## CAMP VERDE UNIFIED SCHOOL DISTRICT GOVERNING BOARD MINUTES taken

# <u>Tuesday, April 9, 2013</u> <u>SPECIAL SESSION 5:30 PM</u> <u>REGULAR SESSION 7:00 PM</u>

CAMP VERDE UNIFIED SCHOOL DISTRICT MULTI-USE COMPLEX LIBRARY and CONFERENCE ROOM 280 CAMP LINCOLN ROAD CAMP VERDE, ARIZONA 86322

### **BOARD VISION STATEMENT**

Inspiring today's students to become tomorrow's leaders.

### **MISSION STATEMENT**

*Camp Verde Unified School District will provide opportunities to cultivate academic achievement and service to others within a community of respect.* 

### DISTRICT GOAL

The Camp Verde Unified School District strives to:

- *improve academic performance (in Math)* 
  - *improve the use of technology in the classroom, for district operational efficiency, and customer service.*

### 5:30 pm Work Session

### 1. WELCOME AND CALL TO ORDER

Board President Freeman called the meeting to order at 5:30 pm.

### 2. <u>ROLL CALL</u>

Board Members present were: Helen Freeman, Christine Schneider, Bob Simbric, Trent Hackett and Judy Gilbert

### 3. AGENDA REVIEW AND ACCEPTANCE

Motion: Mrs. Gilbert moved, seconded by Mr. Hackett to accept the agenda as presented. The motion carried 5-0.

### 4. DISCUSSION/UPDATE ON BUDGET PRIORITIES AND BUDGET FOR 2013-2014

Administrator in Charge Dr. Amber Lee stated that the Budget Task Force was in stage two (2). She introduced Mr. Steve Hicks, ELL and Grants Coordinator to give a Power-point presentation on the 100<sup>th</sup> day Budget projections for fiscal year 2013-2014.

Mr. Hicks explained that there are numerous variables that change on a daily basis when projecting a school budget, but the administrative team felt confident that the presentation was a good estimate. The state decides the base level amount the district will be paid regarding students Average Daily Membership (ADM) and the weighted counts. The estimated general budget limit for next year is \$7,439,757.00.

The present year 2012-2013 adopted budget limit equaled \$7,050,833.00. Maintenance and Operations (M &O) expenses, carry-forward, prepays and salaries this year left the District supplementing the M & O budget with reserve funds in the amount of \$252,429.00. However, the reserve funds continue to gain, bringing in revenue. Mr. Hicks presented some ideas for the 2013-2014 budget explaining that the administrators had come up suggestions for program spending. The ideas included: taking 301 money out of the salary schedule; giving the teachers an increase, giving an increase to classified staff and administrative staff, restructuring the library using a the Title I Reading program instead of a certified librarian, restructuring the Middle and High School Physical Education program, reassigning responsibility to another teacher regarding a Valley Academy for Career and Technical Education (VACTE) class at the High School, and not replacing the Elementary computer lab aide.

Mr. Hicks went on to explain that the administrative team had come up with recommendations to relieve the budget while still taking on the Board's charge to become a Model School with regards to Project Blank Slate. The ideas included: the addition of a gifted/mentor teacher, the addition of a Middle and High School music teacher, the addition of an Elementary teacher, and an added mechanic to help maintain busses that are no longer under warranty. There would still be a need to dip into reserve funds again next year, but the administration would make gains on the charge of balancing the budget while pursuing the Project Blank Slate charge.

There was discussion as Mrs. Freeman asked that no one take anything personally; she appreciated their efforts. She asked the Board members to communicate their questions and concerns.

Mr. Simbric asked about the Beaver Creek tuition that is estimated to bring in \$260,000.00 next year. High School Principal Weir explained that there are about eighty five (85) students' grades 9-12 who attend CVHS; their student weights vary. He hopes to get twenty five (25) incoming freshman from Beaver Creek this coming year.

Mrs. Gilbert asked about the busses and how much money the school generates from bus rentals if any. Director of Support Services Mr. Barker explained that the school comes out ahead when renting busses.

Mrs. Schneider inquired about the need for a bus mechanic. Mr. Barker explained that the fleet of busses was no longer under warranty. All of the busses are being used and have to be maintained on a daily basis.

Mrs. Gilbert inquired about using an outside company to cut the weeds, take care of trash and gardening when the part-time bus-drivers could potentially do it. Mrs. Freeman agreed with Mrs. Gilbert. Mr. Barker explained that it has been tried both ways under the direction of different superintendents over the years. His assignment is to keep the grounds looking great. In the past they have put some bus drivers to work full time. He has been told that it cost the district more money to pay them full time and cover their insurance and benefits than it does to use the outside services.

Mrs. Gilbert then asked how much the District spends on athletic programs. Mr. Wier and Assistant Principal Mr. Showers went through a breakdown of the costs and the student participation in all high school sports and activities, from wrestling to student council. There was extensive discussion as Mrs. Gilbert stated she needed pros, cons and alternatives; raising the price to play sports could offset the costs. Mr. Simbric had a different perspective; our sports programs are something that we have going for us. If we want to bring in more students, sports are a great platform. After more discussion, Mr. Showers asked Mrs. Gilbert for more specifics on the reports that she required.

The discussion on athletics continued as Mrs. Schneider asked about Booster Clubs raising money to help balance the costs. Mr. Weir explained that currently there is no Booster Club, only one parent volunteer. Mr. Simbric interjected that successful athletic programs help to get parents involved and give the school exposure; they are a strong venue to bring people in. Mrs. Freeman felt that it was important to add another teacher at the Elementary School; the student population has grown. Mrs. Gilbert and Mrs. Schneider concurred. She mentioned marketing tax credit as a way to reduce spending and accomplish growth. She felt that the library was a resource that has been underused; it is not just about books, it is a media center. She also stated that pulling students out for gifted instruction may not be the way to go (with a half time gifted teacher). She felt rather, that teachers could be trained to teach gifted students in the classroom in gifted clusters; this is a better investment of time and money. Though Mrs. Freeman advocated for the Elementary Music program she was not keen on the idea of teaching music to students at the Middle School level because music requires focus; a good plan needs to be in a place and it would have to be the right teacher. She also inquired about the Accommodation program, wondering if it was paying for itself and if the students were succeeding.

Mr. Simbric stated that he applauded the administration for their work on the project. Mr. Hackett agreed; he was pleased with the amount that would have to be pulled of reserves next year to sustain the budget and build on the school; it is half of what was pulled this current year. Mrs. Freeman asked to close the work session and take a recess at 6:55 pm.

## 7:00 pm Regular Session

## 1. WELCOME AND CALL TO ORDER

Mrs. Freeman called the meeting to order at 7:11 pm.

### 2. <u>PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE</u>

Student Ex-officio Hannah Teague led the pledge of allegiance. Mrs. Freeman led the moment of silence.

## 3. <u>ROLL CALL</u>

Board members present were: Helen Freeman, Christine Schneider, Bob Simbric, Trent Hackett, Judy Gilbert and Student Ex Officio Hannah Teague

## 4. AGENDA REVIEW AND ACCEPTANCE

<u>Motion:</u> After brief discussion, Mrs. Gilbert moved, seconded by Mr. Hackett to move Item 5.) Public Participation to follow Item 6.) Staff/Student/Community Recognition. The motion passed unanimously.

## 6. <u>STAFF/STUDENT/COMMUNITY RECOGNITION</u>

Administrator-In-Charge, Dr. Amber Lee recognized the Camp Verde High School Wrestling Team and Coaches for their accomplishments. She stated that she learned a lot about wrestling this year. The coaches and students made a big impression on her as she observed the coaches communicating with their wrestlers and the wrestlers' responsiveness their coaches. There is honor, respect and camaraderie displayed by this team of coaches and students. The wrestling program is incredible; accomplishing this year, their fifth (5<sup>th</sup>) State Championship. She introduced Mr. Weir to honor his coaches and his students.

Mr. Weir thanked each coach and each wrestler saying a few kind words about them as he called them up to shake their hand. This is the greatest coaching staff in the state, they work year round and many of them volunteer. The program starts at the Elementary level. Among the coaches honored were: Mario Chagolla, Tracey Tudor, Jim Bowser, Larry Allread, Travis Black, Steve Pike and Derrick Brown.

Dr. Lee introduced Mr. Skip Heyer, CPR/AED Instructor from the Verde Valley Fire Districts to honor the Elementary, Middle and High Schools for their participation and success in Verde Valley Wide hands-on CPR and AED training. He stated that the school is to be commended; this is the first district to be recognized as a Heart Safe site in the Verde Valley. He introduced Carol Gibbs of the Share/Heart Safe program who presented certificates to Principals Pottorff, Howe and Weir. She stated that she was very impressed by the District and was awed by the accomplishments of the wrestling program (aforementioned). She thanked each principal for their dedication to heart safety and the students of the District.

## 5. PUBLIC PARTICIPATION

School Librarian Lisa Mina addressed the Board regarding the recommendation to reduce the library position. She handed out information on the Yavapai Library Network and potential hidden costs in downsizing the position. She stated that the District would save money if they paid for the position out of the Title I grant and reduced the position to 29 hours. However, she works with students 32 hours a week; the rest of her time is spent cataloguing and shelving books, organizing and training with the Yavapai Library Network. The Network will be installing a worldwide system of cataloguing and will be paying for the cost on behalf of the District. She went on to say that when she was brought into the library she was asked to ensure an increase in the use of the library by middle and high school students. She felt that she had done that; developing relationships with them. Some students do not have access to the public library, the school library provides for their needs.

Elementary teacher Kitty McDowell stated that she when she came to the District one of the things that impressed her most was the library. She did not see that it would be possible to serve the students needs in 29 hours a week. She brings her students to the library on a regular basis; many of them use the network system. She consistently assigns homework to her students consisting of twenty (20) minutes of reading a book of their choice. She went on to say the students need this kind of exposure every week. The library is one of the biggest assets the District has to offer to the students.

### 7. <u>CONSENT ITEMS</u>

Mrs. Freeman asked to pull Item 7. A.i. for discussion. Mrs. Schneider asked to pull Item 7. E.xiv. for discussion.

### Motion:

Mrs. Gilbert moved, seconded by Mr. Hackett to approve the consent agenda with the exception of items 7.A.i and item 7. E.xiv. The motion passed 5-0. (See Item 7.5 for discussion on the consent agenda.)

### A. PERSONNEL MATTERS

- Resignations/Retirements/Releases: Jeffrey Neugebauer, CTE Woods Instructor effective end of contract; Amy Roberts, Middle School Language Arts Teacher effective end of contract; Nadia Applegate, School Nurse effective April 1, 2013; Dixie Blanchard, 1<sup>st</sup> Grade Teacher effective end of contract; Janet Leuer, Director of Business Services through Yavapai County effective April 5, 2013; Tressa Wagner, 1<sup>st</sup> Grade Teacher effective end of contract; Ellen Lagasse, Kindergarten Teacher effective end of contract through end of year; Socorro Cota, cafeteria effective May, 24 2013; Kambrah Allsup, Middle School Language Arts Teacher effective end of contract; Sandra McIntyre, Elementary Computer Lab Paraprofessional; Jacklyn Dennis, Paraprofessional effective April 12, 2013;
- ii. Transfers: Sonja Whisman from long term sub to full time teacher;
- iii. Employment Offers
  - a. Certified:
  - b. Classified: Leann Russell, Paraprofessional; Pat Kaminsky, temporary School Nurse;
  - c. Transportation:
  - d. Substitutes:
  - e. Coaches:
- iv. Other:
  - a. Extra Duty Contracts: Britta Booth, summer school teacher; Betty Butler, summer school paraprofessional; Sally Epperson, summer school teacher; Lori Hicks, summer school teacher; Becky Loza, summer school paraprofessional; Stacey Munger, summer school teacher; Richelle Phillips, summer school teacher; Ellen Strickland, summer school paraprofessional; Shelley Swick, summer school teacher; Kim Vargo, substitute summer school teacher;

Tim Lawrence, Common Core training; Darrell Lewis, Common Core training; Russ Schafer, Common Core training; Dan Wall, Common Core training; Tammey Carter, Extended School Year Coordinator; Fonda Hammond, Acting Food Service Director; Eric Hanson, Common Core training; Abbie Monroe, Common Core training; 7<sup>th</sup> Grade Math teacher to be determined, Common Core training; Doris Johnson, Summer School Teacher; Jessica Smith, Summer School Teacher; Steve Wilson, Summer School Teacher; Dave Wisniewski, Summer School Teacher;

- b. Leave Of Absence:
- c. Incentive Pay:

### B. FINANCIAL/BUSINESS

- i. Approval of vouchers
  - Payroll
    - No. 27 in the amount of \$283,718.69
    - No. 28 in the amount of \$ 20, 619.13
    - No. 29 in the amount of \$ 291, 876.78

No. 30 in the amount of \$ 264, 044.22

Expense-

- No. 1337 in the amount of \$283. 75
- No. 1341 in the amount of \$ 48, 035.25
- No. 1343 in the amount of \$ 48, 844.22
- No. 1344 in the amount of \$ 54, 101.37
- No. 1345 in the amount of \$ 84,289.89
- No. 1346 in the amount of \$ 23, 077.37
- ii. Budget Report
- iii. Student Auxiliary Reports-

### C. POTENTIAL APPROVAL OF GOVERNING BOARD MINUTES

- i. Potential Approval of Minutes taken March 5, 2013
- ii. Potential Approval of Minutes taken March 13, 2013

### D. ENROLLMENT REPORT

i. Enrollment Report

### E OTHER ITEMS

- i. Potential acceptance of \$ 2, 532.00 for Welding and Engineering at Camp Verde High School from the Alan G. Benfer Scholarship Fund
- ii. Potential acceptance of a donation of a piano from the John Wisniewski to the Camp Verde High School Music Program
- iii. Potential approval of Policy FF as amended as First Read
- iv. Potential approval of Policies IKF, IKF-RB, and IKF-EB Graduation Requirements; JFABC Admission of Transfer Students; JJIB and JJIB-EB Interscholastic Sports; JLCAA Acquired Immune Deficiency Syndrome and Human Immunodeficiency Virus Infections; KHC-Distribution/Posting of Promotional Materials as Second Read.
- v. Potential approval of the Greater Yavapai Purchasing Consortium Intergovernmental Agreement
- vi. Potential approval of donation from the Henderson Endowment Fund to Camp Verde Elementary kindergarten, second and fifth grade for art classes taught by Carol Hildebrand for the fall 2012 semester.
- vii. Potential approval of Professional and Support Staff Fringe Benefits according to Policies GCBD and GDBD
- viii. Potential approval of 2013-2014 school calendar amended; first day of school Thursday, August 8, 2013.
- ix. Potential approval of 16 books donated from Jean Krumholz the Camp Verde Unified School District Library (list attached).
- x. Potential approval of 1677 books donated anonymously to the Camp Verde Unified School District Library (list attached).
- xi. Potential approval of student activity request for candy sales fundraiser by South Verde student council
- xii. Potential approval of student activity request for yard sale fundraiser by South Verde student council
- xiii. Potential approval of lease agreement between NACOG (Northern Arizona Council of Governments and Camp Verde Unified School District (CVUSD).
- xiv. Potential approval of Intergovernmental Agreement with NACOG and CVUSD.
- xv. Potential approval of Intergovernmental Agreement between Yavapai County ESA and CVUSD regarding Distance Learning

### 7.5 DISCUSSION ON ITEM REMOVED FROM THE CONSENT AGENDA

Regarding Item 7.A.i. Mrs. Freeman stated that she wanted to express her thanks to a number of people that were retiring or resigning this year. Regarding Item 7. E. xiv. Mrs. Schneider expressed that there may be alternative ways to pay for speech, occupational and physical therapy for the students who qualify at Head Start; possibly physicians could write prescriptions and private insurance could be billed. Dr. Lee explained that the District is required to provide the services, the IDEA (Individuals with Disabilities Education Act) grant pays for some of it and Medicaid is billed for part of the cost. Physicians do not write prescriptions for the therapy, rather an IEP (Individual Education Program) team determines the need. Billing private insurance would require additional staff.

#### 8. <u>DISCUSSION AND POSSIBLE ACTION ITEMS</u>

### A. UPDATE/REPORT FROM SCHOOL SITE ADVISORY COUNCILS

Elementary teacher Kitty McDowell addressed the Board regarding the Elementary Site Advisory Council (SAC). The Elementary also has a PTO (Parent Teacher Organization) that does most of the fundraisers. The Site Advisory Council (SAC) discusses tax credit gathering and spending. They approve field trips that are funded by tax credit. They sponsor the annual Science Fair by purchasing awards. The main fundraiser is the pencil machine in the front lobby of the school.

Parent Steve Pike addressed the Board regarding both the Middle and High School Site Councils. At the Middle School they do not have a lot of parent involvement. The committee sponsors the annual spaghetti dinner. This year they raised about \$ 1,500.00. They would like to acquire a test monitoring system for the school. They also help with 5<sup>th</sup> grade orientation, purchasing t-shirts and backpacks. They promote tax credit contributions. The High School Site Council has a few more parents involved. They sponsored the pizza dinner this year, the High School student Expo and Skills USA. They also encourage tax credit donations. They are looking to replace the old marquee and raise money for a mobile computer lab.

Paraprofessional Mrs. Murphy represented the South Verde Site Council. This year they have been helping the students focus on continued education. The committee helps sponsor the art program, prom, the sports potluck and the senior banquet. They will also be sponsoring an open house for incoming freshman this year.

### B. <u>DISCUSSION/UPDATE AND POTENTIAL ACTION ON FISCAL YEAR 2013-2014 BUDGET</u> <u>AND RECOMMENDED BUDGET CUTS</u>

Dr. Lee explained that during the May Board meeting the half time (.5 FTE) PE position and the Library restructure item should be agendized, as well as the steps that need to be taken toward the Model School.

Mrs. Schneider inquired about the half time (.5) P.E. teacher at the Middle School wondering how the High School would continue P.E. with a potential reduction in force. Mr. Weir and Mr. Howe explained that the Middle School still required a .5 P.E. teacher however; the High School would be proposing Co-Ed P.E.

Student Ex-Officio Hannah Teague asked if Co-Ed P.E. might be a health/hygiene concern. Mr. Weir and Mr. Showers explained that P.E. has two components: Health and Physical recreation. The plan is to use lockers outside the weight room, providing adequate supervision without requiring change of clothing, other than foot wear. There was some discussion on the requirements of P.E. for freshman and the option of students playing two (2) sports and opting out of P.E.

<u>Motion:</u> After some discussion Mr. Simbric moved to pass the proposed cuts in the budget with exception of the restructuring of the library, the restructuring of the middle and high school P.E. class and the accommodation school; accepting the work and the thought that the administration as put into this.

Mrs. Freeman called point of order on the motion stating that if it is not a negative than it is not a cut.

Mr. Simbric restated his motion.

<u>Motion:</u> Mr. Simbric moved, seconded by Mr. Hackett to accept the proposed changes brought forward this evening with the exception of restructuring of the library, the restructuring of the middle and high school P.E. class and the accommodation school, accepting the work that has been brought forward by the administration.

After further discussion the motion died 2-3 with nays from Mrs. Freeman, Mrs. Gilbert and Mrs. Schneider.

<u>Motion:</u> Mrs. Gilbert moved to accept the changes with the exception of the restructure of the library, the two accommodation items, the gifted mentor teacher, the music teacher, restructuring the middle and high school teacher and the mechanic. Mr. Simbric seconded the motion. The motion carried 3-2 with Mrs. Schneider and Mr. Hackett voting nay.

The conversation continued as Mr. Simbric was concerned with what the Board chose not to address; it is late in the year (April). He wanted to ensure that the Board would address the administrator's suggestions during the May meeting. Mrs. Gilbert stated that she needs more information. Mr. Simbric inquired for specifics. Mrs. Gilbert stated that she wanted more time to think about things. Mrs. Freeman stated that it was important to her for the District not to be in a hole financially. Dr. Lee stated that she would bring the discussion back to the Board in May.

C. <u>DISCUSSION AND POSSIBLE ACTION ON DISTRICT SALARY SCHEDULES FOR</u> <u>CERTIFIED AND CLASSIFIED STAFF FOR 2013-2014</u>

<u>Motion:</u> After brief discussion, Mr. Simbric moved to approve the proposed salary schedules for certified staff as stated in the packet. Mrs. Gilbert seconded the motion. The motion passed unanimously.

### D. <u>DISCUSSION AND POSSIBLE ACTION TO AWARD CONTRACTS TO THE LISTED</u> <u>ADMINISTRATORS FOR 2013-2014</u>

Dr. Lee explained that some of the Titles on the agenda would need to be modified: Mr. Showers is the High School Assistant Principal and Athletic Director; Mr. Howe is the Middle School Principal and Athletic Director.

The list of proposed administrators for the 2013-2014 follows:

Dr. Amber Lee, Administrator-in-Charge and Director of Student Services

Mr. Bob Weir, High School Principal and Career and Technical Education Director

Mr. Mark Showers, High School Dean of Students-Assistant Principal and Athletic Director

Mr. Danny Howe, Middle School Principal and <del>Summer School Coordinator</del> Athletic Director Mrs. Debi Pottorff, Elementary School Principal

Mr. Steve King, South Verde Technology Magnet School Principal

Mr. Steve Hicks, ELL and Grants Coordinator

Mr. Stacey Barker, Support Services Director

Mrs. Ida Pieratt, Director of Food Service

Mr. Aaron Moya, Technology Director

<u>Motion:</u> After brief discussion Mrs. Gilbert moved to award the contracts with the stated corrections. Mr. Hackett seconded the motion. The motion passed 5-0.

### E. <u>DISCUSSION AND POSSIBLE ACTION TO AWARD CONTRACTS TO THE LISTED</u> <u>CERTIFIED STAFF FOR 2013-2014</u>

Dr. Lee explained that the Board would need to pull the .5 Middle School Physical Education position and agendize it for the May meeting under reduction in force.

<u>Motion:</u> After a short discussion Mrs. Gilbert moved, seconded by Mr. Hackett to award the list of certified contracts with the exception of the .5 P.E. position at the Middle School. The motion passed unanimously.

### F. <u>DISCUSSION AND POSSIBLE ACTION TO OFFER WORK AGREEMENTS TO THE LISTED</u> <u>CLASSIFIED STAFF FOR 2013-2014</u>

<u>Motion:</u> After a brief discussion Mrs. Gilbert moved, seconded by Mr. Hackett to offer work agreements to the attached list of classified staff for the 2013-2014 school year. The motion passed unanimously.

## G. DISCUSSION AND REVIEW ON ANNUAL AUDIT REPORT

Dr. Amber Lee explained that the official audit report was ready for the Board. She will bring back a full report in May after the Board has reviewed the package. Mrs. Freeman stated that the procedures of the High School auxiliary accounts needed to be checked into. The report will come back to the Board on the May agenda. There was no action on the Item.

#### H. <u>UPDATE/REPORT AND DISCUSSION ON PROJECT BLANK SLATE AS REQUESTED</u> <u>DURING THE JANUARY 22, 2013 WORK SESSION</u>

- Model School Task Force
- Community Survey Project

Dr. Lee stated that she would like to move forward with the Board's blessing on using the auto-dialer for the community survey. The survey will also be available on the school website.

Model school steps have been taken and are still a work in progress. Mr. Simbric observed that it is unclear for the administration on how to move forward on the Model School as many of their proposals were pulled by the Board. Dr. Lee agreed stating that it was the administration's impression that they were directed by the Board to come up with the proposals. The Model School project will need fluid movement. The next step is to assemble a task force. It is possible that the survey may help to propel the Task Force. The survey can be sent out and the results will be back to the Board to consider before their meeting in May. Mrs. Freeman agreed that the project was a work in progress and wondered who would receive and report the comments from the survey. Mr. Weir suggested that the site secretaries could potentially dictate the responses as the district office is short staffed. <u>Motion:</u> Mr. Hackett moved, second by Mrs. Gilbert to direct the administration to go forward with the survey on the auto dialer and also place it on the website when it is ready. The motion passed 5-0.

### 9. ADMINISTRATIVE REPORT

- i. Report on Business Manager replacement plan/process- Dr. Lee stated that the position had been posted and the administration was in the process of coming up with interview questions.
- ii. High School Expo, April 18, 2013- Dr. Lee stated that she was very pleased that Mr. Weir will be showcasing the High School to the community again this year. Our programs are a well kept secret; they need to be displayed.

### 10. **INFORMATION ONLY**

- i. Annual Board Calendar
- ii. School Calendar 2012-2013
- iii. Rules of Order
- iv. High School Graduation update

### 11. BOARD REQUEST FOR FUTURE AGENDA ITEMS

There were no requests.

### 12. ADJOURNMENT

<u>Motion:</u> Mrs. Gilbert moved, seconded by Mr. Hackett to adjourn the meeting. The motion carried 5-0. The meeting adjourned at 8:47 pm.

#### 13. SIGNING OF DOCUMENTS

Respectfully Submitted,

Mary Hudson Board/Administrative Assistant Helen Freeman Board President

Judy Gilbert Board Member

Bob Simbric Board Member Trent Hackett Board Member

Christine Schneider Board Member