

MINUTES  
CLARK COUNTY SCHOOL DISTRICT  
SPECIAL MEETING OF THE BOARD OF SCHOOL TRUSTEES  
EDWARD A. GREER EDUCATION CENTER, BOARD ROOM  
2832 E. FLAMINGO ROAD, LAS VEGAS, NV 89121

WORK SESSION ON LEGISLATIVELY MANDATED AUDIT

Monday, December 11, 2006

9:00 a.m.

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Roll Call: Members Present  
Ruth L. Johnson, President  
Sheila R. Moulton, Vice President  
Susan C. Brager-Wellman, Clerk  
Larry P. Mason, Member  
Shirley Barber, Member  
Mary Beth Scow, Member  
Terri Janison, Member

Dr. Walt Rulffes, Superintendent

Also present were: Mary-Anne Miller, Board Counsel, District Attorney's Office; Bill Hoffman, General Counsel, Legal Department; Lauren Kohut-Rost, Deputy Superintendent, Instruction Unit; Jeff Weiler, Chief Financial Officer, Business and Finance Services Division; Keith Bradford, Assistant Superintendent, Business and Finance Services Division; Jim McIntosh, Director, Accounting Department of the Business and Finance Services Division; Marsha Irvin, Region Superintendent, Northeast Region; Paul Gerner, Associate Superintendent, Facilities Division; Cindy Krohn, Executive Assistant, Board Office; Lisa Chrapcynski, Administrative Secretary II, Board Office; and Stephanie Gatlin, Transcriber/Recording Secretary, Board Office.

**TELECONFERENCE CALL CONNECTED**

Teleconference call with Mr. Mason was connected at 9:00 a.m.

**TELECONFERENCE CALL DISCONNECTED**

Teleconference call with Mr. Mason was disconnected at 9:06 a.m.

**ADOPT AGENDA**

*Adopt agenda*

*Motion: Moulton      Second: Janison*

There was a notation made that revised backup material was submitted for Item 11, Reference I.

Mrs. Johnson gave an overview of the process the district would be following as a result of the legislatively mandated audit recommendations.

*Vote on Mrs. Moulton's motion was unanimous.*

*Mr. Mason and Mrs. Brager-Wellman were not present for the vote.*

## **PUBLIC HEARINGS/RESPONSE TO PUBLIC COMMENT**

None.

### **TELECONFERENCE CALL CONNECTED**

Teleconference call with Mr. Mason was connected at 9:12 a.m.

## **CHAPTER 3.0 FINANCIAL MANAGEMENT**

### **APPROVE RECOMMENDATION 3-1**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-1: *Centralize the organizational structure of the district's accounting functions by placing all accounting-related staff positions within the Accounting Department*, as submitted in Reference A.

*Motion: Moulton Second: Janison Vote: Unanimous  
Mrs. Brager-Wellman was not present for the vote.*

### **APPROVE RECOMMENDATION 3-2**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-2: *Develop a comprehensive training program and a change management plan for deploying the new Enterprise Resource Planning (ERP) system at the schools and within departments*, as submitted in Reference B.

*Motion: Moulton Second: Scow Vote: Unanimous  
Mrs. Brager-Wellman was not present for the vote.*

### **APPROVE RECOMMENDATION 3-3**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-3: *Designate a single financial institution for maintaining all student activity funds to maximize their earnings potential*, as submitted in Reference C.

*Motion: Scow Second: Moulton Vote: Unanimous  
Mrs. Brager-Wellman was not present for the vote.*

### **APPROVE RECOMMENDATION 3-4**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-4: *Ensure that there are sufficient staff resources throughout the schools, particularly at small high schools and very large middle schools, to handle the banking functions necessary for maintaining custody of student activity funds*, as submitted in Reference D.

*Motion: Moulton Second: Scow*

*The board requested that staff include in the Corrective Action Plan specifically how banker positions would be applied to schools.*

*The motion was amended to include that request.*

### **TELECONFERENCE CALL CONNECTED**

Teleconference call with Mrs. Brager-Wellman was connected at 9:28 a.m.

### **APPROVE RECOMMENDATION 3-4 (continued)**

*Vote on Mrs. Moulton's motion was unanimous.*

### **APPROVE RECOMMENDATION 3-5**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-5: *Ensure that the ongoing audit efforts to monitor construction expenditures maximize the value to the district through an appropriate combination of audits that identify inappropriate and questionable billings and audits that address the improvement of construction management processes*, as submitted in Reference E.

*Motion: Janison Second: Moulton Vote: Unanimous*

### **APPROVE RECOMMENDATION 3-6**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-6: *Implement an IT audit function within the Internal Audit Department*, as submitted in Reference F.

*Motion: Scow Second: Moulton Vote: Unanimous*

### **APPROVE RECOMMENDATION 3-7**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-7: *Conduct annual budget "kick-off" sessions for all district administrators responsible for developing and administering a budget*, as submitted in Reference G.

*Motion: Scow Second: Moulton Vote: Unanimous*

### **APPROVE RECOMMENDATION 3-8**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-8: *Require that the Graphic Arts reproduction services costs be fully allocated to user departments*, as submitted in Reference H.

*Motion: Moulton Second: Janison Vote: Unanimous*

### **APPROVE RECOMMENDATION 3-9**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-9: *Create a safety and training function within the Risk Management Department, transferring the safety inspector positions from the Facilities Department*, as submitted in Reference I.

*Motion: Janison Second: Scow Vote: Unanimous*

### **APPROVE RECOMMENDATION 3-10**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 3-10: *Develop cash reconciliation procedures that require that the employee preparing the cash reconciliation reports sign and date the reports when finished; in addition, procedures should require that a supervisor review, sign, and date the reports*, as submitted in Reference J.

*Motion: Scow Second: Moulton Vote: Unanimous*

## **CHAPTER 4.0 PURCHASING AND WAREHOUSING**

### **APPROVE RECOMMENDATION 4-1**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 4-1: *Ensure that adequate purchasing and warehouse resources are allocated to the SAP planning, implementation, and training phases*, as submitted in Reference K.

*Motion: Scow Second: Moulton Vote: Unanimous*

#### **APPROVE RECOMMENDATION 4-2**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 4-2: *Establish communication protocols and feedback between the Purchasing and Warehousing Department and the requestors to resolve problems with purchase requisitions*, as submitted in Reference L.

*Motion: Moulton Second: Janison Vote: Unanimous*

#### **APPROVE RECOMMENDATION 4-3**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 4-3: *Streamline the bid process by eliminating unnecessary steps in the processing of purchase orders*, as submitted in Reference M.

*Motion: Moulton Second: Scow Vote: Unanimous*

#### **APPROVE RECOMMENDATION 4-4**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 4-4: *Update the vendor database annually by deleting firms no longer in business, eliminating those firms who are no longer interested in doing business with the district, and making any other corrections or adjustments that are needed*, as submitted in Reference N.

*Motion: Scow Second: Moulton Vote: Unanimous*

#### **APPROVE RECOMMENDATION 4-5**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 4-5: *Conduct a physical inventory of all FOSS items in the warehouse and enter these items through an automated inventory system*, as submitted in Reference O.

*Motion: Moulton Second: Scow Vote: Unanimous*

#### **APPROVE RECOMMENDATION 4-6**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 4-6: *Update items in STOR to reflect current inventory, with correct pricing and listings*, as submitted in Reference P.

*Motion: Scow Second: Janison Vote: Unanimous*

#### **APPROVE RECOMMENDATION 4-7**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 4-7: *Review mail and delivery routes on a regular basis to ensure that the most efficient routes are being taken*, as submitted in Reference Q.

*Motion: Janison Second: Moulton Vote: Unanimous*

#### **APPROVE RECOMMENDATION 4-8**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 4-8: *Reorganize the Department of Purchasing*, as submitted in Reference R.

*Motion: Moulton Second: Scow Vote: Unanimous*

## CHAPTER 5.0 FACILITIES MANAGEMENT

### **APPROVE RECOMMENDATION 5-1**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-1: *Combine the design functions in the New School and Facility Planning and the Special Projects and Renovation Services Departments into one design and engineering function*, as submitted in Reference S.

*Motion: Moulton Second: Scow Vote: Unanimous*

### **APPROVE RECOMMENDATION 5-2**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-2: *Propose the enactment of state legislation requiring developers to provide land for new schools*, as submitted in Reference T.

*Motion: Moulton Second: Janison Vote: Unanimous*

### **APPROVE RECOMMENDATION 5-3**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-3: *Institute a formal value engineering process*, as submitted in Reference U.

*Motion: Janison Second: Moulton Vote: Unanimous*

### **APPROVE RECOMMENDATION 5-4**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-4: *Adhere to the timelines established for fully deploying the comprehensive computerized maintenance management software package*, as submitted in Reference V.

*Motion: Moulton Second: Scow Vote: Unanimous*

### **APPROVE RECOMMENDATION 5-5**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-5: *Decentralize maintenance services into four locations that correspond to the major geographical zones of the school system*, as submitted in Reference W.

*Motion: Moulton Second: Janison Vote: Unanimous*

### **APPROVE RECOMMENDATION 5-6**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-6: *Transfer light maintenance duties to custodians to free maintenance staff for preventative maintenance responsibilities and work order completion*, as submitted in Reference X.

*Motion: Moulton Second: Scow*

Dr. Ruffes suggested that the board reject this recommendation because of competency issues related to possible duties assigned to custodians and the potential for liability that could come from that; also because another recommendation calls for the hiring of more custodians, which is incongruent with this recommendation.

Mrs. Johnson stated reasons why she felt the acceptance of this recommendation would be beneficial.

**APPROVE RECOMMENDATION 5-6 (continued)**

Mr. Gerner stated that staff should still move forward with those positive practices mentioned by Mrs. Johnson regardless of the recommendation.

Mrs. Moulton stated she would like to have staff bring this recommendation back before the board on December 13, 2006, for further discussion.

*The motion was withdrawn.*

*There was a consensus to recess this meeting to December 13, 2006, for further discussion of this item.*

**APPROVE RECOMMENDATION 5-7**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-7: *Develop time and task standards for custodial services, as submitted in Reference Y.*

*Motion to accept staff's recommendation with the change to the Corrective Action Plan, Number 6 to July 2008.*

*Motion: Moulton Second: Scow Vote: Unanimous*

**APPROVE RECOMMENDATION 5-8**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-8: *Increase the number of custodians to a custodian-per-square-foot ratio of one per 25,000 square feet on a graduated basis, as submitted in Reference Z.*

*Motion: Moulton Second: Scow*

*Mrs. Johnson recommended that the Corrective Action Plan include an implementation plan and assessment to be presented to the board.*

*The maker and second of the motion accepted that amendment.*

*Vote on Mrs. Moulton's motion was unanimous.*

**APPROVE RECOMMENDATION 5-9**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-9: *Include all support facilities in energy conservation plans for the district, as submitted in Reference AA.*

*Motion: Moulton Second: Janison Vote: Unanimous*

**APPROVE RECOMMENDATION 5-10**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-10: *Implement an incentive program that rewards schools for achieving water conservation results, as submitted in Reference BB.*

*Motion: Moulton Second: Janison Vote: Unanimous*

**APPROVE RECOMMENDATION 5-11**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 5-11: *Rewrite the goals for the Water Conservation Plan using the SMART goal format, as submitted in Reference CC.*

*Motion: Moulton Second: Janison Vote: Unanimous*

## CHAPTER 6.0 PERSONNEL MANAGEMENT

### **APPROVE RECOMMENDATION 6-1**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 6-1: *Dispose of personnel/employee record documents once those documents are imaged into an electronic personnel record file, as submitted in Reference DD.*

*Motion: Moulton Second: Scow Vote: Unanimous*

### **TELECONFERENCE CALL DISCONNECTED**

Teleconference call with Mrs. Brager-Wellman was disconnected at 10:27 a.m.

### **APPROVE RECOMMENDATION 6-2**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 6-2: *Review, update, and/or develop job descriptions for each position in the Clark County School District, standardize the format, then systematically review and update all descriptions at least every three years, as submitted in Reference EE.*

*Motion: Moulton Second: Janison Vote: Unanimous*

*Mrs. Brager-Wellman was not present for the vote.*

### **APPROVE RECOMMENDATION 6-3**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 6-3: *Develop a written recruitment plan, including a mission statement, goals, objectives, budget requirements, a needs assessment, an analysis and evaluation of past efforts, statistical analysis of recruitment efforts, and strategies for future efforts, as submitted in Reference FF.*

*Motion: Janison Second: Scow Vote: Unanimous*

*Mrs. Brager-Wellman was not present for the vote.*

### **APPROVE RECOMMENDATION 6-4**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 6-4: *Examine the qualifications and incentives for hiring substitutes to enable CCSD to increase its substitute pool, as submitted in Reference GG.*

*Motion: Moulton Second: Janison Vote: Unanimous*

*Mrs. Brager-Wellman was not present for the vote.*

### **APPROVE RECOMMENDATION 6-5**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 6-5: *Continue to examine beginning teacher salaries as well as all other teacher salaries in comparison to those of competitor school districts and make adjustments as budget allows, as submitted in Reference HH.*

*Motion: Moulton Second: Barber Vote: Unanimous*

*Mrs. Brager-Wellman was not present for the vote.*

### **TELECONFERENCE CALL CONNECTED**

Teleconference call with Mrs. Brager-Wellman was connected at 10:31 a.m.

## CHAPTER 8.0 EMPLOYEE BENEFITS

### **APPROVE RECOMMENDATION 8-1**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 8-1: *Create a location on the CCSD Web site where current and prospective employees can review benefit options offered by the school district, as submitted in Reference II.*

*Motion: Scow Second: Moulton Vote: Unanimous*

## CHAPTER 12.0 COMPUTERS AND TECHNOLOGY

### **APPROVE RECOMMENDATION 12-1**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-1: *Move all help desk operations to one central location and cross-train staff on all applications, as submitted in Reference JJ.*

*Motion: Jainson Second: Scow Vote: Unanimous*

### **APPROVE RECOMMENDATION 12-2**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-2: *Establish self-service help desk operations by maximizing technology with the recently purchased software, as submitted in Reference KK.*

*Motion: Moulton Second: Janison Vote: Unanimous*

### **APPROVE RECOMMENDATION 12-3**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-3: *Analyze the total technology-related budget in order to make benchmark comparisons, as submitted in Reference LL.*

*Motion: Scow Second: Moulton Vote: Unanimous*

### **APPROVE RECOMMENDATION 12-4**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-4: *Incorporate in the CCSD Technology Plan timelines, financial resources, and staff positions assigned responsibility for elements of the plan, as submitted in Reference MM.*

*Motion: Janison Second: Moulton Vote: Unanimous*

### **APPROVE RECOMMENDATION 12-5**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-5: *Incorporate a detailed training plan into any future technology-related system conversions or implementations, as submitted in Reference NN.*

*Motion: Janison Second: Moulton Vote: Unanimous*

### **APPROVE RECOMMENDATION 12-6**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-6: *Replace the air conditioning in the head-end room at Fremont Middle School and continuously check all head-end rooms for proper temperature and cleanliness, as submitted in Reference OO.*

*Motion: Scow Second: Moulton Vote: Unanimous*

#### **APPROVE RECOMMENDATION 12-7**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-7: *Review each stand-alone application along with current business processes to ensure that the new ERP system can automate the majority, if not all, of these stand-alone systems while verifying that ongoing processes are streamlined for optimum efficiencies and staff productivity*, as submitted in Reference PP.

*Motion: Scow Second: Moulton Vote: Unanimous*

*Mr. Mason was not present for the vote.*

#### **APPROVE RECOMMENDATION 12-8**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-8: *Set purchasing authorization thresholds in accordance to hierarchical needs for all staff*, as submitted in Reference QQ.

*Motion: Moulton Second: Janison Vote: Unanimous*

*Mr. Mason was not present for the vote.*

#### **APPROVE RECOMMENDATION 12-9**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-9: *Discontinue use of the GroupWise e-mail system*, as submitted in Reference RR.

*Motion: Moulton Second: Janison*

Mrs. Johnson cautioned staff to expedite this timeline.

*Vote on Mrs. Moulton's motion was unanimous.*

*Mr. Mason was not present for the vote.*

#### **APPROVE RECOMMENDATION 12-10**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 12-10: *Test school computers periodically to ensure filters are working properly*, as submitted in Reference SS.

*Motion: Janison Second: Moulton Vote: Unanimous*

### **CHAPTER 13.0 FOOD SERVICE**

#### **APPROVE RECOMMENDATION 13-1**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 13-1: *Implement a customer satisfaction survey to determine the reasons behind the low levels of CCSD satisfaction regarding food service*, as submitted in Reference TT.

*Motion: Scow Second: Barber Vote: Unanimous*

#### **APPROVE RECOMMENDATION 13-2**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 13-2: *Implement departmental changes based on needs identified through the customer satisfaction survey*, as submitted in Reference UU.

*Motion: Scow Second: Barber Vote: Unanimous*

### **APPROVE RECOMMENDATION 13-3**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 13-3: *Implement an annual report card on the Food Service Department of Clark County School District*, as submitted in Reference VV.

*Motion: Scow Second: Barber Vote: Unanimous*

### **APPROVE RECOMMENDATION 13-4**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 13-4: *Develop a comprehensive board policy for all major areas of responsibility of the Food Service Department*, as submitted in Reference WW.

*Motion: Scow Second: Barber Vote: Unanimous*

### **APPROVE RECOMMENDATION 13-5**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 13-5: *Reduce food costs to an appropriate percentage of revenue*, as submitted in Reference XX.

*Motion: Scow Second: Barber Vote: Unanimous*

### **APPROVE RECOMMENDATION 13-6**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 13-6: *Require all school-based cafeteria programs to maintain financial sustainability*, as submitted in Reference YY.

*Motion: Moulton Second: Barber Vote: Unanimous*

### **APPROVE RECOMMENDATION 13-7**

Approval of the acceptance, acceptance with alternative corrective action plan, rejection, or further consideration of Recommendation 13-7: *Pursue the utilization of cashless vending machines to dispense reimbursable meals*, as submitted in Reference ZZ.

*Motion: Scow Second: Barber Vote: Unanimous*

### **EMPLOYEE LABOR RELATIONS AND CLOSED SESSION**

None.

### **RECESS TO A TIME, DATE, AND PLACE CERTAIN**

Approval to recess the December 11, 2006, board meeting to 1:00 p.m., on Wednesday, December 13, 2006, in the Board Room of the Edward A. Greer Education Center, 2832 E. Flamingo Road, Las Vegas, Nevada, for the purpose of further discussion of Item 26, Recommendation 5-6.

*Motion: Scow Second: Barber Vote: Unanimous*

The December 11, 2006, board meeting recessed at 11:00 a.m.

### **RECONVENE MEETING OF DECEMBER 11, 2006**

The December 11, 2006, board meeting reconvened at 1:05 p.m., December 13, 2006, in the Board Room of the Edward A. Greer Education Center, 2832 E. Flamingo Road, Las Vegas, Nevada.

**RECONVENE MEETING OF DECEMBER 11, 2006 (continued)**

All board members were present except Mr. Mason, Mrs. Barber, and Mrs. Johnson. Also present were: Mary-Anne Miller, Board Counsel, District Attorney's Office; Bill Hoffman, General Counsel, Legal Department; Paul Gerner, Associate Superintendent, Facilities Division; Cindy Krohn, Executive Assistant, Board Office; Lisa Chrapcynski, Administrative Secretary II, Board Office; and Stephanie Gatlin, Transcriber/Recording Secretary, Board Office.

**APPROVE RECOMMENDATION 5-6 (continued)**

*Motion to accept in accordance with the revised recommendation.*

*Motion: Scow Second: Brager-Wellman Vote: Unanimous*

*Mr. Mason, Mrs. Barber, and Mrs. Johnson were not present for the vote.*

**ADJOURN: 1:08 p.m.**

*Motion: Brager-Wellman Second: Janison Vote: Unanimous*

*Mr. Mason, Mrs. Barber, and Mrs. Johnson were not present for the vote.*