ACADEMY FOR INTEGRATED ARTS
BOARD of DIRECTORS MEETING
MINUTES
January 27, 2022
4:00 p.m.

7910 Troost Ave., Kansas City, Missouri

This was a virtual meeting held via Zoom.

Present: Emily Brown, Secretary
          Lynne Brown, Chairman
          Peter Brown, Member
          Brad Epsten, Vice President
          Patrick Lenoir, Member
          Cara Newell, Treasurer
          Jennifer Waddell, Member

Also Present: Tricia DeGraff, Executive Director
          Asha Moore, Assistant Principal
          Phoebe Bassue, Operations

MISSION MOMENT
Taylor Salle, interventionist-the program is going very well as significant gains in academic growth have been made. (See Executive Director’s Report for a detailed account)

I. CALL TO ORDER AND ROLL CALL
   Lynne Brown called the meeting to order at 4:25

II. FINANCIAL REPORT
    Budget report-Cara Newell (attachment)

III. CONSENT AGENDA ITEMS
    • Approval of the minutes from the December 9, 2021 board meeting
    • Approval of the warrant list (check registry and purchasing card record)
    • Approval of the financial report:
       Motion: Brad Epsten
       Second: Cara Newell
       Vote: 7-0

IV. ACTION ITEMS
    • Approval to hire Sophia Vietze
       Motion: Education Committee
       Vote: 7-0
V. EXECUTIVE DIRECTOR'S REPORT
- Monthly Update - Tricia DeGraff (attachment)

VI. DISCUSSION ITEMS/COMMITTEE REPORTS
- Education Committee met on January 20th (attachment)
- Audit/Finance met on January 20th (attachment)
- Governance Committee Chair led a discussion from the “Top 10 Questions for Charter School Boards, a development/training resource.”

The December topic was about students, families, ecosystem:
1. Groceries/Healthy Options: This has been an issue in the past and challenging for the entire KCPS, but there is improved access to healthy options/groceries within KCMO.
2. Transportation: Improvements in transportation have happened in KC which have helped. We address attendance issues via personal phone calls and figuring out the students’ transportation needs
3. Technology: Issues with available internet, technology, have been addressed by AFIA with the addition of a technology lead helping with Chromebooks, hot spots, and addressing the needs of student that are in quarantine.
4. Housing: There is a lack of stable housing for some students and families. AFIA provides contacts to resources when known.

The top priorities for addition information about the ecosystem included:
1. Understanding additional resources (i.e. external agencies) that are needed
2. Pushing for more resources and priority given at the state/federal level to these resources-(this cannot all fall on the school.)
3. Continuing to support social workers and staff to assist

Board Committee assignment for follow-up, study or policy action:
1. Continue to assess both Social Worker and interventionist coordinator feedback
2. Research additional partnerships/external agencies that can assist

VII. NEW BUSINESS
Motion to adjourn the Regular Meeting: Cara Newell
Second: Jennifer Waddell
Vote: 7-yes, 0-no

VIII. EXECUTIVE SESSION
Motion to enter into Executive Session pursuant to Section 610.021 of the Missouri Sunshine Law to discuss a personnel issue: Jennifer Waddell
Second: Brad Epsten
Roll call on the motion:
   Emily Brown-yes
   Lynne Brown-yes
Peter Brown-yes
Brad Epsten-yes
Patrick Lenoir-yes
Cara Newell-yes
Jennifer Waddell-yes

Discussion of personnel matter

Motion to adjourn Executive Session: Peter Brown
Second: Cara Newell
Roll call on the motion:
   Emily Brown-yes
   Lynne Brown-yes
   Peter Brown-yes
   Brad Epsten-yes
   Patrick Lenoir-yes
   Cara Newell-yes
   Jennifer Waddell-yes

IX. REGULAR MEETING
   Motion to resume Regular Meeting: Jennifer Waddell
   Second: Peter Brown
   Vote: 7-0

X. ADJOURNMENT
   Motion to adjourn: Emily Brown
   Second: Peter Brown
   Vote: 7-0

Meeting adjourned at 5:47 p.m.
Next Board Meeting is on February 24, 2022 at 4:00 p.m.

Respectfully submitted,

Emily Brown
Secretary

Lynne Brown
Chairman
January 2022 Financials

AFIA

Academy for Integrated Arts

PREPARED FEBRUARY 2022

EDOPS
Contents

- Balance Sheet - 9
- Monthly Financials - 8
- Detailed Financials - 7
- Key Forecast Changes This Month - 6
- Key Performance Indicators - 5
- Cash Forecast - 4
- Executive Summary - 3
We forecast the school’s year ending at year’s end with $22.5k above budget.

Cash balance as $99.4k.

85 Days of Cash
The January forecast increased the year-end cash expectation by $110K. Key changes:

- Prop C Updates per DES: $49K
- Local Revenue: $100K
- Removing vacant roles from forecast:
  - Salaries: $48,800
  - WA/DA Forecast Update: $99,700
  - KCPA M&O deposit: $144,000

Annual Change Category: More cash
<table>
<thead>
<tr>
<th>Change in Cash</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
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</thead>
<tbody>
<tr>
<td>Cash Flow Adjustments</td>
<td>(2,271)</td>
<td>2,814</td>
<td>2,808</td>
<td>2,869</td>
<td>2,952</td>
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<tr>
<td>Net Income</td>
<td>(15,283)</td>
<td>(21,569)</td>
<td>(22,597)</td>
<td>(23,470)</td>
<td>(24,265)</td>
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<td>Total Expenses</td>
<td>2,447,070</td>
<td>2,507,525</td>
<td>2,565,980</td>
<td>2,623,435</td>
<td>2,680,890</td>
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<th>Expenditure</th>
<th>2023</th>
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<th>2026</th>
<th>2027</th>
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<td>Total Operating Expenses</td>
<td>1,188,360</td>
<td>1,229,300</td>
<td>1,270,240</td>
<td>1,311,180</td>
<td>1,352,120</td>
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<td>Transportation</td>
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<td>113,998</td>
<td>117,263</td>
<td>120,528</td>
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<td>Office &amp; Business Expense</td>
<td>156,653</td>
<td>159,908</td>
<td>163,163</td>
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<td>169,673</td>
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<td>Student Expense</td>
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<td>209,169</td>
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<td>Student Expenses Direct</td>
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<td>Supply &amp; Consumables</td>
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<td>33,985</td>
<td>32,985</td>
<td>31,985</td>
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<td>Services</td>
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<td>Total Revenue</td>
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<td>2,300,000</td>
<td>2,400,000</td>
<td>2,500,000</td>
<td>2,600,000</td>
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<td>Earned Fees</td>
<td>1,350,000</td>
<td>1,350,000</td>
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<td>Federal Revenue</td>
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<tr>
<td>Local Revenue</td>
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<td>State Revenue</td>
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<td>Actual Budget Variance</td>
<td>4,084,974</td>
<td>4,065,435</td>
<td>4,045,896</td>
<td>4,026,357</td>
<td>4,006,818</td>
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<td>Forecasted Variance</td>
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<td>4,065,435</td>
<td>4,045,896</td>
<td>4,026,357</td>
<td>4,006,818</td>
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<td>Variance Forecasting</td>
<td>4,084,974</td>
<td>4,065,435</td>
<td>4,045,896</td>
<td>4,026,357</td>
<td>4,006,818</td>
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**Office & Business**

- Due to CPS MOU received
- Earned Fees: More than budget
- Due to WADA forecast update
- Less than budget
- State Revenue: Less than budget
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<td>Income</td>
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<tr>
<td>Total</td>
<td>4,0710</td>
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<td>4,0710</td>
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<td>Expenses</td>
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**Change in Cash**

- Cash Flow: 
  - Income: 
    - Salaries and Wages: 
    - Rent: 
    - Student Revenue: 
    - Total Income: 
  - Expenses: 
    - Salaries and Wages: 
    - Rent: 
    - Student Revenue: 
    - Total Expenses: 
  - Net Income: 
  - Change in Cash: 

**Monthly Financials**

- Income: 
  - Tuition Fees: 
  - Room and Board: 
  - Student Revenue: 
  - Total Income: 
- Expenses: 
  - Salaries and Wages: 
  - Rent: 
  - Student Expenses: 
  - Total Expenses: 

**Total Revenue**

- Tuition Fees: 
- Room and Board: 
- Student Revenue: 
- Total Revenue: 

**Income Statement**

- Revenues: 
  - Tuition Fees: 
  - Room and Board: 
  - Student Revenue: 
- Expenses: 
  - Salaries and Wages: 
  - Rent: 
  - Student Expenses: 
- Net Income: 
- Change in Cash: 

**Forecast**

- Jan: 
- Feb: 
- Mar: 
- Apr: 
- May: 
- Jun: 
- Jul: 
- Aug: 
- Sep: 
- Oct: 
- Nov: 
- Dec: 

**Actual**

- Jan: 
- Feb: 
- Mar: 
- Apr: 
- May: 
- Jun: 
- Jul: 
- Aug: 
- Sep: 
- Oct: 
- Nov: 
- Dec:
<table>
<thead>
<tr>
<th>Net Income</th>
<th>£226,710</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retained Earnings</td>
<td>£122,506</td>
</tr>
<tr>
<td>Equity</td>
<td>£9,637</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>£1,140,924</td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td>£1,128,924</td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td>£14,920</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>£1,330,464</td>
</tr>
<tr>
<td>Cash</td>
<td>£6,980</td>
</tr>
<tr>
<td>Total Assets</td>
<td>£1,337,442</td>
</tr>
<tr>
<td>6/30/2020</td>
<td>12/31/2021</td>
</tr>
<tr>
<td>Previous Year</td>
<td>Current</td>
</tr>
</tbody>
</table>
Academy for Integrated Arts

Executive Director's Report
February 24, 2022
We sent offers to students on our wait list in

(6) 2nd Grade (4)
the following grades: Kinder (5), 1st Grade
(4), 2nd Grade (4).

<table>
<thead>
<tr>
<th>Students of Number</th>
<th>Reason for Leaving AFIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Moved to KCPSSchool</td>
</tr>
<tr>
<td>1</td>
<td>Homeschooled</td>
</tr>
<tr>
<td>4</td>
<td>Moved to different charter</td>
</tr>
<tr>
<td>4</td>
<td>Moved out of district</td>
</tr>
<tr>
<td>5</td>
<td>Moved out of state</td>
</tr>
</tbody>
</table>

Students who have left AFIA this year:

As of February 18, 2022.
There are some quarantine attendance updates that still need to be completed.

Overall attendance data - Through 2/22/2022
<table>
<thead>
<tr>
<th>Month to Year</th>
<th>Change</th>
<th>Month to Year</th>
<th>Change</th>
<th>Month to Year</th>
<th>Change</th>
<th>Month to Year</th>
<th>Change</th>
<th>Month to Year</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>96.66%</td>
<td>May</td>
<td>95.89%</td>
<td>June</td>
<td>95.78%</td>
<td>July</td>
<td>95.92%</td>
<td>August</td>
<td>95.99%</td>
</tr>
</tbody>
</table>

Attendance data by grade - Through 2/22/2022
Teachers review data during professional development and identify classroom level action steps to improve attendance.
Some students and families have/ will have attendance contracts.

More support related to attendance and will meet with identified families at conferences to develop letters were sent to students under 90%

Daily calls to students who are absent and tardy
Weekly student support meetings to determine needs and action steps.

**Action steps to address attendance:**

<table>
<thead>
<tr>
<th>90/90 Performance Band</th>
<th># of</th>
<th>% of</th>
<th>2019-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>82.5% - 87.5% (Close, but no points)</td>
<td>46</td>
<td>17.8%</td>
<td>2019-2020</td>
</tr>
<tr>
<td>85.0% - 87.5% (2.5 points)</td>
<td>24</td>
<td>9.3%</td>
<td>2019-2020</td>
</tr>
<tr>
<td>7.0% - 9.0% (5 points)</td>
<td>34</td>
<td>13.2%</td>
<td>2019-2020</td>
</tr>
<tr>
<td>81.0% - 90.0% (full points)</td>
<td>136</td>
<td>52.7%</td>
<td>2019-2020</td>
</tr>
</tbody>
</table>

**All enrollments:**

Attendance data - 90/90 performance through 2/22/2022
<table>
<thead>
<tr>
<th>Week of</th>
<th>Number of Individuals Who Began Quarantine (students)</th>
<th>Number of Individuals Who Began Quarantine (staff)</th>
<th>Number of Positive COVID Cases (students)</th>
<th>Number of Positive COVID Cases (staff)</th>
<th>Number of Positive COVID Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 24</td>
<td>5</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>January 31</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>February 7</td>
<td>5</td>
<td>1</td>
<td>4</td>
<td>1</td>
<td>1</td>
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<tr>
<td>February 14</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
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</tbody>
</table>

Quarantine and positive COVID cases information
Learning to Read
Support students in primary grades in their
Horizons Academy to learn more about
Brad Estep and Tiana Degraff visited
Bread for Education and Tiana Degraff met
with Rebecca Dove at Pennew.
Board of Education visited AFA.
Commission and the Missouri State
Charter Public School
February 15th, board members from

General Updates
We submitted a grant application to Individual Schools Grant Program through our co-teaching model. These funds will help support our apprentice teaching. The Elementary and Secondary School Emergency Relief Fund and Teacher Retention Grant ($24,000) are federally funded. We applied for and were awarded a Grow Your Own Grant ($10,000) and a Mitigation in Schools DSS Grant ($60,000).

We began drawing from the funds we were awarded as a part of the COVID-19 Mitigation in Schools DSS Grant ($60,000).
As a part of our compliance process, we must certify to our sponsor that the board acknowledged that they have read and agree to MCPSC's closure requirements. Please carefully review these two documents:


Yearly acknowledgment of closure policies
Staff Related Updates

UMKC Hiring Fair - Feb. 15th
Teachers/Student Teachers
UMKC Apprentice
Moving forward to hire four

Hiring Updates
March 4th and 18th
Development Days:
Professional
Classroom Teacher
School Nurse

School nurse positions:
We have job postings for

Asha Moore, Assistant Principal and Vonchett
Teacher represented AFA at the UMKC Hiring Fair.
Clara, Teaching and Learning coach/kinder

Teacher represented AFA at the UMKC Hiring Fair.
Clara, Teaching and Learning coach/kinder
Recruitment and Enrollment

- The lottery will be held on March 7.
- The application deadline for families to be included in the lottery is March 1.
- We have less applicants at this time than we did one year ago.
- We have continued to hold tours onsite and virtually for potential families.
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Number of applications via School Mint
Family Engagement Updates

Strategic Plan Goal Statement: Partner with Families in meeting the needs of the whole child

We are currently administering a survey to families and will share the data from this.

- Families
- Assistant Principal, Asha Moore, is taking the lead on scheduling focus groups with

Friday afternoon, teachers had met with 70% of families.

As of 100% of our families, while our baseline goal is to meet with 80% of our families. As of

them were held virtually and some rescheduled. Our ambitious goal is to meet with

last week, we held Family Teacher Conferences. Due to inclement weather, many of

and ensure that families feel heard and valued in the school community.
through property ownership.

have been strategically denied access to

d) To allow low and moderate income people who
residents can thrive in place and:

all

component to the success of the MLT so that all
neighborhood which is a vital

residents of the community

future low and moderate income
affordable:

people to secure housing that is decent, safe and

affordable.

The goals of the MLT that these policies are

II. GOALS

Marlborough Community Land Trust

Community Update
ACADEMY FOR INTEGRATED ARTS
EDUCATION COMMITTEE AGENDA
February 17, 2022
3:00 – 4:30 PM
7910 Troost Ave., Kansas City, Missouri

This meeting will be held over Zoom.
https://us06web.zoom.us/j 91718629229?pwd=eXRjdHe5Q2tCK1RuU0w4anhKRjNKQT09
Meeting ID: 917 1862 9229
Passcode: cqvJ5

Dial by your location
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Washington DC)
+1 346 248 7799 US (Houston)
+1 720 707 2699 US (Denver)
+1 253 215 8782 US (Tacoma)
Meeting ID: 917 1862 9229
Passcode: 414140

I. CALL TO ORDER

II. DISCUSSION ITEMS

• Mid-year data update – Preliminary Evaluate and NWEA
• Insight survey
• Teaching hiring update
• Family survey update
• Other updates

III. Meeting Adjournment
This meeting was held over Zoom.

Members present at the meeting:
Lynne Brown
Brad Epsten
Jennifer Waddell
Tricia DeGraff
Karren Colbert
Asha Moore

Karen Bernstein of Ed Ops also attended for the data review.

I. CALL TO ORDER

II. DISCUSSION ITEMS

- Mid-year data update – Preliminary Evaluate and NWEA
  - Reviewed preliminary data and noted some areas to celebrate and some concerns.
    In response to the concerns, we had lengthy discussion that included the following:
      ▪ It is clear in the that our more experienced teachers are better positioned to support student growth.
      ▪ We discussed some initial plans for students and classrooms who need more support.
      ▪ We discussed plans for co-teaching next school year, including the addition of 1 – 2 instructional coaches to support the implementation of the co-teaching model.
- Insight survey
  - Did not have time to discuss and will discuss at next meeting.
- Teaching hiring update
  - Committee approved hiring of apprentice teachers for classroom teaching positions for the 2022-2023 school year.
- Family survey update
  - Did not have time to discuss and will discuss at next meeting
- Other updates

III. Meeting Adjournment
ACADEMY FOR INTEGRATED ARTS
FINANCE COMMITTEE MEETING
AGENDA

Thursday, February 17, 2022
8:30 a.m.

The meeting will be held via Zoom. To join the meeting, please type https://zoom.us into your web browser. You will be prompted to enter the meeting ID: 917 1862 9229 and the password: cqvJEm.

I. Call to order.

II. Financial Update
   • Financial reports
   • Forecast
   • Grant/donation activity
   • Esser Funds
   • Cash Disbursements detail

III. Performance Review
   • Commission financial indicators and measures
   • Strategic plan

IV. Budget SY 2022-2023
   • Review timing and information needs.
   • Review employee benefit renewal process.

V. Facilities

VI. Follow up on prior meeting items

VII. Other business

VIII. Adjournment.
The meeting was held via Zoom. In attendance: Peter Brown, Tricia DeGraff, Johnny Dolan-Dominguez, Paul Greenwood, and Cara Newell

I. Call to order

II. Financial Update

- Financial Report and Forecast: Actual results through January 31, 2022, and the annual Forecast were reviewed. State funding forecast decreased based on WADA forecast. This is offset by KCPS MOU forecasted funding (over half of which was received in January). It should be noted that AFIA made and received a draw of $276,000 in ESSER II funds
- Grant/Donation activity: Reviewed detail activity and strategy to meet budget.
- Cash Disbursements Report: Individual expenditures are in order.

III. Budget SY 2022-2023

- Discussed budget preparation timeline, informational needs, and impact of co-teaching pilot program.

IV. Other Business – none.

V. Adjournment
ACADEMY FOR INTEGRATED ARTS
GOVERNANCE COMMITTEE MEETING
AGENDA

February 22, 2022
8:30 a.m. to 9:30 a.m.

Zoom Web Meeting Details
https://us06web.zoom.us/j/91718629229?pwd=eXRjdHc5Q2tCK1RuU0w4anhKRjNKQT09
Meeting ID: 917 1862 9229
Passcode: cqyjE5

I. Call to Order

II. Roles and responsibilities of new Committee Chair

III. Upcoming Topics

IV. Board Training

V. Adjournment
ACADEMY FOR INTEGRATED ARTS
GOVERNANCE COMMITTEE MEETING
MINUTES

Tuesday, February 22, 2022
8:30 a.m. to 9:30 a.m.

The meeting was held via Zoom. In attendance: Emily Brown, Lynne Brown, Tricia DeGraff.

I. Called to order: 8:34 a.m.

II. Discussion
   • Expectations of Committee Chair
   • Upcoming topics:
     • Board Policies Revisions
     • Board Succession Planning
     • Recruitment of New Members
     • Onboarding of New Members
     • Committee Purpose Statements
     • Strategic Plan – review of teacher feedback
   • Board Training:
     • 10 questions for Board
     • School Smart KC Board Member training tutorials
     • Tracking mechanism needed
     • Retreats
     • Sunshine Law

IV. Action Items
   • Committee chair to research the following:
     • Training videos for Board that correlate with monthly topic for 10 questions documents
     • Create a Board Training Template for tracking
     • Retreat options
     • Sunshine Law

V. Other Business – none.

VI. Adjournment: 9:23 a.m.