APPROVED

KANSAS STATE BOARD OF EDUCATION
Meeting Minutes

December 8, 2009

CALL TO ORDER

Chairman Waugh called the December meeting of the State Board of Education to order at 10:00 a.m., December 8, 2009 in the Board Room of the Kansas Education Building, 120 SE 10th Avenue, Topeka, Kansas. 12/08/09 a.m. session audio archive (0:05:10)

ROLL CALL

Members present were:

John Bacon	Jana Shaver
Carolyn L. Wims-Campbell	Sue Storm
Sally Cauble	Janet Waugh
Walt Chappell	Ken Willard
David Dennis	

Mrs. Martin was not present because of the weather, but planned to join the meeting by phone at the time for the deliberations in the Terrance Vick licensure case.

STATE BOARD MISSION STATEMENT, MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Chairman Waugh read the Mission Statement of the Board and then called for a moment of silence. The moment of silence was followed by the recitation of the Pledge of Allegiance. (0:05:43)

APPROVAL OF THE AGENDA

Chairman Waugh indicated that members had a copy of revised item 14h., to which an additional request for a license for a driver training school had been added. Ms. Storm asked that the Legislative Coordinator's report immediately follow Deputy Commissioner Dennis' *Legislative Matters* for the current and future meetings. Mrs. Storm moved, with a second by Mr. Willard, that the agenda be approved as amended. The motion carried 9-0, with Mrs. Martin absent. (0:07:27) **MOTION** (0:08:17)

APPROVAL OF MINUTES

The Chair asked for approval of the minutes for the October special meetings and the November 2009 regular Board meeting. Discussion followed about what should be included in the minutes, but there was no Board consensus to change the way they were currently being written. (0:9:31)

Mrs. Shaver moved, with a second by Ms. Storm, that the minutes be approved as presented. Further discussion followed. The motion carried 8-1, with Chappell voting in opposition. **MOTION** (0:15:01)

COMMISSIONER'S REPORT

Interim Commissioner DeBacker shared with the Board information regarding the Race to the Top (RTTT) grant. Dr. DeBacker reviewed what would be required of local districts in the state, one of which is a requirements that local education agencies (LEAs) must sign a Memorandum of Understanding (MOU) agreeing to the State's plan for education reform according to the four priority areas. Discussion followed and Dr. Debacker provided clarification and answered Board members' questions. There was a break in the discussion to allow the Citizens' Open Forum to proceed. (0:20:24)

CITIZENS' OPEN FORUM

(0: 36:43) Chairman Waugh declared the Citizen's Open Forum open at 10:32 a.m. Sarabeth Farney, a a retired educator from Wichita, spoke to the Board requesting it reissue an educator license to Terrance Vick. Mr. Vick, Grandview, Missouri, spoke on his own behalf requesting that the Board reissue his license.

Chairman Waugh declared the Open Forum closed at 10:44 a.m.

RECOGNITION OF 2009 MILKEN NATIONAL EDUCATOR

(0:49:15) Bradley Nicks, a mathematics teacher at Shawnee Heights High School in Tecumseh, was recognized by the Board for being the only Kansas educator to receive the prestigious 2009 Milken Family Foundation National Educator Award. He briefly addressed the Board.

COMMISSIONER'S REPORT (continued)

(0:54:21) There were further Board comments and Dr. DeBacker answered additional questions about the Race to the Top grant, including questions about the timeline and the scoring of different elements required in the state plan.

RECOGNITION OF NATIONAL FINALISTS FOR THE PRESIDENTIAL AWARDS FOR EXCELLENCE IN MATHEMATICS AND SCIENCE TEACHING

(01:23:55) The Board had the opportunity to hear from DeAnn Swofford, a sixth grade science teacher at Pioneer Ridge Middle School, Gardner-Edgerton USD 231. She was one of the two 2008 National Finalists for the Presidential Awards for Excellence in Mathematics and Science Teaching from Kansas. Sherry Helus, a third grade teacher at Wamego West Elementary School, Wamego USD 320, received the finalist award in elementary mathematics but was unable to attend the meeting because of the weather.

BREAK
(01:38:25) The Board took a break at 11:33 and the meeting resumed at 11:50 a.m. Mrs. Martin joined the meeting by phone at the end of the break.

RECESS FOR DELIBERATIONS REGARDING THE TERRANCE VICK CASE REQUEST FOR LICENSURE

MOTION
(01:59:04) Chairman Waugh asked for a motion for the Board to recess for the purpose of deliberations in the Terrance Vick case. Board Attorney Ferguson and Department Attorney Ireland answered questions and explained the deliberative process. Mrs. Martin moved that the Kansas State Board of Education recess the open meeting for the purpose of deliberating on the Professional Practices Commission recommendations regarding the Terrance D. Vick licensure case and that the open meeting resume at 1:30 p.m. Mr. Ferguson, Mr. Ireland and Commissioner DeBacker were asked to stay and participate. Mrs. Wims-Campbell seconded the motion. The motion carried 7-2-1, with Bacon and Chappell voting "no" and Willard abstaining. The open meeting resumed at 1:30 p.m.

PRESENTATION ON QUALITY PERFORMANCE ACCREDITATION

12/08/09 p.m. session audio archive (0:04:21)
MOTION
(0:30:20) Dr. Julie Ford, Director of Title Programs and Services at KSDE, and Teresa White, Education Program Consultant at KSDE, gave an overview of the Kansas Quality Performance Accreditation (QPA) process. After a discussion QPA graduation requirements, it was moved by Mr. Dennis and seconded by Mr. Willard that the State Board look more closely at state graduation requirements (regulation 91-31-35). Brief discussion followed and the motion carried 10-0.

Additional discussion followed regarding the connection between QPA and NCA AdvancED accreditation. It was requested that the QPA PowerPoint presentation be e-mailed to Board members.

The State Board took a break from 2:36 until 2:49 p.m. **BREAK** (01:08:52)

LEGISLATIVE MATTERS

Budget Issues **MOTION** (01:15:45)

Deputy Commissioner Dennis reviewed state general fund history and projections from FY 2008 through FY 2010. He also reviewed factors such as increased enrollment and a increase in at-risk students and a decrease in assessed valuations that were putting additional pressure on funding from the state general fund. In addition to budget information provided at earlier meetings, he also reviewed the budget cuts affecting the Education Department and shared a print-out of estimated major state aid reductions for each school district for the 2009-2010 school year and information on school district cash-flow challenges. Discussion followed.

Legislative Coordinator's Report

Ms. Storm reported she had begun her visits of the legislative leadership and that she and Chairman Waugh also had a meeting scheduled with the Governor. She recommended that Board members visit with their legislators and pose a question to them about how they would recommend school districts get through the current budget crisis. She also discussed a proposal she had heard at a legislative forum regarding removing some of the sales tax exemptions that had been enacted over the last few years and the fiscal impact that could have. (02:21:19)

2010 Legislative Recommendations (02:30:39)

In light of the hour and items yet to be addressed on the agenda, the Board discussed how to proceed with legislative proposals, particularly several Dr. Chappell had e-mailed to Board members prior to the meeting. Mr. Dennis moved that the State Board of Education not address Dr. Chappell's eight legislative proposals. Mrs. Wims-Campbell seconded the motion. Discussion followed. Ms. Storm offered an amendment to the motion that would remove Dr. Chappell's recommendation about school nurses from the motion for discussion at a future time. Mr. Dennis and Mrs. Wims-Campbell agreed to the amendment. The motion carried 6-4, with Bacon, Chappell, Martin and Willard voting in opposition. **MOTION** (02:37:53)

Ms. Storm moved that the Board direct staff to gather information regarding nurses administering over-the-counter medications and providing emergency care when it is in the best interest of the child and that a presentation be made at the January meeting. After clarification of the motion, it was seconded by Mrs. Wims-Campbell. Discussion followed. The motion carried 8-2, with Martin and Cauble voting in opposition. **MOTION** (02:50:31)

ACT ON APPLICATION FOR A TEACHING LICENSE FROM TERRANCE VICK

Mr. Willard moved, with a second by Mr. Dennis, that the Kansas State Board of Education deny the application of Terrance D. Vick for licensure and that findings of fact and conclusions be prepared consistent with the State Board's deliberations in support of its final action. Discussion followed. The motion carried 6-4, with Chappell, Wims-Campbell, Storm and Cauble voting in opposition. **MOTION** (02:55:53)

Mr. Dennis moved, with a second by Mr. Bacon, that the findings of fact and conclusions prepared and presented to the Board in the Terrance Vick licensure case be adopted by the Board. Discussion followed. The motion carried 7-3, with Chappell, Storm and Wims-Campbell voting in opposition. **MOTION** (03:08:20)

CONSENT AGENDA

MOTION
(03:20:28)

Mr. Dennis moved, with a second by Mrs. Mrs. Martin, that the State Board approve the Consent Agenda as presented. The motion carried 10-0. In the Consent Agenda the State Board:

- Received the monthly personnel report.
- Confirmed the appointment of Jenny Oxandale to the position of Public Service Executive I on the Title Programs & Services team effective November 9, 2009, at an annual salary of $46,092.80.
- Approved school construction plans for USD 410, Durham/Hillsboro/ Lehigh Public Schools; USD 432, Victoria; USD 398, Peabody-Burns; USD 457, Garden City; USD 327, Ellsworth/Kanopolis/Genesso ; USD 232, De Soto; USD 383, Manhattan-Ogden; USD 262, Valley Center; and USD 210, Hugoton.
- Approved requests for waivers for individuals to serve outside their area of endorsement in districts as follows: *Adaptive Special Education:* Cheryl Barton and Maureen Smith; USD 253; Emilee Moss, Craig Lindsey, Carla Wirths, Jason Gardner, Rodney Hilton and Mary Patty, USD 259; Joshua Kelly, Meghan Bloomquist, Katie Mattison, James Morris, Karen Waters and Andi Hall, USD 261; Diana Boley, Jessica Shulda, Brad Treaster and Linda Renken, USD 273; Dedra Adcock, USD 290; Mark Shreve, USD 321; Julie Doebele, Carrie Stensaas, Jodi McManus and Kristina Kindel, USD 333; Ann Tweedy, USD 345; Denise Scheibmeir and Jared Martin, USD 368; Macie Frey, USD 383; Denise Dolechek and Kathryn George, USD 428; Kimberly Brown, USD 450; Christine Clark, USD 465; Traciann Petite, Allison Knarzer, Gianetta Brooks, Felicia Gawith, Melissa Parker, Kelly Carmody, Freda Felton and Tina Nelson, USD 475; Hannah Burdette, USD 490; Morgan Grippin, USD 495; Neil McKay-Jones, USD 501; Jana Myers, D0602; Deborah Koehn, Jenna Polok, Brooke Hollon and Kathy Poe, D0605; Sharon Stockton, D0613; Adrienne Geiger, D0616; Christine Herbel, D0617; Michelle Detienne Murphy, Adam Hinkle and Phyllis Major, D0618; Daryle Bookout, Amy Mader, Heather Berckefeldt, Aaron Poston and Alison Geitz, D0620; Kristi Chalk, James Stanton, James Graham, Christin Tucker, Lisa Urban and Vaughn Miller, D0711; Lindsey Graf, Brad Shelton, Nicole Seymour, Mary Monzyk, Jennifer Bishop, Tara Vandelinde, Alicia Bradshaw, Carie Latinis-Yeo, Tonya Keim, Shelby Noonan, Anthony Di Salvo and Andrew Pinnell, D0713; Tina Bruna, D0716; *Chemistry/Physics - Extension on the number of day under an emergency substitute license:* Eric Chaney, USD 232; *Early Childhood Special Education:* Jessica Nelson, C0036; Alisa Hart, USD 253; Kiley Nelson, USD 261; Crystal Cosand, USD 333; Alisa Self, USD 368; Lydia Smith, USD 405; Kacie Lockyear, USD 465; Esther Jewell, D0605; Angela Funderburk, D0620; *Early Childhood/Pre-School:* Antoinette Karjala, USD 243; Elizabeth Jacobs, USD 259; Mary Good, USD 490; *Earth Space Science:* Richard Pierce, USD 506; *Elementary - Extension on the number of day under an emergency substitute license:* Jennifer Rodriguez, USD 459; *English as a Second Language:* Kelly Ledesma, Lisa Muldoon and Meghan Bird, USD 233; Tara Warhurst, Cynthia Kuronya, Bonnie Young and Erin Stahl, USD 253; Melissa Savolt, Juan Sanchiz Garcia, Amy Jennings, Kevin Perez, Patience Deroo and Ted Peterson, USD 457; *Family and Consumer Science – Extension on the number of day under an emergency substitute license:* Kathryn Gibson, USD 417; *Functional Special Education:* Lori Honas and Andrea Burgos, USD 259; Kathy Schmidt, USD 260; Sharon Vest, D0616; Bobbi Allison, D0637; *General Science:* Lindsey Smith, USD 506; *Gifted:* Melinda Gray, USD 102; Jamie Houser, USD 261; Jay Gilliland, USD 336; Linda Heine and Martha Wondra, USD 428; Rebecca Summers, USD 460; Robert Burcher, USD 495; Kelly Chambers, D0620; Peter Muraski, D0716; *Journalism:* Shelly Walston, USD 266; *Library Media Specialist:* Georgia Sweetwood and Rachel Schneeberger, USD 470; *Math:* Teresa Smith, USD 218; Holly Vanatta, USD 259; Michelle Hilliard, USD 266; Scott Carson, USD 506; *Middle school science - Extension on the number of day under an emergency substitute license:* Teddi Suzanne Winfrey, USD 476; and *Visual Impaired:* Deborah Sargent, USD 480.
- Issued 2010 licenses (from January 1, 2010 to December 31, 2010) to the following recommended commercial driver training schools: Behind The Wheel Defensive Driving School, Wichita; Behind the Wheel, Inc, Overland Park; Bi-State Driving School, Overland Park; Buggin' & Cruisin Driving School, LLC, Olathe; BWB Driving Academy, Inc, Olathe; Drive Right School of Johnson County, Overland Park; Drive Right School of

Lawrence, Lawrence; Drive Right School of Wichita, Wichita; HyPlains Driving School of Garden City, Garden City; HyPlains Driving School, Inc, Dodge City; Jumpstart Driving School, Manhattan; KDR Driving School, Salina; Little Apple Driving School, Manhattan; Midwest Driving School, Lawrence; Motorcycle Rider Education, Wichita; Royal Driving School, Salina; Safety First Driving, Olathe; Sunflower Driving School, Topeka; The Driving School, Liberal; The Driving School of Dodge City, Dodge City; Topeka Driving School, Inc, Topeka; Varsolona Driving School, Frontenac; Wichita Collegiate Commercial Driving School, Wichita; Wichita Driving School East, LLC, Wichita; Wichita Driving School, Inc, Wichita; and Twin City Driver Education, Overland Park.

Contracts Approved:

The State Board authorized the *Commissioner of Education* to negotiate and enter into a contract with:

- Rolf Blank and John Smithson of the Council of Chief State School Officers (CCSSO) to do an alignment study of the Kansas Curricular Standards for English to Speakers of Other Languages (ESOL) with Kansas Reading and Literature Standards and Kansas Curricular Standards for Mathematics, in an amount not to exceed $20,280;
- Dr. Norman Webb for alignment of the Kansas English Language Proficiency Assessment and the English of Speakers of Other Languages (ESOL) Standards in an amount not to exceed $19,440; and
- Dr. Renee' Patrick as a sole source contractor to provide statistical support for the School Readiness Project, in an amount not to exceed $15,000.

DELIBERATIONS IN THE DOUGLAS S. WRIGHT CASE

MOTION
(03:22:00)

Chairman Waugh suggested that the Board take a ten minute break and go into deliberations in the Wright case at 5:00 p.m. Mrs. Wims-Campbell so moved, with a second Mrs. Shaver, adding that the open meeting of the Board resume at 5:20 p.m. The motion carried 10-0. When Board members gathered at 5:00 p.m., it was moved by Mrs. Campbell, with a second by Mrs. Shaver , that the Commissioner, Kevin Ireland and Mark Ferguson be invited to join the Board during the deliberations and that the deliberations begin a 5:10 p.m. and the open meeting resume at 5:30 p.m. The motion carried 9-1, with Chappell voting in opposition. The open meeting resumed at 5:30 p.m.

RECESS

There being no further business, Chairman Waugh recessed the meeting at 5:30 p.m.

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Janet Waugh, Chairman

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Penny Plamann, Secretary

APPROVED

KANSAS STATE BOARD OF EDUCATION
MEETING MINUTES
DECEMBER 9, 2009

CALL TO ORDER

The first part of the meeting was not audio streamed.

Chairman Waugh called the meeting to order at 9:15 a.m. on Wednesday, December 9, 2009, in the Board Room of the Kansas Education Building, 120 SE 10th Avenue, Topeka, Kansas.

ROLL CALL

Members present were:

Carolyn L. Wims-Campbell	Jana Shaver
Sally Cauble	Sue Storm
Walt Chappell	Janet Waugh
David Dennis	Ken Willard
Kathy Martin (by phone)	

Dr. Chappell was not in the room and Mr. Bacon had not yet arrived. They both joined the meeting at 9:25 a.m.

APPROVAL OF THE AGENDA

MOTION
(0:003:56)

Chairman Waugh reported that the Commissioner asked that item 6, the update on Board goals, be pulled from the agenda. Mrs. Shaver moved, with a second by Mrs. Martin, that the State Board approve the agenda as presented. The motion carried 8-0, with Bacon and Chappell absent.

BOARD MATTERS – BOARD REPORTS

Board Chairman

NASBE Contract

Chairman Waugh indicated the Board would need to approve the NASBE contract in order to have the cost of the contract on record and establish a contract cap, since the Board had already voted to approve contracting with NASBE to assist in the search for a new commissioner of education. Discussion of the contract was begun, but put on hold until Deputy Commissioner Dennis could get details of the contract budget.

Discussion of Possible State Board Budget Cuts

It had been suggested that the State Board consider reducing its monthly meeting to one day in order to save money. Other areas where cuts could be made included subscriptions (***Ed Week***) for all Board members) and memberships, such as NASBE. Discussion followed about having one day meetings and dropping the NASBE membership. There appeared to be no consensus on either recommendation, though opposition to both was expressed.

NASBE Contract (continued)

MOTION

CALL FOR THE QUESTION

Deputy Commissioner Dennis returned to the meeting and reviewed the details of the NASBE budget for the contract. Mrs. Cauble moved, with a second by Mrs. Wims-Campbell, that the State Board authorize the Chair of the State Board of Education to enter into a contract with NASBE to conduct the search for a new Commissioner of Education, with the contract amount not to exceed $50,000. Discussion followed. Ms. Storm called for the question. Mrs. Shaver seconded the motion which carried 8-1-1, with Bacon voting in opposition and Mr. Willard abstaining. The authorization of the contract was approved on a vote of 9-1, with Chappell in opposition.

Discussion of Possible State Board Budget Cuts (continued)
Whether the Board should cancel out-of-state travel was briefly discussed, but further discussion of budget cuts was postponed until the January meeting when the Board would have a copy of its budget to aid in decision-making.

Board Attorney MOTION

Board Attorney Ferguson noted that Board members had been provided with his report prior to the meeting. Mrs. Wims-Campbell moved, with a second by Ms. Storm, that the Board approve payment of the attorney's fees for service and expenses for November as presented. The motion carried 9-1, with Chappell voting "no

Legislative Coordinator
12/09/09 a.m. session audio archive (0:00:00)

Ms. Storm reported that she and the Chairman had an appointment with the Governor that afternoon. She suggested that Board members share the Board's legislative brochure with their legislators. Discussion followed about the need for the Board to be advocates for education and the protocol which should be observed when speaking to legislators or appearing before legislative committees if voicing an opinion or making recommendations not approved by the Board.

MOTION
(0:10:01)

Dr. Chappell moved that the Board legislative brochure be delayed until the Board had further opportunities to refresh its figures on what would be realistic to take to the legislature. The motion died for lack of a second. Brief discussion followed.

Other Board Member Reports
(0:14:11)

Mr. Dennis handed out written copies of reports on two meetings he had attended: a Southern Regional Education Board meeting on drop-out prevention and the Project PASS meeting on the JROTC grant program. He also reported visiting a Blue Ribbon school in Augusta.

Mrs. Cauble reported on the latest meeting she had attended on the NGA alternative teacher pay grant. She also explained the motivation behind a letter sent to Board members regarding statements made by a Board member that were being taken as representative of the whole Board. She stated her frustration with how to deal with the problem.

Mrs. Shaver reported on the Kansas Advisory Council for Career and Technical Education (KACCTE) meeting she had recently attended. She indicated it had been recommended that a KACCTE representative update the P-20 Council on its activities. She also reported on an upcoming KACCTE conference in January.

Mrs. Martin reported on visiting the Clifton/Clyde district and the great things that are happening there.

Dr. Chappell spoke to the concerns Mrs. Cauble had expressed and First Amendment rights, among other things. He comments generated additional board discussion.

Mrs. Wims-Campbell reported on the annual meeting of the Kansas Association of School Boards (KASB). She attended the delegate assembly prior to the opening of the conference. She asked for an update from staff on the Kansas seclusion and restraint guidelines in view of the fact that a bill had recently been introduced in Congress concerning the practices.

Mr. Willard expressed his appreciation to the Board for its support of him during his tenure as a NASBE officer.

Requests for Future Agenda Items
(01:05:38)

Mr. Willard asked that the Board study the idea of administrative reorganization of school districts in order to cut costs and reduce duplication of effort. Mrs. Martin asked for additional information and discussion about establishing alternative school accrediting authorities in Kansas. Dr. Chappell asked for a presentation and recommendations from the field on child wellness, diet and exercise policies that should be adopted by the Board. Dr. Chappell asked for a joint meeting of the Board and the Post Secondary Technical Authority.

Requests Requiring Staff Follow-up

Mr. Willard inquired about the amount of money being spent in the state on assessments statewide, suggesting that use of the ACT would be a suitable substitute. Mr. Dennis asked staff to study Department and legislative requirements of schools in order to identify any unfunded mandates that could be eliminated.

BREAK
(01:20:15)

The Board took a break at 11:25 and the meeting resumed at 11:37 a.m.

ACTION ON REMAND OF DOUGLAS S. WRIGHT CASE
(01:33:06)

Mr. Ireland, Department Attorney explained the action being requested of the Board. He explained that Shawnee County District Court Judge Larry D. Hendricks had remanded the Douglas S. Wright matter to the State Board of Education for further written findings of fact and conclusions after it considered the agency record to determine 1) whether Mr. Wright had been rehabilitated, and 2) whether his misconduct was no longer a factor in his fitness to be a member of the teaching profession. Board Attorney Ferguson reminded the Board that at the November meeting the Chairman had directed Counsel to prepare proposed additional findings of fact, which was done. Additionally, the entire agency record, both in print and electronically, was disseminated to Board members. This was done to provide Board members adequate time for their review of the materials and to ask any questions. Also circulated to the Board prior to the meeting were the proposed additional findings and conclusions. As the Board had held deliberations on the matter on Tuesday, December 8th, it was being asked to adopt those findings and conclusions. Mr. Dennis moved, with a second by Mrs. Martin, that the State Board of Education adopt additional findings of fact and conclusions consistent with its discussion and review of the agency record as remanded in the Douglas S. Wright case. Discussion followed. The motion carried 6-4, with Chappell, Willard, Storm, and Wims- Campbell voting in opposition.

MOTION
(01:35:16)

ACT ON BOARD MEMBER TRAVEL REQUESTS
(01:42:32)

Mrs. Martin asked that mileage be removed from her request for the Board meeting; Mrs. Shaver requested mileage only for her travel to Chetopa; and Ms. Storm, Mrs. Shaver, Dr. Chappell and Mr. Dennis asked for per diem for driving in on Monday before the Board meeting because of the weather. Mr. Bacon added the KSSB/KSSD legislative forum on 12/3 to his travel. There being no further changes, Mrs. Martin moved, with a second by Ms. Storm, that the travel requests be approved as amended. The motion carried 9-1, with Mrs. Cauble voting "no".

EXECUTIVE SESSION
(01:45:50)

MOTION

Chairman Waugh requested an executive session for personnel evaluations. Mrs. Shaver moved that the Board recess into executive session for 30 minutes from 11:55 a.m. until 12:25 p.m. for the purpose of discussing personnel matters of nonelected personnel regarding evaluations in order to protect the privacy of the individuals to be discussed. Ms. Storm seconded the motion which carried unanimously. The open meeting resumed at 12:25 p.m. Ms. Storm moved, with a second by Mrs. Shaver, that the executive session be extended an additional 10 minutes and that the open meeting resume at 12:35 p.m. The motion carried 7-3, with Bacon, Willard and Wims-Campbell voting on opposition. The open meeting resumed at 12:35p.m.

There being no further business, Chairman Waugh declared the meeting adjourned at 12:35 p.m. **ADJOURNMENT**

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Janet Waugh, Chairman Penny Plamann, Secretary