

**Northport-East Northport Union Free School District Special Meeting - William J. Brosnan School  
(Thursday, March 15, 2018)**

*Generated by Beth M Nystrom on Friday, March 16, 2018*

**Members present**

David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

**Members absent**

None

**Also present**

Mr. Robert Banzer, Superintendent of Schools

Ms. Kathleen Molander, Assistant Superintendent for Business

Ms. Irene McLaughlin, Assistant Superintendent for Human Resources

Mr. Matthew Nelson, Assistant Superintendent for Student Services, Technology and Assessment

Dr. Dana Boshnack, Assistant Superintendent for Teaching and Learning

Public Attendance: Approximately 75 people

**1. CALL TO ORDER** – President Rapiejko called the meeting to order at 6:03 p.m.

**2. IF NECESSARY, THE CHAIR MAY ENTERTAIN A MOTION TO ENTER INTO EXECUTIVE SESSION** - Note: It is anticipated that the Board will meet in public at 6:00 p.m. in the Board Conference Room to act upon a resolution, upon majority vote, to immediately convene into Executive Session to discuss matters pertaining to the employment history of particular persons, and matters pertaining to potential litigation.

Action: 2.01 Motion to convene into Executive Session to discuss matters pertaining to the employment history of particular persons and matters pertaining to potential litigation.

Motion by David Stein, second by Lori McCue.

Final Resolution: Motion passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

At 7:44 p.m. the Board reconvened in public session in the cafeteria at the William J. Brosnan School.

**3.** Mr. Rapiejko led those present in the **PLEDGE OF ALLEGIANCE**; and

**4.** Pointed out the **EMERGENCY EXITS**

**5. APPROVAL OF MINUTES**

There were no minutes for approval.

**6. STUDENT AND STAFF RECOGNITION/ANNOUNCEMENTS FROM THE SUPERINTENDENT OF SCHOOLS**

Superintendent Banzer acknowledged the students and staff who participated in the high school musical Music Man and stated that it was a phenomenal show. Mr. Banzer noted that the community came together for a cause last week participating in St. Baldrick's Day.

## 7. DISCUSSION OF SUPERINTENDENT'S PROPOSED 2018-2019 BUDGET

Mr. Robert Banzer, Superintendent of Schools, and Ms. Kathleen Molander, Assistant Superintendent for Business, presented on the proposed 2018-2019 budget components of Personnel and Benefits.

The budget priorities are to present a budget that supports the mission, vision, core beliefs and priorities of the district; continue historically low tax levy increases; and seek efficiencies and savings. Mr. Banzer reviewed the budget development process. The notables on the personnel and benefits components are over \$1 million increase in health insurance, over \$650,000 increase in Teacher Retirement System contribution; and a reduction in staff due to enrollment decrease and efficiencies. Proposed in the 2018-2019 budget is a restructuring of the Buildings & Grounds leadership team, restructuring of clerical assistance to the Superintendent due to retirement, expansion of the Co-Teaching Model at the middle schools and high school, and to initiate expansion of alternative school program for high school students.

Mr. Banzer reviewed the District enrollment and projected enrollment, grades K-6 staffing, K-5 projected staffing and class size; proposed FTE in Art, Music and Physical Education, a reduction of 1.93 FTE; proposed FTE in English, Math, Science, ENL, Social Studies and World Languages, a reduction of 5.7 FTE; proposed FTE in Health, Family and Consumer Science, Technology and Business, a reduction Of 1.0 FTE; proposed FTE in Speech, Counselors, Social Workers, Student Support, Special Education and Teaching Assistants, a reduction of 1.5 FTE.

Mr. Banzer reviewed the proposed FTE in support staff: Nurses a reduction of 2.0 FTE, Confidential Clerical a reduction of 1.0 FTE, Clerical a reduction of 2.0 FTE, and Security Districtwide an increase of 15.0 FTE, Grounds an increase of 1.0 FTE, and Maintenance an increase of 1.0 FTE. The total support staff is an increase of 12.0 FTE. Administrative Staff FTE will remain the same. The proposed 2018-2019 staffing summary is as follows Instructional Staff reduction of 13.3 FTE, Support Staff increase of 12.0 FTE, for total a staff reduction of 1.13 FTE.

The projected benefits are as follows: ERS reduction of \$13,160.00 (-.54%), TRS increase of \$695,651.00 (+10.33%), FICA increase of \$135,597.00 (+2.16%), Health & Dental Insurances increase of \$1,451,066.00 (+7.33%), Workers' Compensation increase of \$100,000.00 (+8.33%), Other Insurance Benefits decrease of \$30,000.00 (-9.11%).

The expenditure summary is as follows: Personnel increase of \$1,036,194 (+1.18%), Benefits increase of \$2,339,154 (+6.36%), Special Education and BOCES increase of \$119,452 (+1.22%), Instruction, Technology and Central Administration decrease of \$585,322 (-3.60%), Buildings and Grounds increase of \$28,486 (+.57%), transportation decrease of \$79,423.00 (-1.01%), for a total increase of \$2,858,541 (+1.75%).

Mr. Banzer reviewed additional security items to consider: Increase number of security personnel, additional cost of \$480,000; increase number of security vehicles, additional cost of \$140,000; increase funds for training, additional cost of \$10,000; increase funds for equipment/technology/uniforms GF, Lockout "FOB" system, surveillance cameras, license readers, radios/computers/monitors, additional cost of \$15,000; participate in SCPD S.H.A.R.E Program at minimal or no additional cost; "Door Ajar" alert system Smart Schools Bond Act, additional cost of \$500,000; fencing/gates/bollards/doors as needed through Capital funds, additional cost of \$450,000.

Mr. Banzer stated that the restructuring of Buildings and Grounds will add a supervisor. There will be one supervisor concentrating on custodial services, and one supervisor concentrating on maintenance. The chief custodian position at the high school will become a district-wide position. The restructuring of the clerical assistance to the Superintendent is due to a retirement and the District Clerk will assume the responsibilities.

The co-teaching model will be expanded to the middle schools and high school. At the middle school level co-teaching will be added in English and Math with direct consultant teachers in other subject areas. The high school co-teaching model will be introduced in English 11, Social Studies courses meeting graduation requirements and Algebra.

The expansion of the alternative school program for high school students will offer two separate programs, one for suspended students and one for students who need a smaller environment to succeed. The curriculum will be the same and the teachers in AHIP will be developing the lessons. There will be two distinct programs, both housed at the William J. Brosnan School.

There was a discussion regarding projected enrollment and staffing, funds for technology and security enhancements including security personnel and door ajar alert system and FOB system, buildings and grounds personnel, co-teaching model, alternative program, contingency staffing, and adaptive physical education.

Several community members addressed the Board with budget questions regarding armed security guards, declining enrollment, AHIP program, staff counselors and social workers, mental health programs, security enhancements, special education staff training, crisis intervention training, and the District's art program.

Discussion: 7.01 Discussion of Personnel and Benefits in following Budget Function Codes:

<u>Function Code</u>	<u>Description</u>
1040	District Clerk
1240	Chief School Administrator
1310	Accounting
1311	Business Administration
1320	Auditing
1325	Treasurer
1345	Purchasing
1430	Human Resources
1480	Public Information and Services
1620	Operation of Plant
1621	Maintenance of Plant
1660	Central Warehouse
1670	Central Printing and Mailing
2010	Curriculum Development and Supervision
2020	Supervision - Regular School
2040	Supervision - Special School
2070	In-Service Training - Instruction
2110	Teaching - Regular School
2250	Programs for Students with Disabilities
2310	Continuing Education School
2320	Summer School
2610	School Library and Audio Visual
2630	Computer Assisted Instruction
2805	Attendance
2810	Guidance
2815	Health Services
2820	Psychological Services
2822	Education Related Support Services
2825	Social Work Services
2850	Co-Curricular Activities

2855	Interscholastic Athletics
5510	District Operated Transportation
7140	Community Recreation
8060	Community - Civic Activities
9010	ERS
9020	TRS
9030	Social Security
9040	Workers' Compensation
9045	Life Insurance
9050	Unemployment Insurance
9055	Disability Insurance
9060	Health Insurance
9087	Extended Sick Leave
9088	Accrued Leave Payout
9089	Other Employee Benefits

Action: Motion to Extend Meeting  
Recommendation to Extend the Meeting

Motion by David Badanes, second by Donna McNaughton.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

At 10:36 p.m. the meeting was extended.

## **8. SUPERINTENDENT'S REPORT, GENERAL - FOR BOARD ACTION**

Action: 8.01 Personnel Actions Report

Recommendation to approve the attached Personnel Actions Report

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 8.02 Schedule J - Committee on Special Education

Recommendation to approve Schedule J - Committee on Special Education

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

## **9. SUPERINTENDENT'S REPORT, FINANCIAL - FOR BOARD ACTION**

Action: 9.01 BIDS

Recommendation to take specified action on the following BIDS:

### **EDUCATIONAL:**

9.01.1 AWARD - Science Supplies & Equipment

9.01.2 AWARD - Athletic Supplies & Equipment

9.01.3 AWARD - Technology Supplies & Equipment

- 9.01.4 AWARD - Physical Education Supplies & Equipment
- 9.01.5 AWARD - Art Supplies & Equipment
- 9.01.6 AWARD - Athletic Apparel

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.02 Health Services Contracts

Recommendation to authorize the Board President to sign a contract with the following districts to provide Health Services for Northport-East Northport students attending school in that district during the 2017-2018 school year:

- 9.02.1 Uniondale Union Free School District, one (1) student attending Kellenberg MHS @ \$760.48, totaling \$760.48
- 9.02.2 Bay Shore Union Free School District, one (1) student attending St. Patrick School @ \$817.81, totaling \$817.81
- 9.02.3 Commack Union Free School District, fifteen (13) students attending Holy Family School @ \$1,211.60 and two (2) students attending Sappo School \$1,211.60, totaling \$18,174.00
- 9.02.4 Smithtown Central School District, one (1) student attending Harbor Country Day School @ \$924.76, two (2) students attending St. Patrick's School @ \$924.76, and nine (9) students attending Smithtown Christian School @ \$924.76, totaling \$11,097.12

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.03 Universal Pre-K Contracts

Recommendation to approve 2018-2019 Universal Pre-K Program Contracts between the Northport-East Northport Union Free School District and Island Kids Early Childhood Center, Northport Nursery School, Pumpkin Patch Day Nursery and Kiddie Care Early Learning Center

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.04 Donations

Recommendation to approve the following donations to the District:

- 9.04.1 \$500.00 from William and Julie Brosnan to the William Brosnan Scholarship
- 9.04.2 \$600.00 from Mark A Tracy to the Judith Tracy Memorial Scholarship

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.05 Urban Studies Field Trip Donation

Recommendation to approve the following resolution:

"BE IT RESOLVED, that the Board of Education hereby gratefully accepts a donation of \$525 from Northport-East Northport residents whose names are more fully set forth in the attached document, for the purposes of covering the cost of transportation for the Northport High School Urban Studies class field trip on February 15, 2018 and increase the 2017-2018 budget code A2110.4161.30.2903 by \$525 for this purpose.

BE IT RESOLVED, that the Board of Education hereby approves an increase in the revenue code A2705 of the 2017-2018 budget by \$525 with the understanding that this increase in revenue is the result of donations from Northport-East Northport residents."

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.06 Remy D'Esposito

Recommendation to approve a Supplementary Education Services Agreement between the Northport-East Northport Union Free School District and Remy D'Esposito as an IB Music Accompanist in an amount not to exceed \$1,080 (F&PA)

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.07 DGL Music Inc

Recommendation to approve a Supplementary Education Services Agreement between the Northport-East Northport Union Free School District and DLG Music Inc as an IB Music Accompanist for Internal Assignments in an amount not to exceed \$720. (F&PA)

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.08 Marisa Jensen

Recommendation to approve a Supplementary Education Services Agreement between the Northport-East Northport Union Free School District and Marisa Jensen for Tigerette Judge for the 2018-2019 school year, in an amount not to exceed \$150.00

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.09 North Fork Express

Recommendation to approve a Contract (2077689) between the Northport-East Northport Union Free School District and North Fork Express (NHS)

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.10 North Fork Express

Recommendation to approve a Contract (#2077690) between the Northport-East Northport Union Free School District and North Fork Express (NHS)

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.11 North Fork Express

Recommendation to approve a Rider to Agreement between the Northport-East Northport Union Free School District and North Fork Express (Contract #2074924) (NHS)

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.12 A. Green Inc.

Recommendation to approve a Supplementary Education Services Agreement between the Northport-East Northport Union Free School District and A. Green Inc. for a workshop on successful teaming issues at the middle level, in an amount not to exceed \$1,750.00 (NMS)

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.13 Claims Auditor's Report

Recommendation to approve the Claims Auditor's Report and Schedule of Claims for payments dated:

January 12, 2018 (Payroll Trust & Agency Warrant), January 16, 2018 (Accounts Payable Warrant), January 26, 2018 (Payroll Trust & Agency Warrant), January 31, 2018 (Accounts Payable Warrant), January 2018 (Claims Audit Report)

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.14 Claims Auditor's Report - Payroll Audit

Recommendation to approve the Claims Auditor's Report - Payroll Audit for the Payroll Distribution/Audit dated January 12, 2018 (Northport High School)

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.15 Treasurer's Report and Monthly Summary of Receipts and Disbursements

Recommendation to approve the Treasurer's Report and Monthly Summary of Receipts and Disbursements:

- 9.15.1 Treasurer's Report for the period January 1, 2018 through January 31, 2018
- 9.15.2 Monthly Summary of Receipts and Disbursements for January 2018

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.16 Schedule of Investments

Recommendation to approve the Schedule of Investments as of January 31, 2018

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.17 Collateral Schedule

Recommendation to approve the Collateral Schedule as of January 31, 2018

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.18 Bank Reconciliation

Recommendation to approve the Bank Reconciliation Report for the Month Ended January 31, 2018

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.19 General Fund Projected Cash Flow Statement

Recommendation to approve the General Fund Projected Cash Flow Statement for the year ending 2017-2018, Actual Data July 1, 2017 - January 31, 2018, Estimated Data February 1, 2018 - June 30, 2018

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.20 Monthly Revenue and Budget Status Report - School Lunch Fund

Recommendation to approve the Monthly Revenue and Budget Status Report - School Lunch Fund for the Month Ending January 31, 2018

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.21 Monthly Revenue and Budget Status Report - Special Aid Fund

Recommendation to approve the Monthly Revenue and Budget Status Report - Special Aid Fund for the Month Ending January 31, 2018



Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.22 Monthly Revenue and Budget Status Report - General Fund

Recommendation to approve the Monthly Revenue and Budget Status Report - General Fund for the Month Ending January 31, 2018

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.23 Monthly Revenue and Budget Status Report - Capital Fund

Recommendation to approve the Monthly Revenue and Budget Status Report - Capital Fund for the Month Ending January 31, 2018

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.24 School Lunch Profit and Loss Statement

Recommendation to approve the School Lunch Profit and Loss Statement for the Month Ending January 31, 2018

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.25 Transfer of General Fund Appropriations

Recommendation to approve Transfer of General Fund Appropriations in the 2017-2018 fiscal year (\$12,029.00)

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Action: 9.26 North Fork Express

Recommendation to approve a Contract (#2074157) between the Northport-East Northport Union Free School District and North Fork Express (NHS)

Motion by Donna McNaughton, second by Lori McCue.

Final Resolution: Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

## **10. SUPERINTENDENT'S REPORT - FOR INFORMATION ONLY**

Information: 10.01 Budget Transfers for the period February 1, 2018 - February 27, 2018 - As per Board Policy #6150 all transfers between salary codes up to \$25,000 and transfers between all other codes up to \$10,000 are to be reported to the Board of Education as an information item

Information: 10.02 UTN PDC

**11. ADJOURNMENT** - Board policy requires adjournment by 10:30 pm, unless meeting is extended by vote.

Information: 11.01 Upcoming Meetings

President Rapiejko reviewed the upcoming meetings:

SPECIAL MEETING TO DISCUSS PROPOSED BUDGET  
PRELIMINARY PUBLIC HEARING

Thursday, March 22, 2018

7:00 p.m.

William J. Brosnan School Cafeteria

Budget Discussion - Revenue, Fund Balance, Reserves

Preliminary Public Hearing to Receive Additional Public Input on Budget

SPECIAL MEETING TO FINALIZE BUDGET

Thursday, April 12, 2018

7:00 p.m.

William J. Brosnan School Cafeteria

SPECIAL MEETING TO VOTE ON BOCES ADMINISTRATIVE BUDGET & TRUSTEES

Tuesday, April 24, 2018

7:00 p.m.

William J. Brosnan School Cafeteria

Action: 11.02 Adjournment

Recommendation to convene into Executive Session to discuss matters pertaining to the employment history of particular persons and matters pertaining to current litigation

Motion by David Stein, second by Donna McNaughton.

Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

At 10:45 p.m. the Board convened into Executive Session.

At 11:17 p.m. the Board reconvened into Public Session.

Recommendation to approve the Personnel Actions Report Addendum.

Motion by David Stein, second by Donna McNaughton.

Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

Recommendation to convene into Executive Session to discuss matters pertaining to the employment history of particular persons

Motion by David Badanes, second by Donna McNaughton.

Motion Passes

Yes: David Badanes, Lori McCue, Donna McNaughton, Allison C Noonan, Andrew Rapiejko, David Stein, Tammie Topel

At 11:18 p.m. the Board convened into Executive Session.

At 11:38 p.m., the Chair declared the meeting adjourned.

Respectfully submitted,

Beth M. Nystrom  
District Clerk