

RECORD OF PROCEEDINGS

MINUTES OF THE WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT BOARD OF EDUCATION MEETING

The regular meeting of the Board of Education of the Willoughby-Eastlake City School District was held Monday, **May 11, 2020** at 7:06 p.m. at the Administration Building located at 35353 Curtis Blvd., Eastlake, Ohio with the following members present: Thomas Beal, Brian Jones (partial), Mike Merhar, John Roskos and Amy Zuren.

All members of the Board and media were notified of this meeting in compliance with §121.22 of the ORC, effective November 28, 1975.

The meeting was called to order and the pledge of allegiance was given.

Resolution of the board to carry out board meetings via electronic means during the COVID-19 State of Emergency and Suspend Public Participation

Exhibit 1D

R-20-22

It was moved by Mr. Roskos and seconded by Mr. Merhar to Approve the Resolution of the board to carry out board meetings via electronic means during the COVID-19 State of Emergency and Suspend Public Participation.

On a call of the roll, the following vote was cast: 4 Yes Votes. Motion carried.

The Board of Education meeting was available on the Willoughby-Eastlake YouTube Channel; https://www.youtube.com/channel/UCeTS2xu6R-D_ED92Unq_LgQ/featured

Approval Of Minutes Of March 9, 2020

R-20-23

It was moved by Mr. Merhar and seconded by Mrs. Zuren to Approve the Minutes Of March 9, 2020.

On a call of the roll, the following vote was cast: 4 Yes Votes. Motion carried.

TREASURER'S REPORT

*A. Financial Report for Month Ending March 31, 2020

Exhibit 3A

*B. Financial Report for Month Ending April 30, 2020

Exhibit 3B

*C. Amended Appropriations for FY20

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Appropriations for FY20 be approved. **Exhibit 3C**

*D. Amended Certificate of Estimated Resources

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Amended Certificate of Estimated Resources be approved. **Exhibit 3D**

E. Five-Year Forecast

WHEREAS, §5705.391 of the Ohio Revised Code requires that a five-year forecast be submitted to the Ohio Department of Education prior to October 31 of each year; and

WHEREAS, an amendment to Administrative Rule 3301-92-04 now requires all public school districts to update their five-year forecasts and assumptions between April 1 and May 31;

NOW, THEREFORE, BE IT RESOLVED that the attached forecast be accepted and submitted to the Ohio Department of Education. **Exhibit 3E**

R-20-24

It was moved by Mrs. Zuren and seconded by Mr. Merhar to Approve the Five-Year Forecast.

On a call of the roll, the following vote was cast: 4 Yes Votes. Motion carried.

F. Donation of PPE Items

Be it resolved upon the recommendation of the Superintendent and Treasurer and pursuant to R.C. 3313.41 and Board Policy 7300 that due to the closure of school buildings to students during the COVID 19 pandemic, the District has personal protective equipment that is not currently needed for school use. Given the Governor's request for donations of PPE due to the shortage of PPE for medical personnel and emergency responders, the District is donating its PPE for that purpose as listed below. Notice of this donation will be published in a newspaper of general circulation in the school district.

To Lake Med Rehabilitation:

- 94 protective isolation gowns (new, unopened)
- 100 protective isolation gowns (used for demonstration, opened)
- 15 boxes of medium vinyl gloves with powder
- 4 boxes of small vinyl gloves with powder
- 16 boxes of large vinyl gloves with powder
- 14 boxes of extra large vinyl gloves with powder
- 6 boxes of extra large vinyl gloves powder free
- 5 boxes of surgical face masks

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- 1 box of N95 face masks
- 12 eye shields
- 5 pulse oximeters (loaned, to be returned)

To Eastlake Fire/Police:

- One case nitrile gloves - small
- One case nitrile gloves - medium
- One case nitrile gloves - large
- Two boxes extra large nitrile gloves
- 1 box of N95 face masks
- 8 electronic thermometers (loaned, to be returned)

R-20-25

It was moved by Mr. Merhar and seconded by Mr. Roskos to Approve the Donation of PPE Items.

On a call of the roll, the following vote was cast: 4 Yes Votes. Motion carried.

G. NWOCA Contract

Be it resolved upon the recommendation of the Treasurer that the following contract with North West Ohio Computer Association be approved. **Exhibit 3G**

R-20-26

It was moved by Mr. Merhar and seconded by Mrs. Zuren to Approve NWOCA Contract.

On a call of the roll, the following vote was cast: 4 Yes Votes. Motion carried.

Mr. Jones in attendance at 7:48 p.m.

*H. Compilation Engagement Letter with Rea & Associates, Inc.

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Compilation Engagement Letter with Rea & Associates, Inc. to prepare the School District's annual Basic Financial Statements for 2020-2022 be approved. **Exhibit 3H**

*I. Engagement Letter with Rea & Associates, Inc. for Capital Assets

Be it resolved upon the recommendation of the Superintendent and Treasurer that the Engagement Letter with Rea & Associates, Inc. for Capital Assets 2020-2022 be approved.

Exhibit 3I

*J. Parent/Guardian Transportation Agreement: Prorating

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Be it resolved upon the recommendation of the Superintendent and Treasurer that the Parent/Guardian Transportation Agreement for payment in lieu of transportation be approved at the prorated amount of \$200.00 due to the Governor-ordered physical school closures, eliminating the need for parent transportation during the closure.

*K. Purchase Orders and Blanket Certificates

Be it resolved upon the recommendation of the Superintendent and Treasurer the following be approved:

WHEREAS, §5704.41 requires the fiscal officer of a school district certify the amount required to make an expenditure has been lawfully appropriated and is in the school district's treasury, free from any previous encumbrances before the expenditure is made, WHEREAS, there are exceptions to the requirement, and

WHEREAS, the exceptions are: an invoice that exceeds a p.o. by \$3,000, "then and now" certificates, and blanket certificates in the amount of \$50,000 or more;

NOW, THEREFORE BE IT RESOLVED BY THE WILLOUGHBY-EASTLAKE BOARD OF EDUCATION:

To approve the following invoices that exceed the respective p.o. by \$3,000 or more

Purchase Order	P.O. Amount	Invoice Amount	Increase
200842- Then Design	194,000.00	216,135.14	22,135.14
201086- MedMutual Life Ins. Co.	46,312.40	53,518.80	7,206.40
200030- Spalding/Emig Company	1,000.00	4,500.00	3,500.00
200907- Misc. Vendors	215,000.00	337,367.45	122,367.45
201258- Smith Advisory Group, LLC	1,000.00	4,000.00	3,000.00

To approve the following Then and Now Certificates

PO Number	Vendor	Description
201372	PSI	Nursing Services for 2019-20 SY
100646	EZFacility, Inc.	Shared Spaces Scheduling (YMCA, City of Willoughby, South)
201442	Misc. Vendors	Misc. Transportation for Special Ed. Students 2019-20 blanket

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201440	Hogan Bus Service Inc.	Transportation for Special Ed. Students 2019-20 blanket
201441	Re-Ed Transportation	Transportation for special ed. students attending Re-Ed 2019-20 SY
201447	Ohio Dept. of Health	2019 swimming pool inspections at South
201493	Misc. Vendors	ACT tests- North High School

To approve the following Blanket Certificates of \$50,000 or more

Requisition	Vendor	Amount	Description
FIN1165	Ohio Schools Council- Gas	\$60,000.00	Gas bills covered by OSC for March thru June 30, 2020
FIN1171	STRS	\$190,400.00	Blanket for Board paid STRS 4/1/20-6/30/20
NCIE629	Nursing reimb. from loans	\$88,225.00	Blanket for refunds from the CARES Act

*L. Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY20

Be it resolved upon the recommendation of the Superintendent and Treasurer that the following Student Activity Program Purpose, Goals and Proposed Budgets and Revisions for FY20 be approved: **Exhibit 3L**

Fund/SCC	School	Account Description	Amount	
007-9010	BOE - Treasurer's Office	Raynor Scholarship	10,000.00	Revised FY20 Budget Only
200-9001	Eastlake Middle School	Eastlake Instrumental Music	2,450.00	Revised FY20 Budget Only
200-9005	Eastlake Middle School	Eastlake Student Council	170.00	Revised FY20 Budget Only
200-9006	Eastlake Middle School	Eastlake Vocal Music	1,730.00	Revised FY20 Budget Only
200-9008	Eastlake Middle School	Eastlake Art Club	240.00	Revised FY20 Budget Only
200-9101	Willoughby Middle School	Willoughby Art Club	0.00	Revised FY20 Budget Only
200-9103	Willoughby Middle School	Willoughby Instrumental Music	0.00	Revised FY20 Budget Only
200-9104	Willoughby Middle School	Willoughby Library Club	0.00	Revised FY20 Budget Only
200-9105	Willoughby Middle School	Willoughby Rocket Club	30.00	Revised FY20 Budget Only
200-9107	Willoughby Middle School	Willoughby Student Council	340.00	Revised FY20 Budget Only
200-9108	Willoughby Middle School	Willoughby Yearbook	0.00	Revised FY20 Budget Only
200-9166	NCIE	Career Explorations	5,840.00	Revised FY20 Budget Only

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200-9206	Willowick Middle School	Willowick National Jr. Honor Society	0.00	Revised FY20 Budget Only
200-9208	Willowick Middle School	Willowick Student Council	0.00	Revised FY20 Budget Only
200-9209	Willowick Middle School	Willowick Drama Club	0.00	Revised FY20 Budget Only
200-9301	North High School	North High Academic Decathlon	2,730.00	Revised FY20 Budget Only
200-9304	North High School	North High Music Programs	12,180.00	Revised FY20 Budget Only
200-9305	North High School	North High Quizbowl	0.00	Revised FY20 Budget Only
200-9309	North High School	North High Drama Club	4,980.00	Revised FY20 Budget Only
200-9310	North High School	North High Volunteers' Club	1,260.00	Revised FY20 Budget Only
200-9313	North High School	North High National Honor Society	240.00	Revised FY20 Budget Only
200-9314	North High School	North High Nature Club	0.00	Revised FY20 Budget Only
200-9315	North High School	North High Searchlight Newspaper	540.00	Revised FY20 Budget Only
200-9316	North High School	North High Student Council	17,420.00	Revised FY20 Budget Only
200-9317	North High School	North High Yearbook	5,130.00	Revised FY20 Budget Only
200-9319	North High School	North High Art Club	3,540.00	Revised FY20 Budget Only
200-9323	North High School	North High Class of 2020	900.00	Revised FY20 Budget Only
200-9324	North High School	North High Class of 2021	0.00	Revised FY20 Budget Only
200-9325	North High School	North High Class of 2022	0.00	Revised FY20 Budget Only
200-9326	North High School	North High Class of 2023	0.00	Revised FY20 Budget Only
200-9330	North High School	North High Coffee Cart Club	400.00	Revised FY20 Budget Only
200-9401	South High School	South High Academic Decathlon	700.00	Revised FY20 Budget Only
200-9412	South High School	South High Key Club	1,610.00	Revised FY20 Budget Only
200-9413	South High School	South High Marching Band	8,070.00	Revised FY20 Budget Only
200-9415	South High School	South High National Honor Society	1,200.00	Revised FY20 Budget Only
200-9418	South High School	South High Student Council	15,930.00	Revised FY20 Budget Only
200-9419	South High School	South High Yearbook	2,170.00	Revised FY20 Budget Only
200-9422	South High School	South High Class of 2020	10,170.00	Revised FY20 Budget Only
200-9423	South High School	South High Class of 2021	0.00	Revised FY20 Budget Only
200-9424	South High School	South High Class of 2022	0.00	Revised FY20 Budget Only
200-9427	South High School	South High Class of 2023	0.00	Revised FY20 Budget Only
200-9501	NCIW	Auto Body	0.00	Revised FY20 Budget Only
200-9502	NCIW	Auto Services	510.00	Revised FY20 Budget Only
200-9506	NCIW	Welding	0.00	Revised FY20 Budget Only
200-9508	NCIW	Cosmetology	0.00	Revised FY20 Budget Only
200-9510	NCIW	Jr. Achievement 2	0.00	Revised FY20 Budget Only

*M. Return of Advances

Be it resolved upon the recommendation of the Treasurer that advances totaling \$124,200.00 be returned to the General Fund:

Fund/SCC	Amount of Return
006-0000	\$123,000.00
551-9020	\$1,200.00

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*N. Transfer of Funds- *Item removed from agenda*

*O. Gifts and Donations

1. Ford donated a 2012 Ford Focus, VIN 1FAHP3F20CL422352, to the Auto Tech Program at NCI.
2. Matthew Bobinski donated a 2008 Jeep Commander to NCI for use by the Auto Collision program.
3. Longfellow PTA donated \$544.00 to Longfellow Elementary for the Music Dept., 018-9440.

SUPERINTENDENT'S REPORT

- A. Levy acknowledgement
- B. North and South Honors Recognition
- C. Superintendent Q&A

SUPERINTENDENT'S REPORT- Resolutions

A. Resolution adopting a plan for distance learning in accordance with HB197 due to the COVID-19 pandemic

Be it resolved upon the recommendation of the Superintendent that the resolution adopting a plan for distance learning in accordance with HB197 due to the COVID-19 pandemic be approved. **Exhibit 5A**

R-20-27

It was moved by Mr. Roskos and seconded by Mr. Merhar to Approve the Resolution adopting a plan for distance learning in accordance with HB197 due to the COVID-19 pandemic.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

B. Resolution granting the Superintendent authority to prohibit retention of students under the Third Grade Reading Guarantee under certain circumstances in accordance with HB197 due to the COVID-19 pandemic

Be it resolved upon the recommendation of the Superintendent that the resolution granting the superintendent authority to prohibit retention of students under the Third Grade Reading Guarantee under certain circumstance in accordance with HB197 due to the COVID19 pandemic be approved. **Exhibit 5B**

R-20-28

It was moved by Mrs. Zuren and seconded by Mr. Jones to Approve the Resolution granting the Superintendent authority to prohibit retention of students under the Third Grade Reading Guarantee under certain circumstances in accordance with HB197 due to the COVID-19 pandemic.

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On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

- C. Resolution granting the Superintendent authority to adjust grading procedures for the remainder of the 2019-2020 school year in accordance with HB197 due to the COVID-19 pandemic

Be it resolved upon the recommendation of the Superintendent that the resolution granting the superintendent the authority to adjust grading procedures for the remainder of the 2019-2020 school year in accordance with HB197 due to the COVID-19 pandemic be approved.

Exhibit 5C

R-20-29

It was moved by Mr. Merhar and seconded by Mr. Jones to Approve the Resolution granting the Superintendent authority to adjust grading procedures for the remainder of the 2019-2020 school year in accordance with HB197 due to the COVID-19 pandemic.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

- D. Resolution granting the Superintendent certain authority to approve the graduation of students on track for graduation for the 2019-2020 school year in accordance with HB197 due to the COVID-19 pandemic

Be it resolved upon the recommendation of the Superintendent that the resolution granting the superintendent certain authority to approve the graduation of students on track for graduation for the 2019-2020 school year in accordance with HB197 due to the COVID-19 pandemic be approved.

Exhibit 5D

R-20-30

It was moved by Mr. Roskos and seconded by Mr. Merhar to Approve the Resolution granting the Superintendent certain authority to approve the graduation of students on track for graduation for the 2019-2020 school year in accordance with HB197 due to the COVID-19 pandemic.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

- E. Resolution to authorize petition(s) for educational programming to the Lake County Department of Health due to the COVID-19 pandemic

Be it resolved upon the recommendation of the Superintendent that the resolution to authorize petition(s) for educational programming to the Lake County Department of Health due to the COVID-19 pandemic be approved.

Exhibit 5E

R-20-31

It was moved by Mrs. Zuren and seconded by Mr. Jones to Approve the Resolution to authorize petition(s) for educational programming to the Lake County Department of Health due to the COVID-19 pandemic.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

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- F. Resolution recognizing the stoppage of work under supplemental contracts due to the Covid-19 pandemic and authorizing pro rata payment to teachers and non-teachers for work performed under such supplemental contracts

Be it resolved upon the recommendation of the Superintendent and Treasurer that the resolution recognizing the stoppage of work under supplemental contracts due to the COVID-19 pandemic and authorizing pro rata payment to teachers and non-teachers for work performed under such supplemental contracts be approved. **Exhibit 5F**

R-20-32

It was moved by Mr. Merhar and seconded by Mr. Jones to Approve the Resolution recognizing the stoppage of work under supplemental contracts due to the Covid-19 pandemic and authorizing pro rata payment to teachers and non-teachers for work performed under such supplemental contracts.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

- G. Resolution suspending certain administrator evaluations for the 2019-2020 contract year pursuant to HB197 due to the COVID-19 pandemic

Be it resolved upon the recommendation of the Superintendent that the resolution suspending certain administrator evaluations for the 2019-2020 contract year pursuant to HB197 due to the COVID-19 pandemic be approved. **Exhibit 5G**

R-20-33

It was moved by Mr. Merhar and seconded by Mr. Roskos to Approve the Resolution suspending certain administrator evaluations for the 2019-2020 contract year pursuant to HB197 due to the COVID-19 pandemic.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

- H. 2020-2021 Service Agreement with the Educational Service Center of the Western Reserve

Be it resolved upon the recommendation of the Superintendent and Treasurer that the service agreement with the Educational Service Center of the Western Reserve for the 2020-2021 school year be approved. **Exhibit 5H**

R-20-34

It was moved by Mrs. Zuren and seconded by Mr. Jones to Approve the 2020-2021 Service Agreement with the Educational Service Center of the Western Reserve.

On a call of the roll, the following vote was cast: 4 Yes Votes. Dr. Beal abstained. Motion carried.

- I. 2020-2021 Membership in the Ohio High School Athletic Association

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WHEREAS, Willoughby-Eastlake City Schools, of Lake County Ohio has satisfied all the requirements for membership in the Ohio High School Athletic Association, a voluntary unincorporated association not-for-profit; and
WHEREAS, the Board of Education and its Administration desire for the schools with one or more grades at the 7-12 grade level under their jurisdiction to be voluntary members of the OHSAA;
NOW, THEREFORE, BE IT RESOLVED, that North and South High schools in the District do hereby voluntarily renew their membership in the OHSAA and that in doing so, the Constitution, Bylaws, Regulations and Business Rules of the OHSAA are hereby adopted by this Board as and for its own minimum student-athlete eligibility requirements. Notwithstanding the foregoing, the Board of Education does reserve the right to raise the student-athlete eligibility standards as the Board deems appropriate for the schools and students under its jurisdiction; and
BE IT FURTHER RESOLVED that the schools under this Board's jurisdiction agree to conduct their athletic programs in accordance with the Constitution, Bylaws, Regulations, Business Rules, interpretations and decisions of the OHSAA and to cooperate fully and timely with the Executive Director's Office of the OHSAA in all matters related to the interscholastic athletic program of the schools. Furthermore, the schools under this Board's jurisdiction shall be the primary enforcers of the OSHAA Constitution, Bylaws, Regulations, Business Rules and the interpretations and rulings rendered by the Executor Director's Office. The administrative heads of the schools understand that failure to discharge the duty of primary enforcement may result in fines, removal from tournaments, suspension from membership and/or other such penalties as prescribed in Bylaw 11.

R-20-35

It was moved by Mr. Merhar and seconded by Mr. Jones to Approve the 2020-2021 Membership in the Ohio High School Athletic Association.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

J. Northeast Ohio Network for Technology Services Agreement (internet service)

Be resolved upon the recommendation of the Superintendent and Treasurer that the agreement with Northeast Ohio Network for Educational Technology Services to provide internet services for a term of five years effective July 1, 2020 through June 30, 2025 be approved.

Exhibit 5J

R-20-36

It was moved by Mr. Roskos and seconded by Mrs. Zuren to Approve the Northeast Ohio Network for Technology Services Agreement (internet service).

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

K. Resolution adopting a Memorandum of Understanding with the Willoughby-Eastlake Teachers Association (WETA) regarding completion and waiver of certain evaluations for the 2019-2020 contract year

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Be it resolved upon the recommendation of the Superintendent and Treasurer that the resolution adopting a Memorandum of Understanding with the Willoughby-Eastlake Teachers Association (WETA) regarding completion and waiver of certain evaluations for the 2019-2020 contract year be approved. **Exhibit 5K**

R-20-37

It was moved by Mr. Merhar and seconded by Mr. Jones to Approve the Resolution adopting a Memorandum of Understanding with the Willoughby-Eastlake Teachers Association (WETA) regarding completion and waiver of certain evaluations for the 2019-2020 contract year.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

*L. Demand Response Program (energy savings)

Be it resolved upon the recommendation of the Superintendent and Treasurer that the district participate in the Demand Response Program offered by the Ohio Schools Council and CPower Energy Management which provides energy savings by direct payments to the district when energy use during a test or emergency event is reduced. **Exhibit 5L**

*M. Adoption of the following policies:

1. Policy 1520 - Employment of Administrators
2. Policy 2464 - Gifted Education and Identification
3. Policy 3120 - Employment of Professional Staff
4. Policy 3120.04 - Employment of Substitutes
5. Policy 3120.05 - Employment of Personnel in Summer School and Adult Education
6. Policy 3120.08 - Employment of Personnel for Co-Curricular/Extra-Curricular Activities
7. Policy 4120 - Employment of Classified Staff
8. Policy 4120.08 - Employment of Personnel for Co-Curricular/Extra-Curricular Activities
9. Policy 4124 - Employment Contract
10. Policy 4162 - Drug and Alcohol Testing of CDL License Holders and other Employees who Perform Safety-Sensitive Functions
11. Policy 5460 - Graduation Requirements
12. Policy 5460.02 - Students at-Risk of not Qualifying for a High School Diploma
13. Policy 6107 - Authorization to Accept and Distribute Electronic Records and to use Electronic Signatures
14. Policy 6605 – Crowdfunding

Exhibit 5M

*N. Personnel Agenda

WHEREAS, the Superintendent has recommended employment of the person shown on the attached Personnel Agenda for the positions shown; and

WHEREAS, those supplementary positions, which are being filled by non certificated, non-district employees, or retired certificated persons, have been advertised in accordance with all legal rules and requirements, and no other qualified employees have been found; and

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WHEREAS, all persons are employed pending receipt of satisfactory records from the Bureau of Criminal Identification and Investigation, the Ohio Department of Education, and the Federal Bureau of Investigation, or for whom such records have been received and final receipt of appropriate required certification/licensure;

NOW, THEREFORE, BE IT RESOLVED that the attached Personnel Agenda be adopted.

Exhibit 5N

***MEETING NOTIFICATION**

The next Regular Board of Education Meeting is scheduled for Monday, June 8, 2020, 7:00 p.m., at the Administration Building, 35353 Curtis Blvd., Eastlake, OH.

CONSENT CALENDAR

Action by the Board of Education in "Adoption of Consent Calendar" at this point of the agenda means that all items appearing in this agenda with asterisks (*) (which items constitute the "consent calendar") are adopted by one single motion, unless a member of the Board or the Superintendent requests that any such item be removed from the "consent calendar" and voted upon separately.

R-20-38

It was moved by Mr. Merhar and seconded by Mr. Jones to adopt all items in the Consent Calendar (*item 3N removed*).

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

At 8:32 p.m., it was moved by Mrs. Zuren and seconded by Mr. Roskos to adjourn to executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

At 10:13 p.m., it was moved by Mrs. Zuren and seconded by Mr. Roskos to adjourn the executive session and reconvene the regular meeting.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

ADJOURNMENT

At 10:14 p.m., there being no further business, it was moved by Mr. Jones and seconded by Mr. Merhar to adjourn.

On a call of the roll, the following vote was cast: 5 Yes Votes. Motion carried.

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The video tape of the meeting is hereby incorporated herein by reference.

Treasurer

President