

**MINUTES OF THE BOARD OF TRUSTEES  
SPECIAL MEETING/WORK SESSION  
Pocatello/Chubbuck School District No. 25  
Tuesday, April 14, 2015  
Board Room at the Education Service Center  
1:30 p.m.**

**BOARD MEMBERS/SUPERINTENDENT PRESENT:**

Janie Gebhardt, Chair  
Jackie Cranor, Vice Chair  
Dave Mattson, Clerk

Jim Facer, Asst. Treasurer  
Paul Vitale, Member  
Mary M. Vagner, Superintendent

A Special Meeting/Work Session of the Board of Trustees of Pocatello/Chubbuck School District No. 25 was held on Tuesday, April 14, 2015 at 1:30 p.m. in the Board Room at the Education Service Center, 3115 Pole Line Road, Pocatello, Idaho, as provided in Section 33-510, Idaho Code;

**Convene Work Session**

Chair Gebhardt Convened the Work Session at 1:30 p.m. She reviewed the agenda and the addendum and said the Special Meeting/Work Session was for the purpose of the administration discussing with the Board the following topics:

- 1. Google Apps for Education (GAPE) Presentation**
- 2. Annual Technology Department Overview**
- 3. PCCS Performance Certificate**
- 4. Fee Increases: *Food Service; Driver's Education***
- 5. Update on the Status of 5A Freshman Baseball Team**
- 6. Adjustment of the Alternative School Principal's Salary Schedule/Administrative Staffing**
- 7. Elementary Staffing Pattern**
- 8. Budget Adjustments 2014-15**
- 9. 2015-16 Budget Preparation: *Legislative Update; Health Insurance Update; Average Class Size; Title I Allocation; Projected Cost Increases; Budget Committee Update***
- 10. Public Comment**

Board Protocols for Public Comment will be followed at all Board Meetings. Patrons wishing to address the Board will fill out Form AD 2 – Request to Appear before the Board and present it to the Board Chair or Board Secretary prior to the meeting. Because of the diversity of issues, members of the Board may not respond to delegations. Instead, issues are recorded and referred to the proper staff member for follow-up. The Board is informed of these efforts by the staff member responding to concerns.

**Board Operating Principles #22 & 23:**

**22)** The Board will follow the chain of command referring others to present their issues, problems, or proposals to the person who can properly and expeditiously address the issues; **23)** Board members will refrain from communications which create conditions of bias should a problem or complaint become the subject matter of a hearing before the Board.
- 11. Adjourn Work Session Convene Special Meeting/Executive Session in the Superintendent's Office to Discuss in Accordance with Idaho Code 67-2345 (1) (f) *To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated; Idaho Code 67-2345 (1) (c) To conduct deliberations concerning labor negotiations; and To conduct deliberations concerning acquiring an interest in real property which is not owned by a public agency; and Idaho Code 67-2345 (1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or agent;***
- 12. Return to Open Session – No Action**
- 13. Adjourn**

### **Google Apps for Education (GAPE) Presentation**

Ms. Spall said Google Apps for Education (GAPE) was used to upload all types of documents for sharing. She said the most frequently used tool was the Google Docs which was similar to Word. She said teachers could use Google Docs to create a text that could be color coded and sent to students for revision. She said one nice feature with Google Docs was that materials were automatically saved. She said multiple people could access and revise the same document in real time and could add comments to a side bar for discussion. She said a student could be working on a document while the teacher commented on the work in the comments column. She said another great tool was Google Forms. She said the forms could be used to create an essay, questionnaire or evaluation. She said documents could be programmed to auto-fill based on a particular response. She said another feature in the app was Google Slides. She said the presentation that was given to the Board was done on Google Slides. Mr. Merica said Google Classroom was a classroom management system similar to Moodle. He said assignments could be created and shared with every student in the class. He said the District recently piloted Chromebooks and teachers were using Google Classroom on the Chromebooks with students. He said it was very easy to set up, was user-friendly and saved time and paper. He said teachers could send electronic documents to students who could easily complete an assignment and send it right back to the teacher. He said the auto-save feature prevented students from losing work. He said GAPE was secure and only students and staff with an educational account could access the information. He said GAPE could be run from any device that had access to the internet. He said it was also accessible through wifi. He said GAPE was currently being used in grades 2 – 12. He said the app was free for teachers and they could create as many different groups or “classrooms” as needed. He said a teacher could create a custom group of students within a classroom. He said there was a page in the app that could be used for announcements or posting assignments. He said once a student submitted an assignment the teacher could open it, review it and send any corrections right from the classroom. He said it was a very powerful tool for teachers. He said it was also compatible with Moodle. He said Moodle could be intimidating at first but was still a valid resource. He said Chromebooks were becoming more commonplace as the devices were inexpensive, had a quick startup and worked with multiple platforms. He said the District piloted the Chromebooks in a few buildings and was now purchasing them for several buildings with Festival of Trees Grant money. He said the initial setup was quick and easy.

### **Annual Technology Department Overview**

Ms. Vagner complimented the technology team for recently completing a three year project in just six weeks to ensure the District’s wireless installation project was ready for the state inspection. She said the team worked very hard to make it happen. She said the work was celebrated with a cupcake party. Mr. Jolley introduced the technology team. He said he had been with the District for eight years and was the Technology Coordinator for the last four years. He said he recently submitted his resignation and would be leaving in July. He said Joel Burkman was the Network Administrator, the Application Specialists included Scott Currie, Eric Salce, Alfredo Enriquez-Najera and Ana Cash. He said Keary Tonks was the Telephone and Programming Specialist and Trent Merica and Cheryl Spall were the District’s Instructional Technology Specialists. He said the Computer Repair Supervisor was Alan Sudweeks and the Repair Technicians included Dori Dunn, Travis Hopkins, Stoney Burt, Ryan Roseborough, Kevin Chatfield and Tabatha King. He said the repair staff handled all of the hands-on work including user support, software upgrades and device maintenance. He said his job would be impossible without the help of all of the staff members. He said he was amazed by the quality and quantity of work that was accomplished by the team. He said the Technology Department served and managed over 7,000 PCs and laptops, 1,800 iPads, more than 300 Chromebooks, over 500 printers, over 800 projectors and just over 250 Promethean Boards. He said the department also managed 200 network switches and 30 physical servers hosting 70 virtual servers saving time and money. He said the District’s network had over 150 terabytes of space which was equivalent to 250,000 CDs. He said the network was a 20gbps fiber data center. He said the Technology Service Center had 10 gbps, three of the high schools had 2gbps each and all other schools and buildings had 1gbps. He said the District currently had 300 mbps overall but would upgrade to 400 by the summer. He said 1 terabyte of data was transferred externally every day. He said internally the District transferred about 5 terabytes. He said the District received approximately 600,000 emails per month, 85% of which were spam. He said internally the District originated 250,000 in District and outbound emails. He said the technology department managed over 100 applications including updates and providing support. He said last year the technology staff completed the installation of the wireless access points in all buildings. He said all of the elementary and middle school UPS network switches had been replaced. He said all elementary computer labs and teacher computers were replaced last year along with the Education Service Center computers. He said new audio systems were installed in every classroom with the exception of a few elementary schools which would be completed next year. He said the

technology department continued to install the new phone system in various buildings which operated on the Lync System. Ms. Cranor asked what the District did with old computers. Mr. Jolley said if the computers will still in working condition they would be used in other areas of the District and if the computers were too old to run current software or applications they were sent to auction. Ms. Gebhardt said there had been a lot of change in the four years that Mr. Jolley was the Technology Coordinator. Mr. Jolley said most of the technology staff had been with the District longer than he had and had been dealing with outdated software and equipment for a long time. He said just a few years ago the District was still on the Novell Network and the staff was unable to keep the servers from crashing. Ms. Vagner thanked the technology staff for the knowledge and skills that each staff member brought to the District every day.

### **PCCS Performance Certificate**

Ms. Craney said the State Board of Education recently notified the District that it could no longer delay the submission of the PCCS Performance Certificate. She said the District had requested that PCCS complete the Charter revision prior to submitting the Certificate but was directed to submit the Certificate and note the deadline in a letter to the Charter School. She said the District would submit the letter notifying PCCS of the deadline, the Performance Certificate and a Framework that had to be completed and submitted with the Certificate. She said the Framework was very comprehensive. She said the completed Certificate and Framework would be provided to the Board at the April 21, 2015 Regular Board Meeting.

### **Fee Increases: *Food Service; Driver's Education***

Mr. Reed said included in the packet was the timeline for fee increases. He said the first advertisement would be published on April 29, 2015 and the Board would hold a Public Hearing at the May 19, 2015 Regular Board Meeting. He said the Board would be asked to approve the fees following the Public Hearing. He said memorandums detailing the rationale for fee increases were included in the packet for both Food Service breakfast and lunch prices and for the Driver Education program. He said the proposed increase for elementary lunch would go from \$2.10 to \$2.30. He said secondary lunch would go from \$2.30 to \$2.55. He said breakfast would be increased from \$1.70 to \$1.75. He said rising food costs were driving the increases in both the public and private industry. He said the District's Food Service program had to remain a self-sustaining program and only two entrees were served at the secondary schools and only one entrée at the elementary schools in order to eliminate waste. He said the District had not increased the Driver Education fee since 2002. He said the proposed increase would go from \$150 to \$175 which was still quite a bit lower than the private sector. He said the revised Fee Notice showed all of the PTE increases and new fees. He said the Fee Notice would be published in the Journal on April 29, 2015. Ms. Vagner said the memorandum detailing the rationale for the PTE fees was included in the addendum. She said revisions to Policy 8351 was also included in the packet. She said the Policy would be brought for first reading at the April 21, 2015 Regular Board Meeting and would be heard on second reading for adoption following the Public Hearing on fees at the May 19, 2015 Regular Board Meeting.

### **Update on the Status of 5A Freshman Baseball Team**

Ms. Vagner said included in the packet was a memorandum detailing the update on the status of the Highland High School 5A freshman baseball team. She said Highland High School had the student numbers to support a freshman team. She said the pilot had gone well, students participated and there were no additional costs to support the pilot. She said the administration proposed that the Board authorize funding to support a freshman baseball coach for the 2015-16 school year. Ms. Gebhardt said the memorandum listed the cost of the coach at \$3,000 but the Cost Increases spreadsheet listed \$5,000. Ms. Vagner said the administration had planned on \$5,000 before it learned that the cost for the coach would only be \$3,000. Ms. Cranor said she was concerned about the other two high schools not having a freshman team. Ms. Vagner said the other two high schools were able to accommodate the athletic teams for 4A competition as none of the other 4A schools had a freshman team whereas all of the other 5A schools had freshman teams. Ms. Vagner asked for Board direction relative to funding a freshman baseball coach for Highland High School. The Board was in support of providing funding for the 2015-16 school year.

### **Adjustment of the Alternative School Principal's Salary Schedule/Administrative Staffing**

Dr. Howell said included in the packet was the current 2014-15 principal's salary schedule and the proposed 2015-16 salary schedule. He said the administration was here to address the concern of pay levels for the alternative school administrators. He said the alternative program was uniquely challenging and very demanding. He said transitional meetings began before the start of the school year and didn't end until after the school year.

He said the administration was proposing that any alternative school administrator be placed on the middle school and assistant middle school principal's salary schedule since that was the schedule that most closely aligned relative to days and duties. He said it would eliminate the need for coming up with additional steps and lanes on the current alternative principal salary schedule. He said on the current salary schedule you can see the alternative schedule. He said the additional days on the schedule would be used for transitional meetings. He said currently there was no assistant principal at the alternative school but the proposed salary schedule would address that need if the District was able to restore that position at some point. Dr. Howell said the change would help the District retain administrators at the alternative school. Ms. Cranor said she thought it was a good change and addressed the equity issues. Ms. Vagner said equalizing that salary was the right thing to do. Dr. Howell said the Leadership Premiums were only available to certificated staff and administrators were not eligible. Ms. Gebhardt said the alternative school housed four different programs and asked why the administration wasn't proposing a higher level of pay. Ms. Vagner said the responsibilities were very different from a traditional high school principal that had to manage a much larger number of certified and classified staff and up to 1,500 students. She said in light of the challenging duties and smaller staff and student size the overall level of pay aligned more closely with that of a middle school principal. Dr. Howell said Ms. Vagner's explanation was well stated and if the Board was in agreement the topic would be added for Board Action at the April 21, 2015 Regular Board Meeting. Ms. Vagner said included in the addendum was a summary of the student to administrator ratios at all of the schools and a copy of the Safe and Drug Free Schools budget for the 2015-16 school year. She said the administration reviewed the needs and brainstormed some cost neutral solutions. She said there were currently 199 students at Washington Elementary and only 20 kindergarteners enrolled for the 2015-16 school year. She said Tendoy Elementary had 240 students and only one kindergarten class. She said there were three outlier elementary schools in the District which included Washington, Tendoy and Indian Hills Elementary Schools. She said the administration had to grapple with the question of whether or not those schools had become small enough that the District could no longer afford to have a full time administrator in each of those schools. She said middle school enrollment was still pretty balanced. She said the high schools had a clear outlier with Highland High School. She said the administration had to address the schools that were out of balance in a cost neutral way which was a challenge. She said the population at the New Horizon Center grew throughout each school year. She said it was a definite concern to have only one person supervising that school. She said included in the summary were proposed cost neutral solutions. She said the administration proposed combining both Tendoy and Washington Elementary Schools with one principal and use Title I funds to hire a Prevention Specialist to support the principal covering both schools. She said that would increase the student to administration ratio to 460 to 1 which was right in line with the other elementary schools. She said another need was to support the New Horizon Center and the administration proposed utilizing Safe and Drug Free Schools funds to add a .70 FTE administrator or prevention specialist to the school. She said Kinport Middle School was in its third year of the School Improvement Grant and had a Turnaround Officer which supports teachers. She said the .30 FTE would be combined with the additional .70 Prevention Specialist which would go a long way to eliminate some of the safety concerns that existed at the school. She said the administration proposed adding another administrator to Highland High School due to increased enrollment. She said the administration also proposed adding .50 to the 1.50 FTE that currently supported the Turning Point Program. She said the program needed to have the ability to support more students. She said Safe and Drug Free Schools money could be used to fund the additional .50 FTE. She said she believed this recommendation was the best solution for the 2015-16 school year. Ms. Cranor asked about the qualifications of a prevention specialist. Ms. Vagner said the District had placed prevention specialists in discipline support positions in the past in order to provide them with an opportunity to gain administrative credentials. She said both of the principals at Chubbuck Elementary and Washington Elementary were previously prevention specialists. Ms. Gebhardt asked if the prevention specialists had any counseling experience. Ms. Vagner said it was more administrative experience. Mr. Vitale asked at what point the District would consider capping enrollment at Highland High School. Ms. Vagner said the dilemma with considering capping enrollment at Highland High School was the fact that Highland was the smallest of the 5A schools. She said the administration did not want to see enrollment at Pocatello High School decline any further and would just have to monitor enrollment over time. She said balancing enrollment at the middle schools played a critical role. She said Pocatello High School was also in the process of rebranding its image and it was early in the process. She said the proposed staffing pattern could be implemented within the District's budget. The Board was in agreement with the proposed staffing adjustments. Mr. Facer asked if the prevention specialist would spend half the day at one school and the last half at the other. Ms. Vagner said it would depend on what worked best for the principal and staff. She said the prevention specialist's time could be flexed based on needs and would have to be structured carefully. She said the administration would meet with the staff at Tendoy and Washington Elementary Schools the next day.

### **Elementary Staffing Pattern**

Ms. Craney said included in the packet was a table showing the impact that the Academy, Inc. Charter School would have on all of the elementary schools in the District. She said the Academy expanded by one classroom per grade level. She said the numbers were submitted to the District after the Academy had its lottery. She said 29 students would come out of Chubbuck Elementary. She said that was the greatest impact as Chubbuck was centrally located to the Academy. Ms. Craney said the table showed that 33 students would come out of the middle schools, but there were no changes to middle school staffing. Ms. Vagner said the middle school teachers were shifted around as a result of the loss. Ms. Craney said it was challenge to determine how to shift the staff around. She said also included were the numbers from the Gem Prep Academy Charter School. She said that Charter School expanded from a K-1 to a K-3 school. She said they planned to enroll 20 kindergarteners, 24 first graders, 21 second graders and 12 third graders. She said Ms. Jensen requested that the Charter let us know what schools the students were coming from, but the staff could not help her with that information because the lottery was conducted in Deary, Idaho. Ms. Gebhardt said she thought that the Gem Prep Academy was an online Charter School. Ms. Craney said it was blended, both online and face to face. She said the District would lose 9 FTE overall. She said even though Chubbuck Elementary was losing the most students the school was so full that it still had to add another FTE rather than lose one. She said there were currently three first grade classrooms which would be reduced to two. She said Ellis Elementary would go from four kindergarten classes to three. She said next year's kindergarten enrollment looked to be lower than it had been in a long time. She said there were no changes at Gate City Elementary but Greenacres would lose one FTE. She said Greenacres Elementary had a K-1 program that had been in place for a number of years. She said there were currently four kindergarten teachers which would be reduced to three. She said one of the kindergarten teachers would now teach two sessions. Ms. Cranor asked if the loss in FTE would be handled through attrition. Ms. Craney said yes, it took a lot of shifting around to fill the gaps. She said there were no changes at Indian Hills and Jefferson Elementary. She said Lewis & Clark Elementary would go from five second grade classrooms to four. She said Tendoy Elementary had no changes. She said Tyhee Elementary would lose a .50 FTE in the kindergarten. Ms. Cranor asked if there was only one full time kindergarten. Ms. Craney said there were no full time kindergarten programs. Ms. Vagner said kindergarteners with the greatest needs were targeted for intervention and were provided services through Title I. Ms. Craney said Wilcox Elementary would also be reduced by one fourth grade classroom. She said the prevention specialists at Indian Hills and Wilcox Elementary would be eliminated. She said the administration would continue to monitor the greatest needs and make adjustments as necessary.

### **Budget Adjustments 2014-15**

Mr. Reed said the Board approved the first Budget Adjustment in February and shortly thereafter the administration received further information regarding the budget which required further adjustment. He said the District received settlement money from a class action lawsuit that it was not expecting. He said the lawsuit involved any entity that received funds from the Idaho State Insurance Fund which was found to not have distributed enough dividends. He said the District also had to increase the Varsity Contract. He said the state also did not reauthorize sustained funding for federal forest funds. He said the District used to get \$35,000 but only received one tenth of that amount. He said there were also some special grants from Century Link that were not included in the original budget. He said the state also allocated additional money to the classroom technology fund and there was an increase in Title I funding. He said there were some carryover amounts for special education that would be adjusted up or down. He said there was also a small adjustment to Teacher Quality funds. He said Jefferson Elementary received a grant for a fresh fruits and vegetables program that would be added to the budget. He said overall there were \$186,000 in budget adjustments. He said the Board would be asked to approve the Budget Adjustments at the April 21, 2015 Regular Board Meeting.

### **2015-16 Budget Preparation: *Legislative Update; Health Insurance Update; Average Class Size; Title I Allocation; Projected Cost Increases; Budget Committee Update***

Ms. Vagner reviewed the legislative updates from IASA. She said the state increased the unit value by \$1,400 per unit. She said that amounted to an additional \$800,000 in new operational money for the District. She said the allocation for professional development had been increased. She said there was a 3% increase built into the base of the new career ladder. She said the Board would have to discuss what that meant for classified staff and administrators. She said the state was restoring the lottery money to facilities funding rather than distributing it to the General Fund. She said the SDE recently released information regarding average class size but would likely be revised. She said the average class size across the state was currently 18.93 students per class and any School

District that was understaffed based on that average would have to reduce staffing by 1% each year until it met the minimum staffing requirements. She said most of the larger School Districts in the state were over the state average with the exception of the Districts that had exceptional funding. She said the District was currently understaffed by .80 FTE and having to reduce by 1.0 FTE should be manageable for the District. Mr. Smart said the District would be okay as long as it did not go beyond the 9.5% understaffing and that was never the intent. Ms. Vagner said it was important for the Board to keep the ISBA Resolution regarding Average Class Size alive for the next legislative session. She said the District anticipated an increase in premiums for medical insurance, \$50,000 in transportation cost increases, \$100,000 for administrative support, prep buyout for leadership classes at Century High School, Worker's Compensation increases, additional test proctor expenses and a systems upgrade for the Human Resources Department. She said the upgrade would support the department in moving to a digital format. She said online registration would also reflect a new cost but would allow families that were new to the District to register their students online. She said it would save an incredible amount of secretarial time. She said it would also eliminate duplication of households. She said the administration was hopeful that the new system would be operable in time for the coming school year. Mr. Reed said he would get addresses from the County in order to repopulate the address information for online registration. Mr. Smart said most of the major changes had been covered. He reviewed the public schools budget. He said there were still a couple of things that were different. He said Districts would now receive funding for Mileposts whereas before if the system couldn't upload directly to ISEE it was not eligible for state funding. He said the state also reinstated funding for PLATO. He said overall the budget was a vast improvement from the year before. He said it appeared as though our legislators heard the pleas of administrators and Boards across the state. Ms. Cranor said she was grateful that the state was starting to help School District's funding a little more than it had for the past several years. Mr. Smart said the attempt to manage the IEN and wireless contracts for Districts this year did not work and he suspected that the state would let Districts manage wireless projects and contracts on their own in the future. Mr. Reed said the administration did not have all of the information it needed at this point but had a good start. He said the District anticipated receiving \$500,000 for Advanced Opportunities and about \$600,000 for Leadership Premiums. He said with the restoration of lottery funds, the District would receive about \$700,000 for facility maintenance. He said the Safe and Drug Free Schools money had nearly doubled over the previous year. He said the District would also receive about \$320,000 for professional development. He said the administration would incorporate those numbers into the budget and would continue to monitor. Mr. Smart said he would convene the Budget Committee now that the Post Legislative Tour had taken place. Mr. Reed said it appeared that the new State Department of Education administration was willing to allow for some more local control. He said it had been a number of years since anyone from the State Department asked Districts what their needs were.

### **Public Comment**

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There was no public comment at the time of the meeting.

**Adjourn Work Session Convene Special Meeting/Executive Session in the Superintendent's Office to Discuss in Accordance with Idaho Code 67-2345 (1) (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated; Idaho Code 67-2345 (1) (c) To conduct deliberations concerning labor negotiations; and To conduct deliberations concerning acquiring an interest in real property which is not owned by a public agency; and Idaho Code 67-2345 (1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or agent;**

Chair Gebhardt called the meeting to order at 3:21p.m. A motion was made by Mr. Vitale and seconded by Ms. Cranor to adjourn to Executive Session. The roll call vote was unanimous in the affirmative: Mr. Mattson, aye;

Mr. Facer, aye; Mr. Vitale, aye; Ms. Cranor, aye; Ms. Gebhardt, aye. The Board adjourned to Executive Session at 3:23 p.m.

**Others Present**

- Bart Reed, Director of Business Operations (excused at 4:24 p.m., rejoined a 4:46 p.m.)
- Carl Smart, Director of Employee Service (excused at 4:24 p.m.)
- Doug Howell, Director of Human Resources
- Amy White (by phone, excused at 3:39 p.m.)
- Sue Pettit, Principal, Alameda Middle School (joined at 3:39 p.m.; excused at 4:46 p.m.)
- Randy Bohannon (by phone at 3:39 p.m., excused at 4:24 p.m.)

**Return to Open Session – No Action**

The Board returned to Open Session at 5:01 p.m. No action was taken by the Board at the time of the meeting.

**Adjourn**

A motion was made by Mr. Facer and seconded by Mr. Vitale to adjourn. The voting was unanimous in the affirmative. The Board adjourned at 5:01 p.m.

**APPROVED ON:**

19 May 2015  
By: Janie J. Gebhardt  
Chair

**MINUTES PREPARED BY:**

[Signature]  
Secretary, Board of Trustees

**ATTESTED BY:**

[Signature]  
Clerk