

Horizon School Division No. 67

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The Board of Trustees of Horizon School Division No. 67 held its Regular Board meeting on Thursday, November 30th, 2017 beginning at 1:00 p.m. in the Eric Johnson Room.

TRUSTEES PRESENT: Marie Logan, Board Chair
Bruce Francis, Board Vice-Chair
Blair Lowry, Derek Baron, Jennifer Crowson, Rick Anderson, Christa Runka

ALSO PRESENT: Dr. Wilco Tymensen, Superintendent of Schools
Phil Johansen, Associate Superintendent of Finance & Operations
Amber Darroch, Associate Superintendent of Learning Services
Cole Parkinson, Taber Times
Jared Williams, Taber Times
Sheila Laqua, Recording Secretary

REGRETS: Anita Richardson, Associate Superintendent of Programs and Human Services

ACTION ITEMS

- | | | | |
|-----|---|---------------------|---|
| A.1 | Moved by Derek Baron that the Board approve the agenda with the following additions:
A.26 - 2018 IMR | Carried Unanimously | AGENDA
APPROVED
153/17 |
| A.2 | Moved by Blair Lowry that the Board approve the Minutes of the Regular Board Meeting, held Wednesday, October 25th, 2017 as provided by Enclosure 1 of the agenda. | Carried Unanimously | BOARD MEETING
MINUTES APPROVED
154/17 |
| A.3 | Moved by Derek Baron that the Board approve the November 2017 Payment of Accounts report in the amount of \$2,330,096.94 as provided in Enclosure 2 of the agenda. | Carried Unanimously | PAYMENT OF
ACCOUNT
APPROVED
155/17 |
| A.4 | Moved by Jennifer Crowson that the Board approve the Audited Financial Statements of the year ending August 31, 2017 as presented by Avail, CPA, Darren Adamson. | Carried Unanimously | AUDITED FINANCIAL
STATEMENTS
APPROVED
156/17 |
| A.5 | Moved by Rick Anderson that the Board approve the Fall Budget Update with a deficit of \$1,501,135.00 | Carried Unanimously | BUDGET UPDATE
APPROVED
157/17 |
| | Moved by Jennifer Crowson that Board move operating reserves to unrestricted reserves to cover the operating deficit and previously approved Capital commitments: | | MOVE OPERATING
RESERVES TO
UNRESTRICTED
RESERVES
APPROVED |
| | <ul style="list-style-type: none">• Technology - \$539,295.00• 21st Century Learners - \$500,000.00• Inclusive Education - \$420,000.00• English Language Learners - \$410,000.00 | | |
| A.6 | Moved by Derek Baron that the Board approve the first reading of Policy GA – Hiring of Personnel as provided in Enclosure 3 of the agenda. | Carried Unanimously | 158/17
POLICY GA FIRST
READING
APPROVED
159/17 |

A.7	Moved by Bruce Francis that the Board approve the first reading of <u>Policy GAA – Employee Conflict of Interest</u> as provided in Enclosure 4 of the agenda.	POLICY GAA FIRST READING APPROVED 160/17
	Carried Unanimously	
A.8	Moved by Christa Runka that the Board approve the first reading of <u>Policy HGADA – Off Campus Education</u> as provided in Enclosure 5 of the agenda.	POLICY HGADA FIRST READING APPROVED 161/17
	Carried Unanimously	
A.9	Moved by Blair Lowry that the Board approve the first reading of <u>Policy HIC – Extra-Curricular Activities</u> as provided in Enclosure 6 of the agenda.	POLICY HIC FIRST READING APPROVED 162/17
	Carried Unanimously	
A.10	Moved by Derek Baron that the Board approve the first reading of <u>Policy JBA – Public Interest Disclosure</u> as provided in Enclosure 7 of the agenda.	POLICY JBA FIRST READING APPROVED 163/17
	Carried Unanimously	
A.11	Moved by Rick Anderson that the Board approve the second reading of <u>Policy EBCB – Fire Drills</u> as provided in Enclosure 8 of the agenda.	POLICY EBCB SECOND READING APPROVED 164/17
	Carried Unanimously	
	Moved by Derek Baron that the Board approved the final reading of Policy EBCB – Fire Drills as provided in Enclosure 8 of the agenda.	POLICY EBCB FINAL READING APPROVED 165/17
	Carried Unanimously	
A.12	Moved by Jennifer Crowson that the Board approve the second reading of <u>Policy FD – Disposal of Property</u> as provided in Enclosure 8 of the agenda.	POLICY FD SECOND READING APPROVED 166/17
	Carried Unanimously	
	Moved by Bruce Francis that the Board approved the final reading of Policy FD – Disposal of Property as provided in Enclosure 9 of the agenda.	POLICY FD FINAL READING APPROVED 167/17
	Carried Unanimously	
A.13	Moved by Blair Lowry that the Board approve the second reading of <u>Policy GBK – Tobacco Free Environment</u> as provided in Enclosure 10 of the agenda.	POLICY GBK SECOND READING APPROVED 168/17
	Carried Unanimously	
	Moved by Rick Anderson that the Board approved the final reading of Policy GBK – Tobacco Free Environment as provided in Enclosure 10 of the agenda.	POLICY GBK FINAL READING APPROVED 169/17
	Carried Unanimously	
A.14	Moved by Derek Baron that the Board approve the second reading of <u>Policy GCAA – Central Office Administrators</u> as provided in Enclosure 11 of the agenda.	POLICY GCAA SECOND READING APPROVED 170/17
	Carried Unanimously	
	Moved by Christa Runka that the Board approved the final reading of Policy GCAA – Central Office Administrators as provided in Enclosure 11 of the agenda.	POLICY GCAA FINAL READING APPROVED 171/17
	Carried Unanimously	
A.15	Moved by Jennifer Crowson that the Board approve the second reading of <u>Policy GK – Sales Personnel on School Premises as provided</u> in Enclosure 12 of the agenda.	POLICY GK SECOND READING APPROVED 172/17
	Carried Unanimously	
	Moved by Blair Lowry that the Board approved the final reading of Policy GK – Sales Personnel on School Premises as provided in Enclosure 12 of the agenda.	POLICY GK FINAL READING APPROVED 173/17
	Carried Unanimously	
A.16	Moved by Derek Baron that the Board approve the second reading of <u>Policy HND – Remembrance Day</u> as provided in Enclosure 13 of the agenda.	POLICY HND SECOND READING APPROVED

	Carried Unanimously	174/17
	Moved by Rick Anderson that the Board approved the final reading of Policy HND – Remembrance Day as provided in Enclosure 13 of the agenda.	POLICY HND FINAL READING APPROVED
A.17	Moved by Christa Runka that the Board approve the second reading of Policy IE – Student Attendance as provided in Enclosure 14 of the agenda. Carried Unanimously	175/17 POLICY IE SECOND READING APPROVED
	Moved by Bruce Francis that the Board approved the final reading of Policy IE – Student Attendance as provided in Enclosure 14 of the agenda. Carried Unanimously	176/17 POLICY IE FINAL READING APPROVED
A.18	Moved by Derek Baron that the Board approve the second reading of Policy IECB – International Students as provided in Enclosure 15 of the agenda. Carried Unanimously	177/17 POLICY IECB SECOND READING APPROVED
	Moved by Christa Runka that the Board approved the final reading of Policy IECB – International Students as provided in Enclosure 15 of the agenda. Carried Unanimously	178/17 POLICY IECB FINAL READING APPROVED
A.19	Moved by Blair Lowry that the Board approve the second reading of Policy IED – Independent Students as provided in Enclosure 16 of the agenda. Carried Unanimously	179/17 POLICY IED SECOND READING APPROVED
A.20	Second & Final reading of Policy IFH – Formal Parent/Student Appeal postponed to December Board Meeting Carried Unanimously	180/17
A.21	Moved by Jennifer Crowson that the Board approve the second reading of Policy II – Student Awards and Scholarships as provided in Enclosure 18 of the agenda. Carried Unanimously	POLICY II SECOND READING APPROVED
	Moved by Bruce Francis that the Board approved the final reading of Policy II – Student Awards and Scholarships provided in Enclosure 18 of the agenda. Carried Unanimously	181/17 POLICY II FINAL READING APPROVED
A.22	Moved by Derek Baron that the Board approve the second reading of Policy IO – Student Records as provided in Enclosure 19 of the agenda. Carried Unanimously	182/17 POLICY IO SECOND READING APPROVED
	Moved by Blair Lowry that the Board approved the final reading of Policy IO – Student Records provided in Enclosure 19 of the agenda. Carried Unanimously	183/17 POLICY IO FINAL READING APPROVED
A.23	Moved by Christa Runka that the Board approve the second reading of Policy JMA – School Council as provided in Enclosure 20 of the agenda. Carried Unanimously	184/17 POLICY JMA SECOND READING APPROVED
	Moved by Rick Anderson that the Board approved the final reading of Policy JMA – School Council provided in Enclosure 20 of the agenda. Carried Unanimously	185/17 POLICY JMA FINAL READING APPROVED
A.24	Moved by Blair Lowry that the Board delete Policy DFH – School Generated Funds as provided in Enclosure 21 of the Agenda. Carried Unanimously	186/17 DELETE POLICY DFH APPROVED
A.25	Moved by Derek Baron that the Board approve the Horizon School Division 2017-2018 Three-Year Education Plan and Annual Education Results as presented in Enclosure 22 of the agenda. Carried Unanimously	187/17 3-YEAR EDUCATION PLAN & AERR APPROVED
		188/17

A.26 Moved by Bruce Francis that the Board approve the 2017 – 2018 Horizon School Division Infrastructure Maintenance & Renewal plan as presented. 2018 IMR APPROVED
Carried Unanimously 189/17

DISCUSSION ITEMS

D.1 IMR Plan

2017-2018 IMR was approved by the Board. No further discussion was held.

D.2 Christmas Concerts

The Board discussed attending school and colony Christmas concerts scheduled for the month of December 2017.

INFORMATION ITEMS

I.1 Superintendent's Report

Wilco Tymensen, Superintendent, shared the November update with the Board:

Educational Leadership and Student Welfare

- Start-up meetings and dialogue between schools and division office are ongoing. Conversations/topics typically focus on processes that ensure student safety and well-being, financial management, instructional leadership. This month they also included provincial legislative requirements, facility use, transportation, off-campus excursions, and Alberta Education requirements.
- Principal meetings have commenced to discuss administration professional growth planning and school Three Year Education Plans, and annual education results
- School visits this month included: Hays School, Enchant School, D.A. Ferguson, ACE Place, Taber Christian School, Dr. Hamman School, Vauxhall High School, Horizon Mennonite Alternative Program (HMAP), Central School, W.R. Myers, Milk River Elementary School, Erle Rivers High School, Warner School
- Planning for summer 2018 College of Alberta School Superintendent zone 6 (CASSIX) Waterton conference is ongoing
- Division office staff is once again adopting two families, if Trustees would like to contribute to our efforts to see Diane
- Educational Leadership meetings this month included:
 - Alberta Education (AB ED) High School Redesign meeting
 - AB ED consultation meeting re: First Nations, Metis, and Inuit best practices, Assurance Model, and TEBA
 - CASSIX meeting
 - College of Alberta School Superintendents CASS provincial fall conference and annual general meeting (AGM)
 - Alberta School Board Association (ASBA) fall conference and AGM

Personnel Management

- Three new principals (Hays, W.R. Myers, and Chamberlain) are being evaluated this year. Teaching observations are continuing.

Policy and Strategic Planning and Reporting

- Horizon's policy committee met to review eight (8) policies.
- Work on policy revisions related to Bill 24 has begun. Bill 24 changes a number of sections in the School Act, section 16.1 being the main one. The bill requires jurisdictions to update their welcoming, caring, respectful, and safe learning environments policies as well as student conduct and discipline policies. It requires specific sections of S.16.1 of the School Act to be included in policy and legally prohibits schools from informing parents if their child is involved in a gay-straight alliance. Legislation also mandates that Boards must review the three policies and reaffirm them on an annual basis. Relevant excerpt of Section 16.1 of the School Act have been included below for reference:

16.1(1) If one or more students attending a school operated by a board request a staff member employed by the board for support to establish a voluntary student organization, or to lead an activity intended to promote a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, the principal of the school shall

(a) immediately grant permission for the establishment of the student organization or the holding of the activity at the school, and

(b) subject to subsection (4), within a reasonable time from the date that the principal receives the request designate a staff member to serve as the staff liaison to facilitate the establishment, and the ongoing operation, of the student organization or to assist in organizing the activity.

(3) The students may select a respectful and inclusive name for the organization or activity, including the name “gay-straight alliance” or “queer straight alliance”, after consulting with the principal.

(3.1) For greater certainty, the principal shall not prohibit or discourage students from choosing a name that includes “gay straight alliance” or “queer-straight alliance”.

(4) The principal shall immediately inform the board and the Minister if no staff member is available to serve as a staff liaison referred to in subsection (1), and if so informed, the Minister shall appoint a responsible adult to work with the requesting students in organizing the activity or to facilitate the establishment, and the ongoing operation, of the student organization at the school.

(6) The principal is responsible for ensuring that notification, if any, respecting a voluntary student organization or an activity referred to in subsection (1), is limited to the fact of the establishment of the organization or the holding of the activity

- Bill 24 will result in required changes to Policy IHF welcoming safe caring and respectful learning environments, Policy IG School Discipline, and Policy IGD Suspension and Expulsion (to be brought forth to the Board early in 2018)

- Bill 28 (amendments to the School Act) will also have an impact on a number of practices. In several cases, we must await updated regulations before we can fully explore required changes. (see attachment for summary of key changes)

- Bill 26 (Cannabis) will result in required changes to Policy IFCH Illicit Substances (to be brought forth to the Board early in 2018)

Fiscal Responsibility, Organizational Leadership and Management

- Preparation for ATA Collective Bargaining regarding local table matters is ongoing. First meeting (exchange of proposals) occurred on November 15, 2017.
- DAF/WRM modernization meetings are ongoing. Review and ranking of request for qualifications (RFQ) has concluded and those submissions that met Alberta Infrastructure (AI) qualifications have been invited to submit a more detailed request for proposal (RFP)
- Preliminary meetings and a site walk through of Erle Rivers High School (ERHS) was undertaken. The meeting was facilitated by AB ED/AI in preparation for the December 7 and 8th ERHS value management session.

Communications and Community Relations

- A number of other meetings and celebrations were attended over the last month. These include but are not limited to
 - Administrator Meeting
 - Division Office staff meeting
 - Senior Administrative Leadership Team meeting
 - Copperfield Graduation
 - Council of School Councils (COSC) meeting
 - APEX Youth Awards planning
 - Barnwell Grand Opening planning (Scheduled for Feb 1, 2018)
 - W.R. Myers First Nations, Metis, and Inuit celebration and evening social

Learner Services lead team members:

Amber Darroch, Associate Superintendent

Terri-Lynn Duncan, Director of Learning (Curriculum & Instruction)

Robbie Charlebois, Director of Learning (Inclusive Education)

Angela Miller, Clinical Team Lead

KEY ACTION AREA #1:

Strong core instruction that develops student competencies

- The Learner Service Team - Amber, Terri-Lynn and Robbie - attended the Curriculum Coordinators meeting where information was shared on the development of curriculum, literacy, numeracy and Career and technology foundations. This information was then brought back and shared at the November Administrators' Meeting.
- In the month since the last board meeting, assessment has been a popular topic in schools with fall report cards having been sent out. Assessment Coach Sharon Skretting had 16 meetings in schools, most spanning full days working with a number of teachers on a given staff. Sharon was also integral in troubleshooting technical obstacles with completing report cards and spent most of her office time taking a help desk approach to supporting teachers, secretaries and administrators. Administrators had a professional learning focus on assessment for both the October and November meetings. Sharon assisted Amber in facilitating these sessions. Teacher representatives to the Assessment Committee also joined Sharon, Amber and Terri-Lynn for a full day workshop on November 22nd.
- Crystal McGregor, Literacy Coach attended Columbia University's Book Clubs in Middle and High School Institute 2017: The Art of Engaging Teens with Close Reading and Literary Conversations across Fiction and Nonfiction. The information learned at this institute will be shared with division leads in the literacy cohort in the division.
- Eight teachers across the division worked with Crystal in developing literature circles for middle and high school classrooms. Literature circles is an instructional structure which allows for small groups of students to read various novels organized on a theme, while progressing through the texts and exploring literary concepts together. A follow-up in-service is scheduled for December 7th.
- Crystal has been providing one-to-one coaching in the area of planning and ELA assessment and has been co-planning units of study with teachers across the division at the middle and high school level.
- Beginning Teachers in grades K-6 met with Terri-Lynn on the Division-Wide Day to discuss particular needs in their classrooms and to receive their book for the book study that they will embark on. The book is *Visible Literacy for Learning: Implementing the Practices That Work Best to Accelerate Student Learning* by Douglas Frey, Nancy Fisher and John Hattie.
- Off Campus Coordinators met with Terri-Lynn Duncan to discuss the division forms, Registered Apprenticeship Program, Site inspections. It was decided that a small working group would be developed to create site inspection lists with help from experts in the different areas, such as retail, restaurants, agriculture, etc. It was also decided to start a document that all coordinators have access to, so that once a site has been inspected then other coordinators would not have to also do the same.
- Coral James, Laura Elliott, and Robbie Charlebois met with the WR Myers Grade 9 teachers for an afternoon professional learning session about differentiated instructional strategies and assessment practices.

- Coral James had 15 teacher observations and meetings. She also had 7 drop in visits, 2 Principal meetings, and 6 collaborative meetings. The majority of Coral's work is supporting classroom teachers with differentiated instructional practices and interventions at the classroom level.

KEY ACTION AREA #2:

Response to Instruction and Intervention Framework to improve literacy and numeracy proficiency

- Fountas and Pinnell Reading Benchmark training was provided to all teachers at Vauxhall High School by Crystal on their site-based PD day. Assessment information gathered from students will be used to inform teachers on developing reading intervention groups. VHS is undertaking a six-week long cycle of Levelled Literacy Intervention with their junior high students. Support for teachers and the literacy lead will be ongoing throughout this process.
- Vulnerable Readers Conference K-6 in Calgary was attended by a number of teachers from our district as well as both Directors of Learning.
- Response to Instruction and Intervention Collaborative meetings were held by TCS, MRE, ENC, and WAR and attended by Coral James, Laura Elliott, and Robbie Charlebois to support teachers and the framework. The team plans to attend DAF, VHS in December.
- Robbie presented to LTW on their school PD day supporting their Collaborative Response Model (CRM) moving forward. Their work together will continue on the Dec. 1 PD day. She is working with Hays to support their CRM moving forward on Nov. 29th.
- Learning Support Teachers meeting held on October 16th focused entirely on Response to Instruction and Intervention and the LST role. Time was allocated to simulate the Collaborative meeting format and opportunities for learning from fellow LST colleagues.
- Angela Miller and Robbie Charlebois attended VTRA Level II training.

KEY ACTION AREA #3:

Stakeholder engagement impacts student success

- Crystal attended Taber Adult Learning's 45th Anniversary Celebration.
- Terri-Lynn attended the Alberta Education Nutrition Meeting with districts across Alberta to share ideas. Terri-Lynn is involved in creating a system for sharing important documents and menu planning for all districts across Alberta.
- On November 29, 2017 Holy Spirit and Horizon will be holding an Inter-jurisdictional Staff Wellness Day. The day includes a variety of professional and Alberta Health speakers focusing on the 7 dimensions of wellness: Physical, Emotional, Intellectual, Social, Spiritual, Environmental and Occupational.
- Through the month of November Terri-Lynn met with individual home stay families to ensure that the International Students were doing well and to discuss their report cards. Families were very happy with the students and most were asking whether there would be more for the second semester. At this time we do not have more students coming in February.
- On Saturday, November 18 an International Student Game Day was held at division office by Terri-Lynn. All families and students attended to play board games and practice some English. Families also learned some Portuguese from the Brazilian students.
- Robbie Charlebois attended the FASD (fetal alcohol spectrum disorder) leadership meeting, Southwest Regional Collaborative Response (SWRCSD) meeting, and the SWRCSD Complex Case meeting as part of a number of networks working to support student needs.

- Angela Miller and Robbie Charlebois attended the National Mental Health Forum in Calgary.

LEADERSHIP PRACTICES

- Amber, Robbie and Terri-Lynn joined Wilco and Anita at the CASS Provincial Fall Conference November 1 - 3 in Calgary.
- The team also attended the Zone 6 CASS meetings on November 23 and 24.
- Meetings with school principals on their school improvement priorities and professional growth plan goals have filled a good part of the past month. Anita and Amber join Wilco for as many of the meetings as possible and we finish the last ones on November 29th.

I.5 Associate Superintendent of Programs and Human Services Report

Anita Richardson, Associate Superintendent of Programs and Human Services, shared the following November 2017 with the Board:

Human Resources

- Still working through Atrieve implementation. Proceeding with addition of a dashboard module
- Probationary Teacher evaluation process underway
- Incorporating changes to the Employment Standards Code as well as implications from central bargaining into HR practices
- Attended MLT Aikins Employment & Labour Law Update
- Working to address sub teacher shortage - met with ATA local president and CASSIX HR counterparts and spoke with Retired Teachers and U of L in regards to brainstorming and moving ideas forward.
- Voluntary retirement opportunity distributed
- Participated in first bargaining meeting
- Supported Principal with interviews

Leadership Practices

- Attending Principal Professional Growth Plan and School Plan meetings with Wilco and Amber
- Leadership Cohort has 10 participants this year – mix of principals, vice/assistant principals and teachers – hosted first session Nov. 13
- First Horizon JSET meeting to occur mid-February. Attended JSET event hosted by Palliser at UofL – discussing potential partnership for next year with Palliser.
- Working with ATA to host one or more professional learning sessions/socials for our substitute teachers
- Attended CASS Fall Conference with SALT. Learning focused on Deep learning in the area of pedagogy, System Leadership and Change facilitated by Michael Fullan and Santiago Roncon-Gallardo
- Attended Career Transitions AGM and Fall Board Meeting. Currently Vice Chair of the Board
- Met with high school principals participating in High School Re-design to discuss vision, goals, strategies and support from DO for this school year.
- Attended CASSIX Fall Meetings

Stakeholder Engagement

- 5 principals participated in training to look deeper into the data for the schools who used OurSchool Survey last year
- Implementing SOSQ student survey with 7 schools this year; training occurred November 20th

First Nations, Metis, Inuit

- Indigenous Committee meetings scheduled into the new year – several members attended “soaring with Knowledge’ conference hosted by the ATA
- Indigenous Champions –
 - meeting Jan. 11 to receive training in the Legacy of Residential Schools and facilitation of the Blanket Exercise

- Feb. 6 – will receive training in teaching resources – Learning Pebbles and participate in conversations to guide the development of our 3 year First Nations, Inuit and Metis plan
- Scheduled Blanket Exercises in 4 schools – 1 with entire school population
- Meeting with Town of Taber to discuss partnership opportunities, particularly related to potential grants
- FNMI Feast held at WR Myers Nov. 28

I.6 Teaching Indigenous Cultures in Schools

Alberta Education is providing teachers with lesson plans to help bring First Nations, Métis and Inuit history and contributions to life in classrooms across the province.

All students will learn about the history and legacy of residential schools and the history of First Nations, Métis and Inuit in Canada as part of the Government of Alberta’s commitment to the Truth and Reconciliation Commission.

“It is critical our students understand the history of residential schools, along with the histories and vibrant cultures of Indigenous communities and the role we all have to play in reconciliation. It’s equally important teachers have the tools they need to feel empowered to teach this important material in the classroom as we work to prepare our students for success.” - David Eggen, Minister of Education

I.7 Statement of Disclosure

Horizon School Division No. 67 Summary Trustee Statement of Disclosure October 30th, 2017			
Identified Pecuniary Interest of:			
Trustee Name	Trustee	Trustee's Spouse	Trustee's Minor Child
Marie Logan	None	None	None
Jennifer Crowson	None	None	None
Bruce Francis	None	None	None
Rick Anderson	Alberta Numbered Company	None	None
Blair Lowry	None	None	None
Derek Baron	None	None	None
Christa Runka	None	Runka Bros	None

Correspondence

No Discussion items came forward from the Correspondence as provided by Enclosure 37 of the agenda.

COMMITTEE ITEMS

Moved by Jennifer Crowson that the Board meet in Committee.

COMMITTEE
190/17

Carried Unanimously

Moved by Marie Logan that the meeting reconvene.

RECONVENE
191/17

Carried Unanimously

Moved by Bruce Francis that the meeting adjourn

Carried Unanimously

MEETING
ADJOURNED
192/17

Marie Logan, Chair

Sheila Laqua, Executive Secretary