

Concord School District  
**Board of Education**  
**Regular monthly meeting**  
**April 1, 2019**

**Board members present:** Nancy Kane, Tom Croteau, Chuck Crush, Jennifer Patterson, Liza Poinier, Danielle Smith, Jim Richards, Pam Wicks; Helen Massah, Gaven Brown (student representatives)

**Board members absent:** Barb Higgins

**Administrators:** *Superintendent Terri Forsten, Assistant Superintendent Donna Palley, Business Administrator Jack Dunn, Director of Human Resources Larry Prince, Director of Facilities Matt Cashman*

Agenda Item 1. Call to Order

Board President Jennifer Patterson called the meeting to order at 7:00 p.m.

Agenda Item 2. Approval of Agenda

**The Board voted 8-0 to approve the agenda as presented (motioned by Nancy Kane, seconded by Tom Croteau).**

Agenda Item 3. Public Comment – agenda items only

There was no public comment.

Agenda Item 4. Champions for Children

Abbot-Downing School: **Mary Wyatt**

Mary Wyatt, better known as Ms. Mary to our ADS community, has worked for the District since 2004 and at ADS for seven years. Mary is a key member of the ADS community – in addition to everything else, her special talent is remembering the names of ALL the students, families, and staff ... hundreds and hundreds of names! At ADS, students may be asked who their “go-to” person is when they need someone to talk to – many students will name Ms. Mary. Aside from this, she is ADS’ regular “behind the scenes” staff member, who goes above and beyond her daily duties to ensure our students feel special. Here are some of her projects: designing a heart for every ADS student during Valentine’s Day; arriving at ADS early to help with the Winter Concert setup; assisting in the *ADS Dance Dismissal* for the Ellen Show; helping to organize and spear “clean-up day”

at ADS; coming in on the weekend to label T-shirts and set up the stage for the DARE graduation; taking home graduation T-shirts and labeling them for the 5th grade; spending money she won from a 50/50 raffle to buy props for the ADS school dance; organizing the school food drive; staying after hours with students to make sure they are safe and picked up by their families (when she has allowed the Principal to oversee student pick up, she has called later that evening to make sure the students were safe); picking up school supply orders after hours and on weekends; helping to organize a benefit event for a seriously ill staff member; coming in before contracted hours to make sure the school day runs smoothly; watching students who are dropped off before school starts – because she is there so early – giving students a warm and safe place to be; making sure a child who arrives late has breakfast and a plan for lunch. Did I mention, this is just this year? Ms. Mary gives back to the school community year after year, making sure ADS students are safe and feel special.

Beaver Meadow School: **Chad Miller**

Chad Miller is a dedicated community member who has positively impacted BMS – the type of volunteer who jumps to help others and is willing to take on projects. Mr. Miller spoke with the Principal after he noticed that the small flower bed around the flagpole did not survive the long winter months and asked if it would be okay if he fixed this problem. If you have been anywhere near the flagpole at BMS, you are well aware that he did more than repair the small flower bed – he spent many hours the following year renovating this area. For months, one could witness the progress of this construction. His plans changed from time to time about which materials he wanted to use and where he wanted them to go, and there was a regular conversation among staff and visitors about how the finished area might look – it felt like an unopened gift for the school. One day the Principal noticed beaver logs being carved, then bricks appeared on a walking path in an infinity design, then a granite wall, then military chains draping between granite stones, then a concrete box at the base of the flagpole for 20-year time capsules, then plants and wood chips, carefully planted and placed. On opening day, students, staff and families were invited to begin the school year by singing *The Pledge of Allegiance* together facing the upgraded flagpole garden and military-style walkway. It was a beautiful day, and staff from the *Concord Monitor* joined this momentous moment. After Mr. Miller finished this project, he became an active member of the *Weekend Wagon* program, making weekly trips to the food bank to replenish supplies, so families in need could be provided with meals.

Broken Ground School: **Amy Yeaton**

Amy Yeaton is the BGS 2019 Champion for Children. Amy's son is a BGS fifth grader and her older daughter is now a RMS sixth grader. Amy has been a consistent and extremely positive member of the PTA for many years, encouraging the PTA to fund enrichment opportunities like *Adopt-a-Spot* and the *Bigs and Littles* program whenever possible. Over the time her children have been at BGS, Amy has found many ways to support BGS. She is a loyal volunteer willing to sell tickets for *Harvest Fest* or for the *Kids In Action* program, chaperone field trips, take a shift at the Book Fair, and support PTA activities. Amy has

been the Volunteer Coordinator for several years, a daunting task requiring strong communication and organizational skills but, despite these demands, Amy always remains positive and upbeat. She posts online sign-ups to recruit parents to volunteer at Book Fairs, Ice Cream Socials, *Harvest Fest*, reaching out to families and encouraging them to join the fun. Amy has taken the lead for PTA in organizing regular staff luncheons and breakfasts throughout the year – and providing these amazing meals to such a large staff is no easy feat. Amy, working with other members of the PTA board, makes sure that BGS staff feel appreciated and supported for all that they do. Even working full-time outside the home, Amy finds ways to share her talents and time with others. The entire BGS staff appreciates the care and consideration Amy has shown to students and the BGS community over the years. We will miss her regular presence at events next year, but hope to reconnect when her next child enters BGS.

Christa McAuliffe School: **Melissa West**

The mission of the CMS PTO is “to support the education of all CMS students by fostering discussion, cooperation and aid among parents, teachers, students, administrators and community members.” One particular individual champions this mission every day through her dedication and commitment to the well-being and enrichment for all CMS students – Melissa West. In addition to her own employment as an architect and project manager, Melissa is mom to one of our 4th grade students and, fortunately, he allows her to volunteer at CMS constantly! This list may sound unimaginable, but Melissa systematically tackles these numerous events with enthusiasm and unwavering smiles and, whether through her own coordination or through supporting others, they could not happen without her. They include: securing the annual field day DJ and treats for the kids; maintaining the PTO Facebook page; organizing Box Top collections, the Ice Cream Social, an *Afternoon with the Monarchs*, *Bingo for Books*, fun passes, holiday wreath purchases, *Walktober*, movie nights, the CMS online auction (including tickets to Disney World!), staff appreciation breakfasts and luncheons, two Book Fairs each year, the *Spaghetti Dinner*, and the spring block party. Melissa has also served as PTO Volunteer Coordinator, PTO Vice President, and Fundraising chair. It is difficult to recall a school day when she has not stopped into the main office to say hello, ask how things are going, ask what she can do to help, track down answers, or accomplish one of the various tasks on her to-do list. Melissa brings a special energy into the school – she is passionate, friendly, student-centered, committed, easy-going, creative, energetic, personable – and simply very fun. We would not be the same amazing school without her.

Mill Brook School: **Rebecca Johnson**

Kind-hearted, caring, nurturing, dedicated and compassionate – just some of the qualities that describe the MBS 2019 Champion for Children. Becky Johnson exemplifies the spirit of the Champion for Children, having devoted her life’s work to advocating for and supporting young children and their families, through her leadership as the Director of Belknap-Merrimack Head Start for many years. Upon retirement, Becky immediately reached out to MBS staff to request that she begin volunteering to work with students

each week. Becky has brought her knowledge about children and desire to make a difference to her weekly volunteer work with children for the past six years. Her steady, caring presence has made a significant and important positive impact on many children. Each week at MBS, Becky works with small groups of children to help them with classroom work and special activities. She intuitively knows how to support each child's academic and social skills, helping them to build their individual skills and confidence. She has devoted time to helping our new refugee students gain a growing confidence in their connection to school and development of English skills. Over and over, we have seen children shine in her presence. She has maintained strong connections with children through the years and has helped many navigate the obstacles and challenges of learning a new culture and school expectations. In addition to her work in the classroom, Becky has taken on the distribution of the *Take-A-Tote* program, a community collaboration between Grace Episcopal Church and MBS staff to provide weekend supplemental food/snack bags for 50 MBS children. Becky works with student helpers to distribute the *Take-A-Tote* bags each week. Whatever she is doing within the school community, staff and students can count on her positive, joyful approach to anything that supports the children in her care. Through her volunteer role, Becky has exemplified the qualities that bring out the best in each student. She truly believes in each student and is willing to be there for them, building strong, nurturing relationships as she guides them in their weekly tasks. She is delighted with each child's successes, and willing to gently bear witness to the challenges of some of their lives' harder experiences. There have been many times that Becky has quietly supported children and their families who might need food, clothing or resources to get them through an especially tough time. Becky is an admired and respected member of the MBS community, and she lives the idea that 'every child is one caring adult away from a success story.' On behalf of MBS students, staff and families, we would like to honor and thank Becky for her ongoing dedication and support of our students. She has been and continues to be a Champion for many children in our community. Congratulations, and thank you, Becky!

Rundlett Middle School: **Caroline Keane**

Caroline Keane is an educational assistant at CHS, so you may be wondering why RMS is nominating her for this honor. Caroline has gone above and beyond her job at CHS to positively impact all students in SAU 8 and here's her story. In 2014, she started the *Ready to Learn Fair* with the goal of helping RMS students be prepared for a new academic year. That first year was a pilot to see how things would go – and they had 64 students attend – a pretty remarkable first year! This event has blossomed into a District-wide event under Caroline's watchful eye, giving students the opportunity to start the school year on a positive note. This past summer, more than 350 students attended the event and walked away with backpacks, school supplies, toiletries and haircuts – all FREE of charge! Throughout the year, Caroline organizes fundraisers to keep the Ready to Learn Fair going. Many community members have been extremely generous with their services, thanks to Caroline's determination – along with cash donations, other businesses donated: New England School of Barbering (free haircuts); Delta Dental (150 free toothbrushes,

toothpaste and floss); Comcast (low-cost internet and laptops for families); Ascentria (toiletries, peanut butter and jelly for families). Caroline is modest and readily acknowledges everyone in the District who helps but really, this is Caroline's brainchild. SAU 8 students are lucky to have someone on their side who goes above and beyond to make that first day of school truly special. Caroline is truly a Champion for Children.

#### **Concord High School – Cathy Kaplan**

From the moment a child enters the world, we are drawn into a human activity that sets us apart from the rest of creation - we look toward the future, and envision a world filled with possibilities. Yes, children create dreamers of us all, however, such dreaming must not remain an idle pastime. Our hopes and dreams provide us with both inspiration and direction for creating a better world. As a community, the Concord School District has committed itself to working toward a vision in which "all students develop a passion for learning, experience excellence in their lives and believe that they have the ability to shape the future of their lives and communities." In order for this vision to become real, it requires the commitment of time and talent from the entire community. This evening, I would like to introduce you to one individual, Cathy Kaplan who has chosen to invest her time and talent into building this future. For the past two years, Cathy has served as President of FOPA (Concord Schools Friends of Performing Arts). FOPA is an independent nonprofit organization dedicated to supporting the students and faculty in the performing arts: band, orchestra, theatre, and chorus. In the fall, FOPA runs the concessions stand at all home football games and later in the year, they assist with concerts, CAST performances, fundraisers and festivals both at the Capitol Center and at Concord High School. Additionally, FOPA provide scholarships to graduating seniors who plan to pursue study in the performing arts at the college level, as well as to students who plan to undertake summer lessons or attend camps in the performing arts. On a regular basis, Cathy shares the gift of her artistic talents to the service of the school. Since the Concord School District was first awarded a 21st Century Community Learning Centers Grant, Cathy has been designing lessons and developing activities to engage students and transform an ordinary afternoon into a memorable afternoon. Consistently, Cathy brings great enthusiasm, imagination and a genuine desire to promote and celebrate the talents of our students. How does one transform vision into reality? For Cathy, the answer is found in her commitment to public education and a belief in the dignity and worth of every child. It is with deep gratitude and great pride that Concord High School presents Cathy Kaplan as a nominee for the 2019 Champions for Children award.

#### **CRTC – Adam Memmolo**

Adam is the Service Manager for Grappone Ford, Mazda and Hyundai. In addition, he is a 2003 CRTC Automotive Technology program completer, graduating from Pembroke Academy. Adam worked his way up at Grappone, where he actually started as a CRTC intern, and today he is in a key leadership role, respected for his quality of work, forward leadership, and commitment to workforce development. Along those lines, one of the

most amazing educational experiences you can have is walking through the Grappone shop with Adam and our auto tech teachers. The number of solidly employed, well-paid technicians who are also CRTC graduates from not just years, but decades, is incredible. They come up, give a warm cheer and a big handshake. This whole scene happens because of Adam's leadership, both up front as well as through quiet channels. The entire Grappone Auto Group – ably led by Amanda Osmer – deserve recognition for their work as a CRTC partner. Adam and Amanda are the front line, but their commitment runs deep across many employees who mentor our students – Grappone Automotive Group is the gold standard. Adam's CRTC volunteers activity list includes: facilitating internships and active mentoring about 15 Auto Tech students per year (he is "hands on" and closely involved in every relationship); actively participating on our Auto Tech program advisory board; arranging financial supports for students going to national competitions, including \$1,200 for Brian Latham to attend the national SkillsUSA diesel competition this June in Louisville, KY; being similarly active with CRTC's largest post-secondary auto tech partner, Manchester Community College, and contributes to a remarkably smooth transition for many CRTC students heading to MCC; volunteering in the CRTC auto classrooms to support job interviewing skills, non-traditional equity opportunities and workforce training. For example, this year he has carved out time for all these initiatives, including providing harassment training for students – the same exact talk he would provide at Grappone. He also participated as an industry interviewer for CRTC's fall interview skills two-day center-wide training. Adam is one of those partners whom we call without hesitation; the answer to our request is *always* "yes." This robust and trustworthy relationship is unique, and so valuable to us. Adam is someone we value tremendously. Beyond CRTC, he is involved in the community as a member of the Board of Directors for NH Children's Trust. For all the reasons previously listed, he is a model Champion for Children. The CRTC community is grateful to him and hope for many great years of partnering into the future.

#### Agenda Item 5. Approval of Board Minutes

Ms. Patterson briefly noted the minutes of the regular Board meeting on March 4, the Board Work Sessions on March 4, 6, 11, 13 and 25, the Public Hearings on March 18 and 20, and the special Board meeting on March 27.

**The Board voted 8-0 to approve the minutes of the regular Board meeting on March 4, the Board Work Sessions on March 4, 6, 11, 13 and 25, the Public Hearings on March 18 and 20, and the special Board meeting on March 27 (moved by Mr. Croteau, seconded by Chuck Crush).**

#### Agenda Item 6. Recognitions

Student Board representatives Helen Massah and Gaven Brown updated CHS activities:

After Maggie Connolly won the school Poetry Out Loud competition last month, she moved on to win the regional competition. At States, she recited her third poem (of three poems, one had to be written before the 20th century and the other had to be 25 lines or less), finished as runner-up and was selected as the state alternate. Seniors have been receiving their acceptance letters to college – a raft of duck cut-outs is displayed on CHS office windows with student names and colleges. Nominated by Principal Sica, 32 CHS seniors with a B+ grade point averages or above and currently active in at least two letter sports were recognized at the annual NHIAA and NHADA scholar-athlete awards ceremony for achieving academic and athletic excellence. CRTC’s health science program students competed to demonstrate their medical skills and knowledge at the 37th annual HOSA States’ conference at the Geisel School of Medicine in March. Of the 60 students who competed, 32 qualified for Nationals and will travel to Orlando, Florida in June. Several students will be state officers next year. HOSA’s second blood drive this year will be May 8th. This year’s National Honor society inductions will be held April 4 with 53 new members – congratulations to all who have earned this honor. March was *Music in the Schools* month, featuring jazz ensemble, chorus, orchestra and band concerts. CHS’ *Be the Change* club visited Timberlane High School recently to engage students in multiple diversity training workshops. The club’s goal was to help establish another *Be the Change* club at Timberlane and raise diversity awareness. Last week, Governor Sununu and the NH Executive Council held the first part of their monthly meeting at CHS, allowing many groups and classes to present their accomplishments and activities to the Council. Afterward, those students answered questions and had further individual conversations with Council members.

Superintendent Forsten briefly discussed “entitlement grants assurances.”

**The Board voted 8-0 to support the application process for the entitlement grants (Title I, Title III, etc.) (moved by Jim Richards, seconded by Mr. Croteau).**

#### Agenda Item 7. Personnel

Larry Prince presented three professional leaves of absence (Gabe Cohen, Frank Harrison, Lynn Vinskus) and one medical leave of absence.

**The Board voted 8-0 to confirm the leaves of absence as presented (moved by Mr. Crush, seconded by Ms. Kane).**

Larry Prince presented one administrator nomination.

Chrigus Boezeman, Assistant Principal, Rundlett Middle School, \$107,291, Step II. Chrigus held this position one-year-only for the 2018-2019 school year. Budgeted at \$107,291

**The Board voted 8-0 to confirm the nomination (moved by Mr. Croteau, seconded by Ms. Wicks).**

Larry Prince presented the Central Office administrator nominations for 2019-2020: Terri Forsten, Superintendent; Donna Palley, Assistant Superintendent; Robert Belmont,

Director of Student Services; T. Matthew Cashman, Director of Facilities and Planning; John Dunn, Business Administrator; Larry Prince, Director of Human Resources; Pam McLeod, Director of Technology; Terence Crotty, Director of Transportation; Donna Reynolds, Food Service Director

**The Board voted 8-0 to confirm the nominations (moved by Mr. Croteau, seconded by Ms. Wicks).**

Larry Prince presented the Concord Administrators Association (CAA) nominations for 2019-2020: Thomas Sica, CHS Principal; James Corkum, CHS Assistant Principal; Thomas Crumrine, CHS Assistant Principal; Steven Rothenberg, CHS Assistant Principal; Michele Speckman, CHS Director of Special Education; Steven Mello, Director of Physical Education and Sport; Paulette Fitzgerald, RMS Principal; Heather Barker, RMS Assistant Principal; Chrigus Boezeman, RMS Assistant Principal; Cynthia Courounis, RMS Director of Special Education; Anthony Blinn, ADS Principal; Michele Vance, BMS Principal; Susan Lauze, BGS Principal; Kristen Gallo, CMS Principal; Katie Scarpati, MBS Principal

**The Board voted 8-0 to confirm the nominations as presented (moved by Mr. Croteau, seconded by Mr. Crush).**

Larry Prince presented a number of new teacher nominations for 2019-2020:

Victoria Hopkins, Occupational Therapist, District, \$83,926, M-14. Victoria replaces Fiona Quirk (M-13 = \$80,574) – transfer to 80% District Occupational Therapist position. Budgeted at \$80,574

Fiona Quirk, Occupational Therapist, District, \$64,459, 80% of M-13. Fiona replaces Norma Robinson (80% of B-13 = \$60,931) – retirement. Budgeted at \$46,890

Gabriel Cohen, Performing Arts Coordinator, Concord High School, \$16,785, 20% at M-14, one year only. Gabe is requesting a 20% leave of absence from his full-time music teacher position to continue in this assignment. Budgeted at \$11,722

Frank Harrison, Jr., ROPE Teacher, Concord High School, \$16,785, 20% at M-14, one year only. Frank is requesting a 20% leave of absence from his full-time science teacher position to continue in this assignment. Budgeted at \$11,722

Melissa Lagasse, Art Teacher, Beaver Meadow School, \$59,273, B-7. Melissa replaces John Hatab (M-14 = \$83,926) – retirement. Budgeted at \$58,612

Debra Caldwell, Classroom Teacher, Christa McAuliffe School, \$53,540, M-3. Debra replaces Paul Bourassa (M-14 = \$83,926) – retirement. Budgeted at \$58,612

Abby St. Pierre, Reading Specialist, Mill Brook School, \$83,926, M-14. Abby replaces Nancy Siff (M-14 = \$83,926) – retirement. Budgeted at \$58,612

Stephanie Bowser, Project SEE Coordinator, District, \$44,102, B-1, Stephanie replaces Louise Pigeon (B-13 = \$76,164) – retirement. Budgeted at \$58,612

Erin Cayer, Out of District Case Manager, District, \$58,612, M-5. Erin replaces Marjorie Mead (M+30-14 = \$86,572) – retirement. Budgeted at \$86,572

Lyn Vinskus, Science Coach, Concord High School, \$34,629, 40% of M+30-14, one year only. Lyn is requesting a 40% leave of absence from her full-time science teacher position to continue in this assignment. Federal Funds

**The Board voted 8-0 to confirm the nominations as presented (moved by Mr. Richards, seconded by Mr. Croteau).**

Larry Prince presented several coach nominations.

Andrew Baldwin, Unified Track Coach, Concord High School, \$1,266, Step 3, Group 14, 3.0%. Andrew replaces Jaqueline Deans

Logan Lamoureux, Spring Track Supplemental Coach, Concord High School, \$1,688, Step 3, Group 13, 4.0%. Logan replaces Colin Brown

Joseph Susi, Freshman Softball Coach, Concord High School, \$2,321, Step 2, Group 11, 5.5%. Joseph replaces Katherine Weeks

Michele Bartlett, Assistant Track Coach, Rundlett Middle School, \$1,266, Step 3, Group 14, 3.0%. Michele replaces William Chavanelle

Sean Smalley, Spring Track Assistant Coach, Rundlett Middle School, \$844, Step 1, Group 14, 2.0%. Sean replaces Michael Bouffard

**The Board voted 8-0 to confirm the nominations as presented (moved by Mr. Richards, seconded by Danielle Smith).**

Larry Prince presented the list of CEA (teacher) nominations for 2019-2020.

**The Board voted 8-0 to confirm the nominations as presented (moved by Liza Poinier, seconded by Ms. Kane).**

Larry Prince presented the list of six teachers who have applied for the Veterans' Salary Scale: Dan Gauthier, Laura Ernst, Mary Nazaka, Mary Palm, Robert McIntosh, John Hubbard.

**The Board voted 8-0 to confirm the list as presented (moved by Mr. Croteau, seconded by Mr. Richards).**

Mr. Croteau commented that he is proud to be part of the Concord School District and thanked teachers, coaches and all staff for their efforts.

#### Agenda Item 8. Negotiations

Chuck Crush announced that the committee had come to an agreement with the UAW – Custodians collective bargaining unit. Highlights of the master agreement include:

Wages:           Year 1 (2019-2020): New Base Scale  
                      Year 2 (2020-2021): Range: 1.90% - 2.20%  
                      Year 3 (2021-2022): Range: 2.00% - 2.40%

New money:	Year 1 (2019-2020):	\$38,106.28
	Year 2 (2020-2021):	\$39,363.55
	Year 2 (2021-2022):	\$48,704.40
	Total:	\$126,174.22

Shift differential stipends:	2 <sup>nd</sup> shift	Current year	\$0.80/hr
		Year 1 (2019-2020):	\$0.80/hr
		Year 2 (2020-2021):	\$0.85/hr
		Year 3 (2021-2022):	\$0.90/hr
	3 <sup>rd</sup> shift	Current year	\$0.90/hr
		Year 1 (2019-2020):	\$0.90/hr
		Year 2 (2020-2021):	\$0.95/hr
		Year 3 (2021-2022):	\$1.00/hr
Head Custodian stipends:	Elementary:	Current year	\$2.50/hr
		Year 1 (2019-2020):	\$2.75/hr
		Year 2 (2020-2021):	\$2.85/hr
		Year 3 (2021-2022):	\$3.00/hr
	Middle school:	Current year	\$4.25/hr
		Year 1 (2019-2020):	\$4.50/hr
		Year 2 (2020-2021):	\$4.60/hr
		Year 3 (2021-2022):	\$4.75/hr
	High School:	Current year	\$5.50/hr
		Year 1 (2019-2020):	\$5.75/hr
		Year 2 (2020-2021):	\$5.85/hr
		Year 3 (2021-2022):	\$6.00/hr

Benefits: health insurance contributions will remain at current levels for all three years of the agreement: EE-10%; ER-90%. Those hired on or after July 1, 2013: EE-15%; ER-85%. District contribution to health insurance (55%) is not available to retirees hired on or after July 1, 2019. Travis Campbell, Wayne Roark and Dan Gontarz served on the union negotiating team and Jack Dunn, Larry Prince and Matt Cashman were the District negotiating team.

**The Board voted 8-0 to approve the contract for the custodians collective bargaining unit for 2019–2022 as presented (moved by Mr. Crush, seconded by Ms. Poinier).**

#### Agenda Item 9. Proposed calendar of meetings

Superintendent Forsten discussed the proposed Board calendars for April and May, highlighting a Public Hearing on April 17 to receive public input on the proposed bond for roof replacement at Concord High and Broken Ground schools. She noted that spring recess would be the week of April 22 to April 26.

Jack Dunn suggested that he hoped to have materials ready by May 6 for a Board vote to authorize the bond and debt for the roof replacement.

Agenda Item 10. Public comment

There was no public comment.

Agenda Item 11. Adjournment

**The Board voted 8-0 to adjourn (motioned by Ms. Wicks, seconded by Mr. Croteau).**

The Board adjourned at 8:15 p.m.

Respectfully submitted,

Jim Richards, *Secretary*

Linden Jackett, *Recorder*