



## GOLETA UNION SCHOOL DISTRICT

William Banning, Superintendent

### **Board of Trustees**

Valerie Kushnerov, President

Pam Kinsley, Vice President

Richard Mayer, Clerk

Yvonne DeGraw, Member

Susan Epstein, Member

## GOLETA UNION SCHOOL DISTRICT BOARD OF TRUSTEES MINUTES OF REGULAR BOARD MEETING DECEMBER 12, 2012

### **1. ORGANIZATIONAL BUSINESS**

- a. Call to Order  
President Susan Epstein called a regular meeting of the Board of Trustees of the Goleta Union School District to order at 7:00 p.m., at the Jack Kramer Administration Center, 401 N. Fairview Avenue, Goleta.
- b. Pledge of Allegiance  
Valerie Kushnerov, Clerk, led the Pledge of Allegiance.
- c. Welcome of Guests  
President Epstein welcomed guests to the meeting.
- d. Announcement of Recorded Meeting  
President Epstein reminded the audience that the meeting was being recorded.

### **2. ROLL CALL**

All Board members were present.

- 3. APPROVAL OF THE AGENDA:** The Agenda for December 12, 2012 was approved as presented.  
[Motion: Richard Mayer Second: Valerie Kushnerov Yes: 5 No: 0 Abstain 0]

- 4. APPROVAL OF MINUTES:** The November 14, 2012 minutes were approved as presented.  
[Motion: Pam Kinsley Second: Valerie Kushnerov Yes: 5 No: 0 Abstain 0]

### **5. PUBLIC COMMENT**

There was no public comment.

### **6. ITEMS RELATED TO THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES FOR 2013 (EDUCATION CODE §35143)**

- a. Oath of Office  
William Banning administered the Oath of Office to incumbent Susan Epstein, and new Board Member Yvonne DeGraw.
- b. Election of President, Vice President and Clerk of the Board  
President — Valerie Kushnerov was elected by the Board of Trustees as President for 2013  
[Motion: Pam Kinsley Second: Richard Mayer Yes: 5 No: 0 Abstain 0]

At this point Valerie Kushnerov assumed her roll as president.

Vice President — Pam Kinsley was elected by the Board of Trustees as Vice President for 2013

[Motion: Susan Epstein Second: Richard Mayer Yes: 5 No: 0 Abstain 0]

Board of Trustees

Minutes of Regular Meeting, December 12, 2012

Clerk — Richard Mayer was elected by the Board of Trustees as the Clerk of the Board for 2013

[Motion: Pam Kinsley Second: Susan Epstein Yes: 5 No: 0 Abstain 0 ]

- c. Appointment of Board Member Representative and Alternate to the County Committee on School District Organization (Education Code §35023)

Richard Mayer was appointed as a representative by Valerie Kushernov to serve on the County Committee on School District Organization. Susan Epstein was appointed as the Alternate. The Board of Trustees approved these appointments.

[Motion: Susan Epstein Second: Pam Kinsley Yes: 5 No: 0 Abstain 0 ]

- d. Appointment of Board Secretary

Superintendent William Banning was appointed Secretary to the Board of Trustees

[Motion: Pam Kinsley Second: Richard Mayer Yes: 5 No: 0 Abstain 0 ]

- e. Selection of Board Representatives to Other District Committees

The Board of Trustees decided which committees they would like to serve for the year 2013-2014.

Superintendent's Committees  
2013

Committee	2013 Representative	2013 Alternate	Meeting Dates
Budget Advisory – Ad Hoc	Susan Epstein	Valerie Kushnerov	Meetings on an “as needed” basis.
Coherent Writing PLT	Yvonne DeGraw	Susan Epstein	January 8 and April 3 — 8:00-3:00 p.m. May 20, 2013 — 12:45-3:00 p.m.
Compensatory Education/District English Learner Advisory Committee	Pam Kinsley	Richard Mayer	March 20 and May 15, 2013 – 8:30-9:45 a.m.
District Advisory Committee (DAC)	Yvonne DeGraw	Pam Kinsley	Second Thursday each month, 9:15-11:30 a.m. at various school sites.
District GATE Advisory Committee	Susan Epstein	Richard Mayer	January 30 meeting 4:15 – 5:30 March — Parent Education Night – Time and Date TBD
English Language Arts (ELA) PLT	Richard Mayer	Yvonne DeGraw	January 28 and March 18, 2013— 12:45–3:00 p.m.
ELD Professional Leadership Team	Pam Kinsley	Susan Epstein	December 14, 2012 — 8:00-3:00, April 8, 2013 — 12:45-3:00 p.m.
Facilities Advisory Committee	Richard Mayer	Yvonne DeGraw	Meetings on an “as needed” basis.
Math Professional Leadership Team	Yvonne DeGraw	Richard Mayer	December 17, 2012 — 8:00-3:00, March 4, 2013 — 12:45-3:00 p.m.
Medical Benefits Committee	Pam Kinsley	Susan Epstein	Approximately 4 meetings starting in August — mornings.
Negotiations - Certificated	Valerie Kushnerov	Pam Kinsley	Meetings on an “as needed” basis.
Negotiations - Classified	Valerie Kushnerov	Pam Kinsley	Meetings on an “as needed” basis.
Safety Committee	Pam Kinsley	Susan Epstein	Meetings on an “as needed” basis.
Special Education Committee – Ad Hoc	Yvonne DeGraw	Valerie Kushnerov	Meetings on an “as needed” basis.
Technology Committee – Ad Hoc	Yvonne DeGraw	Susan Epstein	Meetings on an “as needed” basis.
Wellness Advisory Committee	Susan Epstein	Richard Mayer	February 12, 2013 — <b>Open House and Meeting</b> Health Fair Open House in the Board Room 12:30 – 2:30 Meeting — 3:00-4:30 Room 10
Goleta Education Foundation	Valerie Kushnerov	Pam Kinsley	Meetings on an “as needed” basis.
County Committee on School District Organization	Richard Mayer	Susan Epstein	Meetings on an “as needed” basis.

12/12/12 ls

**Please confirm as meeting dates and times are subject to change.**

- f. Selection of Date and Time of Regular Scheduled Meetings of the Board of Trustees  
The Board of Trustees approved the Selection of Date and Time of Regular Scheduled Meetings of the Board of Trustees.  
[Motion: Susan Epstein Second: Yvonne DeGraw Yes: 5 No: 0 Abstain 0]

<p><b>SCHEDULE OF BOARD MEETINGS</b> <b>2013</b> <b>First and Third Wednesdays, 7:00 p.m. with noted exceptions</b></p>
---

January 2, 2013.....No regular meeting—Due to Winter Recess  
January 16

February 6  
February 20..... No meeting due to holiday  
January 16

February 6  
February 20..... No meeting due to holiday

March 6  
March 20

April 3 ..... No regular meeting—Due to Spring Recess  
April 10 .....2<sup>nd</sup> Wednesday of the month

May 1  
May 15

June 12 .....Change of regular meeting—Due to 6<sup>th</sup> Grade Promotion  
June 26 ..... Change of regular meeting—Due to budget adoption

July 3.....No regular meeting—Due to summer vacations  
July 10. ....2<sup>nd</sup> Wednesday of the month

August 7  
August 21

September 4.....No meeting due to the start of Rosh Hashanah  
September 18

October 2  
October 16

November 6  
November 20

December 11..... 2<sup>nd</sup> Wednesday of the month

**7. PRESENTATIONS**

- a. Recognition of Linda Sparkuhl — Teacher at El Camino School

Superintendent Banning recognized Linda Sparkuhl and her recognition by Melissa Fitch, co-founder of the Downs Syndrome Association of Santa Barbara County, with the Extraordinary Educator Award.

- b. Thrive IVYP Presentation — LuAnne Miller, Isla Vista Youth Project

LuAnne Miller from the Isla Vista Youth updated the Board of Trustees regarding Thrive and the Isla Vista School and Community.

**8. CONSENT ITEMS**

The Board of Trustees approved the following items as presented, except for Items 8. c, d and e which were removed by Trustee Richard Mayer for discussion and clarification.

[Motion: Susan Epstein Second: Richard Mayer Yes: 5 No: 0 Abstain 0]

- a. Payment of Claims

The Board approved and/or ratified the claims as listed covering Warrant Numbers:

Beginning	1754068	through	1754113	Total	\$ 44,667.14
Beginning	1755009	through	1755059	Total	\$ 453,150.05
Beginning	1755060	through	1755060	Total	Void Overflow
Beginning	1755061	through	1755070	Total	\$ 29,009.92
Beginning	1756263	through	1756304	Total	\$ 63,802.13
				<b>Grand Total</b>	\$ 590,629.24

- b. Routine Personnel Action Report

The Board of Trustees approved the Routine Personnel Action Report as presented.

December 12, 2012

The Board acknowledged, approved, and/or ratified the following personnel actions :

***Certificated Tutors***

Name	Tutor Services	Maximum Hours and Rate	Dates	Location	Funding
Phil Landfried	Lego Robotics	11 hrs. @ \$28/hr.	11-12 to 12-12	Mountain View	LEGO
Michael Hamilton	Lego Robotics	7 hrs. @ \$28/hr.	11-12 to 12-12	Mountain View	LEGO
Jason Hunter	Lego Robotics	15 hrs. @ \$28/hr.	11-12 to 12-12	Kellogg	PTA
Tricia Klein	Small Group Instruction	135 hrs. @ \$28/hr.	10-12 to 12-12	Isla Vista	Title III, Title I, EIA
Kristi Miller	Small Group Instruction	145 hrs. @ \$28/hr.	10-12 to 12-12	Isla Vista	CORE , Title III, Title I
Marie Chin	Small Group Instruction	48 hrs. @ \$28/hr.	10-12 to 12-12	Isla Vista	Title III, Title I, EIA
Marsha Johnson	GATE	23 hrs. @ \$28/hr.	11-12 to 12-12	Kellogg	GATE
Alison Chiaro	After School Tutorial	45 hrs. @ \$28/hr.	10-12 to 3-13	Hollister	EIA, Title III
Sarah Kromka	After School Tutorial	45 hrs. @ \$28/hr.	10-12 to 3-13	Hollister	EIA, Title III
Jacquelyn Kiefer	Music	59 hrs. @ \$28/hr.	10-12 to 11-12	Hollister	CORE
Susan Crowshaw	GATE	57 hrs. @ \$28/hr.	11-12 to 12-12	Hollister	GATE
Sarah Wade	Lego Robotics	43 hrs. @ \$28/hr.	11-12 to 1-13	Foothill	LEGO
Rebecca Faanes	Lego Robotics	22 hrs. @ \$28/hr.	11-12 to 1-13	Foothill	LEGO

***Extra-Service Request***

Name	Service	Compensation	Dates	Location	Funding
Susan Hughes	Technology support	\$420	9-12 to 12-12	Brandon	EIA
Tracy Bowen	Prepare In-Service	\$250	10-12 to 10-12	Districtwide	Title I
Shari Farrington	Prepare In-Service	\$250	10-12 to 10-12	Districtwide	Title I
Ann Erickson	Prepare In-Service	\$250	10-12 to 10-12	Districtwide	Title I
Kim Spiewak	Prepare In-Service	\$250	10-12 to 10-12	Districtwide	Title I
Rania Azzam	Prepare In-Service	\$250	10-12 to 10-12	Districtwide	Title I
Tanya Mishler	Prepare In-Service	\$250	10-12 to 10-12	Districtwide	Title I
Lisa O'Connell	Prepare In-Service	\$250	10-12 to 10-12	Districtwide	Title I
Kristina Munoz	Prepare In-Service	\$250	10-12 to 10-12	Districtwide	Title I
Melissa Grant	Prepare In-Service	\$250	10-12 to 10-12	Districtwide	Title I
Amanda Sweigart	Prepare In-Service	\$250	10-12 to 10-12	Districtwide	Title I
Rania Azzam	Provide coordination for ELA PLT	\$560	9-12 to 5-13	Districtwide	Title I
Amanda Sweigart	Provide coordination for ELA PLT	\$560	9-12 to 5-13	Districtwide	Title I
Virginia Sun	Provide coordination for CW PLT	\$588	9-12 to 5-13	Districtwide	Math & Reading
Maria Lorenzana	Translation	\$177	11-12 to 6-13	Ellwood	EIA
Mitch Light	Lego Robotics	\$196	11-12 to 12-12	Mountain View	LEGO

***Consulting Employees***

Name	Specialist Services	Maximum Hours and Rate	Dates	Location	Funding
Meredith Sedgwick	Music - Temporary	18 hrs. @ \$28/hr.	10-12 to 12-12	Isla Vista	ASES
Trevor Dolin	Music - Temporary	18 hrs. @ \$28/hr.	10-12 to 12-12	Isla Vista	ASES
Abigail Sten	Band - Temporary	18 hrs. @ \$28/hr.	10-12 to 12-12	Kellogg	PTA
Meredith Sedgwick	Band - Temporary	54 hrs. @ \$28/hr.	10-12 to 5-13	Ellwood	MUSI
Aaron Gallington	Small Group Instruction	100 hrs. @ \$28/hr.	10-12 to 12-12	Brandon	EIA
Maria Julca	Translations	16 hrs. @ \$28/hr.	10-12 to 6-13	Ellwood	EIA
Eileen Scott	Substitute Nurse	120 hrs. @ \$35/hr.	10-12 to 12-12	La Patera	General Fund

**Classified Service - *Employees***

Name	Position	Action	Effective Date
Nicholas Villegas	Instructional Assistant-ASES Substitute	Employment	10-22-12
Ray Buso	Substitute Custodian I	Employment	11-26-12
Sandra Polanco Juarez	Substitute Custodian I	Employment	11-07-12
Gregory Flores	Playground Supervisor (Exempt)	Employment	12-03-12
Ana Guevara		Resignation	11-30-12
Teresa Rodriguez-Rubio	Playground Supervisor (Exempt)	Resignation	11-15-12
Benjamin Estrada	Grounds Maintenance Worker	Retirement	12-22-12
Jack Gabriel	Playground Supervisor (Exempt)	Termination	11-10-12

c. State Preschool Fiscal Year 2013-14 Continued Funding Application

Trustee Richard Mayer asked for this item to be removed from Consent for clarification

[Motion: Richard Mayer Second: Yvonne DeGraw Yes: 5 No: 0 Abstain 0 ]

d. Memorandum of Understanding with Santa Barbara County Education Office for District Program Improvement Services

Trustee Richard Mayer asked for this item to be removed from Consent for clarification

[Motion: Richard Mayer Second: Pam Kinsley Yes: 5 No: 0 Abstain 0 ]

e. Ratification of Contract to Provide Special Education Services to a Student From Hope School District

Trustee Richard Mayer asked for this item to be removed from Consent for clarification

[Motion: Richard Mayer Second: Susan Epstein Yes: 5 No: 0 Abstain 0 ]

f. Second Reading and Approval of Revised Board Policies 4111, 4211 and 4311: Recruitment and Selection

The Board of Trustees unanimously approved the Second Reading and Approval of Revised Board Policies 4111, 4211 and 4311: Recruitment and Selection as presented.

g. Second Reading and Adoption of New Board Policies 4112.9, 4212.9 and 4312.9: Employee Notifications

The Board of Trustees unanimously approved the Second Reading and Adoption of New Board Policies 4112.9, 4212.9 and 4312.9: Employee Notifications as presented.

h. Second Reading and Approval of Revised Board Policies 4119.1, 4219.1 and 4319.1: Civil and Legal Rights

The Board of Trustees unanimously approved the Second Reading and Approval of Revised Board Policies 4119.1, 4219.1 and 4319.1: Civil and Legal Rights as presented.

i. Second Reading and Approval of Revised Board Policies 4119.21, 4219.21 and 4319.21: Professional Standards

The Board of Trustees unanimously approved the Second Reading and Approval of Revised Board Policies 4119.21, 4219.21 and 4319.21: Professional Standards as presented.

j. Second Reading and Approval of Revised Board Policies 4119.41, 4219.41 and 4319.41: Employees with Infectious Diseases

The Board of Trustees unanimously approved the Second Reading and Approval of Revised Board Policies 4119.41, 4219.41 and 4319.41: Employees with Infectious Diseases as presented.

k. Second Reading and Adoption of New Board Policy 4121: Temporary/Substitute Personnel

The Board of Trustees unanimously approved the Second Reading and Adoption of New Board Policy 4121: Temporary/Substitute Personnel as presented.

l. Second Reading and Approval of Revised Board Policies 4154, 4254 and 4354: Health and Welfare Benefits

The Board of Trustees unanimously approved the Second Reading and Approval of Revised Board Policies 4154, 4254 and 4354: Health and Welfare Benefits as presented.



Board of Trustees

Minutes of Regular Meeting, December 12, 2012

- m. Second Reading and Approval of Proposed Deletion of Board Policy 6161: Equipment, Books and Materials and Revisions to Board Policy 6161.1: Selection and Evaluation of Instructional Materials

The Board of Trustees unanimously approved the Second Reading and Approval of Proposed Deletion of Board Policy 6161: Equipment, Books and Materials and Revisions to Board Policy 6161.1: Selection and Evaluation of Instructional Materials as presented.

**9. ACTION ITEMS**

The Board will discuss and take action on the following items:

- a. Acceptance of Gifts to the District

The Board of Trustees voted unanimously to approve the Acceptance of Gifts to the District as presented.

[Motion: Richard Mayer Second: Susan Epstein Yes: 5 No: 0 Abstain 0 ]

Donor	Location	Item(s) Donated/Use	\$ Value
Santa Barbara Museum of Art	Foothill School	Round Trip Transportation for students from the Goleta Family School to the Santa Barbara Museum of Art	\$ 87.00
Village Properties	Brandon School	Teacher's Fund Grant – books for 2 <sup>nd</sup> grade classroom	\$ 402.00
Sarah S. Alamoudi	Brandon School	Cash donation for use in two classrooms	\$ 200.00
Renaissance Learning Inc.	Foothill School	Subscription renewals for curricular and Computer Lab	\$ 2,684.20
Foothill School PTA	Foothill School	Round trip transportation for two field trips: Lane Farms and UCSB Chemistry and Physics Labs	\$ 177.00
Foothill School PTA	Foothill School	Purchased 10 iMacs and 2 iPads with Wi-Fi for the Computer Lab	\$ 11,658.36
Foothill School PTA	Foothill School	Purchased laminate for laminator in the work room	\$ 1,615.17
FLIR System Inc.	Foothill School	Monetary donation and matching funds for various uses designated by contributing employee	\$ 1,005.00
Ri-Pen Chou	Foothill School	Donation for matching funds by FLIR Systems for Robotics Lego Program, classroom materials and PTA Dream Fundraiser	\$ 390.00
Paula Heu	Foothill School	Donation for matching funds by FLIR Systems for Robotics Lego Program, classroom materials and PTA Dream Fundraiser	\$ 500.00
Grand Total			\$ 18,718.73

- b. Call for Nominations for CSBA Delegate Assembly

The Board of Trustees unanimously voted to nominate Pam Kinsley to serve as a Delegate on the CSBA Delegate's Assembly.

[Motion: Yvonne DeGraw Second: Richard Mayer Yes: 5 No: 0 Abstain 0 ]

c. The 2012-2013 First Interim Financial Report

Assistant Superintendent Ralph Pachter brought this item to the Board for approval. The Board of Trustees voted unanimously to approve the 2012-2013 First Interim Financial Report as presented.

[Motion: Susan Epstein Second: Yvonne DeGraw Yes: 5 No: 0 Abstain 0 ]

d. Adoption of Resolution 2012-21: Delegation of Governing Board Powers and Duties

Assistant Superintendent Ralph Pachter brought this item to the Board for approval. The Board of Trustees voted unanimously to approve Resolution 2012-21: Delegation of Governing Board Powers and Duties which allows District officers to make cash and budget transfers with in District funds as needed. Also authorizes District personnel to pickup commercial warrants from SBCEO and act as District agents in signing contracts, payroll prelist documents and vendor lists.

[Motion: Pam Kinsley Second: Susan Epstein Yes: 5 No: 0 Abstain 0 ]

## 10. INFORMATION ITEMS

The following items, announcements, and/or reports are presented for information and discussion only:

a. Update on Redevelopment Agencies and Impacts on the District

Assistant Superintendent Pachter updated the Board on Redevelopment Agencies (RDA) and Impacts on the District. Impacts are unknown, but currently one-time distribution of funds could net the District \$200,000.00 to \$600,000.00 annually for this and the next fiscal year. Long-term distribution of proceeds from the sale of RDA assets may produce additional funds. Ongoing funded property tax increases are likely limited to the Old Town Goleta RDA dissolution.

b. Demographics Report

Assistant Superintendent Madrigal presented an informational Demographics Report regarding information collected on the District's Staffing Day, Friday, August 31, 2012 and California Basic Education Data Systems (CBEDS) Day, Wednesday, October 3, 2012.

c. Report on Williams Settlement Visit and Review for La Patera School

Santa Barbara County Education Office (SBCEO) Representative visited La Patera School to review and confirm there were enough instructional materials in all core curriculum areas, the facility was in good repair and not a health or safety issue for pupils or staff and published data on the annual school accountability report cards was accurate for the period of July – September 2012. There were only three minor issues noted (a broken restroom tile, a burned out ceiling light in a restroom, and a missing outlet cover in the science lab). All items were corrected prior to receipt of the report.

d. Discussion Regarding Board Study Session Topics and Schedule

Superintendent Banning and the Board discussed the date, time and topics for a Board Study Session. It was decided that February 20, 2013 from 12:00 to 4:30 would be the best time for a working lunch. Topics decided on were: Common Core and curriculum program improvement corrective action.

e. Discussion on Proposed Changes to Board Policy Revision and Agenda Design

Superintendent Banning brought this item to the Board for discussion. Review of the new agenda layout was favorable with a few suggestions.

f. Items for Future Agendas

## **11. SUPERINTENDENT REPORTS**

The Superintendent, or other members of the administrative staff, may report to the Board about various matters involving the District. There will be no Board discussion except to ask questions or refer matters to staff, and no action will be taken. The item(s) may be listed on a subsequent agenda.

William Banning reported the following:

- Attended THRIVE Leadership Council meeting
- Attended a pre-negotiations meeting with District and UTP/G Bargaining Teams
- Participated in the American Association of University Women's Presentation - Impact of the Election on Local Agencies held in the Board Room
- Attended monthly UTP/G and CSEA meetings
- Visited a string's workshop at Ellwood
- Visited La Patera's ASES Program at Boys and Girls Incorporated
- Attended the CSBA Conference in San Francisco
- Met with Dan Singer, City Manager of Goleta
- Participated in Goleta Teen of the Year as a judge
- Attended a County Superintendent's meeting where they met with the District Attorney and discussed mandated reporting and how important it was relative to child abuse
- Will see the first budget proposal in January for 2013-2014

Elizabeth DeVita reported the following:

- PLT's are all very active this month regarding Program Improvement with much of the emphasis around the Common Core
- Attended the English Learner Institute and had an opportunity to view the new ELD standards.
- ELD Leadership Team will meet this Friday
- Attended a FactsWise training at the Santa Barbara County Education Office. GUSD had 12 teachers who attended
- Held meetings with the PE specialist and library media specialists
- Held a DELAC meeting with English Learner Advisory parent representatives along with a teacher and principal representative

Margaret Saleh reported the following:

- Holding Mandated Reporter Training at all schools with a representative from CALM
- Learning Tree was closed for two days for an intensive training session with the staff regarding preschool foundation standards
- November 16 was the Day of the School Psychologists
- Saturday at Hollister School between 8:00 a.m. – 1:00 p.m. is the annual Community of Friends gift basket preparation
- Finished California Healthy Kids Survey – results will come in the spring

## **12. BOARD MEMBER REPORTS**

Each member of the Board may report about various matters involving the District. There will be no Board discussion except to ask questions or refer matters to staff, and no action will be taken. The item(s) may be listed on a subsequent agenda.

Pam Kinsley reported the following:

- Attended the CSBA Conference as a Delegate and attended some good workshops at the conference
- Attended a breakfast meeting in Solvang with the County School Boards Association.
- Friday will be attending the ELD meeting

Board of Trustees

Minutes of Regular Meeting, December 12, 2012

Richard Mayer reported the following:

- Attended the Nevada School Boards Association in Reno where Richard was the speaker.

Yvonne DeGraw reported the following:

- In October met with the Superintendent, Assistant Superintendent and the different departments in the District.
- Attended the CSBA Conference.

**I3. NEXT REGULAR MEETING DATE**

Regular Meeting – Wednesday, January 16, 2013 at 7:00 P.M.

Jack Kramer Administration Center Board Room

401 N. Fairview Avenue, Goleta, CA 93117

Consent, Action and Informational Agenda Deadline: 10:00 a.m., Monday, January 7, 2013

**I4.ADJOURNMENT OF MEETING** [Motion: Pam Kinsley Second: Richard Mayer Time: 9:14 p.m.]

---

Richard Mayer, Clerk