

# California State Board of Education Preliminary Report of Actions/Draft Minutes November 13, 2024

## Members Present

* Linda Darling-Hammond, President
* Cynthia Glover Woods, Vice President
* Francisco Escobedo
* Gabriela Orozco-Gonzalez
* Brenda Lewis
* James J. McQuillen
* Sharon Olken
* Kim Pattillo Brownson
* Alison Yoshimoto-Towery
* Julia Clauson, Student Member

## Secretary & Executive Officer

* Tony Thurmond, State Superintendent of Public Instruction, Secretary and Executive Officer

## Members Participating Remotely

* Haydee Rodriguez

## Members Absent

* None

## Principal Staff

* Brooks Allen, Executive Director, State Board of Education (SBE)
* Jessica Holmes, Chief Deputy Executive Director, SBE
* Lisa Constancio, Senior Deputy Director, SBE
* Kirin Gill, Chief Counsel, SBE
* Alex Traverso, Communications Director, SBE
* Rigel Massaro, Deputy Legal Counsel and Deputy Policy Director, SBE
* Laura Rodriguez, Senior Policy Director, SBE
* Debra Brown, Senior Policy Advisor, SBE
* Aileen Allison-Zarea, Education Administrator I, SBE
* Ric Reyes, Education Administrator I, SBE
* Kate Dove, Policy Director, SBE
* Michelle Valdivia, Assistant Policy Director, SBE
* Amy Bubbico, Staff Services Manager, SBE
* Lisa Hopkins, Associate Governmental Program Analyst, SBE
* Haley Gordon, Associate Governmental Program Analyst, SBE
* Mary Nicely, Chief Deputy Superintendent, California Department of Education (CDE)
* Len Garfinkel, General Counsel, CDE
* Erika Torres, Deputy Superintendent, CDE
* Cheryl Cotton, Deputy Superintendent, CDE
* Alex Moos, Education Policy Administrator I, CDE

**Please note that the complete proceedings of the November 13, 2024 State Board of Education meeting, including closed-captioning, are available online at:** <http://www.cde.ca.gov/be/ag/ag/sbewebcastarchive.asp>

## California State Board of Education Public Session November 13, 2024

**Wednesday, November 13, 2024 – 8:30 a.m. Pacific Time ±**California Department of Education  
1430 N Street, Room 1101  
Sacramento, California 95814

* Call to Order
* Salute to the Flag
* Communications
* Announcements
* Special Presentations
  + *Public notice is hereby given that special presentations for informational purposes may take place during this session.*
* Agenda Items
* Day’s Adjournment

**President Darling-Hammond called the meeting to order at approximately 8:37 a.m.**

### AGENDA ITEMS

#### Item 01

**Subject:** STATE BOARD PROJECTS AND PRIORITIES. Including, but not limited to, future meeting plans; agenda items; and officer nominations and/or elections; State Board appointments and direction to staff; declaratory and commendatory resolutions; Bylaw review and revision; Board policy; approval of minutes; Board President and liaison reports; training of Board members; and other matters of interest.

**Type of Action:** Action,Information

**Summary of the Issue:**

* State Superintendent of Public Instruction’s Report
* State Board of Education President’s Report

**ACTION:** No Action Taken.

#### Item 02

**Subject:** 2025-2026 State Board of Education Student Member: Recommendation of Three Finalists for Submission to the Governor for Consideration and Appointment.

**Type of Action:** Action, Information

**Recommendation:** The SBE Screening Committee recommends that the SBE approve the three finalists for the position of 2025-2026 SBE Student Member, as identified in the Item Addendum. The approved finalists will be forwarded to the Governor for his consideration and appointment as the 2025-26 SBE Student Member.

**ACTION:** Member Glover Woods moved to approve the SBE Screening Committee recommendations for the three finalists for the position of 2025-26 SBE Student Member as identified in the Item Addendum. The approved finalists will be forwarded to the Governor for his consideration and appointment as the 2025-26 SBE Student Member.

Students who are being recommended as finalists to the State Board of Education by the Screening Committee of the State Board of Education are provided in alphabetical order by last name below:

* **Divyansh Agrawal,** Dublin High School, within the Dublin Unified School District, Alameda County
* **Vanessa Ejike,** Gretchen Whitney High School, within the ABC Unified School District, Los Angeles County
* **Rishal Melvani,** Monte Vista High School, within the San Ramon Valley School District, Contra Costa County

In addition to the finalists named above, the following students were identified as candidates for the 2025-2026 Student Member of the Board:

* **Justine Chueh-Griffith,** West Campus High School, within the Sacramento City Unified School District, Sacramento County
* **Tarun Rajesh,** Dublin High School, within the Dublin Unified School District, Alameda County
* **Ameya Ravi,** Washington High School, within the Fremont Unified School District, Alameda County

The following students were also identified as semi-finalists for the 2025-2026 Student Member of the Board:

* **Eduardo Abascal,** Saddleback High School, within the Santa Ana Unified School District, Orange County
* **Lennon Coffin,** Irvine High School, within the Irvine Unified School District, Orange County
* **Arnav Dagar,** Canyon Crest Academy, within the San Dieguito Union School District, San Diego County
* **Jazmin Garcia,** Davis Senior High School, within the Davis Unified School District, Yolo County
* **Bridget McVey,** El CerritoHigh School, within the West Contra Costa Unified School District, Solano County
* **Xariyah White,** De Anza High School, within the West Contra Costa Unified School District, Solano County

Member Lewis seconded the motion.

**Yes votes:** Members Clauson, Darling-Hammond, Escobedo, Glover Woods, Lewis, McQuillen, Olken, Orozco-Gonzalez, Pattillo Brownson, Rodriguez, and Yoshimoto-Towery.

**No votes:** None

**Members Absent:** None

**Abstentions:** None

**Recusals:** None

The motion passed with 11 votes.

#### Item 03

**Subject:** Reports from the 2024 Student Advisory Board on Education.

**Type of Action:** Information

**Recommendation:** Listen to student proposals from the 2024 Student Advisory Board on Education (SABE) Conference, as identified in the Item Addendum.

**ACTION:** No Action Taken.

### CLOSED SESSION

President Darling-Hammond announced that in Closed Session the Board will discuss and/or take action on the following case:

* *Emma C. v. State*

*REPORT OUT OF CLOSED SESSION*

President Darling-Hammond announced that in Closed Session the Board discussed and/or took action on the following case:

* *Emma C. v. State*

#### Item 04

**Subject:** The Local Control and Accountability Plan Template – Adoption of the Revised Local Control and Accountability Plan Template, Consistent with California Education Code Section 52064.4.

**Type of Action:** Action, Information

**Recommendation:** The CDE recommends that the SBE adopt the proposed revisions to the LCAP template and instructions and allow the CDE, in collaboration with SBE staff, to make any necessary typographical or formatting corrections as the documents are prepared for posting on the CDE website.

**ACTION:** Member Glover Woods moved to approve the CDE staff recommendation.

Member Escobedo seconded the motion.

**Yes votes:** Members Clauson, Darling-Hammond, Escobedo, Glover Woods, Lewis, McQuillen, Olken, Orozco-Gonzalez, Pattillo Brownson, Rodriguez, and Yoshimoto-Towery.

**No votes:** None

**Members Absent:** None

**Abstentions:** None

**Recusals:** None

The motion passed with 11 votes.

#### Item 05

**Subject:**  California Assessment of Student Performance and Progress and English Language Proficiency Assessments for California: Request for Approval of the Proposed Revisions to the Reporting Achievement Level Descriptors and Student Score Reports; and Updates on Program Activities.

**Type of Action:** Action, Information

**Recommendation:** The CDE recommends that the SBE approve the proposed revisions to the reporting Achievement Level Descriptors (ALDs) and labels for the Smarter Balanced Summative Assessments for English Language Arts/Literacy (ELA) and Mathematics and California Science Test (CAST) as provided in Tables 1B, 2B, and 3B. The CDE also recommends that the SBE approve the proposed revisions to the Student Score Reports (SSRs) for the Smarter Balanced Summative Assessments for ELA and Mathematics, CAST, and Initial ELPAC as provided in Attachments 2 and 3.

**ACTION:** No Action Taken.

### REGULAR CONSENT ITEMS (Item 06 through Item 08, and Item 10 through Item 12)

#### Item 06

**Subject:** The Federal Every Student Succeeds Act: Authorization to Pursue a Waiver for the 2024–25 School Year of the 1.0 Percent Cap on the Percentage of Eligible Students with the Most Significant Cognitive Disabilities Who May Be Assessed with an Alternate Assessment Aligned with Alternate Academic Achievement Standards for English Language Arts/Literacy, Mathematics, and Science.

**Type of Action:** Action, Information, Consent

**Recommendation:** The CDE recommends that the SBE authorize the CDE to submit to the U.S. Department of Education (ED) a request for the waiver of the requirement to assess less than 1.0 percent of eligible students with an alternate assessment for ELA, mathematics, and science for the 2024–25 administration found in Attachment 1.

The CDE also recommends that the SBE authorize the CDE to submit to the ED a request for a waiver of the requirement that a request for a waiver of the 1.0 percent cap be submitted at least 90 days before the beginning of the annual testing window for the CAA for ELA, mathematics, and science.

#### Item 07

**Subject:** California Assessment of Student Performance and Progress System and English Language Proficiency Assessments for California: Determination of the Release of Up to 10 Percent Withheld for the 2023–24 Regents of the University of California, Santa Cruz Contract.

**Type of Action:** Action, Information, Consent

**Recommendation:** The CDE recommends the release of the full amount of $72,455.62, representing the 10 percent withheld from the UCSC contract for activities to develop and maintain the California Educator Reporting System (CERS) for the reporting of individual and group results from CAASPP and ELPAC. The 10 percent funds were withheld during fiscal year (FY) 2023–24 from invoices paid with existing CAASPP and ELPAC System contract funding. The amounts per task are listed in Attachment 1.

#### Item 08

**Subject:** California Assessment of Student Performance and Progress and English Language Proficiency Assessments for California: Determination of the Release of the 10 Percent Withheld from the Educational Testing Service Contract for Fiscal Year 2023–24.

**Type of Action:** Action, Information, Consent

**Recommendation:** The CDE recommends releasing $8,589,512.29 to ETS from funds withheld during FY 2023–24 for the successful completion of component tasks as stated within the contract scope of work (SOW) under contract number (CN) 220002. The details per task by administration for FY 2023–24 are listed in Attachment 2.

***Item 09 was withdrawn by the SBE on November 12, 2024, because the permanent regulations that were the subject of this item were accepted by Office of Administrative Law on November 6, 2024, and submitted to the Secretary of State on November 6, 2024, which has obviated the need for further action on adoption of the emergency regulations at this time***

#### ~~Item 09~~

**~~Subject:~~** ~~California Assessment of Student Performance and Progress Regulations—Approve the Finding of Emergency and Second Readoption of Emergency Regulations for Proposed Amendments to the~~ *~~California Code of Regulations~~*~~, Title 5, Section 855.~~

**~~Type of Action:~~** ~~Action, Information, Consent~~

**~~Recommendation:~~** ~~The CDE recommends the SBE take the following actions:~~

* ~~Approve the Finding of Emergency~~
* ~~Readopt the proposed Emergency Regulations~~
* ~~Direct the CDE to circulate the required Notice of Proposed Emergency Action, and then submit the Emergency Regulations to the Office of Administrative Law (OAL) for approval~~
* ~~Authorize the CDE to take any necessary action to respond to any direction or concern expressed by the OAL during its review of the Finding of Emergency and proposed emergency regulations~~

[Note: the preceding information about Item 09 contains strikethroughs which indicate the item has been withdrawn.]

#### Item 10

**Subject:** Assignment of Charter School Numbers to Newly Established Charter Schools, Pursuant to California *Education Code* Section 47602.

**Type of Action:** Action, Information, Consent

**Recommendation:** The CDE recommends that the SBE assign charter numbers to the charter schools identified in Attachment 1.

#### Item 11

**Subject:** Approval of 2024–25 Consolidated Applications.

**Type of Action:** Action, Information, Consent

**Recommendation:** The CDE recommends that the SBE approve the 2024–25 ConApps submitted by LEAs in Attachment 1.

#### Item 12

**Subject:** School Nutrition Programs - Approve Commencement of a 15-Day Public Comment Period for Proposed Amendments to *California Code of Regulations*, Title 5, sections 4610, 15510, 15551, 15556, 15562, 15564, 15565, 15575, 15576, 15577 and 15578, the addition of Section 15560, and the Repeal of sections 15530, 15531, 15532, 15533, 15534, 15535, and 15563.

**Type of Action:** Action, Information, Consent

**Recommendation:** The CDE recommends the SBE take the following actions:

* Approve the proposed changes to the proposed regulations
* Direct that the proposed changes be circulated for a 15-day public comment period in accordance with the Administrative Procedure Act
* If no relevant comments to the proposed changes are received during the 15-day public comment period, the proposed regulations with changes are deemed adopted, and the CDE is directed to complete the rulemaking package and submit it to the Office of Administrative Law (OAL) for approval
* If any relevant comments to the proposed changes are received during the 15-day public comment period, the CDE is directed to place the proposed regulations on the SBE’s March 2025 agenda for action
* Authorize the CDE to take any necessary ministerial action to respond to any direction or concern expressed by the OAL during its review of the rulemaking file

**ACTION:** Member Olken moved to approve the CDE staff recommendations for each regular item on consent (Item 06 through Item 08, and Item 10 through Item 12).

Member Glover Woods seconded the motion.

**Yes votes:** Members Clauson, Darling-Hammond, Glover Woods, Lewis, McQuillen, Olken, Orozco-Gonzalez, Pattillo Brownson, Rodriguez, and Yoshimoto-Towery.

**No votes:** None

**Members Absent:** None

**Abstentions:** None

**Recusals:** Member Escobedo

The motion passed with 10 votes.

#### *END OF REGULAR CONSENT ITEMS*

#### *REGULAR AGENDA ITEMS CONTINUED*

#### Re-Open Item 01

**Subject:** STATE BOARD PROJECTS AND PRIORITIES.

Including, but not limited to, future meeting plans; agenda items; and officer nominations and/or elections; State Board appointments and direction to staff; declaratory and commendatory resolutions; Bylaw review and revision; Board policy; approval of minutes; Board President and liaison reports; training of Board members; and other matters of interest.

**Type of Action:** Action, Information

**Recommendation:**

1. Approve the Draft Preliminary Report of Actions/Minutes for the September 11, 2024, meeting.
2. Approve the SBE Screening Committee recommendations regarding appointments to the Advisory Commission on Charter Schools (ACCS), Advisory Commission on Special Education (ACSE), California Practitioners Advisory Group (CPAG), and the Instructional Quality Commission (IQC) 2025-26 Student Member.

**ACTION 1:** Member Olken moved to approve the Preliminary Report of Actions/Draft Meeting Minutes for the September 11, 2024, meeting.

Member Orozco-Gonzalez seconded the motion.

**Yes votes:** Members Clauson, Darling-Hammond, Escobedo, Glover Woods, Lewis, McQuillen, Olken, Orozco-Gonzalez, Pattillo Brownson, Rodriguez, and Yoshimoto-Towery.

**No votes:** None

**Members Absent:** None

**Abstentions:** None

**Recusals:** None

Motion passed with 11 votes.

**ACTION 2:** Member Escobedo moved to approve the SBE Screening Committee’s recommendations for appointments to the IQC, CPAG, ACCS, and ACSE.

Member Lewis seconded the motion.

**Yes votes:** Members Clauson, Darling-Hammond, Escobedo, Glover Woods, Lewis, McQuillen, Olken, Orozco-Gonzalez, Pattillo Brownson, Rodriguez, and Yoshimoto-Towery.

**No votes:** None

**Members Absent:** None

**Abstentions:** None

**Recusals:** None

Motion passed with 11 votes.

#### Item 13

**Subject:** Revisions to the *California School Accounting Manual* (*CSAM*) used by local educational agencies.

**Type of Action:** Action, Information

**Recommendation:** The CDE requests that the SBE approve the proposed revisions to the *CSAM*.

**ACTION:** Member Olken moved to approve the CDE staff recommendation.

Member Escobedo seconded the motion.

**Yes votes:** Members Clauson, Darling-Hammond, Escobedo, Glover Woods, Lewis, McQuillen, Olken, Orozco-Gonzalez, Pattillo Brownson, Rodriguez, and Yoshimoto-Towery.

**No votes:** None

**Members Absent:** None

**Abstentions:** None

**Recusals:** None

The motion passed with 11 votes.

#### Item 14

**Subject:** Follow-up to the July 2024 State Board of Education Study Session on The California Way: State Board of Education’s Portrait of a Graduate.

**Type of Action:** Information

**Recommendation:** No specific action is recommended at this time.

**ACTION:** No Action Taken.

#### Item 15

**Subject:** California Community Schools Partnership Program (CCSPP) update. Presentations by the CCSPP State Transformational Assistance Center, Mills Middle School (Folsom-Cordova Unified School District), and the Children Youth Behavioral Health Initiative (CYBHI).

**Type of Action:** Information

**Recommendation:** This item has no recommendations.

**ACTION:** No Action Taken.

### WAIVERS/ACTION AND CONSENT ITEMS

*(W-01 through W-13)*

The following agenda items include waivers that are proposed for consent and those waivers scheduled for separate action because CDE staff may have recommended denial or determined that they may present new or unusual issues. Waivers proposed for consent are so indicated on each waiver’s agenda item; however, any board member may remove a waiver from proposed consent and the item may be heard individually. Action different from that recommended by CDE staff may be taken.

Physical Education Program (Block Schedules)

#### Item W-01 General

**Subject:** Request by **Placer Union High School District** to renew a waiver of portions of California Education Code Section 51222(a), related to the statutory minimum requirement of 400 minutes of physical education each 10 school days for students in grades nine through twelve to implement a block schedule at Colfax High School, Foresthill High School, and Placer High School. Waiver Number:

* Colfax High School 9-6-2024
* Placer High School 10-6-2024
* Foresthill High School 12-6-2024

(Recommended for APPROVAL) *EC* 33051(b) will apply

Community Day Schools (CDS) (Minimum School Day)

#### Item W-02 General

**Subject:** Request by **Visalia Unified School District** to retroactively waive portions of California *Education Code* Section 48663(a), relating to community day school minimum instructional minutes.

Waiver Number: 18-4-2024

(Recommended for APPROVAL WITH CONDITIONS)

Community Day Schools (CDS) (Commingle Grade Levels)

#### Item W-03 General

**Subject:** Request by **Chico Unified School District** for a retroactive renewal waiver of portions of California *Education Code* Section 48660, to permit the Academy for Change community day school to serve students in grade six with students in grades seven through twelve, but no grade lower than grade six.

Waiver Number: 1-8-2024

(Recommended for APPROVAL WITH CONDITIONS) *EC* 33051(b) will apply

Community Day Schools (CDS) (Colocate Facilities)

#### Item W-04 General

**Subject:** Request by **Hanford Joint Union High School District** for a retroactive renewal waiver of portions of California *Education Code* Section 48661(a), to permit the collocation of the Hanford Community Day School on the same site as the Earl F. Johnson Continuation High School.

Waiver Number: 11-5-2024

(Recommended for APPROVAL WITH CONDITIONS) *EC* 33051(b) will apply

Community Day Schools (CDS) (Colocate Facilities)

#### Item W-05 General

**Subject:** Request by **Glendale Unified School District** to retroactively waive California *Education Code* Section 48661(a) to permit the collocation of Jewel City, a community day school, on the same site as Allan F. Daily High School, a continuation high school.

Waiver Number: 17-12-2023

(Recommended for APPROVAL WITH CONDITIONS) *EC* 33051(b) will apply

Special Education Program (Extended School Year (Summer School))

#### Item W-06 General

**Subject:** Request by **ten local educational agencies** to retroactively waive *California Code of Regulations,* Title 5, Section 3043(d), which requires a minimum of 20 school days for an extended school year (summer school) for students with disabilities.

Waiver Number:

* Alpine Union Elementary School District 17-2-2024
* Columbia Elementary School District 21-2-2024
* Fall River Joint Unified School District 18-2-2024
* Junction Elementary School District 1-3-2024
* San Pasqual Valley Unified School District 5-11-2023
* Pajaro Valley Unified School District 20-2-2024
* Freemont Union High School District 13-4-2024
* National Elementary School District 1-1-2024
* Shasta County Office of Education 3-3-2024
* Amador County Unified School District 9-4-2024

(Recommended for APPROVAL)

Special Education Program (Child Specific/ NPA or NPS Certification)

#### Item W-07 Specific

**Subject:** Request by **Yucaipa-Calimesa Joint Unified School District** to waive California *Education Code* Section 56366(d), the requirement for state certification, to allow the use of federal and state special education funds for the placement of one high school student with disabilities at the Alabama Clinical Schools Residential Treatment Center, an uncertified nonpublic school for students with disabilities with a residential treatment center, in Birmingham, Alabama.

Waiver Number: 5-5-2024

(Recommended for APPROVAL WITH CONDITIONS)

School Construction Bonds (Bond Indebtedness Limit - Unified S.D.)

#### Item W-08 General

**Subject:** Request by **two local educational agencies** to waive California *Education Code* sections 15102, 15268, 15106, and 15270(a), to allow the districts to exceed their bonded indebtedness limits. Total bonded indebtedness may not exceed 1.25 percent of the taxable assessed valuation of property for elementary or high school districts and 2.50 percent of the taxable assessed valuation of property for unified school districts. Depending on the type of bond, a tax rate levy limit of $30 per $100,000 of assessed value for elementary or high school districts and $60 per $100,000 of assessed value for unified school districts, may also apply.

Waiver Number:

* Fowler Unified School District 3-8-2024
* Pacific Elementary School District 5-8-2024

(Recommended for APPROVAL WITH CONDITIONS)

School District Reorganization (60 day Requirement to Fill Board Vacancy)

#### Item W-09 General

**Subject:** Request by **Vallecitos Elementary School District** to waive portions of California *Education Code* section 5091, which requires the board of trustees to make an appointment to fill a vacant board position within 60 days of the position becoming vacant.

Waiver Number: 5-6-2024

(Recommended for APPROVAL)

Sale or Lease of Surplus Property (Lease of Surplus Property)

#### Item W-10 General

**Subject:** Request by **Ukiah Unified School District** to waive California *Education Code* sections specific to statutory provisions for the sale or lease of surplus property.

Waiver Number: 4-6-2024

(Recommended for APPROVAL WITH CONDITIONS)

Sale or Lease of Surplus Property (Lease of Surplus Property)

#### Item W-11 General

**Subject:** Request by **San Francisco Unified School District** to waive California *Education Code* sections specific to statutory provisions for the sale or lease of surplus property.

Waiver Number: 7-5-2024

(Recommended for APPROVAL WITH CONDITIONS)

Sale or Lease of Surplus Property (Lease of Surplus Property)

#### Item W-12 General

**Subject:** Request by **Ventura Unified School District** to waive California *Education Code* sections specific to statutory provisions for the sale or lease of surplus property.

Waiver Number: 3-12-2023

(Recommended for APPROVAL WITH CONDITIONS)

Sale or Lease of Surplus Property (Lease of Surplus Property)

#### Item W-13 General

**Subject:** Request by **Newport-Mesa Unified School District** to waive California *Education Code* sections specific to statutory provisions for the sale or lease of surplus property.

Waiver Number: 2-7-2024

(Recommended for APPROVAL WITH CONDITIONS)

**ACTION:** Member Lewis moved to approve the CDE staff recommendations for each waiver item on consent (Waiver Item 01 through Item 13).

Member Olken seconded the motion.

**Yes votes:** Members Clauson, Darling-Hammond, Escobedo, Glover Woods, Lewis, Olken, Orozco-Gonzalez, Pattillo Brownson, and Rodriguez.

**No votes:** None

**Members Absent:** Members McQuillen and Yoshimoto-Towery

**Abstentions:** None

**Recusals:** None

The motion passed with 9 votes.

#### *END OF WAIVER CONSENT ITEMS*

### REGULAR AGENDA ITEMS CONTINUED

#### Re-Open Item 01

**Subject:** STATE BOARD PROJECTS AND PRIORITIES.

Including, but not limited to, future meeting plans; agenda items; and officer nominations and/or elections; State Board appointments and direction to staff; declaratory and commendatory resolutions; Bylaw review and revision; Board policy; approval of minutes; Board President and liaison reports; training of Board members; and other matters of interest.

**Type of Action:** Action, Information

**Recommendation:** Listen to Board Member liaison reports.

**ACTION:** No Action Taken.

#### Item 16

**Subject:** GENERAL PUBLIC COMMENT.

Public Comment is invited on any matter **not** included on the printed agenda. Depending on the number of individuals wishing to address the State Board, the presiding officer may establish specific time limits on presentations.

**Type of Action:** Information

**ACTION:** No Action Taken.

### ADJOURNMENT OF THE MEETING

**President Darling-Hammond adjourned the meeting at approximately 4:46 p.m.**