

**LAKE TECHNICAL COLLEGE**  
**Board of Directors Meeting**  
**July 18, 2016**  
**3:00 p.m.**

The Board of Directors for Lake Technical College held a meeting on Monday, July 18, 2016. Chairperson, Mr. Fred A. M. Cobb, called the meeting to order at 3:00 p.m. in the Board Room, Eustis, Florida.

**DETERMINATION OF A QUORUM:**

**PRESENT:**

**Board Chairpersons:** Chairperson, Mr. Fred Cobb,

**Director Members:** Mr. Joe Baxter, Mr. Mickey Gauldin, Tavares Fire Chief, Richard Keith, Mr. C.A. Vossberg

**Officers:** President, Dr. Diane W. Culpepper, PhD, Treasurer, Mrs. Lorraine Foster, Secretary, Mrs. Lana F. Payne

**Not Present:** Vice-Chairperson, Dr. Issac Deas, Member, Mrs. Judy Beda

**APPROVAL OF THE MINUTES:** Approval of the Minutes of the May 16, 2016 Meeting;

Member, Mr. C.A. Vossberg, moved **APPROVAL OF THE MINUTES OF THE MAY 16, 2016 MEETING WITH CORRECTION TO REFLECT THE NAMES OF MEMBERS CHIEF RICHARD KEITH AND MR. C.A. VOSSBERG AS NOT IN ATTENDANCE.**

The Motion was seconded by Member, Chief Keith; the motion carried unanimously.

**PUBLIC COMMENT:** None.

**PROGRAM SPOTLIGHT:** None.

**REPORTS:** None.

**UNFINISHED BUSINESS:** None.

**CONSENT AGENDA:** Request Approval of:

**Personnel**

**Approval to Teach:**

Institute of Public Safety: *(part-time)*

- *Law Enforcement – Carter III, Elwood W. (TBD); Scott, Brandon L. (TBD)*

**Resignation:**

Lake Technical College: *(part-time)*

- *Teacher Adult Ed FT (FICAPS) & PT (GED) –Grain Christina 100519 effective 062716*
- *Bookkeeper II – Sikkema, Gayle Kosters 118683 (employee transfer) effective 07/07/16*

Institute of Public Safety: *(part-time)*

- *Custodian – Flowers, Aaron J. 155272 effective 07/28/16*

**Non-Cash Contributions** – *(report update)*

**Property Disposition** – *(report update)*

**2016-2017 Strategic Plan** *(annual review)*

**Mission and Vision Statement** *(annual review)*

**Policy/Procedures/Plans** *(plans update and annual review. Includes :)*

- *Book of Plans (COE requirement)*
- *Drug and Alcohol Abuse Prevention Plan (Federal requirement)*
- *Campus Safety and Security Policies (Federal requirement)*

**2016-2017 Lab Application Fees** *(update and annual review)*

**2016-2017 Training Deputy Agreement between Lake Technical College and Gary S. Borders, Sheriff of Lake County Florida**

Member, Chief Keith, moved **APPROVAL OF THE JULY 18, 2016 CONSENT AGENDA.** The Motion was seconded by Member, Mr. Mickey Gauldin; the motion carried unanimously.

#### **NEW BUSINESS:**

**At-A-Glance 3-Month Financial Summary ending May 31, 2016** *(Information only)*  
Business Manager, Mrs. Lorraine Foster, reviewed the Financial Summary numbers with Members. Dr. Culpepper stated that school revenue is less than initially projected due to lower enrollment which happens typically in enrollment cycles. She explained that when the economy begins to improve, enrollment decreases; in poor economy or when in recession, enrollment increases. She informed Members that expenses are lower than projected as well, and staff continue to be cost conscious.

No action was required by the Board. With no further discussion, Members thanked Mrs. Foster for her report.

**RFA: 2016-2017 Procurement Policy** Dr. Culpepper and Mrs. Mary Salter, Assistant Finance Director, Charter Schools, had an opportunity to adjust the Procurement Policy based on the fact that Lake Technical College (LTC) is a charter school.

Mrs. Salter explained that LTC was previously a District school and when the school became charter, it still continued to follow many of Lake County Schools (LCS) policies. However, as a charter school, greater flexibility is given to charter schools in the Florida statutes when it comes to procurement.

Members were provided with LTC's procurement policy update. Mrs. Salter stated that there became a problem in noticing that some of the bids awarded (by the state, or even by the District), to certain vendors, were not necessarily the lowest cost bids, and the policy, as written, did not allow for negotiations and flexibilities with the vendors that LTC frequently works with.

Instead, LTC was working with more stringent policies. She referred Members to the section titled "Procurement" (previously titled "Bidding") and reviewed policy changes made to threshold limits:

*(Policy excerpt :)*

- (1) *"Applicable Thresholds for Purchasing*
  - a. *\$0-\$9,999.00* *One Price Required*
  - b. *\$10,000.00 - \$194,999.99* *Three Written Quotes*
  - c. *\$195,000.00 and above* *Formal Bidding Process (ITB/RFP/RFQ/ITN)"*

Mrs. Salter stated that LTC will continue with the bidding process to ensure the school is in compliance, giving equal opportunities, be fiscally responsible, and acknowledging proper use of public funds. Mrs. Salter explained that the policy last approved by the Board in 2012, authorized the Director, (now Executive Director), purchasing power up to \$75,000.00 without Board approval. The verbiage was never written into the policy, it was only reflected in Meeting Minutes. The policy now states that the Executive Director will bring purchases in excess of \$65,000.00 before the Board for approval. The \$10,000.00 decrease conforms to the new threshold limits.

*(Policy excerpt :)*

- (2) *"After securing pricing that has been determined to be most favorable to LTC, the Executive Director shall recommend to the Board the purchase of the commodity or service for those items equal to or in excess of \$65,000.00 (Category Three as established by Florida Statutes Section 287.017). The Executive Director is authorized to acquire those items below the \$65,000.00 approval threshold per single item or annually."*

Member, Chief Keith questioned, of the three written quotes, would LTC be required to accept the lowest quote? Dr. Culpepper stated that being fiscally responsible is certainly a main concern; however, in some instances the selection is based on service, maintenance, and warranty; whatever is best for the school would take precedence. Mrs. Salter stated that she can add verbiage "what is most favorable to LTC" to the "Quotes" section of the policy to clarify that. With regard to "Property Control" Chairperson Cobb questioned the threshold for procurement accountability. Mrs. Salter stated that the District's threshold is \$1,000.00, but in LTC's policy the threshold amount was removed and has been updated the policy to read: "all equipment and furniture, including chairs, is tagged and tracked for inventory." With no further discussion,

Member, Mr. Mickey Gauldin, moved **APPROVAL OF THE 2016-2017 PROCUREMENT POLICY OF THE LAKE TECHNICAL COLLEGE'S POLICY AND PROCEDURES MANUAL.** The Motion was seconded by Member, Chief Keith; the motion carried unanimously.

#### **RFA: 2016-2017 Election of Charter Board of Directors and Board Officers**

Chairperson Cobb opened the floor for nominations for Board Chairperson. Member, Chief Richard Keith, nominated Mr. Fred A.M. Cobb to remain Chairperson and Dr. Isaac Deas, to remain Vice-Chairperson.

Member, Mr. Mickey Gauldin moved **APPROVAL OF MR. FRED A.M. COBB TO SERVE AS BOARD CHAIRPERSON.** The Motion was seconded by Member, Chief Richard Keith.

Member, Mr. Joe Baxter moved **TO AMMEND THE MOTION TO APPROVE MR. FRED A.M. COBB TO SERVE AS BOARD CHAIRPERSON AND MOVED TO RETAIN CURRENT BOARD OF DIRECTOR MEMBERS FOR THE 2016-2017 SCHOOL YEAR.** The Motion was seconded by Member, Mr. Mickey Gauldin; the motion carried.

Chairperson Cobb opened the floor for nominations of Board Officers.

Member, Chief Richard Keith, nominated to retain Mr. Fred A.M. Cobb as Chairperson and Dr. Isaac Deas, as Vice-Chairperson. With all Members in agreement

Member, Mr. Mickey Gauldin, moved **APPROVAL OF MR. FRED A.M. COBB TO SERVE AS BOARD CHAIRPERSON.** The Motion was seconded by Member, Chief Richard Keith; the motion carried.

Member, Mr. Mickey Gauldin, moved **APPROVAL OF REAPPOINTMENT OF DR. ISAAC DEAS TO SERVE AS BOARD VICE-CHAIRPERSON.** The Motion was seconded by Member, Chief Richard Keith; the motion carried.

Dr. Culpepper thanked all of the Board Members for their continued service and support to the school.

**RFA: 2016-2017 Election of Board Officers** The Director requested reinstatement of the current President, Treasurer, and Secretary of the Board.

Member, Mr. Mickey Gauldin moved **APPROVAL OF REINSTATEMENT OF EXECUTIVE DIRECTOR, DR. DIANE CULPEPPER, PRESIDENT; BUSINESS MANAGER, MRS. LORRAINE FOSTER, TREASURER; AND SENIOR EXECUTIVE SPECIALIST, MRS. LANA PAYNE, SECRETARY.** The Motion was seconded by Member, Chief Keith; the motion carried.

**RFA: Adjustment to Administrator Salary Level**

- **Director of Facilities – LTC: Jack Miller**
- **Director of Curriculum and Instruction – Melissa Stephan**

Dr. Culpepper reminded Members that at the March 2016 Meeting, assignment changes from Assistant Director to Director were approved for Mr. Miller and Mrs. Stephan. Now, new salary assignments need to be established. After speaking with District staff, a decision was made to recommend a salary assignment of \$93,000.00, which is in accordance with the Lake County Schools Administrative Salary Matrix; mid-level range of “Director – D” and for it to be retroactive back to March 2016. The decision was made considering that both employees are new to the Director position. Members were provided the LCS Administrative Salary Matrix for reference. With no other discussion

Member, Mr. Mickey Gauldin moved **APPROVAL OF THE DIRECTORS SALARY ASSIGNMENTS OF \$93,000.00 WHICH IS THE MID-LEVEL RANGE - DIRECTOR-D OF THE LAKE COUNTY SCHOOLS ADMINISTRATIVE SALARY MATRIX.** The Motion was seconded by Member, Chief Keith; the motion carried.

## **Department of Economic Opportunity Grants:**

### **RFA: The Lincoln Electric Company – Purchase of VRTEX ® 360 Virtual Reality Arc Welding System**

#### **RFA: Haas Factory Outlet, LLC – Purchase of CNC Machinery/Tool**

Dr. Culpepper informed Members that while going through the legislative process last year in an effort to obtain \$2.8 Million for the new Center for Advanced Manufacturing (CAM), an additional \$250,000 was included in the state's Economic and Tourism Department budget. The Department of Economic Opportunity requires a grant process in order for this funding to be utilized. Dr. Culpepper thanked Mr. Miller for working diligently, for weeks, on the grant documentation. She said the funding that was awarded to the school must be allocated to purchasing equipment for CAM.

Members were also reviewed two Sole Source letters; one from The Lincoln Electric Company and one from Haas Factory Outlet, Inc. In accordance with Section 11-F of LTC's Purchasing Policy, Sole Source supplier purchases require Board approval. Mr. Miller informed Members that three different systems were considered; however, the Lincoln virtual welder included several welding processes that no other virtual welder offers. In addition, curriculum is included that aligns with the Florida Department of Education (FLDOE) Curriculum Frameworks for Welding. Additional features include an interface so the virtual welding can be projected on a large screen television for full group instruction. The cost of \$48,541.00 will be applied toward the Department of Economic Opportunity Grant.

With regard to Haas, Mr. Miller stated that the company is very school-friendly; the machines are sold directly to schools and the focus is on education. He said the company discounted \$10,000.00 off each Virtual Programming Controller and they provide a warranty, maintenance agreement, and training with this brand only. The cost of \$115,110.00 will be applied toward the Department of Economic Opportunity Grant as well. He stated that these are entry-level machines. LTC will buy additional machines in the future, but for now, these are good start-out machines.

As the Director Member representing the manufacturing sector, Mr. C. A. Vossberg confirmed that both Lincoln and Haas are well-known standards in the manufacturing industry and what graduating students entering the workforce will most-likely use at their place of business. He told Members that he feels very confident in the purchase of those brands. Member, Mickey Gauldin questioned how much more equipment/machinery the school will need to equip the new CAM programs. Dr. Culpepper stated that school has twenty (20) welders now and is in need for at least twenty (20) more; although, she said it would be ideal to replace some of the existing twenty and at this time all of the machines for the CNC/Machining program. She stated that \$1.4 million has been designated for the equipment and the plan is to purchase more equipment over time, as the program grows.

Member, Joe Baxter moved **APPROVAL OF THE PURCHASE OF THE LINCOLN ELECTRIC COMPANY VRTEX ® 360 VIRTUAL REALITY ARC WELDING SYSTEM.** The Motion was seconded by Member, Mr. C. A. Vossberg the motion carried.

Member, Mr. C. A. Vossberg moved **APPROVAL OF THE PURCHASE OF THE HAAS FACTORY OUTLET, LLC CNC VIRTUAL PROGRAMMING CONTROLLER MACHINERY.** The Motion was seconded by Member, Chief Keith the motion carried.

**RFA: Articulation Agreements between Lake Technical College and Lake-Sumter State College** Board Members reviewed a list outlining the articulation agreements between LTC and Lake Sumter State College (LSSC). Director of Curriculum and Instruction, Mrs. Stephan said the articulation agreements were not new, but were updated to reflect the new Lake Technical College school name and also, since the state colleges no longer offer AAS degrees and now only AS or certifications, the agreements had to be adjusted. She mentioned that an updated Law Enforcement articulation agreement would be forthcoming at the next meeting.

She stated that in the past, representatives of LTC and LSSC would meet twice a year, but have recently begun meeting bi-monthly. She commented that it has been exciting to meet with representatives of the college to discuss topics; the meetings are productive and the staff are genuine.

Member, Joe Baxter questioned if the articulations are more generous to students. Mrs. Stephan replied, yes, explaining that the state has what is called Gold Standards, which is tied to certification, but the two schools have also been looking at what can be done locally. With Law Enforcement, because LTC articulates with other private and public entities, LSSC is also developing ways to begin reaching those students.

Mrs. Stephan explained that LTC looks at the students competencies and at the course content; not just the course titles to ensure course credits articulate over from school to school as listed in the different articulation agreements. She said that representatives of both schools feel it is very important to look at these agreements annually as curriculum changes. The articulations are as follows:

<b>LAKE TECHNICAL COLLEGE</b>	<b>LAKE-SUMTER STATE COLLEGE</b>
Accounting Operations PSAV Certificate (900 hours)	-Business Administration AS Degree -Business Development & Entrepreneurship (Technical Certificate) -Medical Office Management (Technical Certificate) -Office Administration AS Degree
Administrative Office Specialist PSAV Certificate (1050 hours)	-Business Administration AS Degree -Business Development & Entrepreneurship (Technical Certificate) -Medical Office Management (Technical Certificate) Office Administration AS Degree
Paramedic (1100 Hours)/Practical Nursing (1350 hours)	Nursing RN AS Degree
Practical Nursing (1350 hours)/ Medical Assisting (1300 hours)	Health Information Technology AS Degree

On behalf of the Board, Chairperson Cobb expressed deep appreciation to both LTC and LSSC staff for all of their cooperative efforts in working together to have a positive impact on the students being served. Mrs. Stephan added that she has already seen the positive results, referring to a recent article regarding the new endeavor of LTC being able to utilize the LSSC Clermont campus for the Practical Nursing (LPN) program. She stated that someone who read the article called the school to offer sponsorship to an LPN student. The person commented that they were so excited that the schools were working together.

Chairperson Cobb stated that students attending LTC already have the skills to be successful in college, but they may lack confidence. Member, Joe Baxter said that those facts were reflected in a study conducted two years ago by Dr. Maggie Teachout, former Director of the District's Career, Adult & Community Education that secondary-level students, who participated in vocational classes, scored better on the FCAT test and across the board, in courses such as math, than the academic students.

Chairperson Cobb said by attending LTC, it may inspire student to pursue not only a career, but to further their education and compete at the college level.

Dr. Culpepper mentioned that Dr. Jones, of LSSC, who has worked closely with Mrs. Stephan on the articulation agreements, recently discussed the unique concept of reverse articulation; meaning, ways that the state college (after students receive their degree), could articulate with the technical education skills and certifications. She stated that President Dr. Sidor and his staff have been working with LTC to explore new opportunities to benefit students.

Member, Mr. Joe Baxter moved **APPROVAL OF THE 2016-2017 ARTICULATION AGREEMENTS, AS LISTED AND PRESENTED, BETWEEN LAKE TECHNICAL COLLEGE AND LAKE-SUMTER STATE COLLEGE.** The Motion was seconded by Vice-Chairperson, Dr. Isaac Deas; the motion carried.

**Agreement between The District Board of Trustees of Lake-Sumter State College and Lake Technical College Relating to Services to Sumter County Schools** Dr. Culpepper mentioned another continuation opportunity between the two schools. She said in addition to the new LPN program that started at the LSSC Clermont campus, Sumter County Schools has asked if LTC would begin a new LPN program at a campus in Sumter County.

She said that this opportunity was mentioned many times in conversation over the years; however, there was never a way place available to make it happen. She said Dr. Sidor suggested entering into a partnership between LSSC, LTC, and Sumter County Schools; (*Sumter County currently has limited postsecondary technical training available in that area*), to offer postsecondary-level training to students in Sumter County at the Sumterville campus, which is currently empty. Dr. Culpepper explained that the new LPN program in Sumter County will begin in January. The students will be LTC students and then will articulate into LSSC's Registered Nurse (RN) program.

She told Members that in most of their meetings, Dr. Sidor has emphasized the word “*partnership*” and that he informed her that he is genuine in efforts to build relationships between the two schools. She also mentioned the upcoming meeting to discuss strategies for the future between her, Chairperson Cobb, Dr. Sidor, and LSSC Board Chairperson, Mr. Rice.

The Members of the Board were in agreement that this is an exciting, new era for both schools.

Member, Mr. C.A. Vossberg moved **APPROVAL OF THE 2016-2017 ARTICULATION AGREEMENTS, AS LISTED AND PRESENTED, BETWEEN LAKE TECHNICAL COLLEGE AND LAKE-SUMTER STATE COLLEGE.** The Motion was seconded by Member, Mr. Joe Baxter; the motion carried.

**Medical Director Agreement between Lake Technical College and Dr. Pushpal “Paul” R. Banerjee, D.O.** Dr. Culpepper stated that Dr. Banerjee has worked by agreement with Lake Technical College for approximately ten years. Dr. Banerjee is the Lake Technical College Medical Director and he works with the EMS program, in addition to serving as the instructor of a required component of the program related to cardiac. The initial agreement was negotiated at \$10,000.00 annually and the amount has never increased. For the 2016-2017 agreement, it reflects an increase of \$1,000.00 to the annual pay. EMS/Paramedic Program Lead, Mrs. Layne Hendrickson, informed Members that Dr. Banerjee teaches on average eight (8) to ten (10) hours monthly depending on where students are within the program.

Mrs. Hendrickson stated that Dr. Banerjee oversees many of the final practical testing, particularly with the Paramedic side of the program. She stated that he makes himself available as needed for the school and is usually with classes lecturing the third Friday of each month and handles matters that involve requirements to be fulfilled for the state, EMS office, and the national accreditation body. Several Board Members who know Dr. Banerjee were familiar with his work and commented that he holds students to high standards.

Member, Chief Keith moved **APPROVAL OF THE 2016-2017 MEDICAL DIRECTOR AGREEMENT BETWEEN LAKE TECHNICAL COLLEGE AND DR. PUSHPAL R. BANERJEE, D.O. REFLECTING A \$1,000.00 INCREASE TO ANNUAL SALARY.** The Motion was seconded by Member, Mr. Mickey Gauldin; the motion carried.

**The Center for Advanced Manufacturing (CAM) - Building Plans** Dr. Culpepper complimented Director Miller on his tireless work on the CAM project. Chairperson Cobb stated that he and Dr. Culpepper had just returned from a 1:00 p.m. presentation at a LCSB Workshop. A video of flyover by a drone of the construction site was shown as part of the presentation. Official approval by LCSB to move forward with this process will be tonight at 6:00 p.m.

He said Board Members enjoyed watching the video and all involved are very excited about this project and the positive economic impact it will have on the county.

Mr. Miller provided Members with information about the plans approval process. He stated that the original plans were submitted to the District one year ago for review. It was returned with seventy-six (76) comments to address. After addressing those items, the plans were returned to the District and an additional one-hundred seventy-three (173) comments pertaining to code and design needed to be addressed. Dr. Culpepper stated that the code changed mid-way through the process. Mr. Miller stated that whole document had to be updated with correct titles and code numbers. He explained that whenever changes to the plans were made, all of the specification books had to be updated. He said the architect does not just make the changes. The plans go past civil and mechanical engineers for their approval first. He said what is finalized is the second printing of all documents. Large prints were available at the meeting for review by Members of the Board.

Member, Mr. Joe Baxter moved **APPROVAL TO ACCEPT THE CENTER FOR ADVANCED MANUFACTURING BUILDING PLANS, AS PRESENTED.** The Motion was seconded by Member, Chief Keith; the motion carried.

Members agreed that the finalized plans are a product of a lot of time and hard work by many people and are an accomplishment to definitely be proud of.

#### **DIRECTOR'S REPORT:**

- **COE –16-17 Accreditation Certificates & discuss Year of Self Study** Dr. Culpepper reminded Members that 2016-2017 is the year for Self-Study for affirmation of accreditation. She will be sharing the progress with Board Members as the year progresses. She stated that she is proud to say LTC is renewed in its accreditation for another year. LTC is one of the charter Members of the Council on Occupational Education (COE) accreditation.



- **Lake County Schools Annual Property Inventory Report (LTC & IPS)** Members of the Board were provided with the LCS Annual Property Inventory Report confirming physical inventory of LTC and the Institute of Public Safety were found to be in order and located and properly marked in accordance with Chapter 274, Florida Statutes, Chapter 10.400 Rules of the Auditor General.

- **Budget** Dr. Culpepper made Members aware, that because of the decline in enrollment, the school will be on a tight budget. The Digital Design I & II program has closed. The program has struggled with enrollment numbers for many years. The instructor, Mrs. Kerrie Johnson has been reassigned to Leesburg High School (LHS) teaching Digital Design at High School level. The Computer Science Information Technology program has twenty-six (26) students enrolled this year and the instructor, Mr. Martinez will be relocating his program to that classroom. Also, a Clerical Assistant II position has been vacated at the main campus to fill a vacancy at the IPS campus. The main campus allocation will not be replaced to help save costs.

First Coast Technical College has had some financial difficulties affecting bill payments and payroll. The director was accused of mismanagement of funds among other things. The COE accreditation body and the State were involved in investigations and their School Board analyzed the school's books and subsequently revoked their charter. The director was terminated.

With that being said, Dr. Culpepper said that she feels that it is very important to continuously review policies and procedures with instructors and staff. She is proud that the audits have been good and sound. But, said it doesn't hurt to review and keep everyone on track. She informed Members that there are now approximately thirty-eight (38) technical colleges across the state; however, LTC is now the only Charter technical college in the State of Florida.

Dr. Culpepper provided specifics at the Board's request. Board Members questioned how the Board Members of First Coast Technical did not question some of the things happening; many of those things were unethical. Dr. Culpepper assured all of the Members that the LTC team works in a very ethical manner and integrity is very important to all of them and that she appreciated all of the years of experience and the insight of LTC's Board of Director Members as well as the questions they ask at meetings. Members assured that the questions being asked by Members of the Board are to verify; not to question integrity of administrators, faculty, and staff. Board Member, Mr. Mickey Gauldin reminded administrators and Director Members to always keep an open door policy as it is not just having the ability to report unethical activity, but it is the responsibility to do so.

**Department of Health EMS Grant** Mrs. Stephan mentioned that Mrs. Layne Hendrickson applied for and received a small grant for the EMS program. She had applied for the grant several times before, but this time the grant was awarded. The grant is for approximately \$50,000.00 and will be used toward purchasing additional hi-fidelity manikins.

**Industry Certification Funding** Dr. Culpepper notified Members that the school earned approximately \$296,000.00 from Industry Certification. Of all technical colleges across the state, LTC ranked sixth highest in the number of Industry Certifications.

**Graduation** Member, Chief Keith complimented LTC for a successful 2015-2016 graduation ceremony. He said the event operated smoothly and although Member, Mr. C.A. Vossberg was unable to attend, he was awarded LTC's Business Partner of the Year.

Dr. Culpepper acknowledged all of the participation and assistance Mr. Vossberg provided specifically with regards to the CAM project throughout the school year. She informed members that the 2016-2017 graduation will be held on June 13, 2017 at Lake Sumter State College, Leesburg in the gymnasium. The General Education Diploma (GED) programs are at 10:00 am and the Career Technical Education (CTE) at 2:00 pm.

**DATE/TIME OF NEXT MEETING:**

Pre-scheduled meetings for 2016-2017 school year.

- First Quarter: Monday, September 19, 2016
- Second Quarter: Monday, December 12, 2016 (location TBD)
- Third Quarter: Monday, March 6, 2017 (location TBD)
- Fourth Quarter: Monday, May 15, 2017 (location TBD)

\*July 18<sup>th</sup> meeting scheduled for 3:00 p.m.; all remaining meetings to begin at 2:30 p.m. and locations to be determined.

**ADJOURNMENT:**

Respectfully submitted,

A handwritten signature in purple ink that reads "Diane W. Culpepper".

Dr. Diane W. Culpepper, Executive Director