

**Harris County Department of Education
Minutes of Regular Board Meeting
February 28, 2018**

The Harris County Board of School Trustees met in regular session on February 28, 2018 in the Board Room, at 6300 Irvington Boulevard, Houston, Texas. Louis Evans, Board President, called the meeting to order at 1:10 p.m. and declared a quorum present, that the meeting was duly called, and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Gov't. Code §551.041 and §551.051.

Board Members Present: Louis Evans, Board President; Eric Dick, Board Vice President; Erica Lee Carter; George Moore; Don Summers; and Diane Trautman;

Board Members Absent: Mike Wolfe

Board Attorney: Ellen Spalding

Administration: James Colbert, Jr., County School Superintendent; Jesus Amezcua, CPA, Assistant Superintendent for Business Services; Kimberly McLeod, Assistant Superintendent for Education and Enrichment; and Jonathan Parker, Assistant Superintendent for Academic Support

Jay Atkins, Director Construction; Darlene Breaux, Director Research and Evaluation; Karla Cantu, Board Secretary; Lisa Caruthers, Director CASE for Kids; Carie Crabb, Senior Director Therapy Services; Curtis Davis, Director Records Management; Jeff Drury, Director Choice Partners Cooperative; Eduardo Honold, Director Adult Education; Tammy Lanier, Director Communication & Public Engagement; Greg Lookabaugh, Senior Director Facilities; Anthony Mays, Senior Director Schools Division; Bill Monroe, Director Purchasing; Venetia Peacock, Senior Director Head Start; Gayla Rawlinson, Director Center for Grants Development; Helen Spencer, Chief Information Officer; Rosa Maria Torres, Chief Accounting Officer; Natasha Truitt, Executive Director Human Resources; Arthur Vu, Director Technology; Jimmy Wynn, Special Assistant to Superintendent; Lidia Zatopek, Director Alternative Certification

Visitors: Elizabetha Bjerkle; Amy Hinojosa; Johnathan Miller; Danny Norris; Josh Wallenstein

1. **Invocation** - Cora Day, Choice Partners Cooperative
2. **Pledge of Allegiance to the US flag** - Cassandra Citizen, Choice Partners Cooperative
3. **Pledge of Allegiance to the Texas flag** - Cassandra Citizen, Choice Partners Cooperative
4. **Open Forum** - Gov't Code 551.003 (5) - Public Participation. Pursuant to Policy BED (Local), a citizen who wishes to speak may do so by completing a participation request card available at the Board room at least 10 minutes prior to a regular Board meeting.

Johnathan Miller addressed the Board regarding the upcoming elections and the importance of fighting for HCDE, particularly the LGBT students.

Josh Wallenstein addressed the Board regarding the safety and security of schools in the wake of the Marjory Stoneman Douglas High School shooting in Parkland, Florida, and expressed the importance of the Intruderology training provided by HCDE. He also spoke on the importance of Board members adhering to their own policy and not violating it by engaging in conflicts of interest, citing Mike Wolfe as an example.

5. **Reports and presentations:**

A. **Superintendent Monthly Report** - James Colbert, Jr. presented his monthly report and discussed the following events.

- 1) *Early Childhood Winter Conference*
- 2) *TASA (Texas Association of School Administrators) Midwinter Conference*
- 3) *Head Start Center Managers' Appreciation Luncheon*
- 4) *Texas Alliance of Black School Educators Annual Conference*
- 5) *Scholastic Art and Writing ceremonies*
- 6) *Spring Break Holiday*

B. **Annual update on the HCDE Choice Partners Cooperative** - Jeff Drury, Director

C. **Report of the Board Feasibility Subcommittee** - Don Sumners reported on the Development Committee meeting.

D. **Other reports from Board members** concerning attendance or participation in a board or HCDE-related conference, event, activity, or committee; accolades for an HCDE staff member or other deserving person.

Diane Trautman reported on her attendance to the Head Start federal review meeting along with several of the Head Start Policy Council parents; her attendance to the Houston Community College Black history scholarship gala along with former HCDE trustee, Howard Jefferson.

Erica Lee Carter acknowledged Black History Month; reported on her attendance to the community luncheon at the Early Childhood Winter Conference; the TABSE/HCC and HCDE college and career readiness program; and she reminded everyone of early voting and election day.

Louis Evans reported on the Houston Chronicle article he read regarding Helen Spencer.

- E. **Monthly Financial Reports through 01/31/2018** - Jesus Amezcua, Assistant Superintendent for Business Services

Diane Trautman exited the room at 1:57 p.m. and returned at 1:58 p.m.

Erica Lee Carter requested to remove items 6.D.1. and 6.D.5. from the consent agenda

Louis Evans requested to remove items 6.C. 4. and 6.C. 9. from the consent agenda.

Motion made by George Moore, seconded by Diane Trautman to approve the remaining items on the consent agenda with the exception of items 6.C.4., 6.C.9., 6.D.1. and 6.D.5.

Motion passes with 6-0 voting to approve remaining items in the consent agenda with the exception of items 6.C.4., 6.C.9., 6.D.1. and 6.D.5.

6. **ACTION ITEMS - CONSENSUS**

A. Consider approval of the following Business Services items:

1. January Disbursement Report
2. Monthly Budget Amendment Report
3. Monthly Investment Report for January 2018

B. Consider approval of the following Board Meeting Minutes

1. 01/24/2018 Audit Committee Meeting
2. 01/24/2018 Board Meeting

C. Consider approval of the following items for the HCDE Choice Partners Cooperative:

1. **Contract renewal option for job no. 14/002DA for Online Tutoring with the following vendors:** Focus Cares, Inc. dba Focus EduVation, Inc., for the period of 04/15/2018 through 04/14/2019.
2. **Contract renewal option for job no. 14/016DG for Graduation, Yearbooks and Commemorative Items with the following vendors:** Pride and Recognition, Inc. d/b/a Balfour Company; Taylor Publishing Company d/b/a Balfour Publishing; Graduate Sales & Recognition, LLC d/b/a Herff Jones and Jostens, Inc. for the period of 04/15/2018 through 04/14/2019.
3. **Contract renewal option for job no. 15/002CG for Disaster Recovery Consultants with the following vendor:** Adjusters International, Inc. for the period 04/21/2018 through 04/20/2019.
5. **Contract renewal option for job no. 15/008KC for Travel Services with the following vendors:** GBT Inc., d/b/a AFC Transportation and BH Goodman Bus Service, for the period 04/21/2018 through 04/20/2019.
6. **Contract renewal option for job no. 15/019KC for Uniforms and Accessories - Purchase and Rental with the following vendors:** Varsity Brands Holding Co., Inc.

d/b/a BSN Sports, LLC, Corporate Incentives, Inc., Fruhauf Uniforms, Inc., JW Drouin & Associates, LP d/b/a J. Harding & Co., Texas Motion Sports LLC, and Triple D Uniform Rental, Inc., for the period 04/21/2018 through 04/20/2019.

7. **Contract renewal option for job no. 15/020CG for Materials, Parts, Equipment, Supplies and Related Items for Maintenance and Operations with the following vendors:** Alklean Industries, Inc., Eagle Mountain Flag & Flagpole, Lady Liberty Flag and Flagpole, Micro-X1 Inc., and Visiontron Corporation for the period 04/21/2018 through 04/20/2019.
8. **Contract renewal option for job no. 15/023JN for Tree Trimming, Landscaping, Debris Removal and Other Related Services with the following vendors:** Asplundh Tree Expert Company; Yellowstone Landscape; The F. A. Bartlett Tree Expert Company d/b/a Bartlett Tree Experts; Central Landscape & Maintenance and Metropolitan Landscape Management, Inc. for the period 04/21/2018 through 04/20/2019.
10. **Contract renewal option for job no. 16/011MP for Fine Paper and Related Items with the following vendors:** Western - BRW Paper Company, Inc. d/b/a Bosworth Papers, Inc. and Butler Business Products, LLC for the period 04/01/2018 through 03/31/2019.
11. **Contract renewal option for job no. 16/022CG for Carpet Cleaning and Related Items with the following vendors:** Bono Care, LLC d/b/a Corporate Care, and The King's Southern Division, LLC d/b/a The Kings for the period 04/19/2018 through 04/18/2019.
12. **Contract renewal option for job no. 17/028KC for Event Rentals and Related Goods & Services with the following vendor:** Southern Sound System, Inc. d/b/a Southern Sound & Lighting for the period 04/18/2018 through 04/17/2019.
13. **Contract award for job no. 18/002KD for Art Supplies and Related Items with the following vendors:** Blick Art Materials, LLC dba Blick Art Materials; Butler Business Products, LLC; Earlychildhood, LLC dba Discount School Supply; Liberty Data Products, Inc. dba Liberty Office Products; Nasco Education, LLC dba Nasco; Pyramid Paper Company dba Pyramid School Products; S&S Worldwide, Inc.; School Specialty, Inc. and Standard Stationery Supply Company for the period 04/01/2018 through 03/31/2020.
14. **Contract award for job no. 18/003KD for Athletic Supplies and Related Items with the following vendors:** Varsity Brands Holding Co., Inc. dba BSN Sports, LLC; Nasco Education, LLC dba Nasco; Orr Textile Company, Inc.; Pyramid Paper Company dba Pyramid School Products; S&S Worldwide, Inc. and School Specialty, Inc. for the period 04/01/2018 through 03/31/2020.

15. **Contract award for job no. 18/004KD for Classroom Teaching Supplies and Related Items with the following vendors:** Butler Business Products, LLC; DGS Educational Products; Liberty Data Products, Inc. dba Liberty Office Products; Pyramid Paper Company dba Pyramid School Products and School Specialty, Inc. for the period 04/01/2018 through 03/31/2020.
16. **Contract award for job no. 18/005KD for Food Service Supplies and Related Items with the following vendors:** Ace Mart Restaurant Supply Company; American Pride Paper & Plastic; Butler Business Products, LLC; Calico Industrial Supply, LLC; Gulf Coast Paper Co., Inc.; Liberty Data Products, Inc. dba Liberty Office Products and Wallace Packaging, LLC for the period 04/01/2018 through 03/31/2020.
17. **Contract award for job no. 18/006KD for Medical Supplies and Related Items with the following vendors:** CVS Pharmacy, Inc.; HeartSafe America, Inc.; Priscilla M. Ayerite dba NAO Global Health, LLC; Products Unlimited, Inc.; Pyramid Paper Company dba Pyramid School Products; School Health Corporation and Tree Enterprises, LLC for the period 04/01/2018 through 03/31/2020.
18. **Contract award for job no. 18/007KD for Janitorial Supplies and Related Items with the following vendors:** Buckeye International, Inc. dba Buckeye Cleaning Center - Houston; Conroe Paper & Chemical d/b/a Crown Paper & Chemical; High Point Sanitary Solutions; Liberty Data Products, Inc. dba Liberty Office Products and Orr Textile Company, Inc. for the period 04/01/2018 through 03/31/2020.
19. **Contract award for job no. 18/008KD for Office Supplies and Related Items with the following vendors:** Butler Business Products, LLC; Challenge Office Products, Inc.; Liberty Data Products, Inc., d/b/a Liberty Office Products; DD Office Products, Inc. d/b/a Liberty Paper; National Art & School Supplies; Pyramid Paper Company dba Pyramid School Products; School Specialty, Inc. and Standard Stationery Supply Company for the period 04/01/2018 through 03/31/2020.
20. **Contract award for job no. 18/009KD for Technology Supplies and Related Items with the following vendors:** Butler Business Products, LLC; School Specialty, Inc. and Southern Computer Warehouse, Inc. for the period 04/01/2018 through 03/31/2020.
21. **Contract award for job no. 18/029JN for JOC/CSP for IDIQ Minor Construction, Maintenance, Repair, Alteration, Renovation and Remediation Services with the following vendors:** The BMS Enterprises, Inc., d/b/a Blackmon Mooring of Texas, Inc.; Centennial Moisture Control, Inc.; Falkenberg Construction Co., Inc.; Floors 2 Adore; Jamail & Smith Construction, LP; Mid-Continental Co. Inc.; Mooring Recovery Services, Inc.; Near Future, LLC; Radius Design Works, LLC; Reliable Commercial Roofing Services, Inc.; Craig Schmidt, d/b/a SDB Contracting Services; Sterling Structures, Inc.; Pounds Group, LLC, d/b/a Sullivan Contracting Services; The Fence Lady, Inc. and JR Thomas Group, Inc. for the period 02/28/2018 through 02/27/2020.
22. **HCDE Interlocal Agreements with:** Castleberry Independent School District, Fort Worth, Texas; Gastonia Scurry Special Utility District, Scurry, Texas; International Educational Services, Los Fresnos, Texas; City of Sierra Vista, Sierra Vista, Arizona

23. **Assignment of contract for job no. 15/031CG-07 for Furniture Related Items & Services:** from ESI Ergonomic Solutions, LLC to Fellowes, Inc., effective upon Board approval. Fellowes, Inc has acquired assets related to government contracts business from ESI Ergonomic Solutions, LLC.
- D. Consider approval of the following items for Internal Purchasing:
2. **Contract renewal options for job no. 15/063YR-4 for CASE After School and Summer Direct Service Providers with the following vendors:** Dance & Gymnastics, USA; Cam Fire Art Workshops; Abelitoart Appreciation; and Brazilian Arts Foundation for the period of 05/02/2018 through 05/01/2019.
 3. **Contract renewal option for job no. 16/014YR for Early Head Start Child Care Partnerships with the following vendor:** Deskot, LLC dba Kool Kids Daycare for the period of 05/02/2018 through 05/01/2019.
 4. **Contract award for job no. 18/031MR for Mobile Applications Development with the following vendors:** Appddiction Studio, Hacking Solutions, Lone Star Security Shield, Inc, and Mobile Programming for the period of 03/01/2018 through 02/28/2023.

The Board considered items 6.C.4. and 6.C.9. in the same motion.

- 6.C.4. **Contract renewal option for job no. 15/006MP for Technology Products & Services with the following vendor:** Insight Investments, LLC d/b/a Insight Financial Services for the period 02/24/2018 through 02/23/2019.
- 6.C.9. **Contract renewal option for job no. 16/002CG for Indoor Outdoor LED Lighting with the following vendor:** Consolidated Electrical Distributors, Inc., from 02/23/2018 through 02/22/2019.

Motion made by Eric Dick, seconded by George Moore to approve a contract renewal option for job no. 15/006MP for Technology Products & Services with the following vendor: Insight Investments, LLC d/b/a Insight Financial Services for the period 02/24/2018 through 02/23/2019 and a contract renewal option for job no. 16/002CG for Indoor Outdoor LED Lighting with the following vendor: Consolidated Electrical Distributors, Inc., from 02/23/2018 through 02/22/2019.

Motion passes with 6-0 voting to approve.

- 6.D.1. **Contract renewal options for job no. 15/028LB for CASE After School and Summer Direct Service Providers with the following vendors:** Kids Robotic Academy, LLC and Dinky Drum Company, LLC for the period of 04/21/18 through 04/20/2019.

Motion made by Eric Dick, seconded by George Moore to approve contract renewal options for job no. 15/028LB for CASE After School and Summer Direct Service Providers with the following vendors: Kids Robotic Academy, LLC and Dinky Drum Company, LLC for the period of 04/21/18 through 04/20/2019.

Motion passes with 5-0-1 voting to approve with Erica Lee Carter abstaining.

- 6.D.5. **Contract award for job no. 18/034MR for Contracted Services for Choice Partners with the following vendors:** Ann Marie Harbour, Robert Marraro Consulting, and Shira J. Sherer for the period of 03/01/2018 through 02/28/2023.

Motion made by Eric Dick, seconded by Diane Trautman to approve a contract award for job no. 18/034MR for Contracted Services for Choice Partners with the following vendors: Ann Marie Harbour, Robert Marraro Consulting, and Shira J. Sherer for the period of 03/01/2018 through 02/28/2023.

Motion passes with 6-0 voting to approve.

7. **ACTION ITEMS - NON-CONSENSUS**

- A. **Consider approval of the 2018-2019 HCDE Work/Holiday Calendar.**

Motion made by Erick Dick, seconded by Louis Evans to approve the 2018-2019 HCDE Work/Holiday Calendar.

Motion passes with 6-0 voting to approve.

- B. **Consider use of the job order contracting method of project delivery/contract award (in accordance with Policy CV (Local)) and consider approval of the Master Job Order Contract with Facilities Sources for job no. 16/054JN** for the interior renovations at the Fortis Academy campus in the amount not to exceed \$718,870.11.

Motion made by Eric Dick, seconded by Diane Trautman to approve the use of the job order contracting method of project delivery/contract award (in accordance with Policy CV (Local)) and consider approval of the Master Job Order Contract with Facilities Sources for job no. 16/054JN for the interior renovations at the Fortis Academy campus in the amount not to exceed \$718,870.11.

Motion passes with 6-0 voting to approve.

- C. **Consider approval of Master Job Order Contract with Construction Masters for job no. 15/041JN** for exterior improvements at the Fortis Academy campus in the amount not to exceed \$121,206.

Motion made by Diane Trautman, seconded by George Moore to approve the Master Job Order Contract with Construction Masters for job no. 15/041JN for exterior improvements at the Fortis Academy campus in the amount not to exceed \$121,206.

Motion passes with 6-0 voting to approve.

- D. **Consider approval of an agreement with TXU Energy (Job no. 16/052JN)** for a term of sixty (60) months beginning July 2019 at a rate not to exceed \$.0405 per/kwh and consider delegating authority to the Superintendent or his designee to renegotiate and execute the contract at more favorable terms should they occur.

Motion made by Eric Dick, seconded by Erica Lee Carter to approve an agreement with TXU Energy (Job no. 16/052JN) for a term of sixty (60) months beginning July 2019 at a rate not to exceed \$.0405 per/kwh and consider delegating

authority to the Superintendent or his designee to renegotiate and execute the contract at more favorable terms should they occur.

Motion passes with 6-0 voting to approve.

- E. **Consider approval of Amendment #1 to the Service Agreement with ChildCare Careers, LLC** (RFP # 13/040KJ) in an amount not to exceed \$108,080 (increase of \$50,000) and with Zenith Learning (Zenith Premier, Inc.) (RFP # 17/017LB) in an amount not to exceed \$145,000 (increase \$75,000) to provide substitute Teachers and Teaching Assistants to the HCDE Area I Head Start/Early Head Start program for the period of 03/01/2018 through 12/31/2018 (fully funded by Head Start).

Motion made by Eric Dick, seconded by Diane Trautman to approve Amendment #1 to the Service Agreement with ChildCare Careers, LLC (RFP # 13/040KJ) in an amount not to exceed \$108,080 (increase of \$50,000) and with Zenith Learning (Zenith Premier, Inc.) (RFP # 17/017LB) in an amount not to exceed \$145,000 (increase \$75,000) to provide substitute Teachers and Teaching Assistants to the HCDE Area I Head Start/Early Head Start program for the period of 03/01/2018 through 12/31/2018 (fully funded by Head Start).

Motion passes with 6-0 voting to approve.

- F. **Consider approval of Amendment #2 to the Service Agreement with Valley Services, Inc. (RFP # 17/003YR).** This amendment modifies the contract from \$78,269 to an amount not to exceed \$128,269 (\$50,000 increase) due to additional meals needed for the remainder of the year (fully funded by Head Start).

Motion made by Eric Dick, seconded by George Moore to approve Amendment #2 to the Service Agreement with Valley Services, Inc. (RFP # 17/003YR). This amendment modifies the contract from \$78,269 to an amount not to exceed \$128,269 (\$50,000 increase) due to additional meals needed for the remainder of the year (fully funded by Head Start).

Motion passes with 6-0 voting to approve.

- I. **Consider approval to submit a carryover funds request to the Department of Health and Human Services to carry forward \$1,568,174** of unobligated funds for Early Head Start Child Care Partnerships Grant. The previous grant ended on 08/31/2017. This request is to utilize funds for the 2017-2018 budget year.

Motion made by Diane Trautman, seconded by Eric Dick to approve the submission of a carryover funds request to the Department of Health and Human Services to carry forward \$1,568,174 of unobligated funds for Early Head Start Child Care Partnerships Grant. The previous grant ended on 08/31/2017. This request is to utilize funds for the 2017-2018 budget year.

Motion passes with 6-0 voting to approve.

J. Consider second reading and approval of Policy BE(Local).

Motion made by Erica Lee Carter, seconded by George Moore to approve the second reading and approval of Policy BE(Local).

Motion to amend made by Erica Lee Carter, seconded by Diane Trautman to the section Meeting by Videoconference Call. The following language will be added to allow Board members to participate in regular and committee Board meetings via videoconferencing in very limited circumstances,

"...except when extenuating circumstances are present such as, but expressly not limited to, board members being out of the state of Texas, medical issues prohibiting personal attendance and the like, but such that participation shall be limited to no more than three meetings per school year. Board members desiring to participate in a meeting by videoconference call may submit a request to do so in writing or by e-mail to the Board president no later than midnight on the fifth calendar day before a regular meeting and 96 hours before a called special meeting. The Board president shall grant a board member's request to participate in a meeting via videoconference call if extenuating circumstances are present in accordance with this policy or if at least three (3) Board members concur with the request."

Motion as amended, as presented in the book and as presented above passes with 6-0 voting to approve.

The Board entered into Executive Session at 2:45 p.m.

8. **EXECUTIVE SESSION** Under the Texas Government Code pursuant to any and all purposes permitted by Sections 551.001-551.084, including, but not limited to: 551.071; 551.074
 - A. **Deliberate supplemental duty pay for the Senior Grant Accounting Clerk.**
 - B. **Deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of HCDE employees.**

The Board entered into Open Session at 3:18 p.m.

9. **RECONVENE** for possible action on items discussed in executive session
 - A. **Consider approval of supplemental duty pay for the Senior Grant Accounting Clerk.**

Motion made by Eric Dick, seconded by Diane Trautman to approve supplemental duty pay for the Senior Grant Accounting Clerk.

Motion passes with 6-0 voting to approve.

10. **INFORMATION ITEMS**
 - A. **Human Resources Information Items**
 - B. **January 2018 Employee Count**

- C. **Memorandum of Understanding Contract (non-monetary) for participation in the Every Hour Counts National Learning Community:** In 2016 CASE for Kids was selected to as one of 13 cities and regions from around the country to become part of the Every Hour Counts *National Learning Community*. In order to increase the number of quality after-school programs available to young people, Every Hour Counts intermediary organizations are building systems of support in their cities that help shape and strengthen the complex relationships between after-school programs, public schools, community organizations, local leadership and funders.
- D. **Revenue contracts less than \$50,000 (aggregate amount reported for this period is (\$88,025):**
- Between Teaching Learning Center and Spring ISD - for ELA Support for Teachers - Coaching and PLC Suport Planning for the period of 2/5/2018 - 5/1/2018 in a revenue amount of \$17,000.
 - Between Teaching Learning Center and Sheldon ISD - Coach and lead teachers with creating mini-lessons for in-class intervention for the period of 1/5/2018 - 8/31/2018 in a revenue amount of \$\$6,400.
 - Between Teaching Learning Center and Lamar CISD - Coaching and planning in PLC for the period of 2/2/2018 - 6/11/2018 in a revenue amount of \$7,200.
 - Between Teaching Learning Center and Goose Creek ISD - Junior Schools Science Lab training for the period of 8/15/2018 - 8/15/2018 in a revenue amount of \$1,200.
 - Between Teaching Learning Center and Southwest Schools Mangum Elementary - Coaching, curriculum and modeling lessons for the period of 1/25/2018 - 5/30/2018 in a revenue amount of \$20,000.
 - Between School-Based Therapy Services and Angleton ISD for the period of 9/1/2017 - 8/16/2018 in a revenue amount of \$36,225.
- E. **Submission of a \$1,600 grant request to KidsGardening to support HCDE's Area I Head Start Garden Program.** This program would use food and nutrition education to teach the importance of healthy lifestyles to 1,230 students and their families at 15 centers.
- F. **Notice of the CASE for Kids Partnership Project Request for Proposals for Fiscal Year 2018-2019.** Each spring CASE for Kids administers a request for proposal process to select our Partnership Project campuses for the upcoming fiscal year. Successful applicants will demonstrate the ability to provide a comprehensive program and utilize funds as a supplemental resource to target students in need of academic assistance.
- G. **HCDE Area I Head Start Performance Report** for the month of December 2017
- H. **HCDE Donation/Sponsorship Report for the Month of January 2018.**

11. **ADJOURN** - Next regular meeting is scheduled for Wednesday, April 18, 2018, Board Room, 6300 Irvington Blvd., Houston, Texas, 77022, at 1:00 p.m.

Motion made by Don Sumners, seconded by Eric Dick to adjourn the meeting.

Motion passes with 6-0 voting to adjourn the meeting.

The meeting adjourned at 3:19 p.m.