	Food Service Asst Grant Wood	9/4/2018
Elliot, Katie	\$12.00	Food Service Asst Pierce	9/4/2018
Ellis, Don	\$12.00	Paraprofessional Polk	9/4/2018
Fowler, Elizabeth	\$12.00	Paraprofessional Arthur	9/4/2018
Goodreau, Bruce	\$20.23	Auto Mechanic ELSC	9/17/2018
Hill, Kim	\$12.00	Food Service Asst Madison	9/10/2018
Hoyum, Taylor	\$13.94	Paraprofessional Nixon	9/4/2018

Huston, Christine	\$18.11	Bus Driver ELSC	9/10/2018
Hutchcroft, Karen	\$11.76	Crossing Guard Jackson	8/23/2018
Jackson, Robert	\$12.00	Paraprofessional Franklin	9/10/2018
Lizardo-Pina, Irving	\$16.34	Cust II Floater ELSC	9/10/2018
McLaughlin, Kamry	\$12.00	Paraprofessional Elementary Connections	9/17/2018
McCrary, Courtney	\$13.94	Paraprofessional Arthur	9/4/2018
Miller, Racquel	\$12.00	Food Service Asst Franklin	9/17/2018
Mooney, Shawn	\$12.00	Food Service Asst Jefferson	9/17/2018
Naaktgeboren, Collin	\$16.34	Custodian II Floater Kennedy	9/10/2018
Peiffer, Diana	\$11.76	Crossing Guard Wright	8/23/2018
Pins, Tenneh	\$11.41	Child Care Professional I Rockwell	8/20/2018
Pursell, Alaysia	\$12.00	Paraprofessional Hiawatha	9/4/2018
Rand, Deborah	\$13.72	Bus Attendant ELSC	9/18/2018
Sero, Robert	\$12.00	Paraprofessional Pierce	9/4/2018
Sheetz, Michael	\$13.72	Bus Attendant ELSC	9/4/2018
Smith, Sarah	\$12.00	Paraprofessional Taft	9/17/2018
Ward, Cassidy	\$13.72	Bus Attendant ELSC	9/17/2018

**CHANGE OF GRADE/POSITION - HOURLY STAFF**

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
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Aretz-Burian, Dena	\$14.00	Media Secretary Erskine	9/3/2018
Hanson, Dakota	\$12.00	Paraprofessional Metro	9/10/2018
Sherron, Andrea	\$13.73	Clerk Typist Washington	9/13/2018
Tolbert, Shekita	\$13.72	Bus Attendant ELSC	9/4/2018

**RESIGNATIONS - HOURLY STAFF**

<u>Name</u>	<u>Reason</u>	<u>Assignment</u>	<u>Effective Date</u>
Armstrong, Deanna	Personal	HS Associate- Study Hall Washington	9/10/2018
Gogel, Bobbi	Personal	Food Service Asst Nixon	9/11/2018
Groe, Kelly	Personal	Severe Disabilities Taft	9/21/2018
Kelly, Paula	Personal	Moderate ID 1:1 Taft	10/5/2018
Maro-Sanchez, Mary	Personal	Child Care Professional Rockwell	9/7/2018
Sherron, Andrea	Switched positions within the District	Cashier Jefferson	9/12/2018
Walker, Melissa	Personal	Food Service Asst Grant	9/10/2018
Wesbrook, Mitchell	Personal	2nd Shift Engineer Kennedy	9/7/2018
Wimer, Melissa	Personal	Food Service Asst McKinley	8/23/2018

**SHORT TERM CONTRACTS**

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Chalstrom, Sherri	\$5,000	Homebound Teacher Harding	9/6/2018
Curtis, Heath	\$19,200	Van Driver Washington	9/7/2018
Foster, Jeff	\$10,800	Van Driver Kennedy	8/10/2018

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



**BA-19-011/02 Policy Manual – Review & Revisions - 400.2 “Organization for Instruction & Alternative Programs”, 604.7 “Student Restraint & Confinement/Detention”, 605.4 “Special Health Services – Special Education Students”, 606.1b “Destruction of Records of special Education Students, 1002.3 “Interactions with Students” (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 regulations and procedures that have been reviewed by the Policy Review Committee (PRC). Most proposed revisions are based on changes to state and federal law, current District practice, and to maintain the District’s Policy Manual up-to-date as required by Iowa Code. The PRC utilizes legal & policy services provided by the Iowa Association of School Boards, National Association of School Boards, including policy primer & on-line sample policy documents. Guidance from District Legal Counsel was sought. Information Item.

<b>Policy Manual #</b>	<b>Title</b>	<b>Action</b>
400.2	Organization for Instruction & Alternative Programs	Revised
604.7	Student Restraint & Confinement/Detention	Reviewed
605.4	Special Health Services – Special Education Students	Reviewed
606.1b	Destruction of Records of Special Education Students	Revised
1002.3	Interactions with Students	Revised

**BA-19-116 Final Approval – Harrison Elementary School New Flooring Project 2018 – 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 – Harrison Elementary School New Flooring Project 2018**.

**BA-19-117 Final Approval – Kingston Stadium Concrete Repair Project 2018 – 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 – Kingston Stadium Concrete Repair Project 2018**.

**BA-19-118 Agreement – Cedar Rapids Community School District and Foundations in Learning-2018-2019 School Year (Carlos Grant)**

It was recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and Foundations in Learning for the 2018-2019 School Year.

**BA-19-119 Agreement – Cedar Rapids Community School District and U.S. Cellular Center/VenuWorks of Cedar Rapids, LLC. – 2019 High School Graduations (Noreen Bush)**

It was recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and the U.S. Cellular Center/VenueWorks for the 2019 High School Graduation ceremonies.

**BA-19-120 Memorandum of Understanding – Cedar Rapids Community School District and Young Parents Network (YPN) for Data Sharing (Craig Barnum)**

It was recommended that the Board of Education approve the Memorandum of Understanding between the Cedar Rapids Community School District and Young Parents Network.

**BA-19-121 Final Approval – Roosevelt Middle School New Flooring Project 2018 – 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 – Roosevelt Middle School New Flooring Project 2018.**

**BA-19-122 Final Approval – Kennedy High School New Flooring Project 2018 – 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 – Kennedy High School New Flooring Project 2018.**

**BA-19-123 Approval – Renewal of National School Boards Association Membership (President)**

It was recommended that the Board of Education approve the renewal of the NSBA membership for the period of January 1, 2019 – December 31, 2019.

**BA-19-124 Request School Budget Review Committee for Special Education Ending Balance FY2017-2018 (David Nicholson/Wendy Parker)**

It was recommended that the Board of Education approve a request to the School Budget Review Committee, (SBRC) for allowable growth and a supplemental State aid payment for the special education negative balance of \$7,439,690.64 for FY2017-2018.

**BA-19-125 Agreements – Student Teaching/Field Experience – Colleges & Universities (Eric Christenson)**

It was recommended that the Board of Education approve the Student Teaching/Field Experience/Practicum Agreement for Morningside College for the 2018-2019 school year and Drake University for three years, September 2018 through September 2021.

**BA-19-126 Agreement – Cedar Rapids Community School District and Iowa Workforce Development – Subaward for Iowa Workforce Development Quality Pre-Apprenticeship Program (John Rice)**

It was recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and Iowa Workforce Development - Subaward for Iowa Workforce Development Quality Pre-Apprenticeship Program.

**BA-19-127 Final Approval – Polk Chiller Replacement Project 2018 – Certificate of Substantial Completion (Jon Galbraith)**

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 – Polk Chiller Replacement Project 2018.**

**BA-19-128 Request School Budget Review Committee (SBRC) for Modified Allowable Growth for English Language Learner (ELL) Excess Program Costs (David Nicholson)**

It was recommended that the Board of Education provide authority to submit a request to the SBRC for \$1,020,123.64 in Modified Allowable Growth for ELL program costs that exceed those costs allowed within the school funding formula for ELL programs.

**BA-19-129 Agreement – Cedar Rapids Community School District and the Cedar Rapids Medical Education Foundation – 2018-2019 School Year (Rod Dooley/Stephanie Neff)**

It was recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and the Cedar Rapids Medical Education Foundation for the 2018-2019 School Year.

**BA-19-130 Agreement – Cedar Rapids Community School District and Iowa Department of Public Health – Iowa Nutrition Network School Grant Program (David Nicholson/Stephanie Neff)**

It was recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and the Iowa Department of Public Health.

**BA-19-131 Agreement – Cedar Rapids Community School District and K12 Insight (Noreen Bush)**

It was recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and K12 Insight to provide a systemic and systematic approach to sustained stakeholder engagement.

Upon motion by Director Gary Anhalt and second by Director Jennifer Borcharding the Board approved the Consent Agenda.

Record of the roll call vote for items BA-19-001/03, BA-19-002/03, BA-19-003/03, BA-19-004/02, BA-19-004/03, BA-19-008/04, BA-19-009/05, BA-19-116, BA-19-117, BA-19-118, BA-19-119, BA-19-120, BA-19-121, BA-19-122, BA-19-123, BA-19-124, BA-19-125, BA-19-126, BA-19-127, BA-19-128, BA-19-129, BA-19-130, and BA-19-131 was: Ayes: Directors Anhalt, Borcharding, Humbles, Jacobo, and Meisterling. Nays: None. Absent: Directors Janssen and Lavery.

**WORK SESSION**

**BA-19-132 Safe, Equitable, and Thriving (SET) Grant Program Update and Recommendation (John Lavery/Brad Buck)**

It was recommended that the Board of Education approve the Safe, Equitable, and Thriving Grant Fund and provide the financial resources of \$25,000 over a period of three years to support the program.

Record of the vote was: Ayes: Directors Anhalt, Borcharding, Humbles, Jacobo, and Meisterling. Nays: None. Absent: Directors Janssen and Lavery.

## SCHOOL BOARD CALENDAR

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

### 2018- OCTOBER

Monday	Oct 8	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW
Wednesday	Oct 10	5:00 pm- 6:30 pm	SKOOLD!	Cedar Rapids Library Whipple Auditorium
Thursday	Oct 11	7:30 am- 8:30 am	CRCSD Community Coffee	NewBo City Market
Monday	Oct 22	5:30 pm	Board Work Session & Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW

### 2018 - NOVEMBER

Monday	Nov 12	5:30 pm	Board Regular Meeting	ELSC, Board Room 2500 Edgewood Rd NW
Wednesday	Nov 14		IASB Pre-Convention Workshops	Hy Vee Hall Des Moines
Wednesday	Nov 14		UEN Meetings	Marriott Des Moines
Thursday	Nov 15		IASB Annual Convention	Hy Vee Hall Des Moines
Thurs/Fri	Nov 22/23		Holiday	Offices Closed

There being no further business coming before the Board, the president adjourned the meeting at 6:14 p.m.

By: Laurel Day, Board Secretary

Board of Education approved Record of Proceedings on October 8, 2018 and I hereby declare these minutes as part of the permanent record of the District.

By \_\_\_\_\_  
Nancy J. Humbles, Board President

ATTEST \_\_\_\_\_  
Laurel A. Day, Board Secretary