

DRAFT MINUTES

AMPHITHEATER PUBLIC SCHOOLS Tucson, Arizona

MINUTES OF THE REGULAR PUBLIC MEETING OF THE GOVERNING BOARD

Place, Date and Time of Meeting

Wetmore Center, 701 West Wetmore Road, November 12, 2013, 5:00 PM.

Board Members Present

Susan Zibrat, President
Dr. Kent Paul Barrabee, Vice President
Julie Cozad, Member
Deanna M. Day, Member
Jo Grant, Member

Central Administrators Present

Patrick Nelson, Superintendent
Todd A. Jaeger, J.D., Associate to Superintendent and General Counsel
Monica Nelson, Associate Superintendent
Scott Little, Chief Financial Officer

OPENING OF MEETING – Call to Order

Mrs. Zibrat called the meeting to order at 5:00 PM.

1. Executive Session

A. Motion to Recess Open Meeting and Hold an Executive Session for:

1. Discussion and Consultation with Representatives of the Governing Board in Order to Consider Its Position and Instruct Its Representatives in the Meet and Confer Process with Employee Organizations, Pursuant to A.R.S. §38-431.03(A)(5).

A motion was made by Ms. Day that the Board recess into Executive Session pursuant to A.R.S. §38-431.03(A)(5), as presented. Mrs. Grant seconded the motion and it passed unanimously, 5-0. Mrs. Zibrat called a recess at 5:01 PM for the purpose of holding Executive Session.

B. Motion to Close Executive Session and Reconvene Open Meeting

Upon return to the Board Room, a motion was made by Ms. Day, seconded by Mrs. Cozad to reconvene the meeting into open session; the motion passed unanimously, 5-0. Mrs. Zibrat declared the meeting in open session; the time was 6:01 PM.

Continuation of Open Meeting

Call to Order and Signing of Visitors' Register

Mrs. Zibrat called the meeting to order at 6:01 PM and invited members of the audience to sign the visitors' register.

Pledge of Allegiance

Mr. Jon Lansa, Principal from Amphitheater High School, invited eight of the Cambridge Academy students to lead the Pledge of Allegiance. This program is part of the "Move on When Ready" program in Arizona and implements an instructional system that aligns the curriculum with the University of Cambridge and Board exams (similar to

testing out of AP courses). Students that pass the series of 7 Board exams within the first 2 years are eligible to receive the “Grand Canyon Diploma,” which is the equivalent of a high school diploma. The students can then avail themselves of the many choices that are available to them in furthering their education. Mr. Lansa added that only Amphitheater hosts this comprehensive program in the Tucson area. The students in attendance are from the first group; who began last school year as freshmen. The students have proven dedicated to this program and he is very proud of them.

Mr. Lansa introduced the students: Tristan Cunningham, Ki Huang, Zahraa Jabbar, Malik Jordan, Damon Ligtenberg, Ryan Mallahan, Marley Murrell, and Gabriela Mejia Lopez; and, Priscilla Borboa was unable to be in attendance.

The students led the Pledge of Allegiance and each was presented with a Certificate of Commendation.

Additionally, Dr. Barrabee acknowledged the Art Display in the Board Room. He commended the Amphitheater High School students and art teachers Joshua Fields, Alex Gonzalez, Jill Menaugh, and Chelsea Farrar.

Announcement of Date and Place of Next Special Governing Board Meeting

Mrs. Zibrat announced the next Special meeting of the Governing Board: Tuesday, November 19, 2013 at 5:00 PM and the next Regular meeting of the Governing Board: Tuesday, December 10, 2013, 5:00 PM, Wetmore Center, 701 W. Wetmore Road.

PUBLIC COMMENT

Mrs. Zibrat described the procedures for addressing the Board.

Mick Stewart addressed the Governing Board to state his concerns about expenses incurred by the District for AVID Program Training. He requested the Board research these types of expenditures and ascertain whether staff adheres to proper bidding/purchasing policies. He also expressed dismay about the inability to meet with District personnel regarding his concerns.

The following parents and students addressed the Governing Board to state their collective concerns related to the selection and implementation of the textbook used as part of the Carnegie Math Curriculum which began at the beginning of the 2013-2014 school year at Ironwood Ridge High School (IRHS): David Shields, Rachel Diaz de Valdes, Todd Diaz de Valdes, Linda Shields, Barbara Brown, Thomas McFadden, Dena Engstrom, Hope Goldsmith, Martha Gonzalez, Annette Hesselink, and Francisco Sandoval. Gabriel Moule, an IRHS student, stated that he was presenting the Board with a signed petition, with nearly 600 IRHS students, in support of teachers and rejecting the Carnegie (curriculum) system.

Many of the speakers’ comments were restated, and included: the (Carnegie) textbook does not show procedural methods, no examples are provided but rely on student self-discovery and, limit parents’ ability to provide assistance with homework; rigidly enforcing this new concept through intimidation, and prohibiting teacher autonomy in the classroom; declining performance by students who had previously excelled in math; lack of supplemental materials for teachers; why change from the previous pedagogy? Some speakers alluded to concerns about the merit of the upcoming Override issue (election). Requests were made to have the Board and/or Administration further investigate these concerns and respond to them at the next Governing Board meeting.

1. INFORMATION² AND RECOGNITION(S)

A. Status of Bond Projects

Mr. Christopher Louth, Bonds Project Manager, was introduced to present this month’s (PowerPoint) status update on the current Bond-funded Projects (as provided with Board book materials). Photos were displayed of these projects. He noted that the reporting format is listed within the five categories as identified as areas of

need by the Blue Ribbon Committee. *[A Bond-election initiative to fund capital improvement projects was voter-passed on November 6, 2007; this is the monthly update, which began at the 12/11/07 Governing Board meeting].*

I. Instructional Space / Portable Replacement

A. Amphitheater High School Renovations: - Construction is 98% complete. The 500 wing renovation is in the closeout phase. Punch list corrections across the campus are being completed.

B. Holaway Elementary Classroom Addition: - Construction is complete and was on schedule and approximately 3% under budget.

C. Rio Vista Elementary Classroom and Administration Addition: - Construction is 80% complete. New Classroom Building is in the finishes stages. Drywall is complete. Painting and interior finishes are in process. The final phase of the Rio Vista project, the renovation of intervention rooms in the west wing will begin as soon as the new classroom building is complete and occupied. The Rio Vista project is on schedule and on budget.

D. Cross Addition / Remodel: - Construction is 5% complete. The demolition of the 500 wing is complete and interior MP #E rough-ins has started. The building pad for the new weight room is complete. Excavation and footing installation is in-process. The Cross project is on schedule and on budget.

E. Harelson Addition / Remodel: - Construction is 5% complete. Excavation and footing installation is in process for both the music room addition on the fun house as well as for the new classroom building.

F. Wetmore Professional Development Building: - Programming of this project continues with the architect of record and the CM@R contractor. Plans are currently in the Schematic Design Phase.

Mrs. Cozad expressed appreciation to the projects' management resulting in on-time and on-budget status. Dr. Barrabee noted the appreciation by staff and students to the community for their support, which provides improvements in functionality and pride in the schools. Mr. Nelson noted that with so many parents in attendance, he wanted to reiterate the collective thankfulness to the community for the passage of the 2007 Bond issue; support that will ensure improvements at every school.

B. Recognition of Certificate of Achievement for Excellence in Financial Reporting

Board book information: *Amphitheater has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment for the district.*

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motive potential user and user groups to read the CAFR.

Mr. Nelson noted that the District has been awarded the Certificate of Excellence for Financial Reporting by the Government Finance Officers Association; this is evidence of a very high standard, and the District has been honored by having this award bestowed a number of years in succession. Mr. Nelson expressed appreciation to Mr. Little for his leadership in the Finance Department.

Mr. Little was asked to present the plaque that accompanied the notification letter to the Governing Board.

C. Recognition of National Merit Scholarship Semi-Finalists

Board Book information: *We are proud of the nine Amphitheater Public School District students who were recently named as National Merit Scholarship Semi-Finalists.*

Students qualify to become semifinalists based on their scores on the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/SMSQT). Nationwide this group of approximately 16,000 semifinalists represent less than one percent of all U.S. high school seniors.

These very bright and talented young students have a chance to compete for thousands of dollars in scholarship money for college.

To become a finalist, the students and their schools must submit a detailed scholarship application providing information about their academic achievements, community projects, leadership experience, employment, and honors they have received.

Mr. Mike Bejarano, Executive Director Secondary Education, was invited to provide an overview of the National Merit Scholarship program. He invited the principals from the three high schools to introduce their students being recognized for achieving semi-finalist placement in the National Merit competition, as follows:

- Mr. Jon Lansa, Principal at Amphitheater High School introduced: Thomas Budinger;
- Mr. Paul DeWeerd, Principal at Canyon del Oro High introduced: Evan Cramb, Rebecca Gosla, Abigail O'Conner, and Jacob Stockton; and,
- Mr. Mike Szolowicz, Principal at Ironwood Ridge High School introduced: Julia Finfrock, Leo Hamerlynck, Scott Mahan (unable to attend), and Haley Petersen.

The Board congratulated the students and presented them each with a Certificate of Commendation

D. Recognition of Distinguished Service Awards

Board Book information: *The Distinguished Service Award was established to recognize employees' initiative, collaboration, loyalty, and contribution to the Amphitheater Public School District. Employees are recognized on a monthly basis during the school year. All Amphitheater employees are eligible to be nominated by their colleagues for this recognition.*

Mr. Bejarano, Executive Director of Secondary Education, was invited to introduce each of the recipients being recognized for November. He provided a review of the accomplishments and comments made about each of the honorees as submitted by the person nominating them for recognition, as follows: Ms. Debbie Melde, Math Teacher at Amphitheater Middle School and Ms. Debbie Stillson, Administrative Assistant at Ironwood Ridge High School.

On behalf of the Board, Mrs. Cozad expressed gratitude to Ms. Melde and Ms. Stillson for exemplifying the Distinguished Service Award principles; each was presented with a Certificate of Commendation

F. Recognition of the Canyon del Oro High School Early Childhood Center Program

Board Book information: *Research shows that children with access to high-quality early learning programs are better prepared for kindergarten, do better in school, and are more likely to graduate from high school and go on to college.*

We are very excited that our Early Childhood Center at Canyon del Oro High School has earned a 5 Star rating under the Quality First Program through the First Things First state initiative. It is one of only five pre-school programs in the state that has achieved this highest quality rating.

The assessment involved a very thorough multi-year process that covered everything from the classroom and playground environment, to instructional strategies and children's portfolios.

It is our pleasure tonight to recognize the CDO Early Childhood Center for its accomplishments in getting young students ready for school.

Ms. Mindy Blake, Director of Community Relations was invited to provide an overview of the program. She described the accomplishments in student readiness by the CDO Early Childhood Center program for which they were recognized. Ms. Blake introduced the Center's director, Ms. Jennifer Atteberry-Pierpont. Ms. Pierpont noted that the CDO Early Childhood Center is the only CTE program in the State of Arizona that has been awarded the Five-Star rating and, only one of the 2 preschools throughout Tucson. She introduced the following teachers and staff from the Center: Mikaela Privitera, preschool teacher; Janessa Aleff, teaching assistant, and Ms. Marianne LaFrenierre, teaching aide (unable to be in attendance). Ms. Pierpont noted with pride that all four of the Center's staff members are District graduates.

The Governing Board expressed appreciation to Ms. Pierpont-Atteberry and staff, and presented her with a Certificate of Commendation on behalf of the Center in honor of its success.

G. Recognition of the District Parent/Teacher Organizations

Board Book information: *Each one of our Amphitheater school sites has a working Parent – Teacher Organization, or PTO as they are often called. We have other sites with different distinctions (the Nighthawk Parent Organization at IRHS, for example), but the overall goals of the organizations remain the same.*

Our Parent/Teacher organizations play a vital role in supporting our schools and students. Parent/ Teacher groups provide funding, volunteer time, support and assistance in both the classroom and the school, and are effective communication support organizations.

We value and respect the work they do to enhance learning opportunities in our schools.

We would like to take this opportunity to recognize our Parent Teacher Organizations and thank them for their efforts on behalf of our students and staff.

Ms. Mindy Blake, Director of Community Relations described the invaluable contributions made by the Parent/Teacher organizations at each of the schools. She invited those representatives in attendance to stand and introduce themselves, and to also identify which school they represent.

On behalf of the Governing Board, Mrs. Zibrat expressed appreciation to each of the schools' parent/teacher organizations and their volunteers for their efforts in support of their schools. Mr. Nelson also noted that many of these parents have served multiple schools as their children progress through the various levels of education. The District – its Board, its Administration, its Staff, and its Students are very thankful for their continued and dedicated efforts.

2. CONSENT AGENDA

Mrs. Zibrat asked if there were Board member requests to have any items addressed separately; there were none. A motion was made by Mrs. Cozad to approve consent agenda items A-N. The motion was seconded by Mrs. Grant and it passed unanimously, 5-0. Appointment of personnel is effective, provided all district, state, and federal requirements are met.

A. Approval of Minutes

The Minutes of the October 22, 2013 Special Governing Board meeting were approved, as submitted.

B. Addendum to Approval of Appointment(s) of Personnel

Certified and classified personnel were appointed, as listed in Exhibit 1.

C. Approval of Personnel Changes

Certified and classified personnel were appointed, as listed in Exhibit 2.

D. Approval of Leave(s) of Absence

Leave of Absence requests were approved for certified and classified personnel, as listed in Exhibit 3.

E. Approval of Separation(s) and Termination(s)

Certified and classified personnel separations were approved, as listed in Exhibit 4.

F. Approval of Vouchers Totaling and Not Exceeding Approximately \$ 2,833,482.11 (Final Total)

The Governing Board approved the following vouchers for goods and services as presented and payments authorized:

Vo. 745	\$ 948,867.91	Vo. 746	\$ 115,243.96	Vo. 747	\$ 456,182.49
Vo. 748	\$ 214,805.85	Vo. 749	\$ 106,963.93	Vo. 750	\$ 389,848.23
Vo. 751	\$ 127,565.62	Vo. 752	\$ 386,989.76	Vo. 753	\$ 87,014.36

G. Acceptance of Gifts

Donations were accepted by the Governing Board, as listed in Exhibit 5.

H. Receipt of Monthly Status Report for the Fiscal Year 2012-2013

A summary of comparative totals as of October 2013 is as follows:

Budget Capacity \$ 84,972,883.00 Expenditures & Encumbrances \$ 84,972,883.00

Totals' Comparisons:

Expenditures as of 10/31/12\$ 22,778,916.29 M & O Budget Capacity for 2012-13..... \$81,843,474.00

Expenditures as of 10/31/13\$ 24,256,020.99 M & O Budget Capacity for 2013-14..... \$84,972,883.00

Bond Balance Outstanding: \$75,135,000.00

Tax Rates: Primary – 4.3876; Secondary – 1.5850

I. Receipt of September 2013 Report on School Auxiliary and Club Balances

Board book information: *Arizona Revised Statutes §§15-1121 and 15-1125 provide for the operation of Student Activity and Auxiliary Operations funds respectively. The Uniform System of Financial Records for Arizona School Districts (USFR) outlines procedures to be followed by school districts in the disbursements of monies from either of these funds. One requirement for the operational compliance is to provide a report to the Governing Board summarizing the transactions for the month.*

The Governing Board approved the Monthly Report on School Auxiliary and Club Balances for month-end September 2013, as submitted. (Exhibit 6, pp. 1-8)

J. Approval of Parent Support Organization(s) for 2013-2014

The Governing Board approved the following Parent Support Organization(s) pursuant to District Policy KBE-R from the *Nash Parent Teacher Organization*.

K. Approval of Out of State Travel

Out of state travel was approved for staff and students (source of funding indicated) from: Ironwood Ridge High School to take 9 students from the Dance Team to Orlando, Florida, January 30-February 3, 2014 (booster club funds); Amphitheater Middle School to take 40 students from the Project Catalina Club to Catalina Island, California, March 4-7, 2014 (tax credits and auxiliary funds); from Coronado K-8 School to take 40 students from the Advanced Band and Advanced Choir to Anaheim, California, May 1-4, 2014 (tax credits, auxiliary funds, and student activity funds); travel was previously approved at the September 24, 2013 Board meeting for teachers from Ironwood Ridge High School to take 17 students from Yearbook/Newspaper to Boston, Massachusetts, November 13-17, 2013. The Board approved increased costs and changes to the list of

chaperones; and, travel was previously approved at the October 8, 2013 Board meeting for teachers and staff from Coronado K-8 School to take 45 students from the 8th grade to Catalina Island, California, February 6-9, 2014. The Board approved an increase of students to 71, increased costs, and changes to the list of chaperones.

Out of state travel was approved for staff (source of funding indicated) from: from Prince Elementary School to attend the No Excuses University Conference in San Diego, California, January 13-14, 2014 (federal funds designated for staff development); and, from District Offices to attend the Learning Forward 2013 Annual Conference in Dallas, Texas, December 6-11, 2013 (federal funds designated for staff development); from the Governing Board to attend the 74th Annual National School Boards Association (NSBA) Conference in New Orleans, Louisiana, April 3-8, 2014 (M & O designated for staff development); and, District Offices to attend the 74th Annual National School Boards Association (NSBA) Conference in New Orleans, Louisiana, April 3-8, 2014 (federal funds designated for staff development).

L. Approval of Grant(s)

The Governing Board approved the Arizona Commission on the Arts (ACA) Honorarium grant in the amount of \$2,000.00 on behalf of Amphitheater High School. The funding will be used towards the cost of the school's Artist Honorarium program.

M. Approval of Supplemental Texts

The Governing Board approved the list of Supplemental Texts, as submitted (Exhibit 7).

N. Approval of Disposal of Surplus Property

The Governing Board approved the disposal of surplus (technology) property list through *Vintage Tech L.L.C.* the District's contracted recycler, as submitted. [<https://v3.boardbook.org/Public/PublicItemDownload.aspx?ik=34546304>]

Note: Mrs. Zibrat called a brief recess at 7:35 PM and called the meeting back into open session at 7:44 PM.

4. ACTION

A. Approval of the Revisions to Governing Board Policies CM (School District Annual Report); DJE (Bidding/Purchasing Procedures); EBAA (Reporting of Hazards/Warning Systems); EBB (Accident Reports); EBC (Emergencies); GBI (Staff Participation and Credentialing requirements); IHB-R (Special Instructional Programs); and IMG (Animals in Schools)

Mr. Nelson introduced the item stating that Mr. Jaeger reviewed the proposed policy changes at the October 8th Board Meeting and that he has already responded to some Board member inquiries. He asked if there were no further inquiries at this time, the Board is being asked to approve the revisions being proposed. There were no questions from the Board. Dr. Barrabee stated that he is not in full agreement.

A motion was made by Ms. Day to approve the revisions, as submitted (4.A.) for Policies CM, DJE, EBAA, EBBB, EBC, GBI, GCFC, IHB-R (Regulation), and IMG as studied at the October 8, 2013 Governing Board. Mrs. Grant seconded the motion, and it passed unanimously, 5-0.

5. STUDY

A. Study of Proposed Revisions to Governing Board Policies GBED (Smoking By Staff Members); JICG (Tobacco Use by Students); JLCD (Medicines/Administering Medicines to Students); JLF (Reporting Child Abuse/Child Protection); KFAA (Smoking on School Premises at Public Functions); and KHA (Public Solicitations in Schools)

Board Book information: *The periodic revision of state and federal law often necessitates the corresponding revision of Governing Board policies. This item is presented to permit the Board to review several proposed revisions to the following Policies:*

Policy JLCD and JLCD-R — Medicines/Administering Medicines to Students. SB1421 (Laws 2013, Chapter 243) requires school districts and charter schools to stock two juvenile doses and two adult doses of auto-injectable epinephrine at each school if the Legislature appropriates sufficient funding and establishes policies, procedures and training requirements for auto-injectable epinephrine in schools. The training requirements also are optional in years where the Legislature has not appropriated sufficient funds for the doses of epinephrine required by law. The new law also provides that a school district or charter school employee, who is properly trained to administer or assist in administering auto-injectable epinephrine, to administer such medicine to a student or adult whom the employee believes in good faith is showing signs of anaphylactic shock while at school or a school-sponsored activity.

In addition, HB2042 (Laws 2013, Chapter 83) requires, if a school district or charter school governing board has adopted policies and procedures relating to diabetes management, the policies and procedures must include a requirement that any medication administration services specified in the child's diabetes medical management plan must be provided. Nurses are added to the health professionals that can train voluntary diabetes care assistants. Other provisions include:

- Voluntary diabetes care assistants are allowed to administer insulin in addition, to glucagon, assist the pupil with self-administration of insulin in an emergency situation or perform any combination of these actions under certain conditions.
- Voluntary diabetes care assistants are authorized to either administer glucagon or insulin the parent or guardian must provide the glucagon or insulin along with all equipment and supplies necessary for insulin administration.
- Training by specified licensed health care professionals related to diabetes management must include the symptoms and treatment of hyperglycemia and techniques for determining the proper dose of insulin in a specific situation.

Policy JLF and Regulation JLF-R — Reporting Child Abuse/Child Protection. Statute requires a mandatory reporter who reasonably believes a minor is or has been the victim of certain instances of child abuse, such as a reportable offence, to immediately report or cause reports of the information to be made to a peace officer or to Child Protective Services. An individual who does not have care, custody or control of the minor is required to report the information to a peace officer. This has resulted in reporting of all incidents in which a student shows signs of an injury – even if that injury was created by student to student contact of either an intentional or unintentional nature. SB1291 (Laws 2013, Chapter 182) creates an exception to the law that is useful to schools. A.R.S. 13-3620(B) was revised to exempt certain incidents with minors on the playground from duty to report abuse requirements. Under the revised law and JLF, a mandatory reporter is not required to report or cause reports to be made if all of the following apply:

- The minor is of elementary school age;
- The physical injury occurs in the course of typical playground activity during a school day on the premises of the school that the minor attends;
- The physical injury is reported to the legal guardian of the minor; and
- The school maintains a written record of the incident.

Policy KHA - Public Solicitations in Schools. A prohibition on sending text messages for solicitation purposes was added to A.R.S. 13-2919.

Policy GBED - Smoking By Staff Members; Policy JICG - Tobacco Use By Students; Policy KFAA - Smoking On School Premises At Public Functions. These policies are adjusted because of concerns that vaporizing tobacco devices or “e-cigarettes” are not covered under existing policies and law.

Mr. Nelson noted that minor policy changes are proposed as necessitated by legislative changes.

Mr. Jaeger was invited to provide a brief overview of the proposed changes to the policies, as stated. He highlighted the information provided in the Board Book materials regarding these changes: (and applicable regulations and exhibits) CM, DJE, EBAA, and EBBB. The bulk of these recommendations were driven by changes to state law. He noted that two of the proposed policy changes deal with the recent, increased popularity and use of e-cigarettes (vaporizing tobacco devices / electronic cigarette). Action at this time is being initiated in anticipation of possible larger issues in the future related to staff and student misconceptions; these devices should now be included in policy as prohibited in the same manner as “real” cigarettes/nicotine products. He noted a similar need for proposed policy changes addressing the administering and stocking of injectable insulin and “epi-pen” medicines on campuses for students and staff. Regarding Policy JLF revisions – these changes will update language dealing with the mandatory reporting of crimes against children; staff members are now allowed to file reports electronically – although the state has not yet completed the necessary system enhancements to pathways in support of those operations. He noted that updated verbiage also includes allowable exceptions when injuries are sustained by another student or resulting from unintentional actions or of an accidental nature. The final item prohibits the District’s use of recorded messaging systems to solicit the purchase of goods or services (i.e. fundraising through an automated call system – this is only allowable when prior permission to do so is in place).

Mr. Jaeger recommends the Board study these items and invites the Board to contact him with inquiries. Administration will return for further consideration and Board approval at the next regular Board meeting.

Dr. Barrabee sought clarification about parent notifications. Mr. Jaeger confirmed that parents are notified any time a student is injured, regardless if it is due to an accident.

BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

There were no Board Member requests. Mrs. Cozad requested an update via Friday Memo regarding the Carnegie Math textbooks issue.

PUBLIC COMMENT¹

There were no public comments.

ADJOURNMENT

Ms. Day moved to adjourn the meeting. Dr. Barrabee seconded the motion and it passed unanimously, 5-0. Mrs. Zibrat declared the meeting adjourned at 7:55 PM.

Respectfully submitted,
Margaret Harris

Mrs. Susan Zibrat, President

Date

Approved: TBA