SANTEE SCHOOL DISTRICT REGULAR MEETING OF THE BOARD OF EDUCATION

February 6, 2018
MINUTES

Douglas E. Giles Educational Resource Center 9619 Cuyamaca Street Santee, California

A. OPENING PROCEDURES

1. Call to Order and Welcome

President El-Hajj called the meeting to order at 7:00 p.m.

Members present:

Dianne El-Hajj, President Ken Fox, Vice President Dustin Burns, Clerk Barbara Ryan, Member Elana Levens-Craig, Member

Administration present:

Kristin Baranski, Superintendent and Secretary to the Board Karl Christensen, Assistant Superintendent, Business Services Tim Larson, Assistant Superintendent, Human Resources/Pupil Services Dr. Stephanie Pierce, Assistant Superintendent, Educational Services Lisa Arreola, Executive Assistant and Recording Secretary

2. District Mission

President El-Hajj invited the audience to recite the District Mission.

3. Pledge of Allegiance

President El-Hajj invited Emmerson Modica, 4th grade student at Chet F. Harritt STEAM School, to lead the members, staff, and audience in the Pledge of Allegiance.

4. Approval of Agenda

Member Ryan moved approval.

Motion:	Ryan	El-Hajj	Aye	Levens-Craig	Aye
Second	Burns	Fox	Aye	Ryan	Aye
Vote:	5-0	Burns	Aye		

President El-Hajj took a personal point of privilege to acknowledge Superintendent Baranski for earning her Doctorate in Education and for her first year anniversary as Superintendent. Superintendent Baranski expressed her gratitude towards the Board for the acknowledgement.

B. REPORTS AND PRESENTATIONS

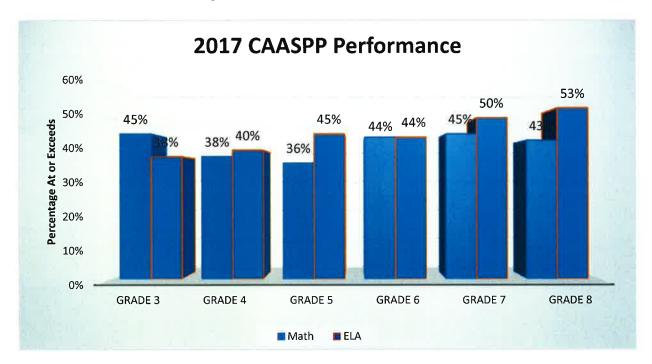
1. Superintendent's Report

- 1.1. Developer Fees and Collection Report
- 1.2. Use of Facilities Report
- 1.3. Enrollment Report
- 1.4. Schedule of Upcoming Events

2. Spotlight on Education: Hill Creek School

Superintendent Baranski shared Hill Creek School was present to spotlight their accomplishments and welcomed Principal Suzie Martin and her team. Principal Martin asked the Hill Creek team to join her at the podium. She mentioned that in preparing for this presentation, she asked staff what their ideas would be for a theme. Staff shared the idea of 'building' – building their learning, building their community, and building their success. She expressed this thought was a beautiful capture of growth mindset that many teachers take on. Principal Martin shared Hill Creek is a work in progress, growing every day. Staff still holds their curiosities, have a sense of

collaboration around shared topics, they have a sense of inquiry and most importantly, are dedicated to being there for the Hill Creek community. She shared Hill Creek is in fact building understanding around curriculum, building momentum with their powerful instructional practices and strategies, and building a community of learners, all around a shared vision of success. The video presentation showed 2017-18 as a year for Hill Creek to bridge their community with learning; an opportunity for Hill Creek to rejuvenate their shared desire to promote student success while fostering their school connectedness and inspire, create and integrate content and life lessons, daily. In the video, Principal Martin shared their year began with a look at their 2017 test scores. She mentioned that while looking at the raw numbers were telling, Hill Creek also wanted to look at it with a lens of growth and shared their 2017 CAASPP scores.



The video mentioned that students who maintained or who were on the positive growth cycle far outnumbered their counterparts in most grade levels 2:1, 3:1, or 7:1 in 4th grade math with 87.3 percent of students in that growth group. Trimester 1 writing performance task found growth at several grade levels comparing year to year and cohort to cohort. Hill Creek is proud to celebrate significant growth, specifically in grade 6th, 7th and 8th.

The video mentioned that academic focus was not the only charge this year for Hill Creek. While considering the five accountability areas of Discipline, Attendance, Language Arts, Math and EL Progress, Hill Creek took time as a staff to look at the first two: behavior and attendance. Specifically, how students are being responsible on campus and why they feel it is important to come to school. This led Hill Creek to consider student connectedness and began their celebration for improved student attendance.

Student connectedness has been a conversation that threads through each aspect of their day. Hill Creek has courses that expose students to a variety of interests to help launch them into a myriad of pathways in high school. The middle school team launched their enrichment class selections, moving through a progressive model of exposure, inquiry, building, enhancing and adapting to create finished products ranging from clocks to omelets, to news broadcasts, to conversations and interviews. The Hill Creek campus is well rounded with their growing campus pride. The PTSA continues to be generous with their donation of time, organization and school improvements. The Board expressed their gratitude towards the Hill Creek team for their presentation and hard work.

3. Spotlight on Education: Chet F. Harritt STEAM School

Superintendent Baranski welcomed Principal Tylene Hicks and her team to spotlight the great things at Chet F. Harritt STEAM School. Principal Hicks expressed her gratitude towards the Board and acknowledged members of the Chet F. Harritt STEAM faculty and families that were present.

The presentation showed Chet F. Harritt currently serves 664 students with 48% of the students qualifying for free or reduced lunch. Of the students they serve, 20% come from military families, 9% speak English as a second language with a redesignation rate of 4.5%, and 9% receive Special Education services. Students are supported by 60 dedicated faculty members: 26 classroom teachers, five (5) specialists, a counselor three days a week, 26 classified employees, and two full-time administrators. Chet F. Harritt is using data and best practices to drive their decisions and continue to plan and augment their programs to ensure students make progress every year in every subject. With the data provided by the District and the State, Chet F. Harritt analyzes student growth over two years using the SBAC exam. When looking at SBAC and other summative data from last year, Chet F. Harritt made the decision to better support their struggling students by focusing on our instructional practices around Response to Intervention (Rtl). They incorporated current data, such as the BAS, Achieve 3000, IAB, ELA performance task scores, and school-based assessments to help drive their next instructional steps. Additionally, grade levels create SMART goals to track growth over time. Teachers are monitoring and tracking student progress in Rtl. This information is used to redesign groups or instructional goals to ensure that we are maximizing our interventions. One of their goals this year was to designate time each week to STEAM related activities. Grade levels created six-week rotations around the focus of science, technology, engineering, arts, or mathematics. To continue on their STEAM focus, over the last two years, Middle School electives have evolved and expanded. This year, three levels of Project Lead the Way (PLTW) were offered. Through activity-, project-, and problem-based curriculum, PLTW gives students a chance to apply what they know, identify problems, find unique solutions, and lead their own learning. At sixth grade, students are provided Design and Modeling; Automation and Robotics at seventh grade; and Medical Detectives at eighth grade. Other electives include Cross-Age Tutoring or CATTA, Culinary Arts, LEAD, which incorporates their ASB and Cheetah News, and Art.

Interaction between leadership, faculty, PTA, and the community is the cornerstone of Chet F. Harritt STEAM School; programs are greatly enriched by the community support. Chet F. Harritt is further enhanced by partnerships created in the community and works closely with the Navy, the Fleet and Family Center, and we are in talks with Grossmont College. Through innovation, communication, and collaboration, Chet F. Harritt is able to provide a superior learning environment to the students of this supportive community. The Board expressed their gratitude towards the Chet F. Harritt team for their presentation and hard work.

C. PUBLIC COMMUNICATION

President El-Hajj invited members of the audience to address the Board about any item not on the agenda. Before calling the first speaker, President El-Hajj explained meeting protocols.

Chet F. Harritt STEAM Teachers Susan Orsinelli, Helen Rosati, and Jacklyn Ray; Students Zoe Jervis and Emmerson Modica; Parents Shanyn Park and Amy Leavitt; and Tom Modica, Santee resident/voter, addressed the Board of Education regarding the need for a junior high building at Chet F. Harritt. The speakers asked that the Board keep their promise made to employees, parents, students, and taxpayers in 2007 through the passage of Proposition R. They addressed the inadequate learning facilities and asked that the Chet F. Harritt students have equal access to equal opportunities as other schools from within the District. Speakers shared waiting patiently and asked that the Board take their considerations in mind prior to making any decisions on the future of their schooll.

For the record, President El-Hajj acknowledged that Kelcie Orsinelli, Susan Walter, and Haley Vogt submitted request to speak cards but allotted their time to Susan Orsinelli; and Jacob Rosati allotted his time to Shanyn Park.

Heather Glanz, teacher at Rio Seco, addressed the Board of Education regarding class size. Ms. Glanz shared the commonality in the room was everyone became part of the education system to make a difference in the lives of children. She explained that as teachers their primary goal is to educate the whole child; addressing and adapting to their needs. Ms. Glanz shared that students in the classroom

come with many needs (i.e., emotional, physical, social, economic, and cultural); and mentioned an increase of extreme student behaviors that require additional attention. She explained the challenges teachers pose in a class of 32+ students when trying to address or meet the students' needs. Ms. Glanz mentioned that a cap in class size would provide better opportunities for the needs of all the students.

Lori Meaux, Santee Teacher's Association President, shared some teachers had previously addressed the Board regarding concerns on the increase in class size in the intermediate and junior high classrooms. She mentioned teachers have shared their concern regarding combination classes, mainstreaming of special education students, and having the resources available to deal with the challenging behaviors. Mrs. Meaux shared that as a leader in the teachers' association, this week alone, she had heard from four different teachers concerned about their already large classes being increased with new students. She explained what is not being taken into consideration is that some teachers mainstream special education students throughout the day; and asked how this supports academic success and meets the social and emotional needs of students. Mrs. Meaux mentioned knowing the District has a commitment to give students the best education and the least restrictive environment in which to learn. She questioned how this is possible in a classroom with a teacher and 38 students. Mrs. Meaux mentioned it is her hope to work together, with the District, to provide a safe environment for students and help them achieve academic excellence and to develop the life skills needed for success in a diverse and changing society.

D. PUBLIC HEARING

1. Public Hearing Regarding, and Consideration for Adoption of Resolution
No. 1718-20 to Convey an Easement to San Diego Gas and Electric for Installation
and Maintenance of Electric Vehicle Charging Stations on the PRIDE Academy
School Site Property

President El-Hajj opened a public hearing for Adoption of Resolution No. 1718-20 to Convey an Easement to San Diego Gas and Electric for Installation and Maintenance of Electric Vehicle Charging Stations on the PRIDE Academy School Site Property. There were no comments from the public. The hearing was closed.

E. CONSENT ITEMS

President El-Hajj invited comments from the public on any item listed under Consent.

- 1.1. Approval of Minutes
- 2.1. Approval/Ratification of Travel Requests
- 2.2. Approval of Consultants and General Service
- 2.3. Acceptance of Donations, Grants, and Bequests
- 2.4. Approval/Ratification of Revolving Cash Report
- 2.5. <u>Approval/Ratification of Agreement for Mileage Reimbursement in Lieu of District Transportation</u>
- 2.6. Approval/Ratification of Expenditure Transactions Charged to District Issued Purchasing Cards (P-Cards)
- 2.7. Authorization to Sell/Dispose of Surplus Items
- 2.8 Approval of Architecture & Engineering Services with StudioWC Architecture & Engineering for the Roofing and HVAC Replacement Project at the Educational Resource Center
- 2.9. Adoption of Resolution No. 1718-20 of the Santee School District Board of Education to Convey an Easement to San Diego Gas and Electric for Installation and Maintenance of Electric Vehicle Charging Stations on the PRIDE Academy School Site Property
- 2.10. Adoption of Resolution No. 1718-21 of the Santee School District Board of Education Declaring the Board's Intent to Consider the Conveyance of an Easement to San Diego Gas & Electric For Installation and Maintenance of Electric Vehicle Charging Stations on the Pepper Drive School Site Property
- 3.1. Personnel, Regular
- 3.2. Approval of New Probationary Teachers
- 3.3. Certification of Competence in Evaluation and Instructional Methodologies
- 3.4. Approval of Short Term Positions
- 3.5 Approval to Increase Work Year for Identified Classified Non-Management Position

- 3.6. Proclamation for National School Counseling Week (2/5/18 2/9/18) and National School Social Work Week (3/4/18 3/10/18)
- 3.7. Approval of Increase for Services Agreement with San Joaquin County Office of Education (SJCOE) to Provide Claims Administration Services for the Medi-Cal Billing Option Program
- 3.8. Approval of Internship Contract Agreement with Brandman University

President El-Hajj acknowledged the donation of \$939.75 from the Carlton Hills PTA to paint the playground and checkers at Carlton Hills School; and a \$1,000 donation from Mr. and Mrs. Castillo to help support the instructional program at Carlton Oaks School, as shown on Item 2.3. Acceptance of Donations, Grants, and Bequests. Member Burns moved approval.

Motion:	Burns	El-Hajj	Aye	Levens-Craig Aye
Second	Fox	Fox	Aye	Ryan Aye
Vote:	5-0	Burns	<i>Ay</i> e	

F. DISCUSSION AND/OR ACTION ITEMS

1.1. Adoption of Resolution #: 1718-19 Calling for Full and Fair Funding of California Public Schools

Superintendent Baranski shared that as part of its ongoing work to ensure that all students benefit from the resources needed for a high-quality education, the California School Boards Association (CSBA) is calling on the Legislature to raise school funding to the national average by 2020 and to the average of the top 10 states by 2025. She explained Resolution #1718-19 highlighted the threat that underinvestment in schools poses to our communities and calls on the State to meet its responsibilities to today's students and to California's future. Member Levens-Craig moved approval.

Motion:	Levens-Craig	El-Hajj	Aye	Levens-Craig	Aye
Second	Burns	Fox	Aye	Ryan	Aye
Vote:	5-0	Burns	Aye		

Business Services

2.1. Approval of Monthly Financial Report

Karl Christensen, Assistant Superintendent of Business Services, presented the cash and budget revision transactions posted through December 31. He explained the District ended the month with a cash balance in the General Fund of \$13 million and it is projected the District will be able to meet all of its financial obligations. He explained the District is still projecting deficit spending in the Unrestricted General Fund with declining reserves in the subsequent two years of the Multi-Year Projection; given assumptions used at First Interim.

Mr. Christensen explained next month's report would incorporate changes made for Second Interim, which will have new revenue assumptions for the subsequent two years based on the Governor's January Budget Proposal. He mentioned this would also result in changes to the projected reserve percentages. Mr. Christensen explained this would be discussed in more detail at the Budget Workshop on February 20, and again at the March 6 meeting when the Second Interim is presented.

Motion:	Ryan	El-Hajj	Aye	Levens-Craig Aye
Second	Burns	Fox	Aye	Ryan Aye
Vote:	5-0	Burns	Aye	

2.2. Energy Management Program

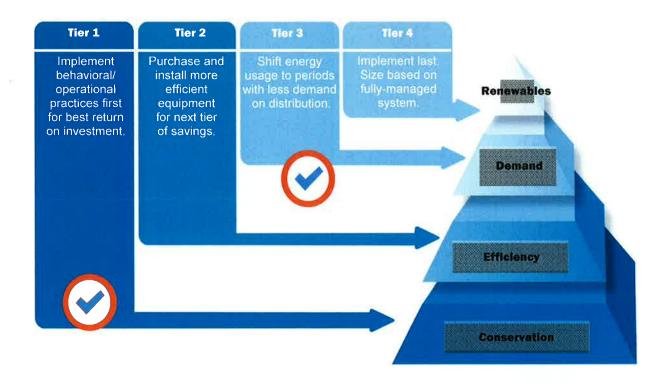
Karl Christensen, Assistant Superintendent of Business Services, explained that since 2007, when the District launched its Capital Improvement Program, it has substantially reduced the electricity and natural gas usage with various initiatives to replace equipment and fixtures with more energy efficient varieties. He shared the District installed solar shade structures at two schools. Mr. Christensen explained these have resulted in a 44% decrease in kilowatt-hour usage

and a total cost for electricity and natural gas in 2016-17 that was roughly the same as that experienced in 2007-08; despite substantial increases in rates over that same period.

He shared that over the past year, with energy efficient equipment and fixtures in place, Administration has been discussing the need for additional behavioral and operational changes to reduce energy consumption. These discussions have included dialogue with a company named Cenergistic. Mr. Christensen explained Cenergistic currently works with numerous California school districts, and several in San Diego County, to implement an energy conservation program that is guaranteed to produce at least enough energy savings to pay all costs to implement, or Cenergistic will reimburse the District for any shortfall. He explained it was important to note, that this "savings" cannot necessarily be measured by a decrease in the amount paid to SDG&E from one year to the next. Mr. Christensen shared "savings", in this case, would be measured by the principle of cost avoidance. He explained that if the District used three million kilowatt hours (kWh) in 2017-18 and paid SDG&E \$1 million; and in 2018-19, the District reduces usage by 20% so that the kWh usage goes down to 2.4 million kWh. The District would generally not be able to say the amount paid to SDG&E in 2018-19 would be \$800,000, or a 20% reduction in cost. Rather, the District might be able to say, in this example, that had the District used the same three million in kWh in 2018-19 that was used in 2017-18, because of rate increases and changes in usage patterns, that consumption would have cost us, say, \$1.1 million. However, because the District reduced usage by 20%, the lower 2.6 million in kWh usage in 2018-19 means the District only pays SDG&E \$900,000. He clarified that, in this example, the District's bill may only go down by \$100,000, or 10%, even though we reduced usage by 20%. Mr. Christensen explained that in some years, the District might see an increase in the amount paid to SDG&E when comparing one year to the next even though we substantially reduce usage. This is the paradox of cost avoidance.

Mr. Christensen explained the program being introduced involved pairing a part-time energy specialist, hired by the District with Cenergistic's team of experts; then empowering this team with sophisticated data analytics in order to identify areas for improvement. He shared the presentation was to introduce the program and seek Board direction as to whether to pursue implementation; no action was recommended at this time. Mr. Christensen explained that this conservation program focuses on behavioral and operational changes, and imperative to have the buy-in and consensus of the Board, Administration, and staff in order to implement improvements that may require individuals to alter their behavior and expectations. He introduced and welcomed, John Bernard, President of Cenergistic, to introduce the program and answer questions. Mr. Christensen shared that after the presentation and discussion, Administration was seeking Board direction as to whether to proceed further. He clarified that if the Board gives direction to proceed, Administration would bring back a contract for action at a future Board meeting in anticipation of implementing the program at the beginning of summer.

Mr. Bernard shared Cenergistic was established in 1986 and since then has produced more than \$5 billion in energy savings, with a client average of 26%. He shared Cenergistic has been earned the Energy Star Partner of the Year in Sustained Excellence for nine consecutive years; with 65% of K-12 Energy Star Top Performers as their clients. Mr. Bernard discussed the Energy Pyramids are built from the base upward; for greatest savings and best return on investment, implement your energy management strategy in this sequence.



Mr. Bernard shared the Cenergistic program was created for public schools; there is no equipment to purchase or install; energy is conserved by optimizing the systems already in place; the average Cenergistic client reduces utility costs by 26%; and studies show comfortable buildings improve student learning, help staff productivity, and boost worker morale. He explained the process is a team approach. The Cenergistic team members become an extension of the District's facilities team; Engineers, EMS experts, Certified Energy Managers work with the District's team in our buildings to conserve energy and improve comfort. Cenergistic trains the District's Energy Specialist. He explained the District's energy specialist spends 80% of their time in buildings outside of classroom hours; uses positive reinforcement; and is accountable to Cenergistic, and the District, for ensuring comfort in the learning environment. Mr. Bernard featured their Southern California Clients and their total savings of \$685,039,645.

CLIENT	PERFORMANCE MONTHS	AMOUNT SAVED	PERCENT SAVED
Escondido Union High School District	48 months	\$3,137,205	31%
San Bernardino City Unified School District	61 months	\$22,765,363	29%
Compton Unified School District	46 months	\$8,284,225	29%
San Gabriel Unified School District	77 months	\$2,081,456	27%
Whittier Union High School District	108 months	\$7,595,979	27%
Colton Joint Unified School District	60 months	\$6,083,900	22%
Hemet Unified School District	82 months	\$8,193,881	23%
Temecula Valley Unified School District	60 months	\$7,937,073	20%
Tustin Unified School District	59 months	\$3,717,088	18%

Mr. Bernard shared the District's projected first-year savings as \$79,590; and a net five-year savings of \$700,598. He explained there is a 60-day free-startup period; savings are guaranteed to exceed all investment in the program; no new budgeted funds required; fixed monthly fee paid from existing utility budget; and the program is led by the District's Energy Specialist, supported with remote and on-site energy experts.

	YEAR 11	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Gross Savings	\$239,000	\$287,000	\$310,000	\$328,000	\$342,000	\$1,506,000
Energy Specialist (Part-time) Stipend ²	\$50,000	\$51,300	\$52,600	\$53,900	\$55,200	\$263,000
Energy Accounting Software ³	\$3,810	\$3,810	\$3,810	\$1,486	\$1,486	\$14,402
Cenergistic Energy Management Program ⁴	\$105,600	\$105,600	\$105,600	\$105,600	\$105,600	\$528,000
Total Projected Investment 5	\$159,410	\$160,710	\$162,010	\$160,986	\$162,286	\$805,402
Net Savings to Client 5	\$79,590	\$126,290	\$147,990	\$167,014	\$179,714	\$700,598

- 1. Assumes 2-month fee-free QuickStart period with Energy Specialist (ES) hired and active by the end of the 2nd month. Cenergistic does not share in savings during QuickStart.
- 2. Client employs and pays Energy Specialist, Recommended Energy Specialist estimated stipend for one part-time position, annualized, including night, weekend and holiday work. Final stipend figure will affect net savings.
- 3. Energy Accounting Software is licensed by your organization from EnergyCAP, Inc., a third-party company,
- 4. Cenergistic's fixed fee is paid at a monthly rate of \$8800 over the term of the contract,
- 5. Total investment guaranteed to be funded from savings, including Energy Specialist stipend and cost of software. Net savings to client assumes gross savings projections are realized; actual net savings will vary based on the level of gross savings achieved.

The Board expressed their appreciation to Mr. Bernard. Upon discussion, it was the Board's consensus to allow Administration to proceed with the proposed energy management program.

G. BOARD COMMUNICATION AND ORGANIZATIONAL BUSINESS

Superintendent Baranski shared Meredith Riffel, Collaborative Director, and Tylene Hicks, Chet F. Harritt STEAM School Principal, represented the District at a Naval Base San Diego Luncheon. She shared the District had received for our collaboration and partnership, and dedicated service to service members and their families. Superintendent acknowledged the Human Resources Department for receiving the Shine Bright Award, from the California Schools Employee Benefits Association, for their drive for innovation and promotion of online resources for an optimized benefits program.

Superintendent Baranski shared Saturday, March 3 was secured for a meeting with Home Federal, the developers of Fanita Ranch housing project. She inquired on the Board's preference to meet as an entire Board, and if so, another date would have to be secured. Upon discussion, it was the Board's preference to have all members present at the meeting and asked that another meeting date be established.

Superintendent inquired on the Board's preference to hold the Board/Santee City Council Joint Conference prior or after meeting with Fanita Ranch. Upon discussion, the Board shared not having a preference to meet prior or after their meeting with Fanita Ranch.

Superintendent Baranski shared a draft of spread for Santee Magazine. She mentioned the topic was middle school electives and a final draft was in the process of being developed and would be shared with the Board prior to printing.

Superintendent Baranski shared Katyrose Reed, a Speech and Language Specialist, was being honored as this year's SELPA CAC Recognition Awards on March 12. Superintendent Baranski shared nominations has been submitted for the SDCSBA/ACSA Honoring Our Own recognition and one of the nominees, Lisa Arreola, has been selected as the Confidential Employee of the Year.

Superintendent Baranski shared a draft of the Local Control Accountability Plan Executive Summary for the Board's review. She mentioned the executive summary was being shared with the District Advisory Council the following week.

Member Levens-Craig the Board's picture had been used in a California School Boards Association (CSBA) mailing. The picture featured the Board of Education while attending the annual CSBA Education and Trade Show conference in December.

Member Burns shared the excitement of beginning the enrollment process for his son, John, to begin kindergarten in Santee School District in the fall. Member Burns discussed attending the Character Education and School Climate Advisory Committee meeting; and the overwhelming parent, teacher, counselor, and staff participation on the committee. He shared there was great energy in the room.

Member Levens-Craig shared attending the Special Education Advisory Committee meeting and commended Mimi McGinty, Special Education Director, on her presentation.

President El-Hajj mentioned attending the Wellness Advisory Committee; and shared there has been many changes since the inception of the committee. President El-Hajj shared attending the EduCon conference enjoying a workshop on the use of technology by school counselors. She shared the variety of resources the counselor used to communicate.

H. CLOSED SESSION

President El-Hajj announced that the Board would meet in closed session for:

1. Conference with Labor Negotiator (Gov't. Code § 54957.6)

Purpose:

Negotiations

Agency Negotiators:

Tim Larson, Assistant Superintendent

Employee Organization: Santee Teachers Association (STA); and

Classified School Employees Association (CSEA)

Conference with Real Property Negotiators (Gov't. Code § 54956.8)

Purpose:

Potential Modification of Term for Close of Escrow

Property:

10335 Mission Gorge Road, Santee 92071 (formerly known as Santee School Site)

Agency Negotiator:

Karl Christensen, Assistant Superintendent

3. Public Employee Performance Evaluation (Gov't. Code § 54957)

Superintendent

The Board entered closed session at 9:35 p.m.

I. RECONVENE TO PUBLIC SESSION

The Board reconvened to public session at 10:52 p.m. and reported it was moved by Member Burns to modify terms for the former Santee School site property Purchase and Sale Agreement to lengthen the extended contingency period to November 15, 2018 with a close of escrow on December 14, 2018.

Motion:BurnsEl-HajjAyeLevens-CraigAyeSecondRyanFoxAyeRyanAyeVote:5-0BurnsAye

J. ADJOURNMENT

With no further business, the regular meeting of February 6, 2018 was adjourned at 10:55 pm.

Dustin Burns, Clerk

Kristin Baranski, Secretary