

PROCEEDINGS OF THE TERREBONNE PARISH SCHOOL BOARD

MARCH 15, 2005

The Terrebonne Parish School Board met today at 7:00 P.M. in regular session at its regular meeting place, the Terrebonne Parish School Board Office, 201 Stadium Drive, Houma, Louisiana, with Mr. Clark J. Bonvillain, President, presiding and the following members present: Mr. L. P. Bordelon, III, Vice-President, Mr. Roosevelt Thomas, Mr. Gregory Harding, Mr. Richard Jackson, Mr. Rickie Pitre, Mr. Roger Dale DeHart, Mr. Donald Duplantis, and Mr. Hayes Badaeux.

ABSENT: None

Mr. Badaeux led the Board and audience in the invocation and Pledge of Allegiance to the Flag.

A moment of silence was observed in memory of Ms. Elise LeBlanc, retired school food service worker, and Ms. Doris Ford, retired teacher-aide, who recently passed away.

At this time, President Bonvillain recognized Mr. James Charles, retired Terrebonne Parish School Board Superintendent, who was in attendance at tonight's meeting.

Motion of Mr. Duplantis, seconded by Mr. Jackson, unanimously carried, the Board approved the minutes of School Board Meeting of March 1, 2005, as recorded.

Superintendent Richard gave introductions and presented plaques to Terrebonne Parish's 2005 Students of the Year: Abigail Brown Becnel, fifth grader at Mulberry Elementary School, Elementary Level Student of the Year; Jeffrey Ryan Vordick, eighth grader at Houma Jr. High School, Middle/Junior High School Level Student of the Year; and Clayton Aldon Alfonso, twelfth grader at Terrebonne High School, High School Level Student of the Year. These students will be competing for regional honors.

The following Finance, Insurance, and Section 16 Lands Committee report was presented to the Board with Mr. Duplantis, Chairman, presiding:

Dear Members of the Board:

The FINANCE, INSURANCE, and SECTION 16 LANDS COMMITTEE met in the Board Room of the School Board Office, 201 Stadium Drive, at 5:00 P.M. on Monday, February 28, 2005, with the following members present: Mr. Donald Duplantis, Chairman; Mr. Richard Jackson, Vice-Chairman, and Mr. Roosevelt Thomas. Also in attendance were Mr. L. P. Bordelon, III, Superintendent Ed Richard, Jr., and members of the staff.

Mr. Duplantis called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

Mrs. Rebecca Breaux addressed the Committee with 2004/2005 budget revisions for the General Fund, One-Cent Sales Tax Fund, $\frac{3}{4}$ Cent Sales Tax Fund, School Food Service Fund, and certain Special Revenue Funds. In the presentations she stated the major General Fund adjustments were sales tax (both the $\frac{1}{3}$ Cent and the transfer from the $\frac{3}{4}$ Cent Fund), interest, and Section 16 Land revenues. She then stated the increase in expenses was due mostly to back wages and fuel cost. She said the One-Cent increases were due to estimated increased sales tax collections and the slight increase in the interest rate. The increase in sales tax collections and interest increase is also helping the $\frac{3}{4}$ Cent Sales Tax Fund, however, an adjustment was made to cover the school's bulk order for the 2005/2006 school year. In the Food Service

Fund some increase is expected in Federal funding along with a decrease in expenses created by not filling full-time positions at the beginning of the year. She stated that the Special Revenue Funds adjustments were mostly final allocations in those funds.

During the discussion Superintendent Richard stated even though the revised budgets look good and the fund balances are fair, it is not time to let our guard down and go on a spending spree. He stated that we need to be optimistic but cautious as to how we spend our dollars.

RECOMMENDATION 1

The Committee recommends that the Board adopt the following 2004/2005 revised budget for the General Fund:

GENERAL FUND 2004/2005 REVISED BUDGET

REVENUE AND OTHER FINANCING SOURCES

LOCAL	\$ 12,757,252
STATE	71,324,339
FEDERAL	900
OTHER SOURCES	<u>11,510,419</u>
TOTAL – REVENUES	\$ 95,592,910

EXPENDITURES AND OTHER FINANCING USES

INSTRUCTION	59,819,502
SUPPORT SERVICES	33,469,022
DEBT SERVICE	1,097,503
TRANSFERS OUT	1,424,388
Less: Non-recurring capital outlay:	<u>(68,007)</u>
TOTAL – EXPENDITURES	95,742,408
EXCESS OF REVENUES OR (EXPENDITURES)	(149,498)

FUND BALANCE: BEGINNING

4,881,981

NON-RECURRING CAPITAL OUTLAY TRANSFERS OUT

(68,007)

ENDING FUND BALANCE

Reserved-Capital Improvement	500,000
Unreserved/Undesignated	<u>4,164,476</u>
TOTAL ENDING FUND BALANCE	<u><u>\$ 4,664,476</u></u>

RECOMMENDATION 2

The Committee recommends that the Board adopt the following 2004/2005 revised budget for the One-Cent Sales Tax Fund:

ONE-CENT SALES TAX FUND 2004/2005 REVISED BUDGET

Revenue

Local - Sales Tax	\$ 16,853,062
- Interest	106,800
- E-Rate Proceeds	234,635
- Other Financing Sources	<u>0</u>
TOTAL	<u>17,194,497</u>
Expenditures:	
Compensation & Benefits	12,590,450
Technology	1,641,793
Building Improvements	1,811,349
Debt Service	<u>0</u>
TOTAL	<u>16,043,592</u>
Excess of Revenue	1,150,905
Fund Balance:	
Beginning	3,537,718
Ending Fund Balance	
Salaries & Benefits	3,216,670
Technology	1,141,725
Building Improvements	<u>330,228</u>
Ending Fund Balance	<u>\$ 4,688,623</u>

RECOMMENDATION 3

The Committee recommends that the Board adopt the following 2004/2005 revised budget for the $\frac{3}{4}$ Cent Sales Tax Fund:

$\frac{3}{4}$ CENT SALES TAX FUND 2004/2005 REVISED BUDGET

Revenues	
Local -Sales Tax	\$12,626,977
-Interest	<u>73,000</u>
TOTAL	12,699,977
Expenditures and Other Financing Uses	
Expenditures	1,848,374
Other Uses	<u>11,823,747</u>
TOTAL	<u>13,672,121</u>

Excess of Revenues or (Expenditures)
(972,144)

Fund Balance

Beginning	1,709,878
Ending Fund Balance	<u>\$737,734</u>

RECOMMENDATION 4

The Committee recommends that the Board adopt the following 2004/2005 revised budget for the School Food Service Fund:

SCHOOL FOOD SERVICE FUND 2004/2005 REVISED BUDGET

REVENUE AND OTHER

FINANCING SOURCES:

LOCAL	\$ 1,360,965
STATE	316,987
FEDERAL	5,324,411
OTHER SOURCES	377,963
TOTAL REVENUES	<u>7,380,326</u>

EXPENDITURES AND

OTHER FINANCING USES:

SALARIES	2,222,275
BENEFITS	1,221,068
MATERIALS AND SUPPLIES	599,360
FOOD COSTS	2,761,130
OTHER OPERATING EXPENSES	525,592
LESS: NON-RECURRING CAPITAL OUTLAY	<u>(248,000)</u>
TOTAL EXPENDITURES	<u>7,081,425</u>

EXCESS OF REVENUES OR (EXPENDITURES)	298,901
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FUND BALANCE:

BEGINNING	1,100,612
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NON-RECURRING CAPITAL OUTLAY	(248,000)
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ENDING FUND BALANCE	<u>\$ 1,151,513</u>
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RECOMMENDATION 5

The Committee recommends that the Board adopt the 2004/2005 revised budgets for the following Special Revenue Funds:

<u>FUND NUMBER</u>	<u>FEDERAL FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
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370 NCLB TITLE II – PART A,**EISENHOWER Act**

-Staff Development-Current	\$ 253,581	143,196	\$ 396,777
-Class Size Reduction-Current	1,250,125	(143,196)	1,106,929
-Prior Year-Staff Development	6,787	-0-	6,787
-Carryover-Staff Development	143,196	(143,196)	0
-Carryover-Class Size Reduction	-0-	143,196	143,196
-Enhancing Education through Technology	151,593	-0-	151,593
-Prior Year-Enhancing Education through Technology	35,320	-0-	35,320
-Carryover-Enhancing Education through Technology	40,498	-0-	40,498
-Teaching American History	10,906	-0-	10,906
-Transfer-3/4 Cent Sales Tax	800	-0-	800
TOTALS	\$1,892,806	\$ -0-	\$1,892,806

<u>FUND NUMBER</u>	<u>STATE FUNDS</u>	<u>CURRENT BUDGET</u>	<u>INCREASE (DECREASE)</u>	<u>REVISED BUDGET</u>
450	STATE SCHOOL IMPROVEMENT FUND REVENUE			
	-K-12 Accountability Rewards	\$ -0-	114,310	\$114,310
	-School Improvement	\$ -0-	93,231	\$ 93,231
	EXPENDITURES:	\$ 174,990	207,541	\$382,531
	EXCESS (DEFICIENCY) OF REVENUE	\$ (174,990)	-0-	\$ (174,990)
	FUND BALANCE: BEGINNING	\$ 174,990	-0-	\$ 174,990
	ENDING FUND BALANCE	\$ -0-	-0-	\$ -0-
740	STATE TEXTBOOKS REVENUE:			
	- ¾ CENT-TEXTBOOKS	\$1,204,250	0	\$1,204,250
	-NON PUBLIC TEXTBOOKS	77,093	(108)	76,985
	-LOST/DAMAGED BOOKS	2,000	0	2,000
	TOTAL	\$1,283,343	(108)	\$1,283,235
	EXPENDITURES:			
	-TEXTBOOKS	\$1,409,828	0	\$1,409,828
	-NONPUBLIC TEXTBOOKS	77,093	(108)	76,985
	TOTAL	\$1,486,921	(108)	\$1,486,813
	EXCESS (DEFICIENCY) OF REVENUE	\$ (203,578)	0	\$ (203,578)
	FUND BALANCE: BEGINNING	\$ 203,578	0	\$ 203,578
	ENDING FUND BALANCE	\$ 0	0	\$ 0

Mr. Herbert Carreker addressed the Committee relative to approving the request from Oil Land Services, Inc., to grant the State of Louisiana a temporary right-of-way agreement on Section 16, Township 18 South, Range 14

East for the purpose of installing a Coastwide Reference Monitoring System Station. He stated in order for the DNR to access the monitoring station for construction, maintenance, and service, a temporary easement servitude and right-of-way agreement is required (copy attachment).

RECOMMENDATION 6

The Committee recommends that the Board approve the request from Oil Land Services, Inc. and grant the State of Louisiana a temporary, servitude and right-of-way for monitoring and access agreement on Section 16, Township 18 South, Range 14 East, subject to approval by the Board Attorney and Mr. Horace Thibodaux, further, that the Board President be authorized to sign all necessary documents pertaining thereto.

Mr. Lee Bloch, Oil and Gas Consultant, addressed the resolution of ownership of Section 16 Land water bottoms between the School District and the State of Louisiana through the process of legislative action. Mr. Bloch stated that water bottom ownership of Section 16 Lands still needs to be clarified. The real problem he stated is in the identification from years 1812 to 1982. He suggested that the Terrebonne Parish School Board join with other parishes and petition their legislators to enact legislation that will address and correct the problem.

Mr. Jim Veazey addressed the Committee stating that three wells are all within the School Board proposed unitization on Section 16, Township 22 South, Range 18 East however, unitization has not been approved at this time.

RECOMMENDATION 7

The Committee recommends that the Board authorize the Superintendent and staff to contact the Terrebonne Legislative Delegation to enact legislation to settle the water bottom issue from years 1812 to 1982.

Mr. Jack Moore addressed the Committee relative to Health Plan eligibility. He stated, in reference to answering certain Board Members' concerns, that he attempted to have Mr. Clayton Lovell and/or Mr. Berwick Duval review the plan documents. Since this area is outside their expertise they suggested another firm do this review. In order to save cost Mr. Moore stated he had Gilsbar's legal representatives review the plan. Mr. Fritz B. Ziegler, Attorney at Law (letter attachment), stated that the eligibility requirements as stated in the plan were in order however, he did suggest that other "cosmetic changes" be made.

Mr. Moore then addressed the Group Health Plan elections.

RECOMMENDATION 8

The Committee recommends that the Board authorize staff to allow participants of Plan 3 the option to re-elect their health plan selection under the Section 125 Cafeteria Plan, effective January 1, 2005.

Mr. Moore discussed the Property & Casualty Insurance renewals. He stated that after the recent Christmas holidays he approached the insurance carriers and agents to submit a renewal offer by the end of February 2005. He said last year an RFP was requested and costs were reduced, however if an RFP is requested every year many carriers do not like to participate. The message given was that we were searching for a reduction in cost and hopefully to retain the same coverages. He then said successful renewals can be made in Property and Computer Insurance coverage and he requested that an RFP be sought on the Casualty Insurance. He also stated that since we are on a two-year agreement on the excess Workers Compensation and a renewal could not be obtained, that we remain as is.

RECOMMENDATION 9

The Committee recommends that the Board accept a one-year renewal offer for Property Insurance through USI Gulf Coast (Westchester Insurance Company as the lead insurer) with a total insured limit of \$30 million, subject to a \$1 million deductible, with an annual premium of \$420,000.00, effective July 1, 2005.

RECOMMENDATION 10

The Committee recommends that the Board accept a one-year renewal offer for Computer Insurance through Risk Services of Louisiana, LLC (underwritten by Federal Insurance Company) with total limits of \$7,127,393.00, subject to a \$5,000.00 deductible, with an annual premium of \$30,000.00, effective July 1, 2005.

RECOMMENDATION 11

The Committee recommends that the Board authorize staff to advertise for Request for Proposals (RFP) for Casualty Insurance.

There being no further business to come before the Finance, Insurance, and Section 16 Lands Committee, the meeting adjourned at 6:13 P.M.

Respectfully submitted,

/s/ Donald Duplantis, Chairman
 /s/ Richard Jackson, Vice-Chairman
 /s/ Roosevelt Thomas

Motion of Mr. Jackson, seconded by Mr. Thomas, unanimously carried, the Board adopted the 2004/2005 revised budget for the General Fund, as outlined in the foregoing report.

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board adopted the 2004/2005 revised budget for the One-Cent Sales Tax Fund, as outlined in the foregoing report.

Motion of Mr. Jackson, seconded by Mr. Thomas, unanimously carried, the Board adopted the 2004-2005 revised budget for the $\frac{3}{4}$ Cent Sales Tax Fund, as outlined in the foregoing report.

Motion of Mr. Badeaux, seconded by Mr. Bonvillain, unanimously carried, the Board adopted the 2004-2005 revised budget for the School Food Service Fund, as outlined in the foregoing report.

Motion of Mr. Jackson, seconded by Mr. Thomas, unanimously carried, the Board adopted the 2004-2005 revised budgets for several Special Revenue Funds, as outlined in the foregoing report.

Motion of Mr. Thomas, seconded by Mr. Bordelon, unanimously carried, the Board approved the request from Oil Land Services, Inc. and granted the State of Louisiana a temporary servitude and right-of-way for monitoring and access agreement on Section 16, Township 18 South, Range 14 East, subject to approval by the Board Attorney and Mr. Horace Thibodaux, and further, authorized the Board President to sign all necessary documents pertaining thereto.

Motion of Mr. Bonvillain, seconded by Mr. Badeaux, unanimously carried, the Board authorized the Superintendent and staff to contact the Terrebonne Legislative Delegation to enact legislation to settle the water bottom issue from 1812 to 1982.

Motion of Mr. Badeaux, seconded by Mr. DeHart, unanimously carried, the Board authorized staff to allow participants of Plan 3 the option to re-elect their health plan selection under the Section 125 Cafeteria Plan, effective January 1, 2005.

Motion of Mr. Bordelon, seconded by Mr. Badeaux, unanimously carried, the Board accepted a one-year renewal offer for Property Insurance through USI Gulf Coast (Westchester Insurance Company as the lead insurer) with a total insured limit of \$30 million dollars, subject to a \$1 million dollar deductible, with an annual premium of \$420,000.00, effective July 1, 2005.

Motion of Mr. Jackson, seconded by Mr. DeHart, unanimously carried, the Board accepted a one-year renewal offer for Computer Insurance through Risk Services of Louisiana, LLC (underwritten by Federal Insurance Company) with total limits of \$7,127,393.00, subject to a \$5,000.00 deductible, with an annual premium of \$30,000.00, effective July 1, 2005.

Motion of Mr. DeHart, seconded by Mr. Bordelon, unanimously carried, the Board authorized staff to advertise for Request for Proposals (RFP) for Casualty Insurance.

The Finance, Insurance, and Section 16 Lands Committee report was concluded, and the President reassumed the chair.

Motion of Mr. Duplantis, seconded by Mr. DeHart, unanimously carried, the Board deviated from the regular order of the agenda to receive a partial report of the Buildings, Food Service, and Transportation Committee and then return to the regular order of the agenda.

The following partial report of the Buildings, Food Service, and Transportation Committee was presented to the Board with Mr. Bordelon, Chairman, presiding:

Dear Members of the Board:

The **Buildings, Food Service, and Transportation Committee** met on Monday, March 14, 2005, at 5:00 P. M. in the Board Room of the School Board Office, 201 Stadium Drive, with the following members present: Mr. L. P. Bordelon, III, Chairman; Mr. Gregory Harding, Vice-Chairman, and Mr. Roger Dale DeHart. Others in attendance were Mr. Richard Jackson, Superintendent Ed Richard, Jr., and members of the staff.

Mr. Bordelon called the meeting to order. The meeting began with the invocation and Pledge of Allegiance to the Flag.

The following is a partial report of the Committee meeting.

The Committee deviated from the agenda to address the substantial completion of the Lacache Middle School roof project (Building # 3) and returned to the regular order of the agenda.

Mr. Merlin Lirette, The Merlin Group, LTD, addressed the Committee relative to the substantial completion of the Lacache Middle School roof project (Building #3).

RECOMMENDATION NO. 1

The Committee recommends that the Board approve the substantial completion of the Lacache Middle School roof project (Building #3), subject to the punch list, and authorize the Board President to sign all necessary documents pertaining thereto and, upon completion of the punch list items, final inspection, and receipt of the lien-free certificate, authorize the release of retainage.

Ms. Anne Bates, American Cancer Society, addressed the Committee relative to a request to waive policy regarding the usage fees for the Terrebonne High School Gym and the Thomas B. Smith Memorial Stadium.

RECOMMENDATION NO. 2

The Committee recommends that the Board grant the request of the American Cancer Society to waive policy relative to the usage fees for the Terrebonne High School Gym and the Thomas B. Smith Memorial Stadium for the American Cancer Society's Relay for Life in Terrebonne Parish - all youth event, from 4:00 p.m. Saturday, April 9, 2005, to 4:00 a.m. Sunday, April 10, 2005, provided that the necessary insurance requirements, non-profit status, and all other School Board policy requirements are met, all costs associated with janitorial services are paid, and security is provided as needed.

A final report of the Committee meeting will be presented to the Board at the April 5, 2005, meeting.

Respectfully submitted,

/s/ L. P. Bordelon, III, Chairman
 /s/ Gregory Harding, Vice-Chairman
 /s/ Roger Dale DeHart

Motion of Mr. DeHart, seconded by Mr. Jackson, unanimously carried, the Board approved the substantial completion of the Lacache Middle School roof project (Building #3), subject to the punch list, and authorized the Board President to sign all necessary documents pertaining thereto, and upon completion of the punch list items, final inspection, and receipt of the lien-free certificate, authorize release of retainage.

Motion of Mr. DeHart, unanimously seconded, unanimously carried, the Board granted the request of the American Cancer Society and waived policy relative to the usage fees for the Terrebonne High School Gym and the Thomas B. Smith Memorial Stadium for the American Cancer Society's Relay for Life in Terrebonne Parish (all youth event from 4:00 P.M., Saturday, April 9, 2005, until 4:00 A.M., Sunday, April 10, 2005), provided that the necessary insurance requirements, non-profit status, and all other School Board policy requirements are met, all costs associated with janitorial services are paid, and security is provided, as needed.

The Board returned to the regular order of the agenda.

Motion of Mr. Duplantis, unanimously seconded, unanimously carried, the Board approved the following proclamation in observance of Retired Teachers' Day on March 17, 2005:

PROCLAMATION

WHEREAS, Louisiana's retired teachers have devoted their careers to the education and training of literally thousands upon thousands of Louisiana's youth; and

WHEREAS, Louisiana's retired teachers have retrained and/or provided primary educational opportunities to hundreds of adults in the state who, for one reason or other, had fallen behind in the formal education needed for job and social skills; and

WHEREAS, Louisiana's retired teachers have rendered valuable services in diverse leadership roles to their communities and institutions throughout their careers and continue to render such services as retirees; and

WHEREAS, Louisiana's retired teachers represent the profession, which is given the basic responsibility for launching the careers of state and national leaders and for laying the foundation for the welfare of all members of our society; and

WHEREAS, Louisiana's retired teachers have toiled ceaselessly to improve the quality of life in the state and nation, too often in less than adequate circumstances and for less than adequate pay; and

WHEREAS, Louisiana's retired teachers represent a tremendous pool of experience and training which remains dedicated to the betterment of society everywhere; and

WHEREAS, Louisiana's retired teachers represent a loyal, patriotic, and concerned citizenry, which provides a dedicated and dependable support to the leaders in our communities, state, and nation; now

THEREFORE, BE IT RESOLVED, That the Terrebonne Parish School Board hereby acknowledges March 17, 2005, as **Retired Teachers' Day** in Terrebonne Parish; and

BE IT FURTHER RESOLVED, That copies of this proclamation be forwarded to all Terrebonne Parish public schools and office buildings.

At this time, the Board recognized all retired teachers who were in attendance at tonight's meeting.

Motion of Mr. Bordelon, seconded by Mr. DeHart, unanimously carried, the Board approved a request to allow Ms. Gwen Chapman, HIPPY Coordinator in the Federal Department, to attend the 17th Annual HIPPY USA Conference as a presenter in Fort Worth, Texas, April 10-13, 2005 (Sunday-Wednesday), in accordance with Policy (FILE: F-11.2), expenses to be borne by NCLB Title I HIPPY Fund.

Motion of Mr. Duplantis seconded by Mr. Thomas, unanimously carried, the Board approved a request to allow Ms. Patricia Beacom and Ms. Jutta Bourgeois, teachers at Acadian Elementary School, to attend the 26th Annual National Educational Computing Conference (NECC) in Philadelphia, Pennsylvania, June 27-30, 2005 (Monday-Thursday), in accordance with Policy (FILE: F-11.2), expenses to be borne by NCLB Title I Fund.

Motion of Mr. Jackson, seconded by Mr. DeHart, unanimously carried, the Board approved a request to allow Mr. Mark Torbert, Assistant Principal, and Mr. Kenneth Price, Master Teacher, Evergreen Jr. High School, to attend the 26th Annual National Educational Computing Conference (NECC) in Philadelphia, Pennsylvania, June 27-30, 2005 (Monday-Thursday), in accordance with Policy (FILE: F-11.2), expenses to be borne by NCLB Title II Fund.

Motion of Mr. Badeaux, seconded by Mr. Bordelon, unanimously carried, the Board accepted the lowest bid received meeting all specifications for Interactive Whiteboard Teaching Systems from Visual Images and Sound, Mandeville, LA 70470, for the purchase of approximately thirty (30) systems at a cost of \$2,244.00 each, plus any additional training cost that may be required, funding to be derived from a Funds in Education Congressional Grant.

Motion of Mr. Jackson, seconded by Mr. DeHart, unanimously carried, the Board authorized the Purchasing Department to advertise for bids on replacement classroom furniture for the 2005-2006 school session.

Motion of Mr. DeHart, seconded by Mr. Duplantis, unanimously carried, the Board authorized the Purchasing Department to advertise for bids on hunting and trapping privileges on Section 16 Lands.

Mr. Bordelon, at this time, briefly discussed information placed at their desk relative to his recent attendance at the Louisiana School Boards Association (LSBA) Convention.

President Bonvillain gave an update on the Re-Hearing of Oil and Gas Industry's Proposal by the Louisiana Tax Commission.

Motion of Mr. Duplantis, seconded by Mr. Jackson, unanimously carried, the Board voted to adjourn its meeting (7:45 P.M.).

/s/ Ed Richard, Jr., Secretary
President

/s/ Clark J. Bonvillain,

RLB