

**Minutes for Stephen K. Hayt Elementary School  
Meeting of the Local School Council  
Wednesday, April 29, 2020 at 5:30 p.m.**

**VIRTUAL**

**1. Call to Order**

The meeting was called to order at 5:33 p.m.

**2. Roll Call**

In attendance:

1. Art Arfa
2. Lori Garcia
3. Daniel Gomez
4. Amparo Guerrero
5. Armand Esai
6. Emma Healey
7. Patricia Meagher
8. Mariam Pera
9. Tomas Romano
10. Mark Smirl (joined later)

Absent:

- 1.

**3. Approval of Agenda**

- **Strike #10 and #11.** Arfa moved to approve agenda as amended. Romano seconded. Motion passed 9-0-0.

**4. Approval Minutes**

*a. February 19, 2020 Minutes*

- Ms. Healey was absent at that meeting, which is not reflected in the minutes.
- Arfa moved to approve minutes as amended. Meagher seconded. Motion passed 7-0-2.

**5. Public Comments**

- Michelle Adelstein, ESL resource teacher for grades 5-8.
  - See attached statement.

**6. Ally Design's It School Website Presentation - Alejandra Cardona**

- See attached slide deck.
- Ms. Cardona wants to talk about the Hayt School website, some outdated information and she wants the LSC.
- She wants to talk about trying to grab as much of the existing content on the website as it is, or we can start fresh.

- Platform: the more functionality, the more things you want to do, and more implementations that you want to consider, but they come with a higher budget.
- Graduated with a bachelor's degree, been in the website and graphic design industry for 5 years or so.
- Added javascript codes to make sure they're set up correctly.
- Any updates and troubleshooting, offer helpdesk on quarterly basis.
- Yearly cost of \$700 with HelpDesk. Do typically respond within 24-48 hours.
- How long is this going to take?
- Mr. Gomez has a question: How user-friendly? Is it something that a teacher can use or do you need more of a tech background.
  - A. Cardona: There are different modes that can get more technical and others that are less.
  - Ms. Garcia asked if she could compare it to WordPress.
  - A. Cardona: It is like WordPress so it can function at highest PHP capabilities.
- Mr. Romano asked: Thanks Ms. Cardona. Question specifically about the first/second phase. The part where you solicit information from key stakeholders for content. Typically, how would you go about doing that? What makes sense given that this is a school vs. a business? How would you propose going about getting input from parents, teachers, students, etc. when many people have skin in the game?
  - A. Cardona: Starting off small - then growing capability with time. Keep it small so the users we have to share that information and establishing that relationship. As far as getting updates - how do we communicate now? By email. We could create some kind of inbox.
- Ms. Garcia asked about using Facebook, etc. to use toward growth?
  - A. Cardona: All of that information is already available or being used. My end goal is teachers having the capability to have their own blog and a mediator to approve posted content.
- Ms. Pera asked about whether Ms. Cardona will use a WordPress system, and Ms. Cardona said yes.

## **7. COVID-19 Remote Learning Update - Mr. Gomez**

- Much has been shared by the district and myself about how to stay safe, etc., during this pandemic.
- We have organized the teachers to provide lessons for students and the big thing that is being pushed is having student contact.
- We're trying to get as many students connected as possible. Last week we distributed Chromebooks. A few weeks ago we created a remote learning plan, which is a living document. Will be updated next week, Parents will hear about it Friday. CPS has implemented a tracking system for which students teachers are connecting with each week and which they are not, which is of course a concern.
- Many families at home, very stressful for families. Students are learning how to do Google Hangouts, so frustration with manipulating the technology, there's the fear of getting covid-19, and some families where a member has caught covid-19. All those things are creating a lot of stress. The more important thing is we're trying not to add

more stress. We're trying to connect and support students without adding to families' stress levels.

- Not introducing new material to students at this time. Just trying to connect.
- Mr. Gomez has been sending parent emails. Ms. Guerrero and Ms. Reyes have been collecting parent emails. As of this morning we have 800 parent emails out of 839 possible, which is a helpful tool for communicating.
- We're starting to plan for next year, trying to get students comfortable with e-learning. We'll be refining our remote learning plan as time goes on.
- Ms. Pera asked about matriculation - district is coming up with guidance.
- Ms. Guerrero asked what does this learning look like from the kids' side? Is it teachers online? Is it a recorded video?
  - Mr. Romano answered: My understanding based on grade level meetings for 4-8 is that people are doing a range of things from live, in-person check-ins with there's some instruction to making interactive videos/tutorials and having students engage with them at their own time and then doing an assignment. Somewhere in that range and everywhere in between.
  - Ms. Meagher: everybody is engaging in a range of activities. Very typical in the sense that this has come out of nowhere and we're trying to figure it out as we go. In 8th grade, we post our assignments. We have office hours where kids can meet/speak with us, but it's more assignments and getting results back and giving feedback--not so much on video.
- Follow up from Ms. Guerrero: How many families have picked up Chromebooks? How many families are not connected? Do we have statistics?
  - Mr. Gomez - Distributed more than 200 chromebooks, first one per family but now have given multiple. I haven't seen a number yet, but eventually we'll have a number.
  - Ms. Meagher: In Middle School, we've reached out to parents and students and getting good feedback. Is everyone doing the assignments? Probably not, but we're making a concerted effort to make sure every child is contacted and every parent that we have contact information (email/phone) for has been attempted to be reached.
- Ms. Garcia has a few comments:
  - How many more Chromebooks over the 200 do we have available?
    - Mr. Gomez said he would need to inventory that. Ms. Garcia asked if that's something in process or if Mr. Edwards is working on it. Mr. Gomez said no it's not being worked on. It is being documented.
  - Ms. Garcia said for the possibility of knowing to transfer funds, is there a timeline to know what usable technology we have?
    - Mr. Gomez would have to inventory it. In all honesty, I don't have the time for that. Perhaps Mr. Edwards can come in and inventory that, but Mr. Gomez would have to ask.
  - Second question: Discussions around deep cleaning in the beginning. Can you describe some measures that have been taken at the school?
    - Mr. Gomez said it has happened. The maintenance staff has been cleaning walls, using disinfectant, cleaning hot-touch spots like light switches and

doorknobs, water knobs, drinking fountain knobs. As they clean a room, they'll put a sign that it's been deep-cleaned. And the fact that the classrooms have been empty for over a month, I don't think any germs are still alive and well.

## **8. Campus Improvement / Turf Field Update - Mr. Gomez**

- Campus Improvement:
  - Good news and bad news. This summer there will be tuckpointing, repairing and painting windows. Looking forward to the exterior work.
  - on the interior, it looks like they're going to replace the entire gym floor. there was discussion about replacing just parts, but at the end they said they'll do it all. They're also going to put a partition in the gym so that two classes can occur at the same time.
  - They will tile the second and third floors of the old building. haven't determined specific colors, etc., but probably stick with the colors that are on the first floor and pattern. Trying to get them to paint the staircases as well.
  - Also classroom repair work, leaky ceilings and roofs on the 3rd floor.
  - they are going to put the marquee on the corner of the new building - one facing clark and one facing granville and remove the old marquee.
  - There's still some discussion of fancy drinking fountains.
  - It looks like this will start in early June, but now that school is officially over they can start earlier and that's great news.
  - Ms. Garcia - any possibility of reusing the old header of the old marquee and finding a place for it on the Thome side. Mr. Gomez said the problem with the old one is it's all manual and it doesn't hold on the letters in incimate weather. I think it's past its usefulness so my understanding is they will remove it and junk it. Ms. Garcia said there are some cost-effective alternatives that could be a nice piece that we could revitalize and make it more groundlevel. I'd like to strongly request that we ask for a little more time before throwing that piece out. Is there possibility for greater discussion? Mr. Gomez said he would ask the project manager.
  - Mr. Romano asked about water fountains. I assume you're referring to where you can put the water bottle up and the censor fills the bottle. I wasn't aware it was on the table. Mr. Gomez said it wasn't on the table until the last meeting. I said I'd take them if they had them. I'm not sure how many or where they'd be, and given that there is a filtering mechanism I think that would be good given that it's a 100-year-old building with old pipes.
- Turf Field Update:
  - Mr. Gomez spoke with someone in CPS Interdepartmental Affairs. They said they have basic funding for this field but timeline to have it happen this summer is not possible, but the earliest possible would be summer 2021. But that was before COVID-19. Given the financial aspects of what's going on, I think it's more questionable now more than ever. Since I spoke to him in March, a lot has happened since. The funding he was seeking was from the state, which I think is

\$40B in the hole, so doesn't look like the state will come through. He said the contact said it would be a "basic field" with the funding that they have.

- Ms. Garcia asked if that would include a demo of the trees and rails?
  - Mr. Gomez said they'd have to remove the trees. I've had 3 meetings in the last month or so about campus improvement.
- Ms. Garcia asked if there's possibility of funding from an external partner so that students have a safe and accommodating recess needs.
  - Mr. Gomez said right now based on the contact's comment that we have about \$800K to do a job that would be comparable to Field School or Peterson, he said it would cost about \$1.5M.
- Ms. Garcia thinks we should revitalize the Campus Improvement Committee to start thinking about other sources of funding, if that's something we can get back to with when we know what the next six months will look like. We have so many tremendous people who want to see this through, yourself included.
  - Mr. Gomez said he's been hoping for a new soccer field for 6-7 years, and that he thinks it's exciting that they're making the updates to the building. It'll give the school a great feel for when the kids return.
- Ms. Garcia asked about whether there is any discussion about 2nd floor bathrooms outside 202/203 in the old building? We know the smell and floor is a mess and the venting.
  - Mr. Gomez said the discussions we've had always end up the same: We have a drain that's higher than the floor, the cost to dig up the drain and retile. CPS is more reactionary than proactive. Keeping it as clean as possible is the best we can do at this point. Custodians are limited in what they can use in the school (no bleach or harsh chemicals) that would typically eliminate odor.
- Mr. Esai: since the building is relatively unoccupied and you mentioned some damage from the leaky roof. Has that incurred any associated damage?
  - Mr. Gomez said definitely the walls have been impacted, but that's been part of the job. Fixing the leaking, the tuckpointing and doing a patch and paint of the areas. I don't think it's ever gotten down to the floor, those seem fine. Mr. Esai asked about mold: Mr. Gomez said they have done some testing for asbestos which was found and they'll remove it as part of the scope.

## **9. Principal's Report**

### ***a. General Updates/CIWP***

#### General

- Focus on organizing teachers and staff, getting parents' contact information into Aspen so we can contact them. We've been holding grade level meetings, teachers have been very engaged and enthusiastic. At the beginning of all of this, myself and the faculty were largely unfamiliar with Google hangouts and now it seems we're very comfortable. Also talking about social emotional state of students and families so trying to provide support. many moving parts between now and the end of the year.
- I've spoken to the 8th graders about what we'll do with graduation. Have another meeting on Friday.

- Ms. Graham is having meetings about kids who are struggling.
- Have done both grade-band and grade-level meetings to come up with remote learning plans for parents.
- Trying to keep spirits high. They've had read alouds.
- We've been recognizing students' birthdays.
- There are still a lot of unanswered questions that the district needs to provide us. Many parents are concerned about students moving on to the next grade. Many students with personal items in their old classrooms. How are we going to return money for say 8th grade field trips? We still have to finish our CIWP.
- We did get our school budget for next year yesterday. Unfortunately, there was a \$150K drop in our funds, so there will be some cuts. Those are the challenges we're facing moving forward.

### Competency A: Continuous Improvement & School Vision

- Standard A1: Develops, implements, and monitors the outcomes of the Continuous Improvement Work Plan (CIWP) and school-wide student achievement data results to improve student achievement
  - Held 4th - 8th grade ELA curriculum meeting, 2/21
  - Met with network data strategist to review NWEA Insight report, 2/26
  - Met with grade level teams to review NWEA Insight report, 2/26, 2/27, 2/28
  - Held ILT Meeting to work on 2020-2022 CIWP, 3/2
  - Held ILT focusing on new CIWP creation, 3/9
  - Held Virtual ILT Meetings to address the new CIWP, 3/24; 3/30, 4/27
  - Communicated ASPEN Student Contact information to teachers to note students who are engaged versus students who are not engaged (weekly)
- Standard A2: Creates a continuous improvement cycle that uses multiple forms of data and student work samples to support individual, team, and school-wide improvement goals, identify and address areas of improvement and celebrate success
  - Met with network data strategist to review NWEA Insight report, 2/26
  - Met with grade level teams to review NWEA Insight report, 2/26, 2/27, 2/28
  - Met with Network Chief to discuss Professional Learning Community progress, 2/27
  - OLCE Technical Support Walkthrough visit, 3/3
  - Held Virtual ILT Meetings to address the new CIWP, 3/24; 3/30, 4/27
  - Have participated in Construction Operations and Site Utilization Planning, 4/13 & 4/23
- Standard A3: Collaborates with staff to allocate personnel, time, material, and adult learning resources appropriately to achieve the CIWP targets
  - Maximizes existing school and district resources in order to support the achievement of CIWP priorities
  - Held 4th - 8th grade ELA curriculum meeting, 2/21
  - Met with Communities in Schools supervisor and CIS SW to discuss progress and initiatives, 2/26

- Held Grade Band meetings to prepare and implement Remote Learning, 3/27 & 3/28, 3/31, 4/21
  - Pre-K - 2nd, 3rd - 5th, & 6th - 8th
- Held individual grade level meetings, 3/30, 3/31, 4/2, 4/3
- Held ESP meeting to discuss their role for Remote Learning, 4/15
- Held Diverse Learner Teacher check-ins, 4/19, 4/24,
  - Opportunities to share ideas on engaging students, collaboration with other faculty members and any new guidelines
- Held Hayt Clinicians virtual meeting
  - Discussing upcoming student meeting, 4/27
- Standard A4: Creates a safe and orderly environment
  - Held PBIS Raffle, 3/6
  - Met with multiple students to resolve conflicts, issues, etc., 2/20 - 3/13

### Competency B: Professional Learning Systems

- Standard B1: Works with and engages staff in the development and continuous refinement of a shared vision for effective teaching and learning by implementing a standards-based curriculum relevant to student needs and interests, research-based effective practice, academic rigor, and high expectations for student performance in every classroom
  - Gifted Committee Meeting, 2/24
  - MTSS Committee Meeting, 2/24
  - Gifted ADCO Meeting, 2/27
  - Attended Network 2 Principal and Assistant Principal Meeting, 2/28
  - Held ILT Meeting to work on 2020-2022 CIWP, 3/2
  - PD on Mental Health and Trauma held, 3/2
  - Culture and Climate Committee Mtg, 3/2
  - Held Flex Day focusing on CPS Assessment system, 3/9
  - Held ILT focusing on new CIWP creation, 3/9
  - Have participated in Network Google Hangouts since 3/17
  - Held virtual Behavior Health Team (BHT) meetings 4/3, 4/16, 4/23
    - Ways to share SEL activities with families
    - Discuss any students that are struggling that have come to their attention
- Standard B2: Evaluates the effectiveness of teaching and holds individual teachers accountable for meeting their goals by conducting frequent formal and informal observations in order to provide timely written feedback on instruction, preparation, and classroom environment as a part of REACH Students
  - Completed all Formal Teacher Observations
  - Completed all ESP mid-year Evaluations/conferences

### Competency C: College & Career Readiness

- Standard C1: Leads a school culture and environment that successfully develops the full range of students' learning capacities, creative, social-emotional, behavioral, and physical

- Advocate Hospital Immunization Van, 2/20
- Asthma Van, 2/26
- Kindergarten 100th Day of School, 2/28
- History Fair, 3/16
- Miles of Smiles Dental Visit, 3/11, 3/12, 3/13
- Held 8th grade meetings to determine end of year events, 4/20
- Held Climate and Culture virtual meetings, 3/30 & 4/29
- Began virtual IEP meetings

Competency D: Families & Community Engagement

- Standard D1: Proactively engages families and communities in supporting their child's learning and the school's learning goals
  - Attended Kiwanis Meeting - Hayt received a \$500 gift card to Women and Children First Bookstore, 2/25
  - Tropical Optical distributes glasses, 3/2
  - ESSA-PAC Meeting, 3/5
  - Progress Reports distributed, 3/6
  - Bilingual Advisory Committee Meeting, 3/5
  - Updated Parent Emails on ASPEN Student information system...800/839
  - Have sent out regular emails to parents to inform them of:
    - Student birthdays
    - Chromebook Pickup
    - Homework Pickup
    - Food Pickup
    - Support Resources
  - Initiated Parent Portal access to all parents with ASPEN emails
  - Promoted to parents and teachers to hold parent teacher conferences the week of April 20th

Competence E: Self-Disciplined Thinking

- Standard E1: Creates and supports a climate that values, accepts, and understands diversity in culture and point of view
  - Check in with teachers, students and parents via frequent emails
  - Acknowledging student birthdays
  - Provided resources for Hayt families
  - Communicated schedules for remote learning
  - Food pickup
  - Homework pickup
  - Free internet and SEL resources
  - Chromebook pickup

***b. Least Restrictive Environment (LRE)***

District Measures

- LRE 20% or Less: 88 students (62%)

- LRE 21-60%: 53 students (37.3%)
- LRE 60% or more: 1 student (0.7%)

Hayt Measures (removing DD and SPL)

- LRE 20% or Less: 70 students (56.45%)
- LRE 21-60%: 53 students (42.74%)
- LRE 60% or more: 1 students (0.81%)

***c. School Budget***

- Total: \$8,555,262.47
- Funds Available: \$258,038.34
- Still budget lines that are untouchable.
- CPS is allowing us to spend substitute teacher budget lines.
- Teacher attendance is also 100%

***d. School Positions***

- All our school positions are filled, in fact we have a surplus. Even if an employee comes back, CPS is retaining them. So we have more staff than we normally would. Mr. Speth has returned, but the person who had been holding that position is still present on our books.
- Ms. Miller was here for Mr. Hale and she transitioned to another school just as they were closing them for covid-19, so she remains on our books.

Questions

- Ms. Garcia asked about positions that are highlighted.
  - When someone goes on leave, we are allowed to hire someone to fill their shoes temporarily--those are the people highlighted in yellow. As those employees return, they are not eliminated at this time--we were just filling in for them.
  - Mr. Romano: Does that mean we'll have a net positive of 5 positions once people return to their positions?
    - Mr. Gomez: If a teacher returns, the temporary teacher wouldn't lose their position for the time being. Probably will be the case until things go back to normal.
- Mr. Gomez wants to give a shoutout to parents. The Hayt parents have done a great job and been very complimentary of everything going on.

**10. PTA - Reporting:**

- Stricken.

**11. ESSA-PAC - Reporting:**

- Stricken.

**12. Approvals**

***a. February 2020 Internal Accounts***

- i. Ending Ledger - \$50,954.65

- ii. Internal Accounting Reconciliation - \$50,954.65
- iii. Romano moved to approve. Meagher seconded. Motion passed 8-0-1.

**b. March 2020 Internal Accounts**

- i. Ending Ledger - \$53,782.65
- ii. Internal Accounting Reconciliation - \$53,782.65
- iii. Romano moved to approve. Arfa seconded. Motion passed 8-0-1.

**c. Transfer of Funds - Mr. Gomez**

- i. There's still much uncertainty. We were told we could use Sub funds for the remainder of the school year. This led to an opportunity. We've called our business office to ask what other budget lines are fair game, but it's been frustrating because many people are working from home and have presented a lot of uncertainty and missing information. But we're doing the best we can because we don't want to lose out. I'd like to use all of our remaining funds, but I know that's not the reality. I know that \$75K of it is untouchable.
- ii. Teachers are excited about the possibility of transitioning smartboards to panels, easier than bulbs/projectors to deal with.
- iii. We're sure we won't get all our Chromebooks back. Several are missing keys and many have completed their life expectancy. A lot of kids use those devices so there is regular wear/tear. They're actually less than \$500 items, so they're a "Supply" item and not a "Property/Equipment Item".
- iv. Tried listing items in order of importance. This is what we'll work from if this transfer is approved.
- v. Mr. Twomey added that the other items on that list have been helpful to control costs such as the contract for the copy machines since repairs add up very quickly and can be tedious. When we do a contract, we get unlimited ink and toner, unlimited repairs/parts, and it keeps the machines up and running a lot more quickly than if we had to create a Purchase Order for every repair. There are a lot of curriculum requests that are consumable that we have to repurchase, since we'll definitely use them and we don't want to lose the money.
- vi. Ms. Healey asked about CPS giving out \$100K to schools for Chromebooks.
  - 1. Mr. Gomez said I think the messaging from the district was kind of misleading. They haven't replaced any as of this point. This is also the thinking of the district--everything at Hayt School belongs to the district.
- vii. Mr. Esai: As we make decisions thinking on Chromebooks, we really shouldn't have any expectation of supplementary funding?
  - 1. Mr. Gomez asked him to expand. Esai: Well, the erroneously reported \$100K, we shouldn't hedge our bets at the chance. Mr. Gomez: I wouldn't count on it. Maybe when it's all said and done, the district gives us 25 or something. But I don't think they'll replace all the ones we gave out. I imagine that many of the ones we get back won't be usable or in great shape. That's just going to

- happen. We'll also have families moving, and they won't make an extra effort to bring that chromebook back. I'm assuming most of them won't come back.
- viii. Ms. Guerrero: I am looking for clarity in the transfer document. The blue highlighted section has two numbers. Which is being transferred? The lesser amount (first number)?
1. Mr. Gomez: Some of the yellow and blue we cannot transfer and some we've been advised we can only transfer 80%, particular to 290001. The 290005 are raises as part of the new teacher, and they're unavailable to us. That's what Mr. Twomey got from the support center.
  2. Mr. Romano noticed that there was a 290005 item in the blue section. That amount was removed from the list.
- ix. Ms. Garcia asked whether any staff positions would be impacted.
1. Mr. Gomez said the pointers are not attached to people.
- x. Ms. Garcia asked for prioritizing items and Mr. Romano deferred to the ILT.
1. Mr. Gomez said the discussion with the ILT was a presentation of what they would like to purchase. We'll either pay it incrementally at a higher cost, or get three years and avoid paying the next two years.
  2. Ms. Garcia asked about the cost of Agenda Books. Ms. Meagher said studies show that 6th grade is when kids' executive functioning kicks in. The focus on the agenda with pencil in hand every few hours, those kids write the assignments down, that is connecting their brain to the hand to the assignment. It's one of the most powerful tools we have in that school. It isn't just like typing it, it's the physical act of doing it. Plus in the beginning of the agenda are the rules that we go over every year, and they've been a powerful tool the past 10-15 years.
- xi. Ms. Garcia asked about how many smart boards we're looking for.
1. Mr. Gomez said if we could get 10 that would be great. We've got 32 classrooms. If we eliminate 10 that aren't working, it gives us a scrap of 10 projectors. The projectors seem to be the things that are breaking down. It would buy us time in replacing, but replacing them in chunks seems like a good way to do it. It might take 4-5 years, but to do it one at a time would be very challenging.
  2. Ms. Meagher: I can't imagine teaching without a smartboard. We can organize through it, it's an amazing tool.
- xii. Ms. Guerrero: RazKids - under the Empower Grant there was a RazKids component.
1. Mr. Gomez said the Empower Grant was specific for special ed students whereas this is for everybody else.
- xiii. Is there a specific line we're transferring them to?

1. Mr. Twomey says it's kind of impossible without quotes. If we can get the dollar amounts, it will allow us to have flexibility when we get quotes.
  - xiv. What's the spending deadline?
    1. Mr. Gomez said the district hasn't told us yet.
    2. Instructional Material will go to that respecting line.
  - xv. Ms. Pera asked about inventory of electronic equipment.
  - xvi. Mr. Romano asked about working the way down this list of priorities
  - xvii. Mr. Gomez: We'll likely need another special meeting in the next few weeks.
  - xviii. Ms. Garcia asked about just moving forward with Sub line?
  - xix. Ms. Guerrero said CPS may be taking longer because of time lag.
  - xx. Mr. Romano asked about the chance that the funds will not be available by May 15. Mr. Esai agreed, as did Mr. Arfa.
    1. Mr. Twomey said the 290001 is going to take longer because of additional layers of bureaucracy.
  - xxi. **First transfer regarding Sub line: \$42,900.99**
    1. **Romano** moved to approve. **Guerrero** seconded. Motion passed 9-0-0.
  - xxii. **First transfer regarding Benefits/Pointer line: \$30,157.40**
    1. **Romano** moved to approve. **Arfa** seconded. Motion passed 9-0-0.
- d. Checks Outstanding**
- i. Jones - check is missing, will remain on books until resolved.
  - ii. Check to student - Ms. Guererro hasn't contacted her yet.

### **13. Agenda Items for Next Meeting (May 20, 2020)**

- Likely have special meeting before, likely May 15.

### **14. Adjournment**

**Guerrero** motioned to adjourn at 7:44 p.m. **Romano** seconded. Motion passed 8-0-0.

*Meeting minutes submitted by **Mariam Pera**.*