Hoosier Academy, Inc. Board Meeting Minutes September 22, 2020

Upon determining the presence of a quorum, Board President, Michelle Study-Campbell, called the meeting to order at called the meeting to order at 6:03P.M. TUESDAY, September 22, 2020.

Board President Study-Campbell read the Board Mission: 1) make sure that our school accomplishes the outcomes it was chartered to produce (i.e. student achievement) and 2) Make sure that nothing illegal, unethical, or imprudent occurs.

Name	Present	Absent	Arrived Late	Departed Early	Electronic Participation
Michelle Study- Campbell	✓				
Gary Meyer	✓				
Maurice Boler	✓				
Jayme Short- DeLeon	✓				

Others in Attendance:

K12 Representatives	HA Staff	Community Members
Darren Reed	Lynn McCoy	Kelli Davis
Enrico Rudolph	Jessica Cariaso	Anya Janeway
Todd McIntire	Andrea Dammier	Amanda Howard
Janice Silver	Toni Beriault	Quinton Cooksey
Miranda Tolentino		
Patsy Woods		
Angie Baker		
Julia O'Sullivan		
Christina Ingram		
Tracy Thatcher		
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B. Guest Introductions

C. Approval of the August 25, 2020 Board Meeting Minutes:

Ms. Study-Campbell presented the August 25, 2020 minutes. Mr. Meyer motioned to approve the August minutes as presented. Ms. Short-DeLeon seconded. Roll Call: Michelle Study-Campbell, yes; Gary Meyer, yes; Maurice Bolder, yes; Jayme Short-DeLeon, yes. The motion passed.

D. Adopt Board Agenda for September 22, 2020 Meeting:

Ms. Study-Campbell presented the September 22,2020 board meeting agenda. Mr. Meyer motioned to approve the September 22, 2020 board meeting agenda as presented. Mr. Boler seconded. Roll Call: Michelle Study-Campbell, yes; Gary Meyer, yes; Maurice Bolder, yes; Jayme Short-DeLeon, yes. The motion passed.

E. Oral Communication:

II. Hoosier Academy, Governance and Organization

A. Mission Moment

Mrs. Beriault, Hoosier Academy 3rd grade teacher presented the Mission Moment to Alexia Howard, Nasir Cromwell, and Quinton Cooksey.

B. 403b School Retirement Presentation, Kelli Davis

Ms. Davis from Compensation Systems provided an overview of the school's 403b retirement plan. CS has been supporting Hoosier for 13 years. On an annual basis, Compensation Systems reviews the plan to make sure employees are in the best position to retire. Currently the school contributes 7%-7.5%. There are several employees not taking advantage of putting in their own contribution and is recommending an automatic enrollment, a provision from the IRS to help employees be successful in retirement. The automatic enrollment would be communicating to the staff that begin by a certain date, determined by the board, the employee would start contributing and participating to their 403b retirement plan. They would be able to opt out if they wanted, and the contribution would be 3% which is also the same as the Teacher Retirement Fund (TRF) contribution.

The employee can opt in/out on a per-payroll basis, there would be no cost to the school, and communicating to the staff at least a 30-day notice, when the provision would take place. The 30-day notice is to let the staff in the 403b plan, that they will start contributing to their retirement and money will be taken out. If the board would like to add the automatic enrollment provision, the board would need to approve and Compensation System and will provide the formal plan documents.

Ms. Davis will provide the board will the additional paperwork needed for the October 27, 2020 board meeting.

C. EMO/HOS Evaluation, Jayme Short-DeLeon

Ms. Short-DeLeon provided an update on the HOS and EMO Evaluation. Worked with Insperity to formalize their climate survey that was sent to Hoosier staff on September 3rd and remained open through the 10th. Insperity sent the results on 14th. The board has reviewed and discussed the data and will be sharing some highlights with K12 tomorrow. The board is also going through the process of evaluating the HOS using a K12 tool and will provide K12 with those results as one voice from the board.

Next, the board will be evaluating the EMO Agreement, and the evaluation of the EMO will be done by the board.

D. Hoosier Academy K-8 COVID Response Plan Update, Dr. Silver

Dr. Silver reviewed and discussed the Hoosier Indy COVID Response Plan. The update on Hoosier Indy enrollment is at 153 students. 92 students in grades K-5 and 61 students in grades 6-8. There are two grade spans getting close to cap, K and 8th grade; 7th grade is at cap, 25.

When addressing the question of social distancing, the K-5 grades would be able to have 8 students per classroom if 6ft social distancing. If we do 3 ft social distancing, 15 elementary students. With middle school students in grades 6-8, roughly 6 students per classroom if 6ft social distancing. If we do 3 ft social distancing, 10-12 students per classroom.

The latest guidance from the CDC and Marion county is the pod method for contact tracing. The pod method is what the HOS would recommend if having to return. Using the same seating chart for all their classes to allow to track students. If student cannot be placed 3-6 ft apart, we would have a 3-day rotation with the larger class sizes with each group coming a different day. Grades K-3 recommendation from the CDC and Marion County is that they are 3 ft apart with partition and masks. The community spread chart has Marion County as yellow. Yellow means we must use maximum social distancing should we return in person which is 6 ft.

The guidance and recommendations coming from Marion County needs to drive the school and board's planning and decision. In addition to masks and the proper cleaning, it is also important to get the bad air out to reduce the likelihood with transmission.

The Hoosier Indy students' academic performance being all virtual has the K-5 students in three categories, green yellow and red. For example, 3 students in grades K-5 are not on track with any of their courses, but on the opposite end, there are 11 students on track with their courses. 6-8 students have 0 students who have not logged in, and there are 16 students passing their courses and have logged in each day. Being completely virtual is having a positive impact to the data.

Staffing at Hoosier Indy has combined grade levels. Grades 2-3 are combined with a total of 22 students, and grades 5-6 are combined with a total of 32 students. Currently there are vacancies in grades 2, 6, MS Science and Math. MS Science and MS Math students are receiving instruction by the Insight Middle School teachers. As we bring on teachers, we are able to transition the Hoosier Indy middle school students to the Hoosier Indy teacher.

At the beginning of the school year, there were open positions for 1st grade, 2nd grade, 6th grade, all MS positions, and K-8 interventionist position. Currently we have filled 4 of those positions.

Some concerns regarding staffing and reopening. Per the K12 HR, K12 staff has not returned to the buildings yet, Dr. Silver is meeting with K12 HR weekly, and is starting to work on a plan to gradually have K12 staff back in the building. The few that are, are considered essential workers and limited to amount of time. Dr. Silver will share the communication regarding the building and essential K12 staff to the board. K12 HR will work on a gradual re-open plan if the school goes back. The plan may consider having certain K12 employees coming into the building on certain days and setting up a rotation. The plan will need to be approved by K12 to allow staff to come back to the building.

Areas of concern is teacher shortage. The school is continuing to interview and reaching out to Kelley Services to substitutes when needed and using IST when needed. 81% of parents from the survey in July want a virtual option. We will continue to do that. Our teachers may stream the F2F instruction to students. The school is in the process of updating that survey to gage insight into student and family

comforts with returning to the building. Dr. Silver will provide a follow-up to the survey along with any parent notes that Mrs. Tolentino has received.

COVID update communication has been sent to staff via email from the CDC, Marion County. Mrs. Tolentino has been in constant communication with her staff, getting pulse checks on how they are feeling; families are getting communication through social media posts, email, there is a one page summary document that could be provided to families and staff if the school gets permission by the board.

If there is a positive case, the school safety officer will work with the nurse to notify the Marion county health department to report cases. They will complete a close contact tracing template per the guidance from the September 4th recommendation of 15 minutes being close contact. The distance is a 6 ft radius of the person and would need to be quarantined for 10-14 days depending on the type of contact and symptom an a-symptomatic vs. symptomatic. Lunch would be in the classroom with their pods.

The following has been done:

- Deep cleaning of building
- Repaired HVAC system
- Windows are screens for student building have been complete
- Hand sanitizer and cleaning supplies stocked
- Sneeze guards
- Enhanced cleaning services
- Additional carts if teachers need to move from room to room and for lunches

If there is a classroom where a student tests positive, the classroom along with any commonly used area the school will complete an enhanced cleaning process and will begin immediately. There will be cleaning taking place everyday as well as after students go home. There has to be a room available if a student/staff display symptoms. The cleaning would not disrupt the learning environment.

There have been items ordered and procured. Procured means it is in the building. The partitions had a hold up with getting a purchase order (PO), but they have been ordered.

The recommendation from the leadership is virtual for the remainder of the first semester and the reason is concerns from staff and parents that are calling and emailing about concerns because of underlining health conditions. Currently the school is at 152, but if opening back up, we would lose families, and the unique layout of the building is also challenging. Neighboring districts are also offering a virtual option in addition to face-to-face learning. Parent concerns also include needing a head's up to adjust work schedules if needed, childcare if needed, and has to be a gradual transition. Staff are going to need time to be in the building to reprogram how they teach in a face-to-face setting with the new social distancing, as well as restructuring the classrooms.

If the board were to go with the recommendation of opening second semester, why have the re-tooling conversations not been happening? They have been happening. Ms. Tolentino has been having these conversations with staff, but the staff need to be in the building to begin working on where to stand for live instruction and where students stand and walk in hallways.

There may need to be a special board meeting on site to see what has happened, to see the survey that was sent in July and get an updated data source.

The top 3 concerns are: Staffing, Spacing, and Air filtration.

A slow-roll out is something that the admin team has discussed. When we do return, that would be our suggestion when we do return. It would not be recommended to have a K-3 roll out until we were fully staffed in K-3.

K12 would like some additional time to take a look at and consider the blended re-opening plan as well as the staffing scenarios and will have something to the board by mid-next week.

Some of the concerns from staff and families are pre-existing conditions. When going back and looking at the survey data, families did express some pre-existing conditions as a reason they are concerned about returning face-to-face. The survey data that was shared is from the July survey that was sent to families. The July survey had input from the board.

An important need for re-entry is time for staff and families to adjust schedules. Wish list is to have more large desks for middle school students and getting a better air filtration/air purification system.

The board knows that this is a very fluid situation and the full plan was reshared in August. The board looks forward to hearing from K12 regarding staffing, as well as to re-issue another parent survey. The goal is to provide families a month's notice.

Mr. Meyer motioned to table this discussion and will schedule and hold a special session within the next two weeks for the board to have a walk-thru to see the space. Mr. Boler seconded. Roll Call: Michelle Study-Campbell, yes; Gary Meyer, yes; Maurice Bolder, yes; Jayme Short-DeLeon, yes. The motion passed.

E. Resolution 2020-5, Modified Instructional Method for Hoosier Academy Discussion

Tabled due to Board motion to table the discussion and scheduling a special session onsite.

F. Resolution 2020-7 Hoosier Academy Indianapolis Charter Renewal

Mr. Meyer motioned to approve Resolution 2020-7 Resolution to Approve Submission of Intent to Renew and Request Renewal of Hoosier Academy Indianapolis Charter. Ms. Short-DeLeon seconded. Roll Call: Michelle Study-Campbell, yes; Gary Meyer, yes; Maurice Bolder, yes; Jayme Short-DeLeon, yes. The motion passed.

III. Hoosier Academy- Financial, Legal and School Operations

A. Financials, Enrico Rudolph

Mr. Rudolph presented the August financials.

The Prior Forecast 1+11 vs. Current Forecast 2+10:

Revenue/Funding:

- \$193k Revenue decrease due to enrollment

Expenses:

- Teacher expense decrease due to open positions

- Student expenses inline with enrollment
- Administration and Governance inline with funding
- Technology expenses inline with funding

The Budget FY21 vs. Current Forecast 2+10:

Revenue/Funding:

- \$189k Revenue decrease due to enrollment

Expenses:

- Teacher expense decrease due to open positions
- Student expenses inline with funding
- Administration and Governance inline with funding
- Technology expenses inline with funding
- Other expenses: 17k IT cost moved to correct line for teacher laptops (teacher expenses)

The Cash Flow Overview and 10 Month Forecast:

		Jul-20	Aug-20	Sep-20	Oct-20		Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
		Actual	Actual	Forecast	Forecast	Г	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Beginning Cash Balance	\$	866,593	\$ 807,118	\$ 893,535	\$ 843,091	\$	806,794	\$ 768,998	\$ 759,701	\$ 726,905	\$ 694,109	\$ 686,312	\$ 676,019	\$ 665,822
						Г								
Inflows														
State Aid	\$	528,236	\$ 528,236	\$ 437,929	\$ 470,020	\$	470,020	\$ 470,020						
Grants		22,788	42,279	51,899	51,899		51,899	76,899	51,899	51,899	51,899	51,899	51,899	74,309
Inter-school		-	90,932	-	_		-	-	-	-	-	-		_
Other		-	-	-	-		-	-	-	-	-	-	-	-
Total Inflows		551,024	661,447	489,828	521,919		521,919	546,919	521,919	521,919	521,919	521,919	521,919	544,329
Outflows														
Payroll	\$	447,135	\$ 314,048	\$ 346,151	\$ 346,151	\$	346,151	\$ 346,151	\$ 346,151	\$ 346,151	\$ 346,151	\$ 346,151	\$ 346,151	\$ 355,568
K12 Payments		75,000	75,000	75,000	100,000		100,000	100,000	100,000	100,000	75,000	75,000	75,000	75,000
Inter-School		-	90,932	-	_		-	-	-	-	-	-	-	-
Other		88,364	95,050	119,121	112,064		113,564	110,064	108,564	108,564	108,564	111,064	110,964	173,514
Total Outflows	\$	610,499	\$ 575,030	\$ 540,272	\$ 558,215	\$	559,715	\$ 556,215	\$ 554,715	\$ 554,715	\$ 529,715	\$ 532,215	\$ 532,115	\$ 604,082
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Ending Cash Balance	\$	807,118	\$ 893,535	\$ 843,091	\$ 806,794	\$	768,998	\$ 759,701	\$ 726,905	\$ 694,109	\$ 686,312	\$ 676,019	\$ 665,822	\$ 606,069
Working Capital Minimum	FY2	21	\$	594,547										

The Restricted Funds Overview:

Restricted Funds (2+10)	FY21	Expenses	Remaining	Allocation							
Restricted Fullus (2+10)	1121	Incurred	Balance	Allocation							
Hybrid											
Title I - 18-20	\$72,145	\$68,779	\$3,367	Salaries (2x Interventionists) + Benefits, Licenses and Stipends							
IDEA 18-20	\$52,967	\$52,967	\$0	Salaries + Benefits, PD, Materials &Supplies							
Total	\$125,112	\$121,746	\$3,366								
Insight											
Title I - 18-20	\$162,712	\$162,712	\$0	Salaries (3x Interventionists + Grant Coordinator) + Benefits, Licenses and Stipends							
IDEA 18-20	\$211,660	\$211,660	\$0	Salaries (Psych, Related Services + SPED) + Benefits, Non-Certified Salaries, PD, Materials & Supplies							
Total	\$374,372	\$374,372	\$0								

Next month there will be a lot of changes because it will be count day and will have a better understanding of the amount coming in and adjusting the expenditures. Teacher expenses are lower due to the open positions.

Mr. Meyer motioned to accept the August 2020 financials subject for review and audit. Ms. Short-DeLeon seconded. Roll Call: Michelle Study-Campbell, yes; Gary Meyer, yes; Maurice Bolder, yes; Jayme Short-DeLeon, yes. The motion passed.

Mr. Meyer stated that the finance committee has reviewed the August vouchers. The Hoosier Indy vouchers had nothing unusual. Mr. Meyer motioned to accept the August 2020 vouchers for Hoosier Indy for audit. Mr. Boler seconded.

Mr. Meyer presented the Insight vouchers and motioned that the board is reviewing the process for selection and the fulfillment status of the contract with the consulting group Whatever It Takes, Inc. Subject to that completion of that review, I move for the acceptance of the vouchers for the Insight School of Indiana for the month of August 2020 subject for audit. Mr. Boler seconded.

There is a charge with a consulting group of Whatever It Takes for ESSA and want to make sure that all of the paperwork is properly done and will have a follow up discussion.

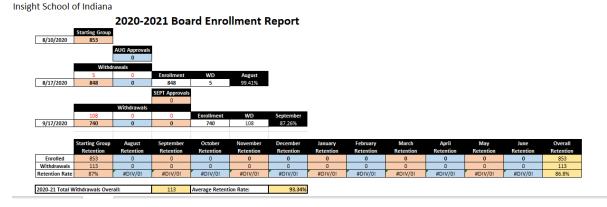
Roll Call: Michelle Study-Campbell, yes; Gary Meyer, yes; Maurice Bolder, yes; Jayme Short-DeLeon, yes. The motion passed.

B. Community Update, Christina Ingram

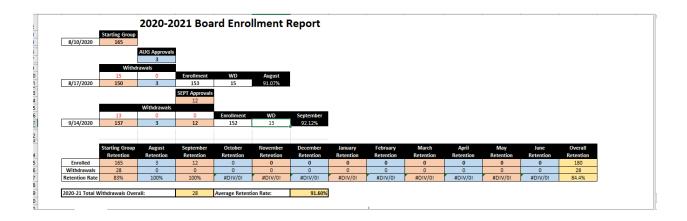
Ms. Ingram provided the community report update. See attached report.

C. Enrollment Report, Julia O'Sullivan

Ms. O'Sullivan provide the WD/Retention numbers for Insight: Enrollment as of 9/17/2020 was 740. WD as of 9/17/2020 was 108.



Ms. O'Sullivan provide the WD/Retention numbers for Hoosier Indy: Enrollment as of 9/14/2020 was 152. WD as of 9/14/2020 was 13.



Insight's year over year enrollment comparison from the 18-19SY to the 20-21SY.

													Ноо	sier	Aca	den	nies	Net
										nro	llme	ents	for	201	Q_1Q	20	19-2	20 a
									-	.1110		.1163	101	201	0-13	, 20	13-2	.U a
																Insigh	t Scho	ol of I
		July			August			eptemb			Octobe	_		ovemb			ecembe	
Grade	18-19	19-20	20-21	18-19	August 19-20	20-21	18-19	19-20	20-21	18-19	19-20	20-21	18-19	19-20	20-21	18-19	19-20	
K	10-13	13-20	20-21	10-13	13-20	20-21	10-13	13-20	20-21	10-13	13-20	20-21	10-13	13-20	20-21	10-13	13-20	20-21
1																		
2																		
3																		
4																		
5																		
6																		
7	26	29	24	36	39	19	35	47		33	47		39	52		43	51	
8	79	104	73	79	105	66	79	118		78	119		79	118		92	114	
9	123	130	115	108	129	97	107	151		106	152		116	136		124	129	
10	166	235	151	153	239	140	178	266		177	254		156	231		167	216	
11	229	227	210	176	243	189	193	242		181	237		174	216		170	206	
12	267	198	281	219	163	245	217	166		192	165		178	161		156	153	
Total	890	923	854	771	918	756	809	990		767	974		742	914		752	869	
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Hoosier Indy year over year enrollment comparison from the 18-19SY to the 20-21SY.

										Enro	llm	ents	for	201	8-1	9, 20	019-	20
																Но	osier	Acad
		July			August		Si	eptemb	er		October		N	ovemb	er	П	ecembe	er
Grade	18-19	19-20	20-21	18-19	19-20	20-21	18-19	19-20	20-21	18-19	19-20	20-21	18-19	19-20	20-21	18-19	19-20	20-2
K	11	9	21	11	8	23	11	8		12	7		11	7		11	7	
1	11	10	18	10	9	15	12	12		11	11		10	9		10	9	
2	14	12	11	9	14	8	9	13		8	13		8	12		9	13	
3	19	12	15	13	11	14	15	13		17	13		18	15		18	12	
4	11	13	20	10	14	14	11	15		11	15		11	12		12	11	
5	26	16	18	24	17	19	20	16		21	14		21	13		23	16	
6	15	19	14	12	16	12	12	20		12	20		14	19		17	22	
7	19	20	25	13	21	27	13	23		17	22		17	22		18	21	
8	16	14	21	14	13	24	14	14		13	12		12	10		13	10	
9	20	n/a	n/a	14	n/a	n/a	13	n/a		13	n/a		15	n/a		15	n/a	
10	20	n/a	n/a	16	n/a	n/a	19	n/a		19	n/a		18	n/a		21	n/a	
11	22	n/a	n/a	21	n/a	n/a	24	n/a		23	n/a		22	n/a		21	n/a	
12	22	n/a	n/a	17	n/a	n/a	16	n/a		16	n/a		14	n/a		12	n/a	
Total	226	125	163	184	123	156	189	134		193	127		191	119		200	121	
			e after t															

D. Operational Update and Compliance Report, Julia O'Sullivan

Ms. O'Sullivan provided a report for the Office of Charter Schools and the IDOE:

	8/15/2020	9/15/2020	9/30/2020	10/15/2020	10/20/2020	11/15/2020	12/15/2020
			9/30/2020				
Monthly Student Suspension/Expulsion Report	submitted	submitted		due		due	due
Review and advise OCS of any changes in school leadership	submitted	submitted		due		due	due
Review and advise OCS of any updates re school's location	submitted	submitted		due		due	due
Review and advise OCS of changes in teachers	submitted	submitted		due		due	due
Review and update OCS of any change in the Organizer tax							
exempt or not-for-profit corporation status	submitted	submitted		due		due	due
Review Board of Directors Contact Information	submitted	submitted		due		due	due
September ADM			due				
February ADM							
Quarterly Report (within 30 days of EOQ - April 30, July 30,							
October 30 and January 30)					due		
IRS Form 990 (due on the 15h day of the 5th month following							
the end of the tax year)							
Indiana NP-20 (due on the 15h day of the 5th month following							
the end of the tax year)							
School Health Report							
Restraint/Seclusion Incident Report							
Projected Budget							
School Calendar							
Projected Enrollment							
Enrollment Report (due after May 31)							

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ear		Report Name	Final Submit Date	Status	
	2020	Homebound/Hospitalized	6/30/2020	N/A	
		Evaluation (SPED)		Complete	
	2020	Title I	8/28/2020	Complete	
	2020	Dual Credit Completion	9/25/2020	in process	
		Graduates		in process	
	2020	Termination (SPED)		in process	
		Membership	10/8/2020		
		Curricular Materials (TB)	10/29/2020		
	2020	Educator Ratings	10/30/2020		
		Pupil Enrollment (uses RT & EM data)	11/2/2020		
	2021	WIDA TL (Grades KG-13)	11/6/2020		
	2021	English Learner & Immigrant	12/18/2020		
	2021	Membership	2/19/2021		
	2021	RT-Access	6/30/2021		
	2021	School Personnel Number Lookup	6/30/2021		
	2021	Student Test Number Lookup	6/30/2021		
	2021	Real Time	6/30/2021		
	2021	Attendance for RT Submitters	7/9/2021		
	2021	Certified Employee	11/15/2019		no 20-21 info on state website yet
	2021	Noncertified and Other Personnel	11/15/2019		no 20-21 info on state website yet
	2021	Special Education	12/20/2019		no 20-21 info on state website yet
	2021	Certified Employee (final edits for CP)	2/14/2020		no 20-21 info on state website yet
	2021	Certified Position	2/14/2020		no 20-21 info on state website yet
	2021	Course Completion	2/14/2020		no 20-21 info on state website yet
	2021	IREAD (Grades 3-5)	3/27/2020		no 20-21 info on state website yet
	2021	Special Education	4/17/2020		no 20-21 info on state website yet
	2021	Additional Student Information	6/5/2020		no 20-21 info on state website yet
	2021	Educator Evaluation	6/12/2020		no 20-21 info on state website yet
	2021	Expulsion/Suspension	6/19/2020		no 20-21 info on state website yet

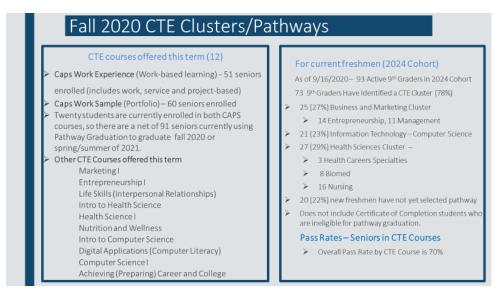
E. Personnel Report, Nadina McFann

The personnel report is reflecting those staff members that have been hired, are on leave, or have resigned since August 25^{th} until current.

Dr. Silver shared that the Insight Academic Administrator position has been filled and they begin tomorrow.

IV. School and Student Outcomes

A. Continuous Improvement Plan CTE Update, Dr. Silver



The board would like to see the data on the now Sophomores.

B. Student Support Services Report, Angie Baker

Ms. Baker provided the strong start data for Insight and Indy.

C. Student Teacher Ratios, Julia O'Sullivan

Hoosier Indy student teacher ratios:

- K- 1:22
- 1ST- 1:14
- 2ND- 1:8
- 3RD- 1:14
- 4TH- 1:14
- 5TH: 1:19
- 6TH- 1:12
- 7TH- 1: 25
- 8TH 1: 24

Insight student teacher ratios

- 7TH- 1:18
- 8TH- 1:63
- 9-12TH 1:140; 170; 246; 175; 159; 202; 130; 125; 156; 158; 176; 13; 106;125; 246; 223; 168; 159; 174; 110; 239; 139

The board will want to take a look at the ratios as some of the teacher ratio numbers getting a little high. This is reflecting the student enrollment from count date. The ratios do not reflect the students who are going to be withdrawn due to truancy. These are the active teachers in classrooms and the number of students in each section. Mr. Rudolph and Dr. Silver discussed the numbers this morning and after the

WD students come out, if we base it on that number, the ratio would be for Insight MS 1: 25 Insight HS 1:150 students; Indy K-5 1:20, Indy MS 1:15, if fully staffed and after the WD have been removed.

Next Regular Board meeting is October 27, 2020, Caito Dr. at 6:00pm. Being no further business, Mr. Meyer motioned to adjourn the meeting at 9:42pm Signatures for Approval of the September 22, 2020 Minutes.

Michelle-Study-Campbell, Board President	Date	
any		
Gary Meyer, Board Secretary	Date	