

Staff: Kyla Johnson-Trammell, Superintendent & Secretary

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美国残障人士法案僚例遵守及語言服務

個别人士需要傳譯及翻譯服務或有合理安排去參與會議的應該在舉行會議之前的七十二 (72) 小時通知教育要員 會。請致電<u>(510)879-8199</u> (留言) ;或 <u>boe@ousd.org</u> (電郵) ;或<u>(510) 879-2300</u> (電子文字電話/聽障專用電信 設備 (eTTY/TDD));或<u>(510) 879-2299</u> (電子圖文傳真 (eFax))。

TUÂN HÀNH ĐẠO LUẬT NGƯỜI MỸ KHUYẾT TẬT VÀ DỊCH THUẬT

Những người nào cần thông ngôn hay phiên dịch hay một sắp xếp hợp lý nào để tham gia các buổi họp phải thông báo Văn phòng của Hội đồng Giáo dục bảy mươi hai (72) tiếng đồng hồ trước buỗi họp, số điện thoại <u>(510)879-8199</u> (VM); hay là <u>boe@ousd.org</u> (E-Mail); hay là <u>(510) 879-2300</u> (eTTY/TDD); hay là số <u>(510) 879-2299</u> (eFax).

សេវាបកប្រែភាសា និងការអនុលោមតាមច្បាប់ជនជាតិអាមេរិកាំងពិការ

អ្នកណាដែលត្រវការសេវាចកច្រែភាសាដោយផ្ទាល់មាត់ ឬជាលាយលក្ខអក្សរ ឬត្រវការការជួយសម្រះសម្រលយ៉ាងសមរម្ភ មួយ ដើម្បីចូលរួមក្នុងកិច្ចប្រជុំនានានោះ ត្រវផ្តល់ដំណឹងទៅកាន់ទីការិយាល័យនៃក្រមប្រីក្សាអច់រំ ឱ្យប្រានចិតសិចពី (72) ម៉ោង មុនកិច្ចប្រជុំ តាមរយៈទូរស័ព្ទៈលេខ <u>(510) 879-8199</u> ឬតាមរយៈអ៊ីមែល <u>boe@ousd.org</u> ឬទូរស័ព្ទ eTTY/TDD លេខ (510) 879-2300 ឬទូសារលេខ (510) 879-2299។

الامتثال لقانون الأمريكيين نوى الإعاقات (ADA) وتوفير الخدمات اللغوية من يحتاج إلى خدمات الترجمة المكتوبة أو خدمات الترجمة الفورية أو الترتيبات التيسيرية المعقولة لكي يساهم في الإجتماعات فالمرجو منه إبلاغ مكتب إدارة التعليم إثنين وسبعين (72) ساعة قبل الإجتماع بوسيلة من الوسائل التالية: الهاتف الصوتي: المهاتف للصم والبكم: الفلكس الإلكتروني: البريد الإلكتروني: الموقى 510.879.8199 510.879.2300

NOTICE - COVID-19 PUBLIC HEALTH EMERGENCY BOARD MEMBERS TO ATTEND VIRTUALLY

NOTICE - COVID-19 PUBLIC HEALTH EMERGENCY PUBLIC COMMENT @ THIS VIRTUAL MEETING

MEETING RULES OF ENGAGEMENT

MEETING PROCEDURES

A. Call To Order

President Shanthi Gonzales called the Special Meeting to order at 6:02 P.M.

B. Roll Call

| Present | 5 - | Director Aimee Eng |
|---------|-----|-------------------------------------|
| | | Director Mike Hutchinson |
| | | Director Clifford Thompson |
| | | Vice President Benjamin "Sam" Davis |
| | | President Shanthi Gonzales |
| Absent | 4 - | Student Director Jessica Ramos |
| | | Student Director Samantha Pal |
| | | Director VanCedric Williams |
| | | Director Gary Yee |

Roll Call (Secretary's Observation)

Director Williams present at 6:04 P.M.

 Present 6 - Director Aimee Eng Director VanCedric Williams
 Director Mike Hutchinson
 Director Clifford Thompson
 Vice President Benjamin "Sam" Davis
 President Shanthi Gonzales
 Absent 3 - Student Director Jessica Ramos
 Student Director Samantha Pal
 Director Gary Yee

Roll Call (Secretary's Observation)

Director Yee present at 6:05 P.M.

 Present 7 - Director Aimee Eng Director VanCedric Williams
 Director Gary Yee
 Director Mike Hutchinson
 Director Clifford Thompson
 Vice President Benjamin "Sam" Davis
 President Shanthi Gonzales
 Absent 2 - Student Director Jessica Ramos
 Student Director Samantha Pal

C. Adoption of the General Consent Report

The following items were pulled from the General Consent Report by Board Members stated for separate consideration and possible vote:

Director Mike Hutchinson pulled Agenda Item C.-9;

Director VanCedric Williams pulled Agenda Item C.-1; and, following public comments on the General Consent Report by speakers Olugbala and Davis which served as a reminder, Agenda Item C-8.

Public Speaker(s):

Mario Lazano - Spoke but determined, as she spoke, that she was looking for a virtual class rather than the school board meeting. Assata Olugbala Kim Davis Ben Tapscott

Deputy Chief, Talent

| C1 | <u>21-0550</u> | a | Creation of Job Descriptions - Community Liaison, Charter Schools and Program Manager, Career Technical Education - Falent/Human Resources Department | | |
|----|-----------------|---------------------------|---|--|--|
| | | C | Adoption by the Board of Education of Resolution No. 2021-0106 - Creation of Job Descriptions - Community Liaison, Charter Schools; and Program Manager, Career Technical Education, respectively. | | |
| | | <u>A</u> | Attachments: 21-0550 Creation of Job Descriptions - Community Liaison, Charter Schools and Program Manager, Career Technical Education - Talent/Human Resources Department | | |
| | | c S e | Director Williams, who pulled this item, spoke to his concerns about the creation of the positions. Sonali Murarka spoke to the Charter position. Director Williams, having expressed his concerns, however, said he did not have any questions for Tara Gard regarding the Human Resources position. | | |
| | | | Public Speakers: | | |
| | | N C J | Ben Tapscott Marltza Carol Delton Iim Mordecai Assata Olugbala | | |
| | Aye: | 6 - A C N C E | A motion was made by President Gonzales, seconded by Vice President Davis, that Resolution No.2021-0106 be Adopted. The motion carried by the following vote: Aimee Eng Gary Yee Mike Hutchinson Clifford Thompson Benjamin "Sam" Davis Shanthi Gonzales | | |
| | Nay: Absent: | 1 - V 2 - J S | VanCedric Williams Vessica Ramos Samantha Pal Enactment No: 21-0490 | | |

Chief Academic Officer

| C2 | <u>21-0288</u> | Amendment No. 1, Memorandum of Understanding 2020-2021 - Bay Area Community Resources - After School Program - Futures Elementary School | | |
|----|----------------|---|--|--|
| | | Approval by the Board of Education of Amendment No. 1, Memorandum of Understanding (MOU) 2020-2021 between the District and Bay Area Community Resources, San Rafael, CA, for the latter to provide after school and school-day support services in areas of Academic Support, Educational Enrichment, Physical Activity and Community Building, virtually, as described in attached Revised Scope of Work and Budget, at Futures Elementary School, in an additional amount of \$17,558.00, increasing the MOU not to exceed amount from \$120,792.00 to \$138,350.00, for the period August 1, 2020 through July 31, 2021. All other terms and conditions of the MOU remain in full force and effect. <u>Vendor No.: 000624</u> <u>Requisition No.: VR21-04279</u> | | |
| | | <u>Resource Code-Site No.: 6010-123;6011-922</u> | | |
| | | Funding Source: After School Education and Safety (ASES) Grant;After School Education and Safety (ASES) Kids Code GrantAttachments:21-0288 Amendment No. 1, Memorandum of Understanding 2020-2021 - Bay Area Community Resources - After School | | |
| | Aye: 7 | Program - Futures Elementary School A motion was made by President Gonzales, seconded by Director Thompson, to Approve the General Consent Report. The motion carried by the following vote Aimee Eng VanCedric Williams Gary Yee Mike Hutchinson Clifford Thompson | | |
| | Absent: 2 | Benjamin "Sam" Davis Shanthi Gonzales Jessica Ramos Samantha Pal Enactment No: 21-0484 | | |

| Ê | C3 | <u>21-0448</u> | | Amendment No. 1, Memorandum of Understanding 2020-2021 - Bay Area Community Resources - After School Program - Life Academy | |
|---|----|----------------|-----|--|--|
| | | | | Approval by the Board of Education of Amendment No. 1, Memorandum of Understanding (MOU) 2020-2021 between the District and Bay Area Community Resources, San Rafael, CA, for the latter to provide after school and school-day support services in areas of Academic Support, Educational Enrichment, Physical Activity and Community Building at Life Academy as described in attached Revised Scope of Work and Budget, in an additional amount of \$48,895.00, increasing the MOU not to exceed amount from \$244,786.00 to \$293,681.00,for the period August 1, 2020 through July 31, 2021. All other terms and conditions of the MOU remain in full force and effect. <u>Vendor No.: 000624</u> | |
| | | | | <u>Requisition No.: VR21-04403, VR21-04404, VR21-04405</u> | |
| | | | | <u>Resource Code-Site No.: 6010-335, 4124-335</u> | |
| | | | | <u>Funding Source: After School Education and Safety (ASES) Grant,</u> 21st Century Community Learning Centers Grant | |
| | | | | Attachments: 21-0448 Amendment No. 1, Memorandum of Understanding 2020-2021 - Bay Area Community Resources - After School Program - Life Academy | |
| | | Aye: | 7 - | A motion was made by President Gonzales, seconded by Director Thompson, to Approve the General Consent Report. The motion carried by the following vote Aimee Eng VanCedric Williams Gary Yee Mike Hutchinson | |
| | | Absent: | 2 - | Clifford Thompson Benjamin "Sam" Davis Shanthi Gonzales Jessica Ramos Samantha Pal Enactment No: 21-0485 | |

| ₿ C4 | <u>21-0483</u> | | Amendment No. 1, Memorandum of Understanding 2020-2021- Girls Inc. of Alameda County - After School Program - Acorn Woodland Elementary School | | |
|------|----------------|-----|---|--|--|
| | | | Approval by the Board of Education of Amendment No. 1, Memorandum of Understanding (MOU) 2020-2021 between the District and Girls Inc. of Alameda County, Oakland, CA, for the latter to provide after school and school-day support services in areas of Academic Support, Educational Enrichment, Physical Activity and Community Building to increase support to teachers and students at Acorn Woodland Elementary School, as described in attached Revised Scope of Work and Budget, in an additional amount of \$6,272.00, increasing the MOU not to exceed amount from \$104,997.00 to \$111,269.00, for the period August 1, 2020 through July 31, 2021. All other terms and conditions of the MOU remain in full force and effect. <u>Vendor No.: 001841</u> <u>Requisition No.: VR21-04579</u> <u>Resource Code-Site No.: 6010-165</u> | | |
| | | | | :: After School Education and Safety (ASES) Grant | |
| | | | <u>Attachments:</u> | 21-0483 Amendment No. 1, Memorandum of Understanding 2020-2021- Girls Inc. of Alameda County - After School Program - Acorn Woodland Elementary School | |
| | Aye: | 7 - | | ams | |
| | Absent: | 2 - | Benjamin "Sam" Shanthi Gonzale Jessica Ramos Samantha Pal Enactment No: 2 | S | |

| ₿ C5 | <u>21-0485</u> | Amendment No. 1, Memorandum of Understanding 2020-2021 - Oakland Leaf Foundation - After School Program - Bret Harte Middle School | | |
|------|----------------|--|--|--|
| | | Approval by the Board of Education of Amendment No. 1, Memorandum of Understanding (MOU) 2020-2021 between the District and Oakland Leaf Foundation, Oakland, CA, for the latter to increase hours for case management during the school day as well as hiring a subcontractor to facilitate a leadership class at Bret Harte Middle School, in an additional amount of \$29,646.00, increasing the MOU not to exceed amount from \$180,734.00 to \$210,380.00, for the period August 1, 2020 through July 31, 2021. All other terms and conditions of the MOU remain in full force and effect. <u>Vendor No.: 003138</u> <u>Requisition No.: VR21-04553, VR21-04554</u> | | |
| | | Resource Code-Site No.: 6010-206, 4124-206 | | |
| | | Funding Source: After School Education and Safety (ASES) Grant, 21st Century Community Learning Centers Grant | | |
| | | Attachments: 21-0485 Amendment No. 1, Memorandum of Understanding 2020-2021 - Oakland Leaf Foundation - After School Program - Bret Harte Middle School | | |
| | | A motion was made by President Gonzales, seconded by Director Thompson, to Approve the General Consent Report. The motion carried by the following vote | | |
| | Aye: 7 | - Aimee Eng VanCedric Williams Gary Yee Mike Hutchinson | | |
| | | Clifford Thompson Benjamin "Sam" Davis Shanthi Gonzales | | |
| | Absent: 2 | - Jessica Ramos | | |
| | | Samantha Pal | | |
| | | Enactment No: 21-0487 | | |
| | | | | |

| ₿ (| С6 | <u>21-0493</u> | Amendment | No. 1, Memorandum of Understanding 2020-2021 - | | | |
|-----|----|----------------|--|---|--|--|--|
| | | | Bay Area Community Resources - After School Program - | | | | |
| | | | Rudsdale Con | ntinuation School | | | |
| | | | Approval by the | Board of Education of Amendment No. 1, Memorandum | | | |
| | | | of Understandin | g (MOU) 2020-2021 between the District and Bay Area | | | |
| | | | Community Reso | purces, San Rafael, CA, for the latter to hire an additional | | | |
| | | | staff member to | increase academic support available to teachers and | | | |
| | | | students during the day and to provide a driver's education class two | | | | |
| | | | times per week at Rudsdale Continuation School, in an additional | | | | |
| | | | amount of \$15,2 | 38.00, increasing the MOU not to exceed amount from | | | |
| | | | \$132,785.00 to \$148,023.00, for the period July 1, 2020 through June 30, | | | | |
| | | | 2021. All other terms and condition of the MOU remain in full force and | | | | |
| | | | effect. | | | | |
| | | | <u>Vendor No.: 000624</u> | | | | |
| | | | Requisition No.: VR21-04582 | | | | |
| | | | Resource Code-Site No.: 4124-352 | | | | |
| | | | Funding Source: 21st Century After School Safety and Enrichment | | | | |
| | | | for Teens Gra | <u>nt</u> | | | |
| | | | <u>Attachments:</u> | 21-0493 Amendment No. 1, Memorandum of Understanding 2020-2021 - Bay Area Community Resources - After School Program - Rudsdale Continuation School | | | |
| | | Aye: 7 | | liams | | | |
| | | | Benjamin "Sam | • | | | |
| | | | Shanthi Gonzal | | | | |
| | | Absent: 2 | Jessica Ramos | | | | |
| | | | Samantha Pal | | | | |
| | | | | | | | |
| | | | Enactment No: | 21-0488 | | | |

| C7 | <u>21-0539</u> | Amendment No. 2, Memorandum of Understanding 2020-2021 - |
|-------|----------------|--|
| | | East Bay Asian Youth Center - After School Program - Urban |
| | | Promise Academy |
| | | Approval by the Board of Education of Amendment No. 2, Memorandum |
| | | of Understanding (MOU) 2020-2021 between the District and East Bay |
| | | Asian Youth Center, Oakland, CA, for the latter to hire an after school |
| | | teacher to provide one-to-one academic intervention to up to twelve |
| | | newcomer and/or special education students for four hours per day at |
| | | Urban Promise Academy, in an additional amount of \$10,397.00, |
| | | increasing the MOU not to exceed amount from \$135,306.00 to |
| | | \$145,703.00, for the period August 1, 2020 through July 31, 2021. All other |
| | | terms and conditions of the MOU remain in full force and effect. |
| | | <u>Vendor No.: 001474</u> |
| | | Requisition No.: VR21-04583 |
| | | Resource Code-Site No.: 6010-236 |
| | | Funding Source: After School Education and Safety (ASES) Grant |
| | | Attachments: 21-0539 Amendment No. 2, Memorandum of Understanding 2020-2021 - East Bay Asian Youth Center - After School Program - Urban Promise Academy |
| | | A motion was made by President Gonzales, seconded by Director |
| | | Thompson, to Approve the General Consent Report. The motion |
| | | carried by the following vote |
| | Aye: 7 | - Aimee Eng |
| | | VanCedric Williams |
| | | Gary Yee |
| | | Mike Hutchinson |
| | | Clifford Thompson |
| | | Benjamin "Sam" Davis |
| | | Shanthi Gonzales |
| | Absent: 2 | - Jessica Ramos |
| | | Samantha Pal |
| | | Enactment No: 21-0489 |
| | | |
| Appro | val of the Ge | neral Consent Report |

A motion was made by President Gonzales, seconded by Director Thompson, to Approve the General Consent Report. The motion carried by the following vote

Aye: 7 - Aimee Eng VanCedric Williams Gary Yee Mike Hutchinson Clifford Thompson Benjamin "Sam" Davis Shanthi Gonzales Absent: 2 - Jessica Ramos Samantha Pal

Superintendent of Schools

21-0684

C.-8

Bunche Academy - Temporary Location - Superintendent of Schools

Adoption by the Board of Education of Resolution No. 2021-0045 -Ratifying the Temporary Location of Bunche Academy at the former Lowell Campus.

<u>Attachments:</u> 21-0684 Bunche Academy - Temporary Location -Superintendent of Schools 21-0684 Resolution 2021-0045 Bunche (with amendments)

Initially President Gonzales moved, seconded by Director Yee, adoption of this Agenda Item. The vote herein reflects the subsequent motion made to Postpone This Agenda Item to a Date Certain, endorsed by the original mover and seconder of the motion to adopt.

Public Speakers

Ben Tapscott Assata Olugbala Kim Davis

A motion was made by President Gonzales, seconded by Director Williams that this matter be Postponed To a Date Certain - first Regular Board Meeting in May (May 12, 2021). The motion carried by the following vote:

Aye: 8 - Jessica Ramos Aimee Eng VanCedric Williams Gary Yee Mike Hutchinson Clifford Thompson Benjamin "Sam" Davis Shanthi Gonzales

Absent: 1 - Samantha Pal

Board of Education

| C9 | <u>21-0729</u> | | | - Member, Measure N - College and Career mmission - President, Board of Education | |
|----|----------------|-----|---|---|--|
| | | | Ratification by the Board of Education of President of the Board's | | |
| | | | appointment of Ja | ames Harris (1st term), as a Member of the Measure N - | |
| | | | College and Caree | er Readiness Commission, effective March 26, 2021, for | |
| | | | a term ending Jan | nuary 31, 2023. | |
| | | | <u>Attachments:</u> | 21-0729 Appointment - Member, Measure N - College and Career Readiness Commission - President, Board of Education | |
| | | | he was not sure whether Commin Governing Board participation. He | son said that he pulled this item so he could abstain. He said of how he felt about this item but in general questions ttee and Commission assignments should be filled by former d Members.when the District is trying to broaden community said going forward that he would like the Board to make a bring in community members to serve in these rolls. | |
| | | | A motion was made by President Gonzales, seconded by Director | | |
| | | | following vote. | ppointment be Adopted . The motion carried by the | |
| | Aye: | 5 - | Aimee Eng | | |
| | · | | Gary Yee | | |
| | | | Clifford Thomp | oson | |
| | | | Benjamin "Sam' | " Davis | |
| | | | Shanthi Gonzale | es | |
| | Nay: | 1 - | VanCedric Willi | iams | |
| | Abstained: | 1 - | Mike Hutchinso | on | |
| | Absent: | 2 - | Jessica Ramos | | |
| | | | Samantha Pal | | |
| | | | Enactment No: 2 | 21-0491 | |

D. New Business

Facilities Committee - March 12, 2021 - Gary Yee, Chairperson

| | D1 | <u>21-0195</u> |] | | ogram Management Services Agreement – Dunlavey - Division of Facilities Planning and |
|--|----|--|--|---|--|
| | | | | Approval by th Service Agreer Oakland, Calif program mana Measure J and Program Mana not to exceed a work schedule | he Board of Education of Measure Y Program Management ment between the District and Brailsford & Dunlavey, Fornia, for the latter to provide planning, coordination and gement services through the completion of the District's commencement of Measure Y Bond Programs for the agement Facilities Planning & Management Project, in the amount of \$6,274,154.00, as the selected consultant, with to commence on March 25, 2021, and scheduled to last 2023, pursuant to the Agreement. |
| | | | - | <u>Vendor No.: 00</u> Requisition No. | |
| | | | - | | -Site No.: 9650 918 |
| | | Funding Sourc | e: Fund 21 Measure J | | |
| | | | 4 | <u>Attachments:</u> | 21-0195 Presentation - Measure Y Program Management Services Agreement – Brailsford & Dunlavey - Division of Facilities Planning and Management (3/12/2021) 21-0195 Measure Y Program Management Services Agreement – Brailsford & Dunlavey - Division of Facilities Planning and Management (April 14, 2021) |
| | | | Initially Director Yee moved, seconded by Pres this Agenda Item. The vote herein reflects the s | | Yee moved, seconded by President Gonzales, adoption of n. The vote herein reflects the subsequent motion made to Agenda Item to a Date Certain, by Directors Hutchinson and ver and seconder. |
| | | debate on this item, the Facilities Committee, in general, was ceive from staff a 120 day or 1 year or annually a report on tractor performance. | | | |
| | | | | Public Speakers | 5 |
| | | | | Eddie Dillard Sharon Rose Assata Olugbala Ben Tapscott | а |
| | | Aye: | 5 - 2 | Williams that th | iams on " Davis |

| | Nay: | 2 - | Gary Yee |
|--------|-----------|------|---|
| | | | Clifford Thompson |
| | Absent: | 2 - | Jessica Ramos |
| | | | Samantha Pal |
| ****** | **** | **** | *********** |
| D2 | 21-0804 | | Agreement - Oakland Education Association and District - |
| D2 | 21-0004 | | Reopening of Schools, Spring 2021 |
| | | | Approval by the Board of Education of Tentative Agreement as |
| | | | Agreement Between the District and the Oakland Education |
| | | | Association Regarding Impacts and Effects of Reopening Schools in |
| | | | Spring of 2021. |
| | | | |
| | | | Attachments: 21-0804 Agreement - Oakland Education Association and District - Reopening of Schools, Spring 2021 |
| | | | Public Speaker(s): |
| | | | Ben Tapscott |
| | | | A motion was made by Vice President Davis, seconded by Director Thompson,that this Agreement or Contract be Adopted . The motion carried by the following vote: |
| | Aye: | 7 - | Aimee Eng |
| | | | VanCedric Williams |
| | | | Gary Yee |
| | | | Mike Hutchinson |
| | | | Clifford Thompson |
| | | | Benjamin "Sam" Davis Shanthi Gonzales |
| | Absent | 2_ | Jessica Ramos |
| | i ibsent. | £ - | Samantha Pal |
| | | | Enactment No: 21-0492 |

| A | D3 | <u>21-0613</u> | Discussion - District's Long Term Fiscal Solvency and Decision Making - Fiscal Years 2020-2023 and Beyond - Board of Edu | | | | |
|---|----------|------------------|---|---|--|--|--|
| | | | | Discussion by the Board of Education of District's prospective Le Term Fiscal Solvency and Decision Making, Fiscal Years 2020-2 and Beyond, including but not limited to the Report dated March 2021, from Fiscal Crisis Management Assistance Team (FCMAT and the Letter of January 14, 2021, from the Alameda County O of Education Regarding the District's First Interim Report, Fiscal 2020-2021 and directions to the Superintendent of Schools and General Counsel, regarding subject matter, if any. | | | |
| | | | | <u>Attachments:</u> | 21-0613 Presentation - Discussion - District's Long Term Fiscal Solvency and Decision Making - Fiscal Years 2020-2023 and Beyond - Board of Education 21-0613 Board Memorandum - Discussion - District's Long Term Fiscal Solvency and Decision Making - Fiscal Years 2020-2023 and Beyond - Board of Education | | |
| | | | | Public Speaker | | | |
| | | | | Sharon Rose Carol Delton Jim Mordecai Angelica Jongc Assata Olugbal Kim Davis Kampala Taiz-F Dina Frandsen Ben Tapscott | la | | |
| | | | | Discussed | | | |
| | Roll Cal | l (Secretary's O | bser | vation) | | | |
| | | | | Student Jessica | a Ramos present at 8:23 P.M. | | |
| | | Present | 8 - | Director Aimee Director VanCe Director Gary Y Director Mike Director Cliffor | edric Williams Yee Hutchinson rd Thompson Benjamin "Sam" Davis | | |

Absent 1 - Student Director Samantha Pal

E. Adjournment

President Gonzales adjourned the meeting in memory of Jean Wing, former Director, Research and Assessment Department (RAD), at 8:57 P.M.

Prepared By:_____

Approved By:_____