

**MILLARD SCHOOL DISTRICT
DELTA, UTAH**

Following are the minutes of the Board of Education meeting held April 6, 2017 at the District Office, Delta, Utah.

Meeting convened at 1:00 p.m.

The President of the Board called the meeting to order at 1:00 p.m. The Business Administrator was directed to call the roll which indicated the Board Members shown below were present. The President stated that the meeting was a regularly called meeting and that notice of the time, place, and agenda of the meeting had been posted to Utah Public Notice website, the Millard School District Webpage, found under BoardDocs. The local news media, each member of the governing body, the Millard County Commission Chair and the mayor of each incorporated city within Millard County, have been notified of where the electronic notice and agenda can be found within BoardDocs with a copy being evidenced by a true and correct copy thereof being attached thereto. Exhibit 23.

Call to Order

Members in attendance: Adam R. Britt, President
Jeffery G. Schena, Vice-President
Todd E. Holt, Member
David E. Lund, Member
Gordon L. Rawlinson, Member
David V. Styler, Superintendent
Keith T. Griffiths, Business Administrator

Members in Attendance

Opportunity was given to any public present to offer an opening reverence.

Opening Reverence: Jeffery G. Schena

Pledge of Allegiance: Jeffery G. Schena

Prior to the Board of Education meeting, the Members of the Board met in a Board Work Session, in which the following items were reviewed and discussed:

Board of Education Work Session

1. Review and Discuss Action Items
2. Discussion regarding District Goals for Student Achievement
3. Review of Millard School District Internal Audit Committee
4. Review of Policies

Review of Policies

Purchasing and Procurement

Millard School District Policy - File Code: 2040
Second Reading

High School Program of Studies (For grades configuration 9-12)

Millard School District Policy - File Code: 5070
Second Reading

Seclusion and Restraint

Millard School District Policy - File Code: 6140
Second Reading

Review of Policies continues:

Review of Policies
Continued

Middle School Program of Studies

Millard School District Policy - File Code: 5060
First Reading

Elementary Program of Studies

Millard School District Policy - File Code: 5050
First Reading

Member Lund made a motion to go into Closed Executive Session to review and discuss the character and professional competence of individuals, or physical or mental health of an individual (personnel assignments, concerns, and staffing for 2017-2018 school year), as provided for in Utah Code: 52-4-205(1)(a), seconded by Member Rawlinson, with the voting as follows:

Closed Executive
Session

Member Lund	Aye
Member Rawlinson	Aye
Member Holt	Aye
Member Schena	Aye
Member Britt	Aye

Member Schena made a motion to return the meeting to a Regular Session, seconded by Member Rawlinson, with the voting as follows:

Regular Session

Member Schena	Aye
Member Rawlinson	Aye
Member Holt	Aye
Member Lund	Aye
Member Britt	Aye

Time of the Closed Executive Session was from 1:15 p.m. to 2:00 p.m.

Time

I, Adam R. Britt, President of the Millard School Board of Education, certify and swear that the purpose of the above Closed Executive Session was to review and discuss the character and professional competence of individuals, or physical or mental health of an individual (personnel assignments, concerns, and staffing for the 2017-2018 school year) as provided for in Utah Code: 52-4-205(1)(a).

Certification

Adam R. Britt, President

Keith T. Griffiths, Business Administrator

Minutes of the Board of Education meeting held March 9, 2017 were approved by a motion from Member Holt, seconded by Member Lund and carried unanimously by the Members of the Board.

Minutes

Board President's Report

NONE

Board President's
Report

Superintendent Styler's Report

Superintendent Styler's Report

NONE

Business Administrator Report

Business Administrator's Report

It was reported that a compliance audit from the School Nutrition Department of the Utah State Board of Education has resulted in the need for Millard School District to raise its school lunch prices. The school lunch prices have not been raised since 2011. A proposal will be made in the May Board of Education meeting.

Consent Items

Consent Items

The following Consent Items were presented to the Members of the Board for review and consideration:

Payment of Bills / Approval of Financial Reports

Payment of Bills / Approval Financial Reports

Payment of bills from check #012658 to check #012807, inclusive, Zions First National Bank, along with the financial reports from General Accounts, Exhibit #24.

Substitute Teacher

Substitute Teacher

Mandi Stefanoff (Delta)

Mandi has completed the SubInstructor On-Line program and has passed a current background check and TB Test

Recommended for approval.

Adult High School Secondary Diplomas

Adult High School Secondary Diplomas

Ross Ruvalcaba Makiah Lynn Scott
Karen Pallares Christopher Shipe

Mr. Duane Rawlinson, Millard School District Vocational Counselor, has reviewed their transcripts and determined that they have completed the necessary requirements of the Millard School District Board of Education.

Recommended for approval.

2016-2017 Compulsory Attendance Compliance

2016-2017 Compulsory Attendance Compliance

<u>Parent(s)</u>	<u>Child(ren)</u>	<u>School / Grade</u>
Jeffery & Maria Love	Wendell dos Santoa Beckman	DNES / 5th grade
Susana R. Pena	Noelia Orona	DHS / 9th grade

Recommended that the above students be exempted from compulsory attendance for the 2016-2017 school year based on signed affidavits.

In-State Residency Request

In-State Residency Request

Student Name: Lynnie Cherish Love
Parents' Name: Jeffery Love
Guardian Name: Norman and April Love
School / Grade: Delta South Elementary School / Preschool

Recommended for approval.

Early Graduation Request

Morgan Anderson Anspach - Millard High School / End of Junior Year

Recommended for approval.

Early Graduation Request

Support of Millard County Junior Livestock Show

The Millard School District has supported the Millard County Junior Livestock Show with a donation of \$1,500, with the support of the purchase of two (2) hogs up to a cost of \$1,000, with the hogs to be cut and wrapped and given to Millard School District employees on a drawing basis, as determined by Millard School District administration, with the total cost not to exceed \$1,500.

Recommended that this support be continued.

Support of Millard County Junior Livestock Show

New Employee Request to be Placed on Step 10 of the Teachers Salary Schedule

Amberlee Anderson

Per Millard School District Policy - Salary Schedule Policy / File Code 4080: Teachers who enter or are reentering Millard School District shall be placed on the salary schedule according to experience up to Step 8 or with School Board approval, up to Step 10.

Amber Anderson is completing her ninth year of experience, currently employed by the Alpine School District. Mrs. Anderson would be eligible for Step 10 according to her years of experience

Recommended for approval.

New Employee Request to be Placed on Step 10 Salary Schedule

Personnel Items:

Letter of Resignations

Susan Dutson - Instructional Assistant at Delta North Elementary School

Leandra Skeem - Instructional Assistant at Delta North Elementary School

Personnel Items

Letter of Resignation

Transfer Requests Approved

- Jessica Williams
DSES 1st Grade Teacher to DNES 4th Grade Teacher
- Ashley Abbott
FMS 6th Grade Teacher to DNES 5th Grade Teacher
- Aliese Withers
FES Sp Ed Teacher to DMS Sp Ed Teacher
- Colleen Atkinson
DMS PT English/Arts Teacher to DMS FT English/Arts Teacher
- Lisa Draper
DMS ELA Teacher to DMS PT Counselor/English Teacher
- Lola Murdock
MHS Sp Ed Teacher to FMS Math Teacher
- Kristine Myers
MHS Counselor to MHS Business Teacher

Transfer Requests Approved

Ratification of Teachers for 2017-2018 School Year (New Hires)

New Hires for
2016-2017 School
Year

Delta South Elementary School

Kristin Anderson - 1st or 2nd Grade
Josh Ipson - 1st or 2nd Grade
Tyler Jensen - 1st or 2nd Grade
Jennifer Nielson - 1st or 2nd Grade
Kaitlyn Jackson - Half Day Fine Arts

Fillmore Elementary School

Amberlee Anderson - Intervention Specialist
Whitney Durrant - 4th Grade
Emily King - 3rd Grade
Matt Pace - 2nd Grade

Delta Middle School

Melissa Tolbert - English Language Arts (ELA)

Fillmore Middle School

Jade Edwards - 6th Grade
Jessica Freeman - Math
Jeff Christensen - English / PE

Recommendation for Special Education Teachers

Mrs. Sandy Davies - Fillmore Elementary School
Mrs. Sue Mork - Millard High School

Recommendation for Millard High School Counselor

Mrs. Misty Bliss

Recommendation for Delta South Elementary School Secretary

Mrs. Megan Davies

Recommendation for Millard High School Head Girls' Basketball Coach

Mrs. Melanie Bassett

Recommendation for Millard High School Drill Team Advisor

Mrs. Angela Archibald

Recommendation for Media Center Specialists

Mrs. Betsy Lee- Delta North Elementary School
Mrs. Laura Bassett - Delta Middle School

Member Rawlinson made a motion to approve and accept the Consent Items, as listed above, seconded by Member Holt and carried unanimously by the Members of the Board.

**MILLARD SCHOOL DISTRICT
SCHOOL CALENDAR
2018-2019 School Year**

Review of Pro-
posed School
Calendar for
2018-2019 School
Year

August 13-14, 2018	Teacher Work Days	Monday/Tuesday
August 15, 2018	Students Begin School	Wednesday
September 3, 2018	Labor Day Holiday	Monday
September 4, 2018	PLC #1 (No School for Students)	Tuesday
October 11, 2018	PCCR (All Schools)	Thursday
October 18, 2018	PLC #2 (No School for Students)	Thursday
October 19-23, 2018	Fall Break	Friday/Monday/Tuesday
November 21-23 2018	Thanksgiving Vacation	Weds/Thursday/Fri
December 20, 2018	Last Day Prior to Christmas Vacation	Thursday
January 2, 2019	PLC #3 (No School for Students)	Wed
January 3, 2019	School Reconvenes	Thursday
January 21, 2019	Martin Luther King Day	Monday
February 7, 2019	PCCR (Elementary Schools)	Thursday
February 18, 2019	Washington / Lincoln Day (President's Day)	Monday
March 21, 2019	PCCR (Middle * High School)	Thursday
April 17-19, 2019	Spring Break	Wed/Thurs/Friday
April 22, 2019	Snow Day	Monday
April 23, 2019	PLC #4 (No School for Students)	Tuesday
May 21, 2019	Graduation Day - MHS	Tuesday
May 22, 2019	Graduation Day - DHS	Wednesday
May 23, 2019	Graduation Day - EHS (Last Day For Students)	Thursday
May 24, 2019	Final Work Day For Teachers	Friday
May 27, 2019	Memorial Day	Monday

Total Days: Teachers - 184 Students - 177

TERMS	1st Term	Wednesday	October 17, 2018	45 Days
ENDS:	2nd Term	Wednesday	January 9, 2019	45 Days
	3rd Term	Friday	March 15, 2019	45 Days
	4th Term	Thursday	May 23, 2019	45 Days

A review was made of the proposed Millard School District's Annual Capital Projects Budget for the 2017-2018 school year.

Millard School
District C/O Plan

**Millard School District
Annual Capital Projects Budget**

The Millard School District has a Capital Budget of approximately \$4.0 million for its yearly projects. The annual budget items are as follows:

Maintenance	\$ 90,000.*	Technology	\$200,000.**
School Buses	\$250,000	Roof Repair	\$ 50,000
Carpet	\$ 40,000.	Office Equip.	\$ 80,000
Concrete	\$ 20,000.*	Vehicles Repl	\$ 80,000.
Painting	\$ 25,000.	Parking Lots	\$ -0-
		Playgrounds	
Extra Curricular	\$ (61,500.)	Sch Lunch Equip	\$ 10,000.
Contingency	\$ 50,000.	Band Equipment	\$ 10,000.
Yamas Contract	\$ 41,274.	Fixed Assets Inv	\$ 13,750
C/O Support of M&O	\$ 350,000	Digital Technology	\$200,000
Rotary Mower	\$ 58,444	Controls Update MHS	\$ 45,048
Control Update DNESS	\$ 28,885	CO2 Detectors	\$ 50,000
Scissor Lift	\$ 22,250		
		TOTAL	\$1,630,901
School Requests:			\$ 371,376
		TOTAL with Schools	\$2,002,277
Lease Revenue Bond Payments:			
Lease Revenue Bonds - Series 2011 / QSCB		\$ 601,776	
Lease Revenue Bonds - Series 2012 / MHS (2-1-2016)		\$ 685,255	
Lease Revenue Bonds - Series 2013 / DHS (2-15-2016)		\$ 591,643	
Lease Revenue Bond Fees to Zions Bank		\$ 8,000	
TOTAL for Lease Revenue Payments		\$1,886,674	
GRAND TOTAL for All Expenditures		\$3,888,951	

2017-2018 School Year

<u>Facility</u>	<u>Project</u>	<u>Cost</u>
District	Vehicle Replacement	\$ 80,000*
BUS Garage	Purchase of Two (2) School Buses	\$ 250,000*
	Two (2) Route Bus	
	Two (2) Electric Entrance Gates	\$ 10,000
	Image Runner Copier	\$ 1,630
School Food		
Service	Shelving for DNESS	\$ 5,000*
	Windows South Side for DMS	\$ 5,000
	Slicer for DHS	\$ 6,550
	Slicer for FES	\$ 6,550
	Lunchroom Tables for DNESS	\$ 4,350
	Lunchroom Tables for DHS	\$ 4,998
	Lunchroom Tables for MHS	\$ 12,432
DNESS	Teacher Desks	\$ 845*
DNESS	Student Desk & Chairs Combo	\$ 2,699*
DNESS	Fifteen Computer Tables	\$ 2,100*
DNESS	Two (2) High Speed Duplicators	\$ 4,516*
DNESS	Speedshine Floor Machine	\$ 5,758

DSES	New Copier	\$ 10,003*
DSES	Cordless Microphone System	\$ 1,000
DSES	Cameras for Inside of Building	\$
	Wish List for Future Consideration	
DSES	Basketball area on East Playground	\$
DSES	Suction/Draft with South Gym Doors	\$
DSES	Storage Shed	\$
FES	Intercom System Replaced	\$ 27,000
FES	Additional Security Cameras	\$
FES	Small Auto Scrubber	\$ 5,708
FES	Walk Behind Vacuum	\$ 2,946
FES	New Copy Machine	\$ 9,000*
FES	Large Carpet Shampooer	\$ 7,544
FES	Teacher Chair	\$ 243
FES	Seven Square Tables - Art Class	\$ 1,268
FES	Replace Fridge	\$ 1,000
Garrison	Possible Need to Drill New Well	\$ 25,000
DMS	Cannon Copier	\$ 10,003
DMS	Replacement of Windows - South Side Cafeteria	\$
DMS	Additional Security Cameras	\$
DMS	Two (2) Smart Boards	\$ 7,000*
DMS	Tables for Home Ec Sewing Area	\$ 3,881
DMS	Wish List - Future Consideration	
DMS	Volleyball Standards for Small Gym	\$ 4,850
DMS	Replace Gym Lockers	\$
FMS	Additional Security Cameras	\$ 20,000
FMS	Carpet Shampooer	\$ 7,544
FMS	One (1) Set of Soccer Goals	\$ 1,000
FMS	One (1) Set of Classroom Desks	\$ 4,105*
FMS	Wish List for Future Consideration	
FMS	Rebuild Interior of Building	
FMS	Storage Building	
FMS	Individual Stalls In Boys Shower	
DHS	Sand & Refinish Palladium Floor	\$ 34,620
DHS	Chairs for Special Education	\$ 530
DHS	Storage Shed by Tennis Courts	\$ 5,000
DHS	A/C for Coaches Office in Palladium	\$
DHS	Fix Palladium Bleachers	\$
MHS	Two (2) Classroom sets of Chairs	\$ 2,334*
MHS	Replace Band Room Sound System	\$ 5,179
MHS	Sand Gym Floor	\$ 31,419
MHS	Leaf Blower & Weed Sprayer	\$ 750
MHS	Student Desk Chair Combo (33)	\$ 2,334*
MHS	Two (2) Teacher Desks	\$ 1,690*
MHS	Eight (8) Art Tables	\$ 1,012
MHS	Padded Chairs (40) / Scoring Table	\$ 7,523
MHS	Grout Cement Lines in New Addition	\$ 2,500
MHS	Officials Locker Room Wall / Door	\$ 10,000
MHS	Replace Ten Entry Way Mats	\$ 2,500
	Wish List	
MHS	Enclose Breezeway	
	Upgrade Office Area / Addition	
EskDale HS	Twelve (12) Desks Combo	\$ 1,380
	Wide Angle Camera	\$ 400

DTC	Two (2) New Lathes	\$ 19,500
DTC	Exhaust Systems in Classroom	\$ 10,000
DTC	43" Belt Sander - Wood Shop (\$27,000)	\$ 27,000
DTC	Mini Mill Machines (Mr. Willoughby)	\$ 19,000
DTC	Maverick CNC Mill Machine (Mr. Callister)	\$ 17,390
DTC	Computers (Business Class)	\$ 30,000
DTC	Four (4) Floor Mats	\$ 1,000
DTC	Dialarc Welders (Rotation)	\$ 21,334
	Wish List for Future Consideration	
DTC	Power Outlets Mrs. Western Room	\$
DTC	New Greenhouse	\$
DTC	Pickup for Ag Department (\$30,000)	\$
DTC	Stock Trailer for Ag (\$10,000)	\$

PAINT REQUESTS

Equally Among Schools \$ 25,000

CARPET REQUESTS

DNES	Replace Carpet in Rooms 116 and 140 Patch Carpet in Rooms 185 - 190 -196 -Kiva Replace Tile in Front Hallway	Carpet Budget
DSES	Kiva in Library	Carpet Budget
FES	Main Office Bishop's Classroom Monroe's Classroom Butterfield's Classroom LeBaron's Classroom	Carpet Budget Carpet Budget Carpet Budget Carpet Budget Carpet Budget
MHS	Old Sewing Room	Carpet Budget
DTC	Hallway by Bathrooms	Carpet Budget
DTC	Hallway by Office	Carpet Budget
DTC	Office Area	Carpet Budget

WINDOW BLIND REQUESTS

DO	Office 130 34" x 28"	Carpet Budget
DSES	Jena Hare Classroom 142" x 57" Portia Willoughby Classroom 142" x 57"	Carpet Budget Carpet Budget
Fillmore	Bus Garage Four (4) Blinds 44" x 33"	Carpet Budget

Member Schena made a motion to approve the Capital Projects for the 2017-2018 School year, as listed above, seconded by Member Holt and carried unanimously by the Members of the Board.

Consideration and Possible Approval for Upgrading Lighting System for the Millard High School Auditorium

Upgrading Lighting System at Millard High School Auditorium

A review was made of the proposals received for upgrading the lighting system in the Millard High School auditorium. The Millard School District has worked with BNA Consulting regarding this project, with BNA drawing the specifications, conducting an on-site visit for potential bidders, and going through the bidding process.

Proposals were received from the following companies:

Oasis Stage Werks, Inc.	\$287,210
Sturgeon Electric	\$367,535
Taylor Electric	\$426,874

The bid specifications call for this project to start on or after June 4, 2017, with a completion date of August 1, 2017.

Member Lund made a motion to approve and accept the bid received from Oasis Stage Werks, Inc. in the amount of \$287,210, for the upgrading of the lighting system in the Millard High School auditorium, seconded by Member Rawlinson and carried unanimously by the Members of the Board.

Out-of-State Students / Employee Travel Request

Out-of-State Student / Advisor Travel Request - Skills USA

1. National Skills USA Competitions Conference
Students: Dalton Keith - Maddy Norton - Allie Hillner
Kayla Sanders - Austin Dutson
Advisor: Mr. Kirk Willoughby
Louisville, KY
June 19-23, 2017

The Quiz Bowl Team, with the students listed above, won 1st place at the Utah State Skills Competition and are eligible to represent Utah at the National Competition.

The cost will be approximately \$1,810.00 for Mr. Kirk Willoughby to attend.

Member Holt made a motion to give approval for the students listed above, with Mr. Kirk Willoughby, as Advisor, to attend the National Skills USA Competitions, seconded by Member Rawlinson made carried unanimously by the Members of the Board.

Employees Out-of-State Travel Request

Employees Out-of-State Travel Request - Alio Conference

Mrs. Bethany Atkinson and Mrs. Darlene Brunson
Tenth Annual 2017 Alio Users' Conference
San Diego, California
October 9-13, 2017

Bethany, as Payroll Clerk and Darlene, as A/P Clerk, request permission to attend this Alio Conference to learn the latest for the District fiscal system.

Member Schena made a motion to approve and support Mrs. Bethany Atkinson and Mrs. Darlene Brunson to attend the Tenth Annual Alio Users' Conference, as outlined above, seconded by Member Rawlinson and carried unanimously by the Members of the Board.

Request for Use of School Buses - Topaz Museum

Request for Use of Millard School District School Busses

Mr. Scott Bassett, Topaz Museum Board Secretary, requested the use of two (2) Millard School District school buses to shuttle attendees for the Topaz Museum “Grand Opening” being held on Saturday, July 8, 2017, from the Topaz Museum to the Topaz camp site, Northwest of Delta. Mr. Bassett has Millard School District bus drivers who will volunteer their time, with the Topaz Museum Board paying for the fuel.

While Utah State Risk Management frowns on the uses of school buses for such activities, this is a one-time unique event, with hope that the Board of Education would consider this request.

Member Lund made a motion to approve the use of two (2) Millard School District school buses for the Topaz Museum “Grand Opening”, subject to Topaz Museum Board obtaining liability insurance, and only being charged for the fuel, seconded by Member Rawlinson and carried unanimously by the Members of the Board.

Request for Building Fee Waiver

Request for Building Fee Waiver

Mrs. Julie Nelson requested the Board of Education waive the rental fee for a program that she is bringing to the community. Mr. Tim Ballard, founder and CEO of Operation Underground Railroad (O.U.R.) has accepted an invitation to come to Delta and speak. This will be a free community event open to all. Mr. Ballard also serves as O.U.R. Jump Team Commander for rescue operations.

Member Rawlinson made a motion to approve the waive of the rental fee for the use of the Delta High School auditorium for this community event, seconded by Member Lund and carried unanimously by the Members of the Board.

Policy Approval

Policy Approval

Member Schena made a motion to approve the following policies:

Purchasing and Procurement

Millard School District Policy - File Code: 2040

Seclusion and Restraint

Millard School District Policy - File Code: 6140

Motion was seconded by Member Lund and carried unanimously by the Members of the Board.

Honoring Excellence

Honoring Excellence

Student Excellence / Sterling Scholar Winners and Runner-Ups

Delta High School

Sterling Scholar
Winners and
Runner-ups for
2017

Isaac Hansen - Sterling Scholar Winner / General Scholarship
Nicole Wood - Sterling Scholar Winner / Music
Steve Beale - Sterling Scholar Runner-up / Computer and Information
Technology
Christie Burr - Sterling Scholar Runner-up / World Language
Trevor Mincer - Sterling Scholar Runner-up / Trade & Technical Ed
Kali Western- Sterling Scholar Runner-up / Math

EskDale High School

Lauren Palfreyman - Sterling Scholar Runner-up / Music

Millard High School

Natalie Wall - Sterling Scholar Winner / Family & Consumer Sciences
Lisebeth Alcalá - Sterling Scholar Runner-up / World Language
Sara Komarek - Sterling Scholar Runner-up / Social Science
McKenna Rowell - Sterling Scholar Runner-up / Visual Arts
Parker Stevens - Sterling Scholar Runner-up / Science

Each were given a certificate of excellence.

Public Comment

Public Comment

NONE

Communications for Board Members

Communications
for Board Mem-
bers

1. School Newsletters:
 - a. Delta South Elementary School's - "Bunny Bulletin"
April 2017
 - b. Delta North Elementary School's "Bulldog Bulletin"
April 2017
 - c. Fillmore Elementary School's "Chipmunk Chat"
April 2017
 - d. Delta Middle School's April 2017 Newsletter
 - e. Fillmore Middle School's April 2017 Newsletter

Board Members Comments

Board Member
Comments

1. Member Lund expressed his appreciation of attending the Utah School Boards Association (USBA) Regional meeting which was held in Nephi at the Juab School District Office on Wednesday, April 5, 2017. He appreciated the explanation of the bills passed affecting public education and was interested how politics play such a role in public education.

2. Member Rawlinson was grateful for having the experience of attending the National School Boards Association Conference in Denver. It was a good learning experience to visit with other school board members from around the country.

Board Member Comments continued:

Board Member
Comments Con-
tinued

3. Member Schena expressed appreciation for attending the National School Boards Association Conference and the good learning opportunity that it was.

4. Superintendent Styler appreciated the opportunity afforded him to attend the National School Boards Association Conference. The work sessions were good, as were the general sessions.

The next regular scheduled meeting of the Millard School District Board of Education will be held on Thursday, May 11, 2017, at 1:00 p.m., at the District Office, 285 East 450 North, Delta, Utah.

Next Meeting

Meeting adjourned at 3:05 p.m.

Attest:

Signed: _____ Signed: _____
President Business Administrator