

January 9, 2017

The Board of Education, Downers Grove Grade School District 58, DuPage County, Illinois met in regular session on Monday, January 9, 2017, at the Longfellow Center.

1. CALL TO ORDER/ROLL CALL

The President called the meeting to order at 6:30 p.m. and announced that it was the regular monthly meeting of the District 58 Board of Education. Members present: President John D. Cooper; Vice President Doug Purcell; and Members Roberta Diehl, Christopher Heppner, John Miller, and Elizabeth Sigale. Member absent: Sallie Lupescu. Also in attendance were Kari Cremascoli, Superintendent and Pamela A. Osika, Board Secretary.

2. CLOSED SESSION

Member Diehl moved and Member Purcell seconded her motion to move to closed session for the purpose of

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District. 5 ILCS 120/2(c)(1)

ROLL CALL VOTE: AYES: Members Cooper, Diehl, Heppner, Miller, Purcell, and Sigale
NAYS: None Motion carried

Member Diehl moved and Member Miller seconded the motion to reconvene in open session.

VOICE VOTE Motion carried

The Board convened to closed session at 6:30 p.m. and reconvened to open session at 7:00 p.m.

Joining the meeting at this time were Jayne Yudzentis, Assistant Superintendent for Personnel; Jessica Stewart, Assistant Superintendent for Special Services; Matthew Rich, Assistant Superintendent for Curriculum and Instruction; David Bein, Assistant Superintendent for Business/CSBO; Lorie Pilster, Director of Business Services; Ken Young, Director of Buildings and Grounds; James Eichmiller, Director of Innovative Technology and Learning; and Megan Hewitt, Coordinator of Community Relations. Attending this meeting were at least 45 visitors. (Visitors' Roster attached to official minutes.)

3. FLAG SALUTE

Brent Borchelt, principal of Belle Aire School, introduced Student Council sponsors Tara Fulton and Kristen Steiner, who in turn introduced student council officers Kate Kwasniewski, Vice President; Addison Liszka, Secretary; Maddie Kloss, Treasurer; Madison Akkawi, Spirit Chair; and William Mulligan, Historian. The students led the audience in the Pledge of Allegiance to the flag. The officers talked about activities, fundraisers, and events for this school year including the

new fairy tale mural in the LRC that provides a warm and welcoming gathering place for the entire Belle Aire school community. In October, students collected stuffed animals to donate to the local fire department; these will provide comfort to children receiving ambulance rides to the hospital. In November, Student Council collected approximately \$300 in spare change, which was donated to three local families, providing them with Thanksgiving meals for the holiday. In December, holiday pencils and erasers were sold to help support a needy family during the holiday season. On spirit days throughout the school year, students and staff members wear Belle Aire colors and spirit wear to show support for their school.

Belle Aire PTA President Kelli Janczewski recognized President-Elect Sue Helsdon and briefly talked about 2016-2017 programs including the first Belle Aire Fun Run, Kindness Week, and Health & Fitness awareness. PTA registration was done completely online for the first time this school year. The Belle Aire PTA is also beginning to explore ideas to improve the playground area of the school.

4. NON-ACTION REPORTS

A. Recognition of Students

The names of Student Council officers were presented to the Board for special recognition.

B. "Spotlight on our Schools" – Website Update Review

Director of Innovative Technology and Learning James Eichmiller presented an update on the new District 58 website, which was launched on January 3, 2017. It offers a newer, fresher, more modern design that adjusts to the end user's screen size, supporting tablets and mobile devices. District 58 staff created the new website in-house using WordPress, a free, open source platform for hosting blogs and websites. WordPress powers 27% of all websites on the Internet. Maintained and operated by District 58 staff, the website is hosted on District servers and delivered with District bandwidth. Hosting the website internally provides the District cost savings opportunities and security. Matt Vivona and Megan Hewitt were recognized for their hard work in getting the website up and running. Teacher websites are linked through the directory pages. District 58 provides technical support for teachers using Google Sites for Teachers. Teachers are given freedom to design their sites using the tool they choose. Teachers use a variety of tools to communicate with parents and students, the website being only one of those tools. The new District 58 website is a work in progress. Additional content will be added as needed. Feedback is encouraged and welcome.

5. COMMUNICATIONS

A. Email from Peggy Delaney regarding middle school art offerings

B. Emails from Alison Rozell regarding website update and art instruction minutes comparison

C. Email from Lisa Eddington regarding LRC

D. Email from Tracy Weiner regarding ELA curriculum materials

- E. Email from Marla Gilbert, Belle Aire resident volunteering for Meet and Confer Strategic Plan Committee
- F. Freedom of Information Act request from Marla Gilbert for administrative rubrics used for administrative evaluations
Response from Dr. Kari Cremascoli, Superintendent
- G. Emails from Jeff & Tammy Thompson
- H. Freedom of Information Act request from Marla Gilbert regarding policy
Response from Dr. Kari Cremascoli, Superintendent
- I. Freedom of Information Act request from Matthew Topic regarding records mentioning method of interrogating or questioning students about potential wrongdoing by themselves or others
Response from Dr. Kari Cremascoli, Superintendent
- J. Email from Jennifer Haselhorst regarding committees

6. REPORTS TO THE BOARD

A. Superintendent

Superintendent Kari Cremascoli reported that seven community members filed nominating papers for School Board candidate for the April 4, 2017 election with the DuPage County Board of Election Commission. There are four open seats on the District 58 Board of Education. The seven candidates were invited to attend upcoming Board meetings and workshops as well as a school board candidate briefing prior to the IASB DuPage Division Spring Dinner Meeting on March 16th at Matea Valley High School. District 58 will coordinate with District 99 and its other feeder districts for Board members to attend this event to gain collaborative professional development experience. The District 58 Science Fair will take place on January 21st and volunteers are still needed to serve as judges. District 58 students are completing mid-year assessments. A mid-year update to the Strategic Goals Action Plan for 2016-2017 will be given during the February Board meeting. The District has begun planning for the 2017-2018 school year, including staffing needs. The District is currently preparing to interview candidates for several important positions within the District, including two principal positions, the Assistant Superintendent for Curriculum and Instruction position, and the Secretary to the Superintendent/Board Secretary position. Recommendations will be brought to the Board in the coming months. The English-Language Arts (ELA) Committee continues to make progress. Potential publisher series and materials are being reviewed and the Committee aims to select and pilot materials at the end of the 2016-2017 school year and next year. A recommendation will be brought to the Board in the coming months. Dr. Cremascoli shared a concern that District 58 and school districts state-wide are experiencing a shortage of substitute teachers. There are a variety of reasons teachers must be out of the classroom, from professional development opportunities to curriculum committee meetings as well as for personal reasons. The District is working with union leadership to brainstorm ideas on how to deal with this shortage.

B. Monthly Business

The Board received business reports, the investment report, and revenue and expenditure summary reports for the month ending December 31, 2016. Assistant Superintendent for Business/CSBO David Bein reported that the District received approximately \$760,000 from the State, which was for FY16. This leaves an outstanding balance of \$43,000 still due District 58 from FY16. In addition, the State still owes the District approximately \$1.6 million for FY17. Considering the State's financial situation, there may be a shortfall of one categorical payment in the amount of \$800,000. On the January Board agenda, there is a recommendation for a loan from the Working Cash Fund to the Transportation Fund to cover costs in transportation. Fund balances will continue to be monitored with additional loan transfers being recommended as needed. The final number for the 2016 CPI is expected to be released on January 18th. Early projections estimate the 2016 CPI will be near 2%. This figure will be used to calculate the property tax levy for 2017. December marked the mid-year point of the fiscal year. The Business Office has several reporting requirements, including preparing W2s and 1099s in addition to the regular quarterly reports. The Illinois General Assembly will meet for two days in a lame duck session. HB6630 and SB1919 are both looming and contain property tax freeze legislation, which would limit the District's ability to raise funds to pay for cost increases. Major education associations in Illinois are advocating for the State to shift to an evidence-based funding model that considers local conditions including student demographics, needs, and local funding resources. Under this model, no school district would lose funding. School districts with higher needs would gain additional funding.

C. Treasurer's Report

There was nothing special to report in regard to the Treasurer's Report.

D. Policy Committee

The Policy Committee did not meet in December, the next scheduled meeting is January 24, 2017.

E. Legislative Committee

The Legislative Committee did not meet in December, the next scheduled meeting is January 18, 2017.

F. Financial Advisory Committee

The Financial Advisory Committee is scheduled to meet on January 23, 2017.

G. Meet & Confer Strategic Plan Committee

The Meet & Confer Strategic Plan Committee is scheduled to meet on January 12, 2017.

7. **DISCUSSION**

Facilities

Superintendent Cremascoli, Assistant Superintendent for Business/CSBO David Bein, and Director of Buildings and Grounds Ken Young led a discussion regarding District 58 facility planning and next steps. It was noted that the Business Office and the Maintenance Department are under new leadership this

year. David Bein and Ken Young, along with Assistant Director of Buildings and Grounds Geoff Neustadt, bring a wealth of experience and knowledge to their leadership roles. Over the past several months, a thorough review of all facility surveys, studies, and analyses, including the Wight & Company Comprehensive Facility Assessment Report completed in 2012, ten-year life safety surveys, demographer reports, and ten-year buildings and grounds plans, has been conducted. Findings are being used to create and update an internal database for tracking and reviewing current and future facility needs and projects. This information has also been compiled into a "Facilities at a Glance" booklet, which was shared with the Board. It offers a brief overview of each District 58 facility, providing the building's enrollment, age, acreage, square footage, number of classrooms and recent improvements. The booklet rates the current condition of all key building infrastructure components (i.e. electrical, plumbing, heating, etc.). Ratings of the various components throughout the District range from excellent to poor. It was noted that although some components are rated as poor, those systems are not failing at this time; the rating of poor reflects the age of District 58 facilities. Focusing on immediate needs, Lester School was given further consideration. With Lester's increasing enrollment and demographic forecasts, space limitations are expected to continue. Due to lack of space, Lester is unable to fully accommodate the Optional Kindergarten Enrichment and Enhancement (OKEEP) program, and faces challenges providing space for flexible grouping, special education intervention services, and special programming. Lester would benefit from a long-term solution to these capacity challenges. The Board was asked to begin considering plans for an addition to Lester School. Board Members requested that the administration gather information regarding costs, potential funding options, requirements, and a possible timeline for a Lester School addition with a goal for completion prior to the 2018-2019 school year. The administration was also asked to consider short-term needs at Lester for the 2017-2018 school year along with a review of how redistricting may be a viable solution. All the while, needs of the entire district must be considered. Information will be provided to the Board at the February and March Board meetings and long-term needs will be discussed at the April financial workshop.

8. RECEPTION OF VISITORS

Craig Young, DGEEA president, read a statement regarding a paper ballot vote taken of union membership and spoke about the climate/culture of District 58.

Mark White, past DGEEA vice president/current executive board member, read a statement regarding the Superintendent's evaluation process.

Andy Schmidt, DGEEA vice president, read a statement regarding Board of Education responsibility.

Katie Hurckes, Highland parent, commented on space issues at Highland School and expressed concerns for possible future needs.

9. APPROVAL OF MINUTES

Approval of Minutes – December 12, 2016

Member Diehl moved and Member Purcell seconded her motion to approve the minutes of the December 12, 2016 regular meeting as presented.

VOICE VOTE

Motion carried

10. CONSENT AGENDA

There being no request for individual consideration of any items on the consent agenda, the President stated that a motion would be in order relative to items on the consent agenda, consisting of the Personnel Report and Financial Statements consisting of the List of Bills and Summary. Member Purcell moved and Member Diehl seconded his motion to approve the following items:

A. Personnel

The resignation of one administrator effective June 30, 2017; the appointment of two certified teachers, one school nurse, two instructional support personnel employees, and two instructional assistants; and the request for Family Medical Leaves of Absence for three certified teachers and one instructional assistant.

B. Financial Reports

The list of bills and obligations prepared for payment on January 9, 2017 as well as the revolving and imprest issued in December 2016 as shown on the list submitted under the date of January 9, 2017 in the total amount of \$724,358.42 and direct that they be so entered in the minutes and orders drawn for their payment in accordance with the following summary and that the President and Secretary be authorized to certify the list to the School Treasurer.

**BOARD OF EDUCATION DISTRICT 58
SUMMARY PAGE JANUARY 9, 2017
LIST OF BILLS & EXPENDITURES**

EDUCATION FUND

List of Bills – January 9, 2017	\$345,340.81
Revolving Fund – December 2016	\$19,029.92
Imprest Checks – December 2016	\$16,841.16

OPERATIONS & MAINTENANCE FUND

List of Bills – January 9, 2017	\$110,246.20
Revolving Fund – December 2016	\$6,083.85
Imprest Checks – December 2016	\$8,422.20

DEBT SERVICE

List of Bills – January 9, 2017	\$0.00
Revolving Fund – December 2016	\$0.00

TRANSPORTATION FUND

List of Bills – January 9, 2017	\$218,394.28
Revolving Fund – December 2016	\$0.00
Imprest Checks – December 2016	\$0.00

<u>IMRF</u>		
	List of Bills – January 9, 2017	\$0.00
<u>FICA/MEDICARE</u>		
	List of Bills – January 9, 2017	\$0.00
<u>SITE & CONSTRUCTION FUND</u>		
	List of Bills – January 9, 2017	\$0.00
<u>WORKING CASH FUND</u>		
	List of Bills – January 9, 2017	\$0.00
<u>FIRE & LIFE SAFETY FUNDS</u>		
	List of Bills – January 9, 2017	\$0.00
<u>MEDICAL INSURANCE RESERVE FUND</u>		
	List of Bills – January 9, 2017	\$0.00
<u>SINKING FUND</u>		
	List of Bills – January 9, 2017	\$0.00
	Revolving Fund – December 2016	\$0.00
	Total	\$724,358.42

ROLL CALL VOTE: AYES: Members Cooper, Diehl, Heppner, Miller, Purcell,
and Sigale
NAYS: None Motion carried

(Copy of Treasurer's Report and Financial Statements
attached to official minutes)

11. RECOMMENDATIONS FOR ACTION

A. Resolution - Opposing Detachment of Property from District 58 and Annexation to District 53

Member Heppner moved and Member Diehl seconded his motion to adopt the Resolution of the Board of Education of Downers Grove Grade School District #58 Opposing Detachment of Property from District 58 and Annexation to District 53. (Attachment 01/09/17 A)

ROLL CALL VOTE: AYES: Members Cooper, Diehl, Heppner, Miller,
Purcell, and Sigale
NAYS: None Motion carried

B. Resolution Authorizing Transfer of Monies from the Working Cash Fund to the Transportation Fund

Member Diehl moved and Member Heppner seconded her motion to adopt the resolution authorizing the transfer/loan of monies from the Working Cash Fund to the Transportation Fund of Downers Grove Grade School District 58, DuPage County, Illinois in the amount of \$1,200,000.00. (Attachment 01/09/17 B)

ROLL CALL VOTE: AYES: Members Cooper, Diehl, Heppner, Miller,
Purcell, and Sigale
NAYS: None Motion carried

C. Superintendent's Contract

Member Purcell moved and Member Heppner seconded his motion to approve the contract between the Downers Grove Grade School District 58 Board of Education and Kari Cremascoli, Ph.D.

Thoughts were shared explaining the process used by the Board when making the decision to extend the Superintendent's contract and steps being taken to review the Superintendent's evaluation framework.

ROLL CALL VOTE: AYES: Members Cooper, Diehl, Heppner, Miller,
Purcell, and Sigale
NAYS: None Motion carried

D. Bid - Single Student and Small Group Transportation Service

Member Miller moved and Member Purcell seconded his motion to award the bid for Single Student and Small Group Transportation Service to Kids Kab based on the route rates provided.

ROLL CALL VOTE: AYES: Members Cooper, Diehl, Heppner, Miller,
Purcell, and Sigale
NAYS: None Motion carried

E. Bid - LCD Projector Refresh

Member Purcell moved and Member Diehl seconded his motion to award the bid for 80 Epson LCD projectors to CDW Government LLC for a total cost of \$39,012.80.

ROLL CALL VOTE: AYES: Members Cooper, Diehl, Heppner, Miller,
Purcell, and Sigale
NAYS: None Motion carried

F. Authorization to Sign Electricity Purchase Agreements

Member Diehl moved and Member Miller seconded her motion to give authority to the Assistant Superintendent for Business/CSBO to authorize and execute a contract within the next eight months for the purchase of electricity not to exceed 24 months in length ending June 2021 and not to exceed a fixed energy rate of \$0.03689.

ROLL CALL VOTE: AYES: Members Cooper, Diehl, Heppner, Miller,
Purcell, and Sigale
NAYS: None Motion carried

- G. Second Reading - Policy #3430 - Business - District Property
Member Heppner moved and Member Diehl seconded his motion to approve the revisions to Policy #3430 regarding district property.

VOICE VOTE

Motion carried

- H. Second Reading - Policy #8360 - Internal Board Operations - Board Member Compensation; Expenses
Member Miller moved and Member Diehl seconded his motion to adopt Policy #8360 regarding Board member compensation; expenses.

VOICE VOTE

Motion carried

- I. Second Reading - Policy #3324 - Business - Use of Credit and Procurement Cards
Member Diehl moved and Member Purcell seconded her motion to adopt Policy #3324 regarding use of credit and procurement cards.

VOICE VOTE

Motion carried

12. RECEPTION OF VISITORS

Teresa Arlis, Herrick parent, spoke in favor of equity in all District 58 schools in regard to math programs and sports activities.

Andy Schmidt, DGEEA, thanked Member Sigale for comments made in regard to the Superintendent's contract.

13. ANNOUNCEMENTS

President Cooper announced the following dates:

Wednesday, January 11

6:00 p.m. Building Tour
6:30 p.m. PTA Meeting
O'Neill Middle School; 635 59th Street; D.G.

Thursday, January 12

Meet & Confer Strategic Plan Committee Meeting
7:00 a.m. Longfellow Center

Wednesday, January 18

Legislative Committee Meeting
3:45 p.m. ASC Office

Thursday, January 19

Coffee with Staff
7:30 a.m. Indian Trail School

Monday, January 23

Financial Advisory Committee Meeting
7:00 a.m. ASC Office

Tuesday, January 24

Policy Committee Meeting
7:00 a.m. ASC Office

Monday, February 13

Regular Board Meeting
7:00 p.m. Longfellow Center

14. CLOSED SESSION

Member Diehl moved and Member Miller seconded the motion to move to closed session for the purpose of discussing matters relating to

- the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District; 5 ILCS 120/2(c)(1);
- collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; 5 ILCS 120/2(c)(2);
- litigation, when an action against, affecting or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes; 5 ILCS 120/2(c)(11);
- discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06; 5 ILCS 120/2(c)(21).

ROLL CALL VOTE: AYES: Members Cooper, Diehl, Heppner, Miller, Purcell,
and Sigale
NAYS: None Motion carried

Member Purcell moved and Member Diehl seconded the motion to reconvene in open session.

VOICE VOTE Motion carried

The Board convened to closed session at 8:34 p.m. and reconvened to open session at 9:17 p.m.

15. ACTION RESULTING FROM CLOSED SESSION

A. Approval of Closed Session Minutes

Member Diehl moved and Member Miller seconded the motion to approve the minutes of the December 12, 2016 closed session meeting.

VOICE VOTE Motion carried

B. Review of Closed Session Minutes

Member Miller moved and Member Diehl seconded the motion to keep the minutes from the December 12, 2016, closed session meeting permanently closed due to the confidential nature of the contents.

VOICE VOTE Motion carried

16. ADJOURNMENT

Member Diehl moved and Member Heppner seconded the motion to adjourn the meeting.

VOICE VOTE

Motion carried

The meeting was adjourned at 9:19 p.m.

John D. Cooper, President

Pamela A. Osika, Secretary

**RESOLUTION
OF THE BOARD OF EDUCATION OF
DOWNERS GROVE GRADE SCHOOL DISTRICT NO. 58
OPPOSING DETACHMENT OF PROPERTY
FROM DISTRICT 58 AND ANNEXATION TO DISTRICT 53**

WHEREAS, on November 14, 2016, certain residents filed a Petition with the Regional Board of School Trustees of DuPage County (“Regional Board”) seeking to detach and annex certain property commonly known as 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, and 724 Midwest Club Drive, Oak Brook, DuPage County, Illinois (the “Property”) from Downers Grove Grade School District No. 58 (the “School District”) to Butler Elementary School District No. 53; and

WHEREAS, the Board of Education of Downers Grove Grade School District No. 58, DuPage County, Illinois, has reviewed the impact the Petition will have on the School District; and

WHEREAS, the Board finds it to be in the best interests of both the School District and the educational welfare of the pupils of the School District that the Petition be denied and that the Property remain a part of the School District; and

WHEREAS, the Board opposes the Petition before the Regional Board;

NOW, THEREFORE, Be It Resolved by the Board of Education of Downers Grove Grade School District No. 58, DuPage County, State of Illinois, as follows:

Section 1: The Board finds the detachment and annexation of the Property from the School District to Butler Elementary School District No. 53 is not in the best interests of either the School District or the educational welfare of the School District’s pupils.

Section 2: The Board opposes the Petition before the Regional Board for the detachment and annexation of the Property from the School District to Butler Elementary School District No. 53.

Section 3: The Board authorizes the Superintendent, the Superintendent’s designees, and legal counsel, Hodges, Loizzi, Eisenhammer, Rodick & Kohn LLP, to represent the Board in opposition to the Petition.

Section 4: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED this 9th day of JANUARY, ~~2016~~²⁰¹⁷, by the following vote:

AYES: 6

NAYS: 0

ABSENT: 1

**RESOLUTION AUTHORIZING TRANSFER OF MONIES FROM THE
WORKING CASH FUND TO THE TRANSPORTATION FUND**

WHEREAS, the Illinois School Code authorizes Boards of Education that have established a working cash fund to transfer money from that fund to another fund of the District in anticipation of the collection of taxes previously levied; and

WHEREAS, the Board of Education of Downers Grove Grade School District 58 desires to authorize the transfer of money from the Working Cash Fund to the Transportation Fund.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Downers Grove Grade School District 58, DuPage County, Illinois, as follows:

SECTION 1: That the sum of \$1,200,000.00 be transferred from the Working Cash Fund of this School District to the Transportation Fund.

SECTION 2: That said sum be transferred in anticipation of taxes to be received by the Transportation Fund and from which the Working Cash Fund should be reimbursed.

SECTION 3: That this Board of Education estimates that the sum of \$3,500,000.00 will be extended by the County Clerk of DuPage County upon the books of the collectors of State and county taxes for the 2016 Transportation Fund levy in anticipation of the collection of which this transfer is made.

SECTION 4: That no warrants or notes have heretofore been issued on behalf of the Transportation Fund in anticipation of the collection of taxes levied for said fund in 2016 for collection in 2017.

SECTION 5: That this Board of Education estimates that \$17,161.00 of the Corporate Personal Property Replacement Tax revenue to be received by this School District will be set aside for the payment of the proportionate amount of the debt service and pension or retirement obligations under Section 115/12 of Chapter 30 of the Illinois Compiled Statutes.

SECTION 6: That previously no monies have been transferred from the Working Cash Fund to the Transportation Fund in anticipation of the collection of the 2016 taxes levied for such fund and that no other transfers of monies have heretofore been made in anticipation of the collection of taxes levied for such fund.

SECTION 7: Upon the receipt of taxes by this School District from the 2016 Transportation Fund levy, the Treasurer of this School District is directed to immediately reimburse the Working Cash Fund until the full amount transferred has been retransferred to the Working Cash Fund.

SECTION 8: That the Treasurer of this District is hereby requested to make the necessary entries on the Treasurer's books and records evidencing the transfer provided for in this Resolution and that a certified copy of this Resolution be forwarded to the Treasurer of this District by the Secretary.

SECTION 9: That this Resolution shall be in full force and effect from and after its adoption as provided by law.

Passed this 9th day of January, 2017, pursuant to a roll call vote as follows:

AYES: 6

NAYS: 0

ABSENT: 1

APPROVED by me this 9th day of January, 2017.