



# Florence County School District 3

*Board Meeting*

*Minutes*

*Location: Zoom*

**Thursday, April 15, 2021**

**6:30 p.m.**

**In Attendance:** Barbara Bryant, Julia Mims, Jac'Kel Brown, Paula Morris, Rutha Frieson, Jason Kirby and Gloria Robinson, Almeta Fleming and Mattie Thomas.

**Absent:** None

**Call to Order:** Board Chair, Barbara Bryant called the April 15, 2021 board meeting of the Florence County School District Three Board of Trustees to order. In accordance with the S. C. Code of Laws, 1976, Section 30-4-809d, as amended, the following have been notified of the time, date, place and agenda of this meeting: Morning News, Lake City Shopper, WBTW, WPDE, & WMBF. This agenda is also posted on the Florence County School District Three website. A moment of silence was observed after which Board Chair Bryant led the group in the Pledge of Allegiance.

**Approval of the Agenda:** Rutha Frieson made the motion to approve tonight's agenda as presented. Gloria Robinson provided the 2<sup>nd</sup> for this motion. All board members present voted in favor of this motion. The motion to approve tonight's agenda as presented passed 9-0.

**Approval of the Consent Agenda:** Julia Mims made the motion to approve the Consent Agenda as presented. Almeta Fleming provided the 2<sup>nd</sup> for this motion. All board members present voted in favor of this motion. The motion to approve the consent agenda as presented passed 9-0. This consent agenda contained the following items: Minutes from the March 18, 2021 board meeting, the Certified Personnel Report, and student transfer requests.

**Public Participation:** There were no requests for public participation.

## **Board Chair Report**

1. *Report of Any Meetings/Schools Attended* – None.
2. *Request to Attend Any Meetings* – None.

## **Staff Reports**

### **Finance Update** – *Michelle Humphrey, Finance Director*

***March Financials*** - The March financials are linked to your board agenda and on the FSD3 website. Our current budget remains at \$30,162,700, which includes the \$200,000 board approved use of fund balance for facility safety improvement measures and the board approved Christmas Bonus for FT/PT employees. Mrs. Humphrey's presentation still includes a comparison of the General Budget of SY 19-20 and FY 20-21 based on the FY 19-20 revenues due to the Continuing Resolution.

***General Fund Budget for SY 2021-2022*** - The first Public hearing for the 2021-2022 General Fund Budget was held today, 4/15/2021, at 5 p.m. The second Public hearing will be held on Thursday, May

20, 2021, at 5 p.m. The 2nd reading (approval by the board) will also be held on Thursday, May 20, 2021, at the 6:30 p.m. FSD3 Board meeting.

*Maintenance Updates – Jay Alexander, Director of Facilities*

*Current Capital Projects* – Renovations (ACE & Cafeteria Buildings) have been possible due to the Proviso Fund for the Graham Road facility. These renovations consisted of:

- ✓ New Roof & Exterior Wall Waterproofing, which is complete.
- ✓ New HVAC Equipment, which is complete.
- ✓ New Camera System, which is complete.
- ✓ New doors & Door Hardware, which is complete.
- LED Lighting Upgrade, which is still in progress.
- Restroom Upgrade (New fixtures & partitions), which is still in progress.
- Painting will be started in June 2021.

Pictures were provided of the finished exterior (new roof, waterproofed walls, new metal panels and HVAC equipment) at the Alternative Center building. Pictures were also provided of the classrooms in the Alternative Center classrooms with the LED Lighting upgrade.

Ronald E. McNair Athletic department Washer/Dryer Installation/Locker room Upgrade – these renovations consisted of:

- ✓ Plumbing & Electrical Upgrades for Equipment, which is 90% complete.
- ✓ Lighting update, which is complete.
- ✓ Painting of Wash Room and Locker room, which is complete.
- Commercial Washer & Dryer equipment still needs to be purchased.

Pictures were provided of before and after of these renovations.

Main Street 100 building – due to the indoor air quality concerns, the following response actions consist of:

- ✓ Roof gutter and storm drainage system, which is complete.
- ✓ Exterior wall repairs & waterproofing, which is complete.
- ✓ HVAC Equipment/Room Air Purifiers and new thermostats for improved humidity control, which is complete.
- ✓ New flooring to replace existing carpet w/VCT & LVT flooring, which is complete.

Pictures were provided of these completed renovations.

*Upcoming Capital Projects* – The projects include, but not limited to:

- Shingle Roof replacements at various schools
- Renovations & upgrades to Scranton Elementary 200 building
- Repairs to existing Portable Classrooms (21 year old portables)
- Maintenance Department equipment upgrades IT equipment upgrades
- Asphalt maintenance projects at Lake City High School and Lake City Early Childhood Center
- Miscellaneous HVAC, electrical and plumbing upgrades

*Capital Project Needs* – Mr. Alexander ended his report with what is needed to “keep up” with Capital needs, which is approximately \$1 million/year. Right now, the District issues a Capital Bond every 2 to 4 years (approximately \$1 million every 2 to 4 years). The District does an excellent job maintaining its

facilities that range in age from 91 years (oldest) to 65 years (large percentage of buildings) to 17 years (newest building, which at Main Street Elementary). As the buildings age, maintenance costs increase due to system deterioration, i.e., “wear & tear.” Cost savings are taken advantage by the use of the Facilities department staff to complete many projects without the use of outside contractors, which is a minimum of 40% cost savings, and by managing larger outside contractor projects, which possible, directly without the use of a general contractor, which is 15 to 20% cost savings. Capital funding opportunities that become available such as the PROVISO 1.88B Fund, ESSER Funds, etc. are wins to the District’s Capital Project Needs.

Barbara Bryant, Chair, thanked Mr. Alexander for his report, and also thanked him and his department for the excellent job they do in helping to maintain the district facilities.

*Human Resources Update – Angelia Scott, Human Resources Director*

~~year-round~~ *Modified Calendar* - Mrs. Scott began her report with updates concerning the Modified Calendar, committee. Members felt that the name change of this project was needed since the calendar is not a true year-round calendar but more of a modified calendar. All areas of the district are represented by committee (Early Childhood, Middle Level, Secondary Level, Operations and Special Programs). 3 board members are also serving on this committee. The next meeting is scheduled for tomorrow, 4/16/2021, at 1 p.m. An initial presentation will be given at the 4/22/2021 Annual Stakeholders Meeting. The next steps will be Survey/Feedback from Stakeholders, a timeline created, and then distribution of the information. Some of the sample questions/feedback were provided to board members and those present at tonight’s meeting. Barbara Bryant, Chair, thanked Mrs. Scott for her and the committee’s work on this project that she believes is in the best interest of the students of FSD3.

*Vacancies – April 2021* – A report of the current certified vacancy needs was given. Mrs. Scott explained that some of these 32 vacancies are from the 2020-2021 SY and some are to fulfill the ESSER fund line to address the learning loss.

*Contract Recommendations for SY 2021-2022* – Gloria Robinson made the motion to approve the contract recommendations presented for SY 2021-2022. Paula Morris provided the 2<sup>nd</sup> for this motion. All board members present voted in favor of this motion. The motion to approve the contract recommendations presented for SY 2021-2022 passed 9-0.

*Upcoming Dates* – Upon this approval by the FSD3 Board of Trustees, contracts will be issued tomorrow, 4/16/2021. The Modified Calendar Research Committee will meet tomorrow, 4/16/2021, at 1 p.m. On April 22, 2021 FSD3 will have the Annual Strategic Planning Meeting where public input will be requested for the modified calendar. 5/1/2021 will be the last day for certified personnel to request a transfer of location. 5/10/2021 will be the last day for certified personnel to be released from contracts.

*Instruction Update – Allana Prosser, Ed. S., Chief Academic Officer*

*Boot Camp Updates* - Mrs. Prosser began her report by the progress of the boot camp initiative to encourage and provide a review for students to be prepared for the end of year assessments. Mrs.

Prosser stated that she is excited about the focus that is in place to give students the confidence needed for this testing year.

*Summer School Programs* – A list of the different summer camps was provided to board members and those present at tonight’s board meeting. Mrs. Prosser also shared that FSD3 received word today that approval of the SCSEDE community grant has been granted as well. Some of the summer camps available are: JC Lynch Elementary Present Camp Wildcat-June 14<sup>th</sup> – July 1<sup>st</sup>; #Camp Read S’More –June 14-July 2<sup>nd</sup>; Propel, an accelerated camp for rising 4<sup>th</sup> – 9<sup>th</sup> grade students in Academics and the Arts – Date and Location TBD; 21<sup>st</sup> Century; K-8 Camps; High School (virtual). All elementary camps will be F2F.

*Parent Registration Virtual Meeting* – This meeting was April 13, 2021 at 6 p.m. which addressed questions parents have concerning the 2021-2022 registration process.

*Virtual Academy 21-22* – FSD3 will offer a virtual academy for SY 2021-2022. However, due to the nature of the Early Childhood Curriculum and the age of the students, the virtual program will not be offered to 3K through 1<sup>st</sup> grade students. Also, grades 2-6 virtual options provided will depend on the number of requests/grade level. For example, if there are only three students registered and approved for 2<sup>nd</sup> grade, we may not be able to accommodate that request. Dr. Mims did ask the question if FSD3 was talking with the surrounding districts about maybe combining these services in order to have a group large enough to accommodate the requests, which would have students from different districts in a virtual class in order to have enough to justify a teacher. District 2 and 5 are talking with FSD3 about this possibility.

Students must apply and meet specific requirements to be accepted into the virtual program. Those requirements include good standing in: Previous Virtual Attendance; Previous Virtual Academic Progress; and Previous Virtual Conduct.

Mrs. Prosser continued her report on this Virtual Academy by sharing the commitments and expectations of students in this program.

1. This is a year-long commitment – once enrolled for virtual you are there for the school year.
2. Student must use school-issued device so that activity can be monitored.
3. Student must be visible on camera during instruction.
4. Student must attend all live sessions and complete work to be counted present.
5. Student must abide by same attendance and grading policies as F2F students.
6. Student must have reliable internet – Mrs. Prosser did say that the district understands that some individual may not have this criteria and cannot afford this. FSD3 is looking into a grant to try to help in this area.
7. Students and parents must complete required online trainings.
8. Student must be willing to test on-site. (Parent must all be willing to allow student to test on-site.)
9. Student must adhere to virtual code of conduct.
10. Student must maintain a C or higher in academic coursework.

Failure to meet requirements and commitments of the virtual program:

1<sup>st</sup> offense – warning/parent conference

2<sup>nd</sup> offense – written warning – placed on an improvement plan

3<sup>rd</sup> offense – Removal from virtual academy (student must attend F2F program)

NOTE: If a student is removed from the virtual academy, the student may not be eligible to reapply for virtual learning in the future.

*SCASA Presentation* - FSD3's virtual team consisting of Ed Brogdon, Josh Jennings, and Cliff Gardner presented at the SCASA Instructional Leader's Roundtable Meeting in Columbia today. This presentation was the highlight district this month. These gentlemen did an excellent job presenting how FSD3 was handling the virtual needs of our district.

*Operations Update* – *Kasey Feagin, Ed. S., Chief Operations Officer*

*COVID-19* - Mrs. Feagin introduced Jennifer Feagin, OES nurse, who presented the FSD3 COVID-19 number for March and this part of April. Since March FSD3's district and/or school staff have identified 1 positive case of COVID-19 and 7 individuals quarantined due to exposure. 9 students were positive for COVID-19 and 76 students were quarantined due to exposure. 18 of the students were virtual and 67 of these 85 students were F2F or Hybrid.

*Strategic Planning Goals* – The stakeholders' strategic planning meeting will be Thursday, April 22, 2021, however, the district planning goals for 2021-2025 have to be approved by the board of trustees. Mrs. Feagin recommended the following goals to board members:

- Goal 1: By 2024-2025, the percentage of our disabled students in grades 3-8 who score met or higher on the state ELA assessment will increase from 20% to 40% and the percentage scoring met or higher for the math assessment will increase from 25% to 46% and the percentage of our ML population in grades 3-8 who score met or higher on the state ELA assessment will increase from 45% to 65% and the percentage scoring met or higher for math will increase from 30% to 50%.
- Goal 2: By 2024-2025, our Graduation Rate will increase from 72% to 80% and our College and/or Career Readiness Rate will increase from 78% to 85%.
- Goal 3: By 2024-2025, FSD3's chronic absenteeism rate will decrease from 11.32% to 6%.
- Goal 4: By 2024-2025, the percentage of 3-8 GT students scoring met or above on the state assessment in ELA, math and science will be at or above 82%.
- Goal 5: By 2024-2025, the percentage of GT parents satisfied with the support services provided to gifted and talented students as measured by a district created survey will increase from 80% to 90%.
- Goal 6: By 2024-2025, a minimum of 85% of all stakeholders will be satisfied with the learning environment, the social and physical environment and the school-home relationships as measured by the state survey.
- Goal 7: By 2024-2025, the percent of all students in grades 2-8 who score met or above on the ELA assessments will increase from 29% to 55% and English EOC passage rate will increase from 57% to 70% and ACT Reading and English proficiency rates will increase from 16% in Reading to 26% and will increase in English from 11% to 21%.
- Goal 8: By 2024-2025, the percent of all students in grades 3-8 who score met or above on the Math assessment will increase from 23% to 48% and math EOC passage rate will increase from 33% to 58% and ACT math proficiency rates will increase from 11% to 25%.

- Goal 9: By 2024-2025, the percent of students in grades 3-8 scoring met or higher on the science state assessment will increase from 26% to 52% and the percent of students scoring proficient on the ACT science portion will increase from 15% to 30% and the passage rate for science EOC will increase from 46% to 66%.
- Goal 10: By 2024-2025, the passage rate for students on the U.S. History EOC test will increase from 37% to 57%.
- Goal 11: By 2024-2025, FSD3 will increase our teacher retention rate from 83% to a minimum of 93%.

Ms. Almeta Fleming made the motion to approve these goals as presented. Rutha Frieson provided the 2<sup>nd</sup> for this motion. All board members present voted in favor of this motion. The motion to approve the District Strategic Goals as presented passed 9-0. All schools will have similar goals.

*2nd Reading Policy EBC 'Emergencies'*- Paula Morris made the motion to approve 2<sup>nd</sup> reading of the Policy EBC 'Emergencies' as presented with the additional statement added (These crisis situations do not include discipline issues that are expected to be handled at the school by the principal and/or their designee. Non-criminal actions or events will be handled by the school and/or district officials only.). Julia Mims provided the 2<sup>nd</sup> for this motion. All board members present voted in favor of this motion. The motion to approve 2<sup>nd</sup> reading of Policy EBC 'Emergencies' passed 9-0.

*Proposal for Athletic Fundraising* – Dr. Fred Moore, LCHS Principal, share with board members, and those present for tonight's meeting, the Athletic fundraising proposal. Dr. Moore shared that the athletic department is allocated \$48,000 annually. Transportation cost for all sports is \$20,000, the cost for officials is \$10,000, and the cost for security is \$10,000. The remaining \$8,000 is placed in the general athletic fund for miscellaneous use. Every athletic sport has an annual expected expense for the operation of a particular sport. Therefore, I am proposing every coach have at least 2 fundraisers to supplement their program operating cost. Each athletic coach has to submit a fundraising proposal for their program to the principal and athletic director. It is understood by each coach that the money can be earmarked for a particular sport, but funds will be used according to the athletic needs of the entire athletic program. All fundraisers will follow FSD3 fundraising procedures. The district finance director will provide an annual workshop on fundraising for coaches. All fundraisers will be reviewed to prevent duplication of donors. All coaches will provide the athletic director with a proposed budget. The athletic director will request a wish list from all coaches for their program. All funds left over will be transferred to the general athletic fund for all sports. Dr. Moore also stated that it is understood by all coaches that donated funds will be used at the discretion of the school principal in consultation with the athletic director for disbursement.

*Lake City Early College High School Graduation Proposal* – Dr. Moore continued with the following recommendations from the graduation committee for the graduation ceremony for the Class of 2021:

- ✓ Date: Friday, June 11, 2021
- ✓ Time: 7 p.m.
- ✓ Venue: Ward Memorial Stadium
- ✓ Staging: before the ceremony, staging would take place at J. Paul Truluck Magnet School.
- ✓ Alternate Venue Due to Weather: LCHS Gym
- ✓ Maintenance: Request for setup and removal of chairs and the stage.

- ✓ Tickets: 4 tickets will be issued/student.
- ✓ Sound: would like to hire a DJ with equipment to ensure all participants can hear since the stadium sound is sometimes flawed.
- ✓ Broadcast: Would like to broadcast on Facebook Live. Would like to look into showing the graduation on the screen at the Green at the Bean market and possibly radio for those who would opt to remain in their cars.
- ✓ Rehearsals: gym rehearsal is immediately following the Awards program on June 4<sup>th</sup>. Stadium rehearsal will be on June 11 at 10 a.m.
- ✓ Awards Day: June 4<sup>th</sup>, 2021 at 9 a.m.

*Lake City Early College & CATE High School Prom* – Dr. Moore ended his comments to the board, and those present for tonight’s meeting, with information concerning the 2020-2021 High School Prom:

- ✓ Date: Friday, May 21, 2021
- ✓ Venue: the Bean Market Guest Capacity is 400 – 250 prom tickets will be sold
- ✓ Time: 7 p.m. to 10 p.m. Cost: \$35/person
- ✓ Theme: The Masquerade Ball
- ✓ Guidelines:
  - Prom tickets will be on sale during lunch, before or after school in room T4. Cash only.
  - We have 250 tickets available and the last day to purchase prom tickets will be Friday, May 14, 2021 at 1:30 p.m. If prom tickets are sold out before Friday, May 14, 2021, we will not purchase additional tickets.
  - Prom tickets may not be purchased until your school debt is paid and guest form is approved.
  - Prom tickets are nonrefundable.
  - Must be a student in good standing as outlined in the FSD3 Student Handbook.
  - Lake City High School juniors and seniors may invite one guest.
  - If the prom guest is currently a sophomore at LCECHS, s/he must be passing all courses and attending classes daily, and a student in good standing as outlined in the FSD3 Student Handbook.
  - Juniors and Seniors need to email Ms. Tonia Wilson ([twilson@fsd3.org](mailto:twilson@fsd3.org)) for a guest form.
- ✓ Lake City Early College High School (LCECHS) “Student in Good Standing” guidelines:
  - Debt-free or have an approved payment plan, signed by the principal.
  - If you have a school debt, you must take care of it before purchasing a prom ticket.
  - Cannot be on district-level probation.
  - The use of alcohol, illegal drugs, and tobacco products are strictly prohibited.
- ✓ CDC Guidelines will be Strictly Enforced as follows:
  - If you test positive for COVID-19, you may not attend prom.
  - If you are on quarantine, you may not attend prom.
  - The Bean Market Staff will have the building sanitized before we decorate and before guests arriving to prom.
  - Temperatures will be checked and recorded as students, faculty/staff, caterers, photographers and DJ enter the Bean Market.

- Social distancing and mask wear guidelines will be followed throughout the evening.
  - Students will have a designated area if they need to take a mask break.
  - If students want to take a picture, they will be allowed to take their masks off for the picture.
  - Guests will be served refreshments by members of the culinary arts class and catering staff. They will be required to wear a mask and gloves while serving the guests.
  - Hand Sanitizer will be placed on every table.
  - The number of chairs at each table will be reduced to practice social distancing.
  - The stage will not be used to provide more space on the lower level of the venue.
  - The DJ will be on the lower level and Life Touch photographers will be on the upper level.
  - Parents and other spectators will not be allowed to enter the venue to take pictures or look at the prom decorations.
- ✓ Security:
- Chief Joseph (Jody) Cooper will provide police security for the parking lot and inside. School administrators and staff members on the prom committee will also make sure students are following CDC guidelines and practicing safety precautions.
- ✓ Dress code guidelines will be in place for males and females.

**Superintendent's Report-** *Laura Hickson, Ed. D., Superintendent*

*FSD3 Vaccines* – FSD3 currently have 245 employees out of 537 vaccinated. This is approximately 46% of the FSD3 total staff.

*Legislative Updates* – H.3164 (Availability of Certain Tests for Homeschool Students) If the bill passes....

- Beginning in 2022-2023, each school district must make Advanced Placement testing, PSAT, Pre-ACT tests, and college and career readiness assessments and summative assessments available for home-schooled students.
- Districts will also be required to adopt policies that specify the date home-schooled students must register to participate in testing and must notify parents of the registration deadlines.
- The SCDE is directed to create a Homeschool Identification Code to be used for testing, and for differentiating home-schooled students from public-school students.

*This amended bill is still pending in the House for consideration.*

Several education related bills went before the Senate before spring break:

- S.704 (Five Day Face-to-Face) This joint resolution, as amended by the Senate, requires school districts to offer face-to-face instruction no later than a date in April, and requires all school districts offer five-day, in-person classroom instruction for the 2021-2022 school year. It allows retirees to return to work with an earnings limitation of \$50,000 for a period of 36 consecutive months:
  - ✓ If the individual retired on or before April 1, 2019, and
  - ✓ If they are hired to participate in the state's public health response to the COVID-19 virus.



- Prohibits school districts from assigning a teacher to deliver instruction to students simultaneously in-person and virtually, known as “dual-modality instruction,” “Unless it is reasonable and necessary.” Additional compensation may be required.

*The resolution should receive third reading soon and move to the House for consideration.*

*FSD3’s Trend of General Obligation Bonds: Used for Capital Projects & Some Technology Devices and Infrastructure* – Dr. Hickson continued her report by giving board members, and others present at tonight’s meeting, a summary of the General Obligation Bonds beginning as far back as 1989. Another one bond was sold in 1993, which was 4 years later. Again in 1996 and 1999, which were 3 years spaced each. It continued with 2003A and another bond in 2003. Dr. Hickson explained that research showed this was a year where the SC has a 5% budget cut across the state (this was actually 7.6% for districts), which was approximately .5 million, with another 6% predicted. The 2<sup>nd</sup> bond sold in 2003 was to allow flexibility in dealing with these budget cuts. From 2003 through 2015, a bond was sold every 3 years. After that it was every 2 years (2017, 2019, and 2021). FSD3 presently has outstanding, net of taxes collected and irrevocably committed to payment of amounts due in 2021, general obligation bonded indebtedness in the amount of \$2,566,000 as follows:

<u>Issue Date</u>	<u>Original Principal Amount</u>	<u>Amount Outstanding</u>	<u>Final Maturity</u>
May 13, 2015	\$1,700,000	\$330,000	April 1, 2022
March 1, 2017	1,650,000	1,066,000	March 1, 2024
March 28, 2019	1,200,000	1,170,000	March 1, 2026

FSD3 has sold, but not yet issued, its \$1,200,000 General obligation Bond, Series 2021, which will be dated and delivered as of March 30, 2021. Chair Bryant thanked Dr. Hickson for this information and recommendation.

After her presentation of this information, Dr. Hickson recommended to the board that unless an urgent need arises, sell a bond once every 4 years to maintain capital projects and updated technology.

*FY2019-20 Risk Score Breakdown* – This is a score the SCSDE gives school districts based on Overall Financial and Programmatic Performances. When this evaluation from the SCSDE came out in 2017, FSD3 had a score of 31, which is considered a *High-Risk level*. 3/19/2018 FSD3 received a score of 16, which is considered a *Low-Risk level*. 3/19/2019 FSD3 received another score of 16. On 4/1/2021 FSD3 is happy to celebrate a score of 10, which is considered the *Lowest-Risk level*.

*Plan to return to 5 Days F2F Learning* – Beginning the week of April 19<sup>th</sup>, middle and high school students will attend five days instead of four. Our Middle and High Schools are currently four days/week. We are now required to move from four days to five days. The S. C. Department of Education and policymakers have asked all school district to offer five days/week F2F Learning.

*Annual Strategic Planning Stakeholders Meeting* – Dr. Hickson ended her report by again inviting board members, community members, parents, and staff to the annual strategic planning stakeholders meeting to be held on Thursday, 4/22/2021, beginning at 6:30 p.m. at the LCHS Gym.

**Executive Session:** Gloria Robinson made the motion to enter into executive session to discuss personnel regarding hiring, termination, resignation or potential legal matters. Paula Morris provided the 2<sup>nd</sup> for this motion. All board members present voted in favor of this motion. The motion to enter into executive session passed 9-0.

**Exit Executive Session** – Julia Mims made the motion to exit executive session. Gloria Robinson provided the 2<sup>nd</sup> for this motion. All board members present voted in favor of this motion. The motion to exit executive session passed 9-0.

## **PUBLIC SESSION**

### **Action taken from Executive Session**

None

**Adjourn:** There being no further business for the Board of Trustees, Paula Morris made the motion to adjourn. Almeta Fleming provided the 2<sup>nd</sup> for this motion. All board members present voted in favor of this motion. The motion to adjourn passed 9-0.

\_\_\_\_\_  
Date approved

\_\_\_\_\_  
Barbara Bryant, Chair

\_\_\_\_\_  
Shelia Knotts, Recording Clerk

\_\_\_\_\_  
Jac'Kel Brown, Secretary