

**Minutes of the Regular Meeting of the Board of Directors  
OLYMPIA SCHOOL DISTRICT NO. 111  
January 26, 2004**

The regular meeting of the Olympia School District Board of Directors, held at Reeves Middle School, 2200 Quince Street NE, Olympia, 98506, was called to order by President John McGee at 7:00 p.m. In attendance were Vice President Michelle Parvinen, Directors Carolyn Barclift, Russ Lehman, and Rich Nafziger, and Superintendent Bill Lahmann.

The pledge of allegiance was led by Stephanie Valdes, 8th grade student at Reeves Middle School.

**APPROVAL OF MINUTES**

Director Barclift moved and Director Parvinen seconded approval of the minutes of the regular meeting of January 26, 2004. Seeking discussion, President McGee stated his recollection that the Board had been a bit more specific when wrapping up the discussion of televising Board meetings in a direction to staff to place the televising of meetings on the agenda for the Budget Advisory Group, and that Director of Communications would determine specifically what would be needed to run a student-driven program for televising Board meetings, and requested that the minutes as presented be amended accordingly.

**DIRECTOR BARCLIFT MOVED THAT THE MINUTES OF THE REGULAR MEETING OF JANUARY 26, 2004, BE AMENDED TO INCLUDE A DIRECTIVE TO STAFF TO FURTHER EXAMINE THE POTENTIAL FOR THE ESTABLISHMENT OF A STUDENT-DRIVEN PROGRAM FOR TELEVISIONING FUTURE BOARD MEETINGS, THAT THE BUDGET ADVISORY COMMITTEE EXPLICITLY CONSIDER THE FINANCIAL IMPLICATIONS AND FEASIBILITY FOR TELEVISIONING BOARD MEETINGS, AND THAT THE AMENDED MINUTES THEN BE APPROVED. DIRECTOR PARVINEN SECONDED THE MOTION; MOTION CARRIED.**

**PRESENTATION**

**Martha Roth**, principal of **Reeves Middle School**, welcomed the Board and introduced: a "Caring Community" skit performed by 6th grade students **Marcell Aiden**, **Holly Hacker**, **Natalie Newcomb**, **John Pollet**, **Eli Pong**, **Abe Puz**, **Genevieve Schooler** and **Sasha Shomshor**, and coordinated by **Jodi Borreson**, School Psychologist and Special Services Coordinator; a "Thinking Maps" presentation by 7th grade students **Aaron Bartlett**, **Kelsey Fuik**, **Alexis Hill**, **Nicolas Peterson** and **Mattie Shanahan**, coordinated by 7th grade teacher **Sharon Kressin**; commentary from 8<sup>th</sup> grade students **Mariah Mao** and **Stephanie Valdes** on their learning experience with *History Alive!*, and a tribute to the Olympia School Board members by the **Reeves Jazz Band** under the direction of their band teacher, **Joe Blaser**:

<b>Genevieve Schooler</b> - bass	<b>James Kooi</b> - drum	<b>John Ingman</b> - trombone
<b>Curtis McCoy</b> - guitar	<b>Zach Naccarato</b> - drum	<b>Lawson Sclabassi</b> - trumpet
<b>Emily Lindseth</b> - alto sax	<b>Colin O'Leary</b> - trumpet	<b>Katie O'Neil</b> - tenor sax
<b>Hope Dressler</b> - alto sax	<b>Brad Goodin</b> - piano	<b>Andersen Loes</b> - drum
<b>Calvin Lee</b> - alto sax	<b>Paul Brockmann</b> - trombone	<b>Brad Novy</b> - trombone
<b>Joseph Ingman</b> - trombone	<b>Adam Dahlgren</b> - trumpet	<b>Marissa Ang</b> - trumpet
<b>Lucas Phillips</b> - tenor sax	<b>Ashley Elliott</b> - alto sax	

Mrs. Roth then introduced the members of the Reeves Middle School staff who were present.

## IDENTIFICATION OF AUDIENCE MEMBERS WHO WISH TO SPEAK TO AGENDA ITEMS

### COMMUNITY COMMENT

No comments were offered by community members.

### ITEMS TO BE BROUGHT UP BY MEMBERS OF THE BOARD

Director Barclift announced that crossing lights have been installed on Division Street at Bowman Avenue, a great benefit to the safety of our students. Thanks to Calvary Chapel of Olympia and the City of Olympia for the purchase and installation of the lights.

Director Nafziger announced that he is a table captain for Community Youth Services special breakfast on Friday, Feb 14<sup>th</sup>, 7:30 a.m. to 8:30 a.m. at Worthington Center, inviting the Board members to attend. Superintendent Lahmann stated that as he, too, is involved in putting a table together for this function, perhaps they could combine their efforts.

Superintendent Lahmann stated that he would be attending the LEAP conference in Olympia on February 8<sup>th</sup> and 9<sup>th</sup>, and asking if any Board members would be available. Director Barclift stated that she would be participating as well.

Superintendent Lahmann informed the Board that Senator Patty Murray will be visiting Olympia this Friday, January 30, 2004, and has requested a meeting at Capital High School to discuss pending educational legislation and the No Child Left Behind Act. She is scheduled to be there from 1:00 p.m. to 2:00 p.m. Board members are welcome to attend as well.

Superintendent Lahmann announced that at 7:00 p.m. tomorrow, Tuesday, January 27<sup>th</sup>, the Olympia City Council will adopt a resolution in support of the Olympia School District Maintenance & Operations Levy. Directors Barclift and Parvinen stated that they would attend.

## CONSENT AGENDA

### DIRECTOR PARVINEN MOVED AND DIRECTOR BARCLIFT SECONDED APPROVAL OF THE CONSENT AGENDA, CONSISTING OF THE FOLLOWING ITEMS, AS PRESENTED:

#### 1. SCHOOL DIRECTORS

##### 1.1 Board Meeting Schedule

- Monday, February 9, 2004, 7:00 p.m., **Regular Board Meeting**, Knox Administrative Center, 1113 Legion Way SE, Olympia, Washington 98501.
- Wednesday, February 11, 2004, 6:30 p.m., **Board Executive Session**, Knox Administrative Center, 1113 Legion Way SE, Olympia, Washington 98501.
- Monday, February 23, 2004, 7:00 p.m., **Regular Board Meeting**, Garfield Elementary School, 325 Plymouth Street NW, Olympia, Washington 98502.
- Monday, March 8, 2004, 7:00 p.m., **Regular Board Meeting**, Knox Administrative Center, 1113 Legion Way SE, Olympia, Washington 98501.

#### 2. CERTIFICATED PERSONNEL

##### 2.1 Certificated Personnel Report

The Board agreed to accept two retirements, and approved one leave of absence and one increase in contract, as follows:

## **RETIREMENTS**

**Benny, Kenneth** – Deputy Superintendent. Accepted retirement effective at the end of the 2003-04 contract year.

**Wolf, Robert** – Social Studies at Capital High School. Accepted retirement effective at the end of the 2003-04 school year.

## **LEAVE OF ABSENCE**

**Howe, Sarah A.** – Block at Jefferson Middle School. Approved a .120 FTE childcare leave of absence effective January 14, 2004 through February 13, 2004 (22 days @ 1.0 FTE).

## **INCREASE IN CONTRACT**

**Labell, Jan** – Teacher at Avanti High School. Approved a one-year .50 FTE increase in contract (from .40 FTE to .90 FTE) effective January 5, 2004 through the end of the 2003-04 school year (105 days @ an additional .50 FTE = .519 FTE increase for year). (Mr. Labell's increase in contract is being funded by Title One.)

## **8. FINANCES**

### **8.1 Approval of Vouchers**

The Board approved Associated Student Body Fund Voucher Nos. 25104 through 25198, in the total amount of \$68,896.59; Capital Project Voucher Nos. 7326 through 7343, in the total amount of \$118,801.90; and General Fund Voucher Nos. 126797 through 127072, in the total amount of \$505,765.75.

### **8.2 Financial Reports**

The Board approved the December 2003 Revenue and Expenditure Reports for the General, Capital Projects, Debt Service, Associated Student Body and Transportation Vehicle Funds.

## **REGULAR AGENDA**

## **1. SCHOOL DIRECTORS**

### **1.1 Volunteer Requirements**

Deputy Superintendent Ken Benny introduced Val Hughes of Perkins Coie, legal counsel for the District, and updated the Board on the study currently being done to develop District policy, procedure and practices related to volunteers in our schools. While this is an information only item, staff will bring forward policy for the Board's approval prior to the close of the 2003-2004 school year.

Val Hughes commended the District for its review of this important issue and summarized the legal requirements and authorizations given to school boards with regard to clearances for volunteers and the safety and security of our students, specifically with regard to the applicant disclosure form. There has been an effort by the legislature in the state of Washington to make sure that, since we are providing ready access to our students, those student are protected both from people who volunteer in our schools and people who are employed by the District. She advised that there are going to be those occasional people who do find their way into the system, so the District needs to consider what level of risk it is willing to take, and what the District's legal exposure will be if a choice is made not to require Washington State Patrol checks. The standard of liability is a gross negligence standard, as opposed to ordinary negligence, and the law says gross negligence is appreciably greater.

Ms. Hughes stated that she found that our applicant disclosure form had become a bit mixed up over the years in terms of asking things of volunteers that should legitimately be asked only of employees, but those issues have been ironed out and she believes we now have an applicant disclosure form that we can feel comfortable using. She recommended that, as the District goes forward with the requirement process, consideration be given to the worst case, not what usually happens, and that protecting even one child from someone who could have been screened and determined not to be a good person to have contact with students, would make it a right decision.

Director Lehman raised the issue of "supervised" versus "unsupervised", acknowledged that it was an important distinction, and stated that in his many years of volunteering he was rarely in what any reasonable person would call an unsupervised situation--that when parent and community volunteers are with children in schools they are not unsupervised. Ms. Hughes clarified the legal definition, and stated that in her experience there are going to be opportunities for unsupervised contact with students. She stated that once a procedure is put into place, there needs to be accountability for making sure the procedures are followed, stating an example she is currently involved with where a band volunteer was assumed by the district to have been cleared, but there had been a failure to complete the process.

Director Lehman then asked about where a line should be drawn, giving an example of a bad check passed 20 years ago. Ms. Hughes suggested that good professional judgment be employed, as is done now with employees when conviction information is returned and we believe there would be little likelihood of the person repeating that offense, but that we need to take a look at that information and decide whether or not we can put them in that position.

Director Lehman asked if Ms. Hughes would agree that there should be a different standard for employees than for parent volunteers, and Ms. Hughes stated that she would not make that statement as a blanket standard. She said that if we were going to put that parent into unsupervised contact with students, they would need to meet the same standard as employees.

Director Lehman asked, once we have information from the State Patrol, that is, personal and private information about an individual, who in the District should have access to it and what happens to those records. Ms. Hughes stated that the information should go to a specific person in the District, that person being responsible for assuring that the records were not further decimated and that the information would be used only to make the initial engagement decision. Typically, she went on, that decision and responsibility is delegated to a district's Human Resources department because of their familiarity with appropriate standards and guidelines.

In response to a question from Director Nafziger, Ms. Hughes stated that it is not uncommon, in the some 30 school districts she works with, to have two or three volunteers each year who the district would regret having in the system. As to the usual type of misconduct, she stated that it tends to be sexual misconduct, only occasionally financial improprieties.

Deputy Superintendent Benny stated that at one time we had a Volunteer Coordinator, and since that position was eliminated, the responsibility has fallen more to the principal and secretary at each school. He went on to review the methods we have been employing, discussions with principals, research into available practices, and stated that our schools have been paying attention to the training and orientation of volunteers, but that clearly we do not have consistent practices across the school district, particularly related to the issues Ms.

Hughes outlined. Some, but not all, of our schools are currently doing screening and background checks as Ms. Hughes described.

The result was the formation of an administrative review committee to review our practices and make recommendations to Superintendent Lahmann, and when policy recommendations were in order, to make those recommendations to the Board. The review team is made up of principals at all three levels. In recognition of the importance of gathering feedback from parents and the community, an advisory committee of citizens will be formed to meet with us and consider what we have reviewed and what we may bring forward in terms of recommendation.

Deputy Superintendent Benny stated that it was the intent of staff that there be consistency in our schools, that volunteers be treated uniformly across the District, and that confidential information gained in the screening process be carefully and securely maintained. The review team is defining the term "volunteer" in terms of a one-time volunteer for an hour, or a regularly-scheduled volunteer, and, as well, just how "regularly scheduled" is defined. Procedure or policy will also need to include the process for disqualifying someone who would want to volunteer. We will also need to establish a grievance process for a disqualified individual.

In terms of timing of the review process, Deputy Superintendent Benny stated his hope that recommendations can be brought forward to Superintendent Lahmann for Cabinet consideration, then on the the Board, by the end of March.

Director Barclift asked Val Hughes if the cases of misconduct to which she had referred earlier had involved individuals who had been screened. Ms. Hughes indicated that in some cases those individuals had been screened, but in others they had not. In response to further questioning, Ms. Hughes stated that the legislature had specified certain crimes that should be considered in the screening process.

Director Nafziger asked for clarification as to whether our schools were asking for disclosure, and Deputy Superintendent Benny stated that currently not all our schools were asking for disclosure. In response to a question from Director Nafziger, Ms. Hughes offered further clarification on the issue of negligence as opposed to gross negligence. Director Barclift offered that failure to ask would be considered negligence, while asking, but not verifying, would be gross negligence. Ms. Hughes further clarified that a statute that required the District to do something it did not do, it would be negligence, but where the District required the disclosure form, but failed to go to the next step of the Washington State Patrol background check, the District would be held to the higher standard and gross negligence could be found.

Director Lehman asked whether Ms. Hughes could foresee the District being held liable for wrongful disqualification of a parent with a child in the District, that is, if we prevented a parent from volunteering. Ms. Hughes responded that no, there was no right to volunteer.

Director Parvinen questioned where the responsibility for volunteers currently lies, given the fact that the position of Volunteer Coordinator was eliminated. Deputy Superintendent Benny stated that the responsibility has fallen to the schools. Director Parvinen asked if the procedures and policies to be brought forward would clearly place those responsibilities in the future, as well as establish the confidentiality of the information disclosed. Deputy Superintendent Benny responded that that was the intent, and that school administrators have made it clear they want to partner with the District office in the process, so that, when they

have a concern, they have a designated person at the District level to consult with, that an evaluation process will exist to determine whether legal counsel is needed, and that a fair process is put into place so that a determination to disqualify a volunteer would be consistent across the District. Director Parvinen asked if those same practices would be extended to include, for example, parent organizations seeking chaperons for a dance or those type of events. Deputy Superintendent Benny stated that he did not believe we would have the authority over a parent-teacher organization to instruct them in terms of the standards they might put into place, but that the question was a good one and would be given every consideration.

President McGee asked whether the term "unsupervised" would be based upon what the District allows, or would it mean the **potential** for someone to be unsupervised. Ms. Hughes responded that she believes the term would not include a situation where it could not have been reasonably assumed that the person would be unsupervised with students for some period of time. President McGee also stated his assumption that "supervised" and "unsupervised" had nothing to do with the adult's relationship with any of the children, or with the number of children present. Ms. Hughes stated that "supervised" would be in the presence of another adult volunteer or another employee or a relative of one of the students.

Director Parvinen noted that a fully supervised situation could turn unintentionally unsupervised by something as simple as attending to a sick child. Director Lehman asked whether there had ever been a problem in the Olympia School District with a volunteer at any school. The question was deferred to Shelley Carr, Director of Communications, who stated that a number of people had been turned down by the Volunteer Coordinator, based on interviews and background checks, but that she was not aware of problems with people who were placed.

Mr. Frank Grimm, a parent of Lincoln Options, expressed concern with a requirement for the Washington State Patrol clearance. He stated that there was a strong sense of community at their school and he did not relish the concept of his co-parents being checked out in that way. He stated that in a court of law, and in our current national policy, we might have to think in terms of the worst case, but he didn't want to make that part of his daily life in his community. In response to a question from Director Lehman, he indicated his sense that "eternal vigilance" was actively employed by the parents at Lincoln, that those adults were very diligent in their approach at Lincoln. Director Nafziger asked if he was okay with disclosure, and he answered in the affirmative. Director Nafziger then asked if there might be an alternative policy for a school that met certain criteria. Ms. Hughes indicated that she would be concerned with the potential for deviating from policy from school to school, allowing some schools to perhaps have less protection than others.

Mr. Robert Shirley handed the Board copies of a corrected version of a letter he had emailed to them earlier, and offered some observations. He indicated that at Pioneer they were very surprised by the unexpected forms at the beginning of the school year, and that there was no clear criteria which would determine whether a parent could volunteer. He asked that consideration be given to making a clear statement as to what is in bounds and what would be considered out of bounds. He stated he understood the need for some flexibility, but that a non-exhaustive list could be developed that would be beneficial. He recommended that input from teachers would be important, as they tend to have parents in their classrooms every day. He further recommended a distinction between parent and non-parent volunteers, agreed that a consistent policy from school to school is important, and recommended the inclusion of a procedure for recourse in the event of a denial or disqualification

Deputy Superintendent Benny then asked the Board for any philosophical direction they might offer. Director Barclift suggested that it is clear that our reasons for this process are ultimately the need for consistency and the safety of our students.

#### **1.2 Appointment to Thurston Regional Planning Council**

One member of the Board is needed to represent the District at meetings and hearings of the Thurston Regional Planning Council (TRPC). The appointment is for a period of one year. It was determined that the TRPC meets on the first Friday of every month from 8:30a.m. to 11:00 a.m. Director Nafziger indicated his willingness to serve as our representative to the Council, but that he would not be able to attend the February and March meetings. The Board acknowledged that Bob Wolpert, Director of Facilities & Operations, would attend those two meetings as the Board's representative. With that understanding, the Board appointed Director Rich Nafziger to be its representative on the Thurston Regional Planning Council for the ensuing year.

**DIRECTOR RUSS LEHMAN MOVED, AND DIRECTOR CAROLYN BARCLIFT SECONDED, THE NOMINATION OF DIRECTOR RICH NAFZIGER TO SERVE AS THE BOARD'S REPRESENTATIVE ON THE THURSTON REGIONAL PLANNING COUNCIL. FIVE AYES, MOTION CARRIED.**

### **4. PUPILS & SCHOOL PROGRAMS**

#### **4.1 Summer School**

Superintendent Lahmann introduced summer school coordinators Matt Grant (Grades 9-12) and Jeff Carpenter (Grades K-8) to present reports on the Olympia School District 2003 Summer School program. Matt Grant recognized Mark Davis, who acted as co-principal for the Grades 9-12 summer school. He stated that they planned the 2003 summer school as a normal summer school program, that people would sign up, and there would be no problem. However, two weeks prior to scheduled opening, none of the classes were filled. After looking at offerings of other summer school programs they found they were going to need to do things a little differently. They went from a traditionally-based delivery system to more of a performance-based, independent study. They offered an independent PE class, with 30 or so students enrolled, and kept the weight room open all summer and into the fall. They were also able to offer a much-needed free art class as a result of a generous donor. He said he received comments from many students who really appreciated the ability to think differently.

He stated that the performance-based approach really worked, and they would like to become even more innovative. Director Lehman asked what was needed to make it happen for this year, and Mr. Grant stated that they were looking into grants and foundations. Director Nafziger stated that he was excited about the performance-based system and that what they were doing was great; NovaNet and the essential learning academy are pretty innovative. Director Parvinen asked how much flexibility there was with NovaNet. Mr. Grant responded they would like to continue to use NovaNet, but introduce other innovative programs as well.

Jeff Carpenter present the Board with an overview of the K-8 summer school program. He stated that they set a goal of trying to increase enrollment at the elementary level, and began by surveying parents and children as to what they would like to see offered, building the program around those responses. Classes were full at 20 students, and they turned away about 20 students, suggesting that they might set up more classes this year.

A wide variety of classes was offered, some more successfully than others, ranging from reading and science to arts and crafts, and “fun breaks” were set between classes to see that students had many opportunities for fun during the day.

Many middle school students came for math, and some for science; in many cases the classes were filled with elementary students by the time the middle school students discovered the need for essential learning, establishing the need for working with the middle school and getting the word out to parents and students sooner.

Director Nafziger asked if there was a relationship between the summer school program and identification and recommendation to parents whose children aren't doing well on the WASL. Mr. Carpenter stated that there currently was not, but that they would be implementing a process to do that in the future.

## **6. BUILDINGS & GROUNDS-NEW CONSTRUCTION**

### **6.1 Capital High School, Additions and Modernization-Phase II**

#### **Schematic Design Presentation**

Director of Facilities and Operations Bob Wolpert introduced representatives from BLRB Architects, to present the schematic design for the Capital High School project. Tom Bates walked the Board through a series of site and schematic plans and the various components of the design. He recalled that they had appeared before the Board last November to share the design concept, and tonight's presentation is very reflective of that earlier concept. He began by reviewing the site reorganization to improve safety, separating the bus drop off from other vehicular needs and creating 30 additional parking spaces, and also creating a welcoming main entry and plaza. He continued with a brief overview of the balance of the changes and modernizations, including upgrades to the student commons, expansion of the cafeteria, improvements and additions in the arts and science classrooms, and in other areas, as well.

Director Nafziger asked why any portables were being retained, and Mr. Wolpert responded that certain portables were on permanent foundations and ideal for use as a flexible space for expansion. Director Barclift inquired as to why the cafeteria was being expanded, and it was stated that a need exists to provide capacity for two lunch periods.

Mr. Bates stated the most dramatic architectural expression of the project relates to the main entry, and that introducing daylight was, and remains, a high priority, with skylights being added in many areas in order to bring daylight into the core of the building. In other areas, the use of high windows provided the desired daylight while allowing for needed counters and cabinetry.

He went on to inform the Board that an initial cost estimate came back about 10% higher than our budget will allow. Some reduction in scope may be ultimately required, but every opportunity for potential cost savings will be explored.

Director Lehman asked if there was an architectural reason why we are going out instead of up, and Mr. Bates responded that the existing facility doesn't have the foundational structure to support the additional load. He further responded that they hoped to be under construction by the summer of 2005 with about a year and a half of construction time anticipated.

### **6.2 Ingersoll Design Schematics**

Director of Facilities and Operations Bob Wolpert re-introduced Tom Bates of BLRB Architects to present the schematic design for the Ingersoll Stadium project. He provided an overview of the field improvements to be made, including requirements of the City of Olympia for additional parking, and an unexpected requirement for sprinklering the stadium building, which was still under negotiation. He described improvements that are planned for under the grandstand, such as team rooms and officials room. A new sound system is being installed and the press box is planned for expansion.

They anticipate going out to bid in early March, with construction beginning mid-April and completion planned for mid-August. The current estimate is for about \$2.55 million, excluding the press box, which has been set up as an alternate bid. The bid is higher than earlier anticipated, in part due to the additional sprinkler requirements, and also due to the preferred surface materials. Acceptable alternatives are being considered, and in addition, some excavated materials will need to be hauled from the site, while some of the material will be incorporated into the landscaping.

Director McGee asked if perhaps the press box might be added on at a later date, and Mr. Bates stated that, indeed, that would be the portion of the project best able to be delayed, if that became necessary. Director Parvinen asked for a quick outline of the relation of the planned press box to the existing one.

Director Lehman asked if the re-configuration of the field precludes the presence of spectators on the ground when the stands are filled, and the response was that there will still be areas for spectators to observe from the grounds. Director Parvinen asked if we could put in a visitor stand, and Mr. Wolpert stated that there are no funds available at this time, and that an addition of bleachers would also mean the addition of concessions, restrooms and parking, so it is not an option that can be considered at this time.

#### **ITEMS TO BE BROUGHT UP BY PERSONS PRESENT**

Shelley Carr, Director of Communications, presented the Board with copies of a CD that could not be presented earlier due to computer malfunction.

#### **BOARD MEMBER COMMENTS**

Director Parvinen questioned the approved Consent agenda item regarding the intended retirement of Deputy Superintendent Ken Benny. Superintendent Lahmann stated that he reluctantly accepted the letter of retirement; adding that Deputy Superintendent Benny has had a huge impact on our district.

Superintendent Lahmann stated that the subject of alternative programs was discussed this morning at Cabinet, that they were pretty excited about looking at it and would like to set up a spring study session, including research.

Director Lehman questioned the timeline for OEA negotiations. Superintendent Lahmann responded that he will be meeting with our administrative council soon, referring to it as a Bargaining and Budgeting workshop. He noted that some of our neighboring districts are in bargaining now. As we get a little further down the road we'll have an executive session to review the negotiations with the Board.

Director Barclift asked if a date had yet been established for the Board retreat; it was stated that it was not yet finalized.

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**FUTURE AGENDA ITEMS:**

- Budget Status Review - February 9
- Staff Recognition - May 10

**ADJOURNMENT**

President McGee adjourned the meeting at 10:29 p.m.

Respectfully submitted,

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Secretary

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President