

Revere Board of Education
Administration Building
5:00 P.M.

Special Meeting
June 11, 2013

Attachment T-1

The President, Mrs. Hower, called the meeting to order at 5:00 P.M.

Roll Call:

Dana Appel, Absent
Claudia Hower, Present
Tom Kelley, Present
Diana Sabitsch, Present
George Seifert, Present

READING OF NOTICE OF SPECIAL MEETING

No action taken

Mrs. Appel arrived at 5:05 PM

TREASURER'S AGENDA

Appropriation Adjustments

Res. 13-102504 Moved by Mrs. Appel, seconded by Mr. Seifert to approve the appropriation adjustments to the general fund as described in Attachment T-1.

Roll Call: Aye- Appel, Seifert, Hower, Kelley, Sabitsch
Motion Carried.

SUPERINTENDENT'S AGENDA-No Action

Other Business

Discussion-Safety and Security of District-No Action

- Presentation by Tom Lekan

Discussion-Athletic Trainer Services 13/14-No Action

Mr. Seifert left at 7:40 PM

EXECUTIVE SESSION

Res. 13-102505 Moved by Mr. Kelley, seconded by Mrs. Sabitsch to go into Executive Session at 7:54 P.M. to consider employment and/or compensation of a public employees, and to consider the sale or purchase of property.

Roll Call: Aye-Kelley, Sabitsch, Appel, Hower
Motion Carried.

Res. 13-102506 Moved by Mr. Kelley, seconded by Mrs. Appel to come out of Executive Session and go back to Regular Session at 9:50 P.M.

Roll Call: Aye- Kelley, Appel, Hower, Sabitsch
Motion Carried.

ADJOURNMENT

Res. 13-102507 Moved by Mr. Kelley, seconded by Mrs. Appel to adjourn the meeting at 9:58P.M.

Roll Call: Aye- Kelley, Appel, Hower, Sabitsch
Motion carried.

Signed _____
President

Attest _____
Treasurer

Date Approved

Revere Board of Education
Administration Building
5:00 P.M.

Special Meeting
June 18, 2013

The President, Mrs. Hower, called the meeting to order at 5:00 P.M.

Roll Call:

Dana Appel, Present
Claudia Hower, Present
Tom Kelley, Present
Diana Sabitsch, Present
George Seifert, Present

READING OF NOTICE OF SPECIAL MEETING

No action taken

TREASURER'S AGENDA

Avvenire Solutions Migration Support Engagement Agreement

Res. 13-102508 Moved by Mr. Kelley, seconded by Mrs. Appel to approve the attached agreement which covers both the conversion of our existing network software from Novell to Microsoft and to migrate the district's current servers to NEONET as a virtual server bank, as detailed in Attachment T-1.

And,

Property Inventory-Revised Boar Policy 7450-First Reading

To approve, as a first reading, the revised policy 7450 detailed in Attachment T-2.

Roll Call: Aye- Kelley, Appel, Hower, Sabitsch, Seifert
Motion Carried.

SUPERINTENDENT'S AGENDA

Certificated Personnel

Administrative New Hire-Director of Curriculum and Instruction

Res. 13-102509 Moved by Mr. Seifert, seconded by Mrs. Sabitsch to approve Margaret (Maggie) Niedzwiecki as the Director of Curriculum and Instruction for a two-year period beginning August 1, 2013 through July 31, 2015. Compensation for the first year will be \$99,000.00

And,

Certificated/Licensed New Hires-2013/2014 School Year

To approve the following:

Stephanic Dunkel (Dutry)	Intervention Specialist / RHS	MA, Step 0	\$44,163.00
David Howson	Intervention Specialist / RMS	MA, Step 3	\$51,333.00
Alexandra Kaldy	Intervention Specialist / RMS	BA+15, Step 6	\$52,185.00

Note that listed salary levels may be amended based upon the receipt of original transcripts and confirmation of previous employment.

Roll Call: Aye- Seifert, Sabitsch, Appel, Hower, Kelley
Motion Carried.

EXECUTIVE SESSION

Res. 13-102510 Moved by Mr. Kelley, seconded by Mrs. Sabitsch to go into Executive Session at 5:54 P.M. to consider employment and/or compensation of a public employees, and to consider the sale or purchase of property.

Roll Call: Aye-Kelley, Sabitsch, Appel, Hower, Seifert
Motion Carried.

Res. 13-102511 Moved by Mr. Sabitsch, seconded by Mr. Kelley to come out of Executive Session and go back to Regular Session at 7:45 P.M.

Roll Call: Aye- Sabitsch, Kelley, Appel, Hower, Seifert
Motion Carried.

EXECUTIVE SESSION

Res. 13-102512 Moved by Mrs. Appel, seconded by Mr. Kelley to go into Executive Session at 8:15 P.M. to consider employment and/or compensation of a public employees.

Roll Call: Aye-Appel, Kelley, Hower, Sabitsch, Seifert
Motion Carried.

Res. 13-102513 Moved by Mr. Seifert, seconded by Mrs. Sabitsch to come out of Executive Session and go back to Regular Session at 9:30 P.M.

Roll Call: Aye- Seifert, Sabitsch, Appel, Hower, Kelley
Motion Carried.

ADJOURNMENT

Res. 13-102514 Moved by Mrs. Sabitsch, seconded by Mr. Seifert to adjourn the meeting at 9:41 P.M.

Roll Call: Aye- Sabitsch, Seifert, Appel, Hower, Kelley
Motion carried.

Signed _____
President

Attest _____
Treasurer

Date Approved

Revere Board of Education
Administration Building

Regular Meeting

6:30 PM

June 25, 2013

Mrs. Hower called the meeting to order at 6:30 PM.

Roll Call:

Dana Appel, Present
Claudia Hower, Present
Tom Kelley, Present

Diana Sabitsch, Present
George Seifert, Absent

PLEDGE OF ALLEGIANCE

PUBLIC SPEAKS TO AGENDA ITEMS

No action taken

Mr. Seifert arrived 6:33 P.M.

EXECUTIVE SESSION

Res. 13-102515 Moved by Mrs. Sabitsch, seconded by Mr. Seifert to go into Executive Session at 6:33 P.M. to discuss employment and compensation of a public employee.

Roll Call: Aye- Sabitsch, Seifert, Appel, Hower, Kelley
Motion Carried.

Res. 13-102516 Moved by Mr. Kelley, seconded by Mr. Seifert to come out of Executive Session and go back to Regular Session at 6:45 P.M.

Roll Call: Aye- Kelley, Seifert, Appel, Hower, Sabitsch
Motion Carried.

TREASURER'S REPORT, Mr. David Forrest

Approval of Minutes

Res. 13-102517 Moved by Mrs. Appel, seconded by Mr. Seifert to approve the minutes of the Special Meetings held May 14, 2013 and May 29, 2013 and the Regular meeting held May 21, 201. See Attachment T-1 for details.

And,

Approval of Financial Report

To approve the Financial Report for the month of May as found in Attachment T-2.

And,

Donations

To approve, with appreciation, the donations listed in Attachment T-3.

And,

Appropriation Adjustments

To approve the appropriation adjustments listed in the attached schedule and be it further resolved that the legal level of control be approved at the fund level. See Attachment T-4.

And,

Transfers and Advances

To approve the transfers and advances as listed in Attachment T-5 be made from the general fund into the identified funds prior to the end of FY 2013 and be it further resolved that the listed advances will only be utilized if pending receipts are not received prior to June 30, 2013.

And,

Inventory Deletion

To approve that the items listed be identified as equipment having no functional value to the District or as obsolete having no monetary value, and that these items be disposed of as directed by the Board policy by the Coordinator of Business Services and the Treasurer. See Attachment T-6.

And,

Purchase Orders

To authorize and certify payment of the purchase orders listed below since both at the time of the making of this contract or order (then) and at the date of the execution of this certificate (now), that the above amount required to pay this contract or order has been appropriated for the purpose of this contract or order and is in the treasury or in the process of collection to the credit of the funds of the Board of Education and free from any previous encumbrances.

PO#	Date	Vendor	Amount	Requested by
0133667	6/18/13	Project Lead the Way	\$3,000.00	RHS
0133546	5/17/13	Gordon Food Service	\$2,806.53	Food Service Dept.
0133268	4/18/13	Akron Design and Costume Co.	\$4,198.79	RHS
0133579	5/24/13	WVIZ/PBS	\$5,000.00	Central Office

Roll Call: Aye-Appel, Seifert, Hower, Kelley, Sabitsch
Motion Carried.

Final Appropriations for FY 2013

Res. 13-102518 Moved by Mr. Seifert, seconded by Mrs. Sabitsch to approve the adoption of the final appropriations for FY 2014 with the legal level of control established at the fund level per the attached schedules. See Attachment T-7, T-7a withdrawn.

And,

Temporary Appropriations for FY 2014

To approve the adoption of temporary appropriations for FY2014 with the legal level of control established at the fund level. See Attachment T-8.

Roll Call: Aye-Seifert, Sabitsch, Appel, Hower, Kelley
Motion Carried.

New Accounts

Res. 13-102519 Moved by Mr. Seifert, seconded by Mr. Kelley to approve that the funds listed below be established with appropriations set at the fund level as the legal level of control.

004-9002 Building Fund and Property Sale-Hametown Road

And,

E-rate Services FY 2014

To approve that the District enter into a three-year contract with AdTec for E-rate services for Funding Year 2014 at a cost of \$3,480.00 in order to obtain Universal Service discounts offered by the FCC. See Attachment T-9.

Roll Call: Aye-Seifert, Kelley, Appel, Hower, Sabitsch
Motion Carried.

Remodeling of RHS Room 239

Res. 13-102520 Moved by Mr. Kelley, seconded by Mr. Appel to approve entering into a contract with Greystar Builders in an amount not to exceed \$23,780.00 for the remodeling of room 239 to accommodate a new life skills program and be it further resolved that this project be funded out of the Permanent Improvement Fund as a July 1, 2013 expenditure. See Attachment T-10 & T10A

Roll Call: Aye- Kelley, Appel, Hower, Sabitsch, Seifert
Motion Carried.

Workers Compensation Renewal for Third party Administration (TPA)

Res. 13-102521 Moved by Mrs. Appel, seconded by Mrs. Sabitsch to approve entering into a contract with Comp Management for workers compensation TPA services and unemployment services, and be it further resolved that the projected group enrollment fee is \$2,745.00 and that this contract is for rating year 2014 payable in calendar 2015. See Attachment T-11.

Regular Meeting
And,

June 25, 2013

NOTA Contract for Distance Learning

To approve renewing the contract with WVIZ/PBS for distance learning instructional resources and related staff training per Attachment T-12.

And,

Membership Renewal-Alliance for High Quality Education

To approve the renewal of the membership for FY 2013/2014 in the amount of \$3,500.00.

Roll Call: Aye- Appel, Sabitsch, Hower, Kelley, Seifert
Motion Carried.

Administrative Staff-Affirm Personal Leave

Res. 13-102522 Moved by Mr. Kelley, seconded by Mrs. Sabitsch to affirm the eligibility of employees under an administrative contract, of three personal leave days per contract year, as is provided to all other district employees under contract, whereas said personal days cannot be banked nor converted to cash and be it further resolved that future administrative contracts whether they be newly issued or renewed, at that time, be modified to specifically list this benefit.

And,

Tax Appeals

To approve that the commercial property tax complaint appeals for calendar year 2012 be filed on the properties listed in the attached schedule in an effort to defend the district's tax revenue base. See Attachment T-13

And,

Property Inventory-Revised Board Policy 7450-Second Reading

To approve and adopt, as a second reading, the revised policy 7450 as detailed in Attachment T-14.

Roll Call: Aye-Kelley, Sabitsch, Appel, Hower, Seifert
Motion Carried.

Discussion Items-No Action

A meeting of the District's record retention committee will be held following this regular Board meeting for the purpose of reviewing the retention schedule and making any necessary changes to said schedule. The members of the committee consist of the Board President, Superintendent and Treasurer.

Discussion Items-No Action

Appointment of delegate and alternate to the OSBA Annual Business Meeting to be held on November 11, 2013. The deadline for this appointment is the Regular August meeting. Resolutions to amend the platform are due at the OSBA office no later than August 1, 2013.

BOARD MEMBERS' REPORTS- No Action Taken

Finance & Audit Committee
Facilities and Grounds Committee
Legislative Report
Cuyahoga Valley Career Center
Student Achievement Liaison

SUPERINTENDENT'S REPORT

Personnel – Certificated/Licensed

Leave of Absence-2013/2014 School Year

Res.13-102523 Moved by Mrs. Sabitsch, seconded by Mr. Kelley to approve LOAs as noted below per provisions of the current REA negotiated agreement:
Amy Fagnilli/Social Studies/RHS On or about 9/12/13 with a return on or about 2/10/14
Samer Rinehart/Grade 2/HES On or about 8/13/13 with a return on or about 9/24/13

Roll Call: Aye-Sabitsch, Kelley, Appel, Hower, Seifert
Motion Carried.

Stipends Certificated/Licensed Staff-Basketball Camp 2013

- Res. 13-102524 Moved by Mrs. Sabitsch, seconded by Mrs. Appel to approve the following stipend* for the basketball camp held in June 10, 2013 through June 12, 2013:

Todd Casey / Director-Counselor	7:00 a.m. – Noon	\$250.00
Patrick DiCaprio / Counselor	8:00 a.m. – Noon	\$200.00
Kevin Verde / Director-Counselor	7:00 a.m. – Noon	\$250.00

*Funding is provided by the participation fees.

Roll Call: Aye- Sabitsch, Appel, Hower, Kelley, Seifert
Motion Carried.

Resignation-Supplemental 2013/2014 School Year

- Res. 13-102525 Moved by Mr. Kelley, seconded by Mrs. Sabitsch to accept the resignation of Brandon Decker as a paid soccer coach per his request dated May 29, 2013.

And,

Supplemental Contracts Certificated/Licensed Staff 2013/2014 School Year

To approve the following supplementals:

Mens' Soccer

Nick DePompei – Varsity Assistant Coach (compensation at .10 of the BA, Step 0 for \$3,820.30)
Brandon Decker – VOLUNTEER Coach

Roll Call: Aye- Kelley, Sabitsch, Appel, Hower, Seifert
Motion Carried.

Additional Days

- Res. 13-102526 Moved by Mrs. Sabitsch, seconded by Mr. Seifert to approve four (4) additional days of work for Robin Coleman to complete a special project at RMS and fulfill her STRS requirement. The compensation will be at her rate for the 12/13 school year, \$424.386 per day.

Roll Call: Aye- Sabitsch, Seifert, Appel, Hower, Kelley
Motion Carried.

Summer 2013 OGT Intervention

- Res. 13-102527 Moved by Mrs. Appel, seconded Mr. Seifert to approve the following staff members for summer OGT Intervention as noted. They will work for 13 hours total (10 hours of tutoring and 3 hours of testing per subject) at \$26.75/hour during the period of June 10, 2013 through June 21, 2013.

Jack Cooper	OGT Prep / Social Studies
Jack Cooper	OGT Prep / Math
Russ Neubert	OGT Prep / Science
Lisa Smith	OGT Prep / Reading
Lisa Smith	OGT Prep / Writing

And,

Extended School Year Services 2013

To approve the noted certificated/licensed personnel for ESY services as detailed in Attachment 1.

Roll Call: Aye- Sabitsch, Seifert, Appel, Hower, Kelley
Motion Carried.

Mens' Soccer Clinic-August 9, 2013

- Res. 13-102528 Moved by Mr. Kelley, seconded by Mr. Seifert to approve the following as a coaching clinician for the August Soccer Clinic:

Brandon Decker	\$300.00*
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*Funding is provided by the participation fees.

Roll Call: Aye-Kelley, Seifert, Appel, Hower, Sabitsch
Motion Carried.

Unpaid Leave of Absence (LOA)-2013/2014 School Year

Withdrawn by Superintendent

Certificated/Licensed New Hire-2013/2014 School Year

Res. 13-102529 Moved by Mr. Kelley, seconded by Mrs. Appel to approve the following new hire:

Jennifer DeFago School Psychologist 2/3 contract RHS PhD, Step 4 \$39,418.11*
*A .67 proration of \$58,833.00

Roll Call: Aye-Kelley, Appel, Hower, Sabitsch, Seifert
Motion Carried.

Personnel-Classified

Change of Employment Time Effective 7/1/13-Classified Staff Member

Res. 13-102530 Moved by Mr. Kelley, seconded by Mrs. Sabitsch to approve the following:

Joel Ruttig's move as an 8 hour third shift custodian to an 8 hour first shift custodian (with modified times) custodian at RHS

Roll Call: Aye- Kelley, Sabitsch, Appel, Hower, Seifert
Motion Carried.

Extended School Year Services 2013

Res. 13-102531 Moved by Mrs. Appel, seconded by Mr. Kelley to approve the noted classified personnel for ESY services as detailed in Attachment 2.

And,

Extended School Year 2013 Substitutes

To approve Brenda Sampson as a substitute teacher and/or aide and Beth D'Amico as a substitute aide to be used on an as needed basis.

Roll Call: Aye-Appel, Kelley, Hower, Sabitsch, Seifert
Motion Carried.

Stipends Classified Staff-Basketball Camp 2013

Res. 13-102532 Moved by Mrs. Sabitsch, seconded by Mr. Seifert to approve the following stipends* for the basketball camp held June 10, 2013 through June 12, 2013:

Jason Hance / Counselor 8:00 a.m. - Noon \$200.00

*Funding is provided by the participation fees.

And,

Resignation-Supplemental Contract Summer 2013

To approve the resignation of Max Wagner for the summer weight room supplemental effective June 3, 2013.

And,

Supplemental Contract Summer 2013

To approve the following due to the resignation in above item:

Summer Weight Room

Lyle Kniep (compensation as .03 of the BA, Step 0 for \$1,146.09)

Roll Call: Aye- Sabitsch, Seifert, Appel, Hower, Kelley
Motion Carried.

Supplemental Contract Classified Staff 2013/2014 School Year

Res. 13-102533 Moved by Mrs. Sabitsch, seconded by Mr. Seifert to approve the following supplemental:

Mens' Soccer

Jozsef Jakab - VOLUNTEER

Roll Call: Aye- Sabitsch, Seifert, Appel, Hower, Kelley
Motion Carried.

Change of Compensation Rate-Auditorium Student Workers 2012/2013 School Year

- Res. 13-102534 Moved by Mr. Kelley, seconded by Mrs. Appel to approve compensation of \$8.00 per hour for the following students who served as Auditorium Technology support staff during the 2012 – 2013 school year. These workers were originally Board approved in November of 2012 at \$7.75 per hour but the change in the minimum wage in January 2013 has prompted the increase noted:

Emily Bader	Sean Nixon
Tim Bader	William Pinney
Micah Benza	Evan Sasowsky
Dominic Bucci	Jake Shoults
Sharon Caldwell	Mitchell Williams
Dan Kosich	

Roll Call: Aye- Kelley, Appel, Hower, Sabitsch, Seifert
Motion Carried.

Mens' Soccer Clinic-August 9, 2013

- Res. 13-102535 Moved by Mr. Seifert, seconded by Mrs. Sabitsch to approve the following as a coaching clinician for the August soccer clinic:
Jozsef Jakab \$300.00*
*Funding is provided by the participation fees.

Roll Call: Aye-Seifert, Sabitsch, Appel, Hower, Kelley
Motion Carried.

Intervention Instruction Assistant for the 2013/2014 School Year

Moved by Mrs. Sabitsch, seconded by Mr. Kelley to approve Jayme Jirousek as a full-time 7-hour Intervention Instruction Assistant at RHS for the 2013/2014 school year with compensation at Step 0 for \$12.21 per hour.

- Res. 13-102536 Moved by Mrs. Sabitsch, seconded by Mr. Kelley to withdraw the above motion.

Roll Call: Aye- Sabitsch, Kelley, Appel, Hower, Seifert
Motion Carried.

Student ServicesBlick Clinic Services-2013/2014 School Year

- Res. 13-102537 Moved by Mr. Kelley, seconded by Mr. Seifert to approve the agreement detailed in Attachment 3 to provide listed services and/or personnel on an as needed basis for the 2013/2014 school year.

Roll Call: Aye-Kelley, Seifert, Appel, Hower, Sabitsch
Motion Carried.

Orientation and Mobility Services-2013/2014 School Year

- Res. 13-102538 Moved by Mrs. Appel, seconded by Mr. Seifert to approve the agreement with Judy Harpley to provide services, consultation and in-service training to benefit a visually impaired student as detailed in Attachment 4.

Roll Call: Aye-Appel, Seifert, Hower, Kelley, Sabitsch
Motion Carried.

Extended School Year Services 2013-Visually Impaired

- Res. 13-102539 Moved by Mr. Kelley, seconded by Mr. Seifert to approve the agreement with Cristina Di Lullo to provide up to 25 hours of ESY services at \$55.00 per hour for a visually impaired student as detailed in Attachment 5.

Roll Call: Aye-Kelley, Seifert, Appel, Hower, Sabitsch
Motion Carried.

Agreement with the Cleveland Clinic Center for Autism Lerner School – 2013/2014 School Year
 Res. 13-102540 Moved by Mr. Kelley, seconded by Mrs. Appel to approve the agreement with the Cleveland Clinic to provide services to four special education students as outlined in the following:
 Attachment 6
 Attachment 7
 Attachment 8
 Attachment 9

Roll Call: Aye- Kelley, Appel, Hower, Sabitsch, Seifert
 Motion Carried.

Therapy Services – PRN Therapy Services, Inc. – 2013/2014 School Year
 Res. 13-102541 Moved by Mr. Seifert, seconded by Mrs. Appel to approve the agreement with PRN Therapy Services, Inc. to provide licensed physical and/or occupational therapists and/or assistants to students on an as needed basis for the 2013/2014 school year as defined in Attachment 10.

Roll Call: Aye- Seifert, Appel, Hower, Kelley, Sabitsch
 Motion Carried.

Other Business

Job Description
 Res. 13-102542 Moved by Mr. Kelley, seconded by Mr. Seifert to approve the job description for the Head Cook effective with the new contract year as detailed in Attachment 11.

Roll Call: Aye- Kelley, Seifert, Appel, Hower, Sabitsch
 Motion Carried.

Summer 2013-District Painting Crew
 Res. 13-102543 Moved by Mrs. Sabitsch, seconded by Mr. Seifert to approve the following to do painting in the District buildings/grounds at the hourly rates listed, effective June 10, 2013:
 Joe D'Amico \$8.00/hour
 Robert Kisler \$8.00/hour

Roll Call: Aye-Sabitsch, Seifert, Appel, Hower
 Abstain: Kelley
 Motion Carried.

Amended Sub Senate Bill 165-Social Studies
 Res. 13-102544 Moved by Mrs. Sabitsch, seconded by Mr. Seifert to approve the Interim End of Course Exams in American History and American Government for the 2013/2014 School Year.

Roll Call: Aye-Sabitsch, Seifert, Appel, Hower, Kelley
 Motion Carried.

Student Handbooks 2013/2014 School Year
 Res. 13-102545 Moved by Mrs. Sabitsch, seconded by Mr. Kelley to approve the student handbooks as noted:
 HES Attachment 12
 BES Attachment 13
 RMS Attachment 14
 RHS Attachment 15

Roll Call: Sabitsch, Kelley, Appel, Hower, Seifert
 Motion Carried.

Resolution Accepting the Graduating Class of 2013
 Res. 13-102546 Moved by Mr. Seifert, seconded by Mrs. Appel to approve and accept the Class of 2013 as detailed in Attachment 16.

Roll Call: Aye-Seifert, Appel, Hower, Kelley, Sabitsch
 Motion Carried.

REPORTS FROM CENTRAL OFFICE TEAM

No action taken

Assistant Superintendent
Director of Student Services
Coordinator of Business Services

INFORMATIONAL ITEMS

A. There will be one meeting in July; a combination Work Session/Regular Meeting on July 9, 2013 beginning at 5:00 p.m. in the Administration Building.

CONCERNS OF THE PUBLIC AND COMMUNITY ANNOUNCEMENTS

No action taken

EXECUTIVE SESSION

Res. 13-102547 Moved by Mr. Kelley, seconded by Mrs. Sabitsch to go into Executive Session at 8:15 P.M. to discuss compensation and employment of public employees.

Roll Call: Aye- Kelley, Sabitsch, Appel, Hower, Seifert
Motion Carried.

Res. 13-102548 Moved by Mrs. Appel, seconded by Mr. Kelley to come out of Executive Session and go back to Regular Session at 9:28 P.M.

Roll Call: Aye- Appel, Kelley, Hower, Sabitsch, Seifert
Motion Carried.

ADJOURNMENT

Res. 13-102549 Moved by Mrs. Appel, seconded by Mr. Kelley to adjourn the meeting at 9:30 P.M.

Roll Call: Aye- Appel, Kelley, Hower, Sabitsch, Seifert
Motion carried.

Signed _____
President

Attest _____
Treasurer

Date Approved