

## Henderson County Board of Public Education

### MINUTES

September 10, 2018

The Henderson County Board of Public Education met in a regular business meeting on September 10, 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, and Blair Craven.

Board Members Absent: Lisa Edwards and Mary Louise Corn

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: Chris Campbell

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#### CALL-TO-ORDER – PLEDGE OF ALLEGIANCE

Chairperson Amy Lynn Holt called the meeting to order at 6:35 p.m. Col. James Cowen, East Henderson JROTC, led those in attendance in the pledge of allegiance to the American Flag.

#### AGENDA APPROVAL

Mr. Blair Craven moved that the agenda be approved as presented, seconded by Mr. Rick Wood.

*(Unanimously approved.)*

#### RECOGNITIONS

Dr. Wendy Frye recognized nine high school students who received the State FFA Degree, Madison Austin, Jordan Frady, Emily Holden, Curtis Mathews, McKenley McCraw, Dale Metheny, Erin Norton, and Gunnar Tiller of the North Henderson FFA Chapter and Emmalee Sitton of the West Henderson FFA Chapter. They were awarded the State FFA Degree by the North Carolina FFA Association on June 20 as part of the 90<sup>th</sup> North Carolina FFA State Convention. Stringent requirements for the State FFA Degree include attainment of the Greenhand and Chapter FFA Degrees; completion of two years in high school agricultural education; maintained membership in a school FFA; investment of at least \$1,500 or 300 hours in an agricultural project; demonstrated leadership ability; service as an officer, committee chairperson, or a participating member of a chapter committee; participation in 25 community service hours; and participation in at least five different FFA activities above the chapter level.

Dr. Jan King presented Kendra Henry, English language arts and social studies teacher at Rugby Middle School, as the Slater Family Honored Educator for 2018-19. The Slater Family Honored Educator Scholarship pays tribute to all of the Slater family members dedicated to education careers, and each year an exemplary public school teacher from Henderson or Jackson County is chosen for the scholarship. As this year's recipient, Henry will attend a North Carolina Center for the Advancement of Teaching of her choosing for free, and will receive \$250 for use in her classroom.

Mrs. Summer Stipe, Executive Director of the Henderson County Education Foundation, accepted a \$5000 grant from Duke Energy for the expansion of afterschool robotics clubs in the HCPS elementary schools. Modeled after Edneyville's award-winning Buzzbots team, robotics clubs will be formed at Hillandale and Clear Creek elementary, and funds will also be used to expand Hendersonville Elementary's existing robotics club.

#### GLENN C. MARLOW ELEMENTARY

National Braille Challenge Winner *(presenter: John Hart, Principal)*

After winning the western regional Braille Challenge in February, 3rd-grader Layla Hildenbrand was one of two students from North Carolina advancing to the Braille Institute's National Braille Challenge in Los Angeles this past June. At the national challenge, where students are tested on fundamental Braille skills such as reading comprehension, spelling, speed and accuracy, proofreading, and charts and graphs, Layla

won 2<sup>nd</sup> Place in the Apprentice division.

#### HENDERSONVILLE MIDDLE

National History Day Competition Winners (*presenter: Luke Manuel, Principal*)

Having won 1st in “Group Performance” for their entry at the North Carolina National History Day regional competition, Cate Boyette, Grace Amantea and Laura Shelton competed in the 2018 National History Day Contest at the University of Maryland in June. Titled “The 1977 National Women’s Conference: Walking the Planks into Modern Feminism,” their performance placed fourth in the national competition for junior group performance and won a special prize for excellence in women’s history.

North Carolina Air Quality IQ Contest Winners (*presenter: Luke Manuel, Principal*)

In July, the N.C. Division of Air Quality (DAQ) hosted the 2018 North Carolina Air Quality IQ contest, which featured 7th-graders from Hendersonville Middle and other schools statewide who created projects highlighting air quality issues and their proposed solutions. First place winners in multiple categories include Liam Husk, James Hutson, Jalon Blackwell, Sophia Nall, and Ava Treadway. Second place winners: Dario Dominguez, McKenna Ezell, Scarlett Strickland, Eoghan Roe, and Preston Bolyard. Third place winners: Grace Amantea, Caroline Hager, and Emily Phillips. Fourth place winner: Maci Keifer. Honorable Mentions: Aariah McMillan and Sarah Shaffer.

#### NORTH HENDERSON HIGH

2018 Henderson County Outstanding Secondary Mathematics Educator (*presenter: John Shepard, Principal*)

Christian Gosnell at North Henderson High won the district’s Outstanding Secondary School Mathematics Teacher of 2018. The North Carolina Council of Teachers of Mathematics annually recognizes Outstanding Mathematics Teachers from each district across the state, recognizing elementary and secondary math teachers on alternating years.

American FFA Degree Recipient (*presenter: John Shepard, Principal*)

As an FFA member who has demonstrated the highest level of commitment to the organization and made significant accomplishments in her supervised agricultural experiences, Adelaide Grindle will be the first from North Henderson High to receive an American FFA Degree at the National FFA Convention & Expo in October. The American FFA Degree is awarded to less than 1% of FFA members, making it one of the organization’s highest honors. Adelaide is one of only four people from Henderson County to ever receive this degree and the first since 1968.

#### WEST HENDERSON HIGH

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

James Sprague and Noah Trexler have achieved the Microsoft Office Specialist Master certification, 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.

National History Day Competition Winner (*presenter: Shannon Auten, Principal*)

Caroline Maxon was a 1st Place winner at the North Carolina National History Day regional competition, and represented West Henderson High at the 2018 National History Day Contest in June with her essay, “The Quasi War: The Undeclared Conflict.” Her essay won the Captain Ken Coskey Naval History Prize, sponsored by the Naval Historical Foundation.

FCCLA 2018 National Leadership Conference Winners (*presenter: Shannon Auten, Principal*)

Shelby Hairston, Olivia Moore, and Tessa Shelton, members of West Henderson’s Family, Career and Community Leaders of America (FCCLA) chapter, attended the 2018 National Leadership Conference in June and won individual awards. Shelby earned a silver medal in “Interior Design,” Olivia won a bronze in “Chapter in Review,” and Tessa won a bronze in “Career Investigation.

#### PROGRAM HIGHLIGHT – HENDERSON COUNTY SCHOOLS’ MOBILE APP

Mr. Rick Fender, Chief Technology Officer, introduced Mr. Grant Adkins, HCPS Programmer, who presented two new apps designed specifically for Henderson County Schools. The first app, Report It; Don’t Ignore It!, an app for students, parents and staff members to report safety issues such as bullying, security threats, drug concerns and situations that may make a student feel unsafe. Mr. Adkins shared data results compiled since the app’s release on July 2, 2018. We have received 38 reports thus far with the following break down: Bullying-20, Drugs-8, Vandalism-1 and “Other”-9. He showed a variety of reporting options administrators can use to process each report effectively. The second app, HCPS Mobile app, is an app that will be available in the App store, Fall 2018. This app is an extension of the current

HCPS website developed for mobile access by parents and students. The mobile app will have push notifications at the district and school levels. Users will have control of the notifications they want to receive. Access will include: District Academic calendars and school event calendars; school menus and student payment portals; links to PDF resources for parents, students and staff members. The app will be integrated with social media outlets, *Twitter, Facebook and Instagram*.

#### BOARD CHAIR OBSERVATIONS

Mrs. Holt shared her excitement in seeing SROs in our schools and commented how these officers are already integrated into the school culture. She commended them on their participation in welcoming students in car rider lines and their visibility around the schools throughout the day. She expressed her thanks to the City Police and County Sheriff Departments for their dedication to this project. Mrs. Holt also mentioned the upcoming architect interview process for the Hendersonville High School construction project. She shared her confidence that the ad hoc committee will be able to find a qualified candidate for the project.

#### BOARD MEMBER OBSERVATIONS

Mr. Absher shared his gratitude for the new social workers added to our schools, made possible by funding specific to this group. He stated that his contact with them in this school year has already had a positive impact.

#### PUBLIC COMMENTS

None

#### 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, October 3, 2018, 12:00 p.m., (Apple Valley Middle School)*]

HCBPE Regular Business Meeting [*Tuesday, October 8, 2018, 6:30 p.m., (Boardroom)*]

##### Minutes

August 9, 2018 (*Administrator Visit, Blue Ridge Community College*)

August 13, 2018 (*Regular Business Meeting*)

Personnel (*as presented in closed session*)

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

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

#### OLD BUSINESS

Dr. John Bryant presented the following policies for second reading approval. Suggested edits from first reading are included in the finalized policies.

- A. Approval – Policy 5024/6127/7266 Emergency Epinephrine Auto-Injector Devices – (*Second Reading*)(Dr. John Bryant)
- B. Approval – Policy 5026-7250 Smoking and Tobacco Products – (*Second Reading*)(Dr. John Bryant)
- C. Approval – Policy 5027-7275 Weapons and Explosives Prohibited – (*Second Reading*)(Dr. John Bryant)
- D. Approval – Policy 5028-6130-7267 Automated External Defibrillator – (*Second Reading*)(Dr. John Bryant)
- E. Approval – Policy 5070-7350 Public Records - Retention, Release, and Disposition – (*Second Reading*)(Dr. John Bryant)
- F. Approval – Policy 5071-7351 Electronically Stored Information Retention – (*Second Reading*)(Dr. John Bryant)
- G. Approval – Policy 7100 Recruitment and Selection of Personnel – (*Second Reading*)(Dr. John Bryant)

- H. Approval – Policy 7110 Information Provided by Applicant or Employee – *(Second Reading)(Dr. John Bryant)*
- I. Approval – Policy 7120 Employee Health Certificate – *(Second Reading)(Dr. John Bryant)*
- J. Approval – Policy 7130 Licensure – *(Second Reading)(Dr. John Bryant)*
- K. Approval – Policy 7240 Drug-Free and Alcohol-Free Workplace – *(Second Reading)(Dr. John Bryant)*
- L. Approval – Policy 7241 Drug and Alcohol Testing of Commercial Motor Vehicle Operators – *(Second Reading)(Dr. John Bryant)*
- M. Approval – Policy 7260 Occupational Exposure to Bloodborne Pathogens – *(Second Reading)(Dr. John Bryant)*
- N. Approval – Policy 7262 Communicable Diseases – Employees – *(Second Reading)(Dr. John Bryant)*
- O. Approval – Policy 7265 Occupational Exposure to Hazardous Chemicals in Science Laboratories – *(Second Reading)(Dr. John Bryant)*
- P. Approval – Policy 7300 Staff Responsibilities – *(Second Reading)(Dr. John Bryant)*
- Q. Approval – Policy 7335 Employee Use of Social Media – *(Second Reading)(Dr. John Bryant)*
- R. Approval – Policy 7400 Job Descriptions – *(Second Reading)(Dr. John Bryant)*
- S. Approval – Policy 7405 Extracurricular and Non-Instructional Duties – *(Second Reading)(Dr. John Bryant)*
- T. Approval – Policy 7420 Superintendent Contract – *(Second Reading)(Dr. John Bryant)*
- U. Approval – Policy 7422 Deputy/Associate/Assistant Superintendent Contracts – *(Second Reading)(Dr. John Bryant)*
- V. Approval – Policy 7425 School Administrator Contracts – *(Second Reading)(Dr. John Bryant)*
- W. Approval – Policy 7430 Substitute Teachers – *(Second Reading)(Dr. John Bryant)*
- X. Approval – Policy 7440 Assignment/Reassignments/Transfers – *(Second Reading)(Dr. John Bryant)*

Mr. Blair Craven moved that policies listed A-X be approved as amended for second reading; Mr. Michael Absher seconded. *(Unanimously approved.)*

#### NEW BUSINESS

Board Chair, Amy Lynn Holt, discussed the School Board member vacancy due to the resignation of Mr. Colby Coren. Mr. Coren's Board seat was up for re-election in November 2018; however, he resigned on August 13, 2018, leaving six active members on the School Board. After an open discussion, the Board came to consensus that they would not seek to appoint an interim Board member due to the election scheduled for November 6, 2018. The time-consuming process of recommending a candidate, obtaining Board approval and the swearing in process, would put the interim candidate on the Board for a limited amount of time. The Board vacancy will be filled with the election in November 2018.

#### APPROVAL – ALTERNATIVE ACCOUNTABILITY MODEL 2018-2019

Dr. Jan King explained that annually, local Boards of Education must select a model for alternative school accountability. The North Carolina Department of Public Instruction offers three options for consideration. The selected model will determine how accountability is measured and reported for the Career Academy. The staff recommendation is to consider Option B, the Alternative School Progress Model, for the Career Academy for the 2018-2019 school year. Mr. Blair Craven moved that the Henderson County Board of Public Education approve Option B: The Alternative School Progress Model as the accountability model for the Career Academy for the 2018-2019 school year. Seconded by Mr. Rick Wood. *(Unanimously approved.)*

#### BEGINNING TEACHER SUPPORT PLAN

Dr. Jan King presented the updated Beginning Teacher Support Plan. She stated that the five-year plan has been updated to reflect policy changes from the North Carolina State Board of Education. Mr. Rick Wood moved that the Henderson County Board of Public Education approve the updated Beginning Teacher Support Plan as presented. Seconded by Mr. Blair Craven. *(Unanimously approved.)*

## SOLE SOURCE VENDORS

Dr. Jan King presented the list of Sole Source Vendors for September. She stated that this list of vendors support the ESL and migrant programs. Mr. Michael Absher moved that the Henderson County Board of Public Education approve the List of Sole Source Vendors as presented. Seconded by Mr. Rick Wood. *(Unanimously approved.)*

## BLUE RIDGE LITERACY MEMORANDUM OF UNDERSTANDING

Dr. Jan King presented the Memorandum of Understanding ("MOU") between Henderson County Board of Public Education, and the Blue Ridge Literacy Council. The purpose of this partnership is to ensure parent engagement, school success, and kindergarten readiness. Mr. Michael Absher moved that the Henderson County Board of Public Education approve the Blue Ridge Literacy MOU as presented. Seconded by Mr. Rick Wood. *(Unanimously approved.)*

## RESOLUTION AUTHORIZING SEALED BID SALE

Dr. Jan King presented a resolution requesting authorization for the sale of the Tiny House built by West Henderson High School students. She stated that the Career and Technical Education classes at West Henderson High School have completed the construction project and are now ready to sell. She added that she was seeking approval to use a sealed bid process to sell the tiny house. Mr. Blair Craven moved that the Henderson County Board of Public Education approve the resolution authorizing the sealed bid sale of the tiny house at West Henderson High School as presented. Seconded by Mr. Rick Wood. *(Unanimously approved.)*

## POLICIES

Dr. John Bryant presented the following policies for review and first reading. Noted revisions requested by the Board are listed with each policy.

- A. Approval – Policy – 7500 Workday and Overtime *(First Reading)(Dr. John Bryant)*
- B. Approval – Policy – 7505 Compliance With State Board of Education Employment Policies *(First Reading)(Dr. John Bryant)*
- C. Approval – Policy – 7510 Leave *(First Reading)(Dr. John Bryant)*
- D. Approval – Policy – 7520 Family and Medical Leave *(First Reading)(Dr. John Bryant)*
- E. Approval – Policy – 7530 Military Leave *(First Reading)(Dr. John Bryant)*
- F. Approval – Policy – 7540 Voluntary Shared Leave *(First Reading)(Dr. John Bryant)*
- G. Approval – Policy – 7550 Absences Due to Inclement Weather *(First Reading)(Dr. John Bryant)*
- H. Approval – Policy – 7560 Permitted Salary Deductions For Absences and Discipline of Exempt Employees *(First Reading)(Dr. John Bryant)*
- I. Approval – Policy – 7610 Defense of Board Employees *(First Reading)(Dr. John Bryant)*
- J. Approval – Policy – 7620 Payroll Deductions *(First Reading)(Dr. John Bryant)*
- K. Approval – Policy – 7635 Return To Work *(First Reading)(Dr. John Bryant)*
- L. Approval – Policy – 7650 Employee Travel and Other Expense Reimbursement *(First Reading) (Dr. John Bryant)*
- M. Approval – Policy – 7710 Membership in Professional Organizations *(First Reading)(Dr. John Bryant)*
- N. Approval – Policy – 7720 Employee Political Activities *(First Reading)(Dr. John Bryant)*
- O. Approval – Policy – 7730 Employee Conflict of Interest *(First Reading)(Dr. John Bryant)*
- P. Approval – Policy – 7805 Superintendent Evaluation *(First Reading)(Dr. John Bryant)*  
*Revise P1 to read: "To this end, the board shall annually evaluate the superintendent against the performance standards described below. The board may use the evaluation process and guidelines established by the State Board of Education, including the Rubric for Evaluating North Carolina Superintendents. In lieu of the process set out below, the board may elect to employ an alternate assessment process and evaluation instrument, on a case-by-case basis."*
- Q. Approval – Policy – 7810 Evaluation of Licensed Employees *(First Reading)(Dr. John Bryant)*
- R. Approval – Policy – 7811 Plans for Growth and Improvement of Licensed Employees *(First Reading)(Dr. John Bryant)*
- S. Approval – Policy – 7815 Evaluation of Non-Licensed Employees *(First Reading)(Dr. John Bryant)*
- T. Approval – Policy – 7820 Personnel Files *(First Reading)(Dr. John Bryant)*

- U. Approval – Policy – 7821 Petition for Removal of Personnel Records (*First Reading*)(Dr. John Bryant)
- V. Approval – Policy – 7900 Resignation (*First Reading*)(Dr. John Bryant)
- W. Approval – Policy – 7910 Retirement (*First Reading*)(Dr. John Bryant)
- X. Approval – Policy – 7920 Reduction in Force: Teachers and School Administrators (*First Reading*)(Dr. John Bryant)
- Y. Approval – Policy – 7921 Classified Personnel Reduction (*First Reading*)(Dr. John Bryant)
- Z. Approval – Policy – 7930 Professional Employees: Demotion and Dismissal (*First Reading*)(Dr. John Bryant)
- AA. Approval – Policy – 7940 Classified Personnel: Suspension and Dismissal (*First Reading*)(Dr. John Bryant)
- BB. Approval – Policy – 7950 Non-Career Status Teachers: Nonrenewal (*First Reading*)(Dr. John Bryant)  
Revise P3 sentence 3/4 to read in accordance with the NCSBA Model policy: *"If the teacher requests a hearing, the board chair and vice chair will determine whether such a hearing will be granted, and if the chair and vice chair cannot agree, a hearing will be granted."*

Mr. Michael Absher moved that the policies be approved as presented, with suggested edits, for first reading. Mr. Rick Wood seconded. (*Unanimously approved.*)

## SUPERINTENDENT'S REPORTS

### STUDENT MEMBERSHIP

Mr. Scott Rhodes reported that our state budget allotment for this year is based on an enrollment of 13,527 students. As of today's date, which is day 10 of the new school year, we have 13,405 students enrolled. He explained that in order to keep our allotted teaching positions, we must be within 100 students of the allotment number. The state will pull our average daily membership at day 20 and day 40 of the school year to determine the final amount to be allotted. He added that at this time our Kindergarten enrollment is down with no definite reason on which to focus and our elementary class size average is as follows: Grade K, 18; Grade 1, 19; Grade 2, 19; Grade 3, 19; Grade 4, 23 and Grade 5, 24.

### DAY OF ACTION REPORT

Dr. John Bryant shared information about the 4th Annual Day of Action held on August 17, 2018, sponsored by Pardee UNC Healthcare and United Way of Henderson County. The Day of Action provided an opportunity for volunteers to serve in our schools. We benefited at over 22 school sites from projects including mulching playgrounds, campus beautification, painting, and setting up new teacher classrooms. More than 600 community volunteers worked on 44 service projects across the county. We collected over \$10,969 worth of school supplies and over \$2097 in food for our backpack program. Volunteers donated 2400 hours working in our schools. The total value of volunteer time and donations is \$72,322. We thank United Way for coordinating the volunteerism.

### ACCOUNTABILITY RESULTS

Dr. Jan King presented State Accountability Results to the Board. She shared that in 2013, the North Carolina General Assembly began giving School Grades of A, B, C, etc. to schools in North Carolina. These grades are given based on a formula using End of Course and End of Grade test scores, using a calculation of 80% Proficiency and 20% Growth, to assign the letter grade to each school. Henderson County results for 2017-2018 are as follows: 2-A Schools, HC Early College and Hendersonville High School; 12-B schools: Atkinson, Clear Creek, Etowah, Fletcher, Glenn Marlow, Hendersonville and Mills River elementary schools, Hendersonville and Rugby Middle schools, East Henderson, North Henderson and West Henderson High schools; 8-C schools: Bruce Drysdale, Dana, Edneyville, Hillandale, Sugarloaf, Upward elementary schools, Apple Valley and Flat Rock Middle schools. The Career Academy is Maintaining.

Dr. King stated that 16 of 23 Henderson County schools met or exceeded growth targets. She added that Henderson County was 11<sup>th</sup> in the State and in Western North Carolina, in overall student proficiency in all EOGs and EOCs. Our system had a 4 Year Cohort Graduation Rate of 91.4% and is 4<sup>th</sup> in NC for districts with 10,000 or more students.

## CONSTRUCTION UPDATE

Dr. John Bryant gave an update on the Edneyville Elementary School construction project. The Request For Qualifications process for furniture is underway, the kitchen equipment order will be finalized by the end of the month, and Edneyville administrators and staff members are selecting playground equipment. Footing installation will begin on Area-A on September 10, 2018. Mr. Craven asked how the change in school traffic patterns, due to the construction work, is working so far and Dr. Bryant responded that parents have settled in nicely and the new pattern is working well. Dr. Bryant thanked Mr. Parent and Edneyville staff members for their advanced planning to make this change a success.

## FINANCIAL STATEMENTS - LOCAL CURRENT EXPENSE / OTHER RESTRICTED FUNDS (*as of AUGUST 31, 2017*)

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 August 31, 2018: Revenues total \$5,625,640 and expenditures total \$3,734,388. This is an increase of \$169,696 in expenditures from last year, which along with the revenue increase is consistent with the change to the local budget for 2018-19.

## CALENDAR OF ACTIVITIES

Superintendent Bo Caldwell cited the Board's receipt of the calendar for September and October. He mentioned that this is National Arts in Education Week and thanked our Arts teachers for the excellent job they do daily. Mr. Caldwell mentioned that our October Board meeting date has been changed from Monday, October 8<sup>th</sup>, to Tuesday, October 9<sup>th</sup>. On October 8<sup>th</sup>, the Board will work with the Henderson County Education Foundation on their fundraiser. Mr. Caldwell concluded by thanking our custodial staff for the work they do for the system and added that October 2 is National Custodial Workers Recognition Day.

## GENERAL OPERATIONS

Superintendent Caldwell mentioned that the School Safety Plan is a fluid plan that will be re-visited many times throughout a school year. He shared that our system has hired *Safe Haven* to complete safety assessments throughout our schools. They will assess our policies and procedures and suggest ways to improve in those areas. He also stated that we have hired *Novus* to do a facility assessment study gauging capital and long-term needs for our system. Study results will be shared with County Commissioners per their request. Mr. Caldwell shared that electronic door locks have been ordered and those installations should be occurring soon in the schools; the next phase will include installation of additional fencing and connection walls to increase school security. He concluded by sending his thoughts and prayers to our fellow North Carolinians in the pathway of the pending hurricane, Florence and stated that we will monitor the situation and make our school decisions as needed to ensure the safety of our students and staff members.

## ADJOURNMENT

There being no further business, Mr. Blair Craven moved that the meeting be adjourned. Seconded by Mr. Rick Wood. (*Unanimously approved at 8:52 pm.*)

Minutes approved: October 9, 2018