

SAN LEANDRO UNIFIED SCHOOL DISTRICT
SAN LEANDRO, CALIFORNIA
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REGULAR MEETING OF THE BOARD OF EDUCATION - MINUTES

March 6, 2007

The Board of Education of the San Leandro Unified School District met in regular session on March 6, 2007, in the San Leandro City Council Chambers, 835 East 14th Street, San Leandro, California.

The meeting was called to order at 5:31 p.m. by President Rick Richards.

BOARD MEMBERS PRESENT

Mrs. Pauline Cutter
Mr. Ray Davis
Mrs. Lisa Hague
Mr. Mike Katz-Lacabe (arrived at 5:32 p.m.)
Ms. Linda Perry, Clerk
Mr. Stephen Cassidy, Vice President
Mr. T.W. "Rick" Richards, President

DISTRICT STAFF PRESENT

Christine Lim, Superintendent
Leon Glaster, Assistant Superintendent
Byron Isaac, Assistant Superintendent
Cindy Cathey, Assistant Superintendent
Linda Pollard, Administrative Assistant

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA

There were no public comments concerning items on the closed session agenda.

CLOSED SESSION

At 5:32 p.m., the Board went into closed session for Public Employee Performance Evaluation, Title: Superintendent's Evaluation; Public Employee Discipline/Dismissal/Release, Conference with Labor Negotiator, Conference with Legal Counsel – Anticipated Litigation – significant exposure to litigation, Conference with Real Property Negotiator; and Conference with Legal Counsel – Existing Litigation pursuant to Education Code Sections 35146 and 48918(c), Government Code Sections 54957, 54957.6, 54956.9(b), and 54956.9. It was determined that there was no need for a closed session on Student Expulsions. The closed session was adjourned at 7 p.m.

The Board returned to open session at 7:10 p.m. with the Pledge of Allegiance to the Flag led by Felipe Ibarra, and San Leandro High School student, Norris Mei. President Richards said the Board had been in closed session and no action was taken.

APPROVAL OF AGENDA

On a motion made by Mr. Davis and seconded by Ms. Perry, the Board approved the agenda for the regular meeting of March 6, 2007, by a 7-0 vote.

PRESENTATIONS

- * A Certificate of Commendation was presented to Felipe Ibarra who served as Interim Human Resources Director while the District conducted the search for the Assistant Superintendent, Human Resources. Felipe's calm leadership and steady courage resulted in many new hires and a smooth transition for the department.
- * Ruth Alahydoian from Kelly, Northcross & Nobriga presented an update on the Refunding of 1997 Measure A Bond and the Sale of Measure B Bonds.

She reported that Measure B Bonds (\$109 million) would be issued in several series over the next six years. The first issue, Series A, was for \$29 million and that the bonds were sold by competitive sale on February 21, and would close on March 7. The actual interest was lower than the estimated, and the growth rate higher, which meant that we would be able to stay within the tax rate commitment and issue bonds more quickly than originally estimated.

Ms. Alahydoian said that the District also issued Refunding bonds on February 21 at a lower interest rate to replace the five outstanding 1997 Election bonds. Comparing the old debt service to new debt service, taxpayers would save \$3,435,418, which meant that the tax increase would be under the estimated \$39 per \$100,000 assessed value.

The Board was very pleased that the results of the sale would enable the District to keep their promise to the voters. They thanked Ms. Alahydoian for her guidance and for a job well done.

Before beginning her presentation, Principal Amy Furtado proudly shared that Business Academy and Marketing Education students earned gold medals at the State DECA Conference in Costa Mesa, qualifying six students to compete at the International DECA California Conference, April 28-May 2, in Orlando, Florida.

She invited the Board to dine at Chevys on March 20, 2008, for a fundraising event in support of the students' trip to the conference. Chevys will donate 25% of the proceeds to their fundraising partner.

* San Leandro High School Athletic Program

Amy Furtado, Principal of San Leandro High School, presented information related to the schools' Athletic Program including the current athletic program offerings, number of students participating in the program, program budget and operating costs.

She said that the award winning athletic program serves students in ninth through twelfth grade, has 26 teams, with three levels of sports in football, girls' basketball, and boys' basketball. The program is highly competitive, winning Hayward Area Athletic (HAAL) championships in football, basketball, and wrestling within the last two years, and that a high number of students in the program have received National Collegiate Athletic Association (NCAA) Division I scholarships.

In addition to site and District funds, Ms. Furtado explained that the money raised by the Boosters program (\$10,000 each year) and gate receipts and fundraising (totaling \$35,000 annually) are allocated for a trainer, coaching stipends, transportation, officiating, equipment, and medical supplies. Additionally, Ms. Furtado said, as with most districts, the athletic programs are facing escalating costs, further explaining escalating costs and challenges the high school faces as it strives to continue to offer a high quality, comprehensive athletic program.

Potential solutions offered by the principal included purchasing a bus/buses to cut down on transportation costs, Pay to Play; cutting or downsizing the sports teams and programs, stressing that the school could not continue with its deficit spending from site funds that has been occurring since the budget was cut in 2002.

The Board thanked Ms. Furtado for the enlightening presentation.

Mr. Richards noted that the Finance Committee planned on discussing possible options and would be requesting a full accounting of the athletic budget.

While the Board liked the idea of owning our own bus, liability issues were a concern. It was also suggested that the District survey what other districts are doing, and that a cost analysis would be helpful. In addition, the Board suggested encouraging donations and possible business/corporation sponsorships, and entering into some type of agreement with private schools for use of their buses. Mr. Cassidy thought it might be possible to use Measure B funds to purchase a bus.

While District's legal counsel strongly advised not to consider the "Pay to Play" option, Mrs. Cutter felt that until there was clear direction from the courts, staff could bring back examples of "pay to play" in other districts. However, another option would be to make a "formal request" for donations from the parents of the athletes.

Mr. Cassidy looked forward to the Finance committee report, adding that he would hate to downsize, stressing the need to look at other revenue options.

* California Healthy Kids Survey and Safe Schools Survey Results

Judith Cameron, Director of Curriculum and Instruction presented an overview of the Spring 2006 California Healthy Kids Survey as well as how our students responded to the questions. They also compared results from the 2001, 2003, and 2005 survey administration.

She explained that as part of the state's school safety and violence prevention program, districts' administer the confidential California Healthy Kids Survey to students in grades 5, 7, 9, and 11 every two years. The survey asks students to respond to questions about alcohol, tobacco and other drug use, violence and safety, physical health and external assets/resilience). San Leandro Unified School District administered the survey for the first time in the spring of 2006.

In the fall of 2006, the District administered a safe school survey developed by Barry Chersky, our District Safe School consultant and reviewed by members of the Secondary Safe School Support Team. This survey was administered to students in grades 6-12. The on-line survey addressed questions related to school safety, bullying, discrimination, and support systems. Student comments were also collected. Cindy M. Cathey, Assistant Superintendent of Educational Services, presented a summary of the survey results and implications for next steps. She also shared work the District and schools are doing to address the needs identified.

Results of the student survey indicated that middle school students would like to see more adult presence, and show more concern for who they are, have more serious consequences for misbehavior, create more safe places, and have preventive measures in the classroom to stop insults. High school students indicated that more campus security, cameras, visibility of teachers, conflict mediation, more emphasis on acceptance and respect for reach other, intervening to stop rumors, and brightening the environment were areas they would like to be addressed.

Ms. Cameron and Ms. Cathey said that they would be share this information with the principals/administrators, continue to gather student voice, identify and prioritize key elements and merge with the results of the Secondary Safe School Survey.

As part of the presentation, the Board heard testimonies from San Leandro High School students Norris Mei, President, and Rosa Lee, Treasurer, Gay-Straight Alliance (GSA), and their advisor, teacher Dewey Nguyen on the tremendous impact the Safe Schools program is having on campus.

Mr. Dewey described the dramatic change he has witnessed on the SLHS campus since joining the faculty three years ago. He explained that as a new teacher, he wasn't sure whether or not he would come because of the pronounced homophobic vibe on campus. However, three years later, he added that the climate is so changed that gay acceptance is now the status quo. He thanked principal Amy Furtado and Superintendent Chris Lim for their support, adding that the Superintendent's attendance at all presentations has provided great credibility. Mr. Dewey felt that what has changed is the kindness that has resulted from the Safe Schools work.

Norris Mei said that she measures how far the culture had changed by how the membership of the GSA has grown. She credits the Day of Silence and reactions to the Safe Space posters as a way of gaining her attention, and she was proud that the GSA continues to create greater awareness, such as spearheading a photo project for National Coming Out Day, holding an Ally Week, where staff and students signed a petition that they are against Anti-LGBT behavior, and the current "Gay? Fine by me" Tee-Shirt Project.

Rosa Lee, and Norris agreed, that they definitely feel safer now on campus, with one major change being that teachers are intervening when name-calling occurs. Norris said that she has also found as she becomes more of a role model and practices more respectful behavior, it has had a domino effect, adding "It's a big school and there's lots of dominoes."

Suggestions and comments regarding both presentations from the Board included seeking a comparison of data with Berkeley Unified, if there were any resources available on building relationships with teachers, how the data had changed since a previous study by Girls' Inc., and possibly including questions regarding current trends on the Health Kids Survey.

The Board appreciated the informative presentations. They thanked the students for their thoughts, adding that they are proving to be a fine example for their peers.

REPORTS
8:00 Time
Specific

Student Representatives' Reports – Rachel Whyte, San Leandro High School student representative updated the Board on the activities at the high school. The Junior Prom will be March 30; San Leandro High School Education and Business Academy ROP students did an outstanding job at the Northern California DECA Career Development Conference; Boys and girls basketball are in the playoffs. Girls' NCS wrestling team placed first. The musical production of Grease will be April 20-28. *Every 15 Minutes* assembly for juniors and seniors will be May 10, 11. Beautification Day will be March 10 from 8-12 noon, and juniors will be taking the SAT for the first time on that day also. The Noche de Carnival Dance sponsored by Latinos Unidos will be March 16.

Rachel reported that the Youth Advisory's Commission's 2007 Youth Summit – World Awareness Day will be March 12, 2007, 9-2 p.m., at the Marina Community Center. The topics to be discussed will be warfare, politics, and the environment.

PUBLIC TESTIMONY ON NON-AGENDA ITEMS

- Carol Alvarez thanked the Board for attending the recent Booster's Crab Feed and for their continued support of the sports programs at the high school.
- Rob Rich, a Roosevelt parent, requested that the Board review the District's rules and procedures regarding Beautification Days which he felt were unclear, unjust to the working class and low income parents, counterproductive, and unfair to the students.
- Juan Martinez asked the Board to consider providing a larger facility for the Preschool Caminito de la Escuela Con "Cri Cri" located at Washington Elementary School, which would give more children in the Spanish community an opportunity to participate in the program, stressing that "pre-school is a key to success".

The Board took a break at 9:36 p.m. and reconvened at 9:45 p.m.

REPORTS

- 1) Correspondence – Clerk Perry reported receipt of the following emails from Kathy Goodall regarding equity seminar for parents in our community; from Rob Rich regarding request for the Reform of Beautification Day Regulations and Policies; from Audrey Brown regarding San Leandro High School Art show and reception date; from Samantha Hilts regarding incident at San Leandro High School; and from Gerald Shovlin regarding

support of GATE Senate Bill 736.

2) Superintendent's Report – Superintendent Chris Lim said that the District sponsored their very first parent equity training, “Who Speaks for the Children” on February 22, reporting that it was a wonderful event, 60-70 people attended, and very positive feedback was received. The principals will now conduct their own courageous conversations around race at their school sites, and create their vision and identify more culturally responsive strategies so that our parents of under representative groups feel more comfortable coming to our schools.

- March 5 was the Measure B Community Planning & Design Form. She thanked the members of the Measure B Steering committee (Judith Cameron, Daniel Chaja, David Lorden, Cindy Cathy, Leon Glaster, Mike Murphy, Byron Isaac, and Robin Michel (author of the presentation) for collectively communicating the journey ahead of us.

In response to a concern from Councilmember Surlene Grant, the Superintendent said that the District would vary the dates of future community meetings in an effort to avoid any conflicts with the City Council meetings. She also noted that despite the diligent effort made to distribute flyers to the surrounding high school neighborhood, the 138th Avenue block was missed, as well as a few new homeowners' associations, adding that Teresa Zumbo, Community Service Technician, personally delivered revised flyers for the upcoming meetings to that neighborhood. The Homeowners' Association roster was also updated and flyers were then mailed out.

- The New Kindergarten Parent Reception & Orientation for incoming kindergarten students will be March 19, at the District Office. She hoped that Board members would be able to attend so that she could introduce them.
- She recognized Leon Glaster, who will be retiring on March 30, reading an excerpt from his resignation letter, *“The leadership from the Superintendent and the Board in strengthening our educational presence has afforded me a great experience and a rewarding journey. Being part of a changing community’s perceptions of our District has been extremely gratifying. The experiencing of seeing citizens move from the picketing at the high school in 03-04 to now passionately embracing our vision of excellence will always be remembered. It gives me great pleasure to have been part of building new schools, renovating old schools and focusing on organizational culture.”*

She thanked Mr. Glaster for his service to San Leandro Unified School District, declaring March 20 (Mr. Glaster's last Board meeting) as “Leon Glaster Day!

Following the Superintendent's comments, Mr. Cassidy suggested that in the future, it may be beneficial to use the postal service mailing lists as a way of contacting all the residents surrounding the high school.

3) Board Committee Reports

- Communication- Mr. Katz reported that the committee met on February 23 and discussed ongoing communications for Measure B activities and asked Communications' Outreach Specialist Robin to report back with costs for potential methods to keep the community informed. They discussed the Board Briefs and distribution, district mailing lists, making school open houses more of a community event rather than just for parents, school tours for the community, and kindergarten preview day plans.
- Curriculum - Mrs. Hague reported that the committee met on February 27 and received updates on P.E. testing, textbook adoption cycle, homework policy, math and summer school program.
- Superintendent's Evaluation Ad-Hoc Committee – Mrs. Cutter reported that the committee met on March 1 and reviewed the current evaluation form. Recommendations included, updating the form with the current goals, shading in the rating section for each criteria, and only rating the goal as a whole, and requesting that the Superintendent develop an evaluation timeline. The committee also felt that the context of the mid-year evaluation update presented was sufficient back-up; however, a Board member could request additional documents on an as needed basis.

4) Board Representatives' Reports

- Eden Area Regional Occupational Program - Mr. Richards reported that the committee met on March 1 and approved the Second Interim Budget. One District student received a gold medal at the Skills USA Competition and will be participating in the state competition in April; six students, who participated in the DECA Career Development Conference, qualified to compete in the International DECA California conference, and a student from the District's Lighthouse/Independent Study Program was selected as "Student of the Month" for March in Auto Painting. Mr. Richards was also selected to serve as the Board chair, and Janice Friesen from Castro Valley will serve as Vice-chair for the upcoming term.

CONSENT ITEMS

Trustee Perry requested that Consent Items 1.2-C, Approval of Minutes – February 22, 2007; 1.3-C, Approval of Minutes – February 23, 2007; 4.4-C, Garfield Elementary School Windows Replacement Notice of Completion; and 4.5-C, Monroe Elementary School Windows Replacement Notice of Completion be removed from the Consent Calendar.

General Services

1.1-C Approval of Board Minutes – February 6, 2007

Human Resources

2.1-C Acceptance of Personnel Report

Educational Services

3.1-C Acceptance of Donations

3.2-C Propose Stipulated Expulsion Order for Student E18-06/07

3.3-C Administrator Training Program Grant

3.4-C Career Technical Education Grant Application

3.5-C Violence Elimination and Safety for San Leandro (VSSL) Grant Application

Business, Operations and Facilities

4.1-C Roosevelt Library Media Center Notice of Completion

4.2-C Bancroft Middle School Interior Finishes & Lighting Improvements Notice of Completion

4.3-C San Leandro High School Fence Notice of Completion

On a motion made by Mr. Davis and seconded by Mrs. Hague, the Board approved the remaining consent items by a 7-0 vote.

General Services

1.2-C Approval of Board Minutes – February 21, 2007

Trustee Perry noted that under her Policy Committee report on page 6, “addition to *E1312.3, The Uniform Complaint Form*” needed to be included, as it was also being brought forward to the March 6 meeting for consideration.

Under her Mid Alameda County Special Education Local Area Plan report, Ms. Perry wanted it noted that in addition to updating the local plan, and completion of the self-review process with the state by June, “*all preschoolers (age 4), must be evaluated*” needed to be included in that June deadline.

On a motion made by Ms. Perry and seconded by Mr. Davis, the Board approved the February 21, 2007, Board minutes as amended by a 7-0 vote.

1.3-C Approval of Board Minutes – February 23, 2007

Trustee Perry said that on page 3, the first sentence of the second paragraph should read: “*It was agreed that Trustee Perry would respond to Councilmember Surlene Grant in hopes that she and the City Council would be able to attend the March 12 and 26 meetings*”.

On a motion made by Ms. Perry and seconded by Mr. Davis, the Board approved the February 23, 2007, Board minutes as amended by a 7-0 vote.

Business Services

4.4-C Garfield Elementary School Windows Replacement Notice of Completion

Trustee Perry said that the completion date of the Notice of Completion should be December 19, 2006, not 2007.

On a motion made by Ms. Perry and seconded by Mr. Davis, the Board approved the Garfield Elementary School Windows Replacement Notice of Completion, as amended, by a 7-0 vote.

4.5-C Monroe Elementary School Windows Replacement Notice of Completion

Trustee Perry noted that the completion date of the Notice of Completion should read December 19, 2006, not 2007.

On a motion made by Ms. Perry and seconded by Mrs. Cutter, the Board approved the Monroe Elementary School Windows

Replacement Notice of Completion, as amended, by a 7-0 vote.

ACTION ITEMS

General Services

1.1-A Declaration of Need for Fully Qualified Educators

On a motion made by Mr. Davis and seconded by Mrs. Cutter, the Board approved the Declaration of Need for Fully Qualified Educators by a 7-0 vote.

CONFERENCE ITEMS

Human Resources

1.1-CF Job Description for Manager, Maintenance & Operations

The Board discussed and considered approving the job description for Manager, Maintenance & Operations.

The Board continued to have some concerns with regards to this position. Mr. Cassidy felt that in addition to budgetary concerns, he would need a better understanding of the makeup of the maintenance department before he would support proceeding with posting this position. He urged the Board to consider his stand.

Responding to Mr. Davis' concern that the use of the financial savings incurred by the propose configuration had not been fully addressed, Mr. Glaster said that the \$30,000 would be placed in a special reserve fund until staff had a chance to look at the funding levels before making a final decision.

Trustees Cutter and Perry thought that because the position had previously been approved by the Board it was important to proceed with the approval of the job description and posting of the position.

On a motion made by Mrs. Cutter and seconded by Mr. Davis, the Board approved the job description for Manager, Maintenance & Operations by a 6-1 vote. Trustee Cassidy voting no.

Educational Services

3.1-CF Revised Board Policy 6158, and Proposed Administrative Regulations 6158 a-I, Instruction – Independent Study

The Board discussed and considered approving the revision to Board Policy 6158 and approving the proposed mandated Administrative Regulation 6158 a-i, Instruction – Independent Study.

The Board felt that the changes made to the policy were unclear as nothing was noted. Mrs. Hague suggested that changes be identified in such a way that they would be easily recognized i.e. bold.

Originally a motion was made by Mr. Davis and seconded by Ms. Perry to approve the revisions to Board Policy 6158 and approve the proposed mandated Administrative Regulation 6158 a-i, Instruction – Independent Study.

However following further discussion, a substitute motion was made by Mr. Katz and seconded by Mrs. Cutter to table and bring back the revisions to Board Policy 6158 and approve the proposed mandated Administrative Regulation 6158 a-i, Instruction – Independent Study to the March 20 Board meeting with the revisions clearly noted by a 7-0 vote.

3.2-CF Revised Uniform Complaint Procedure Exhibit 1312.3

The Board discussed and considered approving and replacing the revised Uniform Complaint Procedure Exhibit E1312.3.

Prior to the vote, Ms. Perry noted that the only change was an additional check box “*Discrimination against protected groups as listed above.*” on the second page of the exhibit.

On a motion made by Ms. Perry and seconded by Mr. Davis, the Board approved the revised Uniform Complaint Procedure Exhibit E1312.3 by a 7-0 vote.

ADDITIONAL SUGGESTIONS AND COMMENTS FROM BOARD MEMBERS

- The Board shared their thoughts and feedback they received regarding the March 5 Measure B Community Planning & Design Forum meeting.

The Board agreed that they were disappointed in the turnout. Another concern was the lack of applications received so far, with Mr. Davis feeling that there needed to be a greater level of outreach. Mrs. Cutter suggested possibly extending the timeline.

Mrs. Cutter also noted that a community member expressed to her the possibility that applicants might feel they were not qualified to be part of the Design Team because the application requirements were too restrictive.

Mr. Katz and Mrs. Cutter also felt that there needed to be a constructive format and system in place, such as a remote microphone during the question and answer period.

- Mr. Davis announced that he and his wife would like to host a party, celebrating Mr. Glaster's retirement following the City/District Liaison Committee meeting on March 15, adding that he would follow-up with an email.
- Mrs. Cutter reported that she toured the new Juvenile Hall, and that she had asked the Superintendent to update the Board on "Challenge Days". Mrs. Cutter also said that she enjoyed the recent SLHS Pirates game at Monte Vista.
- Mr. Cassidy requested a copy of the presentation from the March 5 community meeting, as he was unable to attend and a copy of the revised flyer announcing the next two Neighborhood "Town Hall" meetings. As a way of reaching out to perspective Design Team applicants he suggested possibly using the global email address, and also contacts from an earlier career tech advisory group that existed several years ago.

At 10:30 p.m., a motion made by Mr. Katz and seconded by Mrs. Hague, the Board agreed to extend the meeting to 10:45 by a 7-0 vote.

- Mr. Katz felt that the approval of the Violence Elimination and Safety for San Leandro (VESSL) Grant Application in conjunction with the Cesar Chavez Foundation and Davis Street Family Resources Center showed a great amount of progress and support of the Superintendent's goals by hiring a grant writer and working with local organizations as a way of providing better resources for our students in our District.
- Mrs. Hague announced an upcoming Pancake Breakfast fundraiser at John Muir on March 31. She also shared that through a recent conversation with a neighbor, it was discovered that the San Leandro High School parent tour for the 8th grade Muir students was scheduled for March 12, the same day as the first Neighborhood "Town Hall" meeting.
- Mr. Cassidy liked the format of the recent City newsletter, suggesting that the District consider using it as a possible model for its own newsletter. He asked Communications Outreach Specialist, Robin Michel, look into the process and cost and report back to the Communications committee with an update. He would like to have a 9th grade academy fact sheet produced as a way of addressing the questions raised by the community.

- Ms. Perry asked that the meeting be adjourned in memory of Tim Trickle, who worked on the District's first bond; and Juanita Haugen, a long-time Pleasanton Board member, and former President of the California School Boards' Association.

Ms. Perry reported on upcoming legislation: AB 599 and AB 1638 addressing equalization, and AB 36 and AB 835 related to school finance and declining enrollment. In addition to forwarding copies of those bills to the Advocacy Committee, she would also include a 22-page document listing bills focusing on education identified by CSBA, noting that none of these bills would be scheduled for hearings until after March 24.

Alameda County School Boards' Association will be meeting on March 15. Districts will share their Superintendent's evaluation process and discuss the "Getting Down to Facts" research project on adequacy of funding which will be released on March 15.

She reported attending the African American Business Council Career Day at the high school (along with Trustee Katz), the Booster's Crab Feed, the San Leandro High School Art Show which continues through April; Monroe's Lunar/New Year potluck and entertainment; and Roosevelt's "Radical Readers' Celebration".

Ms. Perry asked if the "Days of Respect" referred to in the VESSL Grant application differed or supported the "Challenge Days" model. She also would like to have a list of the Career Technical Education (CTE) Advisory Committee members who approved the CTE Grant Application that was also approved tonight.

- Mrs. Cutter noted that a former San Leandro High School art student went on to be an animator on the recently released movie "Happy Feet".

ANNOUNCEMENT

Future Board of Education Meetings

- Regular Meeting – March 20, 2007
- Regular Meeting – April 3, 2007
- Regular Meeting – April 17, 2007
- Regular Meeting – May 1, 2007
- Regular Meeting – May 15, 2007
- Regular Meeting – June 5, 2007
- Regular Meeting – June 19, 2007

ADJOURNMENT

On a motion made by Ms. Perry and seconded by Mrs. Hague, the Board adjourned the meeting at 10:40 p.m. in memory of Tim Trickle, who worked on the District's first bond; and Juanita Haugen, a long-time Pleasanton Board member, and former President of the California School Boards' Association by a 7-0 vote.

Respectfully submitted,

Linda Perry, Clerk