

SEQUOIA UNION HIGH SCHOOL DISTRICT
BACKGROUND INFORMATION FOR
AGENDA ITEMS FOR 2/3/16, BOARD MEETING

1. CALL TO ORDER

Anyone wishing to address the Board on closed session matters may do so at this time.

2. CLOSED SESSION

- a. CONSIDERATION OF STUDENT MATTER RELATED TO EXPULSION RECOMMENDATION (2015-16-08)
- b. CONSIDERATION OF RECOMMENDATION OF EXPULSION (Case No. 2015-16-09)
- c. CONFERENCE WITH LABOR NEGOTIATORS, Agency Designated Representative: James Lianides; Employee Organizations: Sequoia Union High School District Teachers' Association (SDTA)
- d. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (one matter)

3. ROLL CALL

4. WELCOME AND EXPLANATION TO AUDIENCE

5. PLEDGE OF ALLEGIANCE

6. APPROVAL OF AGENDA

7. REPORT OUT ON CLOSED SESSION

8. APPROVAL OF CONSENT CALENDAR

Board action to approve the following items is taken simultaneously with one motion which is not debatable and requires an unanimous roll call vote for passage. The action indicated on each item is deemed to have been considered in full and action taken as worded therein. If a member of this Board, the Superintendent, or the Public so requests, any item shall be removed from this section and placed on the regular order of business.

MOTION: *wave reading of the Consent Calendar, accept the reports, adopt the resolutions, and approve other items.*

- a. APPROVAL OF MINUTES FOR JANUARY 20, and 23, 2016, BOARD MEETINGS (consent)

SITUATION

Enclosed with the background materials are the minutes for the January 20, and 23, 2016, Board meetings.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the minutes for the January 20, and 23, 2016, Board meetings.

- b. APPROVAL OF PERSONNEL RECOMMENDATIONS (consent)

SITUATION

Enclosed with the background materials are the Personnel Recommendations for certificated and classified employees.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the Personnel Recommendations **and addenda** as indicated.

- c. APPROVAL OF FIELD TRIPS (consent)

SITUATION

East Palo Alto Academy (EPAA)

15 students will travel to Boulder Creek on February 19-21, 2016, for an overnight backpacking trip with the Stanford Outdoor Outreach Program (SOOP) at Big Basin Redwoods State Park.

10 students will travel to New York City on April 4-7, 2016, to participate as featured artists at the Poetic License Festival's *Generation Now* event, and engage in arts-based enrichment.

70 students will travel to Los Angeles on March 4-6, 2016, to explore colleges and visit both the Getty Center and Museum of Tolerance for an interactive study of genocide.

Menlo-Atherton High School

12-14 Boys' Tennis members will travel to Clovis on March 3-5, 2016, to participate in the California High School Tennis Classic Tournament.

Sequoia High School

50 Health Careers Academy (HCA) students will travel to Santa Cruz on February 8, 2016, to participate in an admissions presentation and campus tour at University of California (UC), Santa Cruz.

8 HCA students will travel to University of Nevada, Reno on February 18-20, 2016, for a campus tour and admissions presentation.

45 Advanced Via Individual Determination (AVID) students will travel to Southern California on March 10-12, 2016, to visit six colleges.

48 U.S. History students will travel to San Francisco on March 23, 2016, to tour the U.S. Immigration Station on Angel Island.

20 Key Club members will travel to Sacramento on April 8-10, 2016, to attend the Annual Key Club Convention.

Woodside High School

20 Biology students will travel to San Francisco on February 27-28, 2016, to participate in a kayaking trip to Angel Island.

42 AVID students will tour various Southern California colleges on March 2-5, 2016.

12 Cheer Team members will travel to Anaheim on March 17-20, 2016, to participate in the U.S. Nationals Championship.

32 Robotics members will travel to University of California (UC), Sacramento on March 23-26, 2016, to compete in regional competitions that culminate the six-week rigorous "build season".

32 Robotics members will travel to St. Louis, Missouri on April 26-30, 2016, to compete in the Robotics Championships if they qualify at regional competition.

25 Biology students will travel to Tomales Bay on May 14-15, 2016, to kayak, hike and camp.

FISCAL IMPACT

No fiscal impact of General Fund. No student will be denied the opportunity to participate in these field trips due to finances.

RECOMMENDATION

That the Board of Trustees approves the field trip requests for EPAA students to Boulder Creek on February 19-21, 2016; students to New York on April 4-7, 2016; students to Los Angeles on March 4-6, 2016; Menlo-Atherton's Boys' Tennis to Clovis on March 3-5, 2016; Sequoia's HCA to Santa Cruz on February 8, 2016; HCA students to Reno on February 18-20, 2016; AVID to Southern California on March 10-12, 2016; U.S. History students to San Francisco on March 23, 2016; Key Club to Sacramento on April 8-10, 2016; Woodside's Biology students to San Francisco on February 27-28, 2016; AVID to Southern California on March 2-5, 2016; Cheer Team to Anaheim on March 17-20, 2016; Robotics to Sacramento on March 23-26, 2016; Robotics to Missouri on April 26-30, 2016; Biology students to Tomales Bay on May 14-15, 2016.

d. ACCEPTANCE OF GIFTS FROM EUSTACE-KWAN FAMILY FOUNDATION (consent)

SITUATION

The District was awarded a grant from Eustace-Kwan Family Foundation in the amount of \$125,000. The grant will help fund the *Developing Our Own* pilot program. The goal is to partner with Notre Dame de Namur and district schools to generate a pool of teachers committed to living in the Bay Area and demographically representative of the District's student body.

With a nation-wide teacher shortage that is felt even more in high cost of living regions and a reduced number of teacher candidates available who demographically model our student body, the district is eager to be proactive in its teacher recruitment. We have many Instructional Associates who have graduated from college, are interested in becoming teachers, but cannot afford to take the time off work or pay for a teacher education program. *Developing Our Own* will make it possible for a cohort of said paraprofessionals to continue working while simultaneously completing a teaching credential. An intern program commitment from Norte Dame de Namur, as well as a mentoring team of cooperating teachers who give gradual release of responsibility in established areas will help to ensure that the cohort is well supported. In exchange, grant recipients will agree that if hired by the District, they will teach four years.

The Assistant Superintendent of Human Resources; the Director of Professional Development; and a content area teacher from the credential area of the candidate will interview and rank applicants.

FISCAL IMPACT

N/A

RECOMMENDATION

That the Board of Trustees accepts the grant from Eustace-Kwan Family Foundation, and requests the Superintendent to send a letter of appreciation to the foundation.

e. APPROVAL OF DISTRICT CONTRACTS UNDER \$35,000 (consent)

SITUATION

Per Board Policy 3312, Contracts, the Board of Trustees authorizes the Superintendent or his/her designee to approve all contracts up to \$35,000. The Superintendent is required to submit a comprehensive list of all contracts approved under his authorization to the Board of Trustees for ratification.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees ratifies the district contracts under \$35,000.

f. APPROVAL OF CONTRACT WITH COMMERCIAL TREE CARE (consent)

SITUATION

Commercial Tree Care will provide broadleaf spraying treatments, weed control treatments and any other tree service as needed, district wide. Included with the background materials is the contract with Commercial Tree Care not to exceed \$45,000.

FISCAL IMPACT

\$45,000 will be paid out of Maintenance Assessment District Funds.

RECOMMENDATION

That the Board of Trustees approves the contract with Commercial Tree Care for tree services for 2015-16 in the amount of \$45,000.

- g. APPROVAL OF AMENDMENT TO CONTRACT WITH MV TRANSPORTATION (consent)

SITUATION

MV Transportation provides services from home-to-school and school-to-home for district special needs students whom cannot be safely transported by our district buses due to the location of their home. This amendment is to increase the amount of the original agreement by \$52,800.00, from \$17,000.00 for a total cost of \$69,800.00. The increase is due to another student needing MV Transportation Services. The amendment and contract are included with the background materials.

FISCAL IMPACT

\$69,800 from Transportation/Special Education departments included in adopted budget.

RECOMMENDATION

That the Board of Trustees approves the amendment to the contract with MV Transportation.

- h. AUTHORIZATION TO FILE NOTICES OF COMPLETION (consent)

SITUATION

On June 10, 2015, the bid was awarded to Cal Pacific Construction for the Carlmont High School Increment I classroom building.

On July 22, 2015, the bid was awarded to Alten Construction for the Menlo-Atherton High School Increment I classroom building.

The above projects are now complete according to contract, drawings and specifications, and it is necessary to file Notices of Completion.

FISCAL IMPACT

No impact to the General Fund; all costs to be paid by Measure A bond funds.

RECOMMENDATION

That the Board of Trustees authorizes the Superintendent to file Notices of Completion for Cal Pacific Construction and Alten Construction for their respective Increment I projects.

- i. APPROVAL OF SPECIAL INSPECTION SERVICES AGREEMENT FOR MENLO-ATHERTON G-WING INCREMENT II (consent)

SITUATION

Testing Engineers, Inc. provides testing services required by the Department of State Architect for the Menlo-Atherton G-Wing Increment II project. The firm was the Lab of Record for Increment I, and this proposal is to continue providing those services for Increment II.

FISCAL IMPACT

No impact to the General Fund; all costs to be paid by Measure A bond funds.

RECOMMENDATION

That the Board of Trustees approves Testing Engineers, Inc. to provide services for the Menlo-Atherton High School G-Wing Increment II project in the amount of \$165,520.

- j. APPROVAL OF LANDSCAPE ARCHITECT FOR TEA GARDEN AT SEQUOIA HIGH SCHOOL (consent)

SITUATION

The historic Tea Garden at Sequoia High School is in need of infrastructure and aesthetic improvements. Staff recommends installing a proper drainage system, replace the gas lines underneath the area, and restore the original grade levels. The asphalt pathways and egress pathways need to be brought into compliance with the Americans with Disabilities Act (ADA). Seven of the trees are dead and many others need pruning. In addition, lighting should be installed and small improvements should be made to the entire space. Alumni, students, and Tea Garden supporters will work with staff to determine the changes made to the space.

Base Landscaping was one of three landscape architect firms that were asked to submit proposals. The firm was highly recommended by another firm trusted by the District and its fee was the lowest amount.

FISCAL IMPACT

No impact to the General Fund; all monies will be paid through Measure A bond funds.

RECOMMENDATION

That the Board of Trustees approves the proposal presented by Base Landscaping in the amount of \$43,400 (plus a \$4,000 contingency) for design and construction management services for the renovation of the Sequoia High School Tea Garden Project.

- k. APPROVAL OF CHANGE ORDER FOR INSPECTOR OF RECORD FOR CARLMONT INCREMENT I NEW CLASSROOM PROJECT (consent)

SITUATION

On June 24, 2015, the District selected Michael Henley and Company's proposal to enter into a Inspector of Record agreement for the Carlmont High School New Classroom Building (S wing) Increment I project ("Project") in the amount of \$96,560. Increment I was anticipated to be substantially complete by December 31, 2015. This \$15,000 change order is required due to contractor delays and weekend work and allows for adequate funds to complete the project.

FISCAL IMPACT

No impact to General Fund; all costs to be paid by Measure A bond funds.

RECOMMENDATION

That the Board of Trustees approve a change order to Michael Henley and Company LLC in the amount not to exceed \$15,000 for the Carlmont High School New Classroom Building (S wing) Increment I project.

1. APPROVAL TO HIRE CONSULTANT FOR SEQUOIA HIGH SCHOOL MUSIC BUILDING RENOVATION (consent)

SITUATION

On January 20, 2016, the Board approved hiring Spencer Associates to provide architectural services for the music building renovation at Sequoia High School. In order to design a state-of-the-art music facility it is necessary to hire Charles M. Salter Associates to provide acoustical consulting and audiovisual system design services. The combined cost for these services is \$45,000.

FISCAL IMPACT

No impact to General Fund; all costs to be paid by Measure A bond funds.

RECOMMENDATION

That the Board of Trustees approves hiring Charles M. Salter Associates in the amount of \$45,000 for acoustical consulting and audiovisual system design services for the music building renovation at Sequoia High School.

m. APPROVAL OF REVISED BOARD POLICIES AND ADMINISTRATIVE REGULATIONS: BP AND AR 1312.3, UNIFORM COMPLAINT PROCEDURES; BP AND AR 4030, NONDISCRIMINATION IN EMPLOYMENT, AND ELIMINATION OF AR 4031 (consent)

SITUATION

District staff is in the process of reviewing and updating board policies and administrative regulations where necessary to align them with current state and federal law and best practices as designated by California School Boards Association (CSBA) and district practice. The following Board Policies and Administrative Regulations were presented for review at the January 20, 2016, Board meeting and are being brought back for approval.

Board Policy and Administrative Regulation 1312.3 – Uniform Complaint Procedures

Board Policy and Administrative Regulations 1312.3 provides community members and employees with the policies and practices that govern the resolution of complaints in the following areas:

1. violation of applicable state or federal law or regulations governing student programs;
2. unlawful discrimination (such as discriminatory harassment, intimidation, or bullying);
3. violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities;
4. noncompliance with legal requirements related to the implementation of the local control and accountability plan;
5. retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy; and
6. Any other complaint as specified in a district policy.

Although BP and AR 1312.3 were revised in 2014, the proposed changes bring more specificity to the types of complaints that fall under the Uniform Complaint Procedures (such as complaints regarding the Local Control Accountability Plan [LCAP]) and brings more clarity to the process for the investigation of complaints including alternative resolutions of disputes.

Board Policy and Administrative Regulation 4030 – Nondiscrimination in Employment

Board Policy 4030 was last revised in 2010 and did not include and administrative regulation. The revisions to BP 4030 includes proposed AR 4030 for consideration that designates the responsibilities of the District and the complaint procedures for alleged discrimination against employees and job applicants. Administrative Regulation 4031 addressed the complaint procedures for unlawful harassment of employees with is now covered under BP and AR 1312.3 and BP and AR 4030. With the proposed adoption of BP and AR 4030, AR 4031 will be deleted.

FISCAL IMPACT

None at this time

RECOMMENDATION

That the Board of Trustees approves the revisions to the following board policies (BP) and Administrative Regulations (AR): BP and AR 4030, Nondiscrimination in Employment; and BP and AR 1312.3, Uniform Complaint Procedures; and that the Board of Trustees eliminates AR 4031.

9. SPECIAL RECOGNITIONS

- a. Superintendent’s Commendations

10. PUBLIC COMMENT

- a. This period is for speakers whose items are not on the agenda. Speakers are customarily limited to two minutes. Speaker slips are available at the agenda table.
- b. Correspondence

11. INFORMATION ITEM

- a. REPORT ON SUHSD DASHBOARD FOR 2014-15

SITUATION

Attached are the latest exit and formative dashboard indicators with the district's most up-to-date information disaggregated by multiple subgroups. This is the fourth year that the district has tracked student outcomes through the dashboard. During that time, the district has grown 628 students, from a student population of 8,255 to one of 8,883. Half of this growth is due to last year’s addition of East Palo Alto Academy as a dependent charter. This year staff added a new formative indicator: the performance of 94303 Tinsley students. Because Belle Haven’s Tinsley students are a part of Menlo Park’s 94025 zip code, they do not appear in the data, but most of the Tinsley students are from zip code 94303, thus, the data is representative of the group as a whole. Approximately one third of the original Kindergarten students enrolled in K-8 Tinsley districts eventually matriculate into the Sequoia Union High School District. The purpose of adding Tinsley data to the dashboard is to examine the academic progress of these students as a distinct subgroup. Any comparison with the broader 94303 zip code subgroup would not be valid as the Tinsley student sample is small and these students represent a less transient population than 94303 students as a whole.

The district dashboard indicators, district strategic plan goals, and LCAP goals are now closely aligned. School sites will also use the dashboard indicators and subgroups in their annual presentations to the Board.

Exit indicators

The cohort graduation rate indicator identifies the percent of the original ninth grade class that graduated four years later from the district with a diploma. These percents are lower than what the state publishes as graduation rates due to a different methodology to calculate the data. For example, a student that enrolls in the district as a ninth grader and then moves to another district would not be counted as a graduate on the district dashboard, but would be counted in the SUHSD graduation data by the state assuming the student eventually graduates from the new school. The state is able to track data from students that move due to the student

carrying his/her CALPADS identification number to the next district. Conversely, this also holds true with the district's drop out data. If a student withdraws from the district and states that he/she is moving within California, they are not marked as a drop out in the district data. However, if the student never enrolls in the new district, he/she will be counted as a district drop out in the state data due to the tracking of the CALPADS identification number. Thus, the state data for the district's drop out rate tends to be slightly higher than the district data. In both methodologies (state and district) the sum of graduates and drop outs does not come close to equaling 100%. This is because students that enroll in adult school, move out of state, or move out of the country are not included in either methodology.

There are some interesting trends to note in the exit indicators. Over the last four years, the district's UC A-G completion rate has risen from 51.9 percent to 65.1 percent. In just this past year, UC A-G completion is up by 3.9 percent, with good gains at Sequoia and Woodside, which grew 10.4 and 7.6 percent respectively. Much of these gains came from 94603 students, who rose 9.7 percent. The district's four targeted sub-groups all saw growth between 2014 and 2015, with Latino students UC A-G completion up 3.8 percent, Sped 6.5 percent, SED 4.9 percent and EL 6.6 percent. While there is still much work to be done to close the achievement gap, we are moving in the right direction. A few years ago, the district drilled down on students who were not meeting UC A-G and discovered that, while 55 percent of graduates were meeting A-G, 75 percent were taking a full A-G load. By focusing efforts on students with one or more Ds or Fs, the district has realized significant gains on this measure.

Three of four sites had more students in the Class of 2015 enrolled in AP/IB than they had in the Class of 2014. AP/IB passage rates dropped at two of the three sites where enrollment increased. Sites are enrolling more students in AP/IB junior year, so this number should increase with the class of 2016.

Formative indicators

Expulsion and suspension rates continue to drop. While there are historically fewer expulsions first semester, at this point last year the District Dashboard for the year to date showed 22, while this year it is 3. Similarly, at this point last year suspensions were at 4.2 percent, while this year to date they are at 2.6 percent. The data with expulsions is especially noteworthy as the number of expulsions exceeded 80 in 2011-12 and over 100 in previous years. In the last three years the number of expulsions has stabilized in the 30's and almost all of these are for mandatory causes. This year it looks like our numbers may drop even lower.

Attendance rates correlate highly with academic progress. The most at risk populations (Redwood students and fifth year seniors) have not shown gains in attendance rates.

First semester of ninth graders showed slight gains in overall GPA and 30 units or more completion.

This is the second year that the district has tracked 10th grade academic progress. The indicator shows modest trend gains over the last four years for many subgroups. Latinos, for example, have gained 8 percentage points in the last four years. District wide the gain is 6.5 percentage points.

Summary

Overall, the district has made progress in many of the indicators and the dashboard continues to serve as a means to identify those areas and subgroups in which the district needs to place additional focus in the coming year. The dashboard is a living document whose indicators can be modified or expanded to best meet district needs and be aligned with strategic planning and the budget development process.

12. PUBLIC HEARING

- a. None

13. DISCUSSION ITEMS

- a. None

14. ACTION ITEMS

- a. APPROVAL OF MOU WITH SAN MATEO UNION HIGH SCHOOL DISTRICT RELATIVE TO ADMISSIONS AT DESIGN TECH CHARTER HIGH SCHOOL

SITUATION

Historically the San Mateo Union High School District (SMUHSD) and the Sequoia Union High School District (SUHSD) have enjoyed a positive relationship and have worked together in areas of mutual interest. When Summit Preparatory Charter High School opened, the two districts signed an agreement that resulted in SUHSD being reimbursed for SMUHSD students that attended Summit. This agreement was necessary as there were no provisions in state law that addressed the exchange of students between two basic aid districts.

This past fall staff became aware of the impending move of Design Tech Charter High School (D.TECH) to the Oracle campus. Current plans call for the school to open in its new location in August 2017. This created a unique situation in which a charter sponsored by one school district would be located within the boundaries of another school district. Under its current charter D.TECH would give priority to students living within the boundaries of the SMUHSD. This created concern within the Redwood Shores community that they would face the traffic impact of the school with the likelihood that students living within their community may not have any opportunity to attend the school if interest from resident students within SMUHSD remained high.

In discussions that ensued between D.TECH, SMUHSD, and SUHSD, a lottery concept emerged that would grant SUHSD students close to equivalent status with SMUHSD students for enrollment into D.TECH. Under this plan when demand for the school exceeds the number of available slots, a lottery would be held. A SMUHSD student would get their "name in the hat" five times, a SUHSD student would get their name entered four times, and all other students from outlying communities would get their name entered one time. This system would ensure close to equal numbers of SMUHSD and SUHSD students gaining admission to the school. County Counsel was actively involved in the development of the MOU with participation from all three affected parties.

Also, included in the attached MOU is language that would ensure that the receiving district would receive the full Local Control Funding Formula (LCFF) base grant amount on an Average Daily Attendance (ADA) basis from the sending district. It also requires that students wishing to attend D.TECH would need to complete the address verification process in their home district prior to the date of the lottery.

Besides this proposed MOU between SMHSD and SUHSD, a companion material revision to the D.TECH charter reflecting these agreed-upon enrollment preferences was approved by the SMUHSD Board of Trustees.

FISCAL IMPACT

(To be determined)

RECOMMENDATION

That the Board of Trustees approves the Memorandum of Understanding (MOU) with San Mateo Union High School District relating to contributions for students enrolled in district-sponsored charter schools and priorities for student enrollment lotteries at Design Tech Charter High School.

- b. APPROVAL OF LOCAL CONTROL ACCOUNTABILITY PROGRAM'S PARENT ADVISORY COMMITTEE

SITUATION

Education Code (EC) 52063(a)(1) requires districts to establish parent advisory committee that includes parents of students as defined in EC 42238.01 (English Learner, low income, and foster youth) to provide advice to the governing board and superintendent regarding the LCAP. Education Code 52063(a)(3) does not require the governing board of the school district to establish a new committee if it has already a parent advisory committee that meets the requirements. To ensure the District's LCAP PAC is representative of all student groups as per EC, it is recommended that parents serving in School Site Councils/Shared Decision Making Site committees also function as the District's LCAP PAC along with DELAC.

FISCAL IMPACT

None

RECOMMENDATION

That the Board of Trustees approves the District's recommendation to include parents in the School Site Councils as members of the District's LCAP PAC.

c. APPROVAL OF LATE START AND PROPOSED BELL SCHEDULE FOR CARLMONT HIGH SCHOOL

SITUATION

At the January 20 meeting the Board discussed the proposal to move the start time of Carlmont High School to conform with the Board policy on late start, which requires all schools to adopt a start time for the majority of students to 8:30 a.m. or later. At the conclusion of the January 20 discussion, the Board gave staff direction to bring the proposal back for adoption as an action item. The Board also gave direction for Carlmont and the other district high schools to advocate with the Peninsula Athletic League (PAL) and other league schools and explore options to try to minimize the impact on athletes by adopting later start times for games wherever possible.

The adoption of the late start policy in 2010 was based upon adolescent sleep studies, which found that sleep needs of adolescents were greater than that for adults. The other high schools adopted the late start policy in previous years; however, due to transportation concerns from students living in East Palo Alto and Redwood Shores, this change had not yet been implemented at Carlmont. These transportation challenges have now been resolved and the proposal being put forward by Carlmont High School administration would bring the school into compliance with the district late start policy.

The bell schedule for 2016-17 for Carlmont would be as follows:

Period	Regular Day	Wednesday (minimum day)
0	8:00-8:50 a.m.	8:53-9:36 a.m.
1	8:57-9:47 a.m.	9:43-10:26 a.m.
2	9:54-10:44 a.m.	10:33-11:16 a.m.
3	10:51-11:44 a.m.	11:23-12:09
Lunch	11:44 a.m.-12:31 p.m.	12:09 a.m.-12:52 p.m.
4	12:31-1:21 p.m.	12:52-1:35 p.m.
5	1:28-2:18 p.m.	1:42-2:25 p.m.
6	2:25-3:15 p.m.	2:32-3:15 p.m.

The background from the January 20 meeting and the relevant district policy and administrative regulation are included with the background materials.

FISCAL IMPACT

To be determined

RECOMMENDATION

That the Board of Trustees approves the late start and proposed 2016-17 bell schedule for Carlmont High School.

15. BOARD OF TRUSTEES'/SUPERINTENDENT'S COMMENTS AND COMMITTEE REPORTS

16. ADJOURNMENT