

### **ETIWANDA SCHOOL DISTRICT**

Etiwanda Education Center Board Room 6061 East Avenue, Etiwanda, CA 91739

BOARD OF TRUSTEES: Brynna Cadman, Robert Garcia, Dayna Karsch, David W. Long, and Mondi M. Taylor

# BOARD OF TRUSTEES MEETING Minutes

Wednesday, June 23, 2021, 6:30 p.m.

**Members Present in Person:** Ms. Karsch, Mr. Long and Ms. Taylor

Members Present by Webinar: Ms. Cadman and Mr. Garcia Others Present: Dr. Judson and Ms. Sprague

#### 1. Call to Order

President Taylor called the meeting to order at 6:30 p.m. stating this meeting is by video and telephonic webinar, and that microphones for the participating public will be kept on mute for all portions of the meeting with the exception of the public comment periods. When the meeting was called to order, President Taylor performed an attendance roll call wherein Member Cadman and Member Garcia, indicated they were present by video and Member Long, Member Karsch and Member Taylor, indicated they were present in person. President Taylor announced that a roll call vote would be taken and recorded on each motion made at this meeting and that all open sessions of the board meeting are audio recorded and may capture sounds of those participating in the meeting. President Taylor asked those participating in the meeting to join in the Pledge of Allegiance.

#### 2. Public Comment

Pursuant to Board Policy 9324, Board Minutes and Recordings: "The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.

- A. Comments on agenda items, except agenda item 6. A.: None offered
- B. Comments on non-agenda items:
  - Jose Hernandez, Omnitrans Community Outreach Coordinator, commented regarding Omnitrans free pilot program transportation services for K-12 students beginning in August.

#### 3. Review / Adopt Agenda and Minutes

- A. The Board of Trustees adopted the agenda as presented on a motion by Member Long, seconded by Member Karsch and carried by a unanimous roll call vote, with all members present voting yes.
- B.\* The Board of Trustees adopted the minutes of the regular meeting held May 26, 2021, as presented on a motion by Member Garcia, seconded by Member Cadman and carried by a unanimous roll call vote, with all members present voting yes.

#### 4. Instruction

- A.\* Jeannie Tavolazzi, Director of Instruction, presented the Local Indicators for 2020 that will be updated on the California Dashboard this November. She shared the Local Indicators, the tools used to develop the findings for the Local Indicators and shared information that will be reported for the 2020-21 school year.
- B.\* After discussion, the Board of Trustees took action to approve the 2021-2024 Local Control Accountability Plan (LCAP) as presented, on a motion by Member Karsch, seconded by Member Long and carried by a unanimous roll call vote, with all members present voting yes.
- C.\* After discussion, the Board of Trustees took action to approve the 2021-2022 LCAP Federal Addendum as presented on a motion by Member Karsch, seconded by Member Long and carried by a unanimous roll call vote, with all members present voting yes.

## 5. Consent Calendar

The Board of Trustees approved the Consent Calendar as presented on a motion by Member Long, seconded by Member Garcia and carried by unanimous roll call vote, with all members present voting yes.

A.\* Approval of the personnel report which includes appointment, employment, contract renewal, assignment, committee on assignment, transfer, promotion, demotion, resignation, retirement, leave,

# 5. Consent Calendar (continued)

- out-of-class pay, termination, non-reelect, suspension, release of service, release of administrative assignment and/or any other action affecting employment status.
- B.\* The Governing Board, acting as the legislative body for Community Facilities District (CFD) numbers 4, 5, 6, 7, 8, 9, 10, 11, Rancho Etiwanda, Silver Ridge, Coyote Canyon, Henderson Creek, Victoria Gardens, & Day Creek Square, ratifies the CFD expenditures for the period May 1 through May 31, 2021, per the CFD Payment Log.
- C.\* Ratification of the Accounts Payable Warrant Register Reports. These are various routine warrants that have been requested to pay for purchase orders and various expenditures. The Board is requested to ratify batches dated May 1, 2021 through May 31, 2021.
- D.\* Ratification of the Budget Financial Reports for the period May 1, 2021 through May 31, 2021.
- E.\* Approval of the declaration that miscellaneous items of district property are less than \$2,500 in value per item, are obsolete and unusable, and will be sold as surplus property, donated to eligible nonprofit organizations or disposed: C.P. Lightfoot Elementary; misc. 27" TV's, DVD/VCR players; Perdew Elementary, Dell monitors, HP Deskjets, Hover Cam, keyboards, VGA/USB adapter, misc. Mimio pads, speakers, HP Laser Jet Pro, Belkin surge protector; District Office/Personnel, Ergonomic chair; Etiwanda Colony Elementary, Dell Optiplex, keyboard; Solorio Elementary, misc. TV's; Child Care, TV and stand.
- F.\* Ratification of mileage stipends and cell phone stipend effective July 1, 2021.
- G.\* Ratification of computer technology maintenance, support agreements and subscriptions for the 2021-22 school year, NR062321R-04.
- H.\* Approval of Resolution No. 2021-45 of the Etiwanda School District regarding the Education Protection Account.

I.\* Approval of the following donations:

Donated by:	Donation of:	Donated to:
John L. Golden PTA	Cash	John L. Golden Elementary
DCIS PTSO	Cash	Day Creek Intermediate
Solorio Elementary PTA	Cash	Solorio Elementary
Summit PTSA	Cash	Summit Intermediate
Almarez Market LLC	Cash	Caryn Elementary

J.\* Approval/Ratification for Contracted Services between Etiwanda School District and the following outside Contractors:

	Consultant Contractor Presenter	Contract Number	Type of Service	Location of Service
1	Kona Ice	CC062321R-01	Provide snow cones/shaved ice	Etiwanda Child Care
2	Excel Plumbing and Rooter	RC062321R-01	Cleaning and maintaining the 100 gallon water heaters	Etiwanda School District
3	John R. Byerly, Inc.	ML062321R-07	Geotechnical engineering, materials testing and special inspection services for Growth Portables Project	Terra Vista Elementary
4	DJ Delly	CC062321R-02	DJ Services during Camp Cool	Etiwanda Child Care

5. Consent Calendar (continued)

5	Building Block Entertainment	GOL062321R-01	Assemblies on September 10, 2021	John L. Golden Elementary
6	Building Block Entertainment	GOL062321R-02	Assemblies on October 29, 2021	John L. Golden Elementary
7	Kader Camp, Inc.	JJ062321R-03	On Demand Summer program	Etiwanda School District
8	Sandy Hook Promise	NR062321R-03	Collaborative for academic, social, and emotional learning for 2021-2022	Etiwanda School District
9	H & H Elevator	RC062321R-03	Preventative maintenance on 17 wheelchair lifts at various sites	Etiwanda School District
10	Time & Alarm	RC062321A-04	Fire alarm testing and inspection	Etiwanda School District
11	Sylvan Learning	JJ062321A-04	In-person and virtual homework support	Etiwanda School District
12	IIRP Graduate School	DN062321R-01	Virtual training in Restorative Practices for Educators	Etiwanda School District

K.\* Approval/Ratification of Proposal and Field Contract services under \$60,000 between Etiwanda School District and the following Contractors:

	Consultant/ Contractor	Contract Number	Type of Service	Location of Service
1	Quality Teleservices, Inc.	ML062321R-01	Furnish/Install external WAPS as part of keyless entry project	Day Creek Intermediate
2	Quality Teleservices, Inc.	ML062321R-02	Furnish/Install external WAPS as part of keyless entry project	John L. Golden Elementary
3	Quality Teleservices, Inc.	ML062321R-03	Furnish/Install external WAPS as part of keyless entry project	Etiwanda Colony Elementary
4	Quality Teleservices, Inc.	ML062321R-04	Remove/install power poles, projector, mount projector screen	East Heritage Elementary
5	Quality Teleservices, Inc.	ML062321R-06	Mount projector, screen, connect AV cables	Solorio Elementary
6	EL-CO Construction	RC062321A-05	Remove and replace waterline	Summit Intermediate

L.\* Consideration to accept the following agreements/contracts between Etiwanda School District and the following contractors:

	Contractor	Contract Number	Type of Service	Location of Service
1	Paper Education Company, Inc.	NR062321A-01	Downloadable application of the platform to students, teachers and administrators	Etiwanda School District
2	School Services of California, Inc.	MS062321A-01	Consultant on issues of school finance, legislation, school budgeting and general fiscal issues.	Etiwanda School District Business Department
3	Parker & Covert LLP	MS062321A-02	Retainer Agreement for legal services July 1, 2021- June 30, 2023	Etiwanda School District

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4	San Bernardino County Superintendent of Schools & Claremont Unified School District	JJ0621321R-02	Interdistrict Attendance Agreement	Etiwanda School District
5	American Business Bank	ML062321A-05	Escrow Agent for K.A.R. Construction	DW Long & West Heritage Restroom Upgrade Project
6	All City Management Services, Inc.	RC062321A-02	Crossing Guard Services 2021-2022	Etiwanda School District
7	Sunil K. Saini, M.D., Inc.	AS062321R-01	General use epinephrine auto-injectors 2021-2022 protocol	Etiwanda School District
8	American Red Cross	AS062321A-05	Training Services 2021-2022	Etiwanda School District
9	Total Compensation Systems, Inc.	MS062321A-03	Actuarial valuation services	Etiwanda School District
10	Cooperative Strategies	NR062321R-05	Consulting Services to assist in the evaluation of existing voting areas with the 2020 Census	Etiwanda School District

M.\* Approval of Amendments/Change Orders.

	Amendment/Change Order Number	Vendor	Original Contract Date	New Contract Date
1	JJ062321A-01 First Amendment	Fuel Education LLC	June 1, 2020 – May 31, 2021	June 1, 2020 – May 31, 2022
2	TC062321A-02 CNS-2018-19-001	Gold Star Foods	July 1, 2018 – June 30, 2021	July 1, 2021- June 30, 2022

Consideration to accept the following agreements/contracts between Etiwanda School District and the following contractors using piggybackable BID documentation. N.\*

	Vendor	Contract Number	Piggyback BID	Location of Service
1	Gold Star Foods	TC062321A-01	Westminster USD RFP 19/20-04	Child Nutrition

Approval of Chaffey Federal Credit Union School/District Membership Application to make 0.\* additions and deletions to signatories as follows on school accounts, all accounts require two signatures for withdrawal purposes.

Additions **Deletions** Account Cecilia L. Solorio Elementary Candra Loftis – Principal Carol Bidwell-Pilgren - Principal

P.\* Approval of revisions and/or deletions to the following Board Policies (BP), Administrative Regulations (AR) and/or Exhibits (EX):

BP 5113	Absences and Excuses	Updated to reflect the requirement for a board resolution approving reasonable methods by which students can verify absences due to illness of quarantine. Deletes section on "Effect of Absence on Grades/Credits".
AR 5113	Absences and Excuses	Updated to reflect new law which amends the definition of "immediate family" for the purpose of authorizing certain excused absences. Clarifies excused absences for work in the entertainment or allied industry, participation with a non-profit performance arts organization or other reasons at the discretion of school administrators. Adds notifications that a student's grade will not be lowered following an excused absence if work is completed within a reasonable time.

5. Consent Calendar (Continued)

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BP 5113.1	Chronic Absence and Truancy	Revised to reflect a tiered approach for reducing chronic absenteeism and include the designation of attendance supervisor.
AR 5113.1	Chronic Absence and Truancy	Updated to reflect law allowing the referral of a chronic absentee to a school attendance review board (SARB) and other revisions.
BP 5141.21	Administering Medication and Monitoring Health Conditions	Updated to prohibit the administration of medical cannabis to students on school grounds by parents/guardians or school personnel due to the conflict between state and federal law, and to reflect new law requiring district to accept statement for asthma inhaler from physician operating under laws of Mexico and licensed in California.
AR 5141.21	Administering Medication and Monitoring Health Conditions	Updated to clarify requirement of health care provider statement regarding administration of medication by unlicensed personnel and for self-administration of in-haled asthma medication, and indemnification of volunteer employees who administer epinephrine auto injectors.
BP 7210	Facilities Financing	Revised title of board policy to: Facilities Financing to coincide with board policy update.
BP 9270	Conflict of Interest	Revised to reflect changes to positions in Appendix A.

Q.\* Approval of Resolution 2021-46 Regarding Methods of Verification of Absences.

R.\* Discussion and action regarding a Memorandum of Understanding between the Etiwanda School District and the Etiwanda Teachers Association regarding Title I Instructional Coaches.

S.\* Approval of the amended job descriptions.

Child Care Program Coordinator	
Instruction Department Education Coordina	tor
Professional Development Provider	
Supervisor of Facilities	
Supervisor of Grounds	
Supervisor of Maintenance	

T.\* Approval of Resolution 2021-44 approving the Superintendent or designees of Etiwanda School District to approve contract completions.

#### 6. Business and Legal

A.\* President Taylor initiated Public Hearing regarding Resolution No. 2021-42 to adopt a resolution of intent to operate a continuous school program at one or more schools for the 2022-23 school year. The Board reserves the right to operate a multi-track, year-round education program should it become necessary. This is an annual routine item necessary for unforeseen circumstances, including, but not limited to fire or other natural disasters, that could result in one or more school facilities becoming unusable during the specified school year. President Taylor then opened the public hearing and asked for any comments from the public.

Public comments received from Jennifer Salvi commenting in regards to year-round track system and wanting more information. President Taylor then closed public comment after

receiving no additional comments.

Mr. Claflin, Assistant Superintendent of Business Services, shared that this resolution is for the 2022 -23 school year. It is required to be in place one year in advance and is for only emergency purposes. If a natural disaster or a disaster occurs that eliminates any or part of our buildings, this could place us into a year-round education in order to house our students on our campuses. This is not something that is being planned to be implemented and only to be used in case of an emergency. Mr. Claflin recommends approval in case an emergency does occur. The Board of Trustees took action to adopt Resolution No. 2021-42, on a motion by Member Long, seconded by Member Cadman and carried by a unanimous roll call vote, with all members present voting yes.

6. Business and Legal (continued)

B.\* After discussion, the Board of Trustees took action to approve the Final Proposed Budget of the Etiwanda School District for the 2021-22 fiscal year, on a motion by Member Karsch, seconded by Member Long and carried by a unanimous roll call vote, with all members present voting yes.

C.\* After discussion, the Board of Trustees took action to approve the annual Declaration of Need for Fully Qualified Educators for the 2021-22 school year, pursuant to the requirement established by the State of California Commission on Teacher Credentialing, on a motion by Member Long, seconded by Member Karsch and carried by a unanimous roll call vote, with all members present voting yes.

D.\* After discussion, the Board of Trustees took action to approve of the new job descriptions: Deputy Superintendent, Director of Operations and Facilities and Library Services Program Specialist, on a motion by Member Karsch, seconded by Member Garcia and carried by a unanimous roll call vote,

with all members present voting yes.

#### 7. Superintendent's Presentation

A. Update regarding 2021-22 school year.

- Superintendent Judson shared California moved off the blueprint for a Safer Economy plan on June 15. He shared pending the Centers for Disease Control (CDC) updates, schools are expected to follow current California Department of Public Health (CDPH) guidance, which includes wearing face coverings indoors. He also shared that on June 17, Cal/Osha issued a revision to the Temporary Emergency Standard and the district is currently reviewing the new standards to determine implementation where possible and the forthcoming guidance from the CDC and CDPH.
- Superintendent Judson shared the Summer Learning program will begin July 12 July 23, located at all school sites without significant construction barriers. He shared 2,482 students are enrolled with 560 on a waitlist. Beginning July 6, the Instruction Department will begin contacting families to see if they are interested in attending a non-resident school if openings are available.
- Superintendent Judson shared that there are no recommended changes to the Board approved learning models for the 2021-22 school year. He shared the District anticipates reopening with a regular 5 day per week, full-day schedule and does plan on offering EASE Home School option for families not ready to return to in-person instruction.

B. Discussion and action regarding Welcome Back Breakfast.

- Superintendent Judson shared the new health and safety guidelines will play a key role in how many people can gather for social distancing and masking for the Welcome Back Breakfast.
- Mr. Claffin shared they have been considering many options with many different delivery locations and what would give us the greatest flexibility based upon the guidelines at the time. He shared we are currently looking at serving a continental breakfast of a pastry, bagel with cream cheese, fruit, and a drink. He shared it could be at four locations or up to 17 locations.
- Superintendent Judson shared that we are unsure if the breakfast will be at multiple sites or all school sites and could possibly have a recorded presentation from the Board or Board President, that each school site could play as part of the Welcome Back program. More information for the Board on our July 22, board meeting.
- President Taylor asked if we have a date? Superintendent stated a tentative date would be August 5<sup>th</sup>.
- Superintended Judson stated no action needed.

C. Discussion regarding Board Self Evaluation.

Superintendent Judson shared that the Board self-evaluation is completed every year in July. For this past year, the Board postponed the evaluation until all Board Members could be present in person. He shared this activity reviews the board governance goals, board protocols and the board effectiveness. Superintendent Judson asked the Board if they would like to proceed with this on the July 22 board agenda?

President Taylor asked the Board Members if they would like to proceed with this activity and Member Karsch and Member Garcia are in agreement to include the Board Self Evaluation for the July 22, board meeting.

D. Discussion and action regarding board meeting format.

## 7. Superintendent's Presentation (continued)

- Superintendent Judson reviewed that an executive order was issued last March that allowed local legislative bodies, like school boards, to hold public meetings via teleconference and waived some of the teleconference requirements to allow boards flexibility, as schools were
- closed and people were restricted from gathering. On June 15, the governor issued a new executive order that keeps the guidance in place through the end of September. Beginning October 1, the Board will need to return to in-person meetings and if there are teleconference meetings it reverts back to the previous requirements.
- President Taylor asked effective October 1<sup>st</sup>, if a Board Member chooses to participate virtually at home instead of at the board meeting, then their home address would be published and the agenda would be posted? Superintendent Judson stated yes, this would be in effect after October 1<sup>st</sup>.
- Superintendent Judson shared there were two bills introduced this year that would have required continued online participation and access for the public. Neither of those pieces of legislation was passed. He shared the district has done a great job, during this pandemic, providing public access to meetings virtually. There has always been an opportunity at every meeting for live public comment since last March. The challenge is having an in-person and to allowing online participation, as it relates to having sophisticated equipment and more staffing to monitor the meeting format. Superintendent Judson allowed the Board the opportunity to discuss what they would like to do moving forward with the board meeting format.
- President Taylor asked the Board if they have an opinion on how we should move forward?
- Member Karsch stated she heard a lot of feedback from parents in the community that they felt more engaged and knowledgeable about what is going on in the district, and because the meetings were broadcasted, she feels it was a valuable benefit to provide to our community and would like to see us continue similarly. She stated she was not sure about allowing the public to call in and comment. President Taylor asked, so you would like to see some type of live streaming? Member Karsch stated yes.
- Member Garcia shared that some type of broadcasting of our meetings would be a public benefit and would like to see that continued.
- > President Taylor asked if Member Garcia would like to allow public comment for those that are streaming?
- Member Garcia stated not at this time.
- Member Cadman stated she likes the way it is today, allowing the public to live stream and be able to watch it later. It allows everyone a choice.
- Member Long shared he would like to make anything available for the public that we can for them to participate.
- President Taylor shared we will evaluate how today's meeting went, the pluses and minuses about the setup and practice, and will continue to work on those matters.
- Superintendent Judson stated we don't need an action and we will work to enhance how we can offer live stream that is better for the public and better quality.

#### E. Superintendent Judson reported the following:

- Superintendent Judson shared and thanked Maintenance and Operations and Facilities teams for doing a great job for getting all the summer construction jobs going and coordinated. He shared construction pictures of CP Lightfoot's front office and library teardown. Upcoming events:
  - o May 27 E3 Foundation Golf Tournament
  - o June 1-24 Extended School Year (ESY)
  - o June 7-July 2 District 4/10 work weeks (closed Fridays)
  - July 12-23 Summer Learning program
  - o July 22 Board meeting
  - August 2-3 Resilience and Recovery Professional Development
  - August 4 Teachers return
  - o August 9 First day of school
  - August 19 Board meeting
- Superintendent Judson thanked and recognized Terry Embleton, Assistant Superintendent of Personnel Services, and wished him a happy retirement after 26 years with the district.

# 7. Superintendent's Presentation (continued)

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- Mr. Embleton shared it has been 26 fantastic years, with a fantastic district, lead by a fantastic Board and the amazing people he had the opportunity to work with.
- President Taylor thanked Mr. Embleton for all he has given to the children and the staff of Etiwanda.
- Board Member Garcia shared his congratulations to Mr. Embleton and thanked him for his years of service.

## 8. Board/Staff Comments or Suggested Items for Discussion at Upcoming Meetings

None offered.

# 9. Closed Session

The Board of Trustees adjourned to Closed Session at 7:49 p.m. regarding items A. through G.

A. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL litigation (Government Code 54956.9(d)(1)). NB

Case Number(s) 07-2021

B. Public Employee Appointment (Government Code 54957)

Title: (3) Elementary Assistant Principals

Title: (2) Middle School Assistant Principals

- C. Conference with labor negotiator (Government Code 54957.6) for the 2020-2021 school year District Negotiator: Terry Embleton, assistant superintendent of personnel services Bargaining Unit: Etiwanda Teachers Association
- D. Public Employee Discipline/Dismissal/Release. (Government Code 54957)
- E. Public Employment (Government Code 54957)

Title: Deputy Superintendent

- F. Conference with Labor Negotiators (Government Code 54957.6):
  District-designated representative: Shawn Judson, Ed.D., Superintendent
  Unrepresented employee: Charlayne Sprague, Deputy Superintendent
- G. Public Employee Performance Evaluation: Superintendent (Government Code 54957)

#### 10. Reconvene To Open Session

The Board of Trustees reconvened into Open Session at 9:08 p.m.

- A. President Taylor in Open Session read out the following in regards to agenda item 10. A. Consideration and approval of the contract of employment for Deputy Superintendent: Pursuant to Government Code section 54953, subdivision (c)(3), the Board provides this oral summary of the salary and fringe benefits as set forth in the proposed Deputy Superintendent Employment Agreement between Etiwanda School District and Charlayne Sprague.
  - Contract term effective July 1, 2021 through June 30, 2025.
  - Annual salary of \$224,168.00 effective July 1, 2021.
  - Annual salary increases, including equivalent to the percentage increase in the Consumer Price Index computed by the U.S. Bureau of Labor Statistics for the Riverside-San Bernardino-Ontario area for all urban consumers.
  - Annual salary increases, including a salary increase of \$3,000.00 annually if the prior year's evaluation is satisfactory or better.
  - Medical, dental, vision, and life insurance shall be purchased at the Deputy Superintendent's sole expense from the plans available to active District employees.
  - Paid health and welfare benefits in retirement, including District-paid retiree health and welfare benefits to age 65, to the extent such benefits are available to other retired management employees pursuant to Board Policy.
  - On retirement at age 58 years or older after nine years of combined service as Deputy Superintendent or Assistant Superintendent, the District will provide an IRS qualified retirement annuity in an amount equivalent to 85% of her salary for her final year of District employment.

# 10. Reconvene To Open Session(continued)

- 25 days of annual vacation with pay, exclusive of holidays.
- 12 days of annual sick leave.
- The District shall provide mileage reimbursement for business mileage incurred outside San Bernardino County, in accordance with Board Policy.
- The District shall pay for necessary expenses associated with professional growth activities approved by the Board. The District shall pay the Deputy Superintendent's membership dues in Association of California School Administrators and AASA (the School Superintendents Association), as may be approved by the Board.

The Board of Trustees then took action in Open Session to approve the employment contract of Charlayne Sprague, Deputy Superintendent, on a motion by Member Karsch, seconded by Member Long, and carried by a unanimous roll call vote with all members present voting yes.

B. The Board of Trustees of the Etiwanda School District took action in Closed Session to approve the settlement agreement for case number 07-2021, on a motion by Member Karsch, seconded by Member Long and carried by a unanimous roll call vote, with all members present voting yes.

C. The Board of Trustees of the Etiwanda School District took action in Closed Session to appoint the following Assistant Principals: Andrea Barron to Cecilia Lucero Solorio Elementary, Claudia "Patricia" Johnson to Heritage Intermediate, John McCormack, to Cecilia Lucero Solorio Elementary and East Heritage Elementary, Jordyn Vander Laan, to Day Creek Intermediate, and RaShawn Vogelzon to Perdew Elementary, on a motion by Member Cadman, seconded by Member Long and carried by a unanimous roll call vote, with all members present voting yes.

# 11. Adjournment

The meeting was adjourned at 9:14 p.m., on a motion made by Member Long, seconded by Member Karsch and carried by unanimous roll call vote, with all members present voting yes.

The next meeting will be held on Thursday, July 22, 2021, 6:30 p.m.

Respectfully Submitted