

**Minutes of the NORTH ROYALTON BOARD OF EDUCATION Regular Meeting**  
**Held April 13, 2020**  
**Virtual Meeting**

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- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. RESOLUTION 2020-87: FINALIZATION OF AGENDA
- V. RESOLUTION 2020-88: APPROVAL OF MINUTES
- VI. RECOGNITION OF GUESTS AND PRESENTATIONS
- VII. PUBLIC PARTICIPATION
- VIII. COMMITTEE REPORTS
- IX. REPORTS AND RECOMMENDATIONS OF THE TREASURER
  - 1. RESOLUTION 2020-89: APPROVE APPROPRIATION ADJUSTMENTS
- X. REPORTS AND RECOMMENDATIONS OF THE SUPERINTENDENT
  - a. *Superintendent Reports and Recommendations*
    - 2. RESOLUTION 2020-90: CONTINGENCY PLAN FOR THE 2019-20 SCHOOL YEAR IN THE EVENT SCHOOL IS CLOSED FOR MORE THAN THE HOURS PERMITTED UNDER BOARD POLICY AND STATE LAW
    - 3. RESOLUTION 2020-91: ACKNOWLEDGE APPRECIATION WEEKS
    - 4. RESOLUTION 2020-92: VOLUNTEER RECOGNITION
  - b. *Professional Development, Grants, Stipends, Curriculum*
    - 5. RESOLUTION 2020-93: APPROVE LOCALLY DEFINED SEALS AS PART OF OHIO'S PERMANENT GRADUATION REQUIREMENTS FOR EARNING A DIPLOMA
  - c. *Personnel and Policy*
    - 6. RESOLUTION 2020-94: ACCEPT/AMEND RETIREMENTS
    - 7. RESOLUTION 2020-95: APPROVE/AMEND LEAVES OF ABSENCE
  - d. *Business, Buildings and Grounds*
    - 8. RESOLUTION 2020-96: ACCEPT GIFTS/DONATIONS
- XI. ADDITIONAL BUSINESS
- XII. ANNOUNCEMENTS
- XIII. RESOLUTION 2020-97: MOTION TO ADJOURN

**I. CALL TO ORDER.** President Dr. John Kelly called the regular meeting of the North Royalton Board of Education to order at 7:14 p.m. on April 13, 2020.

**II. PLEDGE OF ALLEGIANCE.** President Dr. John Kelly requested all present to join in the Pledge of Allegiance to the flag.

**III. ROLL CALL.** Present: President Dr. John Kelly, Vice President Heidi Dolezal, Jacquelyn Arendt, Terry DeLap and Anne Reinkober. Also present were Superintendent Gregory Gurka, Treasurer Biagio Sidoti, Assistant Superintendent James Presot, and Director of Personnel Patrick Farrell.

**IV. RESOLUTION 2020-87: FINALIZATION OF AGENDA.** Resolve the Board of Education approve the agenda as presented.

Moved by DeLap Seconded by Dolezal  
Voting Aye: DeLap, Dolezal, Arendt, Reinkober, Kelly  
Motion Carried

**V. RESOLUTION 2020-88: APPROVAL OF MINUTES.** Resolve the Board of Education approve the minutes from the regular meetings on March 5, 2020 and March 9, 2020.

Moved by Reinkober Seconded by Arendt  
Voting Aye: Reinkober, Arendt, DeLap, Dolezal, Kelly  
Motion Carried

**VI. RECOGNITION OF GUESTS AND PRESENTATIONS**

Director of Curriculum and Instruction Melissa Vojta gave a presentation of the Local Diploma Seals as they relate to graduation requirements for North Royalton City School students.

**VII. PUBLIC PARTICIPATION.** The public is invited to speak to any of the agenda items and other school topics at this time. Comments should be limited to five minutes. No speakers addressed the Board.

**VIII. COMMITTEE REPORTS**

**Transportation** - Mr. DeLap submitted the following report:

On Friday, March 13, after the Governor Mike DeWine announced school closure, bus drivers reported to clean and disinfect the buses. All buses were deep cleaned and disinfected and are prepared should school resume. The transportation office staff has maintained operations remotely during the closure.

Beginning Monday, April 6, mechanics and supervisors started to report to work weekly on Monday or Thursday, on a rotating basis to both start the buses to maintain battery charge as well as continue maintenance and preparation for annual inspection by the Ohio State Highway Patrol. We will be following all necessary precautions and social distancing as outlined by the CDC/Ohio Department of Health. At this point, the Ohio State Highway Patrol has suspended annual inspections indefinitely. However, we reached out to our regional representative who stated the Ohio

State Highway Patrol is working on an action plan for how they will approach inspections when they resume. This information will be communicated to us when it is finalized. Should inspections resume in May and based on the Ohio State Highway Patrol's inspection plan, our next scheduled inspection is Wednesday, May 6.

In early March, the transportation department took delivery of a new service truck. The truck replaced a 2007 Ford F-250 that had severe rust/corrosion issues which limited the ability to use the truck in the event of a bus breakdown. The new truck is a 2020 Ford F-350 with a service body that is being up-fitted in house to be purpose built for roadside emergencies and breakdowns involving our buses and District vehicles.

After approval at the March Board meeting, our order for nine 2021 Thomas Saf-T-Liner C2 buses was placed with Myers Equipment. Eight of the buses will be full-size 72 passenger units and one will be a 54 passenger length wheelchair lift equipped bus for special needs transportation. We anticipate delivery in late July or early August to be placed in service for the 2020-21 school year. We will be replacing buses from model years 2000, 2001, 2002 and 2005, which have reached the end of their useful life for student transportation.

**Legislative Report** - Mrs. Arendt submitted the following report:

While Gov. Mike DeWine issued two executive orders that extended the closure of K-12 schools and the state's stay-at-home order through May 1, the legislation responded with swift and robust adaptations to facilitate remote learning and school operations in House Bill 197. Furthermore, the Ohio Department of Education (ODE) released information to help districts with graduation, Ohio School Report Cards, educator evaluation systems and the Jon Peterson Special Needs Scholarship Program. OSBA Federal Relations Network members were asked two weeks ago and today to contact our national Congressional leaders with five major recommendations to help districts under the current CoVid-19 crisis. Despite efforts to provide continuity in IDEA services, several legal concerns beyond the U.S. Department of Education's guidance have arisen. Therefore, school boards and district personnel are encouraged to contact their United States senators and representatives, as Congress considers provisions for a fourth emergency supplemental and other measures. I am happy to share the letter provided by OSBA to contact Congressional leaders with any board member or school personnel member that requests it.

**Cuyahoga Valley Career Center Report (CVCC)** - Mrs. Arendt submitted the following report:

Like all school districts, CVCC is navigating the challenges associated with moving to remote learning. Instructionally, teachers are performing daily work as expected, and the flexibility from various oversight agencies to help through these times is appreciated. Some students will have the challenge to finish their training to be able to take certification and licensing tests. CVCC will offer seniors the opportunity to complete any necessary work this summer or fall without cost. One positive note is as of Friday, April 10, 2020, CVCC received notification from the State Board of Cosmetology that our distance learning will count for instructional hours need to take the certification test. This is great news for our students. The CVCC Board canceled its March meeting and will conduct the April 30, 2020, meeting virtually on GoogleMeet. The board members will be training on this platform beginning tomorrow, to ensure a smooth functioning meeting.

**Curriculum & Instruction, Technology, and Pupil Services** - Mrs. Reinkober submitted the following report:

We are certainly living in unprecedented times, which has changed the way we work. Our departments have focused our efforts during the last few weeks to support staff as they transition to remote learning. Hangouts and Zoom meetings have been utilized to share information/guidance that is being provided by all levels, federal, state and District. Documents have been created that provide staff with new guidelines for processes and procedures based on our current instructional format.

Teachers at all levels are finding new and creative ways to provide learning opportunities to students. These include, to name just a few, Google Hangouts with reading groups, social skills groups through virtual get-togethers, and assisting students with organizational structures to manage the multiple Google classrooms that are available.

Families have been provided the opportunity to receive technology devices, have devices repaired, questions answered about the use of the technology and in some cases, individual applications and extensions have been provided to students to allow them to access their learning activities in a way that meets their needs.

There are a number of assessment activities that would typically be occurring at this time of the year. Alternate Assessments for Students with Disabilities were not able to be completed. Many had been started, but with the closure, submission was not possible. This was the same for the assessment of our English Learners. Ohio State Tests at all levels have been canceled for this year by the Ohio Department of Education.

Efforts will continue throughout the ordered closure to support staff, students and families as we navigate a world that just a few weeks ago we could not have imagined.

**Buildings & Grounds** - Mrs. Dolezal submitted the following report:

Looking back to the beginning of March before COVID19, the maintenance department had been working on preparing all the sports fields for spring sports. As we all know everything has been put on hold. This has been devastating to everyone involved, the weather this March would have been ideal for students to show how hard they have worked during winter months for the start of spring sports. If sports were to resume this year we would do all we could to help get the season on track.

With this announcement of the temporary closure of schools, both the maintenance department and the building custodial staff were sent home for two weeks to do their part to help flatten the curve of the virus. During this time at home, the members of each department began putting a list of items together that are essential to maintain the functionality of all of our buildings and grounds in our District. This list contained everything from checking buildings and equipment, cleaning out roof and storm sewer drains, cleaning and repairing equipment to cutting the grass to making sure if school does resume this year we will be ready for the staff and students to return to a clean and safe District.



- It also states that the Ohio Department of Education will not issue a state report card that contains overall grades and component grades and other individualized measures. The state will still be issuing a report card, however, and we are unsure what that will look like.
- In regards to the third-grade reading guarantee, HB 197 puts the power of determining whether a child is ready to move onto the fourth grade on the teacher and principal to make that decision.
- This bill also permits us to grant a diploma to any student of the class of 2020 who at the end of the third quarter successfully completed the high school curriculum as determined in conjunction with the principal and teachers. Just a note that this did not say that school ended after the end of the third quarter for all seniors. You have to be eligible to graduate, and have met all graduation requirements as set forth in our policy. This means you have the required number of credits and have successfully completed the mandatory courses as set forth in our policy. Students who are still enrolled in classes and that credit is needed to fulfill graduation requirements must continue to participate and complete their virtual learning assignments to earn that credit to graduate. Our teachers, counselors and administrators are making contact with students who are at risk of not graduating. I want to encourage all students, not just seniors, to participate in the learning that is going on now so you do not put yourself in any jeopardy.
- HB 197 also dealt with the EdChoice voucher program. In essence, if you were not a school that was identified last year to be part of the program during the 2019-20 school year, you will not be subject to Ed Choice for next school year. This would be us and we will not be an EdChoice school for the next year. This will save our district approximately \$775,000.

I want to take a moment and recognize our food service workers for the great job they are doing providing meals to our families during this time of need. We regularly have about 60 meals being provided to about 30 or so families. May 1 is School Lunch Hero Day and it is a great time to thank our food service workers for all they do. I want to personally acknowledge them this evening.

Governor DeWine and the Bureau of Workers' Compensation has decided to rebate up to 100% of the premiums that employers pay to workers compensation. This will mean that we will be rebated up to \$120,000 to our District.

In my last email correspondence with the community, I mentioned that North Royalton High School Principal Sean Osborne was working to secure alternate dates for the class of 2020's prom and commencement. There was a typo in the email about the backup prom date- that date is June 23. June 23 is the backup date for prom. I also stated that Playhouse Square has notified us that all events scheduled for their theaters have been canceled up to the end of May. Therefore, our new commencement date is Sunday, June 28 at 2 PM at the State Theater. We will have to wait and see what the future holds with stay at home orders and large gatherings of people. There is a very good possibility that a gathering of 3,000 + people like we have at our commencement may still not be permitted on June 28. We will begin to look at what other options exist for commencement for a school of our size. At this point, I will not even speculate what that would be. We know we want to celebrate the class of 2020, but how we do that remains to be seen.

School Bus Safety: Our District is working with the City of North Royalton on a Bus Safety Education campaign for the community. More information will be available as details are finalized.

Facilities Update: Construction at both our elementary site and high school site is continuing as school construction has been deemed an essential business. Hammond Construction has been working diligently with our contractors to put precautions in place for social distancing, hand washing stations and sanitizing stations as we continue to move forward with both projects.

Assistant Superintendent Jim Presot gave a brief update on the progress of construction at each of our facilities.

Middle School: We are currently working with Hammond Construction and Then Design Architecture to obtain final pricing for some security upgrades to take place this summer. The District is installing two large heat pumps as part of the overall heat pump replacement project, and we are working to have a timeline for this project. There will be several exterior doors replaced this summer as part of the bond issue project.

Elementary School: The final beams were recently installed. Roofing projects continue, and as these are done, interior projects can get started. The kitchen and mechanical areas are well underway and completely enclosed and have cement, floors, and heat. The first and second-grade section has both roof and cement floors. Interior walls are being built on the second floor. Outside walls are up and brick veneer has started. The third and fourth-grade sections have eighty percent of the roof completed and cement flooring is expected to be complete by May 1. Once this section is under roof and cemented, work will begin on the gym, cafeteria, and music areas while roofing is finished up on the administration and pre-k/kindergarten section. They will then focus on these areas and have interior cement work done by early to mid-June. Furniture reviews were recently completed for the elementary and the bid packages should be going out in two weeks. The project is on time and on budget.

High School: The final roofing is being done in the vestibule area. Natural gas meters and electrical meters have been installed. The sidewalk and paving projects will begin soon. The distributive antenna system is in the process of being installed. We have finalized the tv software system that will allow use to remotely controlled units and will have the ability to send out messages. Equipment will soon be ordered for the broadcast tv studio. The phone system is in process of being installed. Many of the AP devices/switches for the new section have been programmed and are being installed. On the interior of the new construction, the entire second floor has its first coat of paint. The majority of the first floor has drywall completed and taping is in process for the first coat of paint. Many of the second-floor rooms have cabinets installed and a second coat of paint will be applied soon. Once this is done, flooring will begin to be installed. All bathrooms have final ceilings installed, tile on the walls and fixtures are ready for installation. The new kitchen has the freezer/refrigerator units installed and the fire suppression units are in. The flooring is complete and soon the serving equipment will arrive. The pizza oven has been installed.

We are now in the process of getting the staff ready to move out of the 1976/1988 section at the beginning of June. Hammond Construction will then take over this area for renovations. We are still planning to have an auction in late-May

for existing furniture and equipment that is not scheduled to be placed in the new addition. This is tentatively scheduled for May 13-27, 2020. We are awaiting final word from furniture suppliers before we sell off our existing furniture to assure new items will arrive on time in July or August.

As stated earlier, construction is considered an essential function under the COVID19 guidelines set forth by the governor. The Cuyahoga County Board of Health has visited both construction sites to review conditions and it was found that both sites are meeting the required safety measures.

Dr. Kelly asked if there was a plan to bring in part-time people to help with the move of classrooms. Mr. Presot explained that because of the closure of school, some of the construction projects are a little ahead of schedule which may help with the need of additional part-time people.

**2. RESOLUTION 2020-90: CONTINGENCY PLAN FOR THE 2019-2020 SCHOOL YEAR IN THE EVENT SCHOOL IS CLOSED FOR MORE THAN THE HOURS PERMITTED UNDER BOARD POLICY AND STATE LAW.**

**WHEREAS**, Ohio Revised Code §3313.48 mandates that a school district must be open for instruction with pupils in attendance for a minimum number of hours each school year; and

**WHEREAS**, Board Policy further requires that the District be open for instruction each school year for the minimum of 910 hours for students in grades kindergarten through six, and 1001 hours for students in grades seven through twelve; and

**WHEREAS**, R.C. §3313.482 authorizes a board of education to adopt a plan that permits students to makeup and complete hours of instruction via online/remote learning in the event that schools are closed to students for a disease epidemic or other reasons; and

**WHEREAS**, House Bill 197 (2020), which was enacted on March 27, 2020, in response to the COVID-19 pandemic health emergency, authorizes the North Royalton City School District Board of Education (“hereafter the “Board”) to adopt a plan to provide for online learning opportunities for students to make up/complete an unlimited number of hours in lieu of attendance on days when buildings are not open to students during the 2019-20 school year in compliance with any order issued by the Ohio Director of Health and/or a local board of health; and

**WHEREAS**, the Board has developed a contingency plan in accordance with R.C. §3313.482 under which District students will make up any time missed through online instruction/remote learning that caused the District to fall below the minimum number of hours of instruction required by section 3313.48 of the Ohio Revised Code and Board Policy; and

**WHEREAS**, the Board further authorizes licensed staff including intervention specialists to provide instructional support and related services within the scope of their practice by electronic delivery method or telehealth communication to District students, including students who receive special education and related services under an Individualized Education Plan or Section 504 Services Plan, while the Director of Health’s order to close schools to students remains in effect.

**WHEREAS**, the Board desires to adopt said plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the North Royalton City School District that:

**SECTION I:** Pursuant to R.C. §3313.482 and House Bill 197 (2020), the Board of Education hereby authorizes the following plan to allow students of the North Royalton City School District to access and complete online/remote lessons in order to fulfill the required number of hours during the 2019-20 school year:

- A. Each teacher shall develop a sufficient number of lessons roughly equivalent to the amount of instructional time the student would receive for the days and hours of closure. A lesson shall be posted for each course that was scheduled to meet on a day that the school was closed.
- B. The teacher will be responsible for posting the lessons online using Google Classroom or some other form of electronic communication.
- C. Teachers will regularly assess the progress of students.
- D. For students who experience difficulty accessing the online material or who do not have access to a computer, the Board of Education hereby authorizes the use of paper packets, sometimes referred to as “blizzard bags”, as needed for students to receive the lessons/assignments. Upon request, teachers shall prepare paper copies approximating the content of the online lessons and shall update such paper copies when updating any of the online lessons. Printed copies of any graded lessons or assignments will be included in the blizzard bags. Students utilizing this option will be granted two weeks from the date after picking them up to return completed lessons/assignments to their assigned building. If the student does not complete the lesson/assignment within this time period, the student will receive an incomplete or failing grade unless the student provides a sufficient reason to the teacher justifying why they failed to complete the lesson/assignment.
- E. Licensed staff including intervention specialists may provide instructional support and related services within the scope of their practice by electronic delivery method or telehealth communication to any district students, including students who receive services under Individualized Education Plans or Section 504 Services Plans, while the Director of Health’s order to close schools to students remains in effect.
- F. The District intends to meet its obligation to provide all students, including children with disabilities, equal access to curriculum and services during an extended school closure in accordance with state and federal law.

Each building will notify parents about who they may contact if students are unable to access or participate in the program remotely because of a disability-related or other reason so that the District can explore alternative methods of instruction and possible accommodations.

- G. This plan includes the written consent of the teacher's employee representative as designated under division (B) of section 4117.04 and memorialized in a Memorandum of Understanding dated April 6, 2020, and is on file in the official file of the Board of Education and is hereby incorporated into this plan as if specifically rewritten.

**SECTION II:** Should circumstances warrant a change in the plan during the 2019-20 school year, this contingency plan may be amended by the Superintendent at any time in his or her discretion.

**SECTION III:** IT IS FOUND AND DETERMINED that all formal action of this Board of Education concerning or related to the adoption of this Resolution was adopted in an open meeting of this Board, and all deliberations of this Board that resulted in such formal action were adopted in meetings open to the public, in compliance with all applicable requirements of the Ohio Revised Code.

Moved by Arendt  
Voting Aye: Arendt, Reinkober, DeLap, Dolezal, Kelly  
Motion Carried

Seconded by Reinkober

3. **RESOLUTION 2020-91: ACKNOWLEDGE APPRECIATION WEEKS.** Resolve the Board of Education acknowledge Administrative Professionals Day (April 22, 2020) and Teacher/Staff Appreciation Week (May 4-8, 2020). The Board appreciates the outstanding efforts of all employees of North Royalton City Schools and commends them for "making the difference" in providing a quality educational experience by inspiring and empowering learners.
4. **RESOLUTION 2020-92: VOLUNTEER RECOGNITION.** Resolve the Board of Education adopt the following resolution honoring our community volunteers and acknowledging National Volunteer Week (April 19-25, 2020):

WHEREAS, North Royalton City Schools has maintained a rigorous and challenging educational program for its students; and

WHEREAS, the Board of Education, administration, and staff continually strive to provide guidance and learning opportunities for students; and

WHEREAS, numerous PTA members, Booster Club members, and other community members have assisted in providing the means for quality programs and services throughout our District.

NOW, THEREFORE, BE IT RESOLVED, the members of the North Royalton Board of Education express grateful appreciation to these volunteers who have unselfishly contributed their time, expertise, and financial support to the North Royalton City Schools.

Moved by DeLap  
Voting Aye: DeLap, Dolezal, Arendt, Reinkober, Kelly  
Motion Carried

Seconded by Dolezal

*b. Professional Development, Grants, Stipends, Curriculum*

5. **RESOLUTION 2020-93: APPROVE LOCALLY DEFINED SEALS AS PART OF OHIO'S PERMANENT GRADUATION REQUIREMENTS FOR EARNING A DIPLOMA.** Resolve the Board of Education approve the locally defined Community Service, Student Engagement, and Fine and Performing Arts graduation seals as part of the Ohio graduation requirements for earning a diploma. This serves as a graduation pathway option for the classes of 2020-2022, and as part of the permanent requirements for the classes of 2023 and beyond.

Moved by Reinkober  
Voting Aye: Reinkober, Arendt, DeLap, Dolezal, Kelly  
Motion Carried

Seconded by Arendt

*c. Personnel and Policy*

6. **RESOLUTION 2020-94: ACCEPT/AMEND RETIREMENTS.** Resolve the Board of Education accept the following resignation:

**Retirements:**

Linda Cox/Aide/Royal View/effective May 31, 2020  
Walter DeMattie/High School English/effective June 30, 2020  
Amend Elizabeth Radtke's retirement effective date to May 30, 2020  
Trudy Skelton/Middle School Science/effective May 31, 2020

7. **RESOLUTION 2020-95: APPROVE/AMEND LEAVES OF ABSENCE.** Resolve the Board of Education approve the following unpaid leaves of absence:

Amend Corey Durichko from March 26, 2020 through May 1, 2020  
Jessica Granger/effective March 21, 2020 through May 31, 2020  
Amend Lauryn Mewhinney from March 27, 2020 through April 9, 2020  
Lynn Sperber/effective May 4, 2020 (.5) through May 29, 2020

Moved by Dolezal  
Voting Aye: Dolezal, Arendt, DeLap, Reinkober, Kelly  
Motion Carried

Seconded Arendt

d. Business, Buildings and Grounds

8. RESOLUTION 2020-96: ACCEPT GIFTS/DONATIONS. Resolve the Board of Education accept and acknowledge the following gifts/donations:

-Dan Langshaw donated a new book, valued at \$4.99, to the library at Royal View Elementary.

Moved by Reinkober

Seconded by Dolezal

Voting Aye: Reinkober, Dolezal, Arendt, DeLap, Kelly

Motion Carried

XI. ADDITIONAL BUSINESS

XII. ANNOUNCEMENTS

Regular Meeting/Work Session	May 7, 2020	6:30 p.m.	BOE Conference Rm.
Regular Meeting	May 11, 2020	7:00 p.m.	Royal View Gym

XIII. RESOLUTION 2020-97: MOTION TO ADJOURN

Board President Dr. John Kelly closed the meeting with the following statement:

Thank you to our teachers, administrators and staff for all you are doing for our students and community. Not only have you stepped up and gone the extra mile for the students, but you have done so at the same time as you take care of your own families during the stay at home order.

Many of our staff have taken on the role of teacher, aide and counselor for their own children as they continue to fulfill their duties as our employee. We are very grateful and appreciative of the efforts of everyone. Special thanks to Mr. Gurka, Mr. Sidoti and all our administrators as they have spent countless hours in preparation to lead us during this time.

Thank you to all the healthcare workers serving at the front lines, to the many folks who provide critical supplies, cook carry out meals and continue to work in essential businesses. I am thankful for all the North Royalton High School graduates that are out there doing their jobs and setting an example for all of us in our community. For the high school senior who stopped to offer help to an older neighbor, to the Royal View students who say the pledge of allegiance daily and for all our families working together while continuing to maintain social distancing. No one person can help everyone, but everyone can help one person. Stay safe and stay together because it is by working together that we will eventually get to the other side of this.

Motion to adjourn the meeting at 8:21 p.m.

Moved by DeLap

Seconded by Dolezal

Voting Aye: DeLap, Dolezal, Arendt, Reinkober, Kelly

Motion Carried

Note: All North Royalton Board of Education meetings are recorded and posted on the District website: www.northroyaltonsd.org.

ATTEST:

Biagio Sirelli  
TREASURER

John H. Kelly  
BOARD PRESIDENT

Treasurer  
DATE

May 14, 2020  
DATE