

**GLENDALE UNIFIED SCHOOL DISTRICT  
223 North Jackson Street  
Glendale, California 91206  
(818) 241-3111**

**BOARD OF EDUCATION MEETING NO. 32  
Administration Center  
And  
Yerevanyan Hwy 7  
Goris, Syunik Region  
Republic of Armenia**

**June 19, 2018**

*“Preparing our students for their future.”*

	<b>Please Note Times</b>
<b>4:30 P.M. -</b>	<b>Opening, Presentations, Acknowledgements &amp; Recognitions, Public Communications, Information, Action, Consent Calendar, Reports</b>
	<b>Closed Session</b>

In accordance with the Americans with Disabilities Act (ADA) the District will provide accommodations, with reasonable advanced notice, for any individual with a disability needing to participate in the Board Meeting and/or access the information herein. Please contact the Glendale Unified School District Public Information Office to request such accommodations. In accordance with the Brown Act revisions; public records relating to a Board meeting agenda item that are distributed to at least a majority of Board members less than 72 hours before a regular meeting, may be inspected by the public at the District administrative offices during regular business hours (8:00 a.m. to 4:00 p.m.).

**AGENDA**

**ITEM**

**PAGE**

**A. OPENING – 4:30 P.M.**

- 1. Call to Order and Roll Call**
- 2. Pledge of Allegiance**
- 3. Certification of Compliance**

To accommodate the requirement of Government Code Section 54954.2 in accordance with the Brown Act revisions; the agenda for the meeting was posted on the bulletin board in the Administration Center and the Glendale Unified School District website 72 hours prior to this meeting.

- 4. Approval of Agenda Order**

**B. PRESENTATIONS**

- 1. *New Doctoral Degrees in GUSD*** – Congratulations to the following staff for completing the doctoral program and receiving their degrees: Aida Babayan, Elwing S. Gonzalez, Michelle Tehrani Hartounian, Winfred B. Roberson, Jr., Cecily Skye Roberts, and Ian Sayer.

**B. PRESENTATIONS - continued**

2. *Angela Vasquez, California School Board Association Public Affairs and Community Engagement Representative (PACER)* – Presenting information to the Board on current CSBA initiatives.
3. *Glendale Council PTA* – Neda Farid-Farhoumand, PTA Council President, will present to the Board the yearly report of activities by the organization.

**C. ACKNOWLEDGEMENTS AND RECOGNITIONS**

a. *Wilson Middle School Student Earns Top Music Honors* – Sonya Siegel-Chanen an 8<sup>th</sup> grade student at Wilson Middle School earns a Gold Award for her Solo Performance at the California Music Educators Association’s State Solo and Ensemble Festival.

b. *Student Member, Board of Education* – Amira Chowdhury, graduate of Hoover High School has served with distinction as the student representative to the Board of Education during the 2017-2018 school year.

**D. COMMUNICATIONS FROM PUBLIC**

**1. Public Communications**

ADDRESSING THE BOARD OF EDUCATION—An individual or group representative may address the Board of Education on any agenda item or subject within its jurisdiction by completing a request card. Speakers are requested to state their name and address prior to speaking to the Board. Not more than five minutes may be allotted to each speaker and no more than twenty minutes to each subject, except by unanimous consent of the Board of Education. A Speaker’s allotted time cannot be deferred to another speaker. Board Members may question the speaker but there will be no debate or decision. The Superintendent may refer the matter to the proper department for review.

**E. INFORMATION**

**1. Acknowledgements of Service**

**13**

The resignations and retirements of the employees listed have been accepted by the Assistant Superintendent, Human Resources, as effective and final per Board Policy 4117.2, 4217.2, and 4317.2, and are being reported to the Board of Education for its information.

**2. Proposed Services Agreement between Glendale Unified School District and Playworks for Elementary Playground Supervision**

**16**

This report will provide the Board of Education with information on the proposed agreement with Playworks to provide training and ongoing coaching support for all yard duty leaders and assistants for the 2018-19 school year.

**3. Proposed Secondary Mathematics Dual Textbook Adoption for Integrated Math I-III**

**22**

This report will provide the Board of Education with information on a dual adoption of College Preparatory Mathematics (CPM) and Houghton Mifflin Harcourt (HMH) as the Integrated Math I-III curriculum materials, to be supplemented by additional resources, for Integrated Math I, II and III.

**E. INFORMATION - continued**

**4. Proposed Supplementary Textbooks for Use in High Schools in the Area of Mathematics 28**

The proposed supplementary textbooks are submitted for review and discussion by the Board of Education. The books have been reviewed for content and evaluated by members of the Mathematics Curriculum Study Committee. In accordance with Glendale Unified School District Board Policy 6161.1, the textbooks were available for review by parents and/or members of the community prior to being presented to the Board of Education for their consideration. The Secondary Education Council has reviewed the information and made a recommendation of approval of the textbooks to the Board of Education.

**5. Proposed Revised Board Policies Relating to Students, Student-Progress, Students-Welfare; and Business and Noninstructional Operations 29**

This report will provide the Board of Education with information on the need to revise existing Board Policies (BP) 5111 (Admission); BP 5111.1 (District Residency); BP 5125 (Student Records); BP 5131.2 (Bullying); BP 5145.9 (Hate-Motivated Behavior); and BP 3516 (Emergencies and Disaster Preparedness Plan) as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws.

**6. Proposed Adoption of Transitional Science Materials for Grades K-8 53**

This report will provide the Board of Education with information on the process followed and recommendations for interim transitional science curriculum materials for Grades K-8 (Mystery Science and STEMscopes). Current science textbooks are not aligned to the new California Next Generation Science Standards; therefore, interim materials are needed until publishers develop instructional materials that do align.

**7. Board of Education Priorities 56**

As part of the overall planning process, the Board of Education establishes priorities that identify major focus areas for the District. This report is being presented for the Board of Education to determine its long-term priorities for the District.

**8. Board of Education School Site Assignments for 2018-2019 58**

Each year, members of the Board of Education are assigned to various schools.

**9. Back to School and Open House Schedules for 2018– 2019 59**

This report informs the Board of Education of the Back to School and Open House schedules for all the schools in the District for the 2018-2019 school year.

**10. Update on Measure S and Facility Program 61**

There will be a presentation including an update on the Superintendent's Facility Advisory Committee meeting, a review of the action items on the agenda, as well as a discussion of future items that will be brought to the Board for consideration.

**F. ACTION**

**1. Adoption of District Budget for 2018-19 62**

The Superintendent recommends that the Board of Education adopt the 2018-19 District Budget as presented. Staff will make a presentation, which will provide members of the Board of Education information regarding the District's 2018-19 Budget.

**2. Approval of 2017-2020 Local Control Accountability Plan (LCAP) Annual Update 86**

The Superintendent recommends that the Board of Education approve the proposed 2017-2020 Local Control Accountability Plan (LCAP) Annual Update.

**F. ACTION - continued**

- 3. Approval of Secondary Mathematics Dual Textbook Adoption for Integrated Math I-III 91**

The Superintendent recommends that the Board of Education approve a school-by-school dual adoption of College Preparatory Mathematics (CPM) and Houghton Mifflin Harcourt (HMH) as the Integrated Math I-III curriculum materials, to be supplemented by additional resources.
- 4. Approval of Amendment No. 1 to Project Authorization No. 22 with tBP Architecture for Installation of Portable Buildings at Cloud Pre-School 97**

The Superintendent recommends that the Board of Education approve Amendment No. 1 to Project Authorization No. 22 with tBP Architecture for the installation of portable buildings at Cloud Pre-School in the amount of \$18,580.00.
- 5. Approval of Change Order No. 2 to Bid No. 113-15/16 with Chalmers Construction Services, Inc. for the Jefferson Elementary School Overcrowding Relief Grant 2-Story Building 101**

The Superintendent recommends that the Board of Education approve Change Order No. 2 to Bid No. 113-15/16 with Chalmers Construction Services, Inc. for the Jefferson Elementary School Overcrowding Relief Grant 2-Story building at in the amount of \$221,384.48.
- 6. Approval of Change Order No. 1 to Bid No. 158-17/18 with Pinguelo Construction for Window Replacement, Phase III at R.D. White Elementary School and Notice of Completion 103**

The Superintendent recommends that the Board of Education approve Change Order No. 1 to Bid No. 158-17/18 with Pinguelo Construction for window replacement at R.D. White Elementary School in the amount of \$3,788.25 and a Notice of Completion.
- 7. Approval of Amendment No. 2 to Independent Consultant Agreement No. 271 with MTGL, Inc. for Verdugo Woodlands Elementary School Overcrowding Relief Grant Building's Specialty Inspection Services 106**

The Superintendent recommends that the Board of Education approve Amendment No. 2 to Independent Consultant Agreement No. 271 with MTGL, Inc. for Verdugo Woodlands Elementary School Overcrowding Relief Grant Building's Specialty Inspection Services in the amount of \$27,946.05.
- 8. Award of Bid No. 174-17/18 for Renovation of Bleachers at Crescenta Valley High School North Gym 120**

The Superintendent recommends that the Board of Education award Bid No. 174-17/18 for the renovation of bleachers at Crescenta Valley High School North Gym to Corvus Industries, Ltd., dba FaciliServ in the amount of \$12,213.00.
- 9. Award of Bid No. 175-17/18 for Renovation of Bleachers at Glendale High School South Gym 121**

The Superintendent recommends that the Board of Education award Bid No. 175-17/18 for the renovation of bleachers at Glendale High School South Gym to Corvus Industries Ltd., dba FaciliServ in the amount of \$36,413.00.
- 10. Resolution No. 34 – Temporary Inter-Fund Cash Borrowing – Child Development Fund 122**

The Superintendent recommends that the Board of Education adopt Resolution No. 34 to allow Temporary Inter-fund Cash Borrowing.

**F. ACTION - continued**

- 11. Approval for Amendment with Aequitas for Q Maintenance and Support 124**
- The Superintendent recommends that the Board of Education approve an amended maintenance and support renewal agreement for the District's Q Student Information System with Aequitas for the 2018-19 school year to include the component Q Pulse for an additional amount of \$73,361.66.
- 12. Approval of Contract with Panorama Education for Social-Emotional Learning Survey for Students 147**
- The Superintendent recommends that the Board of Education approve a contract with Panorama Education in the amount of \$52,850 to provide research-based social-emotional learning survey to students.
- 13. Approval of Adoption of Transitional Science Materials for Grades K-8 149**
- The Superintendent recommends that the Board of Education approve the adoption of interim transitional science curriculum materials (Mystery Science for Grades K-5 and STEMscopes for Grades 6-8). Current science textbooks are not aligned to the new California Next Generation Science Standards; therefore, interim materials are needed until publishers develop instructional materials that do align.
- 14. Approval of Agency Contracts for Special Education Services for the 2018-2019 School Year 152**
- The Superintendent recommends that the Board of Education approve the contracts between Glendale Unified School District and various agencies to provide special education services for students not to exceed \$4,730,000.
- 15. Resolution No. 35 – Annual Agreement for Contract No. CSPP-8196 with the California Department of Education, Child Development Division, for the State Preschool Programs 2018-2019 154**
- The Superintendent recommends that the Board of Education adopt a resolution to enter into a local agreement for the State Preschool Programs with the California Department of Education, Child Development Division, and accept funds for these services in the amount of \$1,961,588.
- 16. Resolution No. 36 – Annual Agreement for Contract No. CCTR-8089 with the California Department of Education, Child Development Division, for the General Child Care and Development Programs 2018-2019 156**
- The Superintendent recommends that the Board of Education adopt a resolution to enter into a local agreement for General Child Care and Development Programs with the California Department of Education, Child Development Division, and accept funds for these services in the amount of \$2,162,717.
- 17. Approval of Agreement Between Glendale Unified School District and Beach Cities Learning 158**
- The Superintendent recommends that the Board of Education approve an agreement with Beach Cities Learning for the 2018-2019 school year in the amount of \$225,000 and \$75 per hour for additional therapy.
- 18. Approval of Memorandum of Understanding with Foothill SELPA and Hathaway-Sycamores Child and Family Services 163**
- The Superintendent recommends that the Board of Education (Administrative Unit for the Foothill SELPA) approve a Memorandum of Understanding between Foothill SELPA and Hathaway-Sycamores Child and Family Services agency for the 2018-2019 school year in the amount of \$328,050 for educational services and an amount up to \$122,232 for therapeutic services.

**F. ACTION - continued**

- 19. Approval of Services Agreement with ARDA Campaigns 171**
- The Superintendent recommends that the Board of Education approve the services agreement with ARDA Campaigns for District-wide mailer for community outreach.
- 20. Contract Approval - Assistant Superintendent, Educational Services 178**
- The Superintendent recommends that the Board of Education approve the employment contract for Dr. Kelly King, Assistant Superintendent, Educational Services.
- 21. Amendment to the Contract with Maxim Healthcare Services, Inc. DBA Maxim Staffing Solutions 182**
- The Superintendent recommends that the Board of Education approve an amendment to the contract between Glendale Unified School District and Maxim Healthcare Services, Inc. DBA Maxim Staffing Solutions for providing contracted nursing staff to meet the needs of students.
- 22. Resolution No. 37 – Board Policy 9250 – Compensation, Reimbursement, and Other Benefits 183**
- The Superintendent recommends that the Board of Education adopt Resolution No. 37 in relation to the provisions of Board Policy 9250 – Compensation, Reimbursement, and Other Benefits.

**G. CONSENT CALENDAR**

All items under Consent Calendar are considered to be of a routine nature and are acted on with one motion. Any recommendation may be removed from the Consent Calendar at the request of any Board Member and placed under Action.

- 1. Minutes 185**
- The Superintendent recommends that the Board of Education approve the Minutes, as listed.
- a. Regular Meeting No. 30 June 4, 2018
  - b. Special Meeting No. 31 June 8, 2018
- 2. Certificated Personnel Report No. 20 206**
- The certificated report recommends approval of the following:
- An extension of maternity leave of absence, a parental leave of absence, extension of health leaves of absence, extension of family & medical leaves of absence, a home responsibility leave of absence, a military leave of absence, additional assignments, a change of management position, elections hourly/daily, additional compensation, transportation authorization - management positions, transportation authorizations, authorizations, revision to previous personnel reports, personal services agreements and conference/workshop/meeting authorizations.
- 3. Classified Personnel Report No. 19 252**
- The classified report recommends approval of the following:
- Medical leave of absence; extension of medical leave of absence; maternity leave of absence; extension of maternity leave of absence; family & medical leave of absence; extension of family & medical leave of absence; election from eligibility list; termination - exhaustion of benefits; additional assignment temporary - at established rate of pay; change of assignment; revisions to previous board reports; election of classified hourly substitute; election of classified/non classified hourly substitute; personal services agreements; and transportation authorizations.

**G. CONSENT CALENDAR - continued**

- 4. Warrants 295**
- The Superintendent recommends that the Board of Education approve Warrants totaling \$20,382,177.97 for May 1, 2018 through June 13, 2018.
- 5. Purchase Orders 301**
- The Superintendent recommends that the Board of Education approve Purchase Orders totaling \$2,177,292.45 for the period of May 21, 2018 through June 1, 2018.
- 6. Appropriation Transfer and Budget Revision Report 314**
- Budget revisions and transfers reflect changes to existing budget appropriations necessitated by increases or decreases to previously established income and expenditure accounts. The Education Code requires Board of Education approval of all budget revisions and the transfer of funds between major expenditure accounts.
- 7. Appropriation Transfers at Year-End 321**
- The Superintendent recommends that the Board of Education authorize the Los Angeles County Office of Education (LACOE) to make appropriation transfers between major objects of expenditures at the close of the fiscal year 2017-18.
- 8. Contract for Mandated Cost Claim Services for Fiscal Year 2018-19 with Axiom Analytix 323**
- The Superintendent recommends that the Board of Education approve a contract with Axiom Analytix for claims processing services to be performed during fiscal year 2018-19 for a projected amount of \$15,000.
- 9. Agreements with Various Law Firms to Provide Legal Services for the District for 2018-19 School Year 328**
- The Superintendent recommends that the Board of Education approve agreements with various law firms to provide legal services for the District for 2018-19 school year.
- 10. Approval of Agreement with Hacienda La Puente Unified School District for the Sale of Eleven (11) Portable Buildings at Verdugo Woodlands Elementary School 329**
- The Superintendent recommends that the Board of Education approve the agreement with the Hacienda La Puente Unified School District for the sale of eleven (11) portable buildings at Verdugo Woodlands Elementary School at a cost of \$11.00.
- 11. Approval of Agreement for the Sale of Eight (8) Portable Buildings at La Crescenta Elementary School 334**
- The Superintendent recommends that the Board of Education approve the agreement with Long Beach Unified School District for the sale of six (6) portable buildings at La Crescenta Elementary School at a cost of \$6.00; and the agreement with Val Verde Unified School District for the sale of two (2) portable buildings at La Crescenta Elementary at a cost of \$2.00.
- 12. Agreement with York Risk Services Group, Inc. to Provide Third Party Claims Administration 343**
- The Superintendent recommends that the Board of Education approve an agreement with York Risk Services Group, Inc. to provide third party claims administration on workers' compensation claims that were previously serviced through the SLIM JPA from July 1, 2018 through June 30, 2019 for \$48,000.

**G. CONSENT CALENDAR - continued**

- 13. Approval of Course of Study Outlines for Use in High Schools in the Areas of Career Technical Education, Visual and Performing Arts, and World Languages and Culture 368**
- The Superintendent recommends that the Board of Education approve course of study outlines (Life Management & Career Development; Construction 1-2; Construction 3-4; Construction 5-6; Technical Cabinet Making & Carpentry 7-8; Technical Cabinet Making & Carpentry 9-10; Honors Studio Art 3-4; and Japanese Language & Culture 5-6) for use in high schools in the areas of Career Technical Education, Visual and Performing Arts, and World Languages and Cultures.
- 14. Approval of Basic and Supplementary Textbooks for Use in Elementary, Middle and High Schools in the Areas of Career Technical Education, Social Science, Mathematics, English, and Foreign Language 424**
- The Superintendent recommends that the Board of Education approve basic and supplementary textbooks for use in elementary, middle and high schools in the areas of Career Technical Education, Social Science, Mathematics, English and Foreign Language.
- 15. Approval of New or Revised Board Policies Relating to Students, Students-Welfare; Community Relations; and Philosophy, Goals, Objectives and Comprehensive Plans 429**
- The Superintendent recommends that the Board of Education approve new or revised Board Policies (BP) 5113.1 (Chronic Absence and Truancy); BP 5145.13 (Response to Immigration Enforcement); BP 5144 (Discipline); BP 5145.3 (Nondiscrimination/Harassment); BP 1330 (Public Activities Involving Staff, Students or School Facilities-Use of School Facilities); and BP 0410 (Nondiscrimination in District Programs and Activities) as recommended by the California School Boards Association (CSBA) and to comply with Education Code and federal and state laws.
- 16. Adoption of Los Angeles County Plan for Expelled Pupils 448**
- The Superintendent recommends that the Board of Education adopt the Los Angeles County Plan for Expelled Pupils (triennial update).
- 17. Approval of Waiver Requests 484**
- The Superintendent recommends that the Board of Education approve waiver requests from the Collective Bargaining Agreement based on proposals submitted by various District school sites and approved by the District Review committee commencing in the 2018-2019 school year.
- 18. California Desired Results Systems of Accountability 486**
- The Superintendent recommends that the Board of Education adopt the action plans developed by the Early Education and Extended Learning Programs Department to comply with the California Department of Education, Early Education and Support Division, Desired Results System of Accountability as detailed in the Program Self-Evaluation Process Report.
- 19. Annual Application for Funds Under the Consolidated Application and Reporting System (CARS) for Categorical Aid Programs 2018-2019 (Spring and Winter Collection) 491**
- The Superintendent recommends that the Board of Education approve the submission of the annual Consolidated Application and Reporting System (CARS) for 2018-2019, which is required to receive funds for categorical programs.



**G. CONSENT CALENDAR - continued**

- 20. Approval of Single Plans for Student Achievement (SPSAs) 498**
- The Superintendent recommends that the Board of Education approve the 2018-2019 Single Plans for Student Achievement (SPSAs) for schools participating in one or more state/federal programs.
- 21. Approval of the Waiver and the Single Plan for Student Achievement (SPSA) for Keppel Elementary School to Continue Operating as a Title I Schoolwide Program in 2018-2019 School Year 499**
- The Superintendent recommends that the Board of Education approve the waiver and the Single Plan for Student Achievement (SPSA) for Keppel Elementary School to continue operating as a Title I Schoolwide Program in 2018-2019.
- 22. Approval of Services Agreement between Glendale Unified School District and Parker-Anderson Enrichment Program 501**
- The Superintendent recommends that the Board of Education approve the Services Agreement between Glendale Unified School District and Parker-Anderson Enrichment Program to provide a two-week Summer Academy for identified refugee students in the amount of \$30,000.
- 23. Approval of Live Streaming Services from Studio Spectrum for 2018-2019 517**
- The Superintendent recommends that the Board of Education approve the live streaming proposal from Studio Spectrum for the 2018-19 school year for a total amount of \$11,250.
- 24. Approval of Amendment to the Contract with Sunbelt Staffing 519**
- The Superintendent recommends that the Board of Education approve the amendment to the contract between Glendale Unified School District and Sunbelt Staffing in the amount of \$15,000 for providing contracted school psychologists to meet the needs of students during the 2017-18 school year.
- 25. Approval of Agency Contracts for Special Education Services for the 2018-19 School Year 520**
- The Superintendent recommends that the Board of Education approve the contracts between Glendale Unified School District and various agencies to provide special education services for students not to exceed \$143,000.
- 26. Approval of Special Education Master Contracts 521**
- The Superintendent recommends that the Board of Education approve contracts between Glendale Unified School District and state-certified non-public schools (NPS) and non-public agencies (NPA) that provide services to students in special education programs, as specified on each student's Individualized Education Plan (IEP).
- 27. Approval of Memorandum of Understanding with Didi Hirsch Mental Health Services for Counseling Services 523**
- The Superintendent recommends that the Board of Education approve a Memorandum of Understanding with Didi Hirsch Mental Health Services to provide counseling services to GUSD students.
- 28. Approval of Agreement with the University of Southern California for School Counseling Interns 533**
- The Superintendent recommends that the Board of Education approve an agreement between Glendale Unified School District and the University of Southern California School of Social Work to provide interns for social and emotional support to GUSD students and their families of the 2018-2021 school years.

**G. CONSENT CALENDAR - continued**

**29. Approval of Agreement with the University of California, Los Angeles, for Social Work Interns 541**

The Superintendent recommends that the Board of Education approve an agreement between Glendale Unified School District and the University of California, Los Angeles (UCLA) for students in the UCLA Department of Social Welfare to gain practical field work learning experiences in GUSD schools.

**30. Approval of Memorandum of Understanding with Hathaway-Sycamores for Providing Educational Support Services 548**

The Superintendent recommends that the Board of Education approve a Memorandum of Understanding between Glendale Unified School District and Hathaway-Sycamores Child and Family Services agency for the 2018-2019 school year for the delivery of Educational Support Services (ESS).

**31. Approval of Consultant Agreement with Trusted Messenger Marketing (TMM) 554**

The Superintendent recommends that the Board of Education approve the consulting agreement with Trusted Messenger Marketing (TMM) for social media and online management in the amount of \$28,000 for the 2018-2019 school year.

**32. Acceptance of Gifts 572**

The Superintendent recommends that gifts to the District be accepted and that letters of appreciation be written to the donors.

**H. REPORTS AND CORRESPONDENCE**

**1. Board**

**2. Superintendent**

**I. CLOSED SESSION**

**1. Personnel matters relating to the appointment, employment or evaluation of school based and non-school based district management positions pursuant to Government Code §54957.**

**2. Personnel matters relating to the discipline, dismissal and release of school-based employees pursuant to Government Code §54957.**

**3. Conference with Real Property Negotiators pursuant to Government Code 54956.8**

**Property:** Approximately 40,000 square feet of real property, referred to as a portion of the District Office Site, located at 223 N. Jackson Street, Glendale, California 91206 (Property)

**Negotiating Parties:** Glendale Unified School District (Proposed Exchangor), Winfred Roberson, Superintendent, Constance Schwindt, Atkinson, Andelson, Loya, Rudd & Romo, and property consultant Sam S. Manoukian, RE/MAX; and one or more representatives from Carmel Partners which may acquire the Property through an exchange agreement pursuant to applicable California law (Proposed Exchange)

**Under Negotiation:** Instructions to negotiators will concern price and terms of payment as related to the possible exchange of the identified Property.

**4. Conference with Legal Counsel - Anticipated Litigation – Initiation of litigation pursuant to section 54956.9(c): One potential case**

Unified Agenda

June 19, 2018

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**J. RETURN TO REGULAR MEETING**

**K. ADJOURNMENT**