

## CAPITAL AREA INTERMEDIATE UNIT

55 Miller Street  
Enola, PA 17025

**July 23, 2015**

### MINUTES

The Capital Area Intermediate Unit Board of Directors held its regular monthly meeting on Thursday, July 23, 2015, at the Capital Area Intermediate Unit at the Enola Office. The meeting was called to order at 8:16 a.m. by President, Mrs. Jean Rice.

**Members in attendance were:** Dr. Fred Baldwin, Mrs. Judy Crocenci (voted in during the Regular Meeting), Mrs. Barbara Geistwhite, Mrs. Janis Macut, Mrs. Nancy Otstot, Mrs. Judith Quigley, Mrs. Laurie Reichert, Mr. J. Bruce Walter and Mrs. Trudy Withers

**Members not in attendance were:** Mr. Michael Berk, Mr. Terry Cameron, Mrs. Cheryl Capozzoli, Mr. Clifton Edwards, Dr. Elisabeth McLean, Mr. John Salov (voted in during the Regular Meeting), Mrs. Maryellen Sheehan, Mrs. Patricia Whitehead-Myers and Mr. Wilbur Wolf

**Non-Voting Members in attendance were:** Mrs. Cindy Mortzfeldt, Executive Director; Mrs. Rennie Gibson, Board Secretary and Mr. Daren Moran, Board Treasurer

**Staff/Public in attendance were:** Ms. Alicia McDonald, Mrs. Theresa Kinsinger, Mr. Brian Griffith, Mr. David Martin and Mr. Len Kapp

#### **REGULAR BOARD MEETING**

At 8:16 a.m. the Regular Meeting of the Capital Area Intermediate Unit Board of Directors was called to order.

#### **Executive Session**

At 8:27 a.m. the Board entered into Executive Session to discuss a personnel matter.

#### **REGULAR BOARD MEETING**

At 8:29 a.m. the Board reconvened the Regular Board Meeting.

#### **Pledge of Allegiance & Roll Call**

All stood and pledged allegiance to the flag of the United States of America. A quorum was achieved of the board seats that were currently filled.

#### **Recognition of the Public: Items Specific to the Agenda**

Mrs. Jean Rice welcomed Bill McCarty of Hartman Underhill & Brubaker and Michele Sholder, CAEA, to the meeting.

#### **Re-Organization**

##### **Election of New Board Members**

**Mrs. Judith Quigley moved, seconded by Mrs. Laurie Reichert, "that the following CAIU Board Members be elected:**

**New three-year term from July 1, 2015 - June 30, 2018**

- Dr. Fred Baldwin, Carlisle Area SD
- Mrs. Janis Macut, Central Dauphin SD
- Mrs. Barbara Geistwhite, Cumberland Valley SD
- Mrs. Maryellen Sheehan, Derry Township SD
- Mr. J. Bruce Walter, Millersburg Area SD
- Mrs. Cheryl Capozzoli, Newport SD
- Mr. John Salov, Steelton-Highspire SD

**To fill an unexpired term:**

- Mr. Terry Cameron, Greenwood SD, beginning November 20, 2014 and ending June 30, 2017
- Mrs. Judy Crocenci, West Shore SD, beginning June 25, 2015 and ending June 30, 2016."

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

Nominating Committee Report

Mrs. Jean Rice called for the Nominating Committee to give their report.

Nomination of Officers

Mrs. Laurie Reichert, Nominating Committee chair, presented the following slate of officers for election to serve a one year term of July 1, 2015 – June 30, 2016:

- President - Mrs. Jean Rice
- Vice-President - Mrs. Judith Quigley
- Treasurer - Mr. Daren Moran
- Secretary - Mrs. Rennie Gibson

Mrs. Laurie Reichert asked if there were any further nominations from the floor.

Closing of Nominations

Hearing no further nominations from the floor, Mrs. Jean Rice asked for a motion to close the nominations.

**Dr. Fred Baldwin moved, second by Mrs. Nancy Otstot, “that the nominations be closed.”**

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

2015-16 Election of Officers

Mrs. Nancy Otstot moved, seconded by Mrs. Barbara Geistwhite, that the following slate of officers be elected to a one year term of July 1, 2015 – June 30, 2016:

- Mrs. Jean Rice is elected as President
- Mrs. Judith Quigley is elected as Vice-President
- Mr. Daren Moran is elected as Treasurer
- Mrs. Rennie Gibson is elected as Secretary.”

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

PSBA Voting Delegate Legislative Policy Council

**Mrs. Laurie Reichert moved, seconded by Mrs. Barbara Geistwhite, “that Mrs. Nancy Otstot is appointed as the CAIU voting delegate for the PSBA Legislative Policy Council Meeting to be held on Tuesday, October 13, 2015.”**

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

Newspaper of General Circulation

**Mrs. Barbara Geistwhite moved, seconded by Mrs. Laurie Reichert, “that the Patriot-News is designated as the Newspaper of General Circulation.”**

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

Appointment of Committee Chairs/Members

The 2015-16 Board Committees were available for the Board Members’ review. Please contact Mrs. Jean Rice if you have any concerns or interest in serving on a particular committee.

Appointment of Hartman Underhill & Brubaker as CAIU Solicitor and General Legal

**Mrs. Judith Quigley moved, seconded by Mrs. Laurie Reichert, “that Hartman Underhill & Brubaker be appointed as the CAIU Solicitor and General Legal.”**

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

## Reports & Updates

### Announcement of CAIU Retirees

The Board announced the retirement of **Normajean Krouse**, EPP, Early Intervention, retirement after almost 16 years of service.

### CAIU Team Reports

- **Alicia McDonald**, Director of Student Services, shared that in-services for teachers will be held in the next week or two. The new principal for Hill Top Academy started this week. He participated in the Leadership Retreat and the interviewing of new staff. There will be an implementation of Schoolwide Positive Behavior Support at Hill Top Academy during the upcoming school year. Training will be held to help prepare staff for the use of iReady Diagnostic Reading and Math Assessments. Alicia recently had an opportunity to visit Options Daycare in Camp Hill. This site operates fully inclusive preschool classes.
- **Theresa Kinsinger**, Director of Organizational Services, shared that 85 participants completed Guest Teacher training earlier this month. The CAIU will be able to submit the applications for emergency certifications after August 1. A second session may be held in the fall if there are sufficient participants. For districts that use the SafeSchools application, Session 1 of Mandated Reporter training has been approved by PDE. They anticipate that Sessions 2 & 3 will be approved soon. SafeSchools is also providing the Suicide Prevention training as required under Act 71. Due to recent changes to Act 15, staff is now required to obtain clearances every five years instead of three.
- **Len Kapp**, Supervisor of Operations and Transportation, reported that his staff are busy with classroom moves and facility maintenance. He also indicated that rosters and routes are being developed for the fall transportation services.
- **Brian Griffith**, Director of Curriculum Services, reported that there has been some movement with reauthorization of the Elementary and Secondary Education Act (ESEA), known currently as No Child Left Behind (NCLB). Both the House and Senate have passed a version of ESEA. There are some differences but both seem to be changing the accountability requirements and will most likely place that responsibility at the state or local level. At the State level, discussions continue around the use of the Keystone Exams as a graduation requirement and the completion and scoring of Project Based Assessments.
- **David Martin**, Director of Technology Services, shared that the summer months allow for the CAIU team to work directly with district teams on larger projects and infrastructure upgrades. Some districts have received approval for e-Rate funding, but some are still waiting for the approval. Some projects may be delayed until districts know about their e-Rate funding. The technology team is preparing for some technology audits both at the CAIU and at the district level. He is also working with some districts to pilot a Disaster Recovery solution.
- **Daren Moran**, Business Manager, provided an overview of the current CAIU cash flow status and the need to request a Revenue Anticipation Note. With the delay of the state budget, it is important to have this process be completed in the event the CAIU would need to borrow funds to continue operations. He also shared that there are 104 golfers participating in the annual Champions for Children Golf Tournament planned for Tuesday, July 28<sup>th</sup> beginning at 12:00 p.m. at Cumberland Golf Course in Carlisle.
- **Rennie Gibson**, Board Secretary, shared a copy of the Board Member directory and asked the members to update their information.

- **Cindy Mortzfeldt**, Executive Director, provided an overview of her monthly report. She highlighted the summer programs for nonpublic school services, Extended School Year (ESY) for school age students, and Early Intervention for preschoolers. She shared information about the Fishing Derby held at South Middletown Township Park for the ESY students. A huge thank you to the Yellow Breeches Anglers & Conservation Association who have coordinated this event for 42 years. Their members helped the students with catching and cleaning the fish so that they could take them home and also provided lunch.

**Approval of Minutes**

**Mrs. Nancy Otstot moved, seconded by Mrs. Laurie Reichert**, “that the minutes of the Capital Area Intermediate Unit Board of Directors’ meeting of June 25, 2015 are approved.”

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

**Board Committee Report**

No committee reports.

**Treasurer’s Report**

**Mrs. Laurie Reichert moved, seconded by Mrs. Judith Quigley**, “that the following fiscal items be approved:

Treasurer’s Report

June 2015 Treasurer’s Report – a total of \$5,630,271.24 in receipts and \$10,245,258.59 in expenditures for June 2015.

Payment of Bills

June 2015 Payment of Bills

Summary of Operations

June 2015 Summary of Operations showing revenues of \$73,922,460.88 and expenses of \$73,858,671.03.”

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

**Budget Administration**

None

**Other Fiscal Matters**

Substitute Rates

**Mrs. Nancy Otstot moved, seconded by Mrs. Barbara Geistwhite**, “that the following Substitute Rates be approved:

	<b>Current Rates</b>	<b>Proposed Rates</b>
Substitute Professional (Teacher) - Full Day	\$90.00	\$100.00
Substitute Professional (Teacher) – Half Day	\$45.00	\$ 50.00
Substitute Paraprofessional – Full Day	\$65.00	\$ 75.00
Substitute Paraprofessional – Half Day	\$32.50	\$ 37.50.”

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

Revenue Anticipation Note for 2015-16

Bill McCarty of Hartman Underhill & Brubaker provided a summary of the Revenue Anticipation Note and the process.

**Dr. Fred Baldwin moved, seconded by Mrs. Judith Quigley**, “that the Revenue Anticipation Note for 2015-16 be approved.”

**Motion passed with a roll call vote:** Dr. Fred Baldwin, yes; Mrs. Judy Crocenci, yes; Mrs. Barbara Geistwhite, yes; Mrs. Janis Macut, yes; Mrs. Nancy Otstot, yes; Mrs. Judith Quigley, yes; Mrs. Laurie Reichert, yes; Mrs. Jean Rice, yes; Mr. J. Bruce Walter, yes; Mrs. Trudy Withers, yes.

Special Education  
Service Contract  
Summary – 2015-16

**Mrs. Judith Quigley moved, seconded by Mrs. Laurie Reichert,**” that the following 2015-16 Special Education Service Contracts be approved: Central Dauphin SD, Halifax Area SD, Northern York County SD, Pennsylvania Leadership CS, and Susquenita SD.”

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted.**

**Other Business Items**

**Mrs. Nancy Otstot moved, seconded by Mrs. Laurie Reichert,** “that the following Other Business Item be approved:

2015-16 PCD Board of  
Directors

2015-16 PCD Board of Directors.”

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted.**

**Policies and Programs**

**Mrs. Laurie Reichert moved, seconded Mrs. Nancy Otstot,** “that the following policies and programs be approved:

Second Reading, Revised  
Policies

Second Reading and approval of the following Revised Policies:  
Policy #537 - Vacation (Classified)  
Policy #541 - Benefits for PT Employees (Classified)

Tabled Policy

Tabled Second Reading and approval of Policy #331 – Job Related Expenses, for clarification and revision of “excessive” (page 2).

Second Reading, Existing  
Position, New Description

Second Reading and approval, Existing Position, New Description - Special Projects Secretary

First Reading, Existing  
Position, New Description  
- Clinical Psychologist -  
Mental Health  
Coordinator

First Reading, Existing Position, New Description - Clinical Psychologist - Mental Health Coordinator

First Reading, Existing  
Position, Revised  
Description - Food  
Services Manager

First Reading, Existing Position, Revised Description - Food Services Manager

First Reading, New  
Position, New Description  
- Senior Application  
Developer

First Reading, New Position, New Description - Senior Application Developer

First Reading, Existing  
Position, New Description  
- Technology  
Infrastructure Supervisor

First Reading, Existing Position, New Description - Technology Infrastructure Supervisor

2015-16 LYDC Planned  
Education Program (PEP)

2015-16 LYDC Planned Education Program (PEP).”

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

Rescind of 2015-16  
LYDC Planned Education  
Program (PEP)

**Mrs. Barbara Geistwhite moved, seconded by Dr. Fred Baldwin**, “that approval of the 2015-16 LYDC Planned Education Program (PEP) is rescinded. Correction is needed as the plan indicates four goals but only lists three.”

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

**Personnel Items**

**Mrs. Judy Quigley moved, seconded by Mrs. Laurie Reichert** , “that the following personnel items be approved:

RESIGNATIONS

**SARAH BEAUMONT**, teacher, ESL effective June 23, 2015. Reason: Personal.  
**LORI HOLTZINGER**, occupational therapist, OT/PT effective July 30, 2015. Reason: Personal.  
**LINDSEY WEAVER**, educational paraprofessional, Early Intervention effective July 29, 2015. Reason: Graduate school in New York.

RECOMMENDED FOR  
EMPLOYMENT OR  
CONTRACT

**TINA DEIBLER**, teacher, Deaf/Hard of Hearing with a start date to be determined upon release from the Cumberland Valley School District. Salary will be based on Masters +15, Step 15, \$70,391 for 192 days of service. Days will be prorated based upon start date. This is a replacement position funded through the Deaf/Hard of Hearing Support Budget.  
**SALLY MENTZER**, secretary, Special Projects/Curriculum Services provisionally hired effective August 3, 2015 pending receipt of all clearances. Range 4 base salary of \$31,492.50 for 12 months of service will be prorated for a total of 234 days. This position is funded through the Special Projects Budget.  
**JENNIFER PLANT**, speech pathologist, Student Services effective at the start of the 2015/2016 school year. Salary will be based on Masters, Step 1, \$46,350 for 189 days of service, working 192 days in 2015/2016. This is a new position funded through the school-age speech/language budget.

CHANGE OF STATUS

**SARAH BJORKMAN**, from long-term substitute to full-time permanent educational paraprofessional, Early Intervention effective October 1, 2015. Base salary of HS+30, Step 2, \$18,897 for 189 days of service will be prorated for a total of 162 days. This is a replacement position funded through the MAWA Budget.  
**MICHELE DEMPSEY**, from long-term substitute to permanent full-time speech pathologist, Early Intervention effective July 1, 2015. Salary will be based on Masters, Step 15, \$69,116 for 189 days of service. This position is funded through the MAWA Budget.  
**KELLY GETHOUAS**, from cafeteria manager to food services manager effective July 1, 2015. Change of status results in a change in salary. To be paid at the rate of \$24 per hour based on Range 1 salary of \$41,220 for 229 days of service. This position is funded through the Food Services Budget.  
**TODD HOWELL**, long-term substitute teacher, Early Intervention, extension of long-term substitute contract through July 30, 2015. Base salary of Masters, Step 3, \$48,056 for 189 days of service will be prorated for 18 days through July 30, 2015. This position is funded through the MAWA Budget.  
**TARA JONES**, from long-term substitute to permanent full-time speech pathologist, Early Intervention effective July 1, 2015. Salary will be based on Masters, Step 2, \$47,137 for 189 days of service. This position is funded through the MAWA Budget.  
**STEPHANIE KLEESE**, from long-term substitute to permanent full-time speech pathologist, Early Intervention effective July 1, 2015. Salary will be based on Masters, Step 2, \$47,137 for 189 days of service. This position is funded through the MAWA Budget.

**AMY LONG**, from long-term substitute to full-time permanent speech pathologist, Early Intervention effective July 1, 2015. Salary will be based on Masters, Step 5, \$50,289 for 189 days of service. This position is funded through the MAWA Budget.

**SHANA MONTGOMERY**, from itinerant teacher, Deaf/Hard of Hearing Support to educational consultant, Training and Consultation Services effective at the start of the 2015/2016 school year. Salary will be based on Masters, Step 9, \$56,328 for 189 days of service. This position is funded through the CSPD/IDEA Budget.

**HOLLY O'NEILL**, from part-time floater teacher, Student Services to full-time teacher, Transition Support effective at the start of the 2015/2016 school year. Salary will be based on Bachelors, Step 6, \$48,574 for 189 days of service. This is a replacement position funded through the Transition Support Budget.

**REBECCA SAVIDGE**, from part-time to full-time behind-the-wheel instructor, Driver Education effective at the start of the 2015/2016 school year. To be paid at the rate of \$25.04 per hour based on a salary of \$35,494.20 for 189 days of service. This position is funded through the Driver Education Budget.

**HEATHER SMITH**, from part-time to full-time educational consultant, Student Services effective at the start of the 2015/2016 school year. Salary will be based on Masters +15, Step 15, \$70,391 for 189 days of service.

**ERICA STIFFLER**, change of status from clinical coordinator, CAPP as an exempt employee to social worker, Student Services as a bargaining unit employee effective at the start of the 2015/2016 school year. Change of status results in a change of salary. Salary will be based on Masters, Step 5, \$50,289 for 189 days of service. This position is funded through the Classroom Program Budget.

**JOHN THOMPSON**, principal/program supervisor, Student Services, to begin employment effective July 20, 2015. Salary will be based on Act 93, Grade 3, \$110,376 for 12 months of service prorated for a total of 249 days.

**TODD WITTERS**, from full-time physical education teacher, Loysville YDC to part-time floater teacher, Student Services effective at the start of the 2015/2016 school year. The demotion to part-time is due to the elimination of the physical education program at LYDC.

**KAREN WRONSKI**, from part-time to full-time speech pathologist, Early Intervention effective July 1, 2015. Salary will be based on Masters +15, Step 15, \$70,391 for 189 days of service. This position is funded through the MAWA Budget.

#### CHANGE OF SALARY

**SARAH ALTMAN-KOPKO**, part-time speech pathologist, Early Intervention, change in salary due to change in work days effective July 1, 2015. Base salary of Masters +60, Step 3, \$53,617 for 189 days of service will be prorated for a total of 122 days for the 2015/2016 school year. This position is funded through the MAWA Budget.

**RACHEL DIEM**, part-time speech pathologist, Early Intervention, change in salary due to change in work days effective July 1, 2015. Base salary of Masters, Step 8, \$54,621 for 189 days of service will be prorated for a total of 122 days for the 2015/2016 school year. This position is funded through the MAWA Budget.

**DINA DUFFY**, part-time speech pathologist, Early Intervention, change in salary due to change in work days effective July 1, 2015. Base salary of Masters, Step 15, \$69,116 for 189 days of service will be prorated for a total of 105 days for the 2015/2016 school year. This position is funded through the MAWA Budget.

**SHANNON GERHARDS**, part-time speech pathologist, Early Intervention, change in salary due to change in work days effective July 1, 2015. Base salary of Masters, Step 9, \$56,328 for 189 days of service will be prorated for a total of 118 days for the 2015/2016 school year. This position is funded through the MAWA Budget.

**HEIDI HAAS**, part-time speech pathologist, Early Intervention, change in salary due to reduction in work days at the employee's request. Base salary of Masters +15, Step 12, \$63,516 for 189 days of service will be prorated for a total of 130 days for the 2015/2016 school year. This position is funded through the MAWA Budget.

**DEBORAH HASSINGER**, part-time speech pathologist, Early Intervention, change in salary due to reduction in work days at the employee's request. Base salary of Masters, Step 15, \$69,116 for 189 days of service will be prorated for a total of 130 days for the 2015/2016 school year. This position is funded through the MAWA Budget.

**TARA KEINER**, part-time speech pathologist, Early Intervention, change in salary due to change in work days effective July 1, 2015. Base salary of Masters +30, Step 7, \$55,752 for 189 days of service will be prorated for a total of 118 days for the 2015/2016 school year. This position is funded through the MAWA Budget.

**ANDREA KIMMEL**, part-time speech pathologist, Early Intervention, change in salary due to change in work days effective July 1, 2015. Base salary of Masters, Step 11, \$60,136 for 189 days of service will be prorated for a total of 130 days for the 2015/2016 school year. This position is funded through the MAWA Budget.

**KATHERINE KLOPP**, from part-time to full-time educational paraprofessional, Early Intervention effective August 31, 2015. Base salary of HS+30, Step 1, \$18,003 for 189 days of service will be prorated for a total of 166 days through June 30, 2016. This position is funded through the MAWA Budget.

**MARIA LAZZAREVICH**, from full-time to part-time speech pathologist, Early Intervention effective August 24, 2015. Change is made at the employee's request. Base salary of Masters, Step 5, \$50,289 for 189 days of service will be prorated for a total of 40 days for the 2015/2016 school year. This position is funded through the MAWA Budget.

**KRISTIN LEITZEL**, teacher, Early Intervention, change of salary for completion of master's degree effective May 18, 2015. Pay retroactive to May 18, 2015 at Masters, Step 1, \$45,817 for 189 days of service, prorated for 13 days for the 2014/2015 school year and at Masters, Step 2, \$47,137 for 189 days of service for the 2015/2016 school year effective July 1, 2015.

**JOANNE RUHL**, part-time speech pathologist, Early Intervention, change in salary due to reduction in work days at the employee's request. Base salary of Masters, Step 15, \$69,116 for 189 days of service will be prorated for a total of 130 days for the 2015/2016 school year. This position is funded through the MAWA Budget.

**JEANNINE UHLER**, from part-time to full-time physical therapist, OT/PT effective August 24, 2015. Base salary of Masters, Step 13, \$64,469 for 189 days of service will be prorated for a total of 185 days in 2015/2016."

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

#### **Executive Director's Report**

The Executive Director's Report was available for the Board Members' review. Mrs. Mortzfeldt highlighted several items under the CAIU Team Reports.

#### **President's Report**

Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting.

#### **Board Member Sharing of Information**

- Dr. Fred Baldwin, Carlisle Area SD, shared that his district recently adopted AgendaManager and the feedback has been very positive.
- Mrs. Nancy Otstot, East Pennsboro Area SD, reported that her district has purchased Chromebooks for students in grades 5-12. They are also completing some renovations in preparations for the implementation of Blended Learning in their middle school. The students in grades K-4 will be receiving iPads funded through another initiative.
- Mrs. Janis Macut, Central Dauphin SD, reported that the 5<sup>th</sup> grade Wonder project has been an overwhelming success.



- Mrs. Barbara Geistwhite, Cumberland Valley SD, shared that a school in her district participated in the Summer Reading/Feeding program in collaboration with Project Share. The district is noticing an increasing poverty level in some areas of the district.

**Information Items**

The following Information Items were available for the Board Members' review:

- Champions for Children Donation Letter

**Other Business/Public  
Comment on Items Not  
Specific to Agenda**

There were no other business/public comments on items not specific to the agenda.

**Next Board Meeting  
Date**

The next regular meeting of the Capital Area Intermediate Unit Board of Directors will be held on Thursday, August 27, 2015, 8:00 a.m., Board Room, CAIU Enola Office.

**Adjournment**

**Mrs. Nancy Otstot moved, seconded by Mrs. Judith Quigley,** "that the meeting is adjourned."

**Motion passed with a roll call vote as all members present voting in the affirmative unless otherwise noted. The vote was unanimous.**

At 10:03 a.m. the meeting adjourned.

Rennie Gibson,  
Board Secretary