

SACRAMENTO COUNTY BOARD OF EDUCATION

Minutes of the Regular Meeting of February 2, 2021

VIA ZOOM/TELECONFERENCE CALL

Agenda

- I. Call to Order and Roll Call
- II. Pledge of Allegiance
- III. Approval of the Minutes of the Regular Board Meeting of November 17, 2020
Approval of the Minutes of the Regular Board Meeting of December 8, 2020
- IV. Adoption of Agenda
- V. Official Correspondence
- VI. Visitor Presentations
 - A. General Public
 - B. Employee Organizations
- VII. Superintendent's Report
 - A. Recognition of the March 2021 Employees of the Month
- VIII. New Business
 - A. Adoption of Consent Agenda
 1. Accept Report on Personnel Transactions
 2. Award Diplomas to Court and Community Schools Students
 - B. Naming of New SCOE Community School
 - C. Approval of Contracts
 - D. Authorization to Submit Grant Applications/Service Contracts and Accept Funding if Awarded; and Approval of Contracts, Positions, and Other Expenditures Associated with the Grants as Outlined in the Proposed Budgets
 1. \$3,000,000 Adverse Childhood Experiences (ACEs) Aware Network of Care Implementation Grants from the Aurrera Health Group, LLC on behalf of the California Department of Education of Health Care Services for the 2020-2021 and 2021-2022 fiscal years
 - E. Second Reading and Adoption of the Revisions to Board Policy 1312.3 – Uniform Complaint Procedures
 - F. Second Reading and Adoption of the Revisions to Board Policy 5145.3 – Prohibition on Discrimination and Harassment
 - G. Second Reading and Adoption of New Board Policy 5145.7 – Prohibition on Sexual Harassment
 - H. Informational Item: Administrative Rules and Regulations 1312.3 – Uniform Complaint Procedures
 - I. Informational Item: Administrative Rules and Regulations 5145.3 – Prohibition on Discrimination and Harassment
 - J. Informational Item: Administrative Rules and Regulations 5145.7 – Prohibition on Sexual Harassment
 - K. Second Reading and Elimination of the Following Board Policies:
BP 1150 – Distribution of County School Directory
BP 2700 – Governance
BP 2800 – Part C – Local Interagency Agreements
BP 3800 – Supplementation of State/Federal Funds

- BP 3900 – Maintenance of Effort
 - BP 3321 – Purchasing
 - L. Informational Item: Update: Diversity, Equity, and Inclusion
 - M. Board Report – Governor’s Budget
 - IX. Board Reports, Comments, and Ideas
 - A. Board Members
 - B. Board President
 - C. Committees
 - X. Items for Distribution
 - A. February/March Events
 - B. February/March Site Visits
 - XI. Schedule for Future Board Meetings
 - A. February 16, 2021
 - B. March 2, 2021
 - XII. Adjournment
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I. President Ahola called the meeting to order at 6:31 p.m. via teleconference call in Sacramento, California. Board members present were Joanne Ahola, Alfred Brown, Heather Davis, Harold Fong, Paul Keefer, Bina Lefkovitz, and Karina Talamantes. Also present were David W. Gordon, Superintendent and Secretary to the Board; Nancy Herota, Deputy Superintendent; Nicolas Schweizer, Associate Superintendent; Jerry Jones, Executive Director of Technology; other staff; and Wende Watson, Executive Assistant.

Other staff present via teleconference were Teresa Stinson, General Counsel; Brent Malicote and Matt Perry, Assistant Superintendents; Coleen Johnson, Chief Administrator; Michael Kast, Executive Director; Kristin Wright, Executive Director; Channa Cook-Harvey, Executive Director; Rachel Perry, Executive Director; and Tim Herrera, Director.

II. Mr. Fong led the Pledge of Allegiance.

III. On a motion by Ms. Davis and seconded by Mr. Brown, the minutes of the regular meeting of November 17, 2020 were approved. Motion carried 7 ayes, 0 noes, 0 absent, 0 abstentions based on the following Roll Call vote:

- Ms. Talamantes – yes
- Ms. Lefkovitz – yes
- Mr. Keefer – yes
- Mr. Fong – yes
- Ms. Davis – yes
- Mr. Brown – yes
- Ms. Ahola – yes

On a motion by Mr. Fong and seconded by Ms. Talamantes, the minutes of the regular meeting of December 8, 2020 were approved. Motion carried 7 ayes, 0 noes, 0 absent, 0 abstentions based on the following Roll Call vote:

- Ms. Talamantes – yes

Ms. Lefkovitz – yes
Mr. Keefer – yes
Mr. Fong – yes
Ms. Davis – yes
Mr. Brown – yes
Ms. Ahola – yes

IV. Mr. Fong moved to adopt the agenda. Mr. Keefer seconded the motion, which carried 7 ayes, 0 noes, 0 absent, 0 abstentions based on the following Roll Call vote:

Ms. Talamantes – yes
Ms. Lefkovitz – yes
Mr. Keefer – yes
Mr. Fong – yes
Ms. Davis – yes
Mr. Brown – yes
Ms. Ahola – yes

V. There was no official correspondence.

VI.A. Tim Herrera read Public Comments from the following individuals:

Junior Goris
Dean Kunze
Deneen Felix

VI.B. There were no requests for presentations from employee organizations.

VII.A. Cydny Rossi, Staff Secretary, School of Education, was recognized and honored as the classified employee of the month for March.

Suzanne White and Steffani LaZier, Teachers, Alternative Education, were recognized and honored as the certificated employees of the month for March.

Mr. Keefer commended Cydny Rossi and expressed his congratulations.

Mr. Brown recognized that being part of a virtual classroom was challenging and stated how proud he was on behalf of the accomplishments of Ms. White and Ms. LaZier.

Superintendent Gordon provided an update on reopening plans in our local districts and reported on the following:

LETTERS TO GOVERNOR AND LEGISLATURE

- On January 20, Superintendent Gordon, along with all the local school district superintendents in Sacramento County, sent letters to Governor Newsom and the State Legislature asking the state to prioritize COVID-19 vaccine doses for educators so schools can reopen and stay open. The letters note the need for a

coordinated and strategic approach that ensures vaccines are expeditiously administered to the education workforce when they become available.

SACRAMENTO COUNTY VACCINATION EFFORTS

- SCOE is working on a plan with Public Health Officer Dr. Kasirye and Sacramento County Public Health to move quickly once vaccinations are available. SCOE is collaborating with Public Health and their partners and have identified potential vaccination sites to meet the need in different geographic areas within the county. Each district has been surveyed regarding the number of nurses they have and the number of sites and staff at their elementary, middle, and high schools. Four districts have VFC certification (Vaccines for Children Program) to provide childhood vaccinations.

COURT AND COMMUNITY SCHOOLS and ADULT RE-ENTRY UPDATE

- SCOE is proud to announce that we will participate in Lifting the Bar II, a research study coordinated by Stanford University, in partnership with educators from San Francisco and Alameda County. Students leaving El Centro will receive direct in-community support developing their voice, and self-advocacy as they return to district schools or our own community school programs.
- We are pleased to announce our next virtual Senior Extension Graduation will take place on February 25. Ray Green, from the Sacramento Chapter of My Brother's Keeper, will serve as the Keynote speaker. We currently have over 35 graduates.
- The Court and Community School programs are open as follows:
 - El Centro – In-Person Instruction with daily small cohorts of students
 - Community School Base and Senior Extension: Distance Learning and One to One appointments
 - CARE Programs – Distance Learning
 - Adult Re-Entry – Placer and Sacramento – One to One appointments; Yolo (Remote Services)

SPECIAL EDUCATION UPDATE

- Mod/Severe programs at Galt High continue to offer both in-person and distance learning options.
- A start date for our Twin Rivers program has been pushed back as we fine-tune plans to serve students with moderate to severe disabilities.
- Student and staffing projections for the 2021-2022 year are in process.
- Teachers continue to work in their classrooms and make changes to plans to allow for physical distancing between students in preparation for in-person learning should their districts be able to open.
- Staff are continuing to refine their distance learning teaching skills.
- All infant program services continue to be conducted virtually, including assessments and IFSP meetings.
- Special Education staff have recently gone through Brigance training. Brigance assessments allow our Infant Development and Special Education professionals to see students' progress through a bit of a different lens.
- Staff at Leo A. Palmiter have begun implementing the RENEW program with students. RENEW is an evidence-informed, youth-driven planning process that

focuses on school-to-adult life transition and the development of a network of people who will help these students achieve their goals. RENEW is found to work best for youth who have a need to be in charge of their own process and support system and the team at Palmiter is working with students towards this goal.

COMMUNITY SCHOOL PROJECT UPDATE

- An update on the construction of our new Community School, located at Gerber and Power Inn Roads was provided, including photos of the progress. Each building will provide flexible space for a wide variety of programs and can be reconfigured for specific programming. The five-classroom wing will have four rooms that can serve as academic classrooms but can be turned into a technology lab or school media learning center. A fifth classroom is customized for our Senior Extension students, especially those with children. Construction is expected to be complete by early June.

CA SEL COMMUNITY OF PRACTICE

- On December 13, we hosted the first meeting of the California Social Emotional Learning Community of Practice. This meeting included representatives from every County Office in the state, the California Department of Health Care Services, the California Mental Health Oversight and Accountability Commission, the UC Berkeley Greater Good Science Center, and the Federal Emergency Management Agency. Our goal is to build the capacity of County Offices and provide tools and resources for classroom interventions for all California students and their families.

ACEs IMPLEMENTATION GRANT

- We are pleased to announce SCOE's Early Learning Department has received a \$3 million grant to serve as the lead agency for the Adverse Childhood Experiences Aware Implementation grant. It is called ACEs. SCOE will serve as the lead agency while River City Medical Group will serve as co-lead on the medical side. The funding will support the Sacramento County ACEs Aware Trauma Informed Network of Care Collaborative which will involve health care, public health, social services, early childhood, education, and justice. Several SCOE departments will be engaged in the work as will numerous local nonprofits. The goals of the Collaborative are to increase referrals for families to appropriate preventive help and increase access to trauma-informed training to prevent or mitigate toxic stress for families, especially those in our most vulnerable communities. This work will build upon the success and infrastructure established by Help Me Grow and the Black Child Legacy Campaign. Sacramento County is one of eight counties to be awarded the ACEs Aware Implementation grant funding.

REACH FOR THE UPSIDE! GRANT

- SCOE has been chosen as one of the Northern California teams to participate in the Reach for the Upside! grant. The program is a collaboration between Genentech and the Stanford d.school. The next phase is to participate in a series of design workshops and meetings to share ideas, collaborate with fellow grantees, and receive coaching to advance equity, innovation, and well-being for

young people in California. Our design idea is using our experience with three community schools to reconsider how to make learning more student-centric, leveraging as many available community resources as possible to be more supportive of students' social and emotional well-being. We will leverage our position to support school districts as they revise their plans and deploy resources in preparation for reopening schools. In our notification from the selection committee we were told, "We are all so impressed with the great work you are doing with Northern California students and how you are rising to the challenges of the pandemic."

ONGOING SCOE EQUITY WORK

- As you know, equity is serving as a foundation for our efforts, and we are working to collectively focus on diversity, equity, and inclusion in every SCOE department. As part of this work, on January 25, the National Equity Project facilitated a learning session with SCOE leaders and managers as we kicked off our deeper focus on equity.

SPEAKERS SERIES: EQUITY WORKSHOP

- On February 4, we will be hosting a virtual workshop in our ongoing SCOE Speakers Series. The event is titled "Excellence Through Equity" featuring educator and author Dr. Pedro Antonio Noguera. He is the Dean of the Rossier School of Education and a Distinguished Professor of Education at the University of Southern California. The session will focus on social justice, the needs for a whole child focus in schools, rising mental health needs, and the opportunity the pandemic has provided to reshape and redesign schools.

SCOE CSLA UPDATE

- The School of Education has successfully launched the SCOE 21st Century CA School Leadership Academy with over 150 leaders from 14 counties in our region. Informed by improvement science, the Academy will develop leaders' skills, knowledge, and behaviors to better meet the needs of all students, ultimately creating more equitable outcomes. 21CSLA is a collaborative partnership between the CDE, the CA Collaborative for Educational Excellence, the State Board of Education, the CA Subject Matter Project, the 21CSLA Center at UC Berkeley and UC Los Angeles, and seven Regional Academies across the state, functioning within the statewide System of Support. SCOE serves as the lead agency within the Placer-Sacramento GeoRegion, serving as the liaison between the region and the statewide 21CSLA. CSLA provides a series of leadership development opportunities including: Professional Development, Communities of Practice, and Individualized Leadership Coaching.

JUSTICE SOTOMAYOR PROJECT

- On January 22, we participated in a live video conferences with U.S. Supreme Court Justice Sonia Sotomayor. Over 400 students participated, and many students had the opportunity to ask questions to Justice Sotomayor. Each student also received a signed copy of the Justice's autobiography, *The Beautiful World of Sonia Sotomayor*.

FEBRUARY “VIRTUAL” EVENTS

- There are several virtual events this month for which we are hosting “live” Zoom events or producing pre-recorded programs in lieu of in-person events. Events include:
 - Sacramento County Poetry Out Loud
 - The Academic Decathlon
 - Classified School Employee of the Year
 - Mock Trial Awards Ceremony

SCOE CLOSED

- Reminded everyone that all SCOE offices will be closed on Monday, February 15 for President’s Day and Monday, February 22 for Lincoln’s birthday.

VIII.A. Mr. Keefer moved and Ms. Davis seconded adoption of the consent agenda. By such action, the Board:

1. Accepted report on Personnel Transactions
2. Awarded diplomas to Court and Community Schools Students

Motion carried 7 ayes, 0 noes, 0 absent, 0 abstentions based on the following Roll Call vote:

Ms. Talamantes – yes
Ms. Lefkovitz – yes
Mr. Keefer – yes
Mr. Fong – yes
Ms. Davis – yes
Mr. Brown – yes
Ms. Ahola – yes

Dr. Matt Perry, Assistant Superintendent, announced that the following students will be awarded a diploma: Gavontay Dauterive and Samantha Yzabella Duran from Cordova Lane Senior Extension; 1 candidate from El Centro Jr./Sr. High School; Heaven Faith Campbell from Elinor Lincoln Hickey Jr./Sr. High School; Otis Joseph Lozinto, Isaiah Gonzalez-Johnson, Hasib Rahmani, Isaiah Lucky, Billy Ching Lee, and Melissa Michele Roger from Gerber Senior Extension; Trahan Damariah Fournette, Robert Isaac Ibarra, Javier Eric Hernandez, Elmerissa Helava Taukave-Langman, Stephanie Nolasco, Salena Quiroz, Angelo Josh Cruz Estrellado, Ashley Walcker, John Augustine Ruiz, and Raquel Marie Leyba from North Area Senior Extension.

VIII.B. Naming of New SCOE Community School

Teresa Stinson, General Counsel, presented this item to the Board.

Per Board Policy 1351, an Ad Hoc Committee met on January 8 to discuss potential names for the new SCOE community school and unanimously recommended that it be named after Nathaniel Colley.

Ad Hoc Committee Member Cassandra Jennings, CEO of the Sacramento Urban League, addressed the Board and provided background information regarding Nathaniel Colley.

Ms. Lefkovitz spoke in favor of naming the school after a local leader, especially a leader of color and found it noteworthy to mention that it is happening in Black History Month.

Ms. Talamantes spoke of her support for this recommendation.

Mr. Fong thanked the committee for the recommendation. He also shared some of Nathaniel Colley's many contributions to education and youth.

Ms. Davis appreciated the information provided with the Board packet that highlighted Nathaniel Colley's accomplishments and clearly qualify him for this honor.

Mr. Keefer was excited about Nathaniel Colley and his life. He appreciated Trustee Fong's in-depth research. He hoped it is a name that stands for centuries rather than what happened in San Francisco of renaming schools. He hopes it will make a lasting impression for students and that we can build it into our curriculum in Sacramento County.

Mr. Brown noted that Mr. Colley changed his major from chemistry to law. His chemistry mentor was George Washington Carver. He was a national figure in law, served on the NAACP for 30-40 years, and met every president from 1948 until he passed away. Channel 6 has a program about Nathaniel Colley. He thanked everyone for the consideration. The family is honored.

Mr. Fong moved, and Ms. Davis seconded the motion to name the new SCOE Community School after Nathaniel Colley. The motion carried 6 ayes, 0 noes, 0 absent, 1 abstention (Brown) based on the following Roll Call vote:

Ms. Talamantes – yes
Ms. Lefkovitz – yes
Mr. Keefer – yes
Mr. Fong – yes
Ms. Davis – yes
Mr. Brown – abstain
Ms. Ahola – yes

VIII.C. Ms. Talamantes moved and Mr. Keefer seconded approval of the contracts. Motion to approve the contracts carried 7 ayes, 0 noes, 0 absent, 0 abstentions based on the following Roll Call vote:

Ms. Talamantes – yes
Ms. Lefkovitz – yes
Mr. Keefer – yes
Mr. Fong – yes
Ms. Davis – yes

Mr. Brown – yes
Ms. Ahola – yes

VIII.D. On a motion by Mr. Brown, seconded by Mr. Keefer, the Board authorized staff to submit grant applications/service contracts and accept funding if awarded; and approved contracts, positions, and other expenditures associated with the grants as outlined in the proposed budgets as follows:

1. \$3,000,000 Adverse Childhood Experiences (ACEs) Aware Network of Care Implementation Grants from the Aurrera Health Group, LLC on behalf of the California Department of Education of Health Care Services for the 2020-2021 and 2021-2022 fiscal years

Motion carried 7 ayes, 0 noes, 0 absent, 0 abstentions based on the following Roll Call vote:

Ms. Talamantes – yes
Ms. Lefkovitz – yes
Mr. Keefer – yes
Mr. Fong – yes
Ms. Davis – yes
Mr. Brown – yes
Ms. Ahola – yes

VIII.E. President Ahola announced this is the Second Reading and Adoption of the Revisions to Board Policy 1312.3 – Uniform Complaint Procedures. This is coming from the Policy Committee and therefore does not require a second.

Mr. Brown moved to adopt the revisions to Board Policy 1312.3 – Uniform Complaint Procedures. Motion carried 7 ayes, 0 noes, 0 absent, 0 abstentions based on the following Roll Call vote:

Ms. Talamantes – yes
Ms. Lefkovitz – yes
Mr. Keefer – yes
Mr. Fong – yes
Ms. Davis – yes
Mr. Brown – yes
Ms. Ahola – yes

VIII.F. President Ahola announced this is the Second Reading and Adoption of the Revisions to Board Policy 5145.3 – Prohibition on Discrimination and Harassment. This is coming from the Policy Committee and therefore does not require a second.

Ms. Lefkovitz moved to adopt the revisions to Board Policy 5145.3 – Prohibition on Discrimination and Harassment. Motion carried 7 ayes, 0 noes, 0 absent, 0 abstentions based on the following Roll Call vote:

Ms. Talamantes – yes

Ms. Lefkovitz – yes
Mr. Keefer – yes
Mr. Fong – yes
Ms. Davis – yes
Mr. Brown – yes
Ms. Ahola – yes

VIII.G. President Ahola announced this is the Second Reading and Adoption of New Board Policy 5145.7 – Prohibition on Sexual Harassment. This is coming from the Policy Committee and therefore does not require a second.

Ms. Davis moved to adopt New Board Policy 5145.7 – Prohibition on Sexual Harassment. Motion carried 7 ayes, 0 noes, 0 absent, 0 abstentions based on the following Roll Call vote:

Ms. Talamantes – yes
Ms. Lefkovitz – yes
Mr. Keefer – yes
Mr. Fong – yes
Ms. Davis – yes
Mr. Brown – yes
Ms. Ahola – yes

VIII.H. An informational item of the Administrative Rules and Regulations 1312.3 – Uniform Complaint Procedures was provided in the Board packet.

VIII.I. An informational item of the Administrative Rules and Regulations 5145.3 – Prohibition on Discrimination and Harassment was provided in the Board packet.

VIII.J. An informational item of the Administrative Rules and Regulations 5145.7 – Prohibition on Sexual Harassment was provided in the Board packet.

VIII.K. President Ahola announced this is the Second Reading and Adoption of the Proposed Eliminations of the Following Board Policies:

BP 1150 – Distribution of County School Directory
BP 2700 – Governance
BP 2800 – Part C – Local Interagency Agreements
BP 3800 – Supplementation of State/Federal Funds
BP 3900 – Maintenance of Effort
BP 3321 – Purchasing

This is coming from the Policy Committee and therefore does not require a second.

Mr. Brown moved to adopt the Proposed Eliminations of the Following Board Policies:

BP 1150 – Distribution of County School Directory
BP 2700 – Governance
BP 2800 – Part C – Local Interagency Agreements

BP 3800 – Supplementation of State/Federal Funds
BP 3900 – Maintenance of Effort
BP 3321 – Purchasing

Mr. Fong explained that he had concerns about each elimination and spoke of them at the committee meeting. He asked that the Board consider voting against the elimination of the policies. He expressed specifically his desire to keep the County School Directory.

Mr. Fong made a substitution motion to keep the Board Policies. Ms. Talamantes seconded the motion.

Ms. Stinson answered questions about the proposed eliminations.

Substitution motion by Mr. Fong failed to carry 1 aye, 6 noes, 0 absent, 0 abstentions based on the following Roll Call vote:

Ms. Talamantes – no
Ms. Lefkovitz – no
Mr. Keefer – no
Mr. Fong – yes
Ms. Davis – no
Mr. Brown – no
Ms. Ahola – no

Original motion by Mr. Brown. Motion carried 6 ayes, 1 no (Fong), 0 absent, 0 abstentions based on the following Roll Call vote:

Ms. Talamantes – yes
Ms. Lefkovitz – yes
Mr. Keefer – yes
Mr. Fong – no
Ms. Davis – yes
Mr. Brown – yes
Ms. Ahola – yes

VIII.L. An informational item of the Update: Diversity, Equity, and Inclusion was provided in the Board packet.

Kristin Wright and Channa Cook-Harvey provided a brief update about the progress and direction of the equity work at SCOE and Board members provided feedback.

Dr. Cook-Harvey briefly summarized that she was hearing the Board's desire for learning, discussion of role, examples from other organizations that we could learn from, and sharing of experiences.

VIII.M. Nicolas Schweizer, Associate Superintendent, provided a report on the Governor's Budget to the Board.

IX.A. Mr. Fong wanted to revisit the BP on naming of schools. If community members are to be included on the committee this should be part of the policy. He was looking forward to finishing construction of the school and other future facility improvements.

Ms. Talamantes indicated an interest in revisiting the BP on naming of schools. She continues to work from home.

Ms. Lefkowitz went to LINKS mentoring today and enjoyed visiting with students. She requested an updated Organizational Chart. She was pleased to see the money for summer school and expanded learning was in the budget and hopes SCOE can mobilize for our students this summer and/or helping the districts. She has received phone calls inquiring about SCOE's role in the reopening of schools and requested a statement that could be shared with constituents.

Mr. Brown has received calls asking when will schools and sports be open. He participated in the virtual Academic Decathlon. Craig Irish did an excellent job despite some technical glitches. About 15 kids were interviewed and a total of about 200 kids participated. Mr. Brown said that he and his family feel honored that the new school will be named after Nathaniel Colley.

Ms. Davis commented that Nathaniel Colley was a resident of Elk Grove. Summer is not around the corner because Phil saw his shadow which means we have six more weeks of winter. She was excited that Ms. Talamantes shares her infinity for groundhog culture. She asked if the speaker series on February 4 will be videotaped because she is not able to join.

Superintendent Gordon said the speaker series is usually not videotaped.

Deputy Superintendent Herota said we will look into it.

Mr. Keefer offered congratulations to SCOE with the staffing reassignments that were highlighted tonight in the employee of the month acknowledgements. He thought that the Nathaniel Colley selection for the new school was excellent. He would like to see the BP on naming of schools revisited.

IX.B. President Ahola echoed fellow trustees comments from this evening. She read, "I'm Not Equality", by W.A.K. (student from El Centro Jr./Sr. High School) from *Rage and Hope*; the book was published in 2017.

IX.C. There were no committee reports.

X.A. There was no distribution of the February/March Events item.

X.B. There was no distribution of the February/March Site Visits item.

XI. Schedule for Future Board Meetings

A. February 16, 2021

B. March 2, 2021

XII. Mr. Fong moved to adjourn the meeting in the memory of SCOE employee Ron Thompson. Mr. Keefer seconded the motion, which carried 7 ayes, 0 noes, 0 absent, 0 abstentions based on the following Roll Call vote:

Ms. Talamantes – yes

Ms. Lefkovitz – yes

Mr. Keefer – yes

Mr. Fong – yes

Ms. Davis – yes

Mr. Brown – yes

Ms. Ahola – yes

The meeting adjourned at 9:32 p.m.

Respectfully submitted,

David W. Gordon
Secretary to the Board

Date approved: March 2, 2021