

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS
Peterborough, New Hampshire**

CONTOOCOOK VALLEY SCHOOL BOARD

Tuesday, September 17, 2013

**School Board Meeting
SAU #1 Board Room
7:00 p.m.**

BOARD

Stewart Brock, Rich Cahoon,
Matthew Craig, Butch Estey,
Joel Green, Jon Ingram,
David Martz (7:04), Linda Quintanilha,
Pierce Rigrod, Myron Steere,
Erik Thibault, Fiona Tibbetts

Gil Morris, CVEA

ADMINISTRATION

Dr. Brendan Minnihan, Supt.
Kimberly Saunders, Asst. Supt.
Marian Alese, B.A.
Tim Markley, H.R.
Dr. Rick Matte, Student Services
Dr. Cathy Higgins, Tech.
Tim Grossi, Facilities
Ben Loi, PES
Noreen McAloon, FES/GES/HES
Jim Elder, GBS
Ann O'Bryant, SMS
Brian Pickering, CVHS

1. Call to Order and Pledge of Allegiance

Butch Estey called the meeting to order at 7:02 p.m. The Pledge of Allegiance was recited.

2. Minutes (Board Vote Required)

a. September 3, 2013

Myron Steere moved to accept the minutes of September 3, 2013. Joel Green second.

Matt Craig amended the minutes as follows:

9e: Referring to the B&P committee report, replace "He will be provided with every piece of information as anyone could. He will be called upon. A commitment in good faith to keep him in the loop was made." with "He will continue to receive every piece of information that the committee receives and will continue to be called upon during meetings. We committed in good faith to continue to keep him in the loop."

Unanimous on the amendment. Linda Quintanilha abstained on the vote to accept the minutes as amended. All else in favor. Motion carried.

3. Points of Pride

Dr. Minnihan shared the following Points of Pride:

CVHS

Elizabeth Taft, of Frankestown, has been selected as a semi-finalist for the highly competitive National Merit Scholarship based on her outstanding performance in last year's PSAT/NMSQT. Elizabeth must now complete an application and submit her SAT scores as she vies for one of the 8,000 scholarships that will be awarded nationally. Elizabeth's academic excellence is a credit to her work ethic and high standards. Elizabeth has been very involved at CVHS. She was the editor of the *Current* and is now the editor of the literary magazine. As a music aficionado, Elizabeth has been an integral part of the Cecilia Ensemble, Chorus, Band (Flute), and Wind Ensemble (Violin). Additionally, Elizabeth shares her talents as a library page and volunteers regularly at the Unitarian Church's community suppers.

GBS

Linda Compton, our school nurse at Great Brook, co-authored a publication entitled "Reimbursement for School Nursing Healthcare Services."

MISSION STATEMENT

The ConVal Regional School District, in partnership with its member communities, will inspire all learners to achieve academically, contribute to the global community, and thrive as independent and productive citizens.

In a nutshell, this paper examined the possibility of public schools receiving reimbursement from private insurance companies for health care services that are delivered to students in public schools. Linda is also the NH Director for National Association of School Nurses.

4. Public Comment

Ms. Cruzado said that she has come back to the Board to see if they can change the bus pick up and drop off point for her boys. She said that she agreed to a drop off point but did not know where it was. The parking lot is very small and visibility is not good. She is currently picking up and dropping her kids off at a three way intersection which she said was unsafe. Ms. Cruzado said that the bus drives by her house and honks when passing her house to let her know that he is on his way.

Butch Estey said that the kids are being dropped off and picked up at a designated spot. Mr. Estey asked Marian if this is a safe spot. Marian Alese said that it is safe to her knowledge. Ms. Cruzado disagreed and said that the traffic is not safe. Ms. Cruzado said that the bus drives right by her house as well.

David Martz said that there has not been an analysis of whether the spot was safe or not. Marian said that she did not know the specific area but estimated that Ms. Cruzado would be parking along the side of the road.

Mr. Steere asked if the bus driver could be asked if the spot was safe or not. Mr. Estey said that the driver was asked. Ms. Alese said that the driver was asked and his response was that Ms. Cruzado should turn around and park in a particular area rather than where she was.

Ms. Cruzado said that the road is very narrow. In addition, she said that bus 43 stops there as well.

Matt Craig asked if the bus stop is at Temple Store. The reply was that it is not.

Matt Craig said that if the stop is unsafe, it is for us to determine with the bus company. A safer established stop might be determined.

Butch Estey reminded the Board that the current stop is for a student with program needs.

Myron Steere agreed to check with the bus company. Butch Estey repeated that there is a stop at that address for a particular reason. We cannot require that student to go to a different spot.

Discussion took place.

Rich Cahoon said that he can understand the concern that someone might not want another student waiting at their driveway.

Marian Alese asked if we would be adding a stop. No was the reply. The bus company would be asked if it was a safe spot.

Stewart Brock agreed that the bus company should be contacted and not the bus driver. The driver reports to the company.

Joel Green asked about the process for the bus company to communicate with the school district if they feel a stop is unsafe. It was confirmed that there is a process.

Ms. Cruzado asked what the worry is. She asked if adding another bus stop was the worry.

Mr. Estey said that a committee was formed to look at decreasing the number of stops. Many of the buses regularly drive by students houses and do not stop.

Matt Craig said that the Board met Ms. Cruzado half way to provide transportation. There is an obligation to all taxpayers.

5. Consent Agenda

a. Personnel

1) Nomination

Mr. Markley referenced a revised list for nomination which included the following nominations:

CVES, Elementary Health Teacher, Anthony Cipolla

AES, Title I Teacher, Roberta Wilmot

Stewart Brock moved to accept the nominations. Matthew Craig second. Unanimous.

2) Notice of Co-Curricular Positions

Mr. Markley referenced information on co-curricular positions included in the agenda for notification.

b. Job Description – Approval

1) Assistant School Principal

Rich Cahoon moved to approve the job description as read. Matthew Craig second. Unanimous.

2) Multi-Elementary School Principal

Myron Steere moved to approve the job description as read. Stewart Brock second.

Linda Quintanilha suggested the word “possible” in place of “appropriate” in the first bullet on page 2 of this job description.

Myron Steere moved to accept as amended. Matthew Craig second. Unanimous as amended.

3) School Counselor

Myron Steere moved to approve the job description as read. Rich Cahoon second. Unanimous.

6. Superintendent’s Report and Presentation of Business

a. Monthly Events Calendar

The following meetings were added to the calendar:

Insurance Work Session – Wednesday, September 18th @ 2:30 at the SAU

District Study Committee – Thursday, September 26th at 6:30 at the SAU

Budget & Property Committee – Tuesday, October 8th at 6:30 at the SAU

Selectmen’s Advisory Committee – Thursday, October 10th at 6:30 at the SAU

1) School Board Induction – October

The next School Board Induction meeting on Curriculum was scheduled for Tuesday, October 15th at 5:00 p.m. at the Dublin Consolidated School.

7. Reports

a. Student Representative

Zach Letourneau, CVHS student, reported that he is glad to report that the first day of school ran smoothly. Yesterday, seven class officers were elected. The senior class began work on the Prom Committee, Senior Class Trip, and Homecoming. The Craft Fair date was for Saturday, November 23rd.

Mr. Letourneau reported the positives on the work on the parking lot.

Mr. Letourneau paused to recognize those lives lost yesterday at the Washington, D.C. Naval Shipyard.

b. Teacher Representative

Mr. Morris reported that the start of school went smoothly. He reported a power loss last week; students were safely moved to the gymnasium. Mr. Morris reported that a bus driver reports being very comfortable with the new high school parking lot layout.

c. Education Committee – Crista Salmay

None.

d. Wellness Committee – Linda Quintanilha

Rick Matte reported the planning for the Wellness Walk has taken most of the committee’s time. The walk is scheduled for Saturday, September 28th beginning at 9:00 a.m. at Putnam Park in Peterborough. The walk is being well advertised. All are encouraged to attend, including dogs. Mr. Matte said that some discussion has taken place about the Wellness Policy and scaling it slightly back.

Butch Estey reported an Insurance Committee meeting on Wednesday, September 18th at 2:30. Ms. Alese reported that it is not a full-blown meeting, more of an update and work session.

Butch Estey reported out on the School Board induction series that just occurred.

Dr. Minnihan reported that there is a district-wide food drive taking place. The School Board is one of the groups that are categorized for collecting food. The food drive is sponsored by the National Honor Society. The recipients will be all of the food pantries in all of our communities. The thought was that we have people in all of our communities that access this food. September is Hunger Awareness Month.

8. Old Business

a. Year –End Expenditure Report – M. Alese

Marian Alese reported that the June 30, 2013 Expense Report is included in the MS25. It reflects all expenses and encumbrances through the past school year. Any remaining encumbrances will be transferred to 13/14. \$695,000 will be returned to reduce taxes for 13/14.

b. July/August Expenditure Report – M. Alese

Marian Alese highlighted salary lines and transfers. Several staffing changes occurred this year as well. There are some positions that needed to be added which are reflected in the transfers. More detail will be shared. Final payroll encumbrances will be shared next month. After tonight, we have one part time open position remaining.

Rich Cahoon asked about line 26. Marian said that they are estimates for legal expenses and auditing fees.

c. Grant Report – M. Alese

Marian Alese reported that this is the year end summary which shows the project numbers, name, approved funding, actually cash received, cash expensed, and any remaining accounts payable at the end of June. The bulk of our money is IDEA and Title I funds.

d. Special Revenue Funds – M. Alese

Marian Alese reported that a question about special revenue funds came out of Budget & Property. They are trust funds, special funds, reserved for a specific use. The district receives checks to be used by individual buildings for items over and above budgets for specific schools.

David Martz asked about gate receipts and the CVHS Lights fund.

Myron Alese said that the balances in CAT Aid and Capital Improvement are not listed. Marian said that they are listed on the MS25.

Matt Craig asked what we do a good job budgeting on and where do we usually end up not hitting the mark. Marian Alese reported that salary and benefits are the most volatile. Staffing will be reviewed. Special Education is difficult at times to project; it is volatile. We have been good at budgeting for fuel and equipment. Revenues are difficult to estimate.

Pierce Rigrod asked about the SMS Robotics Fund. Marian Alese reported that it is a summer camp option. The intention was to start it at SMS and expand it. Ms. Alese believed that it was open to all students; transportation is not provided.

David Martz asked if Marian knew if the Robotics Camp was attended by GBS students. Mr. Jim Elder reported that GBS students have not attended the camp in recent years.

e. LGC Update – M. Alese

Marian Alese reported that the last discussion was about returning some funds. She said that she attended a workshop last week and discussion took place about an additional assessment. Some districts are holding back until something definitive comes down about the ability to keep the funds.

A question about the majority of staff not having paid for benefits during this time has occurred. Some money may be due to them. If that is true, she would suggest that those employees future benefit contribution adjustment take place. Ms. Alese reported that the DRA says that they are o.k. with holding the money, not placing it on the MS24. Several districts are holding public hearings for unanticipated revenue. The auditors are alright with that as well.

Myron Steere said that he is concerned about the impact on the taxes with some towns. He would move that we reimburse the towns for the correct formulas with the understanding that if that money has to be returned that those towns will reimburse that money. Fiona Tibbetts second.

Stewart Brock asked how we could saddle the towns with that responsibility. He would want to have that discussion with the towns before doing this. What if the warrant fails? Where would that money come from?

Myron Steere said that a reserve could be held while returning some of the money.

Matt Craig agreed with Myron's original motion. It is a full commitment to the towns. There is a net return of some amount with some portion pulled back. Mr. Craig said that he thinks the town can handle that.

Pierce Rigrod said that some towns have expressed an interest in receiving these funds back. Would it be to only those towns that have expressed that interest? Mr. Estey said that it would be all of the towns or none.

Marian Alese said that we are not going to give it back to the towns; she would report it on a MS24 and would come right off the top of what would have to be raised by the towns.

Jon Ingram agreed that if the money was returned we would be dealing with the potential for nine towns and some of them not passing the warrant. He too, would like to have a candid conversation with the towns. He feared spreading the wealth of the problem.

Erik Thibault suggested discussion at the next SAC meeting. He asked if it was an option for a town to request that we hold the money until next year.

Marian Alese said that all of the revenues, except adequacy, come right off the top. Marian agreed to look into further.

Rich Cahoon said that if we simply return the money or reduce district assessment and 18 months from now it is overturned, we would have to raise that money.

Myron Steere said that the towns have the opportunity to place this money in an overlay to protect the tax rates.

Jon Ingram said that this will impact the school budget; we are doing the leadership of the district a disservice. Discussion should take place with the towns so as to not jeopardize the budget of the school district.

Linda Quintanilha asked Myron the harm in waiting another month.

Marian Alese said that she has to return the MS25. The MS24 has time.

Myron Steere said that we can wait.

Joel Green agreed that dialogue with the town is needed.

Myron Steere tabled his motion until information is returned from SAC. David Martz seconded tabling. Unanimous to table the motion.

Jon Ingram asked if there was a way to communicate with the public that the Board is being thoughtful about this decision so that it is articulate that there is a process. Confirmed.

Rich Cahoon said that it sounds like the discussion is how and when to return this money and not if we are returning the money. Butch Estey said that it is safe to say that the money will be returned.

There will be a public hearing for this discussion because not every town is represented in SAC. This would take place after the next SAC meeting. Select boards will be invited.

Pierce Rigrod said that if four towns want the money back and three do not want the money returned what is the possibility that only some of the towns receive money and not others. Marian Alese said that she will look into.

Butch Estey said that after listening to the towns the Board will make a decision.

Myron Steere said that the towns who do not want the money returned can place the money in an overlay account.

John Jordan said that a SAC meeting will take place on October 10th at 6:30 p.m.

f. School Board Goals Language

David Martz reported that the first item should be not bulleted and the remaining should be listed as items a through c.

David Martz moved to accept the Board Goals as restated. Myron Steere second.

Rich Cahoon said that discussion took place about actionable and measureable goals. Butch said that it can be on a future agenda.

Unanimous.

g. 2nd Read/Adoption

BEC: Non-Public Session (there is also an R (procedure) available for review (2nd read only, no adoption)

Myron Steere placed this policy on hold.

BKA: Liaison with School Board Association (rescinding old BJA, attached)

Myron Steere moved to adopt this policy as read. Linda Quintanilha second. Unanimous.

CBC: Superintendent's Right to Counsel (rescinding old CBI, attached)

Myron Steere moved to adopt this policy as read. Linda Quintanilha second. Unanimous.

EBBB: Reporting Accidents Involving Physical Harm of Students

Myron Steere moved to adopt this policy as read. Linda Quintanilha second. Unanimous.

Erik Thibault asked about the 24 hour stipulation for reporting in this policy.

Myron said that these hours are school hours. Kimberly Saunders confirmed.

EHAA: Internet Safety and Responsible Use Policy for Students

Myron Steere moved to adopt this policy as read. Linda Quintanilha second. Unanimous.

GBEBB: Employee-Student Relations (rescinding old GBH, attached)

Myron Steere moved to adopt this policy as read. Linda Quintanilha second. Unanimous.

David Martz asked about item number three that states that staff members shall not fraternize through written, verbal, or social media. Some staff live near students in the district; this would be in violation. Kimberly Saunders said that there is a difference between fraternization which implies more than a casual conversation.

Myron Steere said that this policy was scrutinized by the committee.

David Martz asked that his vote be changed. Mr. Estey confirmed that the vote had already taken place.

JIC: Student Conduct

Myron Steere moved to adopt this policy as read. Linda Quintanilha second. Unanimous.

h. Rescind (School Board Vote Required)

CBBA-E: Business Administrator

EBC-E: Emergency Plans

FA: Facilities Development Goals

FEB: Selection of Architect

BJA: Liaison with School Board Association

CBI: Superintendent's Right to Counsel

GBH: Employee-Student Relations

Myron moved to rescind the above policies. Linda Quintanilha second. Unanimous.

9. New Business

a. 1st Read Policies

CB: School Superintendent

DEA: Revenues from Local Tax Sources

DJE: Bidding Requirements (including procedure as FYI)

EBCA: Emergency Plans

EBCB: Fire Drills

EBCC: Bomb Threats

EBCD: Emergency Closings

EBCE: School Closing

EC: Buildings and Grounds

EEA: Student Transportation Services (amendment)

EI: Risk Management

EIB: Liability Insurance and Pooled Risk Management

GCA: Professional Staff Positions

GCB: Teaching Staff Contracts (amendment)

GCID: Professional Activities of Teachers

GCN: Evaluation of Instructional Staff

JCA: Change of School or Assignment

JFAB: Admission and Tuition of Non-Resident Students

KF: Community Use of School Facilities (including procedure as FYI)

Myron Steere read the above policies by name for a first read.

Linda Quintanilha said that the policies are in everyone's packets. She asked board members to read these policies prior to board meetings and bring questions up in advance as well. Comments will be discussed at the policy committee meeting.

b. MS25 School Board Signing – Marian Alese

Marian Alese reported that she has three copies of the MS25 for board signature. The DOE 25 is larger. The MS25 is a summary report. One goes to the DOE and one to the DRA.

Marian Alese reported that the district is returning \$695,823.

Matthew Craig expressed his thanks to the students for their expression of thanks on the t-shirts shared with Board members.

c. Initial Budget Assumptions

Butch Estey said that talk about initial Budget Assumptions was requested.

Rich Cahoon said that providing initial guidance to administration about budget assumptions is needed. Last year, a fully funded budget was requested. The Board cut the budget back. Mr. Cahoon said that guidelines should be shared if known in advance. Mr. Cahoon said that he would like to begin the discussion.

Matthew Craig said that at that time, we did not know what the fully funded budget would look like. There was a lot of discussion to get back down to a 2.5% increase. The tradeoffs were discussed and debated extensively. The 2.5% was a compromise.

Myron Steere reported that he looks at this as running a business. We have always set a low, middle, and high end range. It provides an opportunity for principals to look at the ranges within the budget.

Rich Cahoon said that it is appropriate to say what is acceptable early in the process.

Linda Quintanilha said that some things are out of our control. If we took out the things that we cannot control, our budget increased last year with that alone.

Stewart Brock said that areas that are critical to support to run the district should be addressed. Those would be sacred for the right reason. The other part of the budget would be determined to live with or without. Where do we think we cannot touch? Education and Budget & Property may have a short list.

Butch Estey asked if we give back the approximate \$600,000, we have to raise the \$600,000 again. Marian Alese said that if we level fund, we would have to raise an additional \$600,000.

Matthew Craig asked Dr. Minnihan what his approach would be if he had a clean slate.

Dr. Minnihan said that his approach has been to be reasonable and have trust. His budgets have been flat to an increase of 1%, 2% or 3%. Dr. Minnihan said that if you know in your heart that there is no way that you can support a 5% or 3% increase in budget, we are setting up the principals. He would rather know up front what the aim is in terms of budget.

Discussion took place about the impact on tax rates if \$600,000 is given back.

Marian Alese suggested that we start with the default budget to provide an idea. One year is remaining in the teacher's contract. This will provide an idea of what we are looking at. An assumption that the GMR would be a certain percentage will be made. In addition, Ms. Alese asked that an agreement in the area of facilities to level fund would be in place so that there would not be devastation of the facilities budget in the event of a default. She would ask "what can we support on district assessment?"

Jon Ingram liked the idea of a target to leave the controls over the budget where it belongs; with school leadership.

Joel Green said that he always looks at the previous finished year to determine what is adequate.

Matthew Craig said that what we should start with the budget and keep an eye on revenue dropping.

Marian Alese said that the budget will be discussed in a full day work session. All line items will be shared and reviewed. The budget will be reviewed building by building. Staff changes will be discussed. The budget is reviewed by object by school. An overview is conducted. There are 1,800 budget lines.

Rich Cahoon said that the Strategic Plan prioritizes facility items.

Linda Quintanilha said that she feels that curriculum renewal has not been fully funded for years. Giving a percentage is not doing our kids justice.

Stewart Brock said that he cannot vote for anything that is going to hurt the curriculum renewal. Our enrollment is looking like it is going in the right direction. The budget may have to grow.

Myron Steere said that he likes the percentage opportunity. If three levels are provided it allows for opportunity to determine what is important.

Rich Cahoon said that there was a 53% acceptance rate in votes to support the budget. If we go above a certain point he worried about jeopardizing the budget. It is within the control of the board to develop a budget that will pass.

Butch Estey disagreed, he said that the board needs to think about the kids.

Matthew Craig agreed with Mr. Estey. The board needs to develop a budget that will support the goals set. The Board has been all about the money and not as much about the impact.

Linda Quintanilha asked for the opportunity to do right by our kids and encourage a stronger vote of support.

Erik Thibault said that the problem with stating a 3% increase is that no one will chance asking for more because the ceiling has been set. Myron Steere disagreed; a guideline must be set.

Butch Estey said that the discretionary part of the budget is very small.

Erik Thibault said that every decision made has an impact on a child; it cannot be treated like the budget of a business.

Joel Green agreed that the board can better communicate. If items will be cut; it needs to be clearly communicated what the impact will be.

Jon Ingram reminded the Board that the board should keep the micro conversations where they belong. Linda Quintanilha said that the board needs to be crystal clear on what will be cut with certain percentages. Discretionary items should be looked at first.

Stewart Brock suggested that if three versions are desired, the professionals should determine what the three levels are. Placing faith in the administrators should take place.

Marian Alese said that there are a set of assumptions that go with a Default Budget. Ms. Alese said that if we start with the default, we know certain things which provides a dollar value. We calculate fixed costs as a percentage and then do low, medium, and high with the remainder.

Kimberly Saunders made the observation on the process that there is a perception that when we give money back that the money is fluff. Until that is faced head on, and explained to people the reason for why the money is available to return, this belief will continue.

Pierce Rigrod said that the process will be very interesting. Mr. Rigrod said that we are still in a recession alongside of the obligation to provide an education to our students. Communication on the reasons for items in the budget should be clear.

Erik Thibault shared that he felt that the way the budget has been developed in the past worked well. Mr. Thibault asked why change was necessary.

Linda Quintanilha shared her view on how the budget has been developed in the past.

Rich Cahoon said that if the three levels cannot be agreed upon, he agreed with Marian's approach.

Stewart Brock said that in the end, if some board members do not agree with the budget, all board members need to support where we land. He urged Board members to rally around the budget in the end.

Erik Thibault asked for a fully supported budget that includes all of the plans and one that does not include any of that. Jon Ingram cautioned that as dangerous.

Jon Ingram asked the Superintendent if he had a sense of what he would request of his principals. Dr. Minnihan confirmed. He added that they understand what is best for kids.

Mr. Ingram further asked if 2% and 3% are common numbers for budgets and if higher percentages often have good reasons for landing there. Dr. Minnihan confirmed.

Rich Cahoon said that starting with default plus priorities would be his vote.

Butch Estey asked what was wrong with the Superintendent's approach. Mr. Cahoon said that "reasonable" is not defined.

Erik Thibault asked Kimberly Saunders if correlations could be made on curriculum spending. Ms. Saunders said that she could on some points.

Rich Cahoon moved that the initial budget document be along the lines of the default plus priority level one increases such as facilities. Erik Thibault second.

Mr. Thibault said that he would like to amend it not to read as "default" but rather "fixed costs".

Matthew Craig opposed unless a fully funded budget was detailed as well.

Rich Cahoon said that he was comfortable with Erik's language that it is not the default but rather the fixed cost budget plus the priority one facilities items from the master plan.

Myron Steere second the amendment.

David Martz moved to see a budget of 2.5% over last year's budget.

Stewart Brock second.

Dr. Minnihan said that the term "fixed cost" was used. Fixed cost and default budget are not the same thing. Fixed cost is must more limited.

Rich Cahoon suggested straight-line cost.

Stewart Brock withdrew his second. David Martz withdrew his amendment to the motion.

Myron Steere withdrew his second. Rich Cahoon withdrew his motion.

Rich Cahoon moved that the initial draft of the budget include the known fixed costs plus facility priority level one items from the Strategic Plan.

Marian said that we know what fixed costs are, teachers costs etc. We make an assumption about GMR and move forward from there with a straight-line budget plus facilities priorities.

Myron Steere second.

Linda Quintanilha said that she is worried that it would come in lower than default.

Stewart Brock said that it is the initial budget projection as a starting point with a conversation to follow.

Opposed: Joel Green and Linda Quintanilha

Motion carried.

10. Approval of Manifests (Board Vote Required)

Marian Alese certified that manifests 17 through 21 totaling \$597,324.15 and Payroll 5 & 510 totaling \$804,674.74 have been reviewed by her and found to be proper charges against the Contoocook Valley School District for goods and/or services received and have been properly processed prior to their submittal to the School Board

Stewart Brock moved to accept the Manifests as read. Myron Steere second. Unanimous.

11. Non-Public Session: RSA 91-A:3,II

None.

Myron Steere moved to adjourn at 9:43 p.m. Matthew Craig second. Unanimous.

Respectfully submitted,

Brenda Marschok