MINUTES OF
THE WILSON COUNTY BOARD OF EDUCATION MEETING
DECEMBER 13, 2021

The Wilson County Board of Education held its regular meeting on Monday, December 13, 2021, at 6:30 p.m. at the Administrative Office, 113 N. Tarboro Street. Chairman Christine L. Fitch called the meeting to order at 6:30 p.m. with the following members present:

Dr. Christine L. Fitch, Chairman
Henry E. Mercer, Vice Chairman
Velma Barnes
Beverly Boyette
Blake Boykin
Rhyan Breen
Debora Powell
Dr. Lane B. Mills, Secretary

The meeting was televised on Spectrum and Greenlight Channel 22; and livestreamed through the Wilson County Schools (WCS) YouTube Channel. The public could also view the meeting through links on the WCS Facebook, Instagram and Twitter pages and the WCS website.

Chairman Fitch announced that face coverings are required to be worn during the Board meeting. Face masks were available for those who did not have one.

Others present were Associate Superintendent Dr. Cheryl Wilson, Assistant Superintendent for Human Resources Dr. Norris Parker, Assistant Superintendent for Administrative Services Dr. Ben Williams, Director of Public Relations Amber Lynch and Administrative Assistant to the Superintendent and Board Clerk Linda Horrison, as well as Board Attorney Katie Cornetto. Also present was *The Wilson Times* Reporter Olivia Neeley. There were 33 citizens in attendance.

I. After calling the meeting to order, Dr. Fitch asked for approval of the agenda. Ms. Powell made the motion, seconded by Mr. Mercer, that the Board approve the agenda as presented. The motion passed unanimously, 7-0.

II. Board Policy 2200, *Election of Officers/Organization of Board*, states the Board will elect a Board Chair and a Vice-Chair to serve for a term of one year or until his or her successor is elected. An organizational meeting for the election and qualification of officers may be held at the regularly scheduled December meeting of the Board.

a. Dr. Fitch turned the meeting over to Dr. Mills for the election of a chairman for the coming year. Dr. Mills opened the floor for nominations for chairman. Mr. Mercer nominated Dr. Fitch, seconded by Ms. Barnes. Mr. Boykin nominated Mr. Breen, seconded by Ms. Boyette. The Board voted by a show of hands. The election of Dr. Fitch as chairman passed 4:3, with Ms. Boyette, Mr. Boykin and Mr. Breen casting the dissenting votes. Dr. Mills asked that the nominations be closed by acclamation and recognized that Dr. Fitch would be the chairman. Mr. Breen stated that the motion was closed.

b. Dr. Mills then turned the meeting over to elected Chairman Fitch for the election of a Vice Chairman for the coming year. Dr. Fitch opened the floor for nominations. Ms. Barnes nominated Mr. Mercer for vice chairman, seconded by Ms. Powell. The chair declared the nominations closed by acclamation and recognized that Mr. Mercer would be the vice chairman.

III. At Dr. Fitch's request, Mr. Breen led the Pledge of Allegiance which was followed by a moment of silence.

IV. Dr. Fitch presented for approval the minutes of the November 8, 2021, Regular Board meeting; November 22, 2021, Work Session; and December 8, 2021, Work Session. Dr. Fitch asked for approval of the minutes. Ms. Barnes made the motion, seconded by Mr. Breen, that the Board approve the minutes of the November 8, 2021, Regular Board Meeting; November 22, 2021, Work Session; and December 8, 2021, Work Session.

Ms. Boyette asked that a correction be made to the November 22, 2021, Work Session minutes in the last bullet on page 2. The sentence reads, "Ms. Boyette advised that she would like to see a third scenario with the closure of two elementary schools – Stantonsburg Elementary and Hearne Elementary." The sentence should read, "Ms. Boyette advised that she would like to see a third scenario with the closure of three elementary schools – Stantonsburg Elementary, Hearne Elementary and Winstead Elementary."

Ms. Barnes amended the motion, seconded by Mr. Breen, that the Board approve the minutes of the November 8, 2021, Regular Board meeting; November 22, 2021, Work Session, with the stated correction to be found on page 2 with the addition of Winstead Elementary in the bulleted item indicating the third scenario to be called for; and December 8, 2021, Work Session. The motion passed unanimously, 7-0.

V. Under Chairman's Report, Dr. Fitch shared the following:

- Thanked the Board members for their continued support and confidence in electing her as the Chair.
- Shared that WCS was recognized with several awards during the North Carolina School Boards Association (NCSBA) conference in November. She indicated that Dr. Mills would provide more details in his Superintendent's Report about the winners, but she did want to highlight the Wilson Area School Health Centers (WASH). The WASH Centers were recognized with the 2021 Excellence in Educational Programs Award. Dr. Fitch attended the Wilson County Board of Commissioners meeting on December 6, 2021, to share details of the award with the Commissioners. At that meeting, she was joined by the WASH Centers staff and Wilson County Health Department Director Teresa Ellen. The Wilson County Health Department and Wilson County Department of Social Services are key partners involved in the WASH Centers. Dr. Fitch thanked the Commissioners for their continued support of our school system.

- On behalf of the Board, she wished students much success on their upcoming final exams and extended to everyone a Merry Christmas and a Happy New Year. Dr. Fitch added that she hopes the holiday season is filled with cheer and provides a time of relaxation and rejuvenation for all.

VI. Under Superintendent's Report, Dr. Mills shared the following:

- Shared more information about the WASH Centers being recognized at the NCSBA Annual Conference in mid-November. The centers were the grand prize winner and sole recipient of the 2021 Award for Excellence in Educational Programs Award. The Wilson County Board of Education nominated the WASH Centers for the award because of how much they have benefited our students and staff - especially during the pandemic. The centers are located at Forest Hills Middle, Beddingfield High and Hunt High. Any WCS student or staff member can be seen by appointment for wellness or sick visits. Dr. Mills thanked the WASH staff for providing excellent care - Dr. Kim Almkuist, Frances Winslow, Bobbi Hill, Tasha Williams and Tenesha Artis. Dr. Mills shared that the WASH Centers would not be possible without our partnership with the Healthcare Foundation of Wilson, the Wilson County Health Department, the Wilson County Department of Social Services and Wilson Forward.
- Several students were also recognized at the NCSBA Annual Conference. For the Elementary Poster Contest, students were asked to draw a picture expressing their thoughts and ideas about their return to school. Sophia Garcia, a second-grader from Rock Ridge Elementary, won first place in the Elementary Poster Contest in the K-2 category. Her artwork depicted students sitting together smiling and laughing in the cafeteria. For the Middle School Video Contest, students were asked to create a video showing how their school has grown in the face of adversity. Springfield Middle was a third-place winner in this category. Their video described how teachers are supporting students by being their role models, encouraging them, motivating them and being there for them when they need someone. These students will be invited to a future Board meeting for recognition.
- The Wilson Education Partnership (WEP) treated the school-level Teachers of the Year to lunch and a scavenger hunt on November 19. Dr. Mills and other members of Senior Staff also attended. Dr. Mills shared that it was nice to pause and spend time with the teachers, and how much he appreciates the efforts of WEP Executive Director Robin Williams and the WEP Board members.
- Thanked Mr. Mercer and Ms. Powell for recently visiting the classrooms of our school-level Teachers of the Year to hang their Teacher of the Year door plate outside their classroom doors. WCS provides the door plate to the teachers, which includes their name, school and the words "2021-2022 Teacher of the Year."
- Shared that for the past several years, he has held a contest for elementary students to design the Christmas cards that he sends to colleagues in Wilson and across the state. Selecting the winners is always one of the hardest things that he does because all of the students have such great designs. This

year, he selected four winners: Bria Harris from Jones Elementary; Tawfik Aziz from New Hope Elementary; Autumn Barnes from Lucama Elementary; and Kailee Chatman from Lucama Elementary.
Dr. Mills showed the Board and audience a presentation with each of the four cards. Dr. Mills thanked the students for sharing their artistic talent and advised the Board that the students would receive a copy of the card.

- Advised the Board of the schedule with Winter Break approaching. In the traditional schools, December 21 is an early release day and then students will be out for break through January 4. In the early colleges, December 15 is an early release day and then those students are also on break through January 4. Dr. Mills wished all of the students taking exams well and shared that he hopes everyone has a safe and relaxing holiday with family and friends.

VII. Under Public Input, at 6:49 p.m., eight people from the public began addressing the Board during this portion of the meeting. Public Input ended at 7:13 p.m. It was the Board's consensus to have the Administration respond to the speakers.

VIII. Under Committee Reports/Administrative Services – Committee Chair Mr. Mercer shared that the committee met today to discuss two information items and four action items.

Information Items

A. Under Maintenance Uniform Contract, WCS requested sealed bids for uniform and dry mop rental services. Unifirst was selected as the provider of the district's uniform and dry mop rental services for the Maintenance Department. In the past, WCS used two separate companies for the services. By combining the services, there will be a cost savings.

B. Under WCS COVID-19 Updates, the Administration presented to the Board an update on COVID-19 cases and protocols. Dr. Williams shared that at the time of the Board meeting, there were 14 active COVID-19 cases (1 staff member and 13 students) compared to 11 active cases at the time of the Board meeting on November 8. Regarding active contacts, there were 33 active contacts (0 staff members and 33 students) at the time of the Board meeting compared to 27 active contacts at the time of the November meeting.

Dr. Williams also shared that recent data from the Wilson County Health Department indicated that the average cases per day for the last seven days were 18 cases compared to 8 last month. Out of the total population of Wilson County over the age of 12, 57.3% are fully vaccinated compared to 47% in November. He also shared that the Pfizer booster shot is now available for ages 16 and 17; the rates and transmission data on the CDC chart have moved Wilson from orange to red; and that the only recent update to the StrongSchoolsNC Public Health Toolkit (K-12) was to include that ages 5-11 are now eligible for vaccination.

Action Items

A. Under Face Coverings, a state law went into effect August 30, 2021, requiring school boards to vote monthly on their masking policies. At the September 20, 2021, Board meeting, the Board adopted a resolution in support of staff and students continuing to wear face coverings in schools, other WCS buildings and on school transportation. Mr. Mercer made the motion, seconded by Ms. Powell, that the Board reapprove the resolution for Wilson County Board of Education concerning face coverings by employees, students and visitors. The motion passed unanimously, 7-0.

B. Under Meeting with CPL Architecture Engineering Regarding the Track and ADA Renovation at Beddingfield High School, a representative from CPL Architecture Engineering shared cost estimates and options in assisting the Board with moving forward with the track and ADA renovation project at Beddingfield High. The Board discussed Plan 1A, which includes track renovations, ADA compliance and new fixtures in the bathrooms and concession stand. The total cost of the renovations is $1,825,000. Mr. Mercer made the motion, seconded by Ms. Boyette and Ms. Powell, that the Board approve Plan 1A as presented in regard to the Beddingfield track and ADA. The motion passed unanimously, 7-0.

C. Under Request for Qualifications-Architect B.O. Barnes and Lee Woodard Elementary Schools Renovation, WCS solicited qualification proposals to perform renovations at Barnes and Lee Woodard Elementary. The district received proposals from Skinner Farlow Kirwan Architecture and Davis Kane Architects. Mr. Mercer made the motion, seconded by Mr. Breen, that the Board approve Skinner Farlow Kirwan Architecture as the architect for B.O. Barnes and Lee Woodard Elementary Schools renovations. The motion passed unanimously, 7-0.

D. Under Revised Procurement Plan, the Procurement Plan for the School Nutrition Department has been revised to align with North Carolina Department of Public Instruction recommendations and Board policy. Mr. Mercer made the motion, seconded by Mr. Breen and Ms. Powell, that the Board approve the revised Procurement Plan as presented by the Administration. The motion passed unanimously, 7-0.

Under Committee Reports/Instructional Services Committee – Committee Chair Dr. Fitch shared that the committee met today to discuss information and action items.

Information Items

A. Under Contracts Requiring Board Notification – Instructional Services, Board Policy 6420, *Contracts with the Board*, states that the Superintendent is authorized to enter into contracts involving amounts up to $90,000 and the Superintendent shall report such contracts exceeding $30,000 to the Board at its next regularly scheduled meeting. The following contracts, which are less than $90,000, have been approved by Dr. Mills:

- A contract with Flyleaf for 14 Reading Series Three: Complete Classroom Sets, in the amount of $18,838.85.
- A contract with Ident-a-kid, for visitor, tardy and security check-in systems, in the amount of $75,415.00. The Ident-a-kid systems currently in our schools are nearing the end of life and need to be upgraded.

B. Under PRC 184-Homeless Funding-ESSER III, WCS will be applying for PRC 184 funding to be utilized to offer academic support afterschool for students experiencing homelessness. The funds will also be utilized to provide needed supplies for families experiencing homelessness. PRC 184 funding will supplement the Title I and PRC 183 mini-grant funding already set aside for families experiencing homelessness. The total funding is $109,025 and the funds are available for use through September 30, 2024. WCS currently has 98 students experiencing homelessness.

Dr. Fitch turned the meeting over to Vice Chair Mr. Mercer for the purpose of receiving the report and carrying through the motions.

Action Items

A. Under Revisit 2021-2022 Calendar, at the November Board meeting, the Board discussed examining the traditional school calendar for an additional teacher workday in February 2022. The Administration proposed changing February 21, 2022 from an instructional day to a teacher workday. Dr. Fitch made the motion, seconded by Mr. Breen, that the 2021-2022 calendar be revised to change February 21, 2022 from a regular day to an optional workday as recommended by the Administration. The motion passed unanimously, 7-0.

B. Under Revised Policy 1310/4002, *Parental Involvement* – Second Reading, this policy is being revised by Poyner and Spruill, LLP, law firm, to comply with general statutes and align with the NCSBA policies.

C. Under Revised Policy 1510/4200/7270, *School Safety* – Second Reading, this policy is being revised by Poyner and Spruill, LLP, law firm, to comply with general statutes and align with the NCSBA policies.

D. Under Revised Policy 1710/4021/7230, *Prohibition Against Discrimination, Harassment and Bullying* – Second Reading, this policy is being revised by Poyner and Spruill, LLP, law firm, to comply with general statutes and align with the NCSBA policies.

E. Under Revised Policy 2125/7315, *Confidential Information* – Second Reading, this policy is being revised by Poyner and Spruill, LLP, law firm, to comply with general statutes and align with the NCSBA policies.

F. Under Revised Policy 2302, *Remote Participation in Board Meetings* – Second Reading, this policy is being revised by Poyner and Spruill, LLP, law firm, to comply with general statutes and align with the NCSBA policies.

G. Under Revised Policy 3100, *Curriculum Development* – Second Reading, this policy is being revised by Poyner and Spruill, LLP, law firm, to comply with general statutes and align with the NCSBA policies.

H. Under Revised Policy 3225/4312/7230, *Technology Responsible Use* – Second Reading, this policy is being revised by Poyner and Spruill, LLP, law firm, to comply with general statutes and align with the NCSBA policies. Upon adoption of this policy, WCS Policy 4318, *Use of Wireless Communication Devices*, will be removed.

I. Under Revised Policy 3410, *Testing and Assessment Program* – Second Reading, this policy is being revised by Poyner and Spruill, LLP, law firm, to comply with general statutes and align with the NCSBA policies.

J. Under Revised Policy 3460, *Graduation Requirements* – Second Reading, this policy is being revised by Poyner and Spruill, LLP, law firm, to comply with general statutes and align with the NCSBA policies.

K. Under Revised Policy 4050, *Children of Military Families* – Second Reading, this policy is being revised by Poyner and Spruill, LLP, law firm, to comply with general statutes and align with the NCSBA policies.

L. Under Revised Policy 4120, *Domicile or Residence Requirements* – Second Reading, this policy is being revised by Poyner and Spruill, LLP, law firm, to comply with general statutes and align with the NCSBA policies.

M. Under Revised Policy 4342, *Student Searches* – Second Reading, this policy is being revised by Poyner and Spruill, LLP, law firm, to comply with general statutes and align with the NCSBA policies. Upon adoption of this policy, WCS Policy 4318, *Use of Wireless Communication Devices*, will be removed.

It was the Board's consensus to cover all of the policies together with the exception of letter H, Revised Policy 3225/4312/7230, *Technology Responsible Use* – Second Reading, and letter M, Revised Policy 4342, *Student Searches* – Second Reading. These two policies will be discussed separately.

Dr. Fitch made the motion, seconded by Mr. Breen, that revised policies B, C, D, E, F, G, I, J, K and L, as presented on the Board agenda, be approved as a second read. The motion passed unanimously, 7-0. This includes Revised Policies 1310/4002, *Parental Involvement*; 1510/4200/7270, *School Safety*; 1710/4021/7230, *Prohibition Against Discrimination, Harassment and Bullying*, 2125/7315; *Confidential Information*; 2302, *Remote Participation in Board Meetings*; 3100, *Curriculum Development*; 3410, *Testing and Assessment Program*; 3460, *Graduation Requirements*; 4050, *Children of Military Families*; and 4120, *Domicile or Residence Requirements*.

Dr. Fitch made the motion, seconded by Ms. Barnes, that the Board approve as a second read, items H and M of the agenda under the Instructional Services

Committee. The motion passed 5-2, with Mr. Breen and Mr. Boykin casting the dissenting votes. This includes Revised Policies 3225/4312/7230, *Technology Responsible Use*; and 4342, *Student Searches*.

Mr. Mercer turned the meeting back over to Dr. Fitch.

IX. Under Discussion/Information/Action Items

Information Item

A. Under Qualified Observer List 2021-2022, in accordance with WCS Policy 7811, *Plans for Growth and Improvement of Licensed Employees*, the Board will create and maintain a list of qualified observers who are employed by WCS and available to conduct observations of teachers placed on mandatory improvement plans who do not work at a low performing school. The Board was presented with the list of Qualified Observers, which consists of administrators and teachers who have excellent reputations for competence and fairness. Creating and maintaining a Qualified Observer list is required by the state. If a teacher is placed on a mandatory improvement plan, they may choose to select someone from the list to complete an independent observation. These observations would not replace the ones that must be conducted by the teacher's administrator.

Action Items

A. Under Long-Term Substitute Pay Proposal, in an effort to retain and reward long-term substitutes, the Administration is proposing a new pay scale for substitute teachers who go above and beyond and perform the duties of a classroom teacher. The Board reviewed the proposed pay scale and a bulleted list of duties that would warrant an enhanced pay rate. The Board had questions regarding if the enhanced pay would be retroactive; whether to keep the proposed rate or increase it; and if the monthly rate should be calculated by the number of days worked per month or the percentage of days worked per month because some months, like December, are shorter with holidays, teacher workdays and annual leave days. It was the Board's consensus to table this agenda item and have the Administration reexamine the long-term substitute pay proposal and bring it back to the next meeting.

B. Under WCS National Board Support Program, the program has been developed to reimburse educators who pursue and successfully complete the National Board Certification process. National Board Certification is an advanced teaching credential that goes beyond state licensure. The average cost to pursue the certification is $1,900. Educators have been paying this amount themselves. WCS currently has 72 educators who are certified. Educators with the certification earn a 12 percent increase in pay. On average, between 5-10 WCS educators begin the initial process of the three-year certification period each year. If an educator does not become certified in three years, he or she has an additional two years to complete the process. Mr. Breen made the motion, seconded by Mr. Mercer, that the Board approve the WCS National Board Support Program as outlined by the Administration. The motion passed unanimously, 7-0.

X. At 8:38 p.m., Ms. Barnes made the motion, seconded by Mr. Mercer, that the Wilson County Board of Education go into closed session to consider confidential personnel matters as provided in N.C.G.S. 143-318.11(a)(1) and (6) and 115C-319 through 321; to consider confidential student matters as provided in N.C.G.S. 143-318.11(a)(1) and N.C.G.S. 115C-402 and the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; and to consult with the Board of Education attorney and preserve the attorney-client privilege as provided in N.C.G.S. 143-318.11(a)(3). The motion passed unanimously, 7-0.

At 9:25 p.m., Ms. Barnes made the motion to reconvene to open session. The motion, seconded by Mr. Breen and Mr. Mercer, passed unanimously, 7-0.

Mr. Breen made the motion, seconded by Mr. Mercer, that the Board remove WCS Policy 4318, *Use of Wireless Communication Devices*. The motion passed unanimously, 7-0.

XI. Reporting from closed session, Mr. Boykin recused himself from the discussion and vote regarding JUUL litigation. JUUL is a vaping device used to deliver high concentrations of nicotine. Ms. Barnes made the motion, seconded by Ms. Boyette, that the Wilson County Board of Education authorize its Board Chair to execute the "contingent fee retainer agreement" in the case in re: JUUL Labs, Inc., Marketing, Sales Practices and Products Liability Litigation, MDL 2913, Case No, 19-mc-02913 to seek recovery for its damages arising out of the manufacture, marketing, distribution, and sale of electronic cigarettes against JUUL labs and other defendants. The motion passed 6-0.

Mr. Breen made the motion, seconded by Ms. Barnes, that the Board accept the Inter-District Reassignment Requests as presented by the Administration. The motion passed unanimously, 7-0.

Mr. Breen made the motion, seconded by Mr. Mercer, that the Board approve the closed session minutes of the November 8, 2021 meeting, but do not release the minutes for public inspection because of confidential personnel matters. The motion passed unanimously, 7-0.

Ms. Barnes made the motion, seconded by Mr. Mercer and Ms. Boyette, that the Board approve personnel recommendations, as presented by the Administration. The motion passed unanimously, 7-0.

ACTION ITEMS

The Board approved the following certified and classified positions, Substitute Teachers, Substitutes to be Reapproved and Coaches.

E = Emergency License – One-year non-renewable license. Not an option for those who have already completed a college education program. Has 18 hours of related coursework. Experience and graduate pay.

I = Interim – Temporary or provisional (certified) hire.

P = Permit to Teach – Replaces emergency license. One-year non-renewable license. Has less than 18 hours of related coursework. Paid on A-00 scale.

R = Residency License – Replaces lateral entry. One year with the option to renew twice. Three-year max. Enrolled in a college education program. Has 24 semester hours of related coursework. Experience and graduate pay.

V = Volunteer – Offers to undertake a position without monetary compensation.

Administrative

Hayes, Lauren-Assistant Principal

Administrative – For Information

Joyner, John (I)-Assistant Principal
Luper, Denise (I)-Assistant Principal
Renfrow, David Ross (I)-Assistant Principal

Certified

Brooks, Courtney-1st Grade Teacher
Bunn, David (P)-Art Teacher
Frossard, Savannah-Social Studies Teacher
Hendricks, Latisha-Pre-K to 2nd Grade Literacy Coordinator
Johnson, Darlene-School Counselor
Lamphere, Dalana-Kindergarten Teacher
Rich, Barbara-School Counselor
Stancil, Kenneth-Math/Science Interventionist

Classified

Bullock, Corey-Custodian
Coley, Ann-Custodian
Mapp, Robert-Mechanic II
Ramirez Montiel, Aislinn-Public Relations & Communications Specialist
Tune, Talisha-Teacher Assistant/Bus Driver

Substitute Teachers

Barnes, Jazmaine-Non-Certified
Edmundson, Andrea-Non-Certified
Jones, Nicole-Non-Certified

Substitutes To Be Approved

Brennan Ruffin, Marlene-Certified
Bunn, Gabriel-Non-Certified
Hunter, Develle-Non-Certified
Monroe, Shonte-Non-Certified
Puente-Castro-Non-Certified
Savage, Lakelia-Non-Certified
Vines Henderickson, Judy-Non-Certified

Coaches

Anderson, John-Assistant Football
Batts, Diane-Head JV Cheerleading (Fall & Winter)
Bridgers, Timothy (V)-Football/Basketball
Howard, Kimberly-Athletic Director
McNeil, Teneisha-Cheerleading
Phillips, Taylor-Baseball
Pittman, Michael (V)-Baseball
Smith, Jon-Head JV Girls Basketball
Uwakwe, Ifeanyi (V)-Wrestling
Weaver, Garrett (V)-Wrestling

INFORMATION ITEMS

The Board received the following personnel list as information.

Certified

Axthelm, Jaime-Resignation
Boykin, Janet-Retirement
Braxton, Cameron-Resignation
Cappelletti, James-Resignation
Castillo, Jadelyn-Resignation
Corbett, Kylee-Resignation
Danielle, Allen-Retirement
Edmundson, Aaron-Resignation
Greene, Pamela-Resignation
Guerra, Cristian-Resignation
Harrell, Roy Danny Jr.-Retirement
Jones, Leslie-Resignation
McVay, Charity-Resignation
Newton, Michelle-Resignation
Roberson, Madison-Resignation

Classified

Armwood, Marva-Resignation
Bullock, Corey-Resignation
Foster, Vanessa-Resignation
Joyner, Debbie-Resignation
Sanders, Shirley-Retirement
Wagner, Brian-Resignation

XII. There being no further business at 9:31 p.m., Mr. Breen made the motion, seconded by Mr. Mercer, to adjourn the meeting. The motion passed unanimously, 7-0.

Dr. Christine L. Fitch, Chairman

Dr. Lane B. Mills, Secretary