

**ROSLYN UNION FREE SCHOOL DISTRICT
Meeting of the Board of Education**

Thursday, March 7, 2019

8:00 P.M.

Roslyn High School – Board Room

Minutes

Meryl W. Ben-Levy, President
Clifford Saffron, Vice President.
Michael Levine
Steven Litvack
David Seinfeld
Bruce G. Valauri

ALSO PRESENT

Allison Brown	Superintendent
Joseph C. Dragone	Assistant Superintendent for Business and Administration
Karina Báez	Assistant Superintendent for Elementary Education
Nancy Carney Jones	District Clerk
Josh Bloom	Student Delegate

ABSENT

David Dubner	
Michael Goldspiel	Assistant Superintendent for Secondary Education

7:00 p.m. - Executive Session

Pursuant to Public Officers Law, Section 105, it was duly moved, seconded and carried by a vote of 6-0 (Mr. Dubner absent); that the Board of Education adjourns to Executive Session at 7:00 p.m., to discuss legal, negotiations and personnel matters.

The Executive Session adjourned at 8:35 p.m. The Board reconvened in Public Session in the High School Board Room at 8:43 p.m.

8:00 p.m. - Board of Education Meeting

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recommendation to accept to Claims Audit Report for January, 2019

Mr. Litvack moved, seconded by Mr. Saffron, carried by a vote of 6-0 (Mr. Dubner absent), to accept the Claims Auditors Report for January 2019

Recommendation to accept the minutes from the following meeting(s):
February 7, 2019

Mr. Saffron moved, seconded by Mr. Litvack, carried by a vote of 6-0 (Mr. Dubner absent), to accept the minutes for February 7, 2019.

Board President's Comments

Ms. Ben-Levy commented on the beautiful artwork currently on display in the Board Room from the students of Harbor Hill.

In addition, she spoke about the community book clubs recently established by Mr. Cabot, English Department Chairperson, at the High School and Middle School. The books read were "*The 57 Bus: A True Story of Two Teenagers and the Crime That Changed Their Lives*" by Dashka Slater at the High School and "*The Wednesday Wars*" by Gary D. Schmidt at the Middle School. Ms. Ben-Levy commented on the success of this wonderful community activity.

Superintendent's Comments

Ms. Brown had no comments this evening.

Student Delegate's Comments

Mr. Bloom, OCC President, announced the High School is currently celebrating Foreign Language Week with activities going on throughout the week. . The OCC is continuing to plan for the Clash of the Classes scheduled to March 18-22. Events are scheduled to be held during lunch periods and after school. This year's charity event will be a donation drive for canned goods.

Ms. Ben-Levy requested to take the Personnel Addendum P.1 and P.2 out of order.

Mr. Saffron moved, seconded by Mr. Litvack, carried by a vote of 6-0 (Mr. Dubner absent), to move Personnel out of order.

PERSONNEL ADDENDUM

ALL PERSONNEL APPOINTMENTS LISTED ARE FUNDED IN THE CURRENT BUDGET UNLESS OTHERWISE NOTED

P.1 Professional

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification Class / Step Salary
1	Ellen Chavoustie	Appointment	After School Instructional Teaching - STEM	EH	3/11/19	6/30/19		Per RTA Contract
2	Laura Fratti	Appointment	After School Instructional Teaching - STEM	EH	3/11/19	6/30/19		Per RTA Contract
3	Danielle Offermann	Rescind Appointment	JV Girls' Lacrosse II/3	HS	3/1/19			
4	Christine Stadler	Revise Appointment	Teaching Assistant (D. Offermann)	EH	3/7/19	Prob. Ends 3/6/23	Teaching Assistant	TA Level I, Grade 3/Step 1, Per RPA Contract
5	Karen Feeney	Revise Childcare Leave	Special Education	HH	9/1/19	6/30/20		Per RTA Contract
6	Mary Wood	Resignation	Assistant Principal	HH		6/30/19 (last day in position)		
7	Mary Wood	Probationary Appointment	Elementary Principal (R. Colardi)	HTS	7/1/19	Prob. Ends 6/30/23	Elementary Principal	\$171,000, Per RASA Contract

P.2 Classified

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
1	Robert Corrente	Appointment	PT Bus Driver	Non-comp	P/T	Bus Garage	On or about 3/11/19*		\$20.91/hour
2	Michael Barnwell	Appointment	Security Aide (hourly)				On or about 3/25/19*		\$25.00/hour
3	William Erdman	Appointment	Security Aide (hourly)				On or about 3/25/19*		\$25.00/hour

- * Pending civil service approval

Mr. Saffron moved, seconded by Mr. Litvack, carried by a vote of 6-0 (Mr. Dubner absent), to approve Agenda Items numbered Addenda P.1 and P.2

On behalf of the Board of Education, Ms. Ben-Levy congratulated Ms. Wood for her appointment as the Principal of the Heights School.

Ms. Wood thanked the Board of Education and Administration for her appointment as principal. She commented that when she first started in the District she was the assistant principal at the Heights School, then assistant principal at Harbor Hill and now is looking forward to the challenges and joy as she returns to the Heights School as their principal.

Mr. Saffron commented on the gratification of being able to promote someone from within the district and how pleased he is with this appointment.

Discussion Item(s):

Budget Presentations:

- 1) **Transportation** – Mr. David Shoob, Supervisor of Transportation, gave a PowerPoint presentation “*Transportation Budget 2019 – 2020*”. The proposed budget for the 2019-2020 school year is \$4,825,738 (including salaries and equipment). This budget represents a 2.58% increase of \$121,368 from the previous year. Included in this budget is the lease purchase of three (3) gas vans and two (2) large buses, (1 gas, 1 diesel). This purchase will replace 3 vans and 2 large buses.

- 2) **Facilities** - Mr. Thomas Szajkowski, Assistant to the Superintendent for Administration and Special Projects presented a PowerPoint “*2019 -2020 Facilities and Operations Budget Presentation*”. The proposed budget for 2019-2020 is \$3,106,752, an increase of \$73,400 or 2.42%. This budget includes the following enhancements: Continuous Building Management System upgrades (District Wide), floor cleaning machines, hand tools, lawn tractor, maintenance vehicle, plow, storage shed, two (2) additional security vehicles, vacuum replacements, walk behind mower and walkie-talkie radios.

Mr. Szajkowski spoke of the proposed projects which will be on the 2019 - 2020 ballot as a proposition to be funded with monies from the 2015 Capital Reserve Fund which include the renovation of the Harbor Hill and Heights playgrounds and surface replacements, renovation of the High School Girls locker room, High School Science Room Renovations, installation of a tennis spectator area and walkway, renovation of the Heights gymnasium and exterior site work, Middle School interior and exterior door replacement, upgrade of the High School Main Gymnasium ceiling and lighting.

Additional capital projects being discussed with a transfer to capital fund of \$1,750,000 may include the replacement of the septic system and interior upgrades at the Administration building, District wide building signage, East Hills softball turf conversion, Harbor Hill air-conditioning, High School wrestling room and girls locker room HVAC replacement, High School Varsity baseball field turf conversion, High School and Middle School tennis court turf conversion and site upgrades and the addition of a canopy at the front entrance of the Middle School.

- 3) **Technology** - Mr. Jason Lopez, Instructional and Administrative Chief Technology Officer gave a PowerPoint presentation *Roslyn Technology 2019-2020 Budget*. The proposed budget is \$ 3,198,300, an increase of 2.18%. The major increase is attributed to additional security and online software subscriptions. Items included in the budget: classroom phones, clocks, PA speakers and voice system upgrades at the High School, East Hills, Harbor Hill and Heights schools, continuing installing lockdown systems at the High School, Middle School and Heights, purchase ChromeBook carts for the elementary school and Middle School, purchase ChromeBooks for the incoming 8th grade, continue to replace SmartBoards with Epson projectors and Newline TVs, upgrade security cameras with high definition cameras, upgrade the High School field speakers, install card access to the High School 2nd floor and Middle School bathrooms and to continue the installation of cell phone repeaters with the help from READ.

In addition Mr. Lopez announced the District had finally received Smart Bond approval from New York State for the installation of classroom phones, clocks, PA speakers and voice system upgrades at the Middle School. Mr. Lopez had started this approval process in 2016.

- 4) **Physical Education, Health & Athletics** - Dr. Brostowski, Director of K-12 Physical Education, Interscholastic Athletics & Recreation, gave a PowerPoint presentation "*Roslyn Public Schools, Health, Physical Education & Athletics 2019-2020.*" The proposed budget for the 2019-2020 school year is \$1,412,279.00, an increase of 2.67%. The proposed budget will allow the district to build and maintain programs, purchase equipment and to add additional coaching positions. Yoga, CrossFit and Dance classes were added last year as new physical education classes and have been a great success as enrollment has continued to grow. Next year a special education health class will be added to the Middle School curriculum.

- 5) **Budget Update** - Mr. Joseph Dragone, Assistant Superintendent of Business and Administration gave a brief update on the current budget. Mr. Dragone presented the estimate of PILOTS (Payments in Lieu of Taxes) of \$5,232,705 the District is expected to receive for the 19-20 school year. With this additional information the recalculated tax levy limit is now 2.62%. The current budget percentage increase is 3.02%. The tax levy is now estimated at 2.09% due to changes in the budget.

The Board entered into a discussion on each of the presentation this evening. The Boards concern was that budget be for the students of Roslyn and be fiscally responsible.

PUBLIC COMMENT #1 Limited to Agenda Items ONLY

(Will be limited to ½ hour, no more than 2 minutes per speaker).

Though not required by law, the Roslyn Board of Education invites public comment during its meetings. Citizens will be recognized by the presiding officer. Please state your name and address before speaking and direct all comments to the Board. This is not a time for citizen to citizen exchanges. We ask that comments not include the names of students or staff members, and comments are not permitted with respect to confidential matters. Please also be reminded that Board meetings are designed by law to facilitate the school district's business and provide for public Board deliberations. Thank you

No comments.

ACTION ITEMS

Action may be taken for each individual resolution or by the titled subgroups. Bracketed information following resolutions is not part of the Board's official action and does not become part of the official record.

PERSONNEL ADDEDUM moved before Discussion items.

BUSINESS/FINANCE:

ALL ITEMS ON THE BUSINESS/FINANCE PORTION OF THE AGENDA ARE WITHIN THE BUDGET UNLESS OTHERWISE SPECIFIED

- B.1.** Recommendation to approve the following contracts and to authorize the Board of Education President to execute (those contracts marked with an asterisk have been prepared pursuant to a previous award of an RFP or bid):
- (i) Contractor: Rubin Education
Services: One-time licensing fee for an on-line text and activity book for the Roslyn High School Business Essentials class scheduled to end June 30, 2019
Fees: Total estimated to be \$300.00
- B.2.** Recommendation to approve Capital Budget Appropriation Transfers as per attached. **(Attachment B.2.)**
- B.3.** Recommendation to approve **2018-19** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2850-448-08-6700-801	CO-CURR FIELD TRIPS	\$237.21
	Subtotal	\$237.21

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
5550-430-03-9000-510	TRANS PUBLIC SERVICE	\$237.21
	Subtotal	\$237.21

REASON FOR TRANSFER REQUEST: To cover the transportation costs associated with various trips originating from RHS.

- B.4.** Recommendation to approve a payment in the amount of \$32,836.75 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 1/31/2019.
- B.5.** Recommendation to approve the following payments to KG&D Architects for professional services rendered to the district and reimbursable expenses pertaining to capital improvements at the locations indicated in the table below. [Funds will be deducted from the Capital Budget Codes indicated in the table below.

Payment	Location/ Project	Budget	PO #S	Inv #
\$8.42	New Bus Garage	2110-245-03-1502	H15-00014	48
\$92.52	Hts. Reimbs.	2110-245-06-1506	H15-00014	35
\$16.84	HH Reimbs.	2110-245-07-1507	H15-00014	45
\$16.80	HS Reimbs.	2110-245-08-1508	H15-00014	47

- B.6.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Relle Electric Corp. in the amount of \$5,108.64 which will increase purchase order H16-00018 in account code H1620.296.03.1602

Relle Electric Corporation (Bus EC-004) for the cost to provide labor and materials to replace and program a Zone Master TVSS ZM 111301 surge protector at the main distribution panel (MDP) and a new breaker for said MDP, 3 pole 60 amp. This was first presented to the Board of Education as a Pending Change Order #15 on 10/4/18 item B8 with an estimated cost of \$5,200.

- B.7.** Recommendation to approve a change order as indicated below. This change order will increase the contract with Palace Electric in the amount of \$158,599.94 and therefore increase the purchase order to Palace Electric H18-00008 in account code H-1620-296-06-1506.

Palace Electrical Contractors, Inc. (HTS EC-009) represents the cost to provide labor and materials to replace all the classroom lighting fixtures on the second floor

and 5 ceilings each on the first floor and in the basement for a total of 16 classrooms at Heights School. This was first presented to the Board of Education as a pending change order (PCO #14) as item B15b on the agenda of 7/19/18 with an estimated cost of \$150,000.

- B.8.** Recommendation to approve a credit change order as indicated below. This change order will decrease the contract with Palace Electric in the amount of \$15,000 and therefore decrease the purchase order to Palace Electric H18-00008 in account code H-1620-296-06-1506.

Palace Electrical Contractors, Inc. (HTS EC-012-R) represents the credit for all costs related to the following negotiated changes including:

Overtime Cost = \$0.00

Additional Canopy Lighting = \$0.00

Power FACP to generator = \$0.00

Power Condensate Pumps = \$0.00

General Negotiation Credit = - \$15,000.00

It is recommended that this credit change order be executed along with HTS EC-009 for the new lighting fixtures in the classrooms at Heights.

- B.9.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with WHM Plumbing and Heating Contractors in the amount of \$5,000.00 which will increase purchase order H16-00020 in account code H1620.295.03.1602.

WHM Plumbing and Heating Contractors (Bus PC-002) for all additional costs required to install sixteen (16) additional sprinkler heads required by code to provide a completely covered interior space. This was presented as a proposed change order on 5/1/17 to Park East Construction in the amount of \$5,965.95 and was negotiated down to \$5,000.

- B.10.** Recommendation to approve a pending change order as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the construction manager and the contractor will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

Palace Electrical Contractors, Inc. (HTS PCO #23) for additional work at an estimated cost of \$979.71. This change order represents the cost to provide labor and materials to change a 100 amp circuit breaker to a 60 amp. Park East has reviewed the attached PCO and finds the cost to be fair for the work described in the

scope. Upon BOE review and approval the office of KG&D Architects will create a formal change order and forward for signatures.

- B.11.** Recommendation to approve a credit change order as indicated below. This change order will decrease the contract with JNS Heating, Inc. in the amount of \$979.71 and therefore decrease the purchase order to JNS Heating, Inc. H18-00007 in account code H-1620-294-06-1606.

Addendum

- B.1.** Recommendation to approve the following contracts and to authorize the Board of Education President to execute (those contracts marked with an asterisk have been prepared pursuant to a previous award of an RFP or bid):

- (ii) Contractor: Long Island University
Services: Rental fee of turf field and engagement of scorekeeper for a Lacrosse Game Tournament to be held on April 15, 2019
Fees: Total estimated to be \$850.00

- B.12.** Be it Resolved that the Board of Education approve the attached Business Associate Agreement with Benefit Resource, Inc., and

Be it further Resolved that the President of the Board of Education be authorized to execute the agreement on behalf of the district in accordance with HIPAA.

Mr. Saffron moved, seconded by Mr. Litvack, carried by a vote of 6-0 (Mr. Dubner absent), to approve Agenda Items numbered B.1 – B.11, Addenda B.1(ii) and B.12

CURRICULUM AND INSTRUCTION:

C&I.1 Recommendation to accept the confidential stipulations of the CPSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on January 29 and 30, 2019; February 6, 14 and 25, 2019.

C&I.2 Recommendation to accept the confidential stipulations of the CSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on January 11, 17, 23, 28, 29, 30 and 31, 2019; February 4, 5, 13 and 14, 2019.

C&I.3 Recommendation to approve Joe Dragone to attend the New York State Association of School Business Officials Annual Conference in Saratoga Springs, NY from June 2 through 5, 2019 at an estimated cost to the district of \$1,319.00.

C&I.4 Recommendation to approve Huichee Yeh to attend the National Chinese Language Conference in San Diego, CA from May 8 through May 11, 2019 at no cost to the district. The estimated cost of \$1,923.23 will be paid through the Confucius Grant.

C&I.5 Recommendation to approve Jennifer DiPietro to attend the IncubatorEdu National Summit 2019 in Chicago, IL from July 14 through July 18, 2019 at an estimated cost to the district of \$1,882.52.

C&I.6 Recommendation to approve Guy Barnett to attend the Project Based Learning World 2019 conference in Napa Valley, CA from June 17, 2019 through June 21, 2019 at an estimated cost to the district of \$3,115.28.

C&I.7 Recommendation for the Board of Education to authorize the Board President to execute an Instructional Services Contract with Nassau BOCES for the Regional Summer School High School Program as outlined in the agreement from July 1 to August 31, 2018 **2019. [Date amended]**

C&I.8 Recommendation to approve 20 students and 2 chaperones from the Roslyn High School Tennis Team to attend the Wide World of Sports Spring Break Training in Orlando, Florida from February 16 through 21, 2019. Total cost of trip is \$38,226.00; student contribution \$32,925.00; ~~district contribution~~ fundraising \$5,301.00. *[Original Board approval C&I.3 on November 1, 2018.]*

Addendum

C&I.9 Recommendation to approve Sallykaye Kaufman, 1 administrator, 1 chaperone and 24 Roslyn High School students to attend the DECA National Conference in Orlando, FL from April 26, 2019 through May 1, 2019 at an estimated cost to the district of \$26,825.66. [Total cost of trip is \$46,490.30; student contribution: \$19,664.64; district contribution: \$26,825.66.]

C&I.10 Recommendation to approve Allyson Weseley and 2 Roslyn High School students to attend the Stemanities National High School Research Competition in La Jolla, CA from April 7 through 9, 2019 at an estimated cost to the district of \$4,672.96

Mr. Saffron moved, seconded by Mr. Litvack, carried by a vote of 6-0 (Mr. Dubner absent), to approve Agenda Item numbered C&I.1 - C&I. 7 (as amended), C&I.8, Addenda C&I.9 - C&I.10

Ms. Brown requested from the floor to withdrawn agenda item BOE.7 and Addendum BOE.8

BOARD OF EDUCATION:

BOE.1 Recommendation to conduct the *Third reading* to abolish Board of Education Policies: 4523 Resource Centers
5120 School Census,
5154 Assignment of Students to Classes,
5155 Student Transfer from School,
5452 Student Safety Patrols,

5453 Student Bicycle Use
5640 Employment of Students (**Attachment BOE.1**)

BOE.2 BE IT RESOLVED that the Board of Education of the Roslyn Public Schools hereby ***abolishes the following policies:***

4523 Resource Centers
5120 School Census,
5154 Assignment of Students to Classes,
5155 Student Transfer from School,
5452 Student Safety Patrols,
5453 Student Bicycle Use
5640 Employment of Students

BOE.3 Recommendation to conduct the *Second reading* of Board of Education Policy: Policy 3100 – Duties of the Superintendent of Schools (**Attachment BOE.3**)

BOE.4 Recommendation to conduct the *Second reading* to abolish Board of Education Policies:

0330 Evaluation of Professional Staff
0350 Evaluation of Instructional Programs
1100 Public Information Program
1110 School Sponsored Publications
1135 News Coverage of Sports and Special Events
1200 Community Involvement
1220 Relations with Community Organizations
1221 Relations with Parent Organizations
1721 Student Observations, Teaching and Internships
1721-E Student Teacher Record
1721-R Student Observations, Teaching and Internships Regulations
1805 /5251 Fundraising for School Purposes
1805/5251-R Fundraising for School Purposes – Regulations
3230 Organization Chart
3300 Policy Implementation
3310 Development of Regulations
3320 Board Review of Regulations
3330 Regulations Dissemination
3340 Administration in Policy Absence
4720 Testing Programs
5130 Compulsory Attendance Ages
5152.1 Admission of Exchange Students
5191 Students with HIV-Related Illness
5230 Student Social Events
5250 Student Activities Fund
5260 Student Contests
5311.4 Care of School Property by Students
5312.1 Drug and Alcohol Abuse (**Attachment BOE.4**)

BOE.5 Recommendation to conduct the *First reading* to abolish Board of Education

- Policies:
- 6210 Local tax Levy
 - 6251 Leasing District Policy
 - 6254 Non-Resident Tuition
 - 6620 Types of Funds
 - 6620-R Types of Funds Regulations
 - 7110 Facilities Planning Advisers
 - 7243 Military Recruiters Access to Secondary School Students Information on Students
 - 7243-E Exhibit
 - 7365 Construction Safety
 - 7365-E Exhibit
 - 8121 First Aid
 - 8121-E Exhibit
 - 8122 Accident Reports
 - 8122-E1
 - 8122-E2
 - 8414 School Bus Safety
 - 8700 Insurance
 - 9015** ~~9405~~ Superintendent's Employment Contract [**As amended**]
(Attachment BOE.5)

BOE.6 Recommendation to conduct the *First reading* of the Board of Education

- Policies:
- 2521 Attendance at Conferences, Conventions, and Workshops
 - 4321 Programs for Students with Disabilities under the IDEA and New York Education Law Article 89
 - 4321.1 Allocation of Space for Special Education Programs and Services
 - 4321.2 Confidentiality and Access to IEP's and IESP's
 - 4321.3 Availability of Alternative Format Instructional Materials for Students with Disabilities
 - 4321.4 District-Wide and State-Wide Assessments of Students with Disabilities or 504 Accommodation Plans
 - 4321.5 Impartial Hearing Officer Appointment and Compensation
 - 4321.6 Public Report on Revisions to District Policies, Practices and Procedures upon a Finding of Significant Disproportionality
 - 4321.7 Special Education Personnel
 - 4321.8 School-Wide Pre-Referral Approaches and Interventions
 - 6900 Disposal of District Property
 - 7100 Facilities Planning
 - 7120 Enrollment Projections
 - 7130 Development and Land Use
 - 7810 Retirement and Closing of Facilities
 - 8115 Pesticides and Pest Management
 - 8220 Buildings and Grounds Maintenance and Inspection

BOE.7 BE IT RESOLVED that the Board of Education hereby approves a Settlement Agreement and Release in connection with a due process complaint with respect to case #519254, a copy of which has been provided to and reviewed by the members of the Board of Education.

BE IT FURTHER RESOLVED, that the President of the Board of Education is authorized to execute said agreement on behalf of the Board.
[At the request of the Superintendent this agenda item was withdrawn]

Addendum

BOE.8 BE IT RESOLVED, that the Board of Education of the Roslyn Union Free School District hereby approves a Settlement Agreement in connection with an impartial hearing filed on behalf of student # 101515, a copy of which has been provided to and reviewed by the members of the Board of Education.

BE IT FURTHER RESOLVED that the Board of the Roslyn Union Free School District hereby authorizes the President of the Board of Education to sign said Settlement Agreement, and other documents, pertaining to the settlement of the impartial hearing, on behalf of the Board. **[At the request of the Superintendent this agenda item was withdrawn]**

Mr. Saffron moved, seconded by Mr. Levine, carried by a vote of 6-0 (Mr. Dubner absent), to approve Agenda Items BOE.1 – BOE.4, BOE.5 (as amended), BOE.6, BOE.7 [Withdrawn] and Addendum BOE.8 [Withdrawn]

Public Comments #2

No comments.

There being no further business to come before the Board of Education Mr. Saffron moved, seconded by Mr. Levine, carried by a vote of 6-0 (Mr. Dubner absent), to adjourn at 10:16 p.m.

Respectfully submitted,

Nancy Carney Jones
Nancy Carney Jones
District Clerk