

**MARIETTA CITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
111 Academy Drive  
Marietta, Ohio 45750  
July 23, 2012**

The Marietta City School District Board of Education held a regular meeting on Monday, July 23, 2012 at the Administration Offices, 111 Academy Drive, Marietta, Ohio. All Marietta City School District Board of Education meetings are recorded. Please refer to the audio recording for a detailed account of this meeting.

The President, Mr. Gault, called the meeting to order at 5:30 P.M.

**Roll Call:**

Members Present: Mr. Atkins, Mrs. Burton, Mr. Hutchinson, Mr. Gault, Mrs. Myers  
Members Absent: None

Mr. Gault invited all to join in the Pledge of Allegiance to the flag of the United States.

**PRESENTATIONS AND COMMENDATIONS**

- Jennifer Curry discussed the Food Service Program.

**CITIZEN FORUM**

**REPORTS AND COMMENTS:**

**BOARD:**

- Bill Hutchinson gave an update on the building and grounds committee meeting.
- Greg Gault discussed the status of the IT Committee.

**STAFF:**

- Jason Smith discussed the 3<sup>rd</sup> Grade Reading Guarantee.

**APPROVAL AND ACCEPTANCE ACTIONS**

**Res. #2012-56** Mr. Hutchinson made a motion to accept the minutes as presented for the special meeting held on June 13, 2012 and the regular meeting held on June 25, 2012. Ms. Burton seconded the motion.

Mr. Gault called for a vote – Yeas: Mr. Atkins, Mrs. Burton, Mr. Hutchinson, Mr. Gault, Mrs. Myers  
Nays: None

The President declared the motion passed and the minutes adopted as presented.

**Res. #2012-57** Mrs. Myers made a motion to approve and authorize the following financial data as presented by the Chief Fiscal Officer. Mrs. Burton seconded the motion.

- Record of Cash and Investments – June 30, 2012
- Financial Report by Fund/SCC – June 30, 2012
- General Financial Report – SM2 – June 30, 2012
- General Fund Budget Summary – June 30, 2012

- Amend FY 2012 Permanent Revenue and Appropriations with the legal level control set at the Fund Level
- Transfers and Advances
- Fiscal Officer's Certification

Mr. Gault called for a vote – Yeas: Mr. Atkins, Mrs. Burton, Mr. Hutchinson, Mr. Gault, Mrs. Myers  
Nays: None

The President declared the motion passed and financial data adopted as presented.

**H. RECOMMENDED ACTIONS**

1. Old Business
2. New Business – Consent Agenda 2a through 2k
  - a. Resignations and/or Leaves of Absence:  
Classified Staff, Schedule B-12-7  
Extra-curricular Resignations, Schedule H-12-7
  - b. Appointments:  
Professional Staff, Schedule C-12-7 (teaching)  
Professional Staff, Schedule D-12-7 (extracurricular)  
Classified Staff, Schedule F-12-7  
Classified Staff, Schedule G-12-7 (subs)  
Professional Staff, Educational Improvement Program

CONSENT AGENDA - Items 2a through 2k  
Addendum 2b

**Res. #2012-58** Mrs. Myers made a motion and Mr. Hutchinson seconded the motion to accept the consent agenda items.

**2a BE IT RESOLVED**, by the Marietta City School District Board of Education, that upon the recommendation of the Superintendent of Schools, the resignations and/or leaves of absence, for both professional and classified personnel, be approved, effective at the date shown.

Schedule B-12-7  
RESIGNATIONS and/or LEAVES OF ABSENCE  
Classified Staff

NAME	POSITION	REMARKS
Amanda Montana	JV Volleyball Coach	Resignation, Eff. 06/11/12

Schedule H-12-7  
EXTRA-CURRICULAR RESIGNATIONS

Name	Position	Remarks
Shanaka Horner	7 <sup>th</sup> Volleyball	Resignation, Eff. 07/16/12
Jade Thompson	Foreign Language Club - MHS	Resignation, Eff. 07/12/12

**2b BE IT RESOLVED**, by the Marietta City School District Board of Education, that upon the recommendation of the Superintendent of Schools, the employment of the following professional and classified personnel (pending receipt of proper certification from the State Department of Education, BCII and FBI approval), be approved, effective at the date and term shown.

Schedule C-12-7  
 APPOINTMENTS – Professional Staff  
 For the 2012-13 School Year

NAME	POSITION	STEP & SALARY	REMARKS
Jerrica Brinkman	Intervention Specialist	B-1 \$28,554.00	1 yr. contract
Ashley Stottsberry	Intervention Specialist	B-1 \$28,554.00	1 yr. contract
Chivonn Keppeler	Intervention Specialist	B-5 \$33,123.00	1 yr. contract
Grace Hubbard	Library Media Specialist	M+30-1 \$36,835.00	1 yr. contract

Schedule D-12-7  
 EXTRACURRICULAR ASSIGNMENTS  
 For the 2012-13 School Year

NAME	ASSIGNMENT	AMOUNT
Gwynette Hammond	Key Club Advisor	\$571.00
Michael Miller	Environmental Club Advisor	\$286.00
Adam Eichhorn	Conditioning Coordinator	\$5,140.00
Grace Hubbard	4 wks. ext. svc. –Media Specialist	\$4,093.00
	100 hrs. – Elem. Media Specialist	\$2,761.00
Barbara Moberg	5 days ext. svc. – Elem. P.E.	\$1,544.00
Rena Thorne	Foreign Language Club - MHS	\$286.00

Schedule F-12-7  
 APPOINTMENTS – Classified Staff  
 For the 2012-13 School Year

NAME	POSITION	REMARKS
Sandy Goin	JV Volleyball	\$2,284.00
Nate Black	Ass't Football-Def. Coordinator	\$2,855.00
Brendan Leister	9 <sup>th</sup> /JV Football Assistant	\$1,999.00

Schedule G-12-7  
 SUBSTITUTES – Classified Staff  
 For the 2012-13 School Year

NAME	POSITION	REMARKS
A.J. Linscott	Bus Driver	\$7.70/hr.

EDUCATIONAL IMPROVEMENT PROGRAM

NAME	SEM HR.	QTR. HR.	AMOUNT
Kathleen Duckworth	3		\$720.00
Kathleen Duckworth	3		\$720.00

**2c** **WHEREAS**, an application for participation on state aid for nonpublic schools, authorized by R.C. 3317.06, has been received by St. Mary's School for the 2012-13 school year, and

**WHEREAS**, the Marietta City School District Board of Education is required to administer the program for the purpose of purchasing, accounting, and inventory control; therefore

**BE IT RESOLVED**, by the Marietta City School District Board of Education, that the Superintendent be designated the public school administrator for the nonpublic school program and that the Chief Fiscal Officer of the Board be authorized to establish an account to service this program.

**2d** **WHEREAS**, the Marietta City School District Board of Education is a member of the Ohio School Boards Association (OSBA), and

**WHEREAS**, representation of the 2012 OSBA Business Meeting is required; therefore

**BE IT RESOLVED**, by the Marietta City School District Board of Education, that Mrs. Wendy Myers be appointed as delegate to the 2012 OSBA Business Meeting, and in the event the delegate cannot serve, Mr. Bill Hutchinson be appointed as alternate.

**2e** **WHEREAS**, the Board of Education of the Marietta City School District is eligible to receive services from Ohio School Boards Association (OSBA) for the purpose of providing online policy services, and

**WHEREAS**, the contract for this service expired in June; therefore

**BE IT RESOLVED**, that the Marietta City School District Board of Education agree to renew this contract with OSBA for online policy services at a cost of \$1,250.00 for the 2012-13 school year.

**2f** **WHEREAS**, the Marietta City School District and the Ohio Valley Educational Service Center Governing Board can enter into a city/county contract as defined by ORC 3313.483 and 3317.11 for the school year 2012-13, terms and conditions to be agreeable to both parties and subject to available state funding to support this agreement, and

**WHEREAS**, this contract is contingent upon the local districts served agreeing to "hold harmless" clauses with the Educational Service Center and

**WHEREAS**, the following services will be provided as part of this city/county contract Preschool Services, Emotionally Disturbed, Visually Impaired, Attendance Officer, Educational Aide (Ewing), and Alternative to Suspension Program (MHS), and

**WHEREAS**, this agreement shall be reviewed annually for determination of services to be provided and continuation of agreement; therefore

**BE IT RESOLVED**, that the Marietta City School District Board of Education enter into a city/county contract with Ohio Valley Educational Service Center for the 2012-13 school year, not to exceed \$381,391.52.

**2g** **WHEREAS**, Section 4123.098 ORC mandated the Bureau of Workers' Compensation create a workers' compensation group rating plan which would allow like employers to

group together to achieve a potentially lower premium rate than they may otherwise be able to acquire as individual employers, and

**WHEREAS**, the Ohio Association of School Business Officials (OASBO) has created a workers' compensation group rating program which will provide claims management services, safety services and potentially reduce the workers' compensation premium for the school district, and

**WHEREAS**, the OASBO has retained The Sheakley Group of Companies as the servicing agent to perform administrative, actuarial, cost control, claims management, and consulting services for the program participants, and

**WHEREAS**, the Board of Directors of the OASBO Officials Workers' Compensation Pooling Program, in order to ensure that each school district receives their fair share, has implemented "Equity Pooling" to redistribute the savings among member school districts based upon their individual performance compared to the overall percentage of the group; now therefore

**BE IT RESOLVED**, the Marietta City School District Board of Education hereby agrees to the requirements set forth in the membership application including Equity Pooling participating and makes application to participate in the OASBO Workers' Compensation Group Rating Program and directs the Chief Fiscal Officer to pay the Administrative and Service Fee of \$2,705.00 as reflected on the Sheakley Uniservice, Inc. invoice.

**2h** **WHEREAS**, currently the Marietta City School District has service agreements with Southeastern Ohio Voluntary Education Cooperative (SEOVEC); therefore

**BE IT RESOLVED**, that the Marietta City School District Board of Education enter into an agreement with the Council of Governments, Southeastern Ohio Voluntary Education Cooperative to provide Internet access, EMIS, Library Management System, Student Information Management System, and software services from July 1, 2012 through June 30, 2013.

**2i**

**CA** **WHEREAS**, the following job descriptions for classified positions have been added or revised; therefore

**BE IT RESOLVED**, that the new or revised job descriptions for the following positions be approved.

1. Secretary I & II – Elementary (revised)
2. Secretary III – MHS (revised)
3. Secretary II/Cashier – MHS (revised)
4. Secretary II – MHS Guidance (revised)
5. Race to the Top/TIF Coordinator, Collaborative Learning Practitioner (new)

File: **GDA**

POSITION DESCRIPTION

POSITION TITLE: School Secretary  
GRADE: Elementary Secretary I and II  
LOCATION: Elementary Buildings

**Major Duties and Responsibilities:**

Under the general supervision of the Principal, the following duties shall be an integral part of the secretary's responsibilities:

1. Maintaining records.
2. Preparing reports, especially those related to attendance.
3. Typing reports and communications.
4. Entering data into a data processing system.
5. Establishing and maintaining files.
6. Operating office machinery.
7. Answering the telephone.
8. Establishing and maintaining a system of receiving and accounting for monies. (entering fees and yearbook charges).
9. Receiving and distributing mail and notices.
10. Responding to inquiries of general public and members of the school community.
11. Administering medication subject to the terms of the current negotiated agreement and responding to student complaints of illness or injuries. Perform general nursing duties for injuries and illnesses when the nurse is not available.
12. Responsible for yearbook layout and sales.
13. Responsible for ordering supplies for the building and inventory.
14. Assign progress information and passwords for students/parents.
15. Call for substitutes for unfilled positions each day.
16. Enter field trip information for bus requests.
17. Handle/prepare annual fundraisers for principal's account.
18. Prepare and document Fire drill and Tornado Drills and forward information to Maintenance Supervisor.

**Minimum Qualifications:**

1. High School diploma or equivalent.
2. Typing, Word processing and data entry skills at 35-40 WPM.
3. Strong personal computer and/or electronic data processing skills.
4. A minimum of two years experience of which at least one has been in a secretarial position. Successful completion of study in an accredited secretarial program may be substituted for one year of experience.
5. Strong interpersonal relationship skills
6. Ability to communicate effectively, orally and in writing.

**Scope:**

The school secretary plays a key role in the public relations of the school. The responsibilities of this position require daily communication with some members of the general public and every segment of the school community. The school secretary organizes routine office work and maintains an efficient office with a positive and cooperative attitude. The school secretary is discreet and respects the confidentiality of restricted or sensitive records and information.

Revised: July 23, 2012

File: **GDA**

POSITION DESCRIPTION

POSITION TITLE: SECRETARY TO THE PRINCIPAL

GRADE: Secretary III

LOCATION: MHS Main Office

**Major Duties and Responsibilities:**

Under the general supervision of the Principal the secretary performs a variety of duties as follows:

1. Answering phones, taking messages to send to staff/students.
2. Handling and distributing all incoming mail.
3. AESOP – keeps track of teacher and staff absences to make sure there is appropriate coverage for absent employees.
4. Admitting students/PLB's etc.
5. Inputting of daily attendance in ESIS.
6. Filing
7. Attending to staff/students/administrators needs, i.e. attendance/discipline/copier
8. Nursing duties when nurse is not present.
9. Collecting monies/deposits when cashier is not present.
10. Type discipline letters and send to parents/staff.
11. Typing sports schedules
12. Inputting of bus requests for field trips/band/choir.
13. Taking care of parking permits for students/staff.
14. Faxing materials that must be sent to Fairview.
15. Helping subs for any needs they have.
16. Calling for service on equipment that need repaired.
17. Ordering office supplies, copier supplies, parking permits, etc.
18. Helping teachers with their account numbers.
19. Keep staff handbook up to date and copied for staff.
20. Do end of year and beginning of year paperwork.
21. When new books are ordered: count, number, stamp and distribute to staff.
22. Keep all paper work copied, up to date and sent to board office when needed.
23. Do transcripts when necessary.
24. Input work permits for students and mailed to employer.
25. School Connects as needed.
26. GPA's/ Sports to Marietta Times
27. Put Teams/Groups on ESIS
28. Helps Guidance as needed with scheduling and Report Cards
29. Prepares requisitions for General Fund and activity budgets along with Sales Project Potentials.
30. Helps collect fees/fines, prepares and mails invoices for unpaid fees to parents.
31. Collects fee waiver forms.
32. Sets up daily appointments for the Principal.
33. Helps distribute report cards, pulls ones that have unpaid fees.
34. Responsible for AL and OSS record keeping. Distributes letters and works with AL monitor on a daily basis.
35. Responsible for building calendar: building use forms and letting custodians know of activities.
36. Makes up activities calendar.
37. Responsible for all attendance entering and attendance letters.
38. Responsible for graduation program, order of diplomas, set up for graduation and ordering items for graduation.
39. Completes accident reports and insurance forms.
40. Perform other related duties as assigned.

**Minimum Qualifications:**

7. High School diploma or equivalent.
8. Typing, Word processing and data entry skills at 35-40 WPM.
9. Strong personal computer and/or electronic data processing skills.
10. A minimum of two years experience of which at least one has been in a secretarial position. Successful completion of study in an accredited secretarial program may be substituted for one year of experience.
11. Strong interpersonal relationship skills
12. Ability to communicate effectively, orally and in writing.

**Scope:**

The school secretary plays a key role in the public relations of the school. The responsibilities of this position require daily communication with some members of the general public and every segment of the school community. The school secretary organizes routine office work and maintains an efficient office with a positive and cooperative attitude. The school secretary is discreet and respects the confidentiality of restricted or sensitive records and information.

Revised: July 23, 2012



File: **GDA**

POSITION DESCRIPTION

POSITION TITLE: School Secretary

GRADE: Secretary II/Cashier

LOCATION: MHS Main Office

**Major Duties and Responsibilities:**

Under the general supervision of the Principal and Assistant Principal the secretary performs a variety of duties as follows:

41. Collect, count and deposit all monies from activity accounts, transportation fees and workbook/class fees.
42. Enter all fees into the computer and keep track of owed school fees.
43. Sell sports passes, parking passes and assign parking spots.
44. Serve as a liaison between the staff, student officers and the treasurer.
45. Responsible for performing telephone duties.
46. Assist with attendance procedures (writing admit slips, early release forms and taking attendance calls.
47. Performs various secretarial duties (typing, filing, duplication, collating, etc.)
48. Assist with computer work regarding grades, schedules, attendance, and general student information.
49. Perform various receptionist duties.
50. Assist in the dispersing of medication and in assisting ill students when the nurse is not present.
51. Assist in preparing for the opening and closing of school, commencement and assignment of student lockers.
52. Assist in inventorying of textbooks, supplies, etc.
53. Type and distribute daily announcements
54. Send out ETR forms to appropriate teachers and collect completed forms to send to Student Services.
55. Alert teachers regarding IEP meeting times and dates
56. Type eligibility forms for every athletic team for all seasons.
57. Type the athletic sports schedules for each season.
58. Perform other related duties as assigned.

**Minimum Qualifications:**

13. High School diploma or equivalent.
14. Typing, Word processing and data entry skills at 35-40 WPM.
15. Strong personal computer and/or electronic data processing skills.
16. A minimum of two years experience of which at least one has been in a secretarial position. Successful completion of study in an accredited secretarial program may be substituted for one year of experience.
17. Strong interpersonal relationship skills
18. Ability to communicate effectively, orally and in writing.

**Scope:**

The school secretary plays a key role in the public relations of the school. The responsibilities of this position require daily communication with some members of the general public and every segment of the school community. The school secretary organizes routine office work and maintains an efficient office with a positive and cooperative attitude. The school secretary is discreet and respects the confidentiality of restricted or sensitive records and information.

Revised: July 23, 2012

FILE: **GDA**

POSITION DESCRIPTION

POSTION TITLE: School Secretary  
GRADE: Secretary II  
LOCATION: MHS Guidance

**Major Duties and Responsibilities:**

Under the general supervision of the Director of Guidance, the secretary performs a variety of duties as follows:

1. Serve as receptionist for the guidance office.
2. Perform all secretarial-clerical duties for the counselors.
3. Maintain student cumulative records (record test scores, activities and grades,)
4. Be responsible for the security of records and guidance files.
5. Keep records of new enrollees and withdrawals.
6. Request records of students entering from other schools.
7. Be responsible for all paperwork concerning student (class lists, entering changes in the computer.)
8. Process Social Security, Welfare Department, and insurance forms for good student discounts.
9. Process student transcripts, current and the last 2 years.)
10. Withdrawal of students.
11. Perform various computer works (schedules, and student demographic information.
12. Maintain the files for IEP's and Psychological.
13. Responsible for entering OGT Test scores into the computer to be reflected on the student's transcript.
14. Responsible for the collection of money for graduation.
15. Cross enroll students to WCCC when requested.
16. Provide Progress Book passwords for students and parents.
17. Perform other duties as assigned by the Director of Guidance or designee.

**Minimum Qualifications:**

1. High School diploma or equivalent.
2. Typing, Word processing and data entry skills at 35-40 WPM.
3. Strong personal computer and/or electronic data processing skills
4. A minimum of two years experience of which at least one has been in a secretarial position. Successful completion of study in an accredited secretarial program may be substituted for one year of experience.
5. Strong interpersonal relationship skills.
6. Ability to communicate effectively, orally and in writing.

**Scope:**

The school secretary plays a key role in the public relations of the school. The responsibilities of this position require daily communication with some members of the general public and every segment of the school community. The school secretary organizes routine office work and maintains an efficient office with a positive and cooperative attitude. The school secretary is discreet and respects the confidentiality of restricted or sensitive records and information.

Revised: July 23, 2012

### *Marietta City Schools Job Description*

Title: Race to the Top/TIF Coordinator, Collaborative Learning Practitioner

*For the academic school year 2012-2013, this position includes coordination of Race to the Top, Teacher Incentive Fund, Collaborative Learning Practitioner, public and private grants*

Supervisor: Superintendent, Marietta City Schools

#### General Coordinator Duties:

- Pursue, implement, coordinate, and administer projects that support Marietta City School's mission and vision
- Lead teams of staff that aid with the implementation and administration of projects
- Oversee implementation of project requirements
- Communicate with project stakeholders
- Be an agent of change in terms of school improvement
- Pursue grants as needed to support current projects

#### Specific Coordinator Duties as they relate to current projects:

- RttT Grant
  - Serve as the liaison between ODE and MCS
  - Lead the Transformation Team
  - Serve, in partnership with the district Treasurer, as the budget administrator for RttT grant funds
  - Develop a professional development plan that meets the state standards of HQPD
  - Revise the district's Scope of Work yearly according to district needs in collaboration with the Transformation Team
  - Develop 'Building Bridges to Careers' community team to address college and career readiness
- TIF Grant
  - Serve as the liaison between Battelle for Kids, ODE, and MCS
  - Lead the TIF design team as they work toward developing, implementing, monitoring, evaluating and revising a strategic compensation model for teachers and principals that is compliant with TIF grant requirements
  - Serve, in partnership with the district Treasurer, as the budget administrator for TIF grant funds
  - Acquire knowledge related to the history, current national trends, terminology and examples of strategic compensation
  - Manage data requirements relating to the components of the district's TIF award model and reporting requirements from ODE/BFK and the U.S. Department of Education
- Collaborative Learning Practitioner

- Work with Collaborative learning leaders from Battelle for Kids to help districts implement sustainable district transformation
- Serve as a member of the district's Collaborative Learning Network
- Assist in building awareness of how all district improvement efforts align
- Assist in developing and implementing a local communication plan
- Assist in creating a district professional development plan
- Assist in partnering with higher education to increase course alignment and rigor
- Assist in initiating, planning, and supporting collaborative learning in professional practice
- Assist the district in fulfilling OAC, RttT, TIF, and Gates milestones
- Work with existing district teams and designated RttT principal/teacher networks
- Support the work of administrators and teachers around Value-added analysis, formative instructional practices, teacher quality using multiple measures, dealing with adaptive challenges related to change

Education Required:

- Bachelor's Degree in K-12 Education, with current Ohio Teachers' license
- Master's Degree preferred

Knowledge, Skills, and Abilities Required:

- Ability to articulate a clear vision and provide leadership to advance the change process
- Promotes a positive work environment and motivates staff
- Manages individual, group and organizational interactions with tact and effective leadership
- Averts problem situations and intervenes to resolve conflicts
- Interprets information accurately and initiates effective responses
- Effectively uses verbal and nonverbal communication
- Demonstrates above average writing and listening skills
- Organizes tasks and manages time efficiently
- Willingness and ability to travel extensively throughout the district and the state
- Willingness to network with stakeholders

Approved: July 23, 2012

**2j** **BE IT RESOLVED**, by the Marietta City School District Board of Education, that the teaching contracts for the following teachers be amended to read that they receive pay for one planning period based on their hourly rate of pay for the 2012-13 school year:

Brian Welch, 50 min./day, 180 days

**2k** **BE IT RESOLVED**, by the Marietta City School District Board of Education, that the hourly rate for tutoring be increased to \$20.00 per hour.

**21** **SWHEREAS**, the Marietta City School District has two (2) days in the regular school calendar designated by contract as staff development days, and

**WHEREAS**, the district has a progressive staff development program designed to meet the needs of staff according to the district's CCIP, and

**WHEREAS**, it has been determined by the administrative team that additional staff development days are needed to accomplish our goals; therefore

**BE IT RESOLVED**, that the Marietta City School District apply to the Ohio Department of Education for an operational waiver regarding ORC 3318.48 to allow four (4) days normally scheduled for instruction to be used for staff development.

**Res. #2012-59** Mrs. Myers made a motion and Mr. Hutchinson seconded the motion to accept the consent agenda items.

Mr. Gault called for a vote – Yeas: Mr. Atkins, Mrs. Burton, Mr. Hutchinson, Mrs. Myers,  
Mr. Gault  
Nays: None

The President declared the consent agenda items approved as presented.

**Res. #2012-60** Mr. Atkins made a motion to continue the regular meeting in executive session to discuss personnel/employment. Mr. Hutchinson seconded the motion.

Mr. Gault called for a vote: Yeas: Mr. Atkins, Mrs. Burton, Mr. Hutchinson, Mr. Gault,  
Mrs. Myers  
Nays: None

The President declared the motion passed and the regular meeting to be in executive session at 6:12 PM.

The President declared the executive session concluded and the regular meeting continued in open session at 6:31 PM.

**Res. #2012-61** Mr. Hutchinson made a motion to adjourn the regular meeting. Mr. Gault seconded the motion.

Mr. Gault called for a vote - Yeas: Mr. Atkins, Mrs. Burton, Mr. Hutchinson, Mr. Gault  
Mrs. Myers  
Nays: None

The President declared the motion passed and the regular meeting adjourned at 6:31S PM.

**ATTEST:**

\_\_\_\_\_  
Greg Gault, President

\_\_\_\_\_  
Matthew S. Reed, Chief Fiscal Officer