

Board of Education Mary Gebara President, 2023-2024	Okemos Public Schools board@okemosk12.net http://okemosk12.net	4406 Okemos Road Okemos, Michigan 48864 Phone: 517-706-5010
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This agenda is for general informational purposes only. Based on board policy, the board of education may revise this agenda and may take up other issues at the meeting.

6:00 PM

**MEETING AGENDA
Monday, July 22, 2024**

Community Conference Rm

CALL TO ORDER

Tom Buffett, Katie Cavanaugh, Shulawn Doxie, Mary Gebara, Melanie Lynn, Andrew Phelps and Jayme Taylor

WELCOME AND MEETING FORMAT

Welcome to this special meeting of the Okemos Board of Education held in public for the purpose of conducting the business of the school board.

There is one opportunity for public comment: Citizens who wish to address agenda or non-agenda items will have an opportunity at the beginning of the meeting. In-person individuals who wish to address the board must complete a blue form, located with the agendas near the room entrance, and present it to the board's secretary prior to the start of the agenda item.

At the appropriate point in the agenda, the board president will call upon individuals who have submitted a blue card for their comments.

DISCUSSION MOVED FORWARD: Hockey Co-Op

Athletic Director Ken Hintze will present information regarding a potential MHSAA Hockey co-op in collaboration with Charlotte and Owosso schools. The board will review the agreement developed by the Michigan High School Athletic Association as a "co-op" solution.

CITIZENS ADDRESS AGENDA AND NON-AGENDA ITEMS

At this time in the meeting, citizens have an opportunity to address the board regarding items of interest that may or may not be part of the evening's agenda. Citizens are required to limit comments to three minutes, except when this requirement is waived by the board president during the meeting. A designated timekeeper will communicate to the individual who is addressing the board at three minutes. The board highly values public comment and input; however, the board meeting format is designed to facilitate the evening's agenda and, therefore, restricts board members from engaging in conversation with speakers or immediately responding to questions. Questions and concerns may be addressed by the board later in the agenda and may be assigned for follow-up by the board or superintendent at a later date.

SUPERINTENDENT REPORTS/REQUESTS (10 Min)

The superintendent will highlight events and issues of interest and take questions from the board.

BOARD REPORTS/REQUESTS (10 Min)

The board will acknowledge receipt of correspondence.

Individual board members may highlight other events and issues of interest and request follow-up on other matters of concern.

ACTION ITEMS

Within Action Items, there is a Consent Agenda to expedite the business of the board which groups a number of items together to be dealt with by one action of the board. However, items in the consent agenda may be extracted by individual board member request for further discussion or clarification.

CONSENT AGENDA (5 Min)

In an effort to expedite the business of the board of education, but in no way meant to diminish the importance of each item, a Consent Agenda has been developed.

That the board approve items 1 and 2 for immediate implementation and appropriate action. Item 1: Approval of the minutes of the Regular Meeting of June 24, 2024; and Item 2: Approval of the minutes of the Special Meeting of July 15, 2024.

OTHER ACTION ITEMS

The Other Action Items require additional discussion prior to board action.

Selection of Date, Time and Place for 2024-2025 Regular Meetings

The board of education currently meets the second and fourth Monday of the month at 7:00 p.m.

That the board establish the dates of regular meetings of the board of education to generally be the second and fourth Monday of each month, adjusted for Mondays with no school; the time of each meeting to begin at 7:00 p.m., with no new discussion after 10:00 p.m.; and the place of meetings to be the Community Conference Room at Central School; and that the board direct administration to publish the date/time/location of these meetings on the district's web site.

Designation of Person Responsible for Posting Meeting Notices

The board of education annually establishes a regular board meeting schedule for the school year, which is posted on the district's website in July. Notice of each individual regular meeting or any special meeting to be held during the school year is required in accordance with the Open Meetings Act.

That the board designate the superintendent of schools or designee to post all regular and special school board meeting notices for the 2024-2025 school year in accordance with the Open Meetings Act.

Selection of Legal Counsel for the 2024-2025 School Year

Currently, Okemos Public Schools utilizes the services of Thrun Law Firm P.C. The district has found their services to be excellent.

That the board retains Thrun Law Firm, P.C. as legal counsel for the 2024-2025 school year.

Selection of Auditor for the 2024-2025 School Year

Currently, the Okemos Public Schools utilizes the services of Maner Costerisan P.C. The district has found their services to be excellent.

That the board retain Maner Costerisan P.C. as auditor for the 2024-2025 school year.

Approval for Depositories for School Funds for the 2024-2025 School Year

Currently, the district utilizes Michigan School District Liquid Assets Fund Plus, Fifth Third Bank, and PNC Bank. PNC Bank is the primary banking institution used by the district.

That the board designates Michigan School District Liquid Assets Fund Plus, Fifth Third Bank, and PNC Bank as depositories for school funds for the 2024-2025 school year, which includes Accounts

Payable, Payroll, Debt Retirement Activity, Food Service, Student/School Activity and Building & Site Sinking Fund.

Employment - Certified

The hiring of all certified employees must be approved by the board of education; employment of support staff shall be in accordance with school district policy.

That the board approve the employment of Kelly Nobles, 2nd Grade Teacher at Bennett Woods at Step 10, Division II; Katie Thorington, 3rd Grade Teacher at Bennett Woods at Step1, Division I; and Anna Weigle, Language Arts Teacher at Chippewa Middle School School at Step 1, Division I of the teacher salary schedule, effective August 12, 2024 in accordance with sections 1230 (2) and 1230 a (2) of the Revised School Code conditioned upon receipt of acceptable criminal history checks and criminal records checks.

DISCUSSION ITEMS

Discussion items are intended to provide an opportunity for review of material and interaction concerning the individual items. Action is not taken during the board meeting. Discussion items may be acted upon by the Board of Education at a later date. The board president may move a discussion item forward in the meeting agenda to facilitate timely discussion and/or community input on that discussion item.

Delegation of Authority

Annually, school districts may elect to have the plan review of school construction projects and inspections conducted by local building departments. For this to happen, both the school district and the unit of government(s) must execute the application, Request for Annual Delegation of School Plan Review and Inspection Authority to a Local Unit of Government Enforcing Agency. The board is being asked to designate a local inspector, Meridian Township to be the primary inspector for upcoming bond projects, building, and renovations.

Board Retreat Planning

The Board will discuss the upcoming retreat and a tool to prioritize agenda items and due dates.

OTHER MATTERS (5 Min)

- August Board Meeting
- Superintendent Evaluation Follow Up

ADJOURN



HIGH SCHOOL COOPERATIVE AGREEMENT REGULATIONS, PROCEDURES AND ADVANCE PREPARATION MATERIAL TO ASSIST SCHOOLS

I. *MHSAA HANDBOOK* REGULATION I (2023-24)

SECTION 1(E)— In any sport, two or more member high schools whose combined enrollment does not exceed 1,000 students may conduct, with the approval of the Executive Committee, a Cooperative Program in the specific sports for which application has been made and approval has been granted.

1. The Executive Committee may approve a cooperative program agreement at the subvarsity level only in any sport for two or more member high schools, regardless of student enrollment. There must be a demonstrated history of inadequate numbers of participants and will not be approved based on financial concerns. Students who participate in these programs would have varsity eligibility only with their school of actual enrollment should they be brought up to a varsity team during the regular season or MHSAA Tournament. A student who participates in a subvarsity cooperative program and transfers into another school involved in that program may not be subject of a waiver request under Regulation I, Section 9(C.) Deadlines for high school cooperative programs and the two-year minimum length for operating do not apply. The usual approvals from the boards of education, league or four future opponents, if there is no league, and the MHSAA Executive Committee are required.
2. The Executive Committee may approve a cooperative program agreement regardless of the combined student enrollment maximum in the sports of baseball, bowling, girls competitive cheer, cross country, golf, soccer, girls softball, tennis and wrestling for two or more schools of the same public school district (same governing board). There must be a demonstrated history of low participation numbers and will not be approved based on financial concerns. This allowance does not apply to public school academies. Approval by the Executive Committee is on a case-by-case basis and as with all cooperative program applications, requires league or conference approval. Deadlines for high school cooperative programs apply.

SECTION 1(F)—

1. Two or more member high schools whose combined enrollment does not exceed 3,500 students may conduct, with the approval of the Executive Committee, a Cooperative Program in the following specific sports (sponsored by 250 or fewer schools) for which application has been made and approval has been granted: girls gymnastics, boys lacrosse, girls lacrosse, boys alpine skiing, girls alpine skiing, boys swimming & diving, girls swimming & diving, boys tennis and girls tennis.
2. Two or more member high schools whose combined enrollment does not exceed 5,500 students may conduct, with the approval of the Executive Committee, a Cooperative Program in ice hockey.
3. For the 10 sports listed in No. 1 and 2, if none of the schools involved in a proposed Cooperative Program sponsored the sport at any level on an interscholastic basis during the previous school year, then the 3,500 or 5,500 (ice hockey only) maximum enrollment may be waived by the Executive Committee. However, the cooperative agreement may not exist beyond four school years.
4. The Executive Committee may approve a cooperative program in excess of the 3,500 or 5,500 (ice hockey only) student enrollment maximum for up to four years in sports sponsored by 250 or fewer schools if, during the previous year, the school or the cooperative program in which a school was a part dropped the sport because of a demonstrated lack of participation. The cooperative agreement in excess of 3,500 or 5,500 (ice hockey only) students may not exist beyond four school years.

MHSAA HANDBOOK REGULATION I, SECTION 1, INTERPRETATIONS

12.
 - a. Cooperative Programs are arrangements made for a minimum of two years but may be voided at any time by resolutions of any cooperating board of education. If the agreement is voided before completion of the second year of the cooperative program, the school or schools that terminated the agreement may not enter into another cooperative program in the sports involved in the initial agreement until another two-year period has transpired. Deadlines for dissolution of cooperative programs are May 1 for fall sports, Aug. 15 for winter sports and Oct. 15 for spring sports. When programs are dissolved after the above deadlines, it may not be possible to reflect changes to tournament divisions or assignments.
 - b. Cooperative agreements established under Section 1(E) (combined enrollments not exceeding 1,000 students) which eventually rise above 1,000 students as established each February will be dissolved prior to the start of the school year in which the new enrollment is effective.
 - c. If the combined enrollment of a Cooperative Program exceeds the original Division in the second year of an agreement, the schools will play in the higher Division of MHSAA tournaments in the sports for which there are cooperative teams.
 - d. A new MHSAA member school which would not be eligible for MHSAA tournaments until its second full year of MHSAA membership may participate in MHSAA tournaments sooner if that school becomes part of a Cooperative Program with a tournament-eligible member school.
 - e. Should the MHSAA Membership Resolution for a school which is a part of a cooperative agreement not be submitted on or before the fourth Friday after Labor Day, students of that school may not participate in any MHSAA tournament, including those sports for which the school is part of a cooperative program.
 - f. Agreements which include a Class A or B school, or three or more schools, must submit a renewal form every two years prior to May 1. This renewal form will be emailed to the primary school in March and will require league approval and statistics on participation levels and win/loss records. Agreements involving only two Class C or D schools will not be required to submit renewal forms and will continue as established until the MHSAA is notified that a program is dissolving or a league has determined it will no longer support the agreement. After the initial two years of operation, a league in which a cooperative team participates (regardless of classification) may, by vote of its membership, void an agreement at the time of the renewal process by notification to all schools and the MHSAA prior to April 1 of the previous school year. Adding new schools to an agreement requires a new application process involving all approvals and procedures. Programs being started in newly sponsored sports as under Section 1 (F) (over the 3,500-student limit for four years) will complete the two year renewal process and will automatically be dissolved after the fourth year.
13.
 - a. Cooperative Programs formed by schools of any class in sports sponsored by 250 or fewer schools will be assigned tournament classification corresponding to the total enrollment of the cooperating schools.
 - b. When removing a sport from those listed in Section 1(F), existing Cooperative Programs in those sports are grandfathered; however, each renewal is to be subject to Executive Committee review and approval.
 - c. For classification purposes, cooperative programs established under Section 1(F) (newly sponsored sports in excess of 3,500/5,500 students allowed to operate for four years) must report their plans to the MHSAA by Feb. 1 of the final school year of operation as to how the schools and team(s) will be operating under 3,500/5,500 students in subsequent years.
 - d. Cooperative programs whose schools' combined enrollment as declared on the Enrollment Declaration Form in February exceeds 3,500/5,500 students or the enrollment limit of Section 1(E) will not be allowed to operate in the coming school year.
14. Deadlines for newly forming Cooperative Programs are **May 1** for fall sports, **Aug. 15** for winter sports and **Oct. 15** for spring season sports. When one or more of the schools making application for a Cooperative Program is established and opened after the fall and winter deadlines, application may be made until MHSAA tournament assignments are made for the sport(s) involved or **Oct. 15**, whichever occurs first.

II. PROCEDURES

- A. Application for a cooperative relationship must be made on MHSAA forms by the administration of the cooperating MHSAA member schools and **must** be received (even if partially completed) by the deadline stated above. Subvarsity only and middle school applications do not have the established deadline but must have board, league and Executive Committee approval prior to operating. The application must be accompanied by the following:
1. A resolution of authorization by each board of education of the cooperating schools describing the purpose for sponsoring the cooperative program, the Advance Preparation Materials and shall indicate which school or district will be responsible for overseeing its administration locally.
 2. A resolution of support from each league or conference in which the cooperating schools belong, if any. If the applying schools do not belong to a league, then support from at least four future opponents must be submitted.
- B. One school must be designated as the primary host school on the application and will be considered the official team name. All signatures must be provided, as well as enrollment figures, as submitted on the most recent Enrollment Declaration Form.
- C. Applications for cooperative programs will be submitted to the MHSAA Executive Committee for approval. Among the criteria to be considered are:
1. Lack of numbers of students to support a program.
 2. Lack of qualified staff to coach.
 3. Lack of facilities.
 4. Evidence of a desire to increase opportunities for participation in new programs, not win/loss records of existing programs.
- D. **Cooperative program agreements will be effective for two years.** No other cooperative agreement in the same sports may be made with another school until the original two-year agreement period lapses. The agreements may be voided by informing the MHSAA in writing or using the Cooperative Program Dissolution Form. Deadlines for dissolution of cooperative programs are May 1 for fall sports, Aug. 15 for winter sports and Oct. 15 for spring sports. When programs are dissolved after the above deadlines, it may not be possible to reflect changes to tournament divisions or classifications.
- E. **Renewing (extending) cooperative program agreements:** Agreements which include a Class A or B school, or three or more schools, must submit the renewal form every two years prior to May 1. This renewal form will be emailed to the primary school each March and will require league approval and statistics on participation levels and win/loss records. Agreements involving only two Class C or D schools will not be required to submit renewal forms and will continue as established until the MHSAA is notified that a program is dissolving. Adding new schools to an agreement requires a new application process involving all approvals and procedures.
- NOTE: The MHSAA Representative Council reaffirms its preference that Class A and B schools sponsor separate teams rather than continue to renew cooperative programs over a period of years without careful evaluation. Schools should review participation numbers annually and consider the feasibility of separate teams in order to maximize opportunities for students at each school involved in the cooperative program.

III. ADVANCE PREPARATION MATERIALS: QUESTIONS FOR SCHOOLS TO CONSIDER

Schools should consider the following before initiating the application for cooperative programs.

- A. If you have an existing program, will students from another school replace students from your community and deny the sons and daughters of your local taxpayers the opportunity to participate in that activity?

- B. If two or more schools are cooperating to create a program where none has existed,
1. Who will pay for and maintain/laundry uniforms and equipment, facility maintenance?
 2. Who will pay for travel to practices, to contests?
 3. Who will select, supervise, and pay coaches?
 4. If applicable, whose cheerleaders will cheer?
 5. Whose training rules, letter award guidelines, etc., will be followed?
 6. Whose local academic and other regulations will be followed?
 7. Can daily class schedules be coordinated?
 8. How will gate receipts be handled?
 9. Where will practices and games be held, and who will pay those expenses?
 10. Who will host and supervise events?
 11. Is athletic accident insurance coverage provided, and who pays for it? Have liability insurers been notified?
 12. Whose school identity, mascot, colors, etc., will be used?
- C. Will an existing sport suffer because of the creation of a cooperative program in another sport that season?

IV. GUIDELINES FOR SCHOOLS TO CONSIDER

- A. All issues should be addressed in writing in advance of the application and submitted with the application for possible future reference. Over time, many schools have sought a written historical record of the original arrangement.
- B. A "Cooperative Program Board of Control" should be appointed to oversee the cooperative program. It should consist of at least an administrator and the athletic director of each cooperating school. It should convene to initiate the program and to resolve disputes which may arise throughout the life of the program.
- C. Though not required, cooperating school districts should be adjacent. Travel distance between schools should be reasonable.
- D. Cooperative arrangements should be sought only in sports where opportunities are limited and it is not anticipated that students will be "cut" from the squad.
- E. Cooperative agreements are not intended for a single participant for a year or two but for a significant group of students for several years.
- F. While there is no limit to the number of schools joining a cooperative agreement, programs comprised of several schools tend to resemble non-school sports and may blur the philosophy of school sports.



SENIOR HIGH APPLICATION TO FORM AND SUPPORT A COOPERATIVE TEAM

(Page 1 of 2 – Complete All Sections and All Signatures. Board of Education Resolution on Page 2)

1. It is requested that the Michigan High School Athletic Association, Inc. receive and accept this application to form a cooperative team in the sport(s) of ___ boys ___ girls _____
___ boys ___ girls _____
___ boys ___ girls _____

2. The sponsors of this proposed cooperative team are members in good standing of the Michigan High School Athletic Association, Inc. and are identified as:

		Enrollment	Class
(Primary)_____	High School of _____	_____	_____
(Secondary)_____	High School of _____	_____	_____
(Secondary)_____	High School of _____	_____	_____
(Secondary)_____	High School of _____	_____	_____
(Secondary)_____	High School of _____	_____	_____
(Secondary)_____	High School of _____	_____	_____

3. This agreement is being formed under the following *MHSAA Handbook* Regulation: **(Check one only)**

Combined enrollment under 1,000 (Sect. 1[E])

Subvarsity ONLY (Sect. 1[E-1])

Multi-School District in named sports – four-year experiment (Sect. 1 [E-2])

Combined enrollment under 3,500 in specific sports (gym, lax, swim, ski, tennis) (Sect. 1[F-1])

Combined enrollment under 5,500 in ice hockey (Sect. 1[F-2])

Four-year startup program in above five sports in excess of 3,500 – first time sponsoring (Sect. 1[F-3])

___ Four-year lifeline in above five sports if school or coop dropped the sport previously (Sect. 1[F-4])

4. Indicate all levels of teams that you intend to sponsor in the coop: Sport: _____ V___ JV___ Fresh
Sport: _____ V___ JV___ Fresh___
Sport: _____ V___ JV___ Fresh___
Sport: _____ V___ JV___ Fresh___

5. Did any of the schools sponsor the sport(s) last year? If so, indicate the school(s) and sport(s):

Schools _____ Sports _____

6. The schools in this application have a current agreement in another sport: Yes or No

If yes, in what sport(s) is an agreement currently operating?

7. This cooperative agreement shall commence _____ and continue for a minimum of two years.
8. Written support from the applicable league, **or from four future opponents if there is no league**, is attached. Name of league or conference (if applicable): _____
9. The applicants seeking cooperative team approval certify by **their signatures on page two (2)** that all approvals, required study, planning and review have been completed.

10. Will this team be known or named something other than a school name? Yes or No

If Yes, what will the name be? _____

(Note: Generally, the MHSAA uses the primary school as the designated title of the team.)

Each Board of Education should review the advance preparation material included with this Resolution.

COOPERATIVE PROGRAM BOARD OF CONTROL
(Submit with Application and Letter of League Support)

We, the undersigned, agree to the conditions and content of this Resolution and will work cooperatively for the success of the program and benefit of our children.

Representing _____ School

Superintendent Signature

Board of Education Signature

Principal Signature

Athletic Director Signature

Date

Representing _____ School

Superintendent Signature

Board of Education Signature

Principal Signature

Athletic Director Signature

Date

Representing _____ School

Superintendent Signature

Board of Education Signature

Principal Signature

Athletic Director Signature

Date

Representing _____ School

Superintendent Signature

Board of Education Signature

Principal Signature

Athletic Director Signature

Date

Representing _____ School

Superintendent Signature

Board of Education Signature

Principal Signature

Athletic Director Signature

Date

Representing _____ School

Superintendent Signature

Board of Education Signature

Principal Signature

Athletic Director Signature

Date

Arrangements detailed in the "Advance Preparation Materials: Questions and Guidelines for Schools to Consider," plus those unique to the cooperating schools on a separate sheet, should be addressed by the boards of education when considering this Resolution. The MHSAA will file the advance preparation material if the school submits it with the application.

Name of Person Completing this Application: _____

Phone: _____ Email: _____

**Okemos Board of Education
Proposed Regular Meeting Schedule
For the 2024-2025 School Year**

August TBD
September 9 & 23
October 14 & 28
November 11 & 25
December 9
January 13 & 27
February 10 & 24
March 10 & 17 *Due to Spring Break on March 24*
April 14 & 28
May 12 & 19 *Due to Memorial Day on May 26*
June 9 & 23

This proposed calendar serves meeting the second and fourth Monday of the month, adjusted for Mondays with no school and holding one meeting in December due to winter break.

Following board approval, the regular meeting schedule will be posted to the web.

Ingham ISD “Common Calendar”

Winter Break: December 23 – January 3 (Students will return to school January 6)
Spring Break: March 24 – March 28 (Students will return to school March 31)

Okemos Proposed Calendar

Winter Break: December 23 – January 3 (Students will return to school January 6)
Spring Break: March 20 – March 28 (Students will return to school March 31)

Request for Annual Delegation of School Plan Review and Inspection Authority to a Local Unit of Government Enforcing Agency
Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
P.O. Box 30254, Lansing, MI 48909
Phone: 517-241-9313 / E-Mail: lara-bcc-buildingtrades@michigan.gov
www.michigan.gov/bcc

Authority: 2016 PA 407 Penalty: Failure to provide information may result in the denial of your request.	LARA is an equal opportunity employer/program. Auxillary aids, services and other reasonable accomodations are available upon request to individuals with disabilities.
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SCHOOL DISTRICT				
NAME OF SCHOOL DISTRICT				COUNTY
ADDRESS				
CITY	STATE MI	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)
PRIMARY CONTACT PERSON		TITLE	E-MAIL ADDRESS	

Each local government enforcing agency in which facilities of the school district are located must complete this application attesting to the agreement with the information contained in this application. (Attach additional sheets if necessary)

LOCAL UNIT OF GOVERNMENT / CODE ENFORCING AGENCY				
NAME OF LOCAL UNIT OF GOVERNMENT				COUNTY
ADDRESS				
CITY	STATE MI	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)
PRIMARY CONTACT PERSON		TITLE	E-MAIL ADDRESS	

By checking the boxes below you are certifying the following:

- The governmental subdivision and the enforcing agency are qualified by experience or training to administer and enforce this act and the code and all related acts and rules
- Pursuant to MCL 338.851(b)(5) this form is to certify that full-time code officials, inspectors and plan reviewers registered under the skilled trades regulation act, 2016 PA 407, MCL339.5101 to 339.6133, will conduct plan reviews and inspections of school buildings.
- Agency personnel are provided as necessary
- Administrative services are provided
- Timely field inspection services will be provided
- Plan review services are provided

Certification by School District and Local Government Enforcing Agency - In the sections below, provide the signature of the school board and the local government authorized to enforce construction codes in which school facilities are located. **Note:** A local government not authorized to enforce the state construction codes does not qualify for delegation of school plan review and inspection authority.

SIGNATURE AND CERTIFICATION OF SCHOOL BOARD PRESIDENT	
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.	
NAME OF SCHOOL BOARD OFFICIAL (Please Print)	NAME OF LOCAL SCHOOL DISTRICT
SIGNATURE OF SCHOOL BOARD OFFICIAL	DATE

SIGNATURE AND CERTIFICATION OF LOCAL UNIT OF GOVERNMENT	
I hereby certify the information contained in this application is accurate and that I am duly authorized to sign on behalf of the parties listed in this application. I further certify adherence to all applicable laws and rules under the delegation of authority.	
NAME AND TITLE OF LOCAL UNIT OF GOVERNMENT OFFICIAL (Please Print)	NAME OF LOCAL UNIT OF GOVERNMENT (enforcing agency)
SIGNATURE OF LOCAL UNIT OF GOVERNMENT OFFICIAL	DATE