

PROCEEDINGS OF THE LIVINGSTON PARISH SCHOOL BOARD TAKEN AT A SPECIAL MEETING HELD AT THE LIVINGSTON PARISH SCHOOL BOARD OFFICE CONFERENCE ROOM, 13909 FLORIDA BLVD., LIVINGSTON, LOUISIANA ON THURSDAY, JUNE 19, 2008.

The Livingston Parish School Board met in a special session in the School Board Office Conference Room, Livingston, Louisiana on Thursday, June 19, 2008, at seven o' clock p.m., pursuant to the following notice:

June 16, 2008

TO: MEMBERS OF THE LIVINGSTON PARISH SCHOOL BOARD

There will be a Special Meeting of the Livingston Parish School Board at the School Board Office, 13909 Florida Blvd., Livingston, Louisiana on **THURSDAY, JUNE 19, 2008**, at **SEVEN O' CLOCK P.M.** for the following purpose and to take whatever action is necessary:

1. Approval of minutes of School Board Meeting held on June 5, 2008
2. Consider and adopt a resolution ordering and calling a special election to be held in School District No. 22 (Live Oak) of the Parish of Livingston, State of Louisiana, to authorize the incurring of debt and issuance of bonds therein; making application to the State Bond Commission in connection therewith; and providing for other matters in connection therewith - David E. Henderson of Foley & Judell, L.L.P.
3. Ratify bids received on June 10, 2008 for Juban Parc Junior High School - Alvin Fairburn & Associates, Architect / "Professional of Record"
4. Approval of Change Order No. 2, Denham Springs High School Field House Addition/Renovation - Alvin Fairburn & Associates, Architect / "Professional of Record" - Russell Coleman, Inc., Contractor
5. Discussion and action on Substantial Completion of Walker High School Baseball & Softball Field Lighting Project - Gasaway, Gasaway & Bankston, Architect / "Professional of Record" - Diamond Electrical Company, Contractor
6. Authority to advertise for bids for French Settlement Elementary School Asphalt Parking - Board President Keith Martin
7. Discussion and action on purchase of Property in Walker School District - Tom Jones, Attorney
8. Discussion and action on renewal of Excess Workers Compensation Insurance Renewal Quotes - Mr. John Norris, Insurance Consultant
9. Discussion and action on consideration of adopting a change in Crime Insurance Renewal Quotes - Mr. John Norris, Insurance Consultant
10. Discussion and action on approval of Louisiana Compliance Questionnaire for Audit Engagement of Government Entities for year 2007/2008 - Business Manager Terry Hughes
11. Discussion and action on future cost saving initiatives - Board Member Buddy Mincey, Jr.
12. Discussion and action on report from the Budget/Goals Committee Meeting held on June 18, 2008
13. Discussion and action on report from the Athletic/Staff Committee Meeting held on June 18, 2008
14. Discussion and action on the Superintendent' s recommendation for the following positions:
 - A. Substitute Assistant Principal Denham Springs Freshman High School
 - B. Assistant Principal Southside Junior High School
 - C. Substitute Assistant Principal Southside Junior High School
 - D. Principal French Settlement Elementary School
 - E. Substitute Principal Live Oak High School
 - F. Substitute Assistant Superintendent
15. Approval of Personnel Changes (See attached list)
16. Approval of paying of invoices

(The Livingston Parish School Board reserves the right to enter into an Executive Session, if needed, in accordance with LSA-R.S. 42:6.1 et seq. to review matters of litigation strategy and settlement negotiations.)

BY ORDER OF THE PRESIDENT.

Sincerely,
Randy K. Pope, Superintendent and Ex-Officio Secretary

The meeting was called to order by the President, Mr. Keith Martin, and upon roll call the following members were present:

PRESENT: Mr. Clint Mitchell, Mr. David Tate, Dr. Milton Hughes, Mr. Louis Carlisle, Mr. Buddy Mincey, Jr., Mr. Jeffery Cox, Mr. James Watson, Mr. Sid Kinchen, Mr. Keith Martin

ABSENT: None

1. The minutes of the School Board Meeting held on June 5, 2008, were approved upon motion offered by Mr. Carlisle, seconded by Dr. Hughes and the vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin

NAYS: None

ABSENT: None

The President declared that the motion carried and was adopted.

2. The President announced that the next item on the agenda was to adopt a Resolution ordering and calling an election on the proposition to issue \$30,000,000 of school improvement bonds, to be held in the School District No. 22 of the Parish of Livingston, State of Louisiana. In compliance with L.R.S. 42:5.1, the President then called for public comment on the proposed Resolution to call a special election to incur debt and issue general obligations bonds of School District No. 22 (Live Oak) of the Parish of Livingston, State of Louisiana. Thereupon, the following Resolution was explained by bond counsel, discussed fully by the Board and comments from any member of the public who wished to speak were heard. At the conclusion of the School Board's discussions and deliberations, the following Resolution was offered by Mr. Tate, seconded by Mr. Mitchell, and adopted by the following vote:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin

NAYS: None

ABSENT: None

And the Resolution provides as follows:

RESOLUTION

A resolution ordering and calling a special election to be held in School District No. 22 (Live Oak) of the Parish of Livingston, Louisiana, to authorize the incurring of debt and issuance of bonds therein; making application to the State Bond Commission in connection therewith; and providing for other matters in connection therewith.

3. Bids received on June 10, 2008 for Juban Parc Junior High School - Alvin Fairburn & Associates, Architect / "Professional of Record" were ratified as follows: A motion was offered by Mr. Mincey, seconded by Dr. Hughes to accept the low bid from Stafford Construction Company, Inc., in the amount of \$15,460,000.00. The vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin

NAYS: None

ABSENT: None

The President declared that the motion carried and was adopted.

4. Approval of Change Order No. 2, Denham Springs High School Field House Addition/Renovation - Alvin Fairburn & Associates, Architect / "Professional of Record" - Russell Coleman, Inc., Contractor was approved upon motion offered by Mr. Carlisle, seconded by Mr. Mincey as follows: (1) Furnish and install all labor and material for 3- 1' - 0" x 4' - 0" fluorescent light fixtures to match existing fixtures. Two fixtures to be installed in corridor adjacent to coach's offices and one fixture to be installed in hallway adjacent to existing equipment room for a cost of \$605.00 (2) Furnish and install all labor and material required to relocate/raise ductwork in weight room area to a minimum height of 9' - 0" A.F.F. for a cost of \$1,342.00. Contract sum will be increased by this Change Order in the amount of \$1,947.00. The vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson,
Mr. Kinchen, Mr. Martin
NAYS: None
ABSENT: None

The President declared that the motion carried and was adopted.

5. A motion was offered by Mr. Watson, seconded by Mr. Cox to approve Substantial Completion of Walker High School Baseball & Softball Field Lighting Project - Gasaway, Gasaway & Bankston, Architect / "Professional of Record" - Diamond Electrical Company, Contractor. The vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson,
Mr. Kinchen, Mr. Martin
NAYS: None
ABSENT: None

The President declared that the motion carried and was adopted.

6. Upon motion offered by Mr. Watson, seconded by Mr. Cox the Superintendent was granted authority to advertise for bids for French Settlement Elementary School Asphalt Parking and the vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson,
Mr. Kinchen, Mr. Martin
NAYS: None
ABSENT: None

The President declared that the motion carried and was adopted.

- A motion was offered by Mr. Watson, seconded by Mr. Cox to suspend the rules for approval of Change Order No. 1, Walker Elementary School Drainage and Paving Improvements - Mclin and Associates, Inc., Engineer - L. King Co., L.L.C., Contractor. The vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr.
Kinchen, Mr. Martin
NAYS: None
ABSENT: None

The President declared that the motion carried and was adopted.

Approval of Change Order No. 1, Walker Elementary School Drainage and Paving Improvements - McLin and Associates, Inc., Engineer - L. King Co., L.L.C., Contractor was approved upon motion offered by Mr. Watson, seconded by Mr. Cox as following: (1) Remove/Dispose of Walkway - \$4,880.00 (2) Pavement Base Preparation - \$400.00 (3) New Concrete Pavement - \$2,560.00 (4) New Walkway Canopy - \$18,000.00. Total Amount of \$25,840.00. The vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
 NAYS: None
 RECUSE: Mr. Mincey
 ABSENT: None

The President declared that the motion carried and was adopted.

7. A motion was offered by Mr. Watson, seconded by Mr. Cox to authorize the Superintendent to negotiate the purchase of property in the Walker School District and to authorize the Superintendent to contract for ancillary services, including title search, appraisal and environmental survey of said property. The vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
 NAYS: None
 ABSENT: None

The President declared that the motion carried and was adopted.

8. Mr. John Norris, Insurance Consultant, presented and recommended the renewal of Erdey Agency, Safety National as listed below:

Agent	Erdey Agency
Carrier	Safety National
A.M.Best rating in year quoted	A XV
Operates in Louisiana as	Admitted
Year of Quote	2008

A. EXCESS WORKERS COMPENSATION

1) Term of coverage proposed	1 year
2) Estimated Annual Payroll	102,929,953
3) <i>Self-Insured Retention (deductible)</i>	400,000
a) SIR applies	Per Accident
4) <u>Limit of Insurance Quoted</u>	
a) Specific Excess - Coverage A	Statutory
b) Specific Excess - Coverage B	1,000,000
c) Aggregate Excess (Stop Loss)	Not insured
5) Punitive Damage covered?	No
6) <u>Policy Extended to Cover:</u>	
a) On-the-job injury to volunteers?	Yes
b) On-the-job injury to board member?	Yes
<u>Premium Development:</u>	
7) Excess Insurance Rate	0.0304
8) Base is (NP) normal premium or (P) payroll	Per \$1000 payroll
9) Agent or broker fee added, if any	0

10) Annual Premium.....	31,291
11) Two yr option keeps rate, SIR the same.	31,291
B. FULL COVERAGE W.C.	
1) Term of coverage proposed	1 Year
2) Name of Carrier	Bridgefield Cas Ins
3) AMBest Rating	A+ XV
4) Operates in Louisiana as	Admitted
5) Estimated Annual Payroll	102,929,953
6) Annual Premium.....	893,372
C. COST OF SELF-FUNDING PROJECTED INTO NEXT FUND YEAR	
1) Claims within retention - five year 339,943 (Valued 2007) avg	
2) Excess Insurance	31,291
3) TPA Claims Service estimate	19,986
4) Office of WC, Dept of Labor, 8,172 estimate	
5) 2nd Injury Fund Assessment, <u>30,646</u> estimate	
6) All costs of self-funding....	430,038

A motion was offered by Mr. Mitchell, seconded by Dr. Hughes to accept the renewal, as presented, and the vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
 NAYS: None
 RECUSE: Mr. Carlisle
 ABSENT: None

The President declared that the motion carried and was adopted.

9. Mr. John Norris, Insurance Consultants, presented and recommended adopting additional coverage in Crime Insurance Renewal Quotes as listed below:

	Erdey 2005 (1)	Erdey 2006 (2)	Erdey 2007 (3)	Erdey 2008 (4)
B. CRIME - FIDELTY				
1. Carrier	EMC CO	EMC CO	EMC CO	EMC CO
2. A.M. Best Rating	A- X	A- X	A- X	A- X
3. Deductible Per Claim	5,000	5,000	5,000	5,000
4. Blanket Bond Amount	250,000	250,000	250,000	250,000
5. Depositor' s Forgery Covered?	Yes	Yes	Yes	Yes
6. Covers Tax Collector?	Excess	Excess	Excess	Excess
7. Covers Excess Individual Bond?	Excess	Excess	Excess	Excess
A) Randy Pope, Superintendent	\$15,000	\$15,000	\$15,000	\$15,000
B) Keith Martin, Board President	\$15,000	\$15,000	Excess	Excess
C) David Tate, Board VP		\$15,000	\$15,000	\$15,000
8. <u>Additional Coverage:</u>				
A) Loss of Money, Securities - Inside				250,000
B) Loss of Money, Securities - Outside				250,000
C) Computer Fraud				250,000
D) Funds Transfer Fraud				250,000
E) Counterfeit Currency				250,000
9. Annual Premium	7,519	8,272	8,272	10,273

10. Three Year Period Policy	24,816	30,819
11. Additional Premium for Three Year Policy		4,002
None: Item 7(a), (b), (c) are individual bonds with EMC. Premium, at \$53 each, is not included in 8.		

A motion was offered by Mr. Mitchell, seconded by Mr. Watson to adopt the additional coverage, as presented, and the vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
 NAYS: None
 RECUSE: Mr. Carlisle
 ABSENT: None

The President declared that the motion carried and was adopted.

10. A motion was offered by Mr. Cox, seconded by Mr. Watson to adopt the Louisiana Survey and Compliance Questionnaire which is a required part of the financial and compliance audit of Louisiana governmental unites and quasi-public corporations (Louisiana Governmental Audit Guide) for July 1, 2007 through June 30, 2008. The vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
 NAYS: None
 ABSENT: None

The President declared that the motion carried and was adopted.

11. Mr. Buddy Mincey, Board Member, stated that since the Board adopted that all personnel on indexed salary schedules remain at the current payroll scale with no further monies to be indexed, he questioned the Board in reference to future cost saving initiatives. As a cost saving initiative a motion was offered by Mr. Mincey, seconded by Dr. Hughes that all Temporary Buildings be paid through District Funds and not the General Fund. The vote on the motion was as follows:

YEAS: Dr. Hughes, Mr. Carlisle, Mr. Mincey
 NAYS: Mr. Mitchell, Mr. Tate, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
 ABSENT: None

The President declared that the motion failed.

12. Dr. Milton Hughes, Chairperson, presented the report of the Budget/Goals Committee meeting held on June 18, 2008, stating that the purpose of the meeting was for discussion and action on the following: (A) Review of Final Budgets for the 2007/2008 school year (B) New Student Information System and Budget. The following action was taken by the Committee:

A. The Committee voted unanimously to present to the full Board for approval to accept the Budget revisions, as presented, by Business Manager Terry Hughes and to accept the recommendation to increase the salary of employees that fall under the \$6.55 per hour minimum wage rate increase effective July 24, 2008. A motion was offered by Dr. Hughes to accept the Committee's recommendation and the vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
 NAYS: None
 ABSENT: None

The President declared that the motion carried and was adopted.

- B. The Committee voted unanimously to present to the full Board for approval the implementation of a New Student Information System with the recommendation of PowerSchool as the vendor. A motion was offered by Dr. Hughes to accept the Committee's recommendation and the vote on the motion was as following:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
NAYS: None
ABSENT: None

The President declared that the motion carried and was adopted.

13. Mr. David Tate, Chairperson, presented the report of the Athletic/Staff Committee meeting held on June 18, 2008, stating that the purpose of the meeting was for discussion and action on the following: (A) Job Description for Facilities Management Director (B) Job Description for Energy Educator. The following action was taken by the Committee:

- B. The Committee voted unanimously to present to the full Board for approval the Job Description for the position of Energy Educator/Manager. A motion was offered by Mr. Tate to accept the Committee's recommendation and the vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
NAYS: None
ABSENT: None

The President declared that the motion carried and was adopted.

- A. It was the consensus of the Committee for Mr. Glen Coburn's attorney, Ms. Donna Grodner; the Board Attorney, Mr. Tom Jones; Mr. David Tate, Board Member; and Mr. Rick Wentzel, Human Resource Director, to meet for a resolution on the Facilities Management Director's Job Description. Mr. Bill Spear, Assistant Superintendent, recommended that the Attorneys and Board Member be removed to allow the staff to meet for a resolution on the Facilities Management Director's Job Description. A motion was offered by Mr. Watson, seconded by Mr. Kinchen to accept the recommendation of Mr. Bill Spear and the vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
NAYS: None
ABSENT: None

The President declared that the motion carried and was adopted.

- C. The Committee voted unanimously to present to the full Board for approval that all New-Hired Principal Designees have a Master Degree with certification in Administration/Ed. Leadership effective the 2009/2010 school year with the understanding that current Principal Designees not certified be "grandfathered in." A motion was offered by Mr. Tate to accept the Committee's recommendation and the vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
NAYS: None
ABSENT: None

The President declared that the motion carried and was adopted.

14. A. Substitute Assistant Principal Denham Springs Freshman High School was deleted from the agenda.
- B. The Superintendent recommended the appointment of Mr. Carlos Williams for the position of Assistant Principal at Southside Junior High School with a performance-based contract effective July 23, 2008 - June 30, 2010. A motion was offered by Mr. Mincey, seconded by Mr. Carlisle to accept the Superintendent's recommendation, as presented, and the vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
NAYS: None
ABSENT: None

The President declared that the motion carried and was adopted.

- C. The Superintendent recommended the appointment of Mr. Chad Broussard for the position of Substitute Assistant Principal at Southside Junior High School effective July 23, 2008 - June 5, 2009. A motion was offered by Mr. Carlisle, seconded by Mr. Mincey to accept the Superintendent's recommendation, as presented, and the vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
NAYS: None
ABSENT: None

The President declared that the motion carried and was adopted.

- D. The Superintendent recommended the appointment of Ms. Cindy Gill for the position of Principal at French Settlement Elementary School with a performance-based contract effective June 6, 2008 - June 30, 2010. A motion was offered by Mr. Watson, seconded by Mr. Kinchen to accept the Superintendent's recommendation, as presented, and the vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
NAYS: None
ABSENT: None

The President declared that the motion carried and was adopted.

- E. The Superintendent recommended the appointment of Ms. Tracy McRae for the position of Substitute Principal at Live Oak High School effective June 6, 2008 - January 5, 2009. A motion was offered by Mr. Tate, seconded by Mr. Cox to accept the Superintendent's recommendation, as presented, and the vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
NAYS: None
ABSENT: None

The President declared that the motion carried and was adopted.

F. The Superintendent recommended the appointment of Mr. Tommy Cothorn for the position of Substitute Assistant Superintendent effective July 1, 2008 - January 5, 2009. A motion was offered by Mr. Kinchen, seconded by Mr. Mincey to accept the Superintendent's recommendation, as presented, and the vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
NAYS: None
ABSENT: None

The President declared that the motion carried and was adopted.

15. A motion was offered by Mr. Cox, seconded by Mr. Watson to approve the Personnel Changes, as submitted by the Personnel Department, with the following amendment: (A copy of the Personnel Changes are hereby attached and becomes a part of these minutes.)

TEACHERS:

1 KARI BRIGNAC - SPRINGFIELD HIGH - HIGH SCHOOL TEACHER - TERMINATION CHANGED TO RESIGNATION EFFECTIVE 08/05/2008.

Upon being submitted to a vote, the vote thereon was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
NAYS: None
ABSENT: None

The President declared that the motion carried and was adopted.

A motion was offered by Mr. Cox, seconded by Mr. Watson to grant the Superintendent authority to advertise for the position of Substitute Director of Curriculum and Central Office Secretary. The vote on the motion was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
NAYS: None
ABSENT: None

The President declared that the motion carried and was adopted.

16. Paying of invoices were approved upon motion offered by Mr. Carlisle, seconded by Mr. Mitchell and the vote thereon was as follows:

YEAS: Mr. Mitchell, Mr. Tate, Dr. Hughes, Mr. Carlisle, Mr. Mincey, Mr. Cox, Mr. Watson, Mr. Kinchen, Mr. Martin
NAYS: None
ABSENT: None

The President declared that the motion carried and was adopted.

Several Board Members acknowledged and thanked Mr. Randy Pope for thirty-five (35) years of dedicated service that he has provided to the Livingston Parish Public Schools System and congratulated him on the occasion of his retirement.

There being no further business before the Board, the President declared that the meeting adjourn and the Board adjourned at 8:12 p.m. until Thursday, July 10, 2008.

Randy K. Pope, Superintendent
and Ex-Officio Secretary

Keith Martin
President