

# Lawrence County Board of Education

## Regular Meeting

*Every Child College and Career Ready;  
A Community Involved and Informed*

October 19, 2015 6:00 p.m.  
Lawrence County High School  
Louisa, Kentucky

Attendance Taken at 6:01 p.m.:

Present Board Members:

Mr. D. Heath Preston, Chairman  
Ms. Garnett Skaggs, Vice-chair  
Ms. Barbara Robinson  
Mr. James See  
Ms. Maddlene Roberts

Updated Attendance:

Mr. James See was updated to present at: 6:15 p.m.

Present: Dr. Robbie Fletcher, Superintendent; Youth League B-Team Cheerleaders and Coaches; Louisa West Elementary 2014-15 Pre-School Teachers: Sara Bowen, Jennifer Burns, Laura Compton, Maria Kirk, Carrie Maynard, Sarah Perotti, Penny Preece, Anna Prince, Connie Sutton; Mr. Darrel Blair, CPA, Wells & Company; Ms. Edris Humphrey, Director of Federal Programs/Finance; Ms. Cassandra Webb, Chief Academic Officer; Mr. Vernon Hall, Director of Pupil Personnel/Personnel; Lawrence County High School Principal: Ms. Christy Moore; Louisa East Elementary Principal: Ms. Mary Hall; Louisa East Elementary Assistant Principal: Mr. Ed Dixon; Louisa Middle School Principal: Mr. Tommy Castle; Fallsburg Elementary Principal: Mr. Stuart Cook; Blaine Elementary Principal: Mr. Shawn Jennings; Louisa West Elementary Principal: Ms. Debbie Delong; Mr. Tommy Burns, Chief Information Officer; Ms. Betty Mullins, Board Secretary

## MINUTES

### 1. CALL TO ORDER

Chairman Preston called the meeting to order with a reminder that the mission of the Board and Lawrence County Schools is *Every Child College and Career Ready; A Community Involved and Informed*. He then led *The Pledge to the United States Flag*.

### 2. APPROVE AGENDA

Approval to amend the agenda to include **5.E.3.c.2.** LCHS Bio-Med request for assistance with fees and **6.J.1.** bidding for snow removal services passed with a motion by Ms. Garnett Skaggs and a second by Ms. Maddlene Roberts by a vote of 4 to 0. (*Mr. James See not present for the vote due to traveling back from a KSBA meeting in Frankfort. He was updated to present at 6:15 p.m.*)

### 3. STUDENT/STAFF PRESENTATIONS/RECOGNITIONS

#### 3.A. LWES Kindergarten Teachers: STAR & MAP Scores

Louisa West Elementary kindergarten teachers were applauded for their 2014-15 STAR & MAP scores. Dr. Fletcher, along with Principal Debbie Delong, presented certificates of recognition to Sara Bowen, Jennifer Burns, Laura Compton, Maria Kirk, Carrie Maynard, Sarah Perotti, Penny Preece, Anna Prince, and Connie Sutton. STAR Reading testing for 1<sup>st</sup> grade at the end of 2013-14 was 43% at or above grade level, and at the end of 2014-15 (last year) it was 66% at or above grade level. Results from 1<sup>st</sup> grade testing this fall is at 89% at or above grade level.

### **3.B. Grand Champions: Youth League B-Team Cheerleaders**

**At the recent Tri-State Youth Football League Cheerleading Competition, consisting of 60 teams from Kentucky, Ohio, and West Virginia, the Lawrence County Youth Football B-Team Cheerleaders were named Grand Champions. Chairman Heath Preston noted that this is the first time such an honor has been won by kids in Lawrence County. He and Superintendent Fletcher presented the girls and their coaches certificates of recognition.**

## **4. COMMUNICATION**

### **4.A. Superintendent's Update**

#### **4.A.1. State testing recognitions for our district**

**With the recent release of results from state testing and accountability for 2014-15 came honors to the District and several schools. From a percentile ranking of 29 in 2013-14, the District rose to the 80<sup>th</sup> percentile in Kentucky based on the 2013 cut scores resulting in being classified as a PROFICIENT DISTRICT. Lawrence County High School was recognized as a DISTINGUISHED SCHOOL, and Louisa Elementary was recognized as a PROFICIENT/ HIGH PROGRESSING SCHOOL. In addition, each school had at least a PROGRESSING SCHOOL designation.**

#### **4.A.2. Recommendation for sustainability plan by KDE Division of Student Success**

**Dr. Fletcher announced that neither Lawrence County High School nor the District will be required to undergo a Department of Education Diagnostic Review as has been the requirement since the high school was designated a Persistently Low-Achieving School (PLA) in 2010. Instead of the Diagnostic Review by a KDE team, a sustainability plan will be submitted.**

#### **4.A.3. Increase in enrollment for Lawrence County Schools**

**For the first time in many years the District's student population has risen above 2500. Dr. Fletcher stated that not only does this have financial benefits, but it attests to the confidence and pride the public has in the success of Lawrence County Schools.**

#### **4.A.4. CTE students rank 8th in state on US History EOC (M. Branham, J. Holt, B. Blevins)**

**Out of all Career Technical Education programs across the state in 2014-15, Lawrence County High School's CTE students ranked 8<sup>th</sup> in achievement on the required End-Of-Course exam in US History. Congratulations were extended to the students and teachers.**

#### **4.A.5. Blaine's Fall Carnival scheduled for November 7th from 5-9 p.m.**

**The public is encouraged to join in the fun at the Blaine Elementary Fall Carnival on November 7<sup>th</sup>. Both Dr. Fletcher and Board Member Garnett Skaggs will be taking a turn on the dunking booth.**

#### **4.A.6. Soccer team repeats as District Champions (5th)**

**Congratulations were given to the Lawrence County High School's Girls Soccer Team for winning District for the 5<sup>th</sup> time. They advance to regional play.**

#### **4.A.7. Billboards in celebration of test scores posted by the end of the week**

**Two billboards celebrating Lawrence County Schools' designation as a PROFICIENT DISTRICT and thanking students, parents, teachers and staff for their efforts in this achievement will be located both north and south of Louisa on U.S. 23.**

#### **4.A.8. Advertising for substitute teachers**

**Dr. Fletcher announced that the district is making a strong effort to recruit substitute teachers. Advertisements are being made including a notice on the district webpage.**

#### **4.A.9. Partnership with ministerial association for volunteers**

**Dr. Fletcher is working with the Louisa Ministerial Association as a partner in identifying volunteers who will help in our schools.**

#### **4.A.10. KDE Program Review Audit at Fallsburg Elementary on October 22nd**

**As a part of monitoring Accountability, Fallsburg Elementary School was randomly chosen by the Kentucky Department of Education to undergo an audit of one of its Program Reviews, Practical Living/Vocational Studies. The school has already submitted documents and evidence, and now an audit team will visit the school to interview students, staff and parents on October 22.**

#### **4.B. Public Comment**

### **5. STUDENT LEARNING AND SUPPORT SERVICES**

**5.A. Approval of Minutes of the October 8, 2015 Tax Hearing and the October 8, 2015 Special Meeting passed with a motion by Ms. Barbara Robinson and a second by Ms. Garnett Skaggs by a vote of 5 to 0.**

#### **5.B. Annual Financial Report (AFR) Fiscal Year 2014-2015**

**5.B.1. Approval to accept the *2014-2015 Annual Financial Auditor Reports* from Darrell Blair, Wells & Company, P.S.C. passed with a motion by Mr. James See and a second by Ms. Maddlene Roberts by a vote of 5 to 0.**

Mr. Blair noted that staff provided him finance records in a very timely fashion and was cooperative throughout the process. In reviewing summary information in the reports, he pointed out changes in reporting due to new accounting guidance, GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*. There were no major findings, and the district is addressing minor findings. "The good news is the money is all there," stated Mr. Blair.

**5.B.2. Approval to accept the *2014-2015 Lawrence County School District Audited Annual Financial Report (AFR) - July 1, 2014 to June 30, 2015* passed with a motion by Ms. Maddlene Roberts and a second by Ms. Garnett Skaggs by a vote of 5 to 0.**

**5.C. Approval of the **Monthly Financial Report** by Edris Humphrey, Finance Director, passed with a motion by Ms. Garnett Skaggs and a second by Ms. Maddlene Roberts by a vote of 5 to 0.**

### **5.C.1. Bank Reconciliation Report**

Ms. Humphrey reported that the beginning balance for September was \$2,979,177. The total revenue for the month of September was \$1,425,700 with expenditures for the month totaling \$1,756,819. Fund 1 cash balance for the month of September was \$2,079,496. The ending balance of all funds for September is \$2,676,041.

### **5.C.2. MUNIS Balance Sheet and Monthly Financial Report**

Balance Sheets reflect the balance for each fund as of September 30.

### **5.C.3. Finance Update**

Ms. Humphrey noted that a close watch is being kept on the Fund 1 (General Fund) balance because no tax revenue has been received as of yet. She also noted that finance training on Red Book for principals will occur in November and that the finance office is already working with school bookkeepers to address areas of improvement. She also reviewed options regarding paying off bus leases earlier than scheduled.

**5.D. Approval of Claims and Orders of the Treasurer** passed with a motion by Mr. James See and a second by Ms. Maddlene Roberts by a vote of 5 to 0.

Dr. Fletcher pointed out large expense items and other items of interest including purchases by Food Service, psychological services, the sign for the wellness center, preventative maintenance services, lawn mowing service, Honeywell payment, and furniture at LCHS from the construction budget among others.

## **CONSENT AGENDA**

**5.E. Approval of Consent Agenda items**, as indicated, passed with a motion by Ms. Maddlene Roberts and a second by Ms. Garnett Skaggs by a vote of 5 to 0.

### **5.E.1. Per diem and expenses for members present**

#### **5.E.2. Contracts:**

**5.E.2.a. KETS First Offer of Assistance: \$19,706**

**5.E.2.b. Lawrence County Schools renewal with Air Source Technology, Inc. for EPA-required AHERA Three-Year Reinspection of asbestos**

**5.E.2.c. Louisa East Elementary with Newtech Systems, Inc. for StageSound System: \$2,730**

**5.E.2.d. Copier Maintenance Renewal for Adult Learning Center: IR7095 #SHX14314; November 3, 2015 through November 3, 2016: \$1,000**

#### **5.E.3. Requests:**

##### **5.E.3.a. Fundraisers:**

**5.E.3.a.1. Blaine Elementary School**

**5.E.3.a.2. Lawrence County High School**

**5.E.3.a.3. Louisa Middle School**

##### **5.E.3.b. Use of Facilities:**

**5.E.3.b.1. Use of Louisa Elementary School by First Baptist Church of Louisa and CEF of Kentucky/Good News Club for afterschool Bible Club; one evening a week; October 2015 through May 2016; Teresa Kunze (*insurance provided*)**

**5.E.3.c. Trip Requests:**

**5.E.3.c.1. Annual Field Trip for Louisa Middle 8th Grade Class to Pigeon Forge, Tennessee; Wednesday, April 13 through Friday, April 15, 2016**

**5.E.3.c.2. LCHS Bio-Medical request for assistance with cost of background checks for students shadowing/internship at Three Rivers Medical Center (\$20 per student) (added to agenda)**

**5.E.4. For Review:**

**5.E.4.a. School Activity Fund Reports: September 2015**

**5.E.4.b. SBDM/Advisory Council Minutes (BES)**

**5.F. District Pathway to Proficiency Accountability Dashboard Reporting:**

Superintendent Fletcher and Chief Academic Officer Cassandra Webb

Dr. Fletcher reviewed the 2014-15 K-PREP results including a comparison with the goals on the two-year *District Pathway to Proficiency* adopted by the Board last year. The *Pathway to Proficiency* overall target goal for the first year (2014-2015) was 63.1, and the goal set for the current year (2015-2016) was 66.2. The District met its two-year goal of becoming a Proficient District in one year by achieving an overall score of 67.7 ranking in the 80<sup>th</sup> percentile based on the 2013 cut scores. Lawrence County High School is designated a DISTINGUISHED SCHOOL and Louisa Elementary a PROFICIENT/ HIGH PROGRESSING SCHOOL.

Based on the *Pathway to Proficiency* model, the Middle School Next-Generation Learners Category decreased in achievement. Strategies for addressing this deficiency include implementation of the *Pilot for Novice Reduction at the Middle School Level*; implementation of the *Read 180 Program*; utilization of a districtwide ESS Mathematics Interventionist at our middle schools, and utilization of the newly purchased mathematics textbook series.

Chief Academic Officer Cassandra Webb, noting that Board's quarterly dashboard system sets a higher bar than the state accountability system, reviewed the data categories on the quarterly dashboard. The dashboards contain summary data of reading and math progress resulting from district-wide administration of nationally-normed assessments, *Measures of Academic Performance (MAP)* in math and reading, *STAR Reading* and *STAR Math* and include percentage of students at or above grade level, percentage of students at or above the 70<sup>th</sup> percentile, and College Readiness data. Since Novice Reduction is now a part of State Accountability, a category of "% Novice" has been added as well as "On-Track for 24 ACT or Better" based on new resources provided by NWEA.

**5.G. School Pathway to Proficiency Accountability: Reporting by Principals of K-PREP Results & Quarterly Dashboard**

**Louisa West Elementary (K-1): Debbie Delong, Principal; Louisa East Elementary (2-5): Mary Hall, Principal; Louisa Middle School (6-8): Tommy Castle, Principal; Blaine Elementary School (K-8): Shawn Jennings, Principal; Fallsburg Elementary School (K-8): Stuart Cook; Lawrence County High School (9-12): Christy Moore, Principal**

Principals presented an overview of their K-PREP 2015 Results, including causes for celebration and areas for improvement with next steps then reviewed their schools' dashboard data generated after the first testing window this fall. Dr. Fletcher congratulated the students, teachers and staff, parents and the principals for all they have contributed to bring the designation of PROFICIENT DISTRICT to our school system. "As Superintendent, I am very proud of each thing you do each day. The beauty of what I have heard here this evening is that we've worked hard but we know we can do

better and we're not settling." In addition, Dr. Fletcher noted that he had called former Superintendent Mike Armstrong and congratulated him also for his part in the progress our schools have made.

**5.H. Approval of District Strategic Goals Revision**, as indicated, passed with a motion by Ms. Maddlene Roberts and a second by Mr. James See by a vote of 5 to 0.

Superintendent Fletcher reviewed changes to State Accountability next year and explained that for the current year we have a higher bar to achieve to even sustain the designation of Proficient District. The cut scores that determine accountability progress have risen. Our designation as a Proficient District was based on an index of 66.0. Next year, the District Proficient cut score is 69.3, and the Distinguished cut score is 76.7. Dr. Fletcher presented a proposal for *The Data Map to a Distinguished District* which includes new two-year Strategic Goals.

### **LCS DISTRICT STRATEGIC GOALS**

- **A Distinguished District by Fall 2017**
- **All Proficient (or Higher) Schools by Fall 2017**
- **A 100 Index for Career and College Readiness**
- **All Students at Grade-Level or Above in Reading and Mathematics**

### **5.I. Discussion of Dental Plan**

Currently, the dental plan provided to school employees will end December 31<sup>st</sup>. The Board examined premium options and costs of continuing this service. Input from staff will be sought before a decision is made regarding renewing the plan.

### **5.J. New Business**

**5.J.1.** Approval to bid for snow removal passed with a motion by Ms. Garnett Skaggs and a second by Ms. Maddlene Roberts by a vote of 5 to 0. *(added to agenda)*

## **6. PERSONNEL**

**6.A.** Approval of creation regarding position(s) for 2015-2016, as indicated, passed with a motion by Ms. Garnett Skaggs and a second by Ms. Maddlene Roberts by a vote of 5 to 0.

The following positions are created:

- (2) Born Learning Academy Grant Facilitators (\$500 total per position; 1-Year)
- Born Learning Academy Grant Child Care Providers (\$15 per hour; 1-Year)
- (1) Part-Time Credit Recovery Teacher (45 days; \$70 per day; 1-Year; if needed)

**6.B.** Approval to declare qualified teacher not available for FMD Teacher vacancy at Louisa East Elementary School passed with a motion by Ms. Garnett Skaggs and a second by Ms. Barbara Robinson by a vote of 5 to 0.

**6.C.** Approval of updates to Lawrence County Schools 2015-2016 Salary Schedule (pages 10, 11, 13, and 17) passed with a motion by Ms. Maddlene Roberts and a second by Ms. Garnett Skaggs by a vote of 5 to 0. *Updates based on prior board actions are shown by yellow highlighting:*



**TRANSPORTATION DEPARTMENT  
SALARY SCHEDULE  
2015 – 2016**

<b><u>Job Class Code</u></b>	<b><u>Title</u></b>	<b><u>Salary Calculation Hourly Rate</u></b>
7783	*Clerical Asst. I (1)	Pay scale C (8hrs/day – 258 days)
7941	Bus Driver (36)	Pay scale regular day run
7941	Bus Driver in Training (Classroom & Ride Along)	\$7.25/hr
7931	Bus Driver Train Coord. (1)	Pay Scale C (8hrs/day – 258 days)
7902	Transportation Manager (1)	\$5,000/yr. set rate
7933	Bus Driver Trainer (2)	\$5,000/yr. set rate
7915	Vehicle Mechanic II (2)	Pay scale B (8hrs/day – 258 days)
7914	Lead Vehicle Mechanic (1)	Pay scale C (8hrs/day – 258 days)

**NOTE:**

Pay scale is the classified salary schedule for Transportation Department (Bus Drivers) based on years experience. (NOTE: divided day rate by 8hrs) Driver Trainers are paid according to their hourly rate.

\*This person is paid from the regular classified pay scale.

**EXTRA BUS RUN  
SALARY SCHEDULE  
2015 – 2016**

<b><u>Extra Run</u></b>	<b><u>Run Rate</u></b>
Regular Extra Run	Pay scale D/hr Driving Rate + \$7.50/hr Waiting Rate
Extra Run <60 miles	\$30.00+Pay scale D/hr Driving Rate+\$7.50/hrWaiting Rate
Extra Run Cancellation Rate	\$30.00
Athletic Run (evening)	Pay scale D/hr

**LAWRENCE COUNTY BOARD OF EDUCATION  
TRANSPORTATION DEPARTMENT  
SALARY SCHEDULE  
FULL TIME BUS MONITORS  
2015 – 2016**

<u>Years Experience</u>	<u>Hourly Rate</u>
0	7.58
1	7.81
2	7.99
3	8.16
4	8.38
5	8.46
6	8.56
7	8.69
8	8.80
9	8.90
10	9.00
11	9.05
12	9.09
13	9.13
14	9.18
15	9.22
16	9.26
17	9.30
18	9.35
19	9.39
20-40*	9.43

7942	Bus Monitors Sub Students	\$7.25 (hours vary)
7942	Bus Monitors Sub Adult	\$7.30 (hours vary)
7942	Bus Monitors (Full Time) (2)	Pay scale/hourly (4.5 hrs/day 181days)
7942	Bus Monitors (Full Time) (33)	Pay scale/hourly (4.5 hrs/day 172 days)



**LAWRENCE COUNTY BOARD OF EDUCATION  
DISTRICT GRANTS  
CLASSIFIED SALARY SCHEDULE  
2015 – 2016**

**Job Class**

**Code**

**Title**

**Salary Calculation**

**Family Resource Center:**

7784	LWES/LEES Clerk (1)	\$12.17/hr (7.5 hrs/day – 180 days)
7342	BES School Home (1) Community Liaison	\$16.30/hr (8 hrs/day – 240 days)
7342	LWES/LEES School Home (1) Community Liaison	\$20.34/hr (8 hrs/day – 240 days)
7342	FES School Home (1) Community Liaison	\$20.34/hr (8 hrs/day – 240 days)

**Youth Service Center:**

7784	LMS/LCHS Clerk (1)	\$12.17/hr (7.5 hrs/day – 198 days)
7342	LMS/LCHS School (1) Home Community Liaison	\$20.34/hr (8 hrs/day – 240 days)

7784	Substitute Clerks for Family Resource/Youth Service Centers	\$57.00/day (7.5 hrs/day)
------	--	---------------------------

*NOTE: Authorization for utilization of a Substitute Clerk shall be granted by the Superintendent or Director of Finance and shall be based on an appropriately documented extended absence.*

**Misc. Grants:**

7318	Instructional Assist. II (1) (Vocational Rehab.)	\$13.19(7 hrs/day – 183 days)
7291	Physical/Occupation (1) Therapist	\$59,322 (185 days)

POSITION	EXTENDED DAYS	CONTRACT DAYS	EXTRA DUTY SERVICE PAY
HIGH SCHOOL DEPARTMENT HEADS (Cont.)			
PRACTICAL LIVING (1)	0	185	\$500
DOCTORATE	0	185	\$2,000
PUBLIC INFORMATION OFFICER	0	185	\$2,000
NATIONAL TEACHER CERTIFICATION	0	185	\$2,000
SAFETY PATROL (1)	0	185	\$500
SPEECH PATHOLOGY (5)	0	185	\$1,000
TECH BUILDING COORDINATOR (1 PER SCHOOL)	0	185	\$500
WRITING LEADERS			
ELEMENTARY (1 PER SCHOOL)	0	185	\$1000
MIDDLE (1 PER SCHOOL)	0	185	\$1000
HIGH SCHOOL (1)	0	185	\$1000
YEARBOOK SPONSOR P-8 (1 PER SCHOOL)	0	185	\$2,000
YEARBOOK SPONSOR HIGH SCHOOL (1)	0	185	\$2,000
YEARBOOK ASST SPONSOR HIGH SCHOOL (1)	0	185	\$1,000
EXTRA PAY DUTIES SPORTS*			
ATHLETIC DIRECTOR HIGH SCHOOL (1)	7	192	\$2,500
ATHLETIC DIRECTOR MIDDLE GRADES (1)	0	185	\$1,500
BASEBALL HEAD COACH (1)	5	190	\$2,000
BASEBALL ASST COACH (2)	0	185	\$800
BASEBALL HEAD COACH MIDDLE GRADES (1)	0	185	\$1,200
BASEBALL ASST COACH MIDDLE GRADES (1)	0	185	\$600
BASKETBALL BOYS HEAD COACH (1)	5	190	\$6,000
BASKETBALL BOYS FEEDER PROGRAM (1)	NA	NA	\$2,000
BASKETBALL BOYS ASST COACH (2)	0	185	\$2,000
BASKETBALL BOYS HEAD COACH MIDDLE (1) BES,FES,LMS	0	185	\$1,200
BASKETBALL BOYS ASST MIDDLE (1) BES,FES,LMS	0	185	\$600
BASKETBALL GIRLS HEAD COACH (1)	5	190	\$6,000
BASKETBALL GIRLS FEEDER PROGRAM (1)	NA	NA	\$2,000
BASKETBALL GIRLS ASST COACH (3)	0	185	\$1333.33
BASKETBALL GIRLS HEAD COACH MIDDLE (1) BES,FES,LMS	0	185	\$1,200
BASKETBALL GIRLS ASST MIDDLE GRADES (1) BES,FES,LMS	0	185	\$600
BASS HEAD COACH (1)	0	185	\$1,200
BASS ASST COACH (1)	0	185	\$600
FOOTBALL HEAD COACH (1)	15	200	\$6,000
FOOTBALL ASST COACH (7)	0	185	\$2,000
FOOTBALL HEAD COACH MIDDLE (1) LMS	0	185	\$1,200
FOOTBALL MIDDLE GRADES ASST (1) LMS	0	185	\$600
GOLF HEAD COACH BOYS (1) LCHS	0	185	\$1,200
GOLF HEAD COACH GIRLS (1) LCHS	0	185	\$1,200
GOLF ASSISTANT COACH (1) LCHS	0	185	\$600
ROTC 4-9YRS (1)	0	185	\$1,200
ROTC 10+YRS (1)	0	185	\$2,400
ROTC DRILL TEAM (1)	0	185	\$1,000
ROTC RANGER TEAM (1)	0	185	\$1,000
SOCCER GIRLS HEAD COACH (1)	0	185	\$1,200
SOCCER GIRLS ASST COACH (1)	0	185	\$600
SOCCER GIRLS JV ASST COACH (1)	0	185	\$600
SOCCER BOYS HEAD COACH MIDDLE (1) BES, FES, LMS	0	185	\$1,000

**6.D. Superintendent Professional Growth and Evaluation System (SPGES): Monthly Update**  
Dr. Robbie Fletcher, Superintendent

**6.D.1. Discussion and Amendment of Superintendent Professional Growth Plan**

In reviewing and seeking the Board's input on his Professional Growth Plan, Dr. Fletcher noted that his plan at the end of last year was focused on becoming a Proficient District. With that having been achieved, the focus of his current plan will be on becoming a Distinguished District and developing *The Data Map to a Distinguished District*. No action by the Board is required.

**6.E. Superintendent's Personnel Action/Update** *(none to report)*

**7. ADJOURNMENT**

Approval to adjourn passed with a motion by Ms. Maddlene Roberts and a second by Mr. James See by a vote of 5 to 0.



**Chairman – D. Heath Preston**



**Secretary to the Board – Betty Mullins**