

## **RECORD OF PROCEEDINGS**

### **MINUTES OF THE GRANDVIEW HEIGHTS CITY BOARD OF EDUCATION**

Organizational Meeting January 14, 2014

The Grandview Heights City School Board met in organization session pursuant to the rules section 3313.14 of the Ohio Revised Code at the Brotherhood of Rooks Media Center in the Grandview Heights High School with Mr. Douglass in the Chair. Addendum items to these minutes are contained herein and are a part of these minutes. The agenda prepared for this meeting immediately follows these minutes. The Board of Education endeavors to prepare audio tape recordings of its regular meetings. The tape recording of this meeting is on file at the Office of the Board of Education. The District's Tax Budget Hearing began at 6:30 p.m. immediately preceding this board meeting.

Appointment of President Pro-Tempore (I): Mr. Douglass served as President pro tempore in accordance with Resolution 13-124 adopted by the Board at their regular meeting on December 17, 2013.

Call to Order (II): President Pro-tempore Douglass called the meeting to order at 7:00 p.m.

Roll Call (III): The following persons were present:

Members Present:

Debbie Brannan, Member  
Grant Douglass, Member  
Stephanie Evans, Member  
Adam Miller, Member  
Jesse Truett, Member (5)

Others Present:

Edward O'Reilly, Superintendent of Schools  
Colleen Adkinson, Child Care Director  
Bob Baeslack, Edison Intermediate/Middle School Principal  
Brett Bradley, Director of District Services and Facilities  
Ken Chaffin, High School Principal  
Carol Hamilton, Food Service Director  
Hayley Head, Executive Assistant to the Superintendent of Schools  
Katie Maxfield, Director of Curriculum  
Brad Pettit, Director of Technology Operations  
Nancy Schott, Director of Pupil Services  
Angie Ullum, Stevenson Elementary Principal  
Jane Adkins, Employee  
Yolandè Berger, ODE AP Network Coordinator  
Stephanie Brett, Parent  
Tom Dilling, Parent  
Jeff Jones, Parent  
Dot Keil, Parent  
Sean McCormick, Parent  
Heather Miller, Employee  
Kevin Richards, Employee  
Linda Teach, Employee  
Karen Truett, Parent  
Tammy Rizzo, Treasurer

Pledge of Allegiance and Silent Meditation (IV): President Pro-Tempore Douglass led the Pledge of Allegiance and silent meditation.

Oath of Office (V):

“Do you, Stephanie Evans, solemnly affirm that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as members of the Board of Education of the Grandview Heights City School District, Franklin County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereafter to be enacted, during your continuance in said office, and until your successor is elected and qualified?” The answer is “I do”.

“Do you, Jesse Truett, solemnly affirm that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as members of the Board of Education of the Grandview Heights City School District, Franklin County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereafter to be enacted, during your continuance in said office, and until your successor is elected and qualified?” The answer is “I do”.

Mrs. Rizzo administered the oath of office to Mrs. Evans.

Mrs. Rizzo administered the oath of office to Mr. Truett.

Election of President (VI-A): Mr. Douglass called for nominations for the office of President. Mr. Truett nominated Mr. Douglass. Mrs. Evans seconded the nomination.

With no further nominations from the floor, Mr. Douglass declared nominations closed and directed the treasurer to call the roll for the election of president.

**MOTION 14-003**: Mr. Truett moved to elect Mr. Douglass President of the Board of Education. Mrs. Evans seconded the motion. On roll call, the members voted as follows: Evans, yes; Douglass, yes; Truett, yes; Brannan, yes; Miller, yes. 5 yes.

The president pro-tempore declared the election approved.

A. Oath of office for President of Board of Education:

“Do you, Grant Douglass, solemnly affirm that you will support the Constitution of The United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as Vice-President of the Board of Education of the Grandview Heights City School District, Franklin County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereafter to be enacted, during your continuance in said office, and until your successor is elected and qualified?” The answer is “I do.”

With all in favor, Mr. Douglass was elected as the president. President Douglass assumed the chair as president at this time.

Election of Vice-President (VII-A): President Douglass called for nominations for the office of Vice-President. Mr. Miller nominated Mrs. Brannan. Mr. Douglass seconded the nomination. With no other nominations from the floor, President Douglass declared nominations closed and directed the treasurer to call the roll for election of vice president.

**MOTION 14-004**: Mr. Miller moved to elect Mrs. Brannan as Vice-President of the Board of Education. Mr. Douglass seconded the motion. On roll call, the members voted as follows: Truett, yes; Douglass, yes; Evans, yes; Brannan, yes; Miller, yes. 5 yes.

The president declared the election approved.

A. Oath of office for Vice President of Board of Education:

“Do you, Debbie Brannan, solemnly affirm that you will support the Constitution of The United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as Vice-President of the Board of Education of the Grandview Heights City School District, Franklin County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereafter to be enacted, during your continuance in said office, and until your successor is elected and qualified?” The answer is “I do.”

With all in favor, Mrs. Brannan was elected as vice-president.

**MOTION 14-005:** Mr. Truett moved to approve the following organizational item.

Resolution to Establish Time, Place and Date of Regular Meetings (VIII): The Board established its regular meeting dates, times and locations at this time.

WHEREAS, Ohio Revised Code, Section 3313.15 requires that at the time of the organizational meeting each Board of Education shall fix the time for holding its regular meetings, such meetings to be held a minimum of once every two months;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Grandview Heights City School District shall meet to conduct any and all business to come before it on the 3rd Thursday of every month at 7:00 p.m., in the Brotherhood of Rooks Media Center in the Grandview Heights High School located at 1587 W. Third Avenue, Columbus, Ohio, beginning February, 2014.

AND BE IT FURTHER RESOLVED, that special meetings may be called at the discretion of the Board of Education.

Mr. Miller seconded the motion.

On roll call, the members voted as follows: Evans, yes; Miller, yes; Brannan, yes; Truett, yes; Douglass, yes.  
5 yes.

The president declared the motion carried.

**MOTION 14-006:** Mr. Miller moved to approve the following organizational items.

Resolution to Establish Compensation for the Members of the Board of Education (IX): The Board established its compensation at this time.

WHEREAS, Ohio Revised code, 3313.12, delineates compensation for a board of education;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Grandview Heights City School District shall continue to be compensated at rate authorized by law at \$125.00 per meeting for twelve (12) regular meetings and three (3) special meetings per year;

AND BE IT FURTHER RESOLVED that the Treasurer is directed to compensate Board of Education members according to this resolution.

Resolution to Validate Bond for Treasurer (X):

WHEREAS, Ohio Revised Code 3313.25 requires a faithful performance bond for the Treasurer, and

WHEREAS, the bond must be furnished for each term of office of the Treasurer;

NOW, THEREFORE, BE IT RESOLVED that this resolution shall serve notice that the Treasurer is bonded in the amount of \$20,000 per year from January 1, 2013 through January 1, 2015 with the pre-paid premium to be paid by the Board of Education through the Lauterbach and Eilber Insurance Agency.

Resolution to Validate Bond for Board of Education and Superintendent (XI):

WHEREAS, Ohio Revised Code 2744.07(A) permits faithful performance bonds for the members of the Board and the Superintendent; and

WHEREAS, the bonds shall cover the period from December 1, 2013 through December 1, 2014, in the amount of \$15,000 per bond;

NOW, THEREFORE, BE IT RESOLVED that this resolution shall serve notice that the members of the Board of Education and the Superintendent are bonded over the one year period at a premium to be paid by the Board of Education through Gardiner Allen DeRoberts.

Resolution to Establish Service Fund (XII):

WHEREAS, Ohio Revised Code, Section 3315.15 provides for the setting aside from the General Fund a sum not to exceed two dollars for each child enrolled in the District, or twenty thousand dollars, (\$20,000), whichever is greater, as the "service fund"; and

WHEREAS, this money is to be used for the payment of expenses of the members of the Board of Education or of their official representatives actually incurred in the performance of their duties in attendance at meetings and conferences as delegates of the Board of Education;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Grandview Heights City School District acknowledges account number 001-2310-439-0000-000000-055-00-000, "Service Fund", within the 2014-2015 Appropriations in the amount of \$3,000, subject to modification by the Board of Education.

Resolution to Authorize Payment of Bills (XIII):

BE IT RESOLVED by the Board of Education of the Grandview Heights City School District that the Treasurer is hereby authorized to pay all bills as they are duly presented, provided funds are available, and to report monthly those bills which have been paid.

Resolution to Adopt the Tax Budget (XIV):

WHEREAS, Section 5705.28e of the Ohio Revised Code provides for the adoption of the tax budget on or before January 15th and;

WHEREAS, the Treasurer has prepared the tax budget according to guidelines from the State and County Auditors and the Ohio Department of Education, and

WHEREAS, the Board of Education has conducted a public hearing on the proposed budget in accordance with Ohio Revised Code, Sections 5705.28, 5705.29 and 5705.30;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Grandview Heights City School District adopt the 2014-2015 tax budget as it appears as an addendum item to these minutes and direct the Treasurer to submit the tax budget document to the County Auditor by January 20, 2014.

Resolution to Authorize Tax Advances from County Auditor (XV):

WHEREAS, Ohio Revised Code, Section 321.34 provides for the release of tax advances to a city board of education; and

WHEREAS, the County Auditor requires receipt of an authorizing resolution passed by a majority vote of the members of the board of education requesting the tax advances; and

WHEREAS, it is deemed to be financially advantageous for the Grandview Heights City School District to promptly receive the 2014 tax monies;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Grandview Heights City School District that the Superintendent and the Treasurer be authorized to request the tax advances for the year 2014.

Resolution to Request Tax Advances from Future Fiscal Year (XVI):

WHEREAS, Ohio Revised Code, Section 321.34, provides for the release of tax advances to a city board of education; and

WHEREAS, The Auditor of the State of Ohio, Management Advisory Service, Bulletin 88-33 states that "Advances received against the August settlement of real and public utility property tax, when requested by a school district board of education, become lawfully applicable to the purposes of the fiscal year in which the request is made upon the adoption of the resolution making the request"; and

WHEREAS, Ohio Revised Code, Section 5705.35(B) states in part, the "moneys advanced to the treasurer of a board of education under division A of Section 321.34 of the Revised Code shall be available for appropriation in the fiscal year in which they are paid to the treasurer under such section"; and

WHEREAS, The Auditor of the State of Ohio, Management Advisory Service, Bulletin 88-33 states that "Moneys advanced to a school district against the August settlement of real and public utility property may be appropriated in the fiscal year that the money is received in or paid to the treasurer";

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Grandview Heights City School District hereby directs the Superintendent and Treasurer to request advance payments on collections of property taxes to be settled during the coming fiscal year with the amount of the tax to be used, if necessary, to be appropriated and to pay for obligations of this current fiscal year.

Resolution to Authorize Investments of Interim Funds (XVII):

WHEREAS, Ohio Revised Code, Section 135.14 permits boards of education to make investments in certificates of deposit of banks, bonds, notes or other obligations of the United States; and

WHEREAS, it is the intent of the Board of Education of the Grandview Heights City School District to invest funds not currently needed to meet operating costs in order to earn interest on these funds;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Grandview Heights City School District that the policy for investment of cash not currently needed to meet obligations for short periods of time (less than two years) shall be one in which the cash balance remaining on active deposit be as low as is consistent with good business practice and the investment of cash be made according to the following principles: 1) Safety of principal; 2) Liquidity; and 3) Interest earnings.

BE IT FURTHER RESOLVED that the Treasurer is hereby authorized to determine the amounts of cash not needed to meet current obligations and to invest in certificates of deposit with interest rates most advantageous to the Board

of Education and other such investments as authorized under section 135.14 and 135.142 of the Ohio Revised Code.

Resolution Authorizing Applications for Local State and Federal Funds (XVIII):

WHEREAS, Local, State and Federal Funds are made available to Grandview Heights City Schools through the consolidated local plan, etc.;

NOW, THEREFORE, BE IT RESOLVED that the Superintendent is authorized and duly directed to make application for State and Federal Grants and create funds as necessary.

Resolution to Appoint Superintendent of Schools as Purchasing Agent (XIX):

BE IT RESOLVED that the Superintendent of Schools or the Superintendent's designee be appointed to serve as purchasing agent for the Board of Education on behalf of the school district.

Resolution Listing Legal Counsel (XX):

WHEREAS, Ohio Revised Code, Section 3313.35 outlines authority for boards of education to hire legal counsel; and

WHEREAS, from time to time it is necessary for boards of education to engage legal counsel to represent the school system;

NOW, THEREFORE, BE IT RESOLVED that the firms of Bricker and Eckler, Means, Bichimer, Burkholder and Baker, and Benesch, Friedlander, Coplan and Aronoff LLP be named as legal counsel;

And be it further resolved that the Superintendent, Treasurer and School Board President are authorized to obtain legal counsel.

Resolution to Authorize Employment of Temporary Personnel (XXI):

WHEREAS, on occasion it becomes necessary for the Superintendent of Schools to employ temporary personnel in emergency situations as needed; and

WHEREAS, such employments are presented to the Board of Education for approval at the next regular meeting;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Grandview Heights City School District that the Superintendent be authorized to employ temporary personnel as needed in emergency situations.

Bobcat Booster Athletic Passes (XXII):

WHEREAS, the Board of Education recognizes the support of the Bobcat Boosters to students in the Grandview Heights School District; and

WHEREAS, the Board of Education acknowledges the generous financial contributions made by the Bobcat Boosters to the School District's student activity funds;

NOW THEREFORE BE IT RESOLVED that the Board of Education continues to authorize the issuance of annual athletic event passes to qualifying Bobcat Club members by the Bobcat Boosters.

Mrs. Brannan seconded the motion.

On roll call, the members voted as follows: Miller, yes; Truett, yes; Evans, yes; Douglass, yes; Brannan, yes.

5 yes.

The president declared the motion carried.

**MOTION 14-007:** Mr. Miller moved to approve the following items of organizational business.

Resolution to Appoint Legislative Liaison to O.S.B.A. (XXIII):

BE IT RESOLVED that Mr. Miller, Member of the Grandview Heights Board of Education, be appointed Legislative Liaison to the Ohio School Boards Association for the 2014 year.

Resolution to Appoint Liaison to GH/MC Education Foundation (XXIV):

BE IT RESOLVED that Mrs. Brannan, Member of the Grandview Heights Board of Education, be appointed Liaison to the GH/MC Education Foundation for the 2014 year.

Resolution to Appoint Representative to Superintendent's Business Advisory Council (XXV):

BE IT RESOLVED that Mr. Douglass, Member of the Grandview Heights Board of Education, be appointed Representative to Superintendent's Business Advisory Council for the 2014 year.

Resolution to Appoint Representative as Student Achievement Liaison (XXVI):

BE IT RESOLVED that Mrs. Evans, Member of the Grandview Heights Board of Education, be appointed Representative as Student Achievement Liaison for the 2014 year.

Resolution to Appoint Representative to Facilities Committee (XXVII):

BE IT RESOLVED that Mr. Truett, Member of the Grandview Heights Board of Education, be appointed Representative to Facilities Committee for the 2014 year.

Resolution to Appoint Representative as Community Recycle Liaison (XXVIII):

BE IT RESOLVED that Mr. Miller, Member of the Grandview Heights Board of Education, be appointed Representative as Community Recycle Liaison for the 2014 year.

Resolution to Appoint the Economic Development Liaison (XXIX):

BE IT RESOLVED that Mr. Truett be appointed as the Economic Development Liaison along with the Superintendent of Schools for the 2014 year.

Resolution to Continue Audit Committee (XXX):

BE IT RESOLVED that all duly elected members of the Board of Education shall continue to serve as the School District's audit committee.

Resolution to Appoint the Board Designee as Public Records Official (XXXI):

BE IT RESOLVED that Hayley Head, Executive Assistant to the Superintendent, be appointed the Board of Education designee as the public records official for the 2014 year.

Mrs. Brannan seconded the motion.

On roll call, the members voted as follows: Brannan, yes; Truett, yes; Douglass, yes; Evans, yes; Miller, yes. 5 yes.

The president declared the motion carried.

## REGULAR BUSINESS

Minutes (XXXII): President Douglass asked if there were any corrections, additions, or deletions to the minutes of the previous meetings. There were none.

**MOTION 14-008**: Mrs. Brannan moved to approve the minutes of the December 17, 2013, regular meeting and December 30, 2013, special meeting as presented by the treasurer.

Mr. Miller seconded the motion.

On roll call, the members voted as follows: Evans, yes; Douglass, yes; Truett, yes; Miller, yes; Brannan, yes.  
5 yes.

The president declared the motion carried.

Recognition of Academic Achievement and Outstanding Contributions (XXXIII-A): There was one item of recognition of outstanding contribution at this time.

1. District recognition by the College Board 4<sup>th</sup> Annual AP Honor Roll presented by Yolandè Berger, Advanced Placement Coordinator, Ohio Department of Education: Yolandè Berger congratulated Grandview Heights City Schools for being named to the College Board's 4<sup>th</sup> Annual AP District Honor Roll. To receive this distinction, a district must have increased its students' access to AP courses while at the same time maintaining or increasing the percentage of students earning scores of 3 or higher on AP exams.

Recognition of Guests and Hearing of Public (XXXIII-B): President Douglass asked if anyone wished to address the Board at this time. There was no one.

Treasurer's Report (XXXIV-A): Mrs. Rizzo reviewed the following financial information at this time.

**MOTION 14-009**: Mrs. Brannan moved to accept the following financial reports, payment of bills, and investments.

1. December financial reports as they are contained as addendum items to these minutes.
2. Payment of December bills. (Motion 14-006 authorized the payment of all bills as they are due).
3. Investments for the month of December, 2013. (Motion 14-006 authorized the investment of funds).

Mr. Miller seconded the motion.

On roll call, the members voted as follows: Douglass, yes; Evans, yes; Miller, yes; Brannan, yes; Truett, yes.  
5 yes.

The president declared the motion carried.

Board Reports (XXXIV-B):

OSBA Legislative Liaison: No report was presented at this time.

Student Achievement Liaison: Mrs. Brannan reported that the LEGO League advanced to the state tournament for the first time.

Business Advisory Council: No report was presented at this time.

Facilities Committee: No report was presented at this time.

Community Recycle Committee: No report was presented at this time.

Economic Development Committee: No report was presented at this time.



GH/MC Education Foundation Liaison: Mrs. Brannan reminded Members and the community that the annual Gala will be held on February 22, 2014.

Building and Department Reports (XXXIV-C): See agenda addendum items.

Superintendent's Report (XXXIV-D): The superintendent reported on the following.

1. Update from the District Grading and Assessment Committee: Ms. Maxfield reported that the committee has been working to develop grading and assessment guidelines that can be applied to grades K-12 using numerous data points. The committee understands that grades are a measurement of learning and students need clear learning targets defined. The committee is working to define clear learning targets. Ms. Maxfield fielded questions from members of the Board.
2. Report from the District Recycling Committee: No report was given at this time.

Recommendations from the Superintendent for action by the Board of Education (XXXV):

Curriculum & Instruction (XXXV-A): There were no one items of curriculum and instruction to be reviewed at this time.

Board Policy and Procedure (XXXV-B): There were no items of board policy and procedure to be discussed at this time.

Business and Finance (XXXV-C): There were four items of business and finance to be discussed at this time.

**MOTION 14-010:** Mr. Miller moved to approve the following items of business and finance.

1. Alternative Tax Budget Information: Approve the Alternative Tax Budget Information provided by Franklin County as contained as an addendum item to these minutes.
2. Metropolitan Educational Council Contract for Internet Services: Approve the contract between the Metropolitan Educational Council and Grandview Heights City School District to provide internet services as contained as an addendum item to these minutes.
3. Kindergarten Tuition Rates: Approve the All Day Kindergarten tuition rate for the 2014-2015 school year at \$330.00 per month.
4. Kids' Club Tuition: Approve Kids' Club tuition rates for the 2014-2015 school year and rates for the Summer of 2015 at the same level as the 2013-2014 school year and Summer 2014 rates as contained as an addendum item to these minutes.

Mrs. Brannan seconded the motion.

On roll call, the members voted as follows: Miller, yes; Brannan, yes; Evans yes; Douglass, yes; Truett, yes.  
5 yes.

The president declared the motion carried.

Buildings and Grounds (XXXV-D): There were no items of buildings and grounds to be discussed at this time.

Personnel (XXXV-E): The superintendent recommended the approval of one item of personnel.

**MOTION 14-011:** Mrs. Brannan moved to approve the following item of personnel.

1. Kids' Club Resignation: Accept the following resignation:

- a. James Berry, Team Leader, effective end of day January 3, 2014

Mr. Truett seconded the motion.

On roll call, the members voted as follows: Douglass, yes; Truett, yes; Miller, yes; Brannan, yes; Evans, yes.  
5 yes.

The president declared the motion carried.

Co/curricular Activities (XXXV-F): There was one item of co/curricular activity to be considered at this time.

**MOTION 14-012**: Mr. Truett moved to approve the following item of co/curricular and extracurricular activities.

1. Volunteers: Approve the following as volunteers for the 2013-2014 school year:

- a. Caleb S. Baker, Volunteer
- b. Carmen I. Baker, Volunteer

Mrs. Brannan seconded the motion.

On roll call, the members voted as follows: Truett, yes; Brannan, yes; Evans, yes; Miller, yes; Douglass, yes.  
5 yes.

The president declared the motion carried.

Other (XXXV-G): There were no items of other business to be discussed at this time.

Items for Discussion (XXXVI): There was one item for discussion to be discussed at this time.

Mr. O'Reilly asked members of the Board to accept his resignation effective at the end of the day July 31, 2014.

Executive Session (XXXVII): The Board considered entering into executive session at this time.

**MOTION 14-013**: Mr. Miller moved to enter into executive session at this time to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of an employee, conferences with the board's attorney to discuss matters, which are the subject of pending or imminent court action, and to discuss matters required to be kept confidential by federal law or rules or state statutes.

Mr. Truett seconded the motion.

On roll call, the members voted as follows: Truett, yes; Miller, yes; Brannan, yes; Douglass, yes; Evans, yes.  
5 yes.

The president declared the motion carried and the meeting entered into executive session at 8:07 p.m.

At this time, members of the Board remained in the media center to conduct the executive session with Mr. O'Reilly, Mrs. Rizzo, Rick Ross and Nicole Donovsky. The superintendent and Board discussed employment concerns and matters required to be kept confidential by federal law or rules or state statutes. The Board resumed regular session at 9:05 p.m.

Items for Discussion (XXXVIII): The Board considered the following items at this time.

**MOTION 14-014**: Mr. Miller motioned to add the following item to the agenda:

1. Accept the Resignation of the Superintendent effective July 31, 2014.

Mr. Truett seconded the motion.

On roll call, the members voted as follows: Douglass, yes; Truett, yes; Brannan, yes; Evans, yes; Miller, yes. 5 yes.

The president declared the motion carried.

**Motion 14-015:** Mr. Miller moved to accept the following resignation:

2. Mr. O'Reilly, Superintendent, effective July 31, 2014

Mrs. Brannan seconded the motion.

On roll call, the members voted as follows: Miller, yes with regret; Evans, yes; Douglass, yes; Brannan, yes; Truett, yes. 5 yes.

The president declared the motion carried.

Adjournment (XXXIX): President Douglass called for a motion to adjourn.

**MOTION 14-016:** Mr. Miller moved to adjourn.

Mrs. Evans seconded the motion.

On roll call, the members voted as follows: Evans, yes; Miller, yes; Brannan, yes; Truett, yes; Douglass, yes. 5 yes.

The president declared the motion carried and the meeting adjourned at 9:11 p.m.

ATTEST: \_\_\_\_\_  
                                President    Treasurer