

**MILLARD SCHOOL DISTRICT  
DELTA, UTAH**

Following are the **DRAFT** minutes of the Board of Education meeting held February 8, 2018 at the District Office, Delta, Utah.

**Minutes are unofficial until approved by the Board of Education in the next Board meeting and are subject to change.**

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 16.

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: Keith T. Griffiths

Pledge of Allegiance: Keith T. Griffiths

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. Daniel Thurgood - Verizon Cell Tower
2. Review and Discuss Action Items
3. Review of 2019-2020 School Calendar Options
4. Review of Capital Outlay Requests for 2018-2019 School Year
5. Review of Policies

Review of Policies

Student Drug Testing Policy - New  
Millard School District Policy - File Code: 6102  
Sixth Reading

Student Records  
Millard School District Policy - File Code: 6170  
Second Reading

Pupil Transportation and Payment In Lieu of Transportation  
Millard School District Policy - File Code: 3050  
First Reading

Grievance Procedures for Employees

Millard School District Policy - File Code: 4050  
First Reading

Review of Policies  
Continued

Staff Conduct

Millard School District Policy - File Code: 4320  
First Reading

Parental Involvement

Millard School District Policy - File Code: 7040  
First Reading

Technology Security (New)

Millard School District Policy - File Code:  
First Reading

Formal Complaint Procedures

Millard School District Policy - File Code: 4160  
First Reading - Consideration for Deletion

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 and 2018-2019 school years), and Litigation, 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 1:10 p.m. to 1:50 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 and 2018-2019 school years) and Litigation, 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 January 11, 2018 were approved by a motion from Member Schena, seconded by Member Holt and carried unanimously by the Members of the Board.

Minutes

Board President's Report

Board President's Report

1. Thanks and appreciation was expressed to District administration, specifically Superintendent Styler for dealing with difficult situations.

Superintendent Styler's Report

Superintendent Styler's Report

- 1. USBA's District School's Day on the Hill  
February 23, 2018  
9:00 a.m. - 3:00 p.m.  
State Capitol Rotunda

Business Administrator Report

BA Report

- 1. An invitation from EskDale High School to attend their school musical, "Thoroughly Modern Millie", Thursday, March 8 and Friday, March 9, 2018 at 8:00 p.m. at the EskDale Auditorium.
- 2. Filing dates for running for Board of Education are Friday, March 9, 2018 through Thursday, March 15, 2018.

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 #014701 to check #014834, inclusive, Zions First National Bank, along with the financial reports from General Accounts, Exhibit #17.

Substitute Teachers

Substitute Teachers

- |                          |                         |
|--------------------------|-------------------------|
| Kennedy Springer (Delta) | Scott Squire (Fillmore) |
| *Shelly Anderson (Delta) | *Layce Young (Garrison) |
| *Jane Kemner (Delta)     |                         |

Kennedy and Scott have completed the SubInstructor On-Line program and have passed a current background check and TB Test. Shelly, Layce, and Jane have completed the SubInstructor On-Line program, with pending criminal background checks.

Recommended for approval.

2017-2018 Compulsory Attendance Compliance

2017-2018 Compulsory Attendance Compliance

<u>Parent(s)</u>	<u>Child(ren)</u>	<u>School / Grade</u>
Dana Jordan	Juliet LeBaron	DHS / 11th grade
Harmony Hamilton	Gabriel Topchi	FMS / 8th grade

Recommended that the above students be exempted from compulsory attendance for the 2017-2018 school year based on signed affidavits.

Adult High School Secondary Diplomas

Casey Cormani

Joey Gabriel Patino

Adult High  
School Secondary  
Diplomas

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.

Personnel Items:

Personnel Items

Letter of Resignation

Mindy Becker - Instructional Assistant at Fillmore Elementary School

Peter Anderson - Millard High School Track and Tennis Coach

Recommendation for Millard High School's Head Girls Soccer Coach

Carl Camp

Recommendation for Millard School District Vocational Director and Delta Technical Center Principal

Brett Callister

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

Information Items:

Information Items

- Utah School Boards Association (USBA)  
"Legislative Day on the Hill"  
Friday: February 16, 2018

Actions Items

Action Items

Policy Approval

Member Schena made a motion to approve the following policy:

Policy Approval

Student Drug Testing Policy

Millard School District Policy - File Code: 6102

Motion was seconded by Member Holt, with the voting as follows:

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

Member Schena made a motion to approve the following policy:

Student Records Policy

Millard School District Policy - File Code: 6170

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

## Millard School District Approved School Fee Schedule 2018-2019

**GENERAL STUDENT FEES:**

Activity Fees (includes activity card) .....	\$20.00
Book Deposit (\$7.00 refundable) (9-12).....	\$30.00
Book Deposit (7-8).....	\$5.00
Lost Books .....	(Replacement Cost)
Locker Rental (7-12) .....	\$1.00

**CLASS FEES:**

Accapella Choir .....	\$15.00
Advanced Choir/Bone Voce .....	\$25.00
Advanced Choir/Bone Voce (Attire Purchase).....	\$70.00
Advanced Choir/Bone Voce (Attire Rental) .....	\$30.00
Advanced Lifetime Activities .....	\$25.00
Agriculture Education Course.....	\$10.00
<i>(Agriculture classes would include: Animal Science I &amp; II, Agriculture Systems I &amp; II, Natural Resources Science I &amp; II, Agriculture Science I, II, &amp; III, Floriculture, Equine Science, Nursery and Landscape, Advanced Agriculture Mechanics, Agriculture Communications and Leadership.)</i>	
Art (Studio Advanced) .....	\$45.00
Art Foundations (9-12) .....	\$20.00
Art Foundations (7-8) .....	\$5.00
Biology .....	\$15.00
Building Construction.....	\$10.00
Chemistry.....	\$15.00
Chorus (7-12).....	\$5.00
Computer Tech, Business, or Accounting .....	\$10.00
Concurrent Enrollment.....	(per credit) \$5.00
Crafts (one semester) (7-8) .....	\$5.00
Creative Writing (9-12) .....	\$20.00
CTE Introduction (7-8) .....	\$6.00
Dance .....	\$5.00
Drama (7-12).....	\$10.00
Drivers Education .....	\$100.00
<i>(A birth certificate is required before a Driver's License can be issued.)</i>	
Earth Systems .....	\$15.00
Electronics, Small Engine Repair .....	\$10.00
Engineering, Robotics, CAD Mechanical .....	\$10.00
FACS Education Course.....	\$10.00
<i>(Fashion Design, Food &amp; Nutrition)</i>	
Guitar Class.....	\$5.00
Keyboarding (7-8).....	\$3.00
Math (Upper Level) .....	\$7.00
<i>(Math 1 Honors, Math 2, Math 2 Honors, Math 3, Math 3 Honors)</i>	
Metals, Welding, or Precision Machining .....	\$10.00
Orchestra/Band (7-12).....	\$10.00
Physical Education (7-12).....	\$15.00
Physics .....	\$15.00
Anatomy/Physiology.....	\$15.00
Weight Lifting.....	\$20.00
Woods or Drafting (7-12) .....	\$10.00
Writing Lab (6-12).....	\$6.00

Vocational Classes (CTE –Career Technology Education) – Students pay for supplies and materials for personal projects.

**EXTRA-CURRICULAR PARTICIPATION FEES: ..... \$75.00**

*(The following programs are considered to be extra-curricular and are subject to the same fee. There will be no refund of participation activity fees or packet fees.)*

Baseball/Softball*	Speech/Debate
Basketball*	Swimming*
Cheerleading*	Tennis*
Drill Team*	Track*
Football*	Volleyball*
Golf*	Wrestling*
Soccer*	

*\*Does not include uniform fees, camp fees, or packet fees.*

**CLUB DUES:**

*(These are not fees and will not be waived.)*

FFA .....	\$20.00
FBLA .....	\$20.00
FCCLA.....	\$25.00
HOSA.....	\$20.00
National Honor Society .....	\$25.00
SKILLS USA .....	\$20.00

**SCHOOL MEALS:**

*(Schools may make available additional goods and services for purchase. These goods and services will be offered as a convenience to students and do not constitute a fee. )*

**BREAKFAST**

Breakfast for Students (daily).....	\$1.75
Breakfast for Staff Adults (daily).....	\$2.00

**LUNCH FOR ELEMENTARY SCHOOLS**

Daily .....	\$2.25
Monthly.....	\$45.00
Yearly .....	\$405.00

**LUNCH FOR MIDDLE SCHOOLS**

Daily .....	\$2.50
Monthly.....	\$50.00
Yearly .....	\$450.00

**LUNCH FOR HIGH SCHOOLS**

Daily .....	\$2.75
Monthly.....	\$55.00
Yearly .....	\$495.00

Staff Adults (daily lunch)..... \$3.50

**OPTIONAL COSTS:**

Dance Tickets.....	(variable)
Field Trips.....	(variable)
School Pictures.....	(variable)
Yearbook.....	(variable)

**GRADUATION EXPENSES:**

Students wishing to participate in graduation exercises will be required to obtain the approved cap and gown. Cost for the cap and gown is approximately \$35.00.

**BAND INSTRUMENTS:**

A rental fee may be charged on small school band or orchestra instruments, such as clarinets, trumpets, saxophones, which are school property.

**FEE WAIVERS:**

All fees listed, which are not identified as optional, are subject to the policy on Waiver of Fees.

**CLASS CHANGE FEES:**

Class change fees are not subject to waiver. There will be a \$5.00 class change fee immediately following the 3-day registration. Non-essential class schedule changes will cost a student \$5.00 per class change. No charge will be made if the change is the result of school error, is necessary to keep a student on schedule to graduate, is initiated by the school for balancing class loads, is initiated so that the student is properly placed in classes geared to his/her ability or is a recommendation of counselor or administrator initiated to place the student in a special program.

**EXCESSIVE ABSENCES/TRUANCY FEE: \$25.00**

Updated 16-Jan-18

Member Holt made a motion to approve the Millard School District “Fee Schedule” for the 2018-2019 school year, seconded by Member Lund and carried unanimously by the Members of the Board

Applications of Intent to Retire

Millard School  
District Employ-  
ees Letters of  
Intent to Retire

The following individuals have submitted their application of intent to retire at the end of the 2017-2018 school year, under Millard School District's New Employee Incentive and Retirement Benefit Policy - File Code: 4016:

Dennis Alldredge	Fillmore Middle School	Principal
Vickie Allred	Delta High School	Food Service Worker
Stuart Bailey	Fillmore Middle School	Teacher / FMS
Carlene Beckstrand	Fillmore Elementary	Teacher / FES
Grant Bennett	Delta Middle School	Head Custodian /DMS
Gregory Faber	EskDale High School	Teacher / EskDale
Dean Fowles	Delta Technical Center	Director
Janet Henke	Bus Garage	Bus Driver
Judy Hoelzle	Delta Middle School	Teacher / DMS
Linda Jackson	Millard High School	Custodian / MHS
Mark Losee	Delta High School	Custodian / DHS
Lynette Lovell	Delta South Elementary	Teacher / DSES
Antonio Mendoza	Delta Middle School	Custodian / DMS
Christine Monsen*	Fillmore Middle School	Instructional Assistant
Sherry Paxton	Millard High School	Media Director / MHS
Brenda Robinson	Fillmore Elementary	Teacher / FES
Jean Spong	Delta High School	Food Service Worker
Ralene Stevens	Millard High School	Instructional Assistant
Becky Tanner	Delta North Elementary	Special Ed Teacher / DNES
Leslie Works*	Delta South Elementary	Custodian / DSES

\*Not eligible for Retirement Incentive

Member Schena made a motion to accept the Retirement applications received from the above employees to retire at the end of the 2017-2018 school year, seconded by Member Rawlinson and carried unanimously by the Members of the Board.

Out-of-State Employee Travel Request

Employee Out-  
of-State Travel  
Request; DHS and  
MHS Football  
Coaches

1. Nike Coach of the Year Coaches Clinic  
Las Vegas, Nevada  
Thursday: March 8 - Saturday: March 10, 2018

Delta High School Football Coaching Staff (Four (4) Coaches)  
Estimated Cost: \$608 per Coach -Total \$2,430  
Millard High School Football Coaching Staff (Six (6) Coaches)  
Estimated Cost: \$625 per Coach - Total \$3,976

Discussion was held on the District funding an amount for each school and then the school (coaches) can decide if all coaches will attend or a limited number to attend. It was suggested also that the District should not be funding sending individuals to coaching clinics and this should be the responsibility of the program at each of the schools.

Member Rawlinson made a motion to support the Delta High School and Millard High School football coaching staffs being approved to attend the Nike Coach of the Year Coaching Clinic, seconded by Member Schena, with the voting as follows:

Member Rawlinson	Nay
Member Schena	Nay
Member Holt	Nay
Member Lund	Nay
Member Britt	Nay

The following proposal was presented to the Members of the Board for the Summer School Salary schedule and Fee/Tuition schedule:

Millard School  
District Summer  
School

Summer School will begin on Wednesday, May 30, 2018 and conclude on Thursday, June 28, 2018 for a total of 18 days instruction. Summer School will be held Monday through Thursday during the above time. Preschool through 6th grades students in the Delta area will attend Delta South Elementary School. Students 7th -12th grades from Delta area will attend at Delta High School. All students in the Fillmore area will attend Fillmore Elementary School. A special 9th-12th grade credit recovery program will be offered at both Delta and Fillmore if 10 or more students sign up at each location.

Youth Custodians:

Two youth workers (1 for Delta, 1 for Fillmore) at minimum wage (\$7.50)

Elementary Instructional Assistants: 19 days of work at 5 hours per day (Lane 1, up to Step 3)

Step 1: \$10.54                      Step 2: \$11.87                      Step 3: \$13.34

High School Instructional Assistants: 19 days of work at 5 hours per day (Lane 1, up to Step 3)

Step 1: \$10.54                      Step 2: \$11.87                      Step 3: \$13.34

Food Service Workers: 18 days of work at varying hours per day (Lane 1, up to Step 3)

Step 1: \$10.54                      Step 2: \$11.87                      Step 3: \$13.34

Food Service Managers: 21 days of work at varying hours per day (Lane 4, up to Step 3)

Step 1: \$15.38                      Step 2: \$17.31                      Step 3: \$19.47

Migrant Recruiters/Directors: 40 days at 6 hours per day (Lane 4, up to Step 3)

Step 1: \$15.38                      Step 2: \$17.31                      Step 3: \$19.47

Bus Drivers: 18 days of work at varying hours per day (Lane 6, up to Step 2)

Step 1: \$17.36                      Step 2: \$19.55

Elementary School Teachers: 20 days of work at 5 hours per day (Lane 1, up to Step 6)

Step 1: \$27.17                      Step 2: \$27.17                      Step 3: \$27.17  
Step 4: \$27.58                      Step 5: \$28.41                      Step 6: \$29.33

High School Teachers: 20 Days of work at 5 hours per day (Lane 1, up to Step 6)

Step 1: \$27.17                      Step 2: \$27.17                      Step 3: \$27.17  
Step 4: \$27.58                      Step 5: \$28.41                      Step 6: \$29.33

Administrators: Total number of days varies.

Regular hourly rate of 5.5 hours daily after their regular contract period has expired

Substitutes:            \$7.50 per hour

Tuition for Credit Recovery:            \$5.00/day = \$120.00

Member Schena made a motion to approve the Millard School District Summer School program, as outlined above, seconded by Member Lund and carried unanimously by the Members of the Board.

Presentation From Delta North Elementary School

Presentation from  
Delta North El-  
ementary School

Mrs. Delna Bliss, Principal of the Delta North Elementary School, met with the Members of the Board to present and discuss the following:

1. Delta North Elementary School's School Improvement Plan
2. Delta North Elementary School's Reading Achievement / Title 1
3. Review of the 2017-2018 school year Use of LAND Trust Funds
4. LAND Trust proposal for 2018-2019 school year
5. Delta North Elementary School's Discipline Plan
6. Delta North Elementary School's Student Conduct Plan / Internet Safety Action / Digital Citizenship Plan
7. Delta North Elementary School's Routing / Transportation Plan  
\*Unchanged from previous year

The Delta North Elementary School's School Improvement and Reading Achievement Plan, review of the 2017-2018 school year use of LAND Trust funds, LAND Trust proposal for the 2018-2019 school year, Discipline Plan, Student Conduct / Internet Safety Action and Digital Citizenship Plan and School Routing / Transportation Plan are on file at the school, as well as being supported and recommended by the Delta Elementary School's School Community Council.

Member Rawlinson made a motion to approve and accept the Delta Elementary School's School Improvement and Reading Achievement Plan, review of the 2017-2018 school year use of LAND Trust funds, LAND Trust proposal for 2018-2019 school year, School Conduct Plan, Discipline Plan, and School Routing / Transportation Plan for the 2018-2019 school year, seconded by Member Lund and carried unanimously by the Members of the Board.

Presentation From Fillmore Elementary School

Presentation from  
Fillmore Elemen-  
tary School

Mr. Harold Robison, Principal of the Fillmore Elementary School, met with the Members of the Board to present and discuss the following:

1. Fillmore Elementary School's School Improvement Plan
2. Fillmore Elementary School's Reading Achievement Plan / Title 1
3. Review of the 2017-2018 school year Use of LAND Trust Funds
4. LAND Trust proposal for 2018-2019 school year
5. Fillmore Elementary School's Discipline Plan
6. Fillmore Elementary School's Digital Citizenship Review
7. Fillmore Elementary School's School Routing / Transportation Plan\*  
\*Unchanged from previous year

The Fillmore Elementary School's School Improvement Plan, Reading Achievement Plan, review of the 2017-2018 school year use of LAND Trust funds, LAND Trust proposal for the 2018-2019 school year, Discipline Plan, Digital Citizenship Review, and School Routing / Transportation Plan (unchanged) are on file at the school, as well as being supported and recommended by the Fillmore Elementary School's School Community Council.

Member Lund made a motion to approve and accept the Fillmore Elementary School's School Improvement Plan, Reading Achievement Plan/Title 1, review of the 2017-2018 school year use of LAND Trust funds, LAND Trust proposal for 2018-2019 school year, School Discipline Plan, Digital Citizenship Review, and School Routing / Transportation Plan for the 2018-2019 school year, seconded by Member Rawlinson and carried unanimously by the Members of the Board.



Presentation From EskDale High School

Presentation from  
EskDale High  
School

Mrs. Nomi Shepherd, Administrator of EskDale High School, met with the Members of the Board to present and discuss the following:

1. EskDale High School’s School Improvement Plan
2. Review of the 2017-2018 school year Use of LAND Trust Funds
3. LAND Trust proposal for 2018-2019 school year
4. EskDale High School School Routing / Transportation Plan
5. EskDale High School Student Conduct / Internet Safety Action Plan

The EskDale High School’s School Improvement Plan, review of the 2017-2018 school year use of LAND Trust funds, LAND Trust proposal for the 2018-2019 school year, Student Conduct / Internet Safety Action Plan and School Routing / Transportation Plan are on file at the school, as well as being supported and recommended by the EskDale High School’s School Community Council.

Member Rawlinson made a motion to approve and accept the EskDale High School’s School Improvement Plan, review of the 2017-2018 school year use of LAND Trust funds, LAND Trust proposal for 2018-2019 school year, School Conduct / Internet Safety Action Plan and School Routing / Transportation Plan for the 2018-2019 school year, seconded by Member Schena and carried unanimously by the Members of the Board.

Honoring Excellence

Honoring Excel-  
lence

Employee Excellence

Mr. Ben Hunter - Ag Teacher at Millard High School  
Distinguished Educator Award

Mr. Hunter was congratulated for his efforts and given a Certificate of Excellence from the Millard School District Board of Education.

Public Comment

Public Comment

None

Communication for Board Members

Communications  
for Board Mem-  
bers

1. Thank you letter from Mr. Ken Nielsen for the Board of Education honoring himself and the other school counselors in the January Board of Education meeting. He greatly appreciated the kind words expressed to him.

2. School Newsletters:

- a. Delta South Elementary School’s - “Bunny Bulletin”  
February 2018
- b. Delta North Elementary School’s “Bulldog Bulletin”  
February 2018
- c. Fillmore Elementary School’s “Chipmunk Chat”  
February 2018
- d. Delta Middle School’s February 2018 Newsletter
- e. Fillmore Middle School’s February 2018 Newsletter

School Newsletter

3. Some students from Delta North Elementary School had written thank you notes for the Board of Education and the District Office staff. These were shared with the Members of the Board.

Board Member Comments

Board Member  
Comments

1. Member Holt expressed his appreciation for the school presentations that were shared this Board meeting. There are many good things happening in our schools that are helping students succeed.

2. Member Rawlinson publicly thanked Superintendent Styler for the handling of a difficult situation with students, working with the students and parents in a fair resolution.

Member Rawlinson expressed his appreciation to the Members of the Board to being able to engage in good debate over issues and remain friends.

3. Member Lund also expressed his appreciation for District administration and the handling of difficult situations. Member Lund is appreciative of the good staff and good students and for the wonderful area in which we live.

4. Member Schena explained what he sees as concerns with the Utah High School Activities Association (UHSAA) and the creation of Charter Schools that are strictly coming forth for athletics. This also involves private schools and is creating difficult situations for small rural schools to be able to compete. Member Schena is fearful that with the direction things are heading, it may be that rural schools may need to choose to leave the UHSAA and from their own association for activities.

5. Member Britt expressed his honor for being able to work with and associate with the other Members of the Board. Member Britt considers each Member of the Board of Education to be his friend.

6. Superintendent Styler expressed his appreciation for those individuals who will be retiring at the end of the school, whose applications for retirement were accepted this day.

The next regular scheduled meeting of the Millard School District Board of Education will be held on Thursday, March 8, 2018, at 1:00 p.m., at the District Office, 285 East 450 North, Delta, Utah.

Next Meeting

Meeting adjourned at 3:15 p.m.

Attest:

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
President Business Administrator

