

Chignecto-Central Regional School Board

Regular Meeting

04-02 Minutes

April 10, 2002

The regular monthly meeting of the Chignecto-Central Regional School Board was held on Wednesday, April 10, 2002, in the Elmsdale District Elementary School commencing at 7:00 p.m.

Present:

Kaaren Barkhouse
Robin Bourque
Jim Grue
John Henderson
Bernie Knockwood
Mark Lavers
Mary Macaulay
Lawrence MacKinnon

Ron Marks
Marilyn Murray
David Myles
Robert Parker
Mackie Ross
Cheryl Samson
Marilyn Thompson
Trudy Thompson

In Attendance:

Doug Benedict
Larry Elchuck
Valerie Gauthier
Clare Keating
Gary Miller

Brian Murphy
Dale Sabeau
Elizabeth Van den Eynden
Linda Campbell

Absent:

Raymond Tynes, with regrets

Board Chair Robert Parker called the meeting to order and welcomed everyone in attendance. Mr. Parker thanked Principal Cheryl Scotland-Moxon and her staff for hosting the meeting and for providing a tour of the new facility earlier in the evening.

At Mr. Parker's suggestion, all those present observed a moment of silence in memory of the late

Queen Mother.

APPROVAL OF AGENDA:

It was MOVED by Marilyn Thompson, seconded by Trudy Thompson
THAT THE AGENDA BE APPROVED.

MOTION CARRIED

APPROVAL OF MINUTES:

It was MOVED by David Myles, seconded by Bernie Knockwood
THAT THE MINUTES OF THE MEETING HELD ON MARCH 20, 2002 BE APPROVED.

Following a request for the inclusion of more detail,

It was MOVED by Mary MacAulay, seconded by Ron Marks
THAT THE APPROVAL OF MINUTES SECTION BE AMENDED BY REPLACING THE FOURTH PARAGRAPH ON PAGE 8 OF THE FEBRUARY 13, 2002 MINUTES WITH THE FOLLOWING:

Mary Macaulay asked that the record indicate she had asked for direction from the Board regarding a replacement school for Truro West. She informed the Board that the Willow Street School Advisory Council had polled parents and there was consensus that the existing school building undergo extensive renovation – in fact such extensive renovation that potentially only the facing of the existing school be left intact to preserve the distinct existing streetscape. The Board advised that this extensive type of renovation is equivalent to asking for a new school on the existing Willow Street school site as opposed to an addition or a renovation.

MOTION CARRIED ON THE AMENDMENT

The question was called on the original motion.

MOTION CARRIED AS AMENDED

BUSINESS ARISING FROM THE MINUTES:

East River St. Mary's School Closure Study Committee Recommendation:

In response to recommendations contained in a report presented to the Board on February 13, 2002 by the East River St. Mary's School Closure Study Committee

It was MOVED by Marilyn Murray, seconded by Trudy Thompson

THAT THE BOARD APPROVE THE RECOMMENDATIONS THAT THE EAST RIVER ST. MARY'S SCHOOL BE CLOSED PERMANENTLY EFFECTIVE SEPTEMBER 2002, AND THAT THE ELEMENTARY CHILDREN RESIDING IN THE AREA FORMERLY SERVED BY EAST RIVER ST. MARY'S SCHOOL BE PROVIDED TRANSPORTATION TO THORBURN CONSOLIDATED SCHOOL WITH SUCH ROUTES NOT EXCEEDING ONE HOUR (UNDER NORMAL CIRCUMSTANCES) IN EITHER THE MORNING OR AFTERNOON.

During discussion on the motion, a question was raised with respect to the composition of the School Closure Committee. It was noted the East River St. Mary's community representative on the School Advisory Council had declined to serve on the Closure Committee and that other members participated instead.

MOTION CARRIED

2 NAY VOTES

Robin Bourque, Mackie Ross

Policy OG-01 – Occupational Health and Safety:

It was MOVED by Lawrence MacKinnon, seconded by Cheryl Samson

THAT THE BOARD ADOPT POLICY OG-01 OCCUPATIONAL HEALTH AND SAFETY AS PRESENTED.

MOTION CARRIED

Policy EP-09 – Students With Special Needs:

It was MOVED by Marilyn Thompson, seconded by Cheryl Samson

THAT THE BOARD ADOPT POLICY EP-09 – STUDENT WITH SPECIAL NEEDS AS PRESENTED.

MOTION CARRIED

Policy EP-10 – Inclusion Education:

It was MOVED by Marilyn Thompson, seconded by Trudy Thompson

THAT THE BOARD ADOPT POLICY EP-10 – INCLUSIVE EDUCATION AS

PRESENTED.

MOTION CARRIED

Policy EP-11 – Child Abuse and/or Neglect:

It was MOVED by Marilyn Thompson, seconded by Bernie Knockwood

THAT THE BOARD ADOPT POLICY EP-11 – CHILD ABUSE AND/OR NEGLECT AS PRESENTED.

In response to a question posed on a point contained in the corresponding guidelines, Board Solicitor Elizabeth Van den Eynden clarified that under *the Children and Family Services Act* employees are under no obligation to inform parents/guardians that a report of suspected abuse and/or neglect has been brought to the attention of the Children's Aid Society/Family Services Agency. With the question called,

MOTION CARRIED

Policy OG-14 – Access to School Facilities:

It was MOVED by Marilyn Thompson, seconded by Mackie Ross

THAT THE BOARD ADOPT POLICY OG-14 – ACCESS TO SCHOOL FACILITIES AS PRESENTED.

MOTION CARRIED

1 NAY VOTE - John Henderson

Policy EP-12 – Program Planning Teams:

It was MOVED by Marilyn Thompson, seconded by Jim Grue

THAT THE BOARD ADOPT EP-12 – PROGRAM PLANNING TEAMS AS PRESENTED.

Subsequent to clarification from Board Solicitor, Elizabeth Van den Eynden, that during the process of setting the rules of order to be followed when conducting an Appeal Committee hearing, the Chair of the Appeal Committee could provide an opportunity for Committee members to pose questions, the question was called.

MOTION CARRIED

CORRESPONDENCE:

The Board Secretary reported on five items of correspondence received.

Minister of Education:

A letter dated April 5th was received from the **Minister of Education**, accompanied by a document that outlined the details on legislative amendments introduced by the Minister of Finance to ensure increased accountability and financial responsibility for all school boards. The amendments included:

- ministerial authority to set school board administrative and compensation frameworks;
- broader audits and greater public reporting at the board level;
- restrictions on board involvement in commercial enterprise outside public education;
- clear authority to take over a school board for financial mismanagement;
- and,
- authority to set a conflict of interest policy.

Ms. Purves indicated she wanted to publicly acknowledge that the Board took rapid and significant steps to address issues in Chignecto-Central. She acknowledged receipt of information from this Board with respect to recent events and provided a summary of major recommendations within the Sampson Report, the Grant-Thornton Report and the Minister's review. She requested that the Board keep her department informed of all decisions and actions on the recommendations listed in the summary as well as any other actions the Board is taking. It was indicated by the Board Secretary that a response would be prepared by the Board Chair, Vice-Chair and Superintendent.

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Minister of Education:

The Board Chair received correspondence dated April 9, 2002 from the **Minister of Education** acknowledging a request to meet with the Board of Directors of the NSSBA to discuss concerns regarding recent government actions affecting school boards.

Ms. Purves indicated that she valued and respected the role and contribution of elected school boards in education. While she acknowledged that both Chignecto-Central and the Strait Boards had taken every reasonable step to address the actions of a few senior staff, and indicated that all boards take their responsibilities for financial management seriously, the incidents require all boards and the province to take steps to fulfill responsibilities regarding accountability to taxpayers.

Ms. Purves stated, *“This does not involve any master plan to eliminate school boards. Instead the plan is to retain elected school boards, and to work together on strengthening accountability.”*

Cumberland District Labour Council:

Correspondence was received from the **Cumberland District Labour Council** requesting the Board to observe **April 26th** as **International Workers' Day of Mourning** in recognition of workers killed, injured or disabled on the job.

The Board Secretary indicated that this request had been referred to the Operations and PRT Committee for consideration and response.

Provincial Education Week Committee:

A letter was received from the **Provincial Education Week Committee** extending an invitation to School Board Members to attend the **Education Week Awards Ceremony** to be held on Monday, **April 22 at 2:00 p.m.** at École du Carrefour, located at 201 A Avenue du Portage in Dartmouth.

The Committee expressed appreciation for the continuing support received from all education partners and indicated that the celebration of Education Week reflects on the accomplishments of the education system as a whole as well as on the contribution of the individuals recognized during the awards ceremony.

Clare Keating, Communications Officer confirmed that Chignecto-Central Regional School Board had forwarded three nominations to be considered for Education Week Awards by the Provincial Education Week Committee.

Municipal Council for the Municipality of Pictou County:

Correspondence had been received on April 8th from the **Municipal Council for the Municipality of Pictou County** regarding two issues: *enhancements to new schools* and *the ban on smoking on school properties*. It was indicated that the Board Chair had responded to this correspondence.

COMMITTEE REPORTS:

COMMITTEE-OF-THE-WHOLE:

Vice-Chair Trudy Thompson reported on a Committee-of-the-Whole meeting held on April 3, 2002.

Presentation:

Mr. Lloyd Gillis, hired by the Board in January 2002 to examine the effectiveness of its existing organizational structure and to recommend changes which would result in increased support for schools and strengthen teaching and learning throughout the system, provided Board members with a detailed final report.

The presentation highlighted information on the review process which included a study of relevant Board documents; the circulation of an organizational review questionnaire; and personal interviews with a diverse cross section of individuals including School Board members, employees, and others who possessed an understanding of the Board's operations. In particular, Mr. Gillis suggested two possible scenarios for system re-organization, the components of which were presented in detail. A cost analysis of the present structure and projected reduction in costs that could be achieved with the implementation of either scenario was also provided.

Mr. Gillis addressed questions from Board members on points for clarification. Following discussion the Board agreed to receive the Organizational Review Report, as prepared by Lloyd

Gillis, and to refer the report to the Superintendent of Schools for review and subsequent recommendation to the Board.

Editorial Note:

As a follow-up to the meeting, the decision was made following consultation with all Board Members, to schedule a Special Board Meeting on Monday, April 8 to provide an opportunity for discussion and in-depth debate with regard to the broad implications of the Organizational Review Report.

In response to recommendations presented in the Organizational Review Report prepared by Lloyd Gillis and responding to direction from the Board, Gary Miller, Superintendent of Schools, presented two options for reorganization of the Board's administrative structure. Mr. Miller itemized several points of the Organizational Review Report with which he agreed, listed several concerns and provided recommendations for consideration.

Of the two options presented (copies on file), Mr. Miller indicated that the first option reflected his recommendations while the second option seemed to reflect the discussion of the April 8, 2002 meeting. He also reviewed cost options for both scenarios with a proposed reduction objective of \$500,000. to be achieved over three (3) budget years. At the conclusion of his presentation Mr. Miller expressed concern that the implementation of the second option would only result in savings of \$89,000. for the upcoming budget year. He further indicated that because the first option would realize savings of \$178,000. his recommendation would be the first option (attached).

In response to Mr. Miller's presentation Board Chair Robert Parker thanked Mr. Miller and noted that the information presented had included a commitment that no additional Central Office/Families of Schools Offices personnel would be hired in the future without the knowledge and support of the Board.

It was MOVED by Mary Macaulay, seconded by Marilyn Thompson

THAT THE BOARD ADOPT OPTION ONE, AS PRESENTED BY THE SUPERINTENDENT OF SCHOOLS, FOR IMPLEMENTATION.

During discussion on the motion, issues raised included: immediate cost savings, responsibility for strategic planning, the possible establishment of a policy review committee and the need to have a detailed review of all the recommendations contained in Mr. Gillis' report. Mr. Miller indicated that he would assume ongoing responsibility for addressing the recommendations.

Board Member Ron Marks expressed some misgivings with the inclusion of the Human Resources Department under Corporate Services. Of particular concern was the impact on the negotiation process.

Following discussion the question was called.

MOTION CARRIED

Reports from Standing Committees:

Finance/Human Resources Committee – Ron Marks, Finance/HR Chair, updated the Board on NSGGEU negotiations; circulated copies of draft Policy #HR-09 – Employee Conduct / Conflict of Interest on which there will be a notice of motion presented at the next Board meeting; and, advised that the Finance/Human Resources Committee agreed to recommend to the Board that the Audit Committee be a sub-committee of the Finance/Human Resources Committee. It was further suggested that at least three people be selected by the Chair and Vice-Chair of the Board.

Following an indication from the Board Chair that three members had been approached and subsequently agreed to serve on the Audit Committee,

It was MOVED by Trudy Thompson, seconded by Marilyn Thompson,
THAT THE BOARD APPROVE THE APPOINTMENT OF JIM GRUE, JOHN HENDERSON AND RON MARKS TO SERVE AS MEMBERS OF THE AUDIT COMMITTEE.

MOTION CARRIED

Operations and Planning, Research and Technology Committee – Committee Chair Lawrence MacKinnon provided the Board with copies of a notice of motion that will be presented at the next public Board meeting i.e. Policy OG-03 Environment: Tobacco-Free Facilities & Grounds.

Program and Student Services – Marilyn Thompson, Programs and Student Services Committee Chair, reported that the **Teacher Assistant Committee** had met three times; however, the group was unable to put forward recommendations that would reduce teacher assistant hours or limit the growth of this budget pressure.

Information on **French Immersion Programs** was highlighted as well. At Elmsdale District Elementary 40 applications were received for *Early French Immersion* – 30 students were accepted for the program, with the remaining applicants placed on a waiting list.

Late French Immersion at *E. B. Chandler Junior High*, Amherst will not be implemented as only 14 applications were received.

Requests From NSSBA:

Board Members were reminded that a request had been received from the *Nova Scotia School Boards Association* asking for Board action on three items:

1. 1. that the Board put forward the name of any member wishing to serve on the Executive of the association for the 2002-03 term;

No nominations were put forward from the Board.

2. 2. that the Board nominate a member to serve on the Board of Directors of the association for the 2002-03 term and provide the name of an alternate representative;

Following an indication from Ron Marks that he would be willing to continue serving on the NSSBA Board of Directors,

It was MOVED by Jim Grue, seconded by David Myles

THAT RON MARKS BE NOMINATED TO SERVE AS THE CCRSB REPRESENTATIVE TO THE NSSBA BOARD OF DIRECTORS FOR THE 2002 – 2003 TERM.

There being no further nominations the Board Chair declared Mr. Marks elected by acclamation.

Kaaren Barkhouse and David Myles **agreed** to serve as alternate representatives.

3. 3. that the Board indicate the names of eight voting delegates to represent the Board at the Association's annual general meeting to be held May 31, 2002 as part of the annual conference, the year being hosted by the Conseil scolaire acadien provincial in Yarmouth.

Eight Board members – Kaaren Barkhouse, Robin Bourque, Mark Lavers, Mary Macaulay, Ron Marks, David Myles, Marilyn Thompson and Cheryl Samson – indicated that they were planning to attend and would serve as voting delegates. Others were encouraged to consider attending.

It was MOVED by Trudy Thompson, seconded by Lawrence MacKinnon

TO ADOPT THE REPORT OF THE COMMITTEE-OF-THE-WHOLE.

MOTION CARRIED

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FINANCE AND HUMAN RESOURCES:

Committee Vice-Chair John Henderson reported on a meeting held on March 27th, 2002 as follows:

NSGGEU Negotiations:

NSGGEU negotiations are going to conciliation March 28th. Dr. Murphy indicated he believed that the Board has put together a package with which the union will agree.

Notice of Motion: Employee Conduct / Conflict of Interest Policy HR-09:

Copies of the Employee Conduct and Conflict of Interest Policy were distributed for committee

members' review and discussion. The policy was developed in response to a recommendation from the Sampson Report.

By way of his report, Committee Vice-Chair John Henderson served notice that he would move or cause to be moved a motion to adopt Policy HR-09: Employee Conduct / Conflict of Interest at the next regular meeting of the Board.

Projections to March 31, 2002:

Projections to March 31, 2002 were presented. At this time a surplus is being predicted. Discussion ensued regarding the transfer of these monies to various reserves such as: Equity, Future Operations, Instructional Program Enhancement and General.

Audit Committee:

It was MOVED by John Henderson, seconded by Bernie Knockwood

THAT THE BOARD ACCEPT THE RECOMMENDATION THAT THE AUDIT COMMITTEE BE A SUB-COMMITTEE OF THE FINANCE AND HUMAN RESOURCES COMMITTEE.

MOTION CARRIED

It was MOVED by John Henderson, seconded by Jim Grue

TO ADOPT THE FINANCE AND HUMAN RESOURCES COMMITTEE REPORT FOR INFORMATION PURPOSES.

MOTION CARRIED

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OPERATIONS AND PLANNING, RESEARCH & TECHNOLOGY:

Lawrence MacKinnon, Committee Chair provided a report on a meeting held on March 27, 2002.

Technology Support Update:

Larry Elchuck presented the Technology Support Update for the month of March, along with several charts showing the number of requests received, completed and still outstanding for each family and for the entire Board.

IEI Update:

Larry Elchuck provided an update on the IEI Extension. All grades 4-6 wiring has been completed for the fiscal year. By the end of August, wiring for the entire list of schools will have been completed. He advised that four more pallets of computers had arrived and the software is presently

being installed.

Budget Overview:

A Budget Overview was presented to the committee by each department showing the major operating lines of accounts.

Enhancements:

In response to a question concerning a policy for “enhancements” as part of new school construction, Mary Macaulay suggested a draft policy be brought to the Committee for future deliberation and that Joint Use Agreements should also form part of this policy statement.

Advertising in Schools/School Property:

Dale Sabeau advised the committee that as a result of some enhancements there have been several requests for advertising in the schools and/or billboards. Mary Macaulay suggested that Dale draft a policy on advertising to bring forth at a future meeting.

River John Area – Public Consultation - Secondary School Options:

Dale Sabeau advised that the Family of Schools Supervisor and Principal will be coordinating a public consultation with assistance from his office and Transportation personnel on the various secondary school options for the River John area. A meeting with the community will also be held.

It was MOVED by Lawrence MacKinnon, seconded by Marilyn Murray

TO ADOPT THE REPORT OF THE OPERATIONS AND PLANNING, RESEARCH AND TECHNOLOGY REPORT.

In response to a question from John Henderson, Assistant Superintendent of Operations Dale Sabeau confirmed that the Principals of Pictou Academy and North Colchester High School would both be invited to meet with the River John School Advisory Council.

At the request of Jim Grue, Dale Sabeau provided the following new construction update:

- Funding has been confirmed for a new garage.
- Excavation has begun on the site for the new South Colchester High School.
- Preliminary site/building designs have been completed for both Pictou East and Pictou West High Schools.
- A tender has been called for a pre-built design for the Truro Junior High School.

The question was called.

MOTION CARRIED

PROGRAMS AND STUDENT SERVICES COMMITTEE:

Committee Chair Marilyn Thompson provided the following report from a meeting held on March 27, 2002.

Elementary Report Card

The Committee discussed the elementary report card project now in its second year of piloting in the region. In response to a letter received from a parent expressing concern about the report card, the committee confirmed that this is a pilot project. Amendments to the report card will be based upon feedback from parents and teachers.

Budget

The Committee used most of its meeting time to review the status quo budget for 2002-2003. Dayle Morris-Quinn, Coordinator of Budget & Audit, answered questions and explained the budget structure. The Committee used the opportunity to question, in detail, each line of the budget.

Teacher Assistant (TA) Committee

The Board directed the formation of an ad hoc committee on Teacher Assistants at the January meeting. The mandate of the committee was to discuss the means by which we support special needs students in the region and, if possible, identify how we might reduce our reliance on Teacher Assistant services.

The TA Committee Report was received and discussed. In essence, the Committee reported that, as a region, we cannot reduce our teacher assistant hours, nor can we eliminate this cost pressure within our current framework for assigning TA services. In fact, since more high needs students are entering our school system than are leaving, the cost pressure will likely grow.

Student Travel

Approval was given for a group of students from East Pictou Rural High School to travel to the 18th Canadian Student Leadership Conference in Saskatoon, Saskatchewan from September 29 to October 5, 2002.

French Immersion

Mr. Benedict updated the Committee on the establishment of French Immersion classes. The early French Immersion class proposed for Elmsdale District Elementary School will proceed with 30 students in the class and a waiting list. The late French Immersion class proposed for E. B. Chandler

will not proceed as only 14 applications were received.

Request – Springhill High School Parents

The Committee discussed a request by Springhill High School parents that the Board reconsider its decision not to reimburse students who forfeited money when their trip was cancelled. The Committee directed Mr. Benedict to inform the parents that a request to reconsider should go directly to the Board.

It was MOVED by Marilyn Thompson, seconded by Mackie Ross

TO ACCEPT THE REPORT OF THE PROGRAMS AND STUDENT SERVICES COMMITTEE.

With regard to elementary report cards concerns were raised by Board Members that some parents were having difficulty with the format and language of the new cards. The Assistant Superintendent of Programs and Student Services indicated that the Committee was aware of the parental concern and the Committee hoped to address them prior to the starting of school in September.

The question was called.

MOTION CARRIED

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SUPERINTENDENT'S REPORT:

Due to the lateness of the hour, Superintendent Gary Miller indicated he would not highlight items from his administrative report but would respond to members' questions. The Superintendent addressed questions regarding the Behaviour/Education/Support/ and Treatment program, and the budget review process.

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CHAIR/VICE CHAIR REPORT:

Robert Parker provided the Board with an update on provincial funding and governance issues.

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NOVA SCOTIA SCHOOL BOARDS ASSOCIATION:

Board representative to the NSSBA Board of Directors, Ron Marks, indicated that he would not read the Board of Directors Meeting Highlights for the April 4 – 5, 2002 meeting which had been circulated but would answer questions.

In response to a question with regard to the NSSBA's position with respect to the Minister of

Education's recent announcement regarding governance within the Strait Board Governance, Mr. Marks indicated that a clear message would be expressed to the Minister of Education that school boards are extremely unhappy and disappointed with the removal of governance responsibilities of the elected members of the Strait Regional School Board.

NEW BUSINESS:

In response to the tragic suicide of a student in the Halifax area a question was raised regarding what policies this Board has in place to address bullying and other behavioural problems. The Assistant Superintendent of Programs and Student Services indicated that while the Board doesn't have a specific policy on bullying, the concern is addressed through the *Discipline Handbook* under the *Student Behaviour* policy and through the policy on *Harassment*.

Mr. Benedict reminded the Board that programs such as CARES, Peer Mediation, League of Peaceful Schools, along with anti-bullying strategies and ongoing discussion in schools have a positive impact on student behaviour.

At that point in the discussion the Board agreed to invite Principal Scotland-Moxon to speak to the process in place for dealing with bullying at the Elmsdale District Elementary School. Mrs. Scotland-Moxon thanked the Board for the opportunity and indicated that concerns of this nature are handled and addressed immediately. She stated concerns raised by teachers are addressed through in-school suspension while more severe concerns are handled by suspension from school.

Principal Scotland-Moxon advised that various programs such as I CARE and peer mediation are used as anti-bullying strategies. She further stated the school operated under the belief that all children need to learn to be mediators not just a select few.

Bernie Knockwood referred to a case before the court in Ontario involving a student who wished to bring his same sex partner to a school function. In response Mr. Benedict stated the issue is addressed through the Board's policy on Harassment as well as through the Board's *Race Relations, Cross-Cultural Understanding in a Human Rights Context* policy which stipulates that no one would be discriminated against based on sexual orientation.

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NOTICES OF MOTION:

Lawrence MacKinnon served notice that he would move or cause to be moved a motion to adopt *Policy OG-03: Environment: Tobacco-Free Facilities and Grounds* as a replacement to the *current Policy #0G-03 Environment: Smoke-Free Facilities*.

A notice of motion had been presented earlier in the meeting through the Finance and Human Resources Committee Report.

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PUBLIC QUESTION PERIOD:

There were no questions raised by the public in attendance.

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IN-CAMERA:

9:30 p.m.

It was MOVED by Cheryl Samson, seconded by Trudy Thompson

THAT THE MEETING MOVE TO IN-CAMERA SESSION.

MOTION CARRIED

EXTENSION OF TIME LIMIT:

It was MOVED by Cheryl Samson, seconded by Lawrence MacKinnon

THAT THE MEETING EXTEND BEYOND 10:00 P.M. to 10:10 P.M.

MOTION CARRIED

It was MOVED by Lawrence MacKinnon, seconded by Jim Grue

THAT THE MEETING RETURN TO PUBLIC SESSION.

MOTION CARRIED

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DATE OF NEXT MEETING:

The next public Board meeting is scheduled for May 8, 2002 and will be held in the Chignecto Family area beginning at 7:00 p.m.

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ADJOURNMENT:

On motion by Trudy Thompson, seconded by Marilyn Murray the meeting adjourned at 10:10 p.m.

Robert Parker, Board Chair

Date

Linda Campbell, Board Secretary

Date