

**SANTEE SCHOOL DISTRICT
SPECIAL MEETING
OF THE BOARD OF EDUCATION**

September 14, 2021
MINUTES

Douglas E. Giles
Educational Resource Center
9619 Cuyamaca Street
Santee, California

A. OPENING PROCEDURES

1. Call to Order and Welcome

The meeting was called to order at 6:05 p.m.

Members present:

Barbara Ryan, President
Elana Levens-Craig, Vice President
Dianne El-Hajj, Clerk
Ken Fox, Member

Administration present:

Dr. Kristin Baranski, Superintendent and Secretary to the Board
Karl Christensen, Assistant Superintendent, Business Services
Lisa Arreola, Executive Assistant and Recording Secretary

President Ryan shared Member Dustin Burns was not able to attend the meeting.

B. PUBLIC COMMUNICATION

President Ryan invited members of the audience to address the Board about any item not on the agenda. There were no public comments.

C. CONSENT ITEMS

President Ryan invited comments from the public on any item listed under Consent. There were no public comments.

- 1.1. Approval of Short-Term Positions
- 1.2. Adoption of Resolution No. 2122-03 to Certify 2020-21 Gann Limit Appropriations Recalculation and an Estimated Limit for 2021-22
- 1.3. Approval of Service Agreement with USA Medical LLC for COVID-19 Testing

Member Levens-Craig moved approval.

<i>Motion:</i>	<u>Levens-Craig</u>	<i>Ryan</i>	<u>Aye</u>	<i>Fox</i>	<u>Aye</u>
<i>Second:</i>	<u>El-Hajj</u>	<i>Levens-Craig</i>	<u>Aye</u>	<i>Burns</i>	<u>Not Present</u>
<i>Vote:</i>	<u>4-0</u>	<i>El-Hajj</i>	<u>Aye</u>		

D. DISCUSSION AND/OR ACTION

Business Services

1.1. 2020-21 Unaudited Actuals Report

Karl Christensen, Assistant Superintendent of Business Services, provided a brief report highlighting financial results for the 2020-21 fiscal year and Multi-Year Projection. He expressed his appreciation to Tory Long, Director, Fiscal Services, for her hard work and diligence in developing the reports.

Mr. Christensen noted a \$2,778,015 surplus in Change in Fund Balance in the Unrestricted General Fund and \$2,912,900 in the Restricted General Fund; a Projected Ending Fund Balance of \$23,572,622 (line 24). He explained now being required to

account for Associated Student Body (ASB) revenue as a separate fund; and noted the addition of the Student Activity Fund 08. The Child Dev Fund 12 showed a Projected Ending Fund Balance of \$77,223 and \$1,514,023 in Cafeteria Fund 13 (line 24). Mr. Christensen noted Child Dev Fund 12 and Cafeteria Fund 13 showed an Assigned Fund Balance (line 28) and explained the Governmental Accounting Standards Board (GASB) now required districts to recognize the difference between the cash balance in the County Treasury and the market value of the assets; and noted the \$350 for Fund 12 and \$4,330 in Fund 13. Mr. Christensen noted a Committed Fund Balance (line 25) of \$885,307 in Deferred Maintenance Fund 14 and a Projected Ending Fund Balance of \$3,147,678 in the Special Reserve Fund 17. Special Reserve Fund 40 showed a Projected Ending Fund Balance of \$4,742,963, made up of the Hill Creek Solar Project, Technology Reserve Bus Replacement and Facility Needs funds.

2020-21 Snapshot All Funds

LN#	Description	Unrest	General Fund Rest	Ttl	Student Activity Fund 08	Child Dev Fund 12	Cafeteria Fund 13	Deferred Maint Fund 14	Special Reserve Fund 17	Special Reserve Fund 40
1	INCOME:									
2	LCFF Sources	59,120,864	250,989	59,371,853		0	0	0		
3	Federal Revenue	281,611	7,557,587	7,839,198		39,690	3,107,980	0		32,800
4	Other State Revenue	1,386,718	7,433,810	8,820,528		333,583	466,704	0		
5	Other Local Revenue	577,068	4,285,852	4,862,920	4,754	516	9,700	3,645	29,823	52,572
6	Interfund Transfers In	1,038,486	0	1,038,486		0	0	670,000		182,235
7	Other Sources	0	0	0		350	4,330	2,531	13,067	19,483
8	Total Income	62,404,775	19,528,238	81,933,014	4,754	374,138	3,588,113	676,176	42,890	287,099
9	OUTGO:									
10	Certificated Salaries	27,302,687	8,642,131	35,944,818		130,060				
11	Classified Salaries	7,153,190	3,985,225	11,138,415		110,981	986,515	0		0
12	Employee Benefits	9,781,801	7,556,791	17,338,592		70,144	289,454	0		0
13	Books and Supplies	1,988,845	2,610,811	4,599,256	5,757	20,030	1,319,204	4,847		16,044
14	Services, Other Operating Expenses	3,328,878	3,335,670	6,664,749	102	1,295	70,327	297,537		26,444
15	Capital Outlay	50,517	0	50,517		7,689	57,660	0		0
16	Other Outgo	700,780	0	700,780		0		0		1,373,088
17	Transfers of Indirect/Direct Costs	-942,261	872,201	-70,060			85,033			
18	Interfund Transfers Out	182,235	670,000	852,235						
19	Other Uses	0	0	0						
20	Contributions to Restricted Programs	10,970,490	-10,970,490	0		0	0			
21	Total Outgo	59,626,760	16,615,338	76,242,098	5,859	341,018	2,805,209	302,383	0	1,415,575
22	Change in Fund Balance	2,778,015	2,912,900	5,690,915	-1,105	33,120	782,904	373,793	42,890	-1,128,476
23	Projected Beginning Fund Balance	18,246,456	-364,749	17,881,706	22,964	44,103	731,119	514,045	3,104,788	5,871,430
24	Projected Ending Fund Balance	21,024,471	2,548,151	23,572,622	21,859	77,223	1,514,023	887,838	3,147,678	4,742,963
25	Committed Fund Balance	0	0	0			885,307	3,134,611		
26	Non-Spendable Fund Balance	517,889	0	517,889			149,209			54,410
27	Restricted Fund Balance	0	2,648,151	2,648,151	21,859	78,873	1,361,488			4,666,061
28	Assigned Fund Balance	937,797	0	937,797		350	4,330	2,531	13,067	19,483
29	Unassigned - Economic Uncertainty	2,358,817	0	2,358,817						
30	Remaining Unassigned	17,209,971	0	17,209,971	0	0	0	0	0	0
								Inst Mtl: 1,567,309	Solar: 221,804	
								Furn: 1,567,309	Tech: 3,739,357	
									Vehicle: 781,801	
									Facly: 0	

Mr. Christensen noted Building Fund 21 showed an Assigned Fund Balance of \$12,539 (line 28) and Capital Facilities Fund 25 showed a Projected Ending Fund Balance of \$6,112,296. Enterprise Fund 63 showed a Projected Ending Fund Balance of \$974,243, composed of Yale (\$135,927) and Project SAFE (\$838,315) funds.

Snapshot All Funds

LN#	Description	Building Fund 21	Capital Facilities Fund 25	County School Facilities Fund 35	Enterprise Fund 63	Yale	Project SAFE
1	INCOME:						
2	LCFF Sources						
3	Federal Revenue						
4	Other State Revenue						
5	Other Local Revenue	89,021	1,799,141		2,569,431	594,936	1,974,495
6	Interfund Transfers In	0	0		0	0	0
7	Other Sources	12,539	21,792		5,128		5,128
8	Total Income	101,560	1,820,933	0	2,574,559	594,936	1,979,623
9	OUTGO:						
10	Certificated Salaries				0		0
11	Classified Salaries		0		2,100,991	583,015	1,517,975
12	Employee Benefits		0		719,339	225,664	463,675
13	Books and Supplies	-989	510,493		71,751	14,844	56,907
14	Services, Other Operating Expenses	0	2,927,188		219,979	64,502	155,477
15	Capital Outlay	13,129,045	4,694,892				
16	Other Outgo		681,011				
17	Transfers of Indirect/Direct Costs						
18	Interfund Transfers Out	0	0		0	0	0
19	Other Uses				0	-1	1
20	Contributions to Restricted Programs						
21	Total Outgo	13,128,055	8,813,564	0	3,112,060	888,025	2,224,035
22	Change in Fund Balance	-13,026,495	-6,992,631	0	-537,501	-293,089	-244,413
23	Projected Beginning Fund Balance	13,039,034	13,104,928	0	1,511,744	429,016	1,062,728
24	Projected Ending Fund Balance	12,539	6,112,296	0	974,243	135,927	838,315
25	Committed Fund Balance						
26	Non-Spendable Fund Balance						
27	Restricted Fund Balance		5,214,280	0	135,927	135,927	
28	Assigned Fund Balance	12,539	898,016		838,315		838,315
29	Unassigned - Economic Uncertainty						
30	Remaining Unassigned	0	0	0	0	0	0
			Dev Fees: 100,000				
			Fmr RDA: 895,916				
			Land: 5,116,376				

Mr. Christensen shared a Comparison of Estimated Actuals to Unaudited Actuals for 2020-21. He noted the Estimated Actuals showed a 31.8% reserve percentage and the Unaudited Actuals showed a 25.67% reserve percentage; a difference of -6.14%. He explained the reasons were noted below (i.e., accrual for 2% on and 2% off negotiated compensation increases, etc.).

Type	Description	Estimated Actuals			Unaudited Actuals			Difference			Notes	
		Unrest	Rest	Total	Unrest	Rest	Total	Unrest	Rest	Total	Unrest	Rest
	Beginning Fund Balance	18,246,456	(364,749)	17,881,706	18,246,456	(364,749)	17,881,706	0	0	0		
	Fund Balance Adjustments	0	0	0	0	0	0	0	0	0		
Income	LCFF Revenue	58,694,800	414,040	59,308,840	59,120,864	250,989	59,371,853	226,064	(163,051)	63,013	(1)	(2)
	Federal Revenue	102,717	13,772,699	13,875,416	281,611	7,557,587	7,839,198	178,894	(6,215,112)	(6,036,216)	(3)	(4)
	Other State Revenue	1,248,761	9,092,923	10,341,684	1,386,718	7,433,810	8,820,528	137,957	(1,659,113)	(1,521,156)	(5)	(4),(5)
	Local Revenue	347,120	4,199,577	4,546,697	577,098	4,285,852	4,862,950	229,978	86,276	316,253	(6)	(7)
	Transfers In	1,023,513	0	1,023,513	1,038,486	0	1,038,486	14,972	0	14,972	(8)	
	Total	61,616,911	27,479,239	89,096,150	62,404,775	19,528,238	81,933,014	787,864	(7,861,000)	(7,163,137)		
Outgo	Certificated Salaries	25,247,590	8,768,466	34,016,056	27,302,687	8,642,131	35,944,818	2,055,097	(126,335)	1,928,762	(9)	
	Classified Salaries	6,599,337	4,127,077	10,726,414	7,153,190	3,985,225	11,138,415	553,853	(141,852)	412,001	(9)	
	Employee Benefits	10,474,905	7,134,848	17,609,753	9,791,601	7,569,791	17,361,392	(683,304)	434,943	(248,361)	(10)	(10)
	Books & Supplies	1,535,644	2,737,254	4,272,898	1,086,645	2,510,611	3,599,256	(446,999)	(226,643)	(673,643)	(11)	(11)
	Services & Oth Oper Exp	3,635,345	2,905,162	6,540,507	3,328,876	3,335,870	6,664,746	(306,469)	430,708	124,239	(11)	(11)
	Capital Outlay	83,059	0	83,059	50,517	0	50,517	(32,542)	0	(32,542)	(11)	(11)
	Other Outgo	685,278	0	685,278	700,780	0	700,780	15,502	0	15,502	(12)	
	Transfers Indirect/Direct Costs	(989,743)	917,574	(72,169)	(942,261)	872,201	(70,060)	47,482	(45,373)	2,109	(13)	
	Transfers Out	182,235	373,000	555,235	182,235	670,000	852,235	0	297,000	297,000	(14)	
	Other Uses	0	0	0	0	0	0	0	0	0		
	Contributions	10,911,966	(10,911,966)	0	10,970,490	(10,970,490)	0	58,524	(58,524)	0		(15)
	Total	58,365,616	16,051,415	74,417,031	59,626,760	16,615,338	76,242,098	1,261,144	563,923	1,825,068		
Fund Bal	Change in Fund Balance	3,251,296	(11,427,824)	(14,679,120)	2,778,015	2,912,900	5,690,915	(473,281)	(6,514,924)	(6,988,204)		
	Ending Fund Balance	21,497,751	11,063,075	32,560,826	21,024,471	2,548,151	23,572,622	(473,281)	(6,514,924)	(6,988,204)		
	Available Fund Balance	18,303,219	11,063,075	29,366,293	17,281,525	2,548,151	19,829,676	(1,021,693)	(6,514,924)	(6,536,617)		
	Reserve %	31.81%			25.67%			-6.14%				
	⁽¹⁾ Estimated prior yr negative adjustment of \$114k ended up being positive \$70k											
	⁽²⁾ Spec Ed Property Tax apportionment for 20-21 not received until Aug 21. Will be recognized in 21-22.											
	⁽³⁾ MAA and PL94-142 revenue higher than anticipated											
	⁽⁴⁾ Learning Loss Mitigation Funds to be recognized in 21-22 when spent											
	⁽⁵⁾ Actual Lottery Revenue per ADA higher than estimated											
	⁽⁶⁾ Adjustment for Fair Mkt Value calc, E-Rate revenue received, IPAD loss and damage collections, and other misc donations											
	⁽⁷⁾ State Aid from SELPA higher than anticipated											
	⁽⁸⁾ Payment from Child Nutrition fund back to General Fund for reduction in unpaid meal accounts											
	⁽⁹⁾ Accrual for 2% on and 2% off negotiated compensation increases											
	⁽¹⁰⁾ Transfer of costs to Restricted COVID related funds, 3163 and 3164 Welfare costs less than anticipated due to vacancies and short-term positions											
	⁽¹¹⁾ School and department budgets not fully expended with carryovers to subsequent year											
	⁽¹²⁾ Payback to SDCOE for LCFF funding received for County run schools											
	⁽¹³⁾ Indirect costs less due to unspent funds											
	⁽¹⁴⁾ Additional transfer needed to RRMA from General Fund to meet 3% requirement. Commensurate increase to transfer from RRMA to Deferred Maintenance fund.											
	⁽¹⁵⁾ 4.11% of reduction to reserve due to commitment of Fund 17											

Mr. Christensen presented the 2021-22 Snapshot All Funds and noted the Projected Ending Balance Fund for Cafeteria Fund 13 (\$999,464) and Deferred Maintenance Fund 14 (\$816,210); and the \$0 Projected Ending Balance for Yale and \$552,078 in Project SAFE (line 24). He noted the \$3,390,681 in land sale proceeds and shared more information would be presented at the first meeting in October for the Board's discussion.

2021-22 Snapshot All Funds

LN#	Description	General Fund Unrest	General Fund Rest	Total	Student Activity Fund 08	Child Dev Fund 12	Cafeteria Fund 13	Deferred Maint Fund 14	Special Reserve Fund 17	Special Reserve Fund 40
1	INCOME:									
2	LCFF Sources	61,753,023	606,387	62,359,410		0	0	0		
3	Federal Revenue	75,000	8,499,138	8,574,138		0	2,490,932	0		21,737
4	Other State Revenue	1,333,641	6,841,218	8,174,859		327,776	183,203	0		
5	Other Local Revenue	146,701	4,945,914	5,092,615		522	18,519	8,111	29,967	54,308
6	Interfund Transfers In	0	0	0		0	0	500,000		2,598,524
7	Other Sources	0	0	0		(350)	(4,330)	(2,531)	(13,067)	(19,483)
8	Total Income	63,308,365	20,892,657	84,201,022	0	327,948	2,688,324	505,580	16,900	2,655,086
9	OUTGO:									
10	Certificated Salaries	26,462,560	11,978,685	38,461,245		132,026				
11	Classified Salaries	7,098,192	4,854,213	11,952,405		115,990	1,005,822	0		0
12	Employee Benefits	10,914,216	9,528,072	20,442,288		77,871	331,293	0		0
13	Books and Supplies	1,235,781	3,393,078	4,628,859		38,511	1,581,600	0		397,455
14	Services, Other Operating Expenses	3,755,454	3,110,473	6,865,927		6,350	76,166	577,208		49,299
15	Capital Outlay	116,078	960,000	1,076,078		0	125,000	0		0
16	Other Outgo	504,940	0	504,940		0	0	0		260,848
17	Transfers of Indirect/Direct Costs	(1,506,922)	1,421,842	(85,080)		2,077	83,002			
18	Interfund Transfers Out	2,733,325	500,000	3,233,325						
19	Other Uses	0	0	0						
20	Contributions to Restricted Programs	12,863,077	(12,863,077)	0		0	0			
21	Total Outgo	64,196,701	22,883,286	87,079,987	0	372,825	3,202,883	577,208	0	707,602
22	Change in Fund Balance	(888,336)	(1,990,629)	(2,878,966)	0	(44,877)	(514,559)	(71,628)	16,900	1,947,484
23	Projected Beginning Fund Balance	21,024,471	2,548,151	23,572,622	21,859	77,223	1,514,023	887,838	3,147,678	4,742,963
24	Projected Ending Fund Balance	20,136,135	557,522	20,693,656	21,859	32,346	999,464	816,210	3,164,578	6,690,448
25	Committed Fund Balance	0	0	0				816,210	3,164,578	
26	Non-Spendable Fund Balance	517,886	0	517,886			148,206			
27	Restricted Fund Balance	0	557,522	557,522	21,859	32,346	851,259			6,690,448
28	Assigned Fund Balance	474,800	0	474,800						
29	Unassigned - Economic Uncertainty	2,612,400	0	2,612,400						
30	Remaining Unassigned	16,531,050	0	16,531,049	0	0	0	0	0	0
								Inst Mtls: 1,582,289	Solar: 177,953	
								Furn: 1,582,289	Tech: 4,792,575	
									Vehicle: 734,612	
									Facility: 1,004,790	

Snapshot All Funds

LN#	Description	Building Fund 21	Capital Facilities Fund 25	County School Facilities Fund 35	Enterprise Fund 63	Project SAFE	
						Yale	Project SAFE
1	INCOME:						
2	LCFF Sources						
3	Federal Revenue						
4	Other State Revenue						
5	Other Local Revenue	3,596	734,955		2,899,711	777,536	2,122,175
6	Interfund Transfers In	0	0		134,801	134,801	0
7	Other Sources	-12,539	-21,792		-5,128		-5,128
8	Total Income	-8,943	713,163	0	3,029,384	912,337	2,117,047
9	OUTGO:						
10	Certificated Salaries				0		0
11	Classified Salaries		0		2,228,091	659,802	1,568,289
12	Employee Benefits		0		903,960	291,999	611,961
13	Books and Supplies	0	0		86,816	28,576	58,240
14	Services, Other Operating Expenses	0	15,175		232,681	67,887	164,794
15	Capital Outlay	3,596	1,766,056				
16	Other Outgo		876,224				
17	Transfers of Indirect/Direct Costs						
18	Interfund Transfers Out	0	0		0		0
19	Other Uses		-1		0		0
20	Contributions to Restricted Programs						
21	Total Outgo	3,596	2,657,454	0	3,451,548	1,048,264	2,403,284
22	Change in Fund Balance	-12,539	-1,944,291	0	-422,164	-135,927	-286,237
23	Projected Beginning Fund Balance	12,539	6,112,296	0	974,243	135,927	838,315
24	Projected Ending Fund Balance	0	4,168,006	0	552,079	0	552,078
25	Committed Fund Balance						
26	Non-Spendable Fund Balance						
27	Restricted Fund Balance	0	3,524,710	0	0	0	0
28	Assigned Fund Balance		643,295		552,078		552,078
29	Unassigned - Economic Uncertainty						
30	Remaining Unassigned	0	0	0	0	0	0
			<i>Dev Fees:</i>	134,029			
			<i>Fmr RDA:</i>	643,295			
			<i>Land:</i>	3,390,681			

Mr. Christensen presented the General Fund Multi-Year Project Summary and noted the decline in in the Budget Serve as % of Expenditures in 2023-24 and the following years were due to the decline in enrollment and average daily attendance (ADA). Administration shared they would be holding a discussion with Principals on the importance of the independent study packets.

General Fund Multi-Year Projection Summary

2020-21 Unaudited Actuals

Item	2020-21		2021-22		2022-23		2023-24		2024-25	
	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted	Unrestricted	Restricted
Beginning Fund Balance	18,246,456	-364,749	\$21,024,471	\$2,548,151	\$20,136,135	\$557,522	\$15,552,142	\$330,000	\$9,849,710	\$330,000
Fund Balance Adjustments	0		1							
Total Income	\$62,404,775	\$19,528,238	\$63,308,365	\$20,892,657	\$60,528,674	\$16,232,864	\$62,322,968	\$13,475,350	\$63,361,006	\$13,120,768
Total Outgo	\$59,626,760	\$16,615,338	\$64,196,701	\$22,883,288	\$65,112,667	\$16,460,386	\$68,025,400	\$13,475,350	\$69,729,978	\$13,120,768
Change in Fund Balance	\$2,778,015	\$2,912,900	(\$886,336)	(\$1,990,629)	(\$4,583,993)	(\$227,522)	(\$5,702,432)	\$0	(\$6,368,972)	\$0
Ending Fund Balance	\$21,024,471	\$2,548,151	\$20,136,135	\$557,522	\$15,552,142	\$330,000	\$9,849,710	\$330,000	\$3,480,738	\$330,000
Total Reserves	\$19,568,788		\$19,143,450		\$14,549,111		\$8,834,165		\$2,452,601	
Budget Reserve as % of Expenditures	25.67%		21.98%		17.84%		10.84%		2.96%	
Other Internal Cash Available (FN 14, 17, 25, 40)		\$10,895,509		\$12,504,309		\$6,252,154				
GF Cash Reserve (lowest month; or year end for closing)	22.48%	\$17,135,467	16.75%	\$14,585,446	12.90%	\$10,525,612	TBD		TBD	
			Amount	Value	Amount	Value	Amount	Value	Amount	Value
COLA:			5.07%		2.48%		3.11%		3.54%	
Assumed LCFF Rev Change (w/ ADA changes):			4.59%	\$2,708,187	-4.25%	(\$2,624,461)	3.01%	\$1,781,699	1.73%	\$1,052,247
Assumed LCFF [Base Only] Rev Change (w/ ADA changes):			4.72%	\$2,722,265	-3.77%	(\$2,331,081)	2.85%	\$1,683,144	1.61%	\$979,745
*Included Annual Operating Cost Increase Impact to LCFF Base:			3.49%	\$2,014,501	4.38%	\$2,705,735	2.98%	\$1,760,956	2.94%	\$1,791,372
Estimated Structural Surplus/(Deficit)			\$121,319		(\$5,545,189)		(\$5,532,532)		(\$6,428,872)	
		GAP Funding:	100.00%	A:DOF	100.00%		100.00%		100.00%	
		1% Reserve Equivalent:	870,949		815,533		814,960		828,582	
		1% LCFF Increase:	590,448		617,530		591,286		609,103	
		1% Salary Increase Equivalent:	558,107		568,664		579,421		590,381	
* Step & column, health benefits, statutory benefits, and inflation for utilities, insurance, and Restricted programs subject to contribution from Unrestricted General Fund										
BUDGET CONDITION: Green Yellow										

*2021-22 Adopted State Budget
 *ADA Hold Harmless 2021-22
 *Declining ADA in out years

Member El-Hajj moved approval of the 2020-21 Unaudited Actuals and all required State forms.

Motion:	<u>El-Hajj</u>	Ryan	<u>Aye</u>	Fox	<u>Aye</u>
Second:	<u>Fox</u>	Levens-Craig	<u>Aye</u>	Burns	<u>Not Present</u>
Vote:	<u>4-0</u>	El-Hajj	<u>Aye</u>		

E. CLOSED SESSION

President Ryan announced that the Board would meet in closed session for:

- 1. Conference with Labor Negotiator** (Gov't. Code § 54957.6)
Purpose: Negotiations
Agency Negotiators: Dr. Kristin Baranski, Superintendent
Employee Organizations: Santee Teachers Association (STA); and
Classified School Employees Association (CSEA)
- 2. Public Employee Performance Evaluation** (Gov't. Code § 54957)
Superintendent


The Board entered closed session at 6:40 p.m.

F. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 7:23 p.m. and reported no action was taken.

G. ADJOURNMENT

With no further business, the September 14, 2021, special meeting was adjourned at 7:23 p.m.



Dianne El-Hajj, Clerk



Dr. Kristin Baranski, Secretary