

**WOOD COUNTY EDUCATIONAL SERVICE CENTER**  
**Regular Governing Board Meeting Minutes**  
**October 25, 2022**

The regular session of the Wood County Educational Service Center Governing Board Meeting was called to order by Governing Board President, Mr. Joe **Long**, at 4:01 p.m. with the following members present: Ms. Judy **Paredes** and Mr. Timothy **Smith**. Also present: Ms. Jackie **Haar**, Treasurer and Mark **North**, Superintendent.

**Absent:**

**Judy Hines, Board Member**  
**Kathy Limes, Vice President**

**Staff Members Present**

**Kelly VanOrder, MD Intervention Specialist**  
**Robert Moody, WCA Resource Coordinator**  
**Karen Burris, WCA Teacher**

**Visitors Present**

**N/A**

**Director Report/Featured Program**

**Karen Burris & Robert Moody presented the board with a video of the Wood County Academy shared the classroom newsletter for October and updated the board of the students' achievements this year. Proud of the students and the atmosphere they have created.**

**Approval of Agenda**

Ms. Paredes moved and Mr. Smith seconded the motion to approve the board agenda.

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The chair declared the motion carried.*

**Approval of the Minutes**

Mr. Smith moved and Ms. Paredes seconded the motion to approve the following minutes:

- Regular Board Meeting – September 27, 2022
- Special Board Meeting – October 4, 2022

*Roll Call: Yeas: Mr. Long, Ms. Paredes, Mr. Smith. The Chair declared the motion carried.*

## REPORTS OF THE TREASURER

**Approval of Cash Reconciliation Report-** The Cash Reconciliation Report for the previous month was provided to each Board member. Members had the opportunity to ask questions or make comments regarding the report.

Mr. Smith moved and Ms. Paredes seconded the motion to approve the Cash Reconciliation report for the month of September 2022:

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

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**Approval of Financial Report-** The Financial Report for the previous month was provided to each Board member. Members had the opportunity to ask questions or make comments regarding the report.

Ms. Paredes moved and Mr. Smith seconded the motion to approve the Financial report for the month of September 2022:

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

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**Approval of Bills** – Upon the recommendation of the Treasurer, Ms. Paredes moved and Mr. Smith seconded the motion to approve the Bills for September 2022:

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

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**Approval of Investment Transaction Ledger** – Upon the recommendation of the Treasurer, Mr. Smith moved and Ms. Paredes seconded the motion to approve the Investment Transaction Ledger for the month of September 2022:

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

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**Approval of WCESC Service Agreements with Agencies & School Districts-** Upon recommendation of the Treasurer, Mr. Smith moved and Ms. Paredes seconded the motion to approve the following Fiscal Year 2023:

**Fiscal Year 2023:**

- Maumee C.S.D. – Community Learning Centers Maumee MAKERS Intervention Services
- Montessori School – Occupational Therapy Services
- Penta Career Center – Occupation Therapy Services
- Rossford S.D. – Community Learning Centers Rossford Summer Intervention Services

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

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**Approval of Grant-** Upon recommendation of the Treasurer, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following new Grant and to appropriate funds to this grant.

Amount	Grant Title	Beginning Date	Ending Date	Fund/Spec
\$ 72,735.00	GEER II	7/1/22	6/30/23	508-9023

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

**Approval of Appropriation Modifications** - Upon recommendation of the Treasurer, Mr. Smith moved and Ms. Paredes seconded the motion to approve the following Appropriation Modifications:

Special Revenue Funds:                   +\$125,000.00

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

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**Approval of Donations** - Upon recommendation of the Treasurer, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following cash donations:

\$300.00      Rossford Association of Classroom Teachers  
                 Rossford, OH  
                 *To Benefit the Rossford Grandparents Raising Grandchildren Program - Meals*

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

**Approval of Subaward Agreement FY'23 Educational Technology Grant** - Upon recommendation of the Treasurer, Mr. Smith moved and Ms. Paredes seconded the motion to approve the following Subaward Agreement between Bowling Green State University and Wood County E.S.C., for NWOET, effective July 1, 2022 through June 30, 2023 in the amount of \$131,761.57.

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*



**SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS TO BOARD**

**Recommendation Pertaining to Board Policies** - Upon the recommendation of the Superintendent, Mr. Smith moved and Ms. Paredes seconded the motion to approve the Second Reading of the following Board Policies:

**Second Reading**

BJA	Liaison with School Boards Association
DN	School Properties Disposal

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

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**Recommendation Pertaining to Revised Salary Schedule for 22-23 school year** - Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Smith seconded the motion to approval of the following revised salary schedules for the 2022-2023 school year:

- Wood County Substitute Network Teacher Sub Rates
- Special Contract Employee

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried*

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**Recommendation Pertaining to Secure Shredding Agreement** - Upon the recommendation of the Superintendent, Mr. Smith moved and Ms. Paredes seconded the motion to approve the following agreement between Vital Records Control/Allshred Services and WCESC effective October 26, 2022 through October 25, 2025.

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

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**Recommendation Pertaining to Job Descriptions** - Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following job descriptions:

- Senior Workforce Consultant
- Workforce Consultant (Retention Specialist)

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

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**Recommendation Pertaining to iHeart Media Agreement** - Upon the recommendation of the Superintendent, Mr. Smith moved and Ms. Paredes seconded the motion to approve the following agreement between iHeart Media and Wood County ESC for advertisement for Prevention Coalition from December 1, 2022 through April 31, 2023 in the amount of \$12,000.

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

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## Staff Personnel

### **Recommendations Pertaining to Abolishment's, Resignations, Retirements, LOAs, RIFs, and**

**Terminations:** - Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Smith seconded the motion to approve the following Resignations/LOAs/Retirements/Abolishments/Non-Renewals & Terminations:

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

#### **Resignations:**

Kim **Fleshman**, Paraprofessional, effective 9/30/2022

Demi **Gutierrez**, CLC Seasonal Program Assistant, effective 10/3/2022

Jackie **Haar**, Treasurer, effective 12/1/2022

Deb **Johnson**, Paraprofessional, effective 8/5/2022

Aimee **Miller**, Paraprofessional, effective 10/15/2022

April **Partlow**, Paraprofessional, effective 10/12/2022

Julianna **Ruetz**, Paraprofessional, effective 10/14/2022

Zach (Samantha) **Russell**, CLC Senior Team Leader, effective 10/8/2022

#### **Retirements:**

Linda **Logue**, Prevention Education Specialist, effective 2/1/2023

**Approval of Employment of Classified Personnel** – Upon the recommendation of the Superintendent, Mr. Smith moved and Ms. Paredes seconded the motion to approve the employment of the following Classified Personnel:

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

**New Hires 2022-2023 School Year**

Heaven **Anderson**, CLC Senior Team Leader, 6 hrs. p/day,  
5 days p/wk., 195 days, CLC/STL/0, effective 10/3/2022  
Letha **Frietag**, Unit Para, 6.75 hrs. p/day, 5 days p/wk.,  
142 days, UP/0, effective 10/13/2022  
Maliesha **Gillespie**, Para/Educational Aide, 6.75 hrs. p/day,  
5 days p/wk., 154 days, A/N/5, effective 10/5/2022  
Nicolette **Hayes**, Para/Educational Aide, 6.5 hrs. p/day,  
2 days p/wk., As needed, A/N/7, effective 10/17/2022  
Heather **Ludwig**, Para/Educational Aide, 3 hrs. p/day,  
4 days p/wk., 121 days, A/N/20, effective 10/10/2022  
Avery (Jay) **Miller**, Workforce Consultant (Retention Specialist),  
8 hrs. p/day, 5 days p/wk., 216 days, effective 10/3/2022 (\$72,000  
Prorated)  
Taylor **Oberhouse**, Para/Educational Aide, 6.75 hrs. p/day,  
5 days p/wk., 137 days, A/N/20, effective 10/20/2022  
Tiffany **Petrie**, Para/Educational Aide, 6.75 hrs. p/day,  
3 days p/wk., As needed, A/N/10, effective 10/11/2022  
Ashli **Poole**, Para/Educational Aide, 6.75 hrs. p/day, 5 days p/wk.,  
142 days, A/N/8, effective 10/17/2022  
Kimberly **Randall**, Para/Educational Aide, 6.75 hrs. p/day,  
5 days p/wk., 149 days, A/N/20, effective 10/4/2022  
Zachary (Samantha) **Russell**, CLC Senior Team Leader, 6 hrs. p/day,  
5 days p/wk., 195 days, CLC/STL/0, effective 10/3/2022  
Wyatt **Sanders**, Para/Educational Aide, 6.75 hrs. p/day,  
5 days p/wk., 155 days, A/N/7, effective 9/26/2022  
Chad **Sattler**, Para/Educational Aide, 4 hrs. p/day,  
5 days p/wk., As needed, A/N/7, effective 10/5/2022  
Alisa **Vertucci**, Para/Educational Aide, 6.5 hrs. p/day,  
5 days p/wk., 151 days, A/N/10, effective 9/30/2022

**Rehires 2022-2023 School Year**

Jackie **Haar**, Associate Treasurer, 7 hrs. p/day, 5 days p/wk.,  
22 days, effective 12/1/2022

**Seasonal New Hires 8/14/2022-5/20/2023**

Noah **Archer**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 10/6/2022

Heidi **Aselage**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 10/17/2022

Danielle **Buss**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 10/3/2022

Devin **Clisby**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 9/26/2022

Molly **Foos**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 10/18/2022

McKenzie **Davis**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 10/11/2022

Trinity **Gardner**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 10/6/2022

Hali **Hagemeyer**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 10/14/2022

Anastasia **Mathews**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 9/26/2022

Chloe **McConnell**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 9/30/2022

Kallie **Newberry**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 9/23/2022

Destany **Solis**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 9/28/2022

Katelyn **Strieter**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 9/26/2022

Abigail **Westfall**, CLC Seasonal Program Assistant, As needed, CLC/PA/0, effective 10/18/2022

**Changes 2022-2023 School Year**

Katie **Bailey**, From Unit Para, 6.5 hrs. p/day, 5 days p/wk., 185 days, UP/1, \$21,200, To Unit Para, 6.75 hrs. p/day, 5 days p/wk., 40 days (6.5 hrs. p/day), 145 days (6.75 hrs. p/day), UP/1, Effective 10/10/2022

Heather **Butterfield**, From Para/Educational Aide, 3 hrs. p/day, As needed, A/N/7, \$14.76 p/hr., To Para/Educational Aide, 3 hrs. p/day, As needed, A/N/8, \$14.76 p/hr., effective 8/9/2022

Alicia **Dodd**, From Para/Educational Aide, 6.75 hrs. p/day, 5 days p/wk., 192 days, A/N/11, \$19,647, To Para/Student Attendant, 6.75 hrs. p/day, 5 days p/wk., 32 days (Para/Educational Aide), 160 days (Para/Student Attendant), A/N/11, effective 10/1/2022



### **Changes 2022-2023 School Year Continued**

Marion **Hill**, From Unit Para, 6.5 hrs. p/day, 5 days p/wk.,  
185 days, UP/3, \$22,523, To Unit Para, 6.75 hrs. p/day,  
5 days p/wk., 185 days, UP/3, effective 8/15/2022

Alejandro **Huizar**, From Unit Para, 6.5 hrs. p/day, 5 days p/wk.,  
As needed, UP/1, \$17.63 p/hr., To Unit Para, 6.75 hrs. p/day,  
5 days p/wk., As needed, UP/1, effective 8/12/2022

Melissa **Jackson**, From Unit Para, 6.5 hrs. p/day, 5 days p/wk.,  
185 days, UP/1, \$21,200, To Unit Para, 6.75 hrs. p/day, 5 days p/wk.,  
185 days, UP/1, effective 8/15/2022

Jan **Miller**, From Para/Educational Aide, 6.5 hrs. p/day, 5 days p/wk.,  
185 days, A/N/7, \$17,749, To Para/Educational Aide, 6.5 hrs. p/day,  
5 days p/wk., 185 days, A/N/8, effective 8/9/2022

Tiffany **Nicely**, From Para/Educational Aide, 6.5 hrs. p/day, 5 days p/wk.,  
185 days, A/N/7, \$17,749, To Para/Educational Aide, 6.5 hrs. p/day,  
5 days p/wk., 185 days, A/N/8, effective 8/9/2022

Destiny **Schuler**, From Unit Para, 6.5 hrs. p/day, 5 days p/wk.,  
185 days UP/1, \$21,200, To Transition Para, 7 hrs. p/day,  
5 days p/wk., 185 days, TR/1, effective 10/17/2022

Amy **Switzenberg**, From Unit Para, 6.5 hrs. p/day, 5 days p/wk.,  
185 days, UP/0, \$20,551, To Unit Para, 6.75 hrs. p/day, 5 days p/wk.,  
185 days, UP/0, effective 8/15/2022

Sara **Williams**, From Para/Educational Aide, 6.5 hrs. p/day, 5 days p/wk.,  
185 days, A/N/7, \$17,749, To Para/Educational Aide, 6.5 hrs. p/day,  
5 days p/wk., 185 days, A/N/8, effective 8/9/2022

Elizabeth **Zimdars**, From CLC Seasonal Program Assistant,  
As needed, CLC/PA/0, \$11.23 p/hr., To CLC Senior Team Leader,  
8 hrs. p/day, 3 days p/wk., As needed, CLC/STL/0,  
effective 10/24/2022

### **Supplemental Changes 2022-2023 School Year**

Kelly **Schuh**, From Professional Development & Meetings, As needed,  
A/N/10, \$15.16 p/hr., To Professional Development & Meetings,  
As needed, A/N/15, effective 8/15/2022

### **Summer Supplemental 2021-2022 School Year**

Tamie **Aragon**, Unit Para – Extra Curricular, As needed,  
Max 20 hrs., UP/0, effective 6/1/2022-8/16/2022

### **Supplementals 2022-2023 School Year**

Gina **Allen**, Para/Educational Aide – Extra Hours, As needed,  
Max 11 hrs., effective 9/1/2022-6/1/2023

Yasmeen **Awwad**, Para/Educational Aide – Extra Hours, As needed,  
A/N/15, effective 9/1/2022-5/26/2023

Courtney **Cooper-Laing**, Unit Para – Extra Hours, As needed,  
UP/0, effective 9/26/2022-5/27/2023

Jeanette **Davilia**, Para/Educational Aide – Extra Hours, As needed,  
Max 16 hrs., effective 9/1/2022-5/26/2023

Jennifer **Dewar**, Para/Educational Aide – Extra Hours, As needed,  
A/N/15, effective 9/1/2022-5/26/2023

Carol **Doerfler**, Para/Educational Aide – Extra Hours, As needed,  
A/N/15, effective 9/1/2022-5/26/2023

Mary **Dudley**, Para/Educational Aide – Extra Hours, As needed,  
A/N/25, effective 9/1/2022-5/26/2023

Sharon **Elsensohn**, Para/Educational Aide – Extra Hours, As needed,  
A/N/15, effective 9/1/2022-5/26/2023

Letha **Freitag**, Professional Development & Meetings, As needed,  
UP/0, effective 8/29/2022-5/25/2023

Maliesha **Gillespie**, Para/Educational Aide – Extra Hours, As needed,  
Max 11 hrs., effective 9/1/2022-6/1/2023

Audrey **Howell**, Para/Educational Aide – Extra Hours, As needed,  
A/N/20, effective 9/1/2022-5/26/2023

Fatima **Jarouche**, Para/Educational Aide – Extra Hours, As needed,  
A/N/15, effective 9/1/2022-5/26/2023

Matthew **Johnson**, Para/Educational Aide – Extra Hours, As needed,  
Max 10 hrs., A/N/6, effective 10/12/2022-6/1/2023

Annie **Judson**, Para/Educational Aide – Extra Hours, As needed,  
A/N/15, effective 9/1/2022-5/26/2023

R. Brad **McCracken**, Associate Treasurer, 7 hrs. p/day, 5 days p/wk.,  
As needed, effective 10/10/2022-11/25/2022

Coury **Palovcik**, Unit Para – Extra Hours, As needed,  
UP/0, effective 9/26/2022-5/27/2023

Rosalyn **Riha**, Para/Educational Aide – Extra Hours, As needed,  
Max 11 hrs., effective 9/1/2022-6/1/2023

Jennifer **Schneider**, Para/Educational Aide – Extra Hours, As needed,  
A/N/15, effective 9/1/2022-5/26/2023

Kelly **Schuh**, Para/Educational Aide – Extra Hours, As needed,  
A/N/15, effective 9/1/2022-5/26/2023

Jahaira **Severson**, Para/Educational Aide – Extra Hours, As needed,  
A/N/15, effective 9/1/2022-5/26/2023

Ashley **Smith**, Para/Educational Aide – Extra Hours, As needed,  
Max 16 hrs., effective 9/1/2022-5/26/2023

**Supplementals 2022-2023 School Year Continued**

Joelle **Thompson**, Para/Educational Aide – Extra Hours, As needed,  
Max 11 hrs., effective 9/1/2022-6/1/2023

Machiko **Underwood**, Para/Educational Aide – Extra Hours, As needed,  
A/N/15, effective 9/1/2022-5/26/2023

Beth **Wadsworth**, Para/Educational Aide – Extra Hours, As needed,  
A/N/15, effective 9/1/2022-5/26/2023

Sonia **Wong**, Para/Educational Aide – Extra Hours, As needed,  
A/N/15, effective 9/1/2022-5/26/2023

**Approval of Employment of Certified Personnel** – Upon the recommendation of the Superintendent, Ms. Paredes moved and Mr. Smith seconded the motion to approve the employment of the following Certified Personnel:

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

**New Hires 2022-2023 School Year**

Cindy **Allen**, Curriculum Consultant, As needed,  
Max 15 hrs. p/wk., effective 10/25/2022  
Brittany **Butler**, Building Sub/Curriculum Support, 7.5 hrs. p/day,  
5 days p/wk., 155 days, effective 10/3/2022  
Toni **Makley**, Special Contract Employee, 7.75 hrs. p/day,  
5 days p/wk., 153 days, BG/SC, effective 9/28/2022  
Margo **Morr**, Special Contract Employee, 6.75 hrs. p/day,  
3 days p/wk., As needed, BG/SC, effective 10/19/2022  
Elizabeth **Niederkorn**, Special Contract Employee, 6.75 hrs. p/day,  
5 days p/wk., 142 days, NW/SC, effective 10/13/2022  
Peter **Prichard**, Senior Workforce Consultant, 8 hrs. p/day,  
5 days p/wk., 216 days, effective 10/3/2022 (Prorated \$90,000)

**Supplementals 2022-2023 School Year**

Emily **Avers**, OT – Extra Hours, As needed,  
Max 6 hrs., effective 9/1/2022-6/1/2023  
Sara **Balsmeyer**, OT – Extra Hours, As needed,  
Max 6 hrs., effective 9/1/2022-6/1/2023  
Nicole **Grymkowski**, SLP – Extra Hours, As needed,  
Max 6 hrs., effective 9/1/2022-6/1/2023  
Julie **Lach**, MD Teacher K-6 – Extra Hours, As needed,  
Max 16 hrs., effective 9/1/2022-6/1/2023  
Cordie **Stone**, MD Teacher K-6 – Extra Hours, As needed,  
Max 15 hrs., effective 9/1/2022-6/1/2023

**Changes 2022-2023 School Year**

Maura **Metcalfe**, From COTA, 7 hrs. p/day, 4 days p/wk.,  
As needed, AA/0, \$23.06 p/hr., To COTA, 7 hrs. p/day,  
2 days p/wk., As needed, AA/0, effective 10/10/2022  
Margo **Morr**, From Special Contract Employee, 6.75 hrs. p/day,  
3 days p/wk., As needed, BG/SC, \$102.09 p/day, To Special  
Contract Employee, 6.75 hrs. p/day, 5 days p/wk., 130 days,  
BG/SC, effective 10/31/2022

**Recommendation Pertaining to Substitutes** - Upon the recommendation of the Superintendent, Mr. Smith moved and Ms. Paredes seconded the motion to approve the following new Substitutes for the 22-23 school year:

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

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**Governing Board Updates:**

**Penta Career Center Report:** Judith Paredes reported that FCCLA Coordinator took 24 students, 3 went to nationals, 94% placed in the top ten percent. Advisory Committee meeting October 18<sup>th</sup> was a great turnout. Ms. Paredes attended the early childhood program as she heard before there is jobs available for the students but do not have transportation. Currently have 1,488 enrolled, highest in a long time. Explore Penta days is coming up. Also spoke about the Penta grade card.

**Legislative Liaison Report:** N/A

**Student Achievement Liaison Report:** - N/A

**Adjournment**

Motion by Mr. Smith and seconded by Ms. Paredes to adjourn the meeting at 5:04 p.m.

*Roll Call: Yeas: Mr. Long, Ms. Paredes and Mr. Smith. The Chair declared the motion carried.*

ATTEST:

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Joe Long, President

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Jackie Haar, Treasurer/CFO