

**MINUTES**  
**AGENDA MEETING OF THE BALDWIN-WHITEHALL BOARD OF SCHOOL**  
**DIRECTORS**  
**BALDWIN-WHITEHALL SCHOOL DISTRICT**

**Wednesday, May 2, 2018**

The Baldwin-Whitehall Board of School Directors met on Wednesday, May 2, 2018 at 7:30 p.m. at the Central Administration Office for their Agenda Meeting. There were Executive Sessions at 6:30 p.m. and 9:42 p.m. to discuss personnel.

**THE FOLLOWING BOARD MEMBERS WERE PRESENT:**

Ms. Karen Brown  
Dr. Anthony DiCesaro  
Mr. Dan Knezevich  
Mr. Gerald Pantone  
Mr. Louis Rainaldi, Jr.  
Mr. David Solenday  
Ms. Janice Tarson  
Mrs. Louise Wolf

Mr. Robert Achtzehn joined the meeting after he was appointed and sworn in.

**Administrators in Attendance:**

Superintendent Dr. Randal Lutz, Assistant Superintendent Ms. Denise Sedlacek, Business Manager Mark Cherpak, and Solicitor, Ms. Lisa Colautti

**Student Board Representatives present:**

Michael Kahwash, Corina Pittman, Nathan Hobson, Avery Greenway, and Alexis Kennard

**1.0 Call to Order**

Mr. David Solenday, Board President

**2.0 Pledge of Allegiance**

**3.0 Roll Call**

Theanita Hampsay, Board Secretary, called the roll.

**4.0 Mission Statement of School District**

Mr. Rainaldi read the Mission Statement.

The Baldwin-Whitehall School District is committed to the promotion of excellence through a system of traditional values, a quality educational program, and a world of opportunities.

## **5.0 Resident Comments on Action Items Only**

### **5.1 Name and address should be clearly stated.**

No resident comments.

## **6.0 Discussion - Other**

### **6.1 Appointment of School Board Director**

Robert Achtzehn  
Peter D. Giglione  
Todd Plunkett  
Fred Vella  
Greg A. Zeman

Mr. Solenday thanked all five candidates for their interest in becoming a board member.

## **7.0 Action Items**

### **7.1 Appointment of School Board Director**

**Recommendation:** Resolved, that the Board of School Directors recommend appointing \_\_\_\_\_ as Board Member of the Baldwin-Whitehall School District, to fill a term which expires in December 2019.

#### **ORIGINAL - Motion**

Member **Ms. Brown** Moved, Member **Dr. DiCesaro** Seconded to approve the **ORIGINAL** motion 'Resolved, that the Board of School Directors recommend appointing Robert Achtzehn as Board Member of the Baldwin-Whitehall School District, to fill a term which expires in December 2019'.

Member **Ms. Tarson** Moved, Member **Dr. DiCesaro** Seconded to approve the **ORIGINAL** motion 'Resolved, that the Board of School Directors recommend appointing Peter Giglione as Board Member of the Baldwin-Whitehall School District, to fill a term which expires in December 2019'.

Member **Mr. Pantone** Moved, Member **Ms. Tarson** Seconded to approve the **ORIGINAL** motion 'Resolved, that the Board of School Directors recommend appointing Todd Plunkett

as Board Member of the Baldwin-Whitehall School District, to fill a term which expires in December 2019'.

Upon a roll call vote being taken, the vote was:

Karen Brown	Robert Achtzehn
Dr. Anthony DiCesaro	Robert Achtzehn
Dan Knezevich	Robert Achtzehn
Gerald Pantone	Todd Plunkett
Louis Rainaldi Jr.	Peter D. Giglione
David Solenday	Robert Achtzehn
Janice Tarson	Peter D. Giglione
Louise Wolf	Robert Achtzehn

The Honorable David J. Barton gave Mr. Achtzehn the Oath of Office. Mr. Achtzehn took his seat at the table.

**8.0 Student Board Representative Comments**

Michael Kahwash spoke about the Junior Prom that took place on April 20, 2018. He said that the Senior Prom will be held on June 1, 2018.

Corina Pittman spoke about the Blood Drive that is underway at Baldwin High School.

Avery Greenway spoke about the recent Opioid program presented to the high school students by Dr. Brophy.

Alexis Kennard spoke about the Track team.

**9.0 Superintendent Report**

**9.1 Dr. Randal A. Lutz**

Dr. Lutz spoke about the many events that are happening in the District during this time of the year. He spoke about the upcoming Special Olympics event, the District's first Day of Caring on May 4, 2018, and Senior Exit Interviews. He also spoke about plans for work in the buildings related to the feasibility study. Dr. Lutz said that the demographer will have a report for the Board in June. Dr. Lutz spoke about the District's participation in the 79<sup>th</sup> Covestro Pittsburgh Regional Science & Engineering Fair on May 23-24, 2018 at Heinz Field. Dr. Lutz said that the District has received three Awards of Excellence from PenSPRA (Pennsylvania School Public Relations Association.)

Mr. Pantone said that he would like to meet Ms. Carrie Butler, the District's Public Relations person.

Dr. Lutz said that he will have Ms. Butler come to an August or September Board Meeting.

## **10.0 Board President Remarks**

### **10.1 Mr. David Solenday, Board President**

Mr. Solenday thanked the candidates that applied for the Board vacancy. He welcomed Mr. Robert Achtzehn to the Board.

## **11.0 Education and Instruction**

### **11.1 Agreement - Clarion University**

**Recommendation:** The Superintendent, Assistant Superintendent Denise Sedlacek, and Director of Curriculum Andrea Huffman recommend that the Board approve the attached Teacher Education Agreement between the Baldwin-Whitehall School District and Clarion University for placing student teachers in the District according to the attached agreement.

No discussion.

### **11.2 Agreement - Allegheny Intermediate Unit (AIU) - Alternative Education Program - Community School West**

**Recommendation:** The Superintendent, Assistant Superintendent Denise Sedlacek, and Supervisor of Pupil Services Marissa Gallagher recommend that the Board approve the agreement between the Baldwin-Whitehall School District and the Allegheny Intermediate Unit Alternative Education Program - Community School West to provide alternative education for Special Education and Regular Education students for the 2017-2018 school year according to the attached agreement.

No discussion.

### **11.3 Agreement - Allegheny Intermediate Unit (AIU) - Alternative Education Program - Community School West - BHS**

**Recommendation:** The Superintendent and High School Assistant Principal Rachel Sprouse recommend that the Board approve the agreement between the Baldwin-Whitehall School District and the Allegheny Intermediate Unit Alternative Education Program - Community School West to provide alternative education for a student, effective April 9, 2018 for the 2017-2018 school year according to the attached agreement.

No discussion.

**11.4 Agreement - Allegheny Intermediate Unit (AIU) - Alternative Education Program - Community School West - HMS**

**Recommendation:** The Superintendent and Middle School Assistant Principal Jonathon Peebles recommend that the Board approve the agreement between the Baldwin-Whitehall School District and the Allegheny Intermediate Unit Alternative Education Program - Community School West to provide alternative education for a student, effective August 29, 2017 for the 2017-2018 school year according to the attached agreement.

No discussion.

**11.5 Agreement - The Children's Institute of Pittsburgh**

**Recommendation:** The Superintendent, Assistant Superintendent Denise Sedlacek, and Supervisor of Pupil Services Marissa Gallagher recommend that the Board approve the Agreement between the Baldwin-Whitehall School District and The Children's Institute of Pittsburgh to provide Extended School Year Services to a student beginning June 27, 2018 through July 26, 2018 according to the attached agreement.

No discussion.

**11.6 Agreement - Bayada Home Health Care, Inc.**

**Recommendation:** The Superintendent, Assistant Superintendent Denise Sedlacek, and Supervisor of Pupil Services Marissa Gallagher recommend that the Board approve the Agreement between the Baldwin-Whitehall School District and BAYADA Home Health Care, Inc. to provide in-school nursing care for a student according to the attached agreement effective July 1, 2018 through June 30, 2019.

No discussion.

**11.7 Agreement - Bayada Home Health Care, Inc. - RN/LPN Substitutes**

**Recommendation:** The Superintendent, Assistant Superintendent Denise Sedlacek, and Supervisor of Pupil Services Marissa Gallagher recommend that the Board approve the Agreement between the Baldwin-Whitehall School District and Bayada Home Health Care, Inc. to provide basic nursing services on a substitute bases according to the attached agreement effective July 1, 2018 through June 30, 2019.

No discussion.

**11.8 Agreement - Crossroads Speech & Hearing, Inc. - Speech Language Pathology, Physical/Occupational Therapy**

**Recommendation:** The Superintendent, Assistant Superintendent Denise Sedlacek, and Supervisor of Pupil Services recommend that the Board approve the attached Agreement

between the Baldwin-Whitehall School District and Crossroads Speech & Hearing, Inc. to provide Speech Language, Occupational, and Physical Therapy services to students effective for the 2018-2019 school year to include Extended School Year 2019 according to the attached agreement, Appendix A, and Appendix B.

No discussion.

#### **11.9 Out-of-State Conference - Building the School of the Future - Achieve 3000**

**Recommendation:** The Superintendent and Assistant Superintendent Denise Sedlacek recommend that the Board approve the following Out-of-State Conference:

Building the School of the Future - Achieve 3000

Washington, DC

May 9-10, 2018

Attendee: Andrea Huffman Cost: \$373.84 (estimated for travel); Achieve 3000 paying registration and hotel costs

No discussion.

#### **11.10 Out-of-State Conference - Comprehensive Integrated Three-Tiered (Ci3T) Models of Prevention: Trainer of Trainers**

**Recommendation:** The Superintendent and Assistant Superintendent recommend that the Board approve the following Out-of-State Conference:

Comprehensive Integrated Three-Tiered (Ci3T) Models of Prevention: Trainer of Trainers

University of Kansas Lawrence, KS

June 19-21, 2018

Attendee: Marissa Galagher

Estimated Cost: \$600.00.

PaTTAN grant received.

No discussion.

#### **11.11 Out-of-State Conference - Grief Recovery Method International Conference - Grief Recovery Institute**

**Recommendation:** The Superintendent, Assistant Superintendent Denise Sedlacek, and Assistant Principal Heatherlyn Wessel recommend that the Board approve the following Out-of-State Conference:

Grief Recovery Method International Conference - Grief Recovery Institute

Manhattan Beach, CA

September 26-October 1, 2018

Sponsor: Reita Melvin

Cost: \$0.00 (Social worker will pay all expenses)

No discussion.

### **11.12 Student Participation - Baldwin High School - UCA Summer Cheer Camp**

**Recommendation:** The Superintendent, High School Principal Dr. Walter Graves, and Athletic Director Vince Sortino recommend that the Board approve the following Student Participation:

UCA Cheerleading Camp - UCA (Universal Cheerleaders Assoc.)

Slippery Rock, PA

June 18-21, 2018

Sponsor: Taryn Madden

Students: BHS Cheerleaders (list attached)

Costs: Student-funded

Dr. Lutz spoke about District-sponsored Spirit Cheer, which is done at games and Competitive Cheer which is outside of what the District sponsors. He spoke about the District's liability and asked if the Board should be approving the non-District sponsored Competitive Cheerleading events.

Ms. Colautti recommended that the Board not approve these trips if they are not sponsored by the District.

### **11.13 Student Participation - Baldwin High School - PIAA Cheerleading Competition**

**Recommendation:** The Superintendent, High School Principal Dr. Walter Graves, and Athletic Director Vince Sortino recommend that the Board approve the following Student Participation:

PIAA Competitive Spirit Championship - PIAA (PA Interscholastic Athletic Assoc.)

Hershey, PA

January 2019 (TBD)

Sponsor: Taryn Madden

Students: TBD Cost: Student-funded

### **11.14 Student Participation - Baldwin High School - UCA Cheerleading Nationals**

**Recommendation:** The Superintendent, High School Principal Dr. Walter Graves, and Athletic Director Vince Sortino recommend that the Board approve the following Student Participation:

February 9-13, 2018  
BHS – UCA Cheerleading Nationals  
Orlando, FL  
Students: T.B.D.  
Sponsor: Taryn Madden

**12.0 Individual Action Items - Business**

**12.1 Award of Bid - Track and Turf Resurfacing**

**Recommendation:** The Superintendent and Business Manager Mark Cherpak recommend that the Board approve to award the following contracts for the Track and Turf Resurfacing at the Baldwin High School Stadium.

- 1) For Track Construction, to ATT Sports, Inc. in the amount of \$480,915
- 2) For Turf Construction, to Shaw Sports Turf in the amount of \$417,822

FURTHER, the Board President and Secretary are authorized to sign the necessary documents.

Dr. Lutz spoke about the current condition of the track and turf. He said that repairing the track, instead of replacing it, would get the District through another year. Dr. Lutz said that there are other District repairs that need to be done.

Ms. Brown said there are more pressing issues in the buildings right now.

Mr. Knezevich said that based on the HHSDR presentation, the District can get through another year with the track and he agrees that this should wait until next season. Mr. Knezevich said he would like to make sure that this is in the budget for next year.

Mr. Rainaldi said that he does not feel that the Board should vote on this item right now because there are other items that need to be considered.

Dr. DiCesaro said there are more important repairs that need to be done at this time.

Mr. Pantone spoke about the feasibility study.

Dr. Lutz said that the Business Office will reject all bids and allow the bids to expire.

**No action was taken on this item.**

**12.2 Revised Memorandum of Understanding - Early Retirement Incentive - Baldwin-Whitehall Education Association (BWEA)**



**Recommendation:** The Superintendent recommends that the Board approve the revised Memorandum of Understanding between the District and the Baldwin-Whitehall Education Association (BWEA) for an Early Retirement Incentive Plan.

No resident comments.

No discussion.

**ORIGINAL - Motion**

Member (**Louis Rainaldi Jr.**) Moved, Member (**Karen Brown**) Seconded to approve the **ORIGINAL** motion 'The Superintendent recommends that the Board approve the revised Memorandum of Understanding between the District and the Baldwin-Whitehall Education Association (BWEA) for an Early Retirement Incentive Plan'. Upon a roll call vote being taken, the vote was: Aye: **8** Nay: **0** Abs: 1. The motion **Carried. 8 - 0 Abs 1**

- David Solenday        Yes
- Dan Knezevich        Yes
- Karen Brown         Yes
- Gerald Pantone       Yes
- Louis Rainaldi Jr.    Yes
- Louise Wolf          Yes
- Dr. Anthony DiCesaro Yes
- Janice Tarson        Yes
- Robert Achtzehn     Abs

**12.3 Memorandum of Understanding - Early Retirement Incentive - Baldwin-Whitehall Service Employees Association (BWSEA)**

**Recommendation:** The Superintendent recommends that the Board approve the Memorandum of Understanding between the District and the Baldwin-Whitehall Service Employees Association (BWSEA) for an Early Retirement Incentive Plan.

No resident comments.

No discussion.

**ORIGINAL - Motion**

Member (**Louis Rainaldi Jr.**) Moved, Member (**Dr. Anthony DiCesaro**) Seconded to approve the **ORIGINAL** motion 'The Superintendent recommends that the Board approve the Memorandum of Understanding between the District and the Baldwin-Whitehall Service Employees Association (BWSEA) for an Early Retirement Incentive Plan'. Upon a

roll call vote being taken, the vote was: Aye: **8** Nay: **0** Abs: 1 The motion **Carried. 8 - 0 Abs 1**

- Louis Rainaldi Jr. Yes
- Janice Tarson Yes
- Dr. Anthony DiCesaro Yes
- Dan Knezevich Yes
- Karen Brown Yes
- Louise Wolf Yes
- Gerald Pantone Yes
- David Solenday Yes
- Robert Achtzehn Abs

**12.4 Memorandum of Understanding - Early Retirement Incentive - Act 93 Administrative and Supervisory Personnel**

**Recommendation:** The Superintendent recommends that the Board approve the Memorandum of Understanding between the District and the Act 93 Administrative and Supervisory Personnel for an Early Retirement Incentive Plan.

No resident comments.

No discussion.

**ORIGINAL - Motion**

Member **(Louis Rainaldi Jr.)** Moved, Member **(Karen Brown)** Seconded to approve the **ORIGINAL** motion 'The Superintendent recommends that the Board approve the Memorandum of Understanding between the District and the Act 93 Administrative and Supervisory Personnel for an Early Retirement Incentive Plan'. Upon a roll call vote being taken, the vote was: Aye: **8** Nay: **0** Abs: **1**. The motion **Carried. 8 - 0 Abs 1**

- Dan Knezevich Yes
- David Solenday Yes
- Karen Brown Yes
- Dr. Anthony DiCesaro Yes
- Gerald Pantone Yes
- Louis Rainaldi Jr. Yes
- Janice Tarson Yes
- Louise Wolf Yes
- Robert Achtzehn Abs

**13.0 Business and Finance**

**13.1 2018-2019 Proposed Final Budget - Mr. Mark Cherpak**

Mr. Cherpak presented the Proposed Final Budget using a PowerPoint presentation that is attached to the agenda.

Mrs. Wolf spoke about the millage rate increases related to dollar amounts.

Mr. Pantone spoke about the millage rates, new enrollments, and the feasibility study. He thanked Administration for their work on the Proposed Budget.

Ms. Brown thanked Mr. Cherpak for his hard work on the budget. She spoke about raising taxes to the index, the track and field repairs, feasibility study, new enrollment, projections on earned income tax, and uniforms for high school band and football. She asked what the revenue would become if taxes were raised to the index of .63.

Mr. Cherpak said that would be an additional \$288,000 in revenue.

Ms. Brown spoke about the cost per pupil and how Baldwin-Whitehall School District is the lowest of comparable districts. She said that she does not think raising the millage rate to .47 is enough.

Dr. DiCesaro spoke about per pupil costs.

Dr. Lutz spoke about per pupil costs compared to neighboring districts. He said that Administration's recommendation may change as more information becomes available.

Ms. Brown said the Board should consider increasing the tax increase to the index to account for any unforeseen circumstances.

Mr. Knezevich spoke about the unassigned fund balance.

### **13.2 2016 Audit Report - Baldwin Borough - Real Estate Tax Collector**

**Recommendation:** The Superintendent and Business Manager Mark Cherpak recommend that the Board receive the Financial Baldwin Borough Tax Audit for the year ending December 31, 2016, as submitted by Cottrill Arbutina Certified Public Accountants.

Mr. Pantone spoke about the material weakness finding on all three audits.

Mr. Cherpak said in order to correct this finding, it would require the tax collector to have four employees.

### **13.3 2016 Audit Report - Baldwin Township - Real Estate Tax Collector**

**Recommendation:** The Superintendent and Business Manager Mark Cherpak recommend that the Board receive the Financial Baldwin Township Tax Audit for the year ending December 31, 2016, as submitted by Cottrill Arbutina Certified Public Accountants.

#### **13.4 2016 Audit Report - Whitehall Borough - Real Estate Tax Collector**

**Recommendation:** The Superintendent and Business Manager Mark Cherpak recommend that the Board receive the Financial Whitehall Borough Tax Audit for the year ending December 31, 2016, as submitted by Cottrill Arbutina Certified Public Accountants.

#### **13.5 Proposal - Tax Exempt Lease-Purchase Financing - Twelve (12) Buses**

**Recommendation:** The Superintendent, Business Manager Mark Cherpak, and Transportation Manager Dave Tompkins recommend that the Board approve the Tax Exempt Lease-Purchase Financing Proposal from Laurel Capital, Inc for the purchase of twelve (12) new school buses according to the attached proposal.

Mr. Knezevich asked what is the average age of the District's bus fleet.

Mr. Cherpak said that the average age of the bus fleet will be 7.8 years after the purchase of these additional buses.

#### **13.6 Disposal - Old Buses**

**Recommendation:** The Administration recommends that the Board authorize the District to dispose of six buses, #4, #15, #16, #35, #60, and #61.

This transaction brings no revenue and bears no cost to the District.

Dr. Lutz said that if any community groups would like to use the old buses for training purposes to call the District.

#### **13.7 Proposal - Master Library**

**Recommendation:** The Superintendent and Business Manager Mark Cherpak recommend that the Board approve the proposal from MasterLibrary.Com, LLC for a subscription to scheduling services software, effective July 1, 2018 through June 30, 2019 at a cost of \$6,700.00.

No discussion.

#### **13.8 Agreement - Jostens**

**Recommendation:** The Superintendent and High School Principal Dr. Walter Graves recommend that the Board approve the agreement between the Baldwin-Whitehall School District and Jostens to provide graduation products as listed in the attached agreement, effective for the 2018-2019, 2019-2020, and 2020-2021 school years.

Dr. Lutz said that there is no cost to the District. These costs are incurred by the parent.

### **13.9 Technology 1:1 Initiative - Chromebooks - Harrison Middle School**

**Recommendation:** The Superintendent, Business Manager Mark Cherpak, and Director of Information and Instructional Technology recommend that the Board approve the purchase of 1,155 Chromebook devices, to include management, from Troxell, 1735 East Carson Street PO Box 370, Pittsburgh, PA 15203, at a cost of \$227.99 per device in the total amount of \$263,350 under the joint cooperative purchasing programs. (COSTAR vendor number 003-440, PEPPM 52654).

Dr. Lutz said this will cover all of the middle school and will also get some devices into the 5<sup>th</sup> grade as well.

Mr. Rainaldi asked if these were the same devices that the high school is currently using.

Dr. Lutz said these are the same devices.

### **13.10 Renewal - Comprehensive Insurance Coverage and Workers' Compensation Insurance**

**Recommendation:** The Superintendent and Business Manager Mark Cherpak recommend that the Board approve the renewal of the Baldwin-Whitehall School District's comprehensive insurance coverage for the 2018-2019 fiscal year through our broker, Henderson Brothers, 920 Fort Duquesne Blvd., Pittsburgh, PA 15222 at a cost of \$259,554. This is a reduction of \$3,148 or 1.2% as compared to 2017-2018.

The Superintendent and Business Manager Mark Cherpak also recommend that the Board accept the renewal of the Baldwin-Whitehall School District's worker's compensation insurance coverage for the 2018-2019 fiscal year through our broker, Henderson Brothers, 920 Fort Duquesne Blvd., Pittsburgh, PA 15222 with Brickstreet (formerly Highmark) at a cost of \$223,280. This is a reduction of \$24,798 or 10% as compared to 2017-2018.

No discussion.

## **14.0 Unfinished Business**

### **14.1 Unfinished Business - Board**

Mr. Pantone said that he should have voted no on the recent hiring of the Girls' Basketball Coach, not because of the individual, but because of the process in selecting the individual.

## **15.0 New Business**

### **15.1 Contract of Professional Services - PSBA Merge Employee Policy Sections**

**Recommendation:** Resolved, that the Board of School Directors accept the Contract For Professional Services between the Baldwin-Whitehall School District and Pennsylvania School Boards Association to merge the Employee sections of the policy manual as per the attachment.

Ms. Colautti asked that her office be consulted for a final review after the PSBA process.

### **15.2 PSBA Principles for Governance and Leadership**

**Recommendation:** Be it resolved, that the Board approve the Principles for Governance and Leadership.

No discussion.

### **15.3 2018 PSBA Delegate Assembly Meeting - Friday, October 19, 2018**

**Recommendation:** RESOLVED, that the Board of School Directors appoint \_\_\_\_\_ as voting delegate(s) to the PSBA Delegate Assembly Meeting to be held on October 19, 2018.

Mr. Pantone asked who pays for the conference. Dr. Lutz said that the District pays, unless the individual Board Member would like to pay.

### **15.4 New Business - Board**

Mr. Rainaldi spoke about French I courses at Baldwin High School.

Dr. Lutz spoke about the French curriculum, the age of students requesting French I, and the demand of students wanting to take French I.

Mr. Rainaldi spoke about the German teacher vacancy at the middle school and asked if the District is working towards hiring a teacher.

Dr. Lutz said that Administration is working towards hiring a German teacher.

Mr. Knezevich spoke about Booster groups, Policy 916, and mandatory fees for participation.

Dr. Lutz said that he and the Athletic Director will review the policy.

## **16.0 Solicitor Report**

### **16.1 Solicitor Report**

No further report.

## **17.0 Resident Comments**

### **17.1 Name and address should be clearly stated.**

Melissa Wood, 432 Lucy Drive, spoke about the possibility of having 5th and 8th grade Student Board Representatives, the 2018-2019 Proposed Budget, and teacher-student ratios.

## **18.0 Matters of Information - Superintendent**

### **18.1 Dr. Randal A. Lutz**

No further comments.

### **18.2 Items for Board Information**

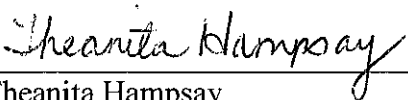
Mr. Solenday said there will be an Executive Session held after the meeting to discuss personnel.

## **19.0 Adjournment**

**19.1 On motion by Ms. Brown, which was seconded by Dr. DiCesaro, and duly carried by unanimous vote, the meeting was adjourned at 9:42 p.m.**

Recognized Visitors

See "Visitors List" attached to record set of minutes.

  
\_\_\_\_\_  
Theanita Hampsay  
Board Secretary

