

## HUMAN RESOURCES SERVICES

Request approval of the following Human Resources Services Items:

- Y. Personnel Actions as presented in Human Resources Services Exhibit R, contingent upon the successful completion of all required employment paperwork and clearances, as determined by the IU13 Human Resources Services Office.**

*(Purpose: To approve Resignations, Retirements, Terminations, Employment, Leaves of Absence, and/or Change of Position/Status/Salary.)*

- Z. Approval of the Lancaster-Lebanon Intermediate Unit Education Support Professionals Association Collective Bargaining Agreement effective July 1, 2026 through June 30, 2029.**

- AA. To hire Michelle Malick as the Director of Operations for the term of 07/01/2026 – 06/30/2030, and to enter into an agreement covering the terms and conditions of employment for the Director of Operations, at a salary of \$165,000 . (Reference Human Resources Services Exhibit S)**

HUMAN RESOURCES SERVICES ADDENDUM  
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	ANGELA	COHEN	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	07/31/2026	ALTERNATE EMPLOYMENT
2	JAMES	CROYLE	TEACHER OF SPECIAL EDUCATION	MULTIPLE DISABILITIES SUPPORT	ECSES	06/08/2026	ALTERNATE EMPLOYMENT
3	AMBER	FISCHER	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	06/02/2026	PERSONAL REASONS
4	HEATHER	HERSHEY	TEACHER OF SPEC ED - ITINERANT	EARLY INTERVENTION	ECSES	07/31/2026	ALTERNATE EMPLOYMENT
5	DONNETTE	HUBER	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	06/15/2026	PERSONAL REASONS
6	PAIGE	SNYDER	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	07/31/2026	RELOCATION

HUMAN RESOURCES SERVICES ADDENDUM  
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	TIMOTHY	BLEVINS	MATERIAL HANDLER		TS	06/29/2026	\$22.66 /hour		260	Filling Vacancy
2	WENDY	DANTZLER	PROJECT COORDINATOR		EDO	07/06/2026	\$84,000.00		260	New - Program Need
3	COURTNEY	DEVER	PSYCHOLOGIST	AUTISTIC SUPPORT	ECSES	08/10/2026	\$93,957.00	M/14	198	Filling Vacancy
4	MARIA	GONZALEZ	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	08/10/2026	\$18.90 /hour	01	185	Requested by Donegal SD
5	MATTHEW	KEELER	TEACHER OF SPEECH CORRECTION	SCHOOL AGE RELATED SERVICES	ECSES	08/10/2026	\$88,801.00	M/13	190	Filling Vacancy
6	SHERIDAN	MIMNALL	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	08/10/2026	\$18.90 /hour	01	185	Requested by Hempfield SD
7	WARREN	RAFFENSBERGER	MAINTENANCE TECHNICIAN		TS	06/29/2026	\$24.77 /hour		260	Filling Vacancy
8	LYDIA	SYLVESTER	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	08/10/2026	\$18.90 /hour	01	185	Filling Vacancy

HUMAN RESOURCES SERVICES ADDENDUM  
PERSONNEL ITEMS: CHANGE OF POSITION, STATUS, OR SALARY

**CHANGE OF POSITION:**

#	First Name	Last Name	FROM - Position	Program	Department	TO-Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	REBEKAH	BITTS	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	46251	\$20.03 /hour	04	185	Requested by Penn Manor SD
2	NICOLE	BROWN	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	46251	\$19.28 /hour	02	185	Filling Vacancy
3	MADELYNN	FOWLER	PART-TIME ESY PARAPROFESSIONAL	NO PROGRAM ASSIGNED	ECSES	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	46244	\$18.90 /hour	01	185	Filling Vacancy
4	YARISBEL	PEREZ-SERRANO	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	46251	\$19.28 /hour	02	185	New - Program Need

## EMPLOYMENT AGREEMENT

**Agreement** between Lancaster-Lebanon Intermediate Unit No. 13 ("LLIU") and Michelle Malick ("Director of Operations" or "Malick").

### BACKGROUND

**WHEREAS**, pursuant to Section 913-A(c) of the Public School Code of 1949, as amended, 24 P.S. § 9-913-A(c), the LLIU's Board of Directors hereby appoints Malick, upon the nomination of the Executive Director, to serve as the Director of Operations, a non-professional administrative position, effective July 1, 2026, for a term of four (4) years through June 30, 2030; and

**WHEREAS**, the Director of Operations position is not a "professional employee" position as defined under Section 1101 of the Public School Code of 1949, as amended, 24 P.S. § 11-1101, and the terms and conditions of this Agreement are established in accordance with and subject to the Lancaster-Lebanon Intermediate Unit 13 Cabinet Benefits and Compensation Plan adopted pursuant to Act 93 of 1984, as amended ("LLIU Cabinet Benefits and Compensation Plan"); and

**WHEREAS**, any modification to this Agreement shall be in writing and signed by both parties.

**NOW THEREFORE**, in order to set forth their agreements and understandings respecting the Director of Operations' employment by LLIU, LLIU and the Director of Operations, intending this Agreement to be an instrument under seal by which they are legally bound, have entered into this Agreement and agree as follows:

**1. Employment.** Effective July 1, 2026, and extending through June 30, 2030, the LLIU Board hereby appoints Malick as Director of Operations for a term of four (4) years consistent with the provisions of Section 913-A(c) of the Public School Code of 1949, as amended, 24 P.S. § 9-913-A(c), based upon the terms and provisions set forth in this Agreement. The Director of Operations accepts such appointment and employment under the terms and conditions of this Agreement. The parties acknowledge that the Director of Operations position is a non-professional administrative position and that Malick does not hold tenure rights or professional employee status under the Public School Code.

**2. Duties and Nature of Services.**

**(a)** Malick is employed as the Director of Operations of LLIU. In addition to those duties and powers conferred by law, the Director of Operations shall, subject to the direction of the LLIU's Board of Directors and Executive Director, as applicable, perform such duties and exercise such powers as may be assigned or delegated from time to time at the discretion of the Board of Directors or the Executive Director.

**(b)** The Director of Operations shall devote their best efforts and all their time, energy, and skill during normal working hours to the performance of their duties. Consistent with past practices of the LLIU, the Director of Operations may (i) attend seminars, conferences, and conventions related to the duties of their position or the activities of LLIU and (ii) undertake consultation work, speaking engagements, writing, lecturing, or other professional duties and obligations, so long as such activities do not materially interfere with the duties required of the Director of Operations' position. Any outside employment or engagement for compensation must receive prior written approval from the Executive Director.

**3. Compensation and Benefits.**

**(a)** As compensation for performance by the Director of Operations of their obligations under this Agreement, the Director of Operations shall be paid a salary at the rate of One Hundred Sixty-Five Thousand Dollars (\$165,000.00) annually, effective July 1, 2026, less legally required withholdings. Contingent upon the Director of Operations' overall satisfactory performance as determined through the evaluation process set forth in Section 5 of this Agreement, such annual salary shall be increased as of July 1, 2027, and each anniversary date thereafter during the term of this Agreement, at a minimum increase equal to the compensation increase approved by the Board of Directors for the Leadership Team pursuant to the LLIU Cabinet Benefits and Compensation Plan.

**(b)** In addition to the salary set forth above, while actively employed by LLIU, the Director of Operations shall be entitled to the following benefits, which shall be consistent with those provided under the LLIU Cabinet Benefits and Compensation Plan as may be amended from time to time:

**(i)** The Director of Operations shall be entitled to healthcare benefits equal to those choices offered to Act 93 employees, plus any Outcomes-Based Wellness Program in which there is a monthly payroll deduction discount offered for up to a ten percent (10%) discount. Future changes in the Wellness Program as provided to the Leadership Team shall be applicable to this Agreement. Monthly payroll deductions shall be as established for the Leadership Team for 2026 and beyond pursuant to the LLIU Cabinet Benefits and Compensation Plan.

**(ii)** The Director of Operations shall be entitled to earn twenty (20) vacation days annually, accrued monthly. One (1) additional day per year shall be earned beginning at the twenty-first year of service through the twenty-fifth year of service to LLIU. Cabinet Level Administrators may use excess days of carryover through December. Upon termination of employment with LLIU, any remaining earned, unused vacation days for the year shall be paid out at the Director of Operations' per diem rate of pay.

**(iii)** LLIU shall reimburse up to One Thousand Dollars (\$1,000.00) annually, as billed, beginning at the fiscal year, toward a Long-Term Care insurance policy for the Director of Operations. The benefit ends at the exhaustion of the \$1,000.00 per fiscal year or at the end of the month in which Malick's employment with LLIU terminates. All other costs are the responsibility of the Director of Operations and subject to any applicable tax. Long-Term Care insurance approval is subject to medical underwriting and carrier approval.

**(iv)** On a basis consistent with past practices relating to LLIU's Leadership Team, Malick shall be entitled to reimbursement for expenses reasonably and necessarily incurred (i) for professional dues, subject to a Twenty-Five Dollar (\$25.00) deductible to be paid by the Director of Operations to LLIU and limited to one (1) service organization, and (ii) in connection with attending and participating in seminars, conferences, and conventions, as approved by the Executive Director.

**(v)** The Director of Operations shall be entitled to the Fertility Benefit/Adoption related pilot program as defined in the LLIU Cabinet Benefits and Compensation Plan.

**(vi)** The Director of Operations shall be entitled to life insurance coverage equal to two and one-half (2.5) times the Director of Operations' salary, rounded to the next one thousand dollars (\$1,000.00), not to exceed Five Hundred Thousand Dollars (\$500,000.00). This benefit shall be taxable to the extent required under the Internal Revenue Code of 1986, as amended ("Code"), or the applicable Treasury Regulation(s). The Director of Operations may also apply for supplemental life insurance coverage at one hundred percent (100%) of the Director of Operations' cost, subject to carrier underwriting provisions.

**(vii)** The Director of Operations shall be entitled to seven (7) personal days annually, noncumulative, which may be taken in one-half ( $\frac{1}{2}$ ) day increments, with no advance notice necessary. Unused personal days shall be reimbursed at termination or at the end of each fiscal year at the Director of Operations' per diem rate.

**(viii)** The Director of Operations shall be entitled to tuition reimbursement. The reimbursement shall not exceed the cost of twelve (12) credits when traditional college courses and/or certificate courses are taken in the same fiscal year, or eighteen (18) credits if the total credit cost for eighteen (18) credits is less than the cost of twelve (12) credits using the established tuition maximum standard. In addition, books and reasonable lab fees shall be reimbursable. A grade of "C" or better is required. Should the Director of Operations terminate employment with LLIU within twelve (12) months of completing any course(s), all tuition reimbursed for the preceding twelve (12) months must be repaid to LLIU, unless the Director of Operations is prevented from continued employment by physical disability. In no event shall tuition reimbursement exceed the annual limits set by Code Section 127, as may be adjusted by the Department of Treasury.

**(ix)** The Director of Operations shall be entitled to twelve (12) Sick Leave days per fiscal year. Days may be taken to care for ill members of the Director of Operations' immediate family as defined in the LLIU Cabinet Benefits and Compensation Plan Bereavement Leave definition. Sick Leave days shall accrue semi-monthly. The Director of Operations shall not be paid for any unused, accumulated Sick Leave days, except where specifically granted under the terms of this Agreement. Pro-ration of Sick Leave days shall be based upon the percentage of days the Director of Operations is assigned to work, based on a 260-day calendar.

**(x)** The Director of Operations shall be entitled to Bereavement Leave as defined in the LLIU Cabinet Benefits and Compensation Plan Bereavement Leave definition.

**(xi)** Short-Term Disability ("STD"): The Director of Operations shall receive the same Short-Term Disability benefits as outlined in the Collective Bargaining Agreement between the Lancaster-Lebanon Intermediate Unit 13 Board and the Lancaster-Lebanon Intermediate Unit 13 Education Association. Approval of STD shall be at the sole

discretion of the Third-Party Administrator contracted to perform such service. All decisions shall be based on the terms of the Short-Term Disability plan document and standard medical protocol(s).

**(xii)** Long-Term Disability ("LTD"): LTD shall immediately follow Short-Term Disability, if medically necessary and certified, according to the fully insured policy in effect at the time of disability. All decisions rest with the carrier. Approval of LTD shall be at the sole discretion of the insurance company contracted to perform such service. All decisions shall be based on the terms of the LTD insurance contract.

**(xiii)** Employee Assistance Program (EAP): Currently, six (6) EAP visits, per condition/issue (with a two-month interval between reasons), per plan year (January 1 – December 31) for individual or family counseling, plus “enhanced benefits” to include eldercare, childcare and pre-retirement resource referrals.

**(xiv)** The Director of Operations shall be entitled to dental benefits equivalent to those benefits received by all non-bargaining employees of LLIU. Monthly payroll deductions shall be at the following rate of premium share: Individual Tier — 15.5%; 2-Party Tier — 18.5%; Family Tier — 18.5%.

**(xv)** The Director of Operations shall be entitled to participate in all Flexible Spending Accounts offered to eligible employees pursuant to the LLIU Cabinet Benefits and Compensation Plan.

**(xvi)** The Director of Operations shall be entitled to Vision Insurance equivalent to those benefits received by all non-bargaining employees of LLIU. Monthly premium share shall be at one hundred percent (100%) of the cost, or as established for the Leadership Team.

**(xvii)** The Director of Operations shall be entitled to participate in any Tax Sheltered Annuity plan(s) offered by a Board-approved vendor, under the current or future plan document, subject to the TSA plan document provisions.

**(xviii)** The Director of Operations shall be entitled to a four-day work week, between Monday and Friday, during "Summer Hours," as approved by the Executive Director.

**(xix)** The Director of Operations shall be entitled to thirteen (13) paid holidays, as determined annually by the Board. Should the Director of Operations' regular work schedule be reduced to fewer than 260 days, this benefit shall not be applicable.

**(c)** If the Director of Operations' employment is terminated by their retirement (i.e., the Director of Operations applies for and accepts benefits under PSERS) or by reason of their disability, then the Director of Operations, following termination of their employment, shall receive the same hospitalization/major medical benefits provided to the then-current Act 93 members who are employed by LLIU. These benefits may change (i.e., increase or decrease) after termination of the Director of Operations' employment. When there are changes in the hospitalization/major medical benefits which LLIU provides to Act 93 members who are then employed by LLIU, the former Director of Operations shall be entitled to the same options. Coverage for the Director of

Operations shall be continued until the earlier of (i) the date on which the Director of Operations is covered under another health insurance program, or (ii) the date on which the Director of Operations is eligible for Medicare benefits. The Director of Operations shall be required to pay one hundred percent (100%) of the premiums for such coverage, including dependent coverage if applicable, and shall promptly remit such premiums upon request. If the Director of Operations' LLIU health insurance coverage is terminated based on coverage under another program, the Director of Operations may re-enroll in LLIU's health insurance plan upon termination of the subsequent coverage, subject to the provisions of this paragraph. The provisions of this subparagraph (c) shall be void, and the Director of Operations shall not be entitled to any benefits under this subparagraph (c), if the Director of Operations' employment is terminated by LLIU for cause under Section 6(e) of this Agreement.

**(d)** If the Director of Operations' employment is terminated by their retirement (i.e., the Director of Operations applies for and accepts benefits under PSERS) or by reason of their disability, the Director of Operations shall receive an annual severance payment equivalent to one hundred twenty-five percent (125%) of the pseudo rate (or insurance premium) for single health coverage under the health program established for the then-current Act 93 members. Severance payments provided under this Paragraph 3(d) shall continue until the date when the Director of Operations reaches the age of sixty-five (65) or Medicare eligibility, whichever occurs first. Such severance payment shall be made in a lump sum payment, minus all applicable deductions, upon the Director of Operations' retirement or termination based on disability and shall be payable annually thereafter on the anniversary date thereof, unless otherwise terminated pursuant to this Agreement.

**(e)** Upon retirement (i.e., the Director of Operations applies for and accepts benefits from PSERS), the Director of Operations shall be eligible for payment into a Board-approved Tax Sheltered Annuity of their choice of all accrued, unused sick days at a rate of Seventy-Five Dollars (\$75.00) per day, or the applicable rate provided to Leadership Team employees under the LLIU Cabinet Benefits and Compensation Plan. All such contributions shall be subject to the contribution limits under Section 415(c) of the Code or any other contribution limits under the Code or applicable Treasury Regulations. If any contribution amount would exceed such limits, the excess amount shall be contributed the following year to the extent that the excess amount does not exceed the contribution limits under Section 415(c) of the Code or any other contribution limits under the Code or applicable Treasury Regulations for such following year. Such contribution limits shall also be impacted by any individual contributions made by the Director of Operations to the 403(b) Tax Sheltered Annuity account. Under no circumstances shall the Director of Operations be entitled to receive any payment directly.

**(f)** Upon retirement (i.e., the Director of Operations applies for and accepts benefits from PSERS), the Director of Operations shall be eligible for a Fifteen Thousand Dollar (\$15,000.00) term life insurance policy, at minimum, from the date of retirement through the Director of Operations reaching age seventy (70), subject to policy provisions.

(g) If the Director of Operations retires (i.e., the Director of Operations applies for and accepts benefits from PSERS) on or before the end of this contract term and provides written notice of retirement to LLIU, the Director of Operations shall be eligible for a retirement bonus of Ten Thousand Dollars (\$10,000.00), which shall be placed into a Board-approved Tax Sheltered Annuity of their choice. All such contributions shall be subject to the contribution limits under Section 415(c) of the Code or any other contribution limits under the Code or applicable Treasury Regulations. If any contribution amount would exceed such limits, the excess amount shall be contributed the following year to the extent that the excess amount does not exceed the contribution limits under Section 415(c) of the Code or any other contribution limits under the Code or applicable Treasury Regulations for such following year. Such contribution limits shall also be impacted by any individual contributions made by the Director of Operations to the 403(b) Tax Sheltered Annuity account. Under no circumstances shall the Director of Operations be entitled to receive any payment directly.

(h) LLIU shall contribute seven and one-half percent (7.5%) of the Director of Operations' salary into a Board-approved 403(b) Tax Sheltered Annuity account established for the Director of Operations. Such contributions to the 403(b) Tax Sheltered Annuity account shall be non-elective employer contributions, including the payments under subparagraphs 3(e) and 3(g). All such contributions shall be subject to the contribution limits under Section 415(c) of the Code or any other contribution limits under the Code or applicable Treasury Regulations. If any contribution amount would exceed such limits, the excess amount shall be contributed the following year to the extent that the excess amount does not exceed the contribution limits under Section 415(c) of the Code or any other contribution limits under the Code or applicable Treasury Regulations for such following year. Such contribution limits shall also be impacted by any individual contributions made by the Director of Operations to the 403(b) Tax Sheltered Annuity account. Under no circumstances shall the Director of Operations be entitled to receive any payment directly.

4. **Goals and Objectives.** The Executive Director shall jointly develop goals and objectives with the Director of Operations. The goals and objectives shall reflect any areas of the Director of Operations' duties, responsibilities, or job performance which may be improved or enhanced. The goals and objectives shall be reduced to writing and maintained as part of the Director of Operations' personnel file.

5. **Evaluation.** The LLIU's Executive Director shall annually evaluate and assess the performance of the Director of Operations. This evaluation and assessment shall be responsive to the Director of Operations' duties and the goals and objectives established pursuant to Section 4 of this Agreement. The evaluation and assessment of the Director of Operations' performance shall be conducted privately and shall be retained in confidence unless LLIU is required pursuant to federal or state law to release such evaluation or in the event the LLIU Board or its designee elects to proceed with a disciplinary action against the Director of Operations where such information is relevant and necessary to be shared.

6. **Termination of Agreement.** This Agreement shall terminate, and neither the Director of Operations nor LLIU shall have any further rights or obligations under this Agreement (except as specifically provided herein with respect to post-employment benefits), upon any of the following events:

(a) Mutual written agreement of the Director of Operations and LLIU's Board of Directors.

(b) Retirement of the Director of Operations (i.e., the Director of Operations applies for and accepts benefits under PSERS).

(c) The Director of Operations' written resignation with at least ninety (90) days' prior written notice to the LLIU Board and the Executive Director. The failure to provide the ninety (90) day notice period shall relieve LLIU of any obligation to provide separation or severance payments otherwise provided for in this Agreement.

(d) Disability of the Director of Operations. In the event the Director of Operations is disabled and is unable to perform the essential functions of their position, with or without reasonable accommodation, for a period of six (6) consecutive months, then LLIU may, by written notice to the Director of Operations, terminate this Agreement. Nothing in this provision shall be construed to limit the Director of Operations' rights under the Americans with Disabilities Act, the Family and Medical Leave Act, or any other applicable federal or state law.

(e) Discharge for cause. Because the Director of Operations holds a non-professional administrative position, discharge for cause shall be determined by the LLIU Board of Directors consistent with applicable provisions of the Public School Code of 1949, as amended, and applicable law. Cause for termination shall include, but not be limited to: incompetency, neglect of duty, violation of any law of the Commonwealth applicable to LLIU employees, intemperance, willful or persistent violation of or failure to comply with LLIU policies, conduct unbecoming an administrator, or other just cause as determined by the Board.

(f) Death of the Director of Operations.

7. **Waiver of Breach.** The waiver by LLIU of due performance of, or compliance with, any provision of this Agreement by the Director of Operations shall not operate or be construed as a waiver of due performance or compliance by the Director of Operations with respect to any subsequent breach or default, whether of a like or different character.

8. **Severability.** If any provision of this Agreement shall be determined by any court of competent jurisdiction to be invalid or unenforceable, such judgment shall not affect, impair, or invalidate the remainder of this Agreement, but shall be confined in its operation to the provision of this Agreement directly involved in the controversy in which such judgment shall have been rendered. The remaining provisions shall continue in full force and effect.

9. **Notices.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when personally delivered or three (3) business days after being sent by certified mail, return receipt requested, to the respective parties at their last known addresses on file with LLIU.

10. **Headings.** The headings in this Agreement are for convenience only and shall not be considered as part of this Agreement nor limit or otherwise affect the meaning of this Agreement.

11. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania. Any dispute arising under this Agreement shall be subject to the jurisdiction of the courts of Lancaster County, Pennsylvania.

12. **Cabinet Benefits and Compensation Plan.** The benefits and compensation provided under this Agreement are intended to mirror the LLIU Cabinet Benefits and Compensation Plan as adopted and amended by the LLIU Board. Any

early retirement incentive or other provision that is inconsistent with this Agreement that is in the LLIU Cabinet Benefits and Compensation Plan shall not prevail over this Employment Agreement.

**13. Modification and Entire Agreement.** This Agreement sets forth the entire understanding of LLIU and the Director of Operations with respect to the subject matter of this Agreement and supersedes and replaces all prior representations, discussions, understandings, or agreements relating to the subject matter of this Agreement. No waiver, change, or modification of any of the terms of this Agreement shall be binding unless in writing and signed by the Director of Operations and the Board President of the LLIU on behalf of the LLIU Board of Directors.

**14. Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

**IN WITNESS WHEREOF, LLIU and the Director of Operations have entered into this Agreement on June 24, 2026, to be effective as of July 1, 2026.**

**LANCASTER-LEBANON INTERMEDIATE UNIT NO. 13**

By: \_\_\_\_\_

Board President

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Board Secretary

Date: \_\_\_\_\_

**DIRECTOR OF OPERATIONS**

\_\_\_\_\_

Michelle Malick

Date: \_\_\_\_\_