

## **Regular Meeting – March 18, 2019**

Unapproved

The Charles City Board of Education met in regular session on Monday, March 18, 2019 in the 7<sup>th</sup> grade learning studio, Charles City Middle School (MS). President Macomber called the meeting to order at 6:15 p.m. Present: Board members Walker, Dight, Freund, and Mack and Student Director Tilton. Absent: none. Staff members present included Superintendent Fisher and Board Secretary O'Brien. Also present were 32 visitors and staff.

The Mission/Vision statement was read by Director Dight.

(Walker/Dight) to approve the agenda as amended. Items 13, Internal Technology Connection Project was tabled until the March 25<sup>th</sup> meeting. The Communications Committee would like to discuss the options prior to the Board decision. Motion carried 5-0.

There was no public comment.

Superintendent Fisher reported District progress on the three Board/Superintendent goals: professional learning, culture & climate and facility projects.

- During spring break there were several professional learning opportunities in Chicago and Peru. Students competed in the state solo speech competition.
- The District has reached tentative agreements with both Associations. They were able to reach an agreement in one short meeting each. There was a lot of work done upfront.
- Thanks to maintenance staff for their work removing snow. The District is getting closer to an agreement with the developer of the North Grand Building.

President Macomber sent a huge thank you to all those involved in negotiations.

There were no committee reports.

Stena Schmitt and Susan Leeper, Home School Assistance Program (HSAP) teachers, presented information on their program. There are 16 families consisting of 37 students enrolled in the program, including 4 open enrollment students from other districts. Many of the students also dual enrollment in regular programs either in classes or activities. They are forming a parent advisor group. Two families, Trisha Thompson and daughter Sophie, and Jeremy Parrott and son Sabastian shared their thoughts and experiences in the HSAP.

Dana Sullivan and Brian Bohlen, members of the Athletic Complex Committee, presented information regarding two locations being considered for the Athletic Complex, the Shadow Ave property north of the city limits and a new location being considered at the High School (HS) complex. The Shadow Ave location budget of \$1.5 million includes the baseball and softball fields, gravel parking and walkways and fences and did not include the cost of dugouts, restroom/concessions, and paved parking. The HS location budget \$1.7 million includes all that is included in the Shadow location plus dugouts, restroom/concession, and paved parking. Neither budgets include lighting, press boxes and batting cages.

The Shadow location was described as an “unfinished product” and would take 3 to 5 years to complete but could be an amazing location and good for growth. A finished product budget is estimated at 3 million dollars.

The HS location budget is a finished product, and could be completed in 2020. Some of the cons to the HS location include removal and reconstruction of part of Comet Drive, and the baseball left-field distance would be limited.

Some of the grants already written for the Shadow location have been turned down since they see the project as unachievable because of budget limitations. We may have a better chance at grant approval if either we had a lower budget or more donations collected or pledged on the project.

Public comments were received from

- Nancy Simerson – she has not donated because it is not a completed project,
- Tyler Downing – families deserve credit for hard work at sportsman’s park,
- Angie Reams – likes the Shadow location because it can be done right. She doesn’t want to wait years for completion, however,
- Cole Reams – what happens to the football practice field since the HS location would use part of this area?
- Jeremy Heyer – the District can’t afford the finished Shadow location and feels many could get behind the HS location,
- Kim Scott – likes the shadow location and one a complex campus.

There was much discussion. Superintendent Fisher explained that lighting maybe achievable through a low interest loan through Musco and the community/business may donate some of materials and labor but we need to plan for the worst but hope for the best.

To address the practice field question, we may be able to use space off to the side of the current practice field and/or look at opportunities for additional land from adjoining city property. The college grounds may also be an alternative.

Director Dight suggested more discussion is needed by the Building and Grounds committee and thanked everyone for all the hard work.

Director Walker polled the audience and most would favor the Shadow location if funding were in place and could be done in 3 years. He does not like the idea of moving comet drive and removing trees and green space around the HS.

Committee member Sullivan stated some grant applications are due 3/31/19 and estimated we would have a better chance of getting grant approval if we had 50% of the funding collected or pledged. Committee member Bohlen stated there has been 18 months of work on the grants so we don’t want to take too long for a decision. Both would like a finished project/complex and not one completed in phases.

President Macomber stated we must break ground this year and we need an extra meeting/work session before the next regular meeting on Monday 3/25/19 to discuss. A work session sometime this week beginning at 6:30 a.m. was discussed.

(Dight/Mack) to approve the out of state training for Robert Pittman to attend Indoor Rock Climbing certification class in North Carolina in May 2019 as recommended. The class is needed to obtain certification from the American Mountain Guide Association as an Indoor Rock Climbing Instructor. This would be highly preferred by our insurance company. It would ensure that our rock climbing wall would meet national standards on safety, training, and up keep. The class is from May 15-17 at Camp Blue Star, North Carolina. The approximate cost of \$1,150 and would be paid from the HS budget. Motion carried 5-0.

(Mack/Dight) to approve the Battelle for Kids master development and service agreement and statement of work for \$32,000 as recommended. The Portrait of a Graduate program offered by Battelle for Kids, a nonprofit consultation group for children, will allow for improved vision and strategic planning for the District. Motion carried 5-0.

(Walker/Mack) to approve the acceptance of the vacated right-of-way property from the City of Charles City to cure the North Grand Building (NGB) title issues as recommended. In preparation of selling the NGB, the District had a title opinion prepared for the property. The opinion discovered a discrepancy regarding properties that had previously been City owned right-of-way which is now part of the School's site. In order to cure this defect, the City has agreed to vacate and convey the property to the District. The transfer of property to the District from the City of Charles City would settle these title issues. Motion carried 5-0.

(Freund/Mack) to direct the Superintendent to have discussions and make a request with the City of Charles City for conveyance, purchase, lease, or partnership of property next to the HS Practice field for possible future expansion as recommended. Located adjacent to the HS there is a section of property currently owned by the City that is not being used and because of its location it is unlikely that the City would have a future use. The District, because of its location next to the HS practice field, may at some time in the future have a use for it. Motion carried 5-0.

(Walker/Dight) to approve internet services from the Iowa Communications Network for a 1 GB connection at \$1,440 per month as recommended. A Request for Proposal (RFP) was published according to Universal Service Administrative Company guidelines. The approved contract for Internet Services will be submitted for e-rate funding, which could mean up to an 80% discount if approved. The total cost of the services after discounts are applied would be \$288 per month plus a one-time \$40 installation charge. Motion carried 5-0.

(Mack/Walker) to approve the quote from Apple Computers for \$181,335 for 165 staff laptops as recommended. The District budgeted for staff device replacement during the 2018-19 school year. Our current staff devices were purchased in July 2014 and are no longer withstanding the school day on battery life and are starting to not meet the technical specifications that we are seeing with newer software requirements. With the ease of management and efficiencies in providing software and support on the mac platform, the district would like to replace staff devices with the 13" MacBook Pro device. Apple is the only vendor that is allowed to sell the MacBook device to the education market, so there was no competitive bid. Each device cost \$1,099. This purchase will be funded thru a combination of PPEL and general funds. The existing computers may be relocated to the Home School Assistance Program, Carrie Lane, special education classrooms, English language learner classrooms, or the general classroom carts available in each building that contain MacBook devices that are 8 years in age or older. Any remaining devices will be recycled. Motion carried 5-0.

(Freund/Walker) to approve the memorandum of understanding with Big Brother Big Sister (BBBS) as recommended. BBBS requested an office in the District to house their program after their current space at the court house was no longer available. They will pay \$300 per year (\$25 per month) for rent, utilities and internet services. Motion carried 5-0.

Superintendent Fisher presented and explained a draft of the 2019-20 school calendar. There was a large group of individuals that put in many hours of work developing this calendar and a similar calendar for 2020-21. The Board reviewed the 2019-20 school calendar. There are three snow days built in with an additional three snow days that can be forgiven. The starting date is on Friday, August 23, 2019. There was much discussion.

(Walker/Freund) to set the public hearing concerning the 2019-20 school calendar for Monday, April 8, 2019 at 6:15 PM in the Middle School 7th grade learning studio. Motion carried 5-0.

Terri O'Brien, Finance Director, proposed a draft of the 2019-20 certified budget which included no changes to the property tax or the income surtax rates. It includes funding for all modified supplemental amounts approved throughout the year for the special education deficit, increased enrollment, excess limited English proficiency (LEP) costs and the drop-out prevention program. It also includes a .33 cent board approved PPEL levy, management fund levy of \$450,000 and cash reserve levy of \$107,000. As there were not changes requested this draft will be considered when the Board sets the public hearing on the certified budget at the next regular meeting.

(Walker/Dight) to accept the February 2019 financial reports as presented. Motion carried 5-0.

(Dight/Freund) to approve the consent agenda items as presented.

- Approval of the minutes of the regular meetings held on February 4, 2019 and February 25, 2019.
- Approval of the monthly bills for March 2019.
- Approval of the following resignations:

Name	Position	Date Effective
Mark Sindlinger	10 <sup>th</sup> grade football coach	3/18/19
Jessica Menchak	Teacher of the deaf & hard of hearing	6/30/19
Sasha Mottinger	Instructional Assistant	3/3/19

- Approval of the following appointment contingent upon completion of positive background checks. Also appointments are contingent upon successfully completing the pre-employment/post-offer functional capacity physical assessment if required.

Name	Position	Amount	Start Date
Rick Gabel	10 <sup>th</sup> grade baseball coach	\$4,076	3/18/19
Joseph Taylor	MS Principal	\$104,000 plus moving expenses up to \$2,000	7/1/19

- Approval of the classified employee transfers for:

Employee	Previous Position	New Position
Keisha Cunnings	Part time educational secretary	Full time administrative support

- Approval of a fundraiser for the purchase of auditorium microphones.
- Motion carried 5-0.

Vendor Name	Invoice Detail Description	Amount
<b>Operating Fund:</b>		
Access Systems	Copier Maint/HS 3/6/19-4/5/19	\$ 400.00
Aces	Safety Net Backup/Tech Dept	\$ 501.00
Advanced Systems, Inc.	Copier Maint/CO 2/26/19-1/27/19	\$ 155.40
Ahlers & Cooney, P.C.	Legal Services	\$ 1,265.00
Amazon	What Great Teachers Books/Voves	\$ 6,931.31
American Mountain Guides Association	Rock Climbing Instructor Reg/HS/Pittman	\$ 80.00
American Solutions For Business	Pens/J DeVore	\$ 237.82
Arnold Motor Supply, LLP	Parts/Gold Truck/B & G	\$ 37.31
Atlantic Cocoa-Cola	Drinks/HS Smart Lunch	\$ 430.09
Avalon Center	Integrated Mental Health/February	\$ 820.00
Avangate Inc	Software Recovery Program/Tech Dept	\$ 107.21
Basketball Products	Switch/B & G	\$ 95.45
BLDD Architects	HS Design	\$ 14,553.86
Breitbach Chiropractic	Physical/P Barrett	\$ 140.00
Carolina Biological	Inst Supp/HS/Spurgin	\$ 236.90
Carquest Auto Parts Of CC	Miscellaneous/Bus Barn	\$ 463.63
Cavalier Coaches Inc	1/2 Charter Bus/Boys Basketball	\$ 372.50
Cedar Falls Community Schools	River Hills Tuition	\$ 25,408.80
Cedar Rapids Community Schools	Tanager Tuition/MS Student	\$ 2,591.40
Cedar Valley Produce Auction	Plants/HS/Johnson	\$ 510.90
Central Preschool	Voluntary 3 & 4 Yr Old Program/February	\$ 4,579.70
Century Link	Long Distance	\$ 178.40
Century Link	Phone	\$ 2,835.64
Charles City Foster	Fostergrandparents Meals	\$ 72.00
Charles City Press	Regular Session	\$ 248.76
Charles City Schools	Start Up Cash/Elem Carnival	\$ 1,120.00
Choice Supply	Inst Supp/Wash	\$ 182.64
City Laundering Co.	Towels/Bus Barn	\$ 68.21
City Of Charles City	Water	\$ 3,025.23
Copper, Yvonne	Father Memorial	\$ 30.00

Danmar Products	Helmet/HS/Sp Ed	\$ 169.10
Datio	Datio/Comet Cafe	\$ 98.00
Deboest Concrete Corp	Snow Removal/B & G	\$ 1,387.50
Decker Sporting Goods	Onsies/J DeVore	\$ 390.00
Dept Of Inspections And Appeals	License/Comet Cafe	\$ 150.00
DeVore, Marcia	Reimb Bulletin Board Fabric	\$ 32.10
FM Controls, Inc	RC Studio/B & G	\$ 930.00
Follett School Solutions	Books/Wash Library	\$ 2,046.38
Fox Mountain Guides Head Office	Rock Climbing Instructor Class/R Pittman	\$ 350.00
Gage Plumbing & Heating, Mick	Miscellaneous/B & G	\$ 267.84
Gallagher-Bluedorn Performing Arts	Tickets/Homeschool	\$ 15.00
Gaston, Sam	Reimb Supplies	\$ 9.94
Gopher	Playground Supplies/Linc	\$ 239.85
Grainger	Emergency Light/B & G	\$ 38.24
Harskamp, Tom	Reimb Meals/MS Principal Interviews	\$ 154.62
Hawkeye Stages	Charter Bus/HS/Jostens Renaissance Conf	\$ 500.00
Heartland Paper Co	Cleaning Supplies/B & G	\$ 1,347.31
Home Depot	Mobile Workbench/HS/Lundberg	\$ 998.00
Hy Vee	Miscellaneous Supplies	\$ 1,237.08
IA Division Of Criminal	Background Check Deposit Investigation	\$ 708.00
IAAE	Spring Conf/Caffrey/Sickman/Dean	\$ 525.00
IKEA	(20) Swivel Chairs/Wash/Thomson	\$ 1,682.79
Iowa Department Of Human Services	Feb 19 Non Federal Share Of Medicaid	\$ 61,459.45
Iowa High Schl Music Asn	Reg/Orchestra Solo & Ensemble	\$ 1,692.00
John Deere Financial	Micellaneous Supplies	\$ 297.60
Jump2Math	International Trans/Fee/Wash/Mathews	\$ 750.44
Keystone Laboratories Inc	Wash Water Test	\$ 12.50
Kwik Trip	Gasahol/Deisel	\$ 4,753.88
L & J Welding	Inst Supp/HS/Spurgin	\$ 371.65

Learning Supply	Inst Supp/Wash	\$ 39.10
Lessin Supply Company	Miscellaneous/B & G	\$ 144.44
Ludemann, Cara	Father Memorial	\$ 30.00
Lundberg, Jim	Reimb Supplies	\$ 243.17
Marco, Inc	Copier Maintenance	\$ 1,400.31
Mead, Cady	Reimb Meal/Central Campus Tour	\$ 8.35
Mediacom	Internet/Alt HS 2/17/19-3/16/19	\$ 129.95
Mid American Energy Company	Electric/Gas	\$ 18,555.73
Midwest Bus Parts, Inc	Parts/Bus Barn	\$ 384.25
Mohawk	Motor Repair/B & G	\$ 176.78
Molstead Motors Inc, Mike	Parts/White F150/B & G	\$ 332.68
Nashua-Plainfield Schools	Tuition/Level 2	\$ 18,093.10
New Holland Credit	Parts/Skidloader/B & G	\$ 74.00
Nolt's Midwest Produce Supplies	Inst Supp/HS/Johnson	\$ 298.41
Northland Products Company	Empty Used Oil/Bus Barn	\$ 50.00
O'Reilly Auto Parts	Parts/B & G/Bus Barn	\$ 446.18
One Source The Background Check	(12) Background Checks Company	\$ 111.00
Paper Corporation	Paper/MS	\$ 5,859.38
Parts Town, LLC	Brush Attachment/B & G	\$ 109.69
Paxton-Patterson	Milling Machine/Iron Worker/HS/J Lundberg	\$ 23,005.00
Pepper Of Minneapolis	Inst Supp/MS/Rhine	\$ 218.99
Perma Bound	Books/Linc Library	\$ 233.56
Perry Novak Electric	Fireray Beam Detector/B & G	\$ 648.00
Pitney Bowes	Postage For Meter Machine	\$ 2,395.14
Pollard	Pest Control	\$ 175.00
Powerschool Group, LLC	Maintenance & Support/Tech Dept	\$ 2,605.42
Really Good Stuff	Inst Supp/Wash/Ott	\$ 489.23
Reinhart Foodservice, LLC	Supplies/Daily Grind	\$ 166.70
Roffman Band Service	Sax Repair/HS/Gassman	\$ 172.50
Roth, Libby	Reimb Fuel (9.096 Gallons)	\$ 20.00
RRMR School District	Tuition/Level 1	\$ 5,220.00
SAI	Membership/Jurens/Harskamp	\$ 657.00
Scholastic Teacher Store	Inst Supp/Linc	\$ 130.58
School Bus Sales Company	Parts/Barn	\$ 160.99

School Fix	Stool Cap/B & G	\$ 53.37
School Health	Supplies/Nurse	\$ 87.41
Schoolpay	School Pay Service Fee	\$ 98.50
Schueth Ace Hardware	Misc/Window Blinds/B & G Discr \$	\$ 2,016.39
Screen Prints To Go	Polos/Student Ambassadors/J DeVore	\$ 155.76
SDE	Iowa Leadership Conf/IC/Sorenson/Draus/Boyer	\$ 1,257.00
Shannon, Kara	Reimb Supplies/Winter Wonderland	\$ 85.10
Sherwin-Williams Company	Inst Supp/HS/Lundberg	\$ 51.81
Shop Vac Store	Inst Supp/HS/Lundberg	\$ 54.33
Staples Advantage	Supplies/MS	\$ 308.36
Superior Lumber Inc	Miscellaneous Supplies	\$ 909.53
Taher	Vending Machine Supplies/HS Smart Lunch	\$ 1,098.09
Timberline Billing Service LLC	Medicaid Billing Services	\$ 5,515.21
Turning Leaf Counseling	Intergrated Mental Health/February	\$ 1,640.00
TurnItIn	Plagiarism Software/HS	\$ 2,103.50
Uline	Safety Glasses/HS/J Lundberg	\$ 436.31
University Of Northern Iowa	Tuition/A Gomez	\$ 253.00
US Cellular	Cell Phones	\$ 811.90
USIC Locating Services, LLC	Iowa Locating/Tech Dept	\$ 225.11
Voves, David	Reimb Meals/M4 Math Conf	\$ 23.70
Walmart.Com	Supplies/Nurse	\$ 53.02
Waverly-Shell Rock Community Schools	Tuition/Level 3	\$ 17,417.80
Webster City Comm School District	Tuition/Level 2	\$ 2,920.26
Wood River Energy LLC	Gas	\$ 19,919.21
Wright Express	CO Unleaded	\$ 71.78
Wristband Resources	Inst Supp/HS/A Johnson	\$ 53.00
<b>Student Activity Fund:</b>		
Amazon	Supplies/Sports Complex Banquet	\$ 2,127.17
Becker, Greg	Wrestling Official	\$ 218.15
Bethke, Matt	Girls Basketball Official	\$ 95.00
Bowlerx.Com	Revivor Ball Oven/Bowling	\$ 1,745.85
Cavalier Coaches Inc	1/2 Charter Bus/Boys Basketball	\$ 372.50



Cicetti, Dave	Boys Basketball Official	\$ 95.00
Clark, Kyle	Girls Basketball Official	\$ 95.00
Crozier, Mike	Boys Basketball Official	\$ 109.42
DB Call Center Berlin	Train Tickets/GAAP	\$ 2,321.13
Decker Sporting Goods	Supplies/Wrestling	\$ 850.40
Decorah High School	Entry Fee/Girls Basketball	\$ 160.00
Dehrkoop, Mike	Girls Basketball Official	\$ 95.00
Dike-New Hartford HS	Entry Fee/Volleyball	\$ 80.00
Eckerman, Eric	Wrestling Official	\$ 209.90
Ed Thomas Family Foundation	Leadership Academy/HS/Caffrey	\$ 140.00
Espencheid, Thad	Boys Basketball Official	\$ 95.00
Gielau, Al	Girls Basketball Official	\$ 70.00
Group Travel Planners	Hamilton Trip/Final Installment/Hs/Band	\$ 5,834.10
Hawkeye Stages	Charter Bus/Hs/Jostens Renaissance Conf	\$ 1,113.00
Hilton Hotels	Lodging/State Wrestling	\$ 1,230.12
Hy Vee	Supplies/Drama/Conklin	\$ 69.41
Ingels, Chad	Girls Basketball Official	\$ 95.00
Iowa Girls HS Athletic Union	Girls Regional Basketball	\$ 5,376.00
Iowa High Schl Athletics	Boys District Basketball	\$ 3,804.00
Iowa Sports Supply	Starting Blocks/Boys Track	\$ 514.80
John Deere Financial	Miscellaneous Supplies	\$ 272.62
Kalvig, Mike	Girls Basketball Official	\$ 95.00
Kwik Trip	Cconcessions	\$ 3.59
Lundberg, Jim	Reimb Supplies	\$ 21.53
Mill, Inc-Colwell, The	Pig Feed/FFA	\$ 355.00
Muenchen-Park	International Trans Fee/GAPP	\$ 2,027.36
Mystic Lake Hotel	Lodging/Glazier Clinic/D Bohlen	\$ 153.42
New Hampton Schools	Conference Wrestling	\$ 2,074.63
Nordschow, Marissa	Girls Basketball Official	\$ 114.14
Nuehring, Caleb	Girls Basketball Official	\$ 109.42

Pavlovich, Jeff	Wrestling Offical	\$ 200.00
Pearce, Brian	Boys Basketball Official	\$ 95.00
Pizza Hut	Pizzas/FFA Meeting	\$ 227.27
Ronkowski, Kevin	Girls Basketball Official	\$ 95.00
Rustad, Duane	Girls Basketball Official	\$ 70.00
Schoolpay	School Pay Service Fee	\$ 5.91
Scott, Tony	Boys Basketball Official	\$ 80.00
Simplifaster	Timing System/Girls Track	\$ 2,059.50
Slater, Jason	Girls Basketball Official	\$ 122.39
Soppe, Mike	Girls Bball Official	\$ 113.15
Stamy, Dave	Boys Basketball Official	\$ 95.00
Steckelberg, Charles	Boys Basketball Official	\$ 165.00
Uhal, John	Boys Basetball Official	\$ 70.00
Uni Athletics-Iowa Girls HS Meet	Entry Fee/Girls Track	\$ 20.00
Wangsness, Dave	Girls Basketball Official	\$ 95.00
Wartburg College	Entry Fee/Girls Track	\$ 250.00
Waverly Shell Rock HS	Entry Fee/Wrestling	\$ 90.00
Woolridge, Karl	Girls Basketball Official	\$ 95.00
<b>Management Fund:</b>		
Sisson And Associates	Flood Ins/Sportsman's Park	\$ 1,012.00
<b>Local Option Sales Tax Fund:</b>		
Piper Jaffray & Co	'18 Dissemination Agent Service	\$ 1,000.00
<b>Athletic Complex Project Dev:</b>		
Bohlen, Brian	Reimb Lodging/Band/Sport Complex Banquet	\$ 246.40
Frederika Locker	Meals/Sports Complex Banquet	\$ 5,482.50
Jackson Street Press Inc	Programs/Pitcures/Sports Complex Banquet	\$ 259.20
John Deere Financial	Prizes/Sports Complex Banquet	\$ 271.94

Scott, Tony	Reimb Supplies/Sports Complex Banquet	\$ 77.49
Staudt, Chuck	Reimb Gator/Sports Complex Fundraiser	\$ 5,024.73
<b>Physical Plant &amp; Equipment:</b>		
Cedar Falls Community Schools	River Hills Tuition	\$ 4,004.64
Skott & Anderson Architects	Track Resurfacing Project	\$ 6,600.00
<b>School Nutrition Fund:</b>		
Schoolpay	School Pay Service Fee	\$ 930.45
Taher	Operating Expenses/February	\$ 58,092.56
<b>Health Insurance Fund:</b>		
Blue Cross Blue Shield Of IA	February/March Billing	\$ 340,000.00
Iowa Individual Health Benefit	2016 Assessment	\$ 3,498.00
<b>Agency Fund:</b>		
Decker Sporting Goods	Sweatshirts/Spirit Shop	\$ 794.25
John Deere Financial	Supplies/Rock Climbing Wall/HS/Pittman	\$ 322.41
JTees Design	Shirts/Spirit Shop	\$ 216.00
L & J Welding	Belay Bar/Plates/Rock Climbing Wall/HS	\$ 1,202.85
Quade Construction Company	Rock Climbing Wall Materials/Labor/HS	\$ 8,331.13
Superior Lumber Inc	Plywood/Rock Climbing Wall/HS/Pittman	\$ 66.36

The Board discussed other important upcoming dates. The next regular Board meeting is scheduled for Monday, March 25<sup>th</sup>.

President Macomber adjourned the meeting at 8:15 p.m.

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Terri O'Brien, Board Secretary