

## Board of Education Regular Meeting

July 28, 2016 5:00 PM

Carroll County High School Media Center

### 1. Call to Order / Roll Call

#### Attendance Taken at 5:00 PM:

##### Present Board Members:

Ms. Carolyn Jones

Mrs. Mona Kindoll

Mr. Rob Spenneberg

##### Absent Board Members:

Mrs. Drusilla Maiden

Bill Hogan, Superintendent; Doug Oak, Assistant Superintendent/CAO; Jon Conrad, Treasurer; and Tracie Crawford, Board Secretary were also present. *Tracie Crawford, Board Secretary left the meeting at 5:45p minutes were recorded by Mr. Doug Oak.*

### 2. Superintendent's Report

- Mr. Hogan discussed that Opening Day would be August 9, 2016 at Cartmell and all board members are invited. The program will be similar to what we have had in the past.
- August 8, 2016 at the Public Library will be having the Bellarmine Kick-off. All board members are invited. We will have a celebration in the first hour and then the teachers will begin their classes right after the celebration. We are very excited about this program with our teachers. I will have Mr. Oak discuss what we are seeing with All In for Algebra.
- Happiness factor, we completed the high school training yesterday. I was asked to be on a national panel and we are one of four districts in the nation working on the Shawn Achor work. I had a chance to talk with other superintendents and how they are implementing the work and how to keep moving forward. Ms. Shirley will be working with students at the high school to implement this within the high school and Kathryn Winn is going to work on using it in their leadership program. There is a comic book version that the students will be able to read. We are seeing positive results with the Happiness Factor.
- I am at this point enrolled in the doctorate program at Bellarmine and will begin in August. I will be doing work on Friday nights and Saturdays there monthly.
- We had our administrative retreat two weeks ago at the Drury Inn in Louisville. We were able to discuss the direction that we are going. We had a book When in the locker room that discusses the seven C's, collaboration, culture, communication and we did an activity of If you really knew me you would know....It's an activity that helps us all get to know one another and very opening.
- The summer program will finish tomorrow. We had roughly K-5 over 100 student's daily attending. High school we had 10 students complete work and earn credits, we also removed 350 assignments from the ICU list. Six students earned ½ a credit in year long classes and six students earned full credit. 35 students earned 47 credits using Edgenuity. We had seven middle school students finished either an eighth grade math or reading class which allows them to pass the class.
- Kentucky regulations changed and some of our preschool money was given to a grant. I was one of two superintendents that was allowed to sit and talk to the Kentucky Department of Education and explain to them what they have done by taking money from our program. The money has been placed in a grant and we have to apply for that grant and work with a private day care. We have been trying to do this for years but we are partnering with Little Hands Big

Heart that is out beside Earl Floyd's. We have received the funds for planning because we didn't have a preexisting partnership. We are hoping this works as we move forward. We have also been working on the Early Headstart/Headstart expansion grant and Ms. Wise, Ms. Spencer, Ms. Kates, and Carl Roberts have been working tirelessly trying to get that grant so that we can expand the classrooms in the back of the child development center and we are hoping to hear about it by the end of August.

- Mr. Root demonstrated the drums that we have and will be using for the elementary drum line that will be starting this year. All the drums are in with the exception of the bass drums and we are hoping those come in by the end of August.

### 3. Approval of Agenda

**Order #61306 - Motion Passed:** Approved agenda items 1 - 16 as presented. Passed 3-0 with a motion by Mr. Rob Spenneberg and a second by Mrs. Mona Kindoll.

Ms. Carolyn Jones     Yes  
Mrs. Mona Kindoll     Yes  
Mrs. Drusilla Maiden   Absent  
Mr. Rob Spenneberg    Yes

**4. Treasurer's Report** Mr. Conrad reported that the June 2016 general fund beginning balance was \$4,860,244.00 with the total receipts at \$1,156,009.00, the total expenditures were \$2,000,480.00 and we had an ending balance of \$4,015,773.00. All reports are part of the official minutes.

**5. Public Recognition** None at this time

### 6. Approval of Consent Agenda

**Order #61307 - Motion Passed:** Approved consent agenda items 6A-6EE as presented. Passed 3-0 with a motion by Mr. Rob Spenneberg and a second by Mrs. Mona Kindoll.

Ms. Carolyn Jones     Yes  
Mrs. Mona Kindoll     Yes  
Mrs. Drusilla Maiden   Absent  
Mr. Rob Spenneberg    Yes

**6.A. Approval of Minutes** Approved the June 16, 2016 board minutes and the July 12, 2016 Special Board Minutes as presented.

#### **6.B. Approval of Facilities Use**

**6.B.1. Approval of Facility Request 1** Approved the Facility Request 1, Chuck's Chix, Representative Name Chuck Roberts, to use the Lady Panther Field for softball practice throughout the summer of 2016 during the evenings when available as presented.

**6.B.2. Approval of Facility Use Request 2** Approved the Facility Use Request 2 for the Carrollton Police Department, Andrew Sisenstein, representative to use the Carroll County High School gymnasium, on July 30, 2016 from 10:00 a-5:00 p for the Shop with a Cop basketball tournament as presented.

**6.C. Approval of Bills and Salaries Payable** Approved the Bills and Salaries payable as presented.

#### **6.D. Employee Notifications**

KRS 160.390; KRS 160.38; KRS 160.370 The Superintendent is responsible for all personnel actions including hiring, assignments, transfer, dismissal, suspension, reinstatement, promotion, and for reporting these actions to the board of education (KRS 160.390 (1)). All

appointments, promotions and transfers of principals, supervisors, teachers, and other school employees shall be made only by the Superintendent of schools, who shall notify the Board of the action taken (KRS 160.380(2a).

Information presented for notification

#### **New Employees to the District**

Joanie Baxter; IECE Teacher CCCDC; 08/09/16  
Amy Spicer; Custodian CCCDC; 08/09/16  
Shawntae Taylor; Early Childhood Nurturer/FSW CCCDC; 08/01/16  
Ashley Taylor; Early Childhood Nurturer CCCDC; 8/1/16  
Chasity O'Day; Cook/Baker KWinn; 08/01/16  
Kimberly Campbell; Teacher Sp. Education; 08/01/16  
Miranda Geyer; Teacher LBD KWinn/Cartmell; 8/1/16  
Ruth Parrott; Elem. Consultant for Reading Cartmell; 8/1/16  
Rachael McClellan; Teacher 4th Grade Cartmell; 8/1/16  
Brittany Morgan Vaughn; Teacher 3rd. Grade Cartmell; 8/1/16  
Hayley Hilgenberg; Teacher 5th Grade Cartmell; 8/1/16  
Sarah Winterton Bryant; Teacher Lang. Arts 8th Grade CCMS; 8/1/16  
Vicky Payton; Teacher FMD CCMS; 8/1/16  
Nina Madden; Custodian CCMS; 7/25/16  
Maggie Harper; Teacher Social Studies 6th Grade CCMS; 8/1/16  
Sheila Underwood; Teacher Lang. Arts 6th Grade CCMS; 8/1/16  
Katissa Hicks; Inst. Assistant FMD CCMS; 8/9/16  
Mackenzie Wright; AG Teacher CCHS; 07/11/16  
Sherry Parrish; Cook/Baker CCMS; 8/1/16  
Michele Adcock; Cook/Baker CCMS; 8/1/16  
Mary Lohr; Assoc. Principal for Curriculum, Instruction & Assessment CCMS; 07/15/16  
Alissa Vogelgesang; Teacher English CCMS; 8/1/16  
Pam Williams; GT Coordinator District; 8/1/16  
Tracy Harwood; Local District Health Coordinator; 8/1/16  
Joyce Hewitt; Bus Driver; 8/1/16

#### **No Longer Employees of the District**

Resigning:

Kayla Webster; Teacher Cartmell; 06/30/2016  
Jamie Cook; Teacher CCMS; 06/30/2016  
Jason Shattuck; Teacher CCHS; 06/30/2016  
Adam Stockhausen; Teacher CCHS; 06/30/2016  
Tamara Cady; Teacher CCHS; 06/30/2016  
Bethany Howard; Teacher Cartmell; 07/13/2016  
Adam Osterbrock; Teacher CCMS; 07/15/2016  
Joshua Grooms; Teacher CCHS; 07/14/2016  
Brenda Cole; Teacher CCMS; 07/20/2016  
Alexandria Cissell; Instructional Assistant CCCDC; 07/20/2016

Retiring:

Mary Baker retiring 08/01/2016

#### **Transfers within the District**

Anna Perkinson; Early Childhood Nurturer/FSW CCCDC  
Jennifer Wood; Cook/Baker KWinn

Darlene Carriveau; Cook/Baker KWinn  
Cheryl Grace; Resource Teacher/Behavior Consultant KWinn  
Helen Gillean; Cook/Baker KWinn  
Carey Tamplin; Teacher 3rd Grade Cartmell  
Anita Phelps; Custodian Cartmell  
Charla Walls; Interventionist CCMS

**Leave of Absence**

None at this time

**Employees No Longer Auxiliary**

Rachael McClellan; Assistant Cheerleading Coach CCHS  
Scott Rose; Assistant Football Coach CCHS  
Travis Lee Downey; Conditioning Center Coordinator CCHS  
Mike Willhoite; Asst. Coach Baseball CCHS

**6.E. Approval of the Athletic Complex BG-5** Approved the Athletic Complex BG-5 to closeout the project as presented.

**6.F. Approval of Emergency Certification for Teachers for 2016-2017** Approved Emergency Certification of teachers for 2016-2017 as needed due to teaching outside their field as presented.

**6.G. Approval of Emergency Certification for Substitute Teachers for 2016-2017** Approved the application for Emergency Certification of Substitute Teachers throughout the 2016-2017 school year as presented.

**6.H. Approval of the Three Rivers District Health Department Agreement** Approved the agreement between Carroll County Schools and the Three Rivers District Health Department for the 2016-2017 school year to administer contracted services as presented.

**6.I. Approval of the Substitute Plan 2016-2017** Approved the Substitute Plan for 2016-2017 as presented.

**6.J. Approval of the All Kids Can Therapy Agreement** Approved the All Kids Can Therapy Agreement, for 2016-2017 to provide Physical Therapy services to students in the district as presented.

**6.K. Approval of the Graduated Licensing Program Memorandum of Understanding** Approved the Memorandum of Agreement between Carroll County School District and the Kentucky Graduated Licensing Program as presented.

**6.L. Approval of the Carroll County Middle School Stipend for Football Coach and Assistants** Approved for Jay Montgomery, Head Football Coach at Carroll County Middle School, to waive his pay and Mrs. Oak would like to divide that stipend among the three Assistant Coaches at \$800.00 each as presented.

**6.M. Approval for additional days for an employee** Approved an additional seven (7) days to Jeff Root's 2016-2017 contract for additional work related to working with the students in percussion. The additional seven (7) days will cost approximately \$1,860.00 and will result in a 224 day contract for Jeff Root as presented.

**6.N. Approval for employee additional time and wages** Approved an additional hour onto Katrina Lipe's 2016-2017 contract at a cost of \$3,701.85 as presented.

**6.O. Approval of the FPC Pest Control Agreement** Approved the FPC Pest Control agreement for 2016-2017 at a cost of \$4,390.00 as presented.

**6.P. Approval of the WHAS Grant** Approved accepting the WHAS Crusade for Children grant in the amount of \$7,715.00 as presented.

**6.Q. Approval of the Revised Social Worker job description** Approved the revised Social Worker job description, changes in reports to COO/DPP instead of principal and adding under the Ability

To: Work with parents to help improve students academic performance, Work with struggling students to identify ways to help them improve academically and socially, Conduct home visits as needed, Lead the PEEL process and report back to the Administrative team as presented.

**6.R. Approval for additional hour for an employee** Approved an additional hour be added to Kim Root daily for 2016-2017, this will be coming from Section 6 money at the high school at a cost of approximately \$3,638.00 including benefits as presented.

**6.S. Approval of Depository Collateral** Approved closing the FED Account D640 as our current depository collateral and obtain a FHLB letter of credit allowable by KRS 41.240 as presented.

**6.T. Approval of the Bass Fishing Coach job description** Approved the job description for the Bass Fishing Coach and post the position for hire as presented.

**6.U. Approval of the Microsoft Renewal** Approved the 2016-2017 Microsoft Renewal in the amount of \$12,961.92 as presented.

**6.V. Approval of the One Call Now renewal** Approved of the One Call Now Renewal for 2016-2017 in the amount of \$2,499.26 as presented.

**6.W. Approval of CCHS Robotics Club surplus** Approved the surplus and bid of CCHS Robotic Club items, money from these items will go back to Robotics Club account for registration fees, competition fees, and extra equipment as presented.

**6.X. Approval of the Kathryn Winn bid for tables** Approved the bid for the Kathryn Winn Tables and award the bid to Relevant Church in the amount of \$80.00 as presented.

**6.Y. Approval of the Job Description for the Co-Op position in Communications/Public Relations** Approved the job description for the Communications/Public Relations Co-Op position as presented.

**6.Z. Approval of Co-Op position in Communications/Public Relations** Approved a Co-Op position in Communications/Public Relations, the position will be paid from the Public Relations budget at a rate of \$7.25 per hour not to exceed \$3,000 per fiscal year as presented.

**6.AA. Approval of the 2016-2017 CCHS Fees** Approved the 2016-2017 Fees for Carroll County High School as presented.

**6.BB. Approval of the 2016-2017 OVEC Consortium Membership** Approved the 2016-2017 OVEC Consortium membership in the amount of \$9,097.00 as presented.

**6.CC. Approval of the Transportation Manual** Approved the Transportation Manual for 2016-2017 as presented.

**6.DD. Approval of Contracted District Employees** Approved the following contracted district employees at set days at the daily wage threshold rate for the following as presented:

Debbie Cull employed for 87 days to teach and coach LindaMood Bell and paid for from Title I at the Daily Wage Threshold rate.

Betty Stark employed for 87 days to teach and coach LindaMood Bell and paid for from Title I at the Daily Wage Threshold rate.

Dr. Lisa James employed for 100 days to coach teachers and will work at all schools. She will be paid from Title I for work in K-8 schools, and the Rural Low Income Schools (RLIS) grant for work at Carroll County High School. All pay will be at the Daily Wage Threshold rate.

Trudy Loudon employed for 90 days to coach math teachers at CCMS and paid from Title I at the Daily Wage Threshold rate.

Becky Woods employed for 90 days to coach math teachers at CCHS and paid from RLIS at the Daily Wage Threshold rate.

**6.EE. Approval of the agreement between Carroll County and AMN Healthcare** Approved the agreement between Carroll County School District and AMN Healthcare to provide speech services as presented.

**7. Communications To and From the Board** None at this time

**8. Champion For Kids** None at this time.

**9. Reports from Principals and Directors** Doug Oak (Asst. Supt./CAO); Gerda Wise (Elem. Instr. Supv.); Mark Willhoite (DPP/COO); Kathy Bieger (Special Education); Carl Roberts (Grant Writer/PR) present and gave the board members some updates. All reports are part of the official minutes.

**10. Old Business** None at this time

**11. New Business**

**11.A. Approval of Superintendent Hogan's Mileage Reimbursement**

**Order #61308 - Motion Passed:** Approved the mileage reimbursement for Mr. Hogan: Administrative Retreat, Meeting at the Galt House, Festival of Positive Education Conference and KASA in the amount of \$122.47 as presented. Passed 3-0 with a motion by Mrs. Mona Kindoll and a second by Mr. Rob Spenneberg.

Ms. Carolyn Jones	Yes
Mrs. Mona Kindoll	Yes
Mrs. Drusilla Maiden	Absent
Mr. Rob Spenneberg	Yes

**11.B. Approval of Assistant Superintendent Oak's Mileage Reimbursement**

**Order #61309 - Motion Passed:** Approved the mileage reimbursement of Mr. Oak for KASA in the amount of \$41.82 as presented. Passed 3-0 with a motion by Mrs. Mona Kindoll and a second by Ms. Carolyn Jones.

Ms. Carolyn Jones	Yes
Mrs. Mona Kindoll	Yes
Mrs. Drusilla Maiden	Absent
Mr. Rob Spenneberg	Yes

**11.C. Approval of the Second Reading of the Policy and Procedures**

**Order #61310 - Motion Passed:** Approved the second reading of the Updated Policy and Procedures as presented. Passed 3-0 with a motion by Mrs. Mona Kindoll and a second by Mr. Rob Spenneberg.

Ms. Carolyn Jones	Yes
Mrs. Mona Kindoll	Yes
Mrs. Drusilla Maiden	Absent
Mr. Rob Spenneberg	Yes

**11.D. Approval of the First Reading of Policy 07.1 and Procedure 07.11 AP.1**

**Order #61311 - Motion Passed:** Approved the first reading of Policy 07.1 and Procedure 07.11 AP.1, we will also rescind 07.1 AP.21 procedure these policies and procedures need to be updated since the district is CEP and there are no costs for meals as presented. Passed 3-0 with a motion by Mrs. Mona Kindoll and a second by Mr. Rob Spenneberg.

Ms. Carolyn Jones	Yes
Mrs. Mona Kindoll	Yes
Mrs. Drusilla Maiden	Absent
Mr. Rob Spenneberg	Yes

### **11.E. Discussion of the Carroll County Middle School Renovation and Addition Project**

Mr. Ron Murrell will discuss the ongoing project. Mr. Murrell discussed the punch list and Mr. Crawford asked to clarify exactly how many punch lists that we have at this time. Mr. Murrell explained that we have Architectural, Site, MEP (Mechanical, Electrical, Plumbing) and a new one Addendum (this has 36 items) these are items that have been found when items were fixed but perhaps one area wasn't completed fully or something left that needs to be welded. Ron did say that the lists would be combined as areas get completed. Mr. Crawford asked if the lists could get down to a small list for the mediation on August 26, 2016. The architects and the construction foreman feel that they can get the list down to the bare minimum by that date. There will be two window wells replaced one on the east and one on the west this also will prevent any safety issues. We do have some leaking issues that we are looking at because some of the leaking is in the existing old established kitchen. We are working with the district since it wasn't in the original designs that would have window wells mounted that may help the leaking and water issue. It is in the basement in part of the areas that were renovated. Some is just moisture in the wall of the FMD room but not in any work that was done with this project. Maintenance has repaired a downspout that broke loose which could help with the accumulating water. Ms. Kindoll did ask if there was any leaks or water leaking occurring prior to construction since there was not any leaks before construction. At this time we are monitoring the leaks and making sure that since the downspout was repaired perhaps this will help. The main gym doors in the foyer from the bus loop, water is trying to under the threshold, so Marrilla and RossTarrant are looking at two different solutions to make sure that they can get the water from coming into that area. RossTarrant is wanting to wait until at least Fall Break to make sure that everyone knows what we want and be able to go in and get it corrected to prevent the problem in that area. There are currently two solutions on the table, one would require a lot of concrete work, the other would require changing some grates but we don't want to do it prior to school beginning. The board would have to pick up a portion of the costs to get this corrected. Ms. Kindoll feels it's a drain issue. However Mr. Spenneberg is concerned even with these changes during winter you run the risk of heavy snows and ice freezing and buckling areas. RossTarrant wants to look at the best possible arrangement to correct this situation. They want to work on it during Fall Break, but they want it complete before basketball season begins. It won't be complete before school, so fall break is the most sensible time to start. It's not looking like the capstones will be completed prior to Fall Break so we will still have outstanding areas that will need to be completed. The board doesn't want any major items left to complete after August 31<sup>st</sup> either at this time. Marrilla's foreman is expecting that the capstones should be ready to install by September and it should be completed in a week once it begins. The change order that is being approved is a safety issue and the city couldn't commit to finishing the work and making sure that all areas were covered. RossTarrant and Marrillia will complete this especially with school starting we can't wait to complete this area. Looking at other areas there will be some credits coming back to the district based on other areas that RossTarrant is trying to clean up and mark off the punch lists. There are some areas that were left off and RossTarrant and CMTA are looking at these which include door hardware so that will be a change order as well. Mr. Crawford asked that they break down all the change orders which may come in August, one is the gym entry seek wall, one is the magnetic hold open for the internal doors-electrical work will need to be done because this is an electromagnet, the third would be the deductive change order which would bring back an excess of 32,000.00 dollar plus coming back to the district. Clarification was asked about the internal magnetic doors. The door hardware was in the plans along with architectural drawings however it wasn't bid out by the contractor it was an oversight on them. We hope to have these by the August meeting. Clarification was asked about the changes for the gym entrance and the cosmetic look and how it will affect students and the public. It will be difficult to tear out the existing concrete and replace that area and make sure that we have availability of all the items before we begin.

#### **11.F. Discussion and Approval of CCMS Pay App 24**

**Order #61312 - Motion Passed:** Discussed and Approved the Carroll County Middle School Pay app 24 as presented. Mr. Conrad showed the board a slide of where we are at this time with the payments on the project. Passed 3-0 with a motion by Mrs. Mona Kindoll and a second by Ms. Carolyn Jones.

Ms. Carolyn Jones     Yes  
Mrs. Mona Kindoll     Yes  
Mrs. Drusilla Maiden   Absent  
Mr. Rob Spenneberg    Yes

#### **11.G. Discussion and Approval of Carroll County Middle School Change Oder 34**

**Order #61313 - Motion Passed:** Approved the Carroll County Middle School change order 34 for proposal request #62, to modify the existing storm structure along Fourth Street. This includes repairing the damage to the existing structure and then providing a sloped concrete curb to match the new grades and a steel plate to cover the opening and protect pedestrians at a cost of \$3,211.00 as presented. Passed 3-0 with a motion by Mrs. Mona Kindoll and a second by Mr. Rob Spenneberg.

Ms. Carolyn Jones     Yes  
Mrs. Mona Kindoll     Yes  
Mrs. Drusilla Maiden   Absent  
Mr. Rob Spenneberg    Yes

**12. Student Achievement** None at this time.

#### **13. Board Member Planning Calendar**

##### **August**

Adoption of a working budget (must be submitted to KDE by Sept. 30)  
Approve Annual Financial Report  
Approve vehicle tax rate  
Review NCLB Report  
Approve Classified evaluation plan  
Review DIP needs assessment  
Review and discussion of College Feedback Report  
Initiate the annual needs assessment process  
Showcase Alternative Learning Center August 25, 2016 board meeting  
Regional meeting is September 15, 2016

#### **14. Executive Session**

##### **14.A. Approval to enter Executive Session**

**Order #61314 - Motion Passed:** In accordance with KRS 61.810(1)(c)and KRS 156.557 (6), I need a motion to enter into executive session to discuss proposed or pending litigation against/or on behalf of the district and preliminary discussions for the Superintendent's annual evaluation at 6:31 pm. Passed 3-0 with a motion by Mrs. Mona Kindoll and a second by Mr. Rob Spenneberg.

Ms. Carolyn Jones     Yes  
Mrs. Mona Kindoll     Yes  
Mrs. Drusilla Maiden   Absent  
Mr. Rob Spenneberg    Yes



#### 14.B. Approval to Exit Executive Session and Resume meeting

**Order #61315 - Motion Passed:** Approved exiting executive session and resuming regular meeting at 8:10p.m. Passed 3-0 with a motion by Mrs. Mona Kindoll and a second by Mr. Rob Spenneberg.

Ms. Carolyn Jones      Yes  
Mrs. Mona Kindoll      Yes  
Mrs. Drusilla Maiden   Absent  
Mr. Rob Spenneberg    Yes

#### 15. Approval of the Superintendent's Evaluation

**Order #61316 - Motion Passed:** We feel that Mr. Hogan met all the goals that we as a board set for him during the 2015-16 school year. He did an excellent job on the strategic plan, involving community and business leaders as well as teachers in the process. While creating the strategic plan he also created a new mission, vision and value statement and set goals that are measurable. He continues to implement new ideas to improve the culture of our school district. Effective leadership is best done through communication and he is continuously working hard to find new ways to communicate with all levels within our district and community. We feel he always strives to accomplish not only the goals we set for him but all of the ones he sets for himself as well. We feel all his decisions are based on what is best for the students of Carroll County School District. We are very fortunate to have him as our Superintendent and are very pleased with his performance. Approved the Superintendent's evaluation as discussed and presented. Passed 3-0 with a motion by Mrs. Mona Kindoll and a second by Mr. Rob Spenneberg.

Ms. Carolyn Jones      Yes  
Mrs. Mona Kindoll      Yes  
Mrs. Drusilla Maiden   Absent  
Mr. Rob Spenneberg    Yes

#### 16. Adjournment

**Order #61317 - Motion Passed:** Approved adjourning the July 28, 2016 board meeting at 8:12 p.m. Passed 3-0 with a motion by Mr. Rob Spenneberg and a second by Ms. Carolyn Jones.

Ms. Carolyn Jones      Yes  
Mrs. Mona Kindoll      Yes  
Mrs. Drusilla Maiden   Absent  
Mr. Rob Spenneberg    Yes

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Chairperson

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Secretary