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Board of Directors Workshop Minutes Math & Science Academy Monday, April 20, 2020 Great Hall

8430 Woodbury Crossing, Woodbury, MN 55125

Call to Order by Lisa Anderson at 5:00 pm

Members Present:

Voting:

Lisa Anderson, Chair & Teacher Member
Jeff Eng, Vice Chair & Parent Member
Noah Langseth, Treasurer & Teacher Member
Michelle Kurkoski, Teacher Member
Ramesh Aki, Parent Member
Cody Schniepp, Community Member
Adam Bartz, Community Member
Dan Ellingson, Parent Member

Non-voting:

John Gawarecki, Director (ex officio)

Absent:

Voting:

Judy Seeberger, Secretary & Teacher Member

Non-Voting:

Emily Wong, Student Member
Steve Wruck, Contracted Financial Manager (ex officio)

Discussion:

- 1) Strategic Plan (Robust Community)
 - a) Performance indicator #3
 - i) Review what we have in place now
 - ii) No current 8th grade celebration. Used to have a PTO-organized lock-in, stopped doing that. Possibly something to bring up to the PTO?
 - iii) Should we leave these in or cut them?
 - iv) Check in with the counselor to see whether or not there is a way to use the advisory to team up the grades to meet up HS with MS students This is already on the indicator, but this needs to be communicated to the counselors so that they are aware it is their responsibility. John will add this to their job description and communicate with them about it.
 - v) Third indicator EX about teaming HS with 8th grade to have a celebration - cut. Not sure what the intent of this was, but not actionable as it is now.
 - b) #4 - add an idea to continue to focus on reducing waste as well

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- c) #5 - 6th grade picnic (keep)
 - d) #6 - currently there are clubs that create cultural nights, curriculum to focus on diversity learning and celebration
 - e) #7 - Facebook group is active, Justin is the organizer of the database and Facebook page. Justin would have more information about how complete this is, how it is used, management. There are also some grades that have created groups of their own (privately). This is one to keep on (probably add to the new plan next year). Need to check in with Justin about the details of this. Michelle will reach out to Justin to ask him about it. Remove LinkedIn from the plan - does not seem to fit with what the intent is.
 - f) #8 - we are currently part of the Woodbury chamber of commerce. Are we using this effectively? DO we expand (areas like Cottage Grove where we also have a number of students from). There is a small expense in membership, but not significant enough to discontinue. Keep the idea, but take out "Woodbury" to allow for us to expand the relationships to different organizations as needed.
 - g) #9 - volunteer opportunities are happening, but we may not need to increase these opportunities. There are many examples in the document that work and are active. Change the word "increase" to something else. Change to encourage? Activities Director receives information and communicates these opportunities to relevant groups.
- 2) Strategic Plan (Financially Sustainable)
- a) #2 - language is a bit vague and isn't representing a read strategy. EX: balanced budget" isn't a strategy, we have been in operation for 20 years, we need to chif to strategic plans
 - b) #3 - still the same target
 - c) #4 - doing so, may need to have some movement between rooms next year
 - d) #5 - this isn't done. Will need to have a retreat next year to actually make this happen. There is a heavy connection to expansion, so we need a more functional and complete plan to raise money.
 - e) #6 - still using GTTM as the primary fundraiser. Dragon Dinner is in addition
 - f) #7 - marketing - not being addressed. This is something that needs to be done for fiscal responsibility and to help assist in the expansion process as well.
- 3) Elections and Officers 2020-2021
- a) Previously the process for being an officer was more casual, the previous Chair asked those interested in to express interest via email. There was also some statements made that you shouldn't talk to others about a position that you are interested in. This can mean that (if no one responds) that officer positions are sudden and determined at the first new BOD meeting after being seated.
 - b) Should we choose the officers at the end of a meeting? This would allow them to come prepared for the next meeting. This also means that the timing of when each person steps off. Then at the June meeting the new officers would be prepared to run the meeting.
 - c) MACS has a self-nomination form for their BOD officer positions. This may help to avoid the issues and suddenness of the nominations. This can be put out in advance to give people time to think about it. Lisa is willing to start looking at a Self-Nomination form draft.

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- 4) New Board to pick a replacement for Jeff
 - a) Will need to leave at the June meeting because his Children will be graduating.
 - b) This should be done earlier - after the election of the officers, but before any new votes are cast.
 - c) Check the results from the election - may be a good pool of people. Lisa suggested that we contact those who didn't get elected to put their name in. We would also make it open to the community in general as well. What about those who are parents of new students? They wouldn't have information via Skyward as parents of new students until later in August.

Workshop was adjourned at 6:10 pm

Submitted:

Michelle Kurkoski

Approved:

Judy Seeberger, Secretary

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**Board of Directors
Meeting Minutes
Math & Science Academy
Monday, April 20, 2020
Great Hall and Livestreamed
8430 Woodbury Crossing, Woodbury, MN 55125**

1. Call to Order by Lisa Anderson at 6:20 pm

Vision and Mission read by Emily Wong.

2. Roll Call of Members

Present:

Lisa Anderson, Chair & Teacher Member
Jeff Eng, Vice Chair & Parent Member
Judy Seeberger, Secretary & Teacher Member
Cody Schniepp, Community Member
Adam Bartz, Community Member
Dan Ellingson, Parent Member
Noah Langseth, Treasurer & Teacher Member
Michelle Kurkoski, Teacher Member
Ramesh Aki, Parent Member

Non-voting:

John Gawarecki, Director (ex officio)
Emily Wong, Student Member
Steve Wruck, Contracted Financial Manager (ex officio)

Absent:

Voting:

Non-Voting:

3. Approval of Agenda (note any board member conflicts of interest)

Conflicts of Interest: None

Discussion:

Remove Policy 806 to the next BOD meeting. It was not included.

Motion to approve the agenda.

Moved by: Jeff Eng Second: Michelle Kurkoski

A roll-call vote was taken

Vote: 9-yes 0-no 0-abstain

The motion carries.

4. Open Forum

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None

5. Approval of Minutes.

a. Motion to approve the March 17, 2020 Workshop and Meeting Minutes.

Moved by: Dan Ellingson Second: Michelle Kurkoski

Discussion:

None

A roll-call vote was taken

Vote: 9-yes 0-no (absent at the 3/17/20 meeting) - abstain

The motion carries.

b. Motion to approve Special Meeting Minutes on March 26, 2020.

Moved by: Adam Bartz Second: Judy Seeberger

Discussion:

None

A roll-call vote was taken

Vote: 9-yes 0-no 0 abstain

The motion carries.

c. Motion to approve Special Meeting Minutes on March 30, 2020.

Moved by: Judy Seeberger Second: Lisa Anderson

Discussion:

None

A roll-call vote was taken

Vote: 8-yes 0-no Ramesh Aki - abstain

The motion carries.

d. Motion to approve Special Meeting Minutes on April 6, 2020.

Moved by: Lisa Anderson Second: Jeff Eng

Discussion:

None

A roll-call vote was taken

Vote: 8-yes 0-no Ramesh Aki - abstain

The motion carries.

6. Chair's Report

None

7. Director's Report

MSA's trap team, which is not part of the MSHSL, will run an individual season. The advisor is looking at running a modified schedule, perhaps 2 shooters going to the range at the time, and they will report their individual scores. They can provide individual ranking and individual results.

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This way, 20-25 students from MSA will at least have some kind of an activity this spring they can participate in.

The Chair wondered about the obligation of teachers and staff to respond to emails over the weekend. Mr. Gawarecki stated that distance learning follows the academic calendar. We don't have school on the weekends, so teachers and staff are not expected as a part of their work day to be available on weekends. The Chair questioned whether that was true during the regular school year as it was her understanding teachers had 24 hours to respond to emails. Also, sometimes teachers give homework over the weekend - does this mean we ignore emails about this homework? Mr. Gawarecki clarified that best practice is to be available for your students if you gave homework over the weekend. However, contractually there is no requirement for teachers to be available on weekends. The Chair wondered what the difference is between best-practice and what we're required to do. Shouldn't what we are required to do be best practice? Mr. Gawarecki clarified that the expectation from the school is that you are expected to be available M-F. Mr. Eng wondered about the language stating meetings can be set up with teachers at any time. Are we asking our teachers to be available 24/7? Mr. Gawarecki clarified that is not the intent. Language clarifying this will be added.

Director's Report

1. Student Achievement

- a. Student attendance during distance learning has been 96%.
- b. MCA's have been cancelled for this school year. No composite results will be available for all of our students this year.
- c. The ACT exam has been moved to October. No composite results will be available for all of our students this year.

2. Create a Facilities Management Plan

- a. The water bottle filler stations have been installed in Buildings A and B.
- b. Janitorial services along with garbage and recycling services have been reduced significantly.

3. Communication and Community Relationship

- a. Weekly updates have been sent out on Fridays.
- b. The Announcements will resume on Tuesday, April 21st and go out twice weekly.
- c. The April Newsletter was not distributed due to the amount of information going out concerning COVID-19.
- d. Our Distance Learning Plan has been implemented and is going very well.
- e. A survey concerning the distance learning was sent out on April 17th.

4. Human Resources Management

- a. Contracts for next year are waiting on approval of several BOD documents.
- b. MDE and MDH meetings being attended three times a week to stay abreast of developments.

Assistant Director (Activities) Goal Update

1. Student Services

- Attended multiple IEP meetings
- Student Support Task Force Meeting
- Attended 504 meetings
- Communication and Interaction
- Working with a working group to update the school web page

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- Communication Committee Meetings to work on Distance Learning and the web page.
 - Working with other schools to adjust Spring schedules as necessary
 - Communicating with Spring coaches on current situation
 - Participated in Socializing with Seniors
 - Participated in weekly admin team meetings
 - Participated in daily director meetings
2. Facility Services
- Overseen building B meetings
 - Oversee building B maintenance issues as they arise.
 - Organized student pick up of materials after spring break.
3. Educational Leader
- Held our final official mentoring meeting for new to teaching teachers.
 - Supported teachers who needed some support in distance learning
 - Communicating with speaker on opportunity gap with staff for fall workshop week.
 - Led the Distance Learning Planning Group
 - Participated in The Mental Health and Wellness Group
 - Participated in The Counselor Support Group
 - Participated in the Material Pick Up Group
 - Led the Child Care Group
 - Participated in Safeguarding Student Health While Conducting Distance Learning Workshops part one and two.
 - Participated in the Professional Development task force.
4. Governance and Policy Development
- Revisit eligibility policy
 - Attended Finance Committee
 - Attended Communication Committee meeting
 - Attended all staff meeting
 - Participated in 360 evaluation of director
 - Attended March board meeting
 - Attended virtual Athletic Conference Meeting
 - Discussed spring sports
 - Current membership issues
 - Discussion on how to support students in distance learning
6. Staff Supervision
- Gained access to google classrooms
7. Activities
- Creating fall and winter schedules
 - Monitoring MSHSL decisions
8. Academic Improvement
- Due to distance learning we will not be doing ineligibility reports this Spring.
9. Financial Management
- Reviewed the activities budgets. The extra busing fee is impacting budgets.
 - Discussing refunds for Spring sports
10. Other
- Continued conversation about graduation and lock in.
 - Wrote multiple letters of recommendations for students
 - Participated in YMCA Subcommittee meeting
 - Participated in YMCA board meeting
 - Licences renewed until 2025

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Assistant Director (Middle School) Goal Update

1. Student Services
 - Facilitated student support process
 - Providing support and leadership for PBIS team
 - Attended all 504 meetings and IEP meetings as requested
 - Have begun process to create virtual tours of MSA
 - Facilitated Student Support Process task force for 2020-2021 school year
 - Participated in 8th grade virtual hangout with two teachers and multiple students
 - Addressed questions and concerns from parents and students about distance learning
2. Communication and Interaction
 - Communicating within 24-48 hours of all contact by parents
 - Using Twitter to both collaborate with fellow educators and showcase the goings on at MSA
 - Participated in weekly admin and daily director team meetings
3. Facility Services
 - Leads building A meetings
 - Coordinates building A maintenance needs with maintenance contractor
 - Working to begin the installation of bottle filling stations on campus
4. Educational Leader
 - Completed all required teacher observations per school procedures
 - Attended grade level meetings as necessary
 - Completed final formal mentoring session virtually
 - Supported teachers who had questions or needs regarding distance learning
 - Facilitating the professional development task force for 2020-2021
 - Member of mental health and counselor support work groups for distance learning
 - Lead four work groups for the distance learning plan
 - Attendance data
 - Attendance procedures
 - IEP/504 Support
 - Internet/computer accessibility
 - Working with licensed staff on license renewal procedures and requirements
5. Governance and Policy Development
 - Chairperson of AFC
 - Continued work on the Carnival until it's cancellation
 - Attended April Academic Committee meeting
 - Attended April Finance Committee meeting
6. Staff Supervision
 - Provided coaching to staff members if needed
 - Distributed CEU's to staff for March 6th PD
 - Supported staff via google classroom
7. Board of Directors
 - Attended March BOD meeting virtually
 - Submits monthly AFC meeting minutes for BOD packet as needed
8. Other
 - Assisting in planning of 6th grade information night to be held virtually in May
 - Having discussions with admin team about graduation possibilities

High School Counselor Goal Update

- Completing weekly check ins with all students grades 9-12 and following up virtually

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- as needed.
- Working with outside consultant, Jeff Bria to potentially offer a webinar based college planning night for spring.
- Offering PSEO office hours to answer PSEO questions students may have.
- Planning and implementing individual junior meetings.
- Completing credit checks for high school students and working with Joell to adjust schedules accordingly.
- Continue to follow up, maintain 504 plans and evaluate students for initial 504 plans.
- Continue to attend Academic Committee meetings on a monthly basis and participate in related task forces as applicable.
- Working with seniors to ensure graduation and post secondary planning.
- Planning AP and ACT testing based on COVID-19 adjustments and communicating changes with students and teachers.

Middle School Counselor Goal Update

1. Preventative and Responsive Services

- a. Attend an average of at least three student lunches during the week.
 - i. I have been able to do this for the month.
- b. Implement and communicate to middle school staff a formal referral and follow up system by November 1.
 - i. At the SSm meetings teachers are to refer their students to me. I have a conversation of what support I can provide.
 - ii. Arrange and provide an external middle school assembly on mental health by spring break. Had a mental health/social media for parents. Might consider doing one more as the feedback was that parents really liked it and wanted to hear more. This was done on December 3rd.

2. Academic Counseling

- a. Create a Friday schedule and present it to teachers during back to school workshops.
 - i. The schedule was shared however we are now not having Friday advisory time as we are distance learning.
 - ii. We no longer have extended day this year as we are not in session.
- b. Provide a professional development staff training on personality traits and their role in relationships by March 7th.
 - i. We were not able to provide this as our most recent day of PD was full and we are not in session to provide this opportunity to the staff.

3. Communication & Interaction

- a. Get into every 6th grade advisory class by the end of September to introduce myself.
 - i. Have gone to Eagle Bluff to introduce myself. I have also done one advisory lesson in every 6th grade advisory class.
- b. Provide an article on respect in the November and April newsletters.
 - i. I missed the november newsletter. I have also missed the April newsletter as I have been adjusting to distance learning.
- c. Host at least 4 groups focusing on different topics that those students are struggling with. These may include: organization, peer relations, mental health. I would like these groups to be 4-6 weeks in length.
 - i. I am having a hard time finding the time to fit in a group. Most teachers are unwilling to split their time so finding an effective time outside of friday advisory is tough. Will continue to look at options.

4. 504 Plan Coordination

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- a. Review all 504 plans on an annual basis, based on plan implementation date.
 - i. Have had annual meetings for all 504 plans of those who requested. I have sent home reminders and invitations to all 504 students offering a meeting if they would like.

5. Academic Improvement

- a. Partner with the 6th grade teachers to teach a lesson on using the planner and staying organized by October 31st.
- b. Attend 85% of monthly Academic Committee meetings.
 - i. I have been able to be consistently attending the meetings both in person and via zoom.
- c. Team teach with the health teachers on mental health units.
 - i. Their mental health units were in the spring and we are not in session so I am unable to complete this.
- d. Provide academic departments and director with academic summary results within one month of their release.
 - i. I share all academic testing results with staff when I receive the information.
- e. Provide individual academic reports to departments within one week of requests.
 - i. I have given all departments the information I have within one week of requesting.

6. Testing Coordinator

- a. Provide teachers at least two months prior notice of MCA test dates and locations.
 - i. Brought potential MCA dates to teachers. All departments got back to me and we have solidified when testing will take place. MCA testing is no longer happening for the year. I have provided updates regarding this after consulting with the director to the staff to keep them updated.
- b. Provide teachers and parents notice of the PSAT test date and location 1 month prior.
 - i. I sent the schedule to teachers one month prior to testing date. I also sent emails home and students leading up to the testing date.

8. Student Representative Communication and Update

Ms. Wong spoke to the results of the senior survey that went out. With regard to graduation, most want an in-person ceremony. However, if that is not possible, then an option for a photograph session received favorable responses. Other ideas included: small-group ceremonies, farewell dinner in August, drive-in graduation. If there were only one senior activity in addition to graduation, the seniors voted for a lock-in, prom, senior prank, and activities.

9. Reports from Board Committees, Activities Director and Task Forces

Board Committees:

Academics (Ms. Anderson): Report submitted. Changed from the agenda a little bit to deal with academic issues which had arisen due to distance learning. Issues were discussed with possible solutions. Report was submitted as a part of the packet. May 4 next meeting, assuming it will be remote.

Annual Fund (Mr. Langseth): Report submitted. Did not meet. Dragon dinner and silent auction have been canceled. No further meetings until summer.

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Communications (Ms. Kurkoski): Report submitted. Will not meet again until May. Updating who is doing what and availability. She, Justin, and Mrs. Krisco are trying to put together updates on video security and best practices. Last week Google added Google Meets to Google Classroom. Companies are shifting their security practices. Access - pickups have been going well, Cheri's engineering students had to pick things up. Drop-offs have also been going well. In May will have more information about what they'll need.

Personnel (Ms. Anderson): Did not meet. Will meet next week.

Finance (Mr. Langseth): Report given by Mr. Langseth. Met about budgets, a lot of unknowns at the moment - are we going to spend more or less, we don't know. We will go with what we have and see where we are next month. Steve Wruck spoke to financial statements. We will have to watch and monitor cash flow. The years after 2020 will have to be monitored to see what happens due to the financial impact of all of this. Distance learning itself won't affect cash flow, it's the COVID crisis which will impact the state - the state won't have the funds it needs, so that will affect funding.

Motion to approve the March 2020 Financial Statement and Supplemental Information.

Moved by: Cody Schniepp Second: Jeff Eng

Discussion:

None

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

School Expansion Possibilities (Mr. Eng): Report submitted. Rescheduled the March meeting to next week. They plan to pick up where they left off. Talked about re-contacting 3 consultants who made presentations. Will have a general discussion about how COVID situation will discuss what we had planned to do for expansion

10. Consent Agenda

None.

11. Old or Unfinished Business

a. ByLaw Change

Motion to table the ByLaw Change.

Moved by: Lisa Anderson Second: Jeff Eng

Discussion:

Ms. Anderson noted that it would take 2 months to make the changes and bringing this to teachers now would be too much. Mr. Eng noted that whether it passed or not, it wouldn't have been effective this year since both seats are open this year.

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

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b. Board Self-Evaluation

Discussion: The Chair stated the reason for doing this is so next year's Board can look at the document and plan some professional development for the Board.

12. Items for Discussion and Decision

a. Approve BOD Election Results

Motion to approve BOD Election Results.

Moved by: Jeff Eng Second: Dan Ellingson

Discussion:

Results of the election are as follows:

Jennifer Bartle will be the parent representative. Maggie Burggraaff and Annie Cardenas will be the teacher representatives. Paula Akakpo will be the student representative.

Ms. Anderson will email the candidates the results.

Vote: 9-yes 0-no 0-abstain
The motion carries.

b. Approve 2020-2021 Calendar

Motion to approve 2020-2021 Calendar.

Moved by: Adam Bartz Second: Michele Kurkowski

Discussion:

The calendar committee met and came up with a few different options and presented it to staff for a vote. About 81% of staff voted for the option presented. The calendar follows the calendar for District 833, and thus there are no no-busing dates. We are also starting before Labor Day, as is District 833. Mr. Ellingson wondered why we were starting before Labor Day. Mr. Gawarecki clarified that since Labor Day is as late as it can possibly be this year, starting before Labor Day would not result in everything getting pushed back. This will not set a precedent for future years. Charter schools do not have to apply for a waiver to start before Labor Day - we could if we wanted to. Our problem is bussing. Our calendar typically mirrors 833's calendar. There is only one deviation from the District 833 calendar: the 21st and 22nd of December- we have a full 2 weeks of winter break, whereas SoWashCo has school on the 21st and 22nd. Ms. Kurkoski wanted to be sure the Board could reevaluate the calendar if our start date gets pushed back in the fall. Mr. Gawarecki confirmed that the Board can amend the calendar. However, the teacher contracts are based off the calendar.

A roll-call vote was taken.
Vote: 9-yes 0-no 0-abstain
The motion carries.

c. Approve 2020-2021 Budget

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Motion to Approve 2020-2021 Budget with Revenues of \$6,004,405 and Expenditures of \$6,002,161.

Moved by: Noah Langseth Second: Lisa Anderson

Discussion:

Mr. Langseth provided an overview to the Board. In the next 4 years, projected to have a positive budget. Continue to make adjustments to the students and assumptions of projections remain.

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

d. Approve Form 990

Motion to Approve Form 990 for the Year Ending June 30, 2019.

Moved by: Noah Lanseth Second: Lisa Anderson

Discussion:

This is a tax form that needs to be filed each year.

A roll-call vote was taken

Vote: 9 -yes 0-no 0-abstain

The motion carries.

e. Annual Stakeholder Meeting

Motion to designate the May Board meeting to be the official Stakeholder Meeting.

Moved by: Lisa Anderson Second: Jeff Eng

Discussion:

Ms. Anderson and Mr. Gawarecki has discussed and would recommend that the May Board meeting be designated as the official Stakeholder Meeting. With COVID, there are no significant items to be presented other than items in a regular meeting.

A roll-call vote was taken

Vote: 9-yes 0-no 0-abstain

The motion carries.

f. Graduation

Discussion:

Mr. Gawarecki presented the options for graduation. It would be dependent on what will be allowed with social distancing and large group gathering. Options: Eagle Brook (but they don't allow outsiders), East Ridge football field, Drive In theatre, Target Field, smaller gatherings and then create a montage. Also, when should the graduation be held? Responses were that it would need to be done by mid-June. Parents want to be involved. Ms. Anderson will include in her board update.

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g. Senior Party

Discussion:

Mr. Gawarecki noted that it would be dependent on what will be allowed with social distancing and large group gatherings. Also, there would have to be enough staff. Party is usually parent runned. If the party was after June, the school would not be opposed to doing it. Seniors raised the funds and it's for them. It would be challenging to do it in August but could be done.

h. Performance Stipend

Discussion:

Mr. Schniepp proposes to change the target goal. Distance learning is affecting the graduation of special ed students. The current goal is 95% graduation rate which allows 3 seniors to not graduate. 90% graduation allows 6 seniors to not graduate. 93.3% graduation allows 4 seniors to not graduate.

Motion to move the Performance Goal to 90% graduation goal.

Moved by: Judy Seeberger

Ms. Seeberger withdraws the motion.

Motion to move the Performance Goal to 93% graduation goal.

Moved by: Judy Seeberger Second: Jeff Eng

Discussion:

Mr. Gawarecki noted that the only way to give to staff is via a performance stipend. It can't be a bonus.

A roll-call vote was taken.

Vote: 8-yes 1 (Adam Bartz)-no 0-abstain

The motion carries.

13. Future BOD Meeting and Workshop Agenda Items

- a. Strategic Plan Review**
- b. Eligibility Policy 510.1, 601, 616, 806**
- c. Leadership for the new Board**
 - i. Officers**
 - ii. Appointment of Parent Member**

14. Dates and Times of Upcoming BOD Workshops and Meetings:

- a. BOD Workshop, May 18, 2020 at 5:00 pm.
- b. Regularly Scheduled BOD Meeting May 18, 2020 at 6:15 pm

15. Motion to adjourn at 8:14 pm.

Moved by: Michelle Kurkoski Second: Dan Ellingson

A roll-call vote was taken.

Vote: 9-yes 0-no 0-abstain

The motion carries.

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Submitted:

Ia Xiong, Board Recorder

Approved:

Judy Seeberger, Secretary