



*The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.*

## Board of Trustees Work Session

Tuesday, March 21<sup>st</sup>, 2023

C.R. Anderson Middle School

1200 Knight St, Helena, MT 59601

& Via TEAMS

A tour of C.R. Anderson will take place from 11:00 a.m. to 12:00 p.m.  
The business portion of the meeting will take place in the C.R. Anderson Library from  
12:00 p.m. to 1:00 p.m.

Members of the public can attend remotely by clicking the link below:

[Click here to join the meeting](#)

---

## AGENDA

### I. CALL TO ORDER / PLEDGE OF ALLEGIANCE

### II. REVIEW OF AGENDA

### III. GENERAL PUBLIC COMMENT

*This is the time for comment on public matters that are not on the agenda. Public matters do not include any pending legal matters, private personnel issues or private student issues. Please do not attempt to address such issues at this time or you will be ruled out of order. The Board cannot enter into a discussion during General Public Comment.*

### IV. PRESENTATION

**V. NEW BUSINESS**

A. Consent Action Items

1. 01.24.23 Board Work Session Meeting Minutes
2. 02.28.23 Board Work Session Meeting Minutes

B. Items For Action

1. Consideration of Ballot Language for General Fund Levy Proposition
  - a. Helena Elementary Trustee Resolution-Approval of Ballot Language
2. Consideration of Ballot Language for Building Reserve Levy Propositions
  - a. Helena Elementary Trustee Resolution-Approval of Ballot Language
  - b. Helena High School Trustee Resolution-Approval of Ballot Language

**VI. BOARD DISCUSSION**

**VII. UPCOMING MEETINGS**

**VIII. BOARD COMMENTS**

**IX. ADJOURNMENT**

**HELENA SCHOOL DISTRICT  
Board of Trustees Work Session Meeting**

**Meeting Date:** 03/21/2023

**Item V.A.1. - A.2.**

Consent Action Items

Items For Action

**Item Title:        Consent Action Items**

- 1. 01.24.23 Board Work Session Meeting Minutes
- 2. 02.28.23 Board Work Session Meeting Minutes

Board Action	1st Motion	Second	Aye	Nay	Other
Muszkiewicz					
Hathorn					
Beaver					
Satre					
McKee					
Walsh					
Armstrong					



*The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.*

## Board of Trustees Work Session

Tuesday, January 24th, 2023 | 12:00 p.m. | Lincoln Center and via TEAMS

### MINUTES

#### ATTENDEES

##### *Trustees*      *Others*

Siobhan Hathhorn, Board Chair	Rex Weltz, Superintendent
Jennifer McKee, Vice Chair	Josh McKay, Assistant Superintendent 6-12
Luke Muszkiewicz, Trustee	Barb Ridgway, Chief of Staff
Terry Beaver, Trustee	Janelle Mickelson, Business Manager
Kay Satre, Trustee	Lona Carter, School Health Grant Facilitator
Janet Armstrong, Trustee	Brian Cummings, Assistant Superintendent K-5
Jennifer Walsh, Trustee	Gary Myers, Director of Educational Technology
	Keri Mizell, Human Resources Director
	Karen Ogden, Communications Officer
	Candice Delvaux, Executive Assistant
	Jane Shawn, HEA President
	Kirstan Roush, SACC Program Director
	Todd Verrill, Facilities Director
	Tim McMahon, Activities Director

#### **I. CALL TO ORDER/ PLEDGE OF ALLEGIANCE**

Board Chair Siobhan Hathhorn called the meeting to order at 12:01 p.m. and led the Pledge of Allegiance.

**II. REVIEW OF AGENDA**

Board Chair Siobhan Hathhorn reviewed the agenda with the Board of Trustees. Due to the change in location for the Board Work Session, the Presentation portion of the agenda was removed from the agenda.

The Board of Trustees moved on to General Public Comment.

**III. GENERAL PUBLIC COMMENT**

There was no general public comment offered.

**IV. NEW BUSINESS**

**A. Items For Information**

1. SACC and the Child and Adult Care Food Program (CACFP)

Kirstan Roush, SACC Program Director, presented information about the Child and Adult Care Food Program (CACFP) to the Board of Trustees. SACC is committed to serving healthy, nutritious snacks and at-risk meals that follow meal pattern guidelines established by the Child and Adult Care Food Program (CACFP) administered by the State of Montana and the US Department of Agriculture. SACC, in its 30th year of providing childcare after school, is currently participating in its 12th year with CACFP. In October 2022, eleven SACC sites in Helena School District #1 (one at each elementary school) served 4,050 snacks and 96 breakfasts to 4,470 attendees – an average of 300 children per day. Breakfasts are served at our Full Days programs (Oct. 20 and 21, Winter and Spring breaks). In November, those numbers 3821 snacks to an average 220 students for 19 days of the month. December’s totals were 2800 snacks to an average 320 children daily during 15 days of operation.

Meal pattern requirements for 6- to 12-year-olds are as follows:

Snacks are served by SACC staff trained in food safety protocols that meet Lewis and Clark County health and safety guidelines. Snacks consist of food components to include two to five of these items: Meat or Meat Alternative, Whole Grains, Fruits, Vegetables and Milk. When these items are served in the required amounts SACC receives reimbursement.

At-risk meals are served at Broadwater, Bryant, and Central schools. Five components must be served for a creditable reimbursable meal. These components are the same as snack components but all five must be served.

\*Snacks and meals are served per Montana CACFP policy using the (Ellyn) Satter Eating Competency Model, a philosophy that describes a division of responsibility for adults and children in eating relationships.

That concluded Ms. Roush's presentation and the Board of Trustees moved on to the second Item for Information: Spring Levies Discussion.

## 2. Spring Levies Discussion

The Board of Trustees and Superintendent Rex Weltz had a robust discussion about spring levies. Superintendent Rex Weltz discussed that general fund mill levy approval for the elementary is being requested at this time for a possible amount of \$249,000. In addition to the elementary general fund mill levy approval, the District will be requesting an increase in the building reserve mill levy for both the elementary and the high school districts for the purposes of facility modifications, renovations and repair, upgrades and maintenance of safety and security, roofing, heating, ventilation, air conditioning, electrical, plumbing, and structural systems; grounds improvement and maintenance. The increase being requested for the elementary district is \$1,750,000 annually for a term of 10 years. The increase being requested in the high school district is \$750,000 for a term of 10 years. The estimated proposal amount for the elementary building reserve levy would be a total of \$3,000,000 a year and \$1,500,000 in the high school building reserve levy after the requested increases. Both the current elementary and high school district buildings reserve levies expire June 30, 2024. If approved, the increased levies will take effect July 1, 2023, and expire June 30, 2033. Passage of the proposal will increase the annual taxes on a home with an assessed value of \$100,000 by approximately \$19.27 in the elementary district and approximately \$7.52 in the high school district. The annual increase in taxes on a home with an assessed value of \$200,000 is approximately \$38.54 in the elementary district and \$15.04 in the high school district.

The Board of Trustees were in agreement that the elementary school general fund mill levy, the elementary building reserve levy, and high school building reserve levy should be run at the amounts the District suggested above. Superintendent Rex Weltz and the Board of Trustees discussed that preliminary estimates indicate that an operational levy for the high school general fund either will not be possible or the amount of the levy will likely be minimal, and therefore, it is unlikely that we would run the levy

Right now, there is an \$88 million dollar deferred maintenance that exists in the district and of that amount, \$36 million is high priority needs. Superintendent Weltz discussed that it takes a large amount of money to maintain all our buildings and over the last ten years there has been roughly a 40% increase in construction costs

and inflation has been extraordinarily high over the last couple years, which has greatly affected the budget. If we were able to increase the amount of the elementary building reserve to a total of \$3,000,000 and \$1,500,000 in the high school building reserve, it could help us address our high priority deferred maintenance needs.

Mr. Todd Verrill, Facilities Director, mentioned that the cost of just one boiler in a building is around \$500,000. The group also discussed that we need air conditioning in the classrooms, and air conditioning is extremely expensive to install in these older buildings. In addition to that, our buildings also need windows, siding, floor coverings, etc... Our schools are large, the average age is 57 years old, and they are old buildings with old systems, and some have failing systems; therefore, it is crucial that we address our deferred maintenance issues now and we need to have the money to be able to do that and to take care of our buildings.

That concluded Items for Information and the Board of Trustees moved on to review the Consent Action Items.

#### **B. Consent Action Items**

1. 11.29.22 Board Work Session Meeting Minutes
2. Resolution to Dispose of Personal Property: Portable Scoreboards

Siobhan Hathorn, Board Chair, commented. "I would entertain a motion for the Consent Action Items as presented."

**Motion:** Trustee Luke Muszkiewicz moved to approve the Consent Action Items as presented. Trustee Kay Satre seconded the motion.

**Public Comment:** None.

**Vote:** 7-0 motion carries unanimously.

#### **V. UPCOMING MEETINGS**

Siobhan Hathorn, Board Chair, discussed upcoming meetings with the Board of Trustees.

- February 1<sup>st</sup>, Teaching and Learning Committee Meeting, Noon
- February 6<sup>th</sup>, Facilities and Maintenance Committee Meeting, Noon
- February 7<sup>th</sup>, Policy Committee Meeting, Noon
- February 14<sup>th</sup>, Executive Committee Meeting, 11:00 a.m.
- February 14<sup>th</sup>, Budget and Finance Committee Meeting, Noon
- February 14<sup>th</sup>, Full Board Meeting, 5:30 p.m.
- February 28<sup>th</sup>, Board Work Session-Broadwater Elementary, 11:00 a.m.

**VI. BOARD COMMENTS**

There were no additional board comments.

**VII. ADJOURNMENT**

The meeting was adjourned at 1:18 p.m.

---

Candice Delvaux, Recording Secretary





*The Helena Public Schools educate, engage, and empower each student to maximize his or her individual potential with the knowledge, skills and character essential to being a responsible citizen and life-long learner.*

## Board of Trustees Work Session

Tuesday, February 28th, 2023 | 11:00 a.m. | Broadwater Elementary and via TEAMS

### MINUTES

#### ATTENDEES

<i>Trustees</i>	<i>Others</i>
Siobhan Hathhorn, Board Chair	Rex Weltz, Superintendent
Jennifer McKee, Vice Chair	Josh McKay, Assistant Superintendent 6-12
Luke Muszkiewicz, Trustee	Barb Ridgway, Chief of Staff
Terry Beaver, Trustee	Janelle Mickelson, Business Manager
Janet Armstrong, Trustee	Lona Carter, School Health Grant Facilitator
Kay Satre, Trustee	Brian Cummings, Assistant Superintendent K-5
	Gary Myers, Director of Educational Technology
	Keri Mizell, Human Resources Director
	Karen Ogden, Communications Officer
	Candice Delvaux, Executive Assistant
	Jane Shawn, HEA President
	Todd Verrill, Facilities Director
	Kellie Boedecker, Broadwater Elementary Principal
	Kathleen Prody, C.R. Anderson Middle School Principal
	Angela Roberts, Guest of the Public
	Tawnee Lambert, Guest of the Public

#### I. **CALL TO ORDER/ PLEDGE OF ALLEGIANCE**

Board Chair Siobhan Hathhorn called the meeting to order at 12:00 p.m. and led the Pledge of Allegiance.

## **II. REVIEW OF AGENDA**

Board Chair Siobhan Hathorn reviewed the agenda with the Board of Trustees. The Trustees were in agreement that the 01.24.23 Board Work Session Meeting Minutes did not fully reflect the entire discussion from the 01.24.23 Board Work Session Meeting and requested that the minutes be revised. The Trustees agreed that the 01.24.23 Board Work Session Meeting Minutes would be pulled from the Consent Action Items for today's meeting and that the revised minutes will be submitted to the Board of Trustees for approval at the March 21<sup>st</sup> Board of Trustees Work Session meeting.

The Board of Trustees moved on to General Public Comment.

## **III. GENERAL PUBLIC COMMENT**

There was no general public comment offered.

## **IV. PRESENTATION**

Ms. Kellie Boedecker, Principal of Broadwater Elementary School, gave a presentation about Broadwater Elementary to the Board of Trustees. The Broadwater Elementary mission statement states, "*Broadwater provides a safe, positive, and engaging learning environment so that ALL students can become responsible and productive members of their community*". The Broadwater Elementary vision statement states, "*We are passionate, inquisitive, and creative; learning to be the best we can be. We value perseverance, integrity, compassion, balance, and fun. We will inspire joyful, rigorous learning and foster physical, emotional, and academic wellness as a collaborative community*".

Principal Boedecker reviewed the staff demographics at Broadwater Elementary.

- 13 classroom teachers
- 1.25 special education teachers
- 1 title teacher
- 1 instructional coach
- 1 speech pathologist (shared with Ray Bjork)
- 1 counselor
- 1 school psychologist (shared with Jefferson)
- 1 librarian
- 1 music teacher (shared with Smith)
- 1 P.E. teacher (shared with Smith)
- 8 paraprofessionals
- 2 custodians
- 1 CSCT
- 1 administrative assistant
- 1 nurse (shared with Ray Bjork and PAL)
- 2 food service workers

Principal Boedecker reviewed the classroom demographics at Broadwater Elementary.

- 10 general education classrooms
- 2 kindergarten
- 2 first
- 2 second
- 1 third
- 1 third/fourth combo
- 1 fourth
- 1 fifth
- 3 Montessori classrooms
  - 2 lower (grades 1,2,3)
  - 1 Upper (grades 4,5)

Principal Boedecker reviewed student demographics at Broadwater Elementary.

- Total Enrollment=252
- K=32
- 1=54
- 2=48
- 3=47
- 4=40
- 5=31
- Attendance Percentage=88.5%
- Free and Reduced=54%
- 2022-2023 PTC Attendance
  - 92% in November
  - 90% in February

Principal Boedecker shared with the Board of Trustees that Broadwater Elementary was built in 1943 and an outdoor nature habitat was added over 20 years ago through an HEF grant. Broadwater Elementary is used by the community for YMCA sports, traveling team sports, and the summer SACC program. Principal Boedecker concluded her presentation by sharing that Broadwater Elementary will be celebrating its 130<sup>th</sup> birthday this year, because the original Broadwater Elementary School stood in the same location where Broadwater Elementary now stands.

## V. NEW BUSINESS

### A. Consent Action Items

- ~~1. 01.24.23 Board Work Session Meeting Minutes~~
2. Resolution to Dispose of Personal Property: Technology Surplus

3. Consideration For Approval of Resolutions of Intent to Increase (Decrease) Non-voted Levies
  - a) Approval of Resolution of Intent to Increase (Decrease) Non-voted Levies – Elementary District
  - b) Approval of Resolution of Intent to Increase (Decrease) Non-voted Levies – High School District

Siobhan Hathhorn, Board Chair, commented. “I would entertain a motion for the Consent Action Items 2 through 3 as presented.”

**Motion:** Trustee Luke Muszkiewicz moved to approve the Consent Action Items as presented. Trustee Jennifer McKee seconded the motion.

**Public Comment:** None.

**Vote:** 6-0 motion carries unanimously.

#### VI. UPCOMING MEETINGS

Siobhan Hathhorn, Board Chair, discussed upcoming meetings with the Board of Trustees.

- March 1<sup>st</sup>, Teaching and Learning Committee Meeting, Noon
- March 6<sup>th</sup>, Facilities and Maintenance Committee Meeting, Noon
- March 7<sup>th</sup>, Policy Committee Meeting, Noon
- March 14<sup>th</sup>, Executive Committee Meeting, 11:00 a.m.
- March 14<sup>th</sup>, Budget and Finance Committee Meeting, Noon
- March 14<sup>th</sup>, Full Board Meeting, 5:30 p.m.
- March 21<sup>st</sup>, Board Work Session-C.R. Anderson Middle School, 11:00 a.m.

#### VII. BOARD COMMENTS

There were no additional board comments.

#### VIII. ADJOURNMENT

The meeting was adjourned at 12:31 p.m.

---

Candice Delvaux, Recording Secretary

# Board of Trustees Work Session

Approval of ballot language for general fund levy propositions

---



## V. NEW BUSINESS

### B. Items for Action

1. Approval of ballot language for general fund levy propositions
- 

#### **Background:**

Pursuant to 20-20-401, MCA, the election administrator prepares the final ballot form. The Lewis and Clark County Elections Office (election administrator) has requested the ballot language for the propositions to be voted on in the upcoming election be submitted to them by March 24, 2023. Trustees must pass a resolution stating the exact levy amount, the estimated number of mills, and the tax impact on a home with a market value of \$100,000 and a home with a market value of \$200,000. The resolution must include the durational limit, if any, on the levy.

#### **Considerations:**

- The highest levy that can be requested for the elementary general fund is three hundred fifty-eight thousand seven hundred thirty-five DOLLARS (\$358,735), which is approximately 2.83 mills. Passage of the proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$3.96/year and on a home with a market value of \$200,000 by approximately \$7.91/year.
- In addition to the elementary general fund mill levy approval, the District will be requesting an increase in the building reserve mill levy for both the elementary and the high school districts for the purposes of facility modifications, renovations and repair; upgrades and maintenance of safety and security, roofing, heating, ventilation, air conditioning, electrical, plumbing, and structural systems; grounds improvement and maintenance. The increase being requested for the elementary district is \$1,750,000 annually for a term of 10 years. The increase being requested in the high school district is \$750,000 for a term of 10 years. Passage of the proposal will increase the annual taxes on a home with an assessed value of \$100,000 by approximately \$19.26 in the elementary district and approximately \$7.52 in the high school district. The annual increase in taxes on a home with an assessed value of \$200,000 is approximately \$38.53 in the elementary district and \$15.04 in the high school district. Both the current elementary and high school district building reserve levies expire June 30, 2024. If approved, the increased levies will take effect July 1, 2023, and expire June 30, 2033

#### Other Election Information:

- There are two open trustee positions in the elementary (K-12 positions) and one open trustee position in the high school.
- The deadline to file a Declaration of Intent and Oath of Candidacy is March 23, 2023.
- The deadline for filing a declaration of intent to be a write-in candidate is 5:00 pm on March 30, 2023.

#### **Superintendent recommendation:**

Approve the attached ballot language for the levy propositions.

**HELENA SCHOOL DISTRICT  
Board of Trustees Work Session Meeting**

**Meeting Date:** 03/21/2023

**Item V.B.1.a.**

Consent Action Items

Items For Action

**Item Title:      Item For Action**

- 1. Consideration of Ballot Language for General Fund Levy Proposition
  - a. Helena Elementary Trustee Resolution-Approval of Ballot Language

Board Action	1st Motion	Second	Aye	Nay	Other
Muszkiewicz					
Hathhorn					
Beaver					
Satre					
McKee					
Walsh					
Armstrong					

**TRUSTEE RESOLUTION APPROVAL OF BALLOT LANGUAGE  
ELEMENTARY GENERAL FUND LEVY**

BE IT RESOLVED, the Board of Trustees for School District No. 1, Lewis and Clark County, State of Montana, by a majority vote approves of the following ballot language for the ballot issue to be voted on at the Regular School Election to be held on May 2, 2023. The Board of Trustee of School District No. 1, further certifies that the ballot language contains all information required to be included pursuant to 15-10-425, MCA.

**HELENA ELEMENTARY SCHOOL GENERAL FUND LEVY**

Shall the board of trustees be authorized to impose an increase in local taxes to support the general fund in the amount of three hundred fifty-eight thousand seven hundred thirty-five DOLLARS (\$358,735) per year which is approximately 2.93 mills, for the purpose of: the general operations of the district?

Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$3.96 and on a home with a market value of \$200,000 by approximately \$7.91. The durational limit of the levy is permanent once approved by the voters, assuming the district levies that amount at least once in the next five years.

- FOR the Additional Levy**
  
- AGAINST the Additional Levy**

\_\_\_\_\_  
Siobhan Hathorn  
Print Name of Board Chair

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
T. Janelle Mickelson  
Print Name of Clerk

\_\_\_\_\_  
Signature of Clerk

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**HELENA SCHOOL DISTRICT  
Board of Trustees Work Session Meeting**

**Meeting Date:** 03/21/2023

**Item V.B.2.a.**

Consent Action Items

Items For Action

**Item Title:**      **Item For Action**  
2. Consideration of Ballot Language for Building Reserve Levy Propositions  
a. Helena Elementary Trustee Resolution-Approval of Ballot Language

Board Action	1st Motion	Second	Aye	Nay	Other
Muszkiewicz					
Hathhorn					
Beaver					
Satre					
McKee					
Walsh					
Armstrong					



**TRUSTEE RESOLUTION APPROVAL OF BALLOT LANGUAGE  
ELEMENTARY BUILDING RESERVE LEVY ELECTION**

BE IT RESOLVED, the Board of Trustees for School District No. 1, Lewis and Clark County, State of Montana, by a majority vote approves of the following ballot language for the ballot issue to be voted on at the Regular School Election to be held on May 2, 2023. The Board of Trustee of School District No. 1, further certifies that the ballot language contains all information required to be included pursuant to 15-10-425, MCA.

**HELENA ELEMENTARY SCHOOL BUILDING RESERVE LEVY**

Shall the Board of Trustees of Helena Elementary School District No. 1 be authorized to impose an additional One Million Seven Hundred Fifty Thousand (\$1,750,000) levy each year for Ten (10) years [which is seventeen million seven hundred fifty thousand (\$17,500,000) total and approximately 14.27 mills annually] for the Building Reserve Fund of Helena Elementary School District No. 1 for the purposes of facility modifications, renovations and repair; upgrades and maintenance of safety and security, roofing, heating, ventilation, air conditioning, electrical, plumbing, and structural systems; grounds improvement and maintenance of the elementary district?

Passage of this proposal will increase the annual taxes on a home with a market value of \$100,000 by approximately \$19.26 and on a home with a market value of \$200,000 by approximately \$38.53.

**FOR the Elementary Building Reserve Levy**

**AGAINST the Elementary Building Reserve Levy**

\_\_\_\_\_  
Siobhan Hathorn  
Print Name of Board Chair

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
T. Janelle Mickelson  
Print Name of Clerk

\_\_\_\_\_  
Signature of Clerk

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**HELENA SCHOOL DISTRICT  
Board of Trustees Work Session Meeting**

**Meeting Date:** 03/21/2023

**Item V.B.2.b.**

Consent Action Items

Items For Action

**Item Title:**      **Item For Action**  
                         2. Consideration of Ballot Language for Building Reserve Levy Propositions  
                             b. Helena High School Trustee Resolution-Approval of Ballot Language

Board Action	1st Motion	Second	Aye	Nay	Other
Muszkiewicz					
Hathhorn					
Beaver					
Satre					
McKee					
Walsh					
Armstrong					

**TRUSTEE RESOLUTION APPROVAL OF BALLOT LANGUAGE  
HIGH SCHOOL BUILDING RESERVE LEVY ELECTION**

BE IT RESOLVED, the Board of Trustees for School District No. 1, Lewis and Clark County, State of Montana, by a majority vote approves of the following ballot language for the ballot issue to be voted on at the Regular School Election to be held on May 2, 2023. The Board of Trustee of School District No. 1, further certifies that the ballot language contains all information required to be included pursuant to 15-10-425, MCA.

**HELENA HIGH SCHOOL BUILDING RESERVE LEVY**

Shall the Board of Trustees of Helena High School District No. 1 be authorized to impose an additional Seven Hundred Fifty Thousand (\$750,000) levy each year for Ten (10) years [which is seven million seven hundred fifty thousand (\$7,500,000) total and approximately 5.57 mills annually] for the Building Reserve Fund of Helena High School District No. 1 for the purposes of facility modifications, renovations and repair; upgrades and maintenance of safety and security, roofing, heating, ventilation, air conditioning, electrical, plumbing, and structural systems; grounds improvement and maintenance of the high school district?

Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$7.52/annually and on a home with a market value of \$200,000 by approximately \$15.04/annually.

**FOR the High School Building Reserve Levy**

**AGAINST the High School Building Reserve Levy**

\_\_\_\_\_  
Siobhan Hathhorn  
Print Name of Board Chair

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
T. Janelle Mickelson  
Print Name of Clerk

\_\_\_\_\_  
Signature of Clerk

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.