

Henderson County Board of Public Education

MINUTES

October 9, 2018

The Henderson County Board of Public Education met in a regular business meeting on October 9, 2018 in the Boardroom of the Administrative Offices located at 414 Fourth Avenue West, Hendersonville, N.C.

Board Members Present: Amy Lynn Holt, Chairperson; Rick Wood, Vice Chairperson; Michael Absher, Colby Coren, Mary Louise Corn, Blair Craven and Lisa Edwards.

Administrative Staff Present: Bo Caldwell, Ed.S., Superintendent; John Bryant, Ed.D., Associate Superintendent, Administrative Services; Jan King, Ed.D., Assistant Superintendent, Curriculum & Instruction; Rick Fender, Chief Technology Officer; Scott Rhodes, Chief Human Resources Officer; Bernie Sochia, Chief Finance Officer.

Attorney Present: Chad Donahoo

CALL-TO-ORDER – PLEDGE OF ALLEGIANCE

Chairperson Amy Lynn Holt called the meeting to order at 6:48 p.m. and requested that everyone present stand as the East Henderson High School Air Force Junior ROTC honor guard posted the colors. Mrs. Holt led those in attendance in the pledge of allegiance to the American Flag. The AFJROTC unit is under the direction of MSG. Michael Jensen and Lt. Col. James Cowan, Retired.

AGENDA APPROVAL

Mrs. Mary Louise Corn moved that the amended agenda be approved with the addition of new business item, Q. Approval- Resolution authorizing Superintendent Bo Caldwell to enter into negotiations with PFA/LS3P for the Advanced Planning Study for the Hendersonville High School construction project, seconded by Mr. Blair Craven (*Unanimously approved.*)

RECOGNITIONS

SPECIAL RECOGNITIONS

OCDE PROJECT GLAD® TIER III CERTIFICATION (*presenter: Simone Wertenberger, ESL/Migrant Education Programs Director*)

English as Second Language (ESL) teachers Ann Corbin of Flat Rock Middle and Annah Lord of Dana Elementary have each achieved Tier III Trainer Status in the Orange County Department of Education Project GLAD® (Guided Language Acquisition Design) model. Project GLAD® is a professional development model that provides general education teachers the tools they need to make content accessible to all students regardless of their language proficiency, and embed English language development into all classroom instruction. Corbin's and Lord's status as Tier III Trainers means HCPS now has the capacity to train its teachers in the Project GLAD® model in-house, rather than hiring trainers from Orange County, California. To earn the certification, Corbin and Lord completed two weeks of training for Tiers I and II status, developed a unit approved by the OCDE, and delivered the 6-day training to 30 HCPS teachers under OCDE supervision. This access to Project GLAD® training will further support all local teachers in assuring proficiency for major subgroups in our county.

2018 HCPS PRINCIPAL OF THE YEAR (*presenter: Scott Rhodes, Chief Human Resources Officer*)

His peers selected Luke Manuel, principal at Hendersonville Middle, as the 2018-19 Principal of the Year for Henderson County Public Schools. Each school year, the Principal of the Year is

nominated by and voted on by his or her peers – the other 22 principals in the Henderson County Public Schools system, giving special significance to the designation. Mr. Manuel joined HCPS in 2000 as a social studies teacher and assistant football and baseball coach at Hendersonville High after graduating from Appalachian State University. He taught at Hendersonville High for three years before transferring to North Henderson High in 2003. Mr. Manuel taught at North for five years, and coached football for a year before being named head football coach in 2004. After North, Mr. Manuel became assistant principal at Hendersonville Middle in 2008, and also served as athletic director there in the 2012-13 school year. In 2013, he became assistant principal and athletic director at West Henderson High. In 2014, Manuel returned as principal to Hendersonville Middle – where he's served ever since.

HCPS 2018 EXCEPTIONAL CHILDREN'S "EDUCATOR OF EXCELLENCE" (*presenter: Jennifer Shelton, Fletcher Elementary Principal*)

Cassidy Dillin of Fletcher Elementary has been named district representative for the North Carolina's Exceptional Children's Educator of Excellence, and will represent Henderson County Public Schools at the statewide annual conference in November in Greensboro. A teacher with HCPS for five years, Ms. Dillin teaches an Intensive Intervention classroom at Fletcher, where she has been successful in helping students return to the mainstreamed classroom setting.

MIDDLE SCHOOLS EARN 2018 PBIS "MODEL SCHOOLS" RECOGNITION (*presenter: Dr. Jan King, Assistant Superintendent for Curriculum & Instruction*)

Clear Creek, Mills River and Rugby middle schools earned the designations of Model Schools in the North Carolina Positive Behavior & Support (PBIS) Initiative Annual Recognition. The schools met all the requirements for these designations and demonstrated the results that the schools and PBIS school teams achieved by working together, using school data to implement research-based practices and developing supportive systems to teach all students new behaviors.

NCSBA SILVER BELL AWARD (*presenter: Bo Caldwell, Superintendent*)

Members of the Henderson County Board of Public Education attended the North Carolina School Boards Association (NCSBA) District 8 Meeting in Henderson County on Thursday, September 27, 2018. Board members received professional development and training via several breakout sessions that were offered. While at the meeting, the Board was presented the 2018 NCSBA Silver Bell Award, which recognizes boards in which every member has actively worked toward meeting their 12 hours of training during the July 1 through June 30 timeframe.

WEST HENDERSON HIGH

Mountain State Fair Booth Winners (*presenter: Shannon Auten, Principal*)

The Future Farmers of America (FFA) chapter at West Henderson High won 1st Place for their booth at the 25th Annual Mountain State Fair. Student officers Lynsey Livingston, Riley Kimzey, Mikayla Chapman, Jackson Chandler, Maggie Cox, Ethan McMinn and Avery Pace met over the summer to plan the 25th Birthday-themed booth, which showcased "gifts" from WHHS clubs including DECA, Future Business Leaders of America, HOSA, and Skills USA.

Microsoft Office Specialist Master Certifications (*presenter: Shannon Auten, Principal*)

Bradley Kendrick achieved the Microsoft Office Specialist Master certification at the end of last school year, having earned certificates in Microsoft Word, Word Expert, PowerPoint, Excel, Excel Expert, and Access. A rare achievement, the MOS Master certification demonstrates that he has the deepest level of skills needed to proficiently use Office programs. Even more impressive, Bradley accomplished this all in one year.

PROGRAM HIGHLIGHT – HISTORIC JOHNSON FARM UPDATE

Farm Director, Mandy Gibson shared information on the programs and facilities at Johnson Farm. She provided updates to the Board on programs and activities at the farm. She presented the board members a copy of the latest Newsletter and Annual Report for their review. Ms. Gibson shared that field trip groups are increasing at the farm; she had eighteen groups in one semester.

She has updated field trip programming so that each grade level has an activity that is relevant to their age group. She expressed her gratitude for the students who come to the farm to volunteer for special events and is excited about the new Junior Historians Club for fourth through eighth grade students. Ms. Gibson shared that the first *Fall Fun at the Farm* event brought 230 people to visit within a three-hour time span and the event raised five hundred dollars for the farm. She spoke about a new 10-stop cell phone audio tour for visitors to access while visiting the farm. The audio tour shares the history of Johnson farm as you make your way across the grounds. Ms. Gibson plans to visit schools and provide programs concerning Johnson Farm, expanding the outreach of the facility. Ms. Gibson closed by thanking the school board members for their support. Superintendent Caldwell congratulated Ms. Gibson on her fine work at the Historic Johnson Farm.

BOARD CHAIR OBSERVATIONS

None

BOARD MEMBER OBSERVATIONS

Mr. Blair Craven stated that the 2018 Henderson County Education Foundation (HCEF) fundraiser was a wonderful time of fun and fellowship. He expressed his gratitude to HCEF Director, Summer Stipe, for her hard work and diligence that made the event a huge success. He shared that both the golf tournament and dinner were sold out and that Mrs. Stipe's work was very impressive.

PUBLIC COMMENTS

Dr. Martha Fernicola invited all board members to attend the Veterans Day celebration at the Innovative High Schools on Monday, November 5, 2018. She shared that all of the county high schools will be involved in the program as they work together to honor our veterans. She stated that this is the first year for the event at the Innovative High Schools and that she hopes to make it an annual tradition.

Mr. Ken Fitch congratulated the board on their diligence in selecting PFA as the architect group for the Hendersonville High School construction project. He stated that he was impressed with the presentation made by PFA but shared safety concerns regarding the traffic issues surrounding the site.

Dr. John Godehn presented a letter to the board regarding the Hendersonville High School construction project. He urged the board to have open communication through the upcoming process with PFA architects and keep the community informed of the progress.

October 9, 2018

To: Members, Henderson County Board of Education

Mr. Bo Caldwell - Superintendent

414 Fourth Avenue West

Hendersonville, NC 28739

From: John Godehn, MD - HHS '64

212 Laurel Park Place

Hendersonville, NC 28791

Re: Architectural Design Input for New HHS

Dear Folks,

I have been impressed with the credentials for the newly selected architectural team to design a new Hendersonville High School - Asheville's PFA and Charlotte's LS3P. Their preliminary architectural plan has some very positive features, including preserving a renovated Stillwell Building as a core part of the HHS educational campus, and building the new HHS as a phased project with limited or no use of mobile classroom units. There are some aspects of the PFA-LS3P preliminary plan that do raise some concerns, such as placement of the new cafeteria at the north end of the campus - far from the center of student activity and far from the student congregating "green space."

It is understood that the architects are under significant time pressures to bring the final new HHS

design forward for pricing and final approval by School and Commissioner Boards. Presumably, architectural design will need to be completed within the next 60-90 days.

In talking with members of the community, with former HHS graduates, and with current HHS students, while there is general support for the basic PFA-LS3P approach, there are various ideas that folks would like to be considered in developing the final plan. I think it might be helpful for the architects over the next few weeks to receive input from various folks for consideration. It would seem sad for the architectural plan to be developed in a somewhat "closed" environment; and then, as the final plan is rolled out, have significant opposition appear, or have alternative "good ideas" be voiced, but "post facto" - too late to incorporate advantageous ideas into the final architectural plan.

I feel it would be helpful for the architects to provide copies of their then current ongoing basic schematic drafts, as well as reasonable alternative draft options under consideration, as the process moves along. This would allow those in the community who are interested in the design to make comments or provide options for consideration that could be considered as the process moves quickly ahead. Such PFA-LS3P "preliminary drafts" could be made available at the Central Office and/or at the HHS administrative office. Such preliminary drafts could clearly be label as such - not to be confused with final draft. Public input could be obtained and provided to the architects for possible consideration.

Thank you for your hard work.

John Godehn, MD

CONSENT AGENDA

Mrs. Amy Lynn Holt cited the Board's receipt of the Consent Agenda presented for approval upon recommendation of the Superintendent. Prior to the meeting, Board members received documentation relative to the Consent Agenda as follows:

Meeting Schedule

HCBPE School Visit [*Wednesday, November 7, 2018, 12:00 p.m. (Atkinson Elementary)*]

HCBPE Regular Business Meeting [*Monday, November 19, 2018, 6:30 p.m., (Boardroom)*]

Minutes

September 5, 2018 (*School Visit, West Henderson High*)

September 10, 2018 (*Regular Business Meeting*)

September 14, 2018 (*Ad Hoc Committee Meeting- RFQs Hendersonville High School*)

September 17, 2018 (*Special Called Meeting-Architect for Hendersonville High School*)

September 27, 2018 (*Special Called Meeting-Architect for Hendersonville High School-Call Back Presentations*)

Personnel (*as presented in closed session*)

Student Acceptances/Releases (*as presented in closed session*)

Resolution – American Education Week, November 12-16

Resolution – National Homeless Youth Awareness Month, November

Resolution – Veterans Month, November

Mr. Craven, Mr. Absher and Mrs. Edwards read the resolutions aloud to the audience.

Mr. Blair Craven moved that the Consent Agenda be approved as presented. Mr. Michael Absher seconded. (*Unanimously approved.*)

OLD BUSINESS

Dr. John Bryant presented the following policies for second reading.

A. Approval – Policy – 7500 Workday and Overtime (*Second Reading*)(Dr. John Bryant)

B. Approval – Policy – 7505 Compliance With State Board of Education Employment Policies (*Second Reading*)(Dr. John Bryant)

C. Approval – Policy – 7510 Leave (*Second Reading*)(Dr. John Bryant)

D. Approval – Policy – 7520 Family and Medical Leave (*Second Reading*)(Dr. John Bryant)

E. Approval – Policy – 7530 Military Leave (*Second Reading*)(Dr. John Bryant)

- F. Approval – Policy – 7540 Voluntary Shared Leave (*Second Reading*)(Dr. John Bryant)
- G. Approval – Policy – 7550 Absences Due to Inclement Weather (*Second Reading*)(Dr. John Bryant)
- H. Approval – Policy – 7560 Permitted Salary Deductions For Absences and Discipline of Exempt Employees (*Second Reading*)(Dr. John Bryant)
- I. Approval – Policy – 7610 Defense of Board Employees (*Second Reading*)(Dr. John Bryant)
- J. Approval – Policy – 7620 Payroll Deductions (*Second Reading*)(Dr. John Bryant)
- K. Approval – Policy – 7635 Return To Work (*Second Reading*)(Dr. John Bryant)
- L. Approval – Policy – 7650 Employee Travel and Other Expense Reimbursement (*Second Reading*) (Dr. John Bryant)
- M. Approval – Policy – 7710 Membership in Professional Organizations (*Second Reading*)(Dr. John Bryant)
- N. Approval – Policy – 7720 Employee Political Activities (*Second Reading*)(Dr. John Bryant)
- O. Approval – Policy – 7730 Employee Conflict of Interest (*Second Reading*)(Dr. John Bryant)
- P. Approval – Policy – 7805 Superintendent Evaluation (*Second Reading*)(Dr. John Bryant)
- Q. Approval – Policy – 7810 Evaluation of Licensed Employees (*Second Reading*)(Dr. John Bryant)
- R. Approval – Policy – 7811 Plans for Growth and Improvement of Licensed Employees (*Second Reading*)(Dr. John Bryant)
- S. Approval – Policy – 7815 Evaluation of Non-Licensed Employees (*Second Reading*)(Dr. John Bryant)
- T. Approval – Policy – 7820 Personnel Files (*Second Reading*)(Dr. John Bryant)
- U. Approval – Policy – 7821 Petition for Removal of Personnel Records (*Second Reading*)(Dr. John Bryant)
- V. Approval – Policy – 7900 Resignation (*Second Reading*)(Dr. John Bryant)
- W. Approval – Policy – 7910 Retirement (*Second Reading*)(Dr. John Bryant)
- X. Approval – Policy – 7920 Reduction in Force: Teachers and School Administrators (*Second Reading*)(Dr. John Bryant)
- Y. Approval – Policy – 7921 Classified Personnel Reduction (*Second Reading*)(Dr. John Bryant)
- Z. Approval – Policy – 7930 Professional Employees: Demotion and Dismissal (*Second Reading*)(Dr. John Bryant)
- AA. Approval – Policy – 7940 Classified Personnel: Suspension and Dismissal (*Second Reading*)(Dr. John Bryant)
- BB. Approval – Policy – 7950 Non-Career Status Teachers: Nonrenewal (*Second Reading*)(Dr. John Bryant)

Mr. Blair Craven made the motion to approve policies A – BB as amended for second reading.
Mr. Rick Wood seconded. (*Unanimously Approved*)

NEW BUSINESS

Dr. Jan King presented Memorandums of Understanding for board consideration and answered questions as needed.

A. Approval – Memorandums Of Understanding - Blue Ridge Community College – (Dr. Jan King) These MOUs will allow for ongoing collaboration between Henderson County Public Schools and Blue Ridge Community College including, the Henderson County Career Academy, the Henderson County Early College and the Innovative High Schools.

Mrs. Mary Louise Corn made the motion to approve the Memorandums of Understanding with BRCC as presented. Mr. Rick Wood seconded. (*Unanimously Approved*)

B. Approval – Mental Health Support Funds – (Dr. Jan King)

Dr. King stated that a Request for Proposals was distributed to solicit community partners to

provide therapeutic services to students in Henderson County Public Schools. Three proposals were received and reviewed by a multi-disciplinary committee. The committee's proposal was outlined in a memorandum from Director Matt Gruebmeier.

Mr. Blair Craven made the motion to approve the committee's recommendation and award contracts for services to Crossnore for \$60,000 and Blue Ridge Health for \$40,000 to provide therapeutic services to students. Mr. Michael Abshr seconded. *(Unanimously Approved)*

C. Approval – 2018-2019 Initial Budget – *(Mr. Bernie Sochia)*

Mr. Bernie Sochia presented the 2018-2019 initial budget for approval. He stated that this serves as the beginning budget for all funds for subsequent amendments. The total Local Current Expense and Capital Outlay Funds are consistent with the 2018-19 Preliminary Budget previously approved. While the total remains the same, adjustments were made to reflect legislative and budgetary changes made for 2018-19 by the State in the salary and benefit categories and in charter school enrollment.

He added, the State Public School Fund reflects the most current dollar and position allotments as directed by the State. Likewise, the Federal Grants Fund reflects the budgets as approved by or submitted to DPI to date. The Child Nutrition and Child Care Enterprise Funds reflect continuation budgets with adjustments for all legislative benefit changes and historical participation data. Mr. Sochia answered questions from board members.

Mrs. Mary Louise Corn made the motion to approve the 2018-2019 Initial Budget as presented by Mr. Sochia. Mr. Rick Wood seconded. *(Unanimously Approved)*

POLICIES

Dr. John Bryant presented the following policies for first reading. Dr. Bryant answered questions from Board members. Requested edits, from the board discussion, are listed with the policy.

D. Approval – Policy – 4040-7310 Staff-Student Relations *(First Reading)(Dr. John Bryant)*
Number 3, paragraph 1, add "and the student's parent" back into the policy.

E. Approval – Policy – 4130 Discretionary Admission *(First Reading)(Dr. John Bryant)*

F. Approval – Policy – 4135 Tuition for Discretionary Admissions *(First Reading)(Dr. John Bryant)*

G. Approval – Policy – 4150 School Assignment *(First Reading)(Dr. John Bryant)*
Add language to clarify transfer and reassignment guidelines.

H. Approval – Policy – 4202/5029/7272 Service Animals In Schools *(First Reading)(Dr. John Bryant)*

I. Approval – Policy – 4342 Student Searches *(First Reading)(Dr. John Bryant)*

J. Approval – Policy – 4353 Long-Term Suspension, 365 Day Suspension, Expulsion *(First Reading)(Dr. John Bryant)*

K. Approval – Policy – 4370 Student Discipline Hearing Procedures *(First Reading)(Dr. John Bryant)*

L. Approval – Policy – 4400 Attendance *(First Reading)(Dr. John Bryant)*
Add language to clarify HCPS attendance guidelines.

N. Approval – Policy – 4600 Student Fees *(First Reading)(Dr. John Bryant)*
Minor changes to language clarifying required student fees.

O. Approval – Policy – 7210 Staff Involvement in Decision Making *(First Reading)(Dr. John Bryant)*

P. Approval – Policy – 7340 Employee Dress and Appearance *(First Reading)(Dr. John Bryant)*

Mrs. Mary Louise Corn made the motion to approve the policies as presented with suggested revisions for first reading. Mrs. Lisa Edwards seconded. *(Unanimously Approved)*

Q. Approval – Resolution authorizing the Superintendent to enter into contract negotiations

with PFA Architects.

Mr. Blair Craven made a motion to authorize the Superintendent, on the Board's behalf, to negotiate and enter into an Advanced Study Contract with PFA Architects for high school construction and renovation. Seconded by Mrs. Mary Louise Corn. *(Unanimously Approved)*

SUPERINTENDENT'S REPORTS

20 DAY MEMBERSHIP REPORT

Mr. Scott Rhodes, Chief Human Resources Officer, presented the 20 Day Membership Report for 2018-2019. The total number of students enrolled on day 20 was 13,402. The Average number of students in membership the first 20 days of school was 13,361. These numbers reflect a negative difference of 118 students from the 2017-2018 report. Our State enrollment projection, on which funding is based, was presented at 13,527 students; at Day 20 we were 166 less than the projected number. Elementary and High schools have the lowest enrollment numbers at Day 20. The current elementary class size average is 20 students per class and the middle school average class size is 27.8 students.

GRANT APPLICATIONS AND AWARDS

Dr. John Bryant and Dr. Jan King presented updates regarding School Safety Grants submitted to various agencies. Dr. King stated that our system received a Mental Health Personnel Grant for \$59,850, which will be used to hire a ninth social worker. She added that we also received a Community Partners Grant for Saturday trainings worth \$62,880 to use for professional development activities with WRESA, WCCA, Smart Start, CFRC, Helping Hands, and Boys and Girls Club employees. Dr. Bryant stated that we received a School Safety Equipment grant for \$67,635 and a School Resource Office Allotment for \$16,665.

CONSTRUCTION UPDATE

Dr. John Bryant presented an update on the new Edneyville Elementary School project. He stated that the VOIP Internet Phone Devices have been ordered and school staff will receive training on them in January and February. Final pricing on kitchen equipment should be available soon and the RFQ for office furniture was posted on October 3rd, with a closing date of October 19th. The construction of the gymnasium foundation has begun and the retaining wall footing for Area A has been poured. The final selection for outside brick color has been made and the playground equipment selection and purchase should be completed by October 31st.

SCHOOL SAFETY UPDATE

Dr. John Bryant presented updates on school safety initiatives currently underway across the system:

School Safety Equipment Grant-HCPS has been awarded a School Safety Equipment Grant from NCDPI in the amount of \$67,600. This grant was awarded specifically to assist with the High School access control systems.

Double Point Entry-We have received (Hard) estimates for three schools, North Henderson, Atkinson Elementary, and Flat Rock Middle School. The scope of this work should begin as soon as we are able to create purchase orders and sign contracts. Based upon the scope of work and hard estimates, we have developed soft estimates for work at the following schools: West Henderson, Etowah Elementary, Marlow Elementary, Dana Elementary.

Safety Analysis Policies and Procedures-Safe Havens International has been awarded a contract to review HCPS Safety and Security procedures, policies, and incident data. Safe Havens will conduct two separate site visits; the first visit is scheduled for October 10-11. We will visit three schools: Hendersonville Elementary, Apple Valley Middle School and West Henderson High School. The second visit with HCPS Leadership Team and local law enforcement/Emergency Management will be conducted sometime in December 2018.

HCPS School Safety and Security Google Classroom This format of collaborating Safety

and Security information from and to schools has proven to be very effective. School administrators are actively participating in this process by submitting Safety Council Meeting Minutes, Lock Down Exercise documentations, and Facility Assessment information. This format has allowed us to provide timely feedback and recommendations to school administrators.

Lock Down Exercises-Lock Down Exercises continue to be conducted since the beginning of the school year. School administrators are now required to fill out and submit a Lock Down Exercise report as a review of the exercise. This report has been very helpful in establishing some continuity of Lock Down Exercise procedures throughout the district.

“GO Kits”-School administrators have worked diligently in preparing and updating their individual school “GO Kits”. Based upon feedback from administrators, the basic contents of each “Go Kit” is consistent throughout HCPS.

Captain Steve Carter presented an update on the number of SROs in our schools. He stated that 4 new SROs have been hired since July 1, 2018 and there are 11 positions still to be filled. He added that the Sheriff’s Office is actively seeking qualified candidates to fill the positions but the candidate pool is limited. Board member Blair Craven asked about the time frame to hire the remaining positions and Captain Carter stated that his best guess would be to have another 4 officers in place by Christmas and 4 more in the Spring.

FINANCIAL STATEMENTS

Mr. Bernie Sochia presented the results of operations of the Local Current Expense and Other Restricted Funds for the 2018-19 fiscal year as of September 30, 2018: Revenues total \$8,636,645 and expenditures total \$5,953,933. This is an increase of \$389,319 in first quarter expenditures from last year consistent with anticipated program and salary changes. He also presented the results of operations of the Capital Outlay Fund for the 2018-19 fiscal year as of September 30, 2018: Expenditures of \$833,955 have been made. \$752,440 of which is from the \$2 million in County Appropriations for 2018-19, \$169,144 towards Stillwell renovations, and \$17,058 from completion of last year’s projects.

CALENDAR OF ACTIVITIES

Superintendent Caldwell acknowledged receipt of the calendar and stated there will be Veterans Day activities in all of our schools to honor veterans; he encouraged board members to attend these events. He mentioned October is National Principal’s Month; October 22-26 is National School Bus Safety Week and November 15-19 is School Lunch Week. Vice-Chair, Rick Wood, mentioned the dedication of the new EMS Center on November 2 and the Historical Society’s memorial plaque dedication on November 11, at the same location.

GENERAL OPERATIONS

None

ADJOURNMENT

There being no further business, Mr. Blair Craven moved that the meeting be adjourned. Seconded by Mr. Michael Absher. *(Unanimously approved at 9:35 pm.)*

Minutes approved: November 19, 2018