

Rochester Board of Education
Finance Committee Meeting of the Whole
April 12, 2012

Attendance: Commissioner Powell (Chair); Commissioners Elliott, Campos, Adams, and Cruz (arrived 6:16PM). Parent Representative: Giancarlo Giannini.

District Staff: Vernon Connors, Chief Financial Officer; Interim Superintendent Bolgen Vargas; Bethany Centrone, Chief of Human Capital Initiatives; Beth Mascitti-Miller, Chief of Teaching & Learning; Jerome Underwood, Senior Director of Operations; Mary Doyle, Chief of Staff; Gladys Pedraza-Burgos, Chief of Youth & Family Services; Chuck Johnson, General Counsel; Annmarie Lehner, Director of Information Management & Technology; Tim Cliby, Director of Instructional Technology.

Board Staff: Debra Flanagan.

Commissioner Powell convened the meeting at 6:05PM, noting that Section 3 (District-wide Summary) and 4 (School Profiles and Budgets) of the Superintendent's proposed 2012-13 budget are to be reviewed this evening. She stated that she had some overview questions to ask on behalf of Board President Malik Evans, but would first give an opportunity for the attending commissioners to present their questions.

Section 3: District-wide Summary

Superintendent Vargas requested that Vern Connors provide an update regarding several items that were not originally included in the budget (i.e. Alternative High School) because these were only very recently approved by the Board of Education. Mr. Connors reported that an estimated 1000 students are expected to attend the Alternative High School, but this figure will be refined as students are interviewed to determine their needs and placement. He stated that the proposed budget does not include the Alternative High School, and is based on the phase-out of five schools proceeding as originally planned. Mr. Connors projected \$5M in cost savings from accelerating the phase-out of these schools and from developing the Alternative High School program.

Commissioner Powell asked whether the estimated \$5M in savings would be placed in the contingency fund. Mr. Connors replied that the savings will be left in the budget in case of unforeseen costs, with the hope that these funds can be used to reduce the amount withdrawn from the Fund Balance to cover the deficit in 2012-13 (\$10M v. \$15M).

Commissioner Elliott expressed great concern about the low level of funds in reserve to cover emergencies or unforeseen circumstances in the future, and she questioned the prudence of using \$15M of the contingency fund to cover the budget deficit in 2012-13. Superintendent Vargas responded that the contingency fund can be built from cost savings arising from operational efficiencies and the Alternative High School, and asserted that funds can be borrowed from the Fund Balance to cover any unforeseen circumstances that might arise in future years.

Commissioner Elliott asked how the District can hire more teachers when the contingency fund is so low, expressing concern about the ability to cover deficits in future years. Superintendent Vargas replied that he is certain that cost savings can be found in the proposed budget to help replenish the contingency fund.

Commissioner Elliott questioned whether the number of teachers proposed to be hired should be reduced to ensure a healthier contingency fund. Superintendent Vargas contended that this should be done only if no other efficiencies or cost savings can be found, asserting that savings from operational efficiencies should take precedence over reductions in teaching staff. He emphasized the need for additional teachers and opportunities to find operational efficiencies in other areas.

Commissioner Elliott requested an explanation of the difference between the contingency fund and the Fund Balance. Mr. Connors replied that the Fund Balance consists of accumulated surpluses and deficits over the years, and therefore is available for one-time use. In contrast, he stated that the contingency fund consists of all funds in the budget that have not been designated for a specific purpose, and therefore can be used to cover emergencies or unforeseen circumstances.

Commissioner Campos requested a list of the specific items for which operational efficiencies are to be realized to generate the projected \$5M in cost savings.

Action Item: Mr. Connors will provide a list to the Board of Education of the specific items planned to generate operational efficiencies and cost savings.

Commissioner Powell emphasized the Board's concern regarding the use of reserve funds to balance the 2012-13 budget, particularly when budget deficits are anticipated for the foreseeable future. She stated that a sound rationale is needed for withdrawing funds from the Fund Balance when it is already quite low.

Commissioner Adams pointed out that the original estimate of cost savings from accelerating the phase-out of the five schools and developing the Alternative School was \$700K, and asked about the projected increase to \$5M in savings. Mr. Connors noted that the earlier \$700K estimate was based on the first model of the Alternative School, which would have included two campuses and many additional features. He explained that the \$5M estimate is based on the most recent model, which has eliminated many features and is based on only one campus. He also noted that the Alternative School will be serving fewer students than originally projected (1000 v. 1700), which will also reduce costs.

Commissioner Adams requested information as to some of the special features that were eliminated from the original model for the School. Mr. Connors replied that the original model had Food Service delivery and included installing a dishwasher, which is not included in the most recent plan.

Superintendent Vargas clarified that plans for the Alternative School began with an estimate of approximately 1700 students, but this estimate has been refined as plans have been finalized. He

gave an example of 200 students who actually needed GED preparation and for whom a full array of services was not necessary, thereby reducing costs. He emphasized the importance of deeply examining the needs of these students to ensure that the most appropriate placement and to prevent misallocation of resources.

Parent Representative Giancarlo Giannini asked if the top two or three items contributing toward the estimated \$5M cost savings could be identified and discussed, with dollar estimates provided. Mr. Connors stated that significant savings would be realized through obtaining better estimates of the number of students to be served in the Alternative High School, and placing these students in the appropriate programs. He explained that shifting to a one-campus model and consolidating administrative overhead, facilities, maintenance and custodial support staff would account for significant savings. Mr. Giannini asked whether a breakdown of the items contributing toward the projected \$5M savings would be provided in the future. Mr. Connors stated that this information would be provided by the end of next week.

Action Item: Mr. Connors will provide a breakdown to the Board of the specific items and associated cost savings upon which the projected \$5M in savings is based.

Commissioner Elliott reiterated her concern about the very low level of allocations for the contingency fund, noting that the District will not be able to rely on State or federal funds for assistance in the event of an emergency. Mr. Connors asserted that the budget development process this year has been different from previous years, by providing resources up front to schools, so that there will be minimal adjustments to staffing and funding during the year. He noted that schools have been shortchanged in the past in the budget process, with positions and funding restored as the beginning of the school year approaches. Mr. Connors stated that the administration attempted to avoid this type of uncertainty and fluctuation, so that schools could plan and design instructional programs now and adapt to changes in student enrollment and needs at the beginning of the school year. While individual schools may experience some changes in September 2012, he stated that this process has prevented large systemic changes affecting the budget.

Commissioner Powell inquired about the estimated Medicaid reimbursement, noting that significant legislative changes have been made which will facilitate the District's ability to recover costs. She asked whether the relatively small increase in Medicaid reimbursements anticipated for 2012-13 are due to a conservative approach, or to some other factor. Mr. Connors replied that the federal government keeps raising the requirements for documentation and reporting to obtain Medicaid reimbursement, citing a situation in 2009-10 in which federal regulations were adopted retroactively and led to suspension of Medicaid reimbursement in NYS until May 2011. He stated that the projected reimbursement from Medicaid is realistic and achievable based on experience.

Commissioner Powell asked about the fiscal impact of changes in school Food Services to automatically enroll students for free- and reduced-price meals when their parents are found eligible for social services. She asked whether this is expected to increase Food Service revenue in 2012-13. Jerome Underwood responded that the District has already begun to see approximately \$900-950K in increased revenue as a result of this direct certification process. He

stated that there has also been a significant reduction in unpaid Food Services charges from implementing an online payment system. Mr. Underwood reported that the unpaid balance at the end of 2010-11 was \$130K and is now \$13K.

Commissioner Powell questioned whether the effect of these efforts will lead school Food Services to be more self-sustaining. Mr. Underwood replied that it would not.

Commissioner Campos inquired about ELL initiatives and use of Title III funds as shown in Section 3, p. 12. Beth Mascitti-Miller replied that the District initiatives for 2012-13 are to build on the programs designed this year, including the Rochester International Academy, Monroe High School, and other programs requiring additional focus.

Commissioner Campos requested a breakdown of the specific items and the allocations for each item funded through Title III.

Action Item: Ms. Mascitti-Miller will provide to the Board a breakdown of the specific items and their funding allocations through Title III.

Commissioner Adams asked whether NYS stabilization stimulus funds are related to the federal stimulus package, and if these funds will be provided after 2012-13. Mr. Connors explained that the federal stimulus package consisted of multiple funding streams. He clarified that NYS Stabilization Funds were federal funds used by the State to offset reductions in NYS Aid to school districts. Mr. Connors noted that this was one of the ways in which the State balanced their budget, and 2010-11 was the last year for which these funds were provided.

Commissioner Adams questioned the reason for an increase in indirect costs when the District is receiving fewer grants. Mr. Connors confirmed that all indirect costs result from grant requirements, and the apparent discrepancy is due to timing. He stated that the amended 2011-12 budget reflects indirect costs as of the end of January, but these costs continue to accrue over time. Mr. Connors noted that the indirect costs reflected in the proposed 2012-13 budget are based on the grants included in the budget.

Commissioner Adams asked whether the reduction in “Federal recurring Title I and other federal recurring revenue” is due to decreases in student enrollment. Mr. Connors replied that several sources of federal funding have ended: through the American Recovery & Reinvestment Act (ARRA) and through the Education Jobs bill (\$8.2M). He reported that federal School Improvement Grants (SIG) have also declined by approximately \$2.2M. Mr. Connors stated that the overall reduction of revenue in this category is a result of both decreases in federal funding and in student enrollment.

Commissioner Elliott requested that the heading on each of the School Profile pages provide the address of the school.

Action Item: The budget will be revised to include the address of each school in the heading for their School Profile.

Commissioner Adams inquired about the impact of decreased special aid grants on after-school programs and programs for extended exam review or credit recovery, and whether other revenue sources would be used for these programs. Superintendent Vargas responded that Title I funding is not projected to increase, but efforts are under way to obtain financial support for these programs. Superintendent Vargas stated that there may be greater flexibility with these types of academic intervention services if NYS is able to obtain a waiver from NCLB requirements, which now mandate that 20% of Title I funds be used to contract with outside providers.

Commissioner Elliott questioned the number of substitute teachers used by the District on an annual basis, noting that only 25FTE are reported in Section 4, p. 7 of the budget. Mr. Connors clarified that the 25FTE shown in this section are permanent teachers in large elementary and secondary schools, and are considered permanent building substitutes. He stated that this is one of the requirements under the RTA contract, and these teachers are not included in the usual conception of substitute teachers. Mr. Connors noted that the District has over 1,000 substitute teachers, but not all of them are currently active. Superintendent Vargas pointed out that the District has been using fewer substitute teachers than projected, citing this as an example of cost efficiencies to be realized.

Commissioner Elliott expressed a great deal of concern regarding the increasing amount of funds going to charter schools (e.g. \$21M in 2010-11 and \$33M in 2012-13), and asked about efforts to reverse this trend. Superintendent Vargas emphasized the importance of giving families and staff increased confidence in the District with a number of initiatives, such as improving student registration and placement so that families know in June the school their child will attend in September. He also discussed the importance of parent engagement and increasing the quality of schools in the District.

Commissioner Elliott questioned why the budget continues to increase when student enrollment is declining. Mr. Connors replied that the budget was cut by 15% and staffing was reduced by 11% in 2011-12. Even with the restoration of some positions, he stated that student needs have not been met and the proposed 2012-13 budget attempts to correct this situation. Mr. Connors also reported that increases in expenditures are also driven by: employee benefits (\$5M increase in 2012-13), charter school tuition (\$5.6M increase in 2012-13), and inefficiencies from having a greater number of buildings with fewer students. He stated that these items must be addressed in the future to prevent ongoing and more severe deficits. He pointed out that the Facilities Modernization Project (FMP) and consolidation of buildings will lead to greater efficiencies and ability to offer quality programs. As an example, Mr. Connors noted that the accelerated phase out of five schools will reduce administrative, maintenance, custodial, and clerical staff – none of which will affect students in the classroom.

Commissioner Elliott referred to Section 3, p. 28, which indicates that there will be no money in the Appropriated Fund Balance in 2013-14 and 2014-15. Mr. Connors acknowledged that the Fund Balance will be depleted after 2012-13, so that deficits in future years will have to be covered through staffing and operational efficiencies.

Commissioner Powell stated that Board President Evans also has questions about the implications of exhausting the Fund Balance in 2012-13. She noted that the proposed budget

indicates an estimated \$10M increase in NYS Foundation Aid in future years, but the State has not provided any information about funding beyond 2012-13. She also asked about the amount of NYS funding due to RCSD from the promise under the Contract for Excellence.

Superintendent Vargas replied that the budget deficit for 2012-13 is \$44M, while the projected deficit for 2013-14 is \$33M and this is much more manageable. He underscored the importance of addressing the projected 2013-14 deficit early so that efforts can be made to increase and accumulate savings to mitigate the impact. He also noted that the State provided considerably more funding (\$18M) to RCSD for 2012-13 than projected (\$10M).

Mr. Connors explained that the Contract for Excellence (C4E) was introduced in 2007-08 by Governor Patterson, and consisted of a four-year plan to increase NYS Aid to school districts. He reported that C4E was fully funded the first year and only partially funded in the second year, with no additional funding since that time. Mr. Connors stated that RCSD would need an additional \$15M in State Aid to be brought to 2009-10 funding levels.

Action Item: Mr. Connors will report to the Board the amount of NYS Aid to be provided to fulfill the agreement under the Contract for Excellence, and also account for the inflation rate during this time.

Commissioner Adams asked about the percentage of Title I funds required to be used for professional development. Mr. Connors replied that 5% of these funds generally are required for professional development, but 10% is required for RCSD because it is a district in need of improvement. He stated that the 2012-13 budget includes plans for providing ELA and Math coaches to help meet student needs in these areas and to provide professional development to improve instruction. Mr. Connors noted that tuition reimbursement is also provided to enable teachers to obtain a Master's degree, certification, or certification in a different subject area for which there is a demand in the District.

Commissioner Adams inquired whether the tuition reimbursement for teachers is contractual. Mr. Connors responded that it is not a requirement under Title I, but included in the RTA contract.

Commissioner Adams pointed out that the Title I professional development funding is evenly split between ELA and Math support and tuition reimbursement, yet there may be more important concerns beyond these specific areas. She expressed concern about using these Title I funds to fulfill accountability requirements rather than to address critical needs such as culturally-responsive teaching or embedding parent involvement in professional development. Mr. Connors replied that schools are expected to use 10-20% of their Title I allocation for professional development, and the specific percentage varies by school. Beth Mascitti-Miller explained that Title I is not the only source of funding for professional development. She stated that Title IIA also funds professional development, and the District is currently building the workforce to implement the common core and increased accountability standards for next year. Ms. Mascitti-Miller reported that research has demonstrated that coaching is the most effective approach for data-driven instruction. She stated that the coaching initiative will involve working directly with teachers and students, and curriculum and instructional directors and the

Professional Development Department will monitor to ensure that these efforts are improving the quality of instruction in schools.

Commissioner Elliott requested information regarding the common core standards. Ms. Mascitti-Miller replied that a number of states have adopted common core standards that are more complex and rigorous than current NYS standards at every grade level. She stated that the common core standards will go into full effect next year.

Commissioner Elliott inquired as to the expected outcome and specific goals for next year, and for each year that the common core standards are being implemented.

Action Item: Ms. Mascitti-Miller will provide information to the Board as to the specific goals for each year in which the common core standards are being implemented.

Commissioner Adams questioned the rationale for significant expenditures for ELA and Math coaching, rather than supporting the ground-breaking work of the Rochester Teachers' Center. She also asked about the high cost of administration under Title I and why administrators do not assume responsibility for accountability, since these two areas should be closely linked. She expressed concern that many of the items funded under professional development do not involve teachers interacting with students. Ms. Mascitti-Miller responded that some of the larger items listed under "District Initiatives" include teachers interacting with students because the professional development will be conducted in schools.

Superintendent Vargas noted that considerable effort is involved in monitoring and managing the use of \$26M under Title I, but acknowledged that greater effort is needed to examine the efficacy of initiatives using this funding. He suggested that the Board's Excellence in Student Achievement Committee examine this issue, and the extent to which these initiatives are addressing student needs.

Mr. Giannini asked about plans for addressing the District's structural deficit. Mr. Connors identified a number of ways in which this is currently being addressed:

- Accelerating closure of phase out schools
- Obtaining a health insurance broker to examine more cost effective options
- Conducting a health insurance audit to ensure that all dependents are actually eligible for coverage (to date 178 determined to be ineligible)
- Conducting an audit of charter schools to ensure that District students are actually enrolled
- Reviewing contracts in terms of their effectiveness
- Reviewing programs in terms of effectiveness
- Reducing administrative overhead by having fewer and better schools with increased ability to meet student needs

Commissioner Cruz pointed out that Section 3, p. 13 provides detail regarding School Improvement Grants (SIG), but this information is not reflected in the School Profiles. He gave an example of \$1.469M in SIG funds for Freddie Thomas Montessori, but the amount shown on

the Freddie Thomas school profile only indicated \$784K for the Montessori program. Mr. Connors replied that the school profiles do not include indirect or staffing costs such as employee benefits. Superintendent Vargas also pointed out that the Montessori program is contained in two different school profiles: Franklin and Freddie Thomas. Mr. Connors noted that the SIG funds for Montessori in the Franklin school profile amount to \$339K, for a combined total of \$1.123M and the remainder is due to employee benefit costs.

Commissioner Powell inquired whether a standard percentage of SIG grant funding is deducted for staffing benefits. Mr. Connors reported that the percentage varies based on the composition of employees and the percentage to be used for operating expenses.

Action Item: Mr. Connors will provide the Board with the specific breakdown of the percentage of SIG funds used for employee benefits for each school.

Commissioner Cruz suggested adding a note in each school profile to clarify that the SIG funds shown in this section do not include staff benefits.

Commissioner Adams inquired about the prospects for using a portion of the SIG grant for the phase out schools. Mr. Connors replied that SIG funds are not allowed to be used for phase-out activities, so the funds shown for Dr. Freddie Thomas are only for the elementary level and cannot be used for the phase out of the secondary level or for the Alternative High School.

Commissioner Cruz asked about SIG funding for Monroe High School in 2012-13. Superintendent Vargas stated that this is pending because the State has yet not given approval to apply for SIG funding for Monroe High School. Mary Doyle explained that SIG funding is not available for Montessori or Dr. Freddie Thomas High School because these are transformation models. She stated that the District is required to demonstrate commitment to transformation activities by providing supports to students of Dr. Freddie Thomas High School wherever they go in the District. With regard to SIG funds for Monroe High School, Ms. Doyle noted that the State is changing designations from “persistently low-achieving” (PLA) to “priority and focus” schools. She stated that the District is expected to be deemed a “focus” district, with the majority of schools on the “priority and focus” list (to be retained for three years). While RCSD will be able to apply for funds for “priority and focus” schools, Ms. Doyle reported that funds will be awarded on a much more competitive basis than the current SIG funds. She stated that allocations for PLA schools were included in the RCSD application for Race to the Top, and a portion of these funds will be used for Monroe High School.

Commissioner Cruz questioned the extent of flexibility under Title I, noting that approximately \$8M of the \$26M appears to be mandated. He asked whether there are opportunities to create school innovation funds. Ms. Mascitti-Miller responded that even though some items may not be strictly mandated, the large number of regulations pertaining to Title I limit the use of these funds. As an example, she noted that with ELA and leadership initiatives, the District is required to identify the percentage of salaries being used to support students who are struggling learners. Ms. Mascitti-Miller also explained that parent incentive funds are built into the budget and will be allocated to schools for parent engagement, which is also a Title I requirement.

Action Item: Ms. Mascitti-Miller will provide information to the Board as to the amount of parent incentive funds set aside in the proposed 2012-13 budget.

Commissioner Cruz asked about setting aside innovation funds to allow parents and teachers to create projects to address the needs of at-risk students in their school within Title I guidelines. He emphasized the importance of using school innovation funds as a major incentive to build parent-teacher relationships and collaboration.

Although not funded through Title I, Ms. Mascitti-Miller reported that the proposed 2012-13 budget also provides funds for parent liaisons or home school assistants in every school.

Commissioner Powell inquired whether these are full-time or part-time positions. Ms. Mascitti-Miller replied that the 2012-13 budget provides for a minimum of 1.0FTE for a parent liaison or home school assistant in every school, except for a handful of smaller schools (i.e. with fewer than 300 students).

Commissioner Cruz asked about the process to evaluate the efficacy of parent liaisons and home school assistants to ensure that funds are being used in a cost effective way. Superintendent Vargas stated that he has requested the Title I Committee to examine the way in which each of the initiatives funded under Title I contributes to student achievement. He acknowledged that the District currently does not have a rigorous evaluation component aligned with Title I allocations.

Mr. Giannini inquired about the process for allocating parent involvement funds to schools, and how plans are developed for utilizing these funds. Gladys Pedraza Burgos responded that the District plans to accelerate the process so that schools can develop plans earlier in the school year and utilize funds effectively. She noted that these funding allocations have been based on student enrollment. Ms. Pedraza Burgos explained that the process involves schools presenting a proposal that must be approved by the School-Based Planning Team and parents, and the allocations have been based on student enrollment. She stated that the District plans to begin this process in the summer so that funds can be allocated at the beginning of the school year.

Commissioner Powell noted that the local share for the Facilities Modernization Project (FMP) will be due beginning in 2013-14 and the average amount of unreimbursed capital costs is approximately \$2-3M annually. She asked about the extent to which the deficit is due to unreimbursed capital costs and to past decisions regarding the FMP. Mr. Connors replied that NYS guidelines are still being developed for obtaining a waiver to recent regulatory changes that delay payment of NYS Building Aid. He explained that this is a new initiative and the District will be trying to maximize the costs eligible for Aid for each capital project. Mr. Connors pointed out that the State has been allowing RCSD to spread the maximum cost allowance among all capital projects, thereby maximizing the costs eligible for Building Aid reimbursement. Jerome Underwood clarified that the waiver would allow RCSD to obtain expedited reimbursement compared to the original regulation. He stated that the vast majority of capital projects planned would be completed within one year (9 of 12 projects), so there will be no negative impact on cash flow.

Commissioner Elliott asked whether the proposed allocation for textbooks should be increased to ensure that students are able to bring books home. Superintendent Vargas replied that the inventory and availability of textbooks must be monitored more effectively, particularly since some schools have a surplus of books that could be used in other schools. He also referred to the use of e-books to offer greater opportunities for the future.

Commissioner Elliott inquired whether students would have tablets to take home to access e-books in the future, emphasizing the need for students to have access to educational material at home to reinforce classroom learning or to advance in their studies. Anmarie Lehner responded that e-books are definitely a consideration for the future, noting that some schools have initiatives to enable students to use tablets with e-books. She stated that students have not been allowed to bring the tablets home, and not all students have access to the Internet at home. Ms. Lehner reported a pilot project with 100 students in the credit recovery program to allow preparation for Regents courses. She stated that the pilot project was not very successful and quite costly. Superintendent Vargas stated that he believes the budgeted amount for textbooks is quite adequate for 2012-13, but a more efficient and effective monitoring, distribution and inventory control system needs to be put in place.

Commissioner Elliott asked whether technology has advanced to the point where students will be able to access educational information on their cell phone so that it will be available at all times. Tim Cliby replied that the technology is very close to that point right now, and most vendors in education are working with applications for iPads or mobile-driven devices.

Section 4: School Profiles and Budgets

Commissioner Campos expressed concern about the proposed level of staffing and funding for several schools with large ELL student populations (School No. 9, 22, and 28), particularly in terms of the stability and continuity of ELL programs. She noted that 51% of the student population at School No. 9 is comprised of ELL students, yet the school is slated to lose 5.0FTE (2.0FTE teachers). Ms. Mascitti-Miller replied that the proposed staffing reductions at School No. 9 are in Special Education, and the number of ESL staff will actually increase at that school in 2012-13. She stated that questions have arisen at School No. 9 specifically as to the allocation of ESL staff, and adjustments were made in the budget for 9.5FTE for ESL and 3.0FTE elementary teachers with bilingual certification to meet regulatory requirements. Superintendent Vargas stated that there has been a dispute regarding the way in which schools would like to use ESL staff and the requirements to comply with regulations. He reported that the New York State Education Department has been asked to resolve these questions.

Action Item: The Administration will provide background information to the Board regarding compliance issues related the way in which schools have chosen to use ESL staff. Detailed information will also be provided to the Board regarding staffing and resources for School No. 9, 22, and 28.

Commissioner Campos emphasized that there may be a multitude of ESL teachers, but the critical component is the way in which staff are deployed – to support bilingual or English

literacy programs. Superintendent Vargas acknowledged that there is a great deal of confusion about ELL in terms of programs and services offered to non-English speakers.

Commissioner Elliott requested that the Budget Book include definitions of terms used in the accountability legend and the overall accountability status of the District.

Action Item: Mr. Connors will include a glossary of terms and information as to the overall accountability status of the District in the Budget Book.

Motion by Commissioner Cruz to adjourn. **Adopted 5-0.**

Meeting adjourned at 8:38PM.