NHDOE Program Approval and Improvement Process
Management Team Meeting
July 11, 2011
SERESC, Employee Conference Room
8:30 A.M. – 3:00 P.M.

AGENDA

The mission of Special Education Program Approval is: to improve educational results for all learners.

Seven Norms of Collaboration:
Promoting a Spirit of Inquiry; Pausing; Paraphrasing; Probing; Putting Ideas on the Table; Paying Attention to Self and Others; Presuming Positive Intentions

8:30  Welcome!
Quick Opening Activity
Joys, Concerns, Tall Tales...

Assignment of Team Member Roles:
Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
Review 7 Norms of Collaboration
Review and Prioritize Agenda

9:00  Professional Development Activity: Maggie McLaughlin,
What Every Principal Should Know About Special Education (MC)

10:00  Quick Break

10:15  Focused Monitoring Draft “Indicators” document review (BG & KS)

11:15  Quick Business Items:

Review Minutes/Action Items From June Management Team Meeting
Schedule Planning Meeting Date for Feb 1 FM Symposium
July Meeting Agendas:
  o July12th Management Team Work Session: Impact of Focused Monitoring
  o July 25th Planning Session for August 3rd FM Symposium
FM Reports/Findings of Noncompliance – “child specific” and “systemic”
Review of 2011-2012 Documents: Applications, Templates
Other
12:00  Lunch Break

12:45  Brain Changer (???)

1:00  Begin Planning for August FM Symposium

2:30  Time to wrap up . . .

- Review of Action Items
- "Possible" Agenda Items for August 17th Management Team Meeting
- Moment of Zen . . .
- "What did we learn today and what impact does this have upon our work?"
- Report Out from the process observer
- Anything else?

2:45  Adjourn

May the sun in his course visit no land more free, more happy, more lovely, than this our own country!
~Daniel Webster
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8:30 Welcome! Quick Opening Activity
Joys, Concerns, Tall Tales...
Quick Review and Prioritization of Agenda Items; Anything else to add?

9:00 Review and Conversion around Group Norms

10:00 Quick Break

10:15 Professional Development Activity (MC and MAB)
- RTI
- Alignment with Focused Monitoring
- Compressing Focused Monitoring
- FM Indicators

12:00 Lunch

12:45 Brain Changer (MC)

1:00 Updates on Revisions to All Documents (BA and CB)

2:00 Business Items:
- Review Minutes/Action Items from July meeting
- Schedule date for continued work session on Mission/Vision
- Private School Consultant List
Year End Report: Include NECAP analysis?
Review of Suggested “Time Allotments” for Program Approval Activities
Review Billing Practices
Planning and Implementation of FM IEP Reviews
Sr. Management Team Update
Quarterly Updates
Other

2:30 Time to wrap up...

Review of Action Items
“Possible” Agenda Items for September 12th Management Team Meeting
Moment of Zen...
“What did we learn today and what impact does this have upon our work?”
Report Out from the Process Observer
Anything Else?

2:45 Adjourn

“If you don’t like something change it; if you can’t change it — change the way you think about it.”

~ Mary Engelbreit
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8:30 Welcome! Quick Opening Activity
Joys, Concerns, Tall Tales...
Quick Review and Prioritization of Agenda Items; Anything else to add?

9:00 Quick Review of Team Norms Self Assessment

9:30 Professional Development Segment: Common Understanding of RTI (MC/MAB)

10:30 Break

10:45 Aligning Focused Monitoring RTI Concepts, where do they align, what should we be emphasizing in our work with the field? (MC/BA)

11:45 Lunch

12:15 Brain Changer (Jen)

12:30 Program Approval Mission and Vision, Continued Refinement (EH, CB)

2:00 Document Revisions:
- Updates on Revisions to All Documents (KS/BA)
- FM IEP Review Process: Use of IEP Facilitators (JD/MC)
- Private School Case Study Training PowerPoint (MC/MAB)
- Private School Consultant List (CB)

2:30 Business Items:
- Review Minutes/Action Items from July meeting
- Update on Alignment of FM with Restructuring/SINI/DINI
- FM Selection Process, 2012-13 Districts
- NHSEIS Information
- FM Quarterly Reports
- NHASEA Academics “Focused Monitoring and Accountability” January 5th
3:00 Time to wrap up...

- Review of Action Items
- “Possible” Agenda Items for October 17th Management Team Meeting
- Moment of Zen...
  - “What did we learn today and what impact does this have upon our work?”
- Report Out from the Process Observer
- Anything Else?

3:15 Adjourn

'Never doubt that a small group of thoughtful citizens can change the world. Indeed it is the only thing that ever has.' ~ Margaret Mead
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8:30 Welcome! Quick Opening Activity
- Joys, Concerns, Tall Tales...
- Quick Review and Prioritization of Agenda Items; any additions?
- Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
- Review of Team Norms

9:00 FM Quarterly Reports and FM Indicators:
- Londonderry
- Newmarket
- Seabrook

10:15 Break

10:30 FM Quarterly Reports Continued:
- Pelham
- Mason
- Nashua

11:30 Focused Monitoring Selection Process

12:00 Lunch and Team Photograph

12:30 Brain Changer

12:45 Mission/Vision: Part I
1:15  Focused Monitoring Indicators

1:45  Document Revisions: Visiting IEP Facilitator Training Materials

2:15  Business Items:
- Review Minutes/Action Items from September meeting
- FM Symposium Invitation/Planning session on October 26th
- Sr. Management Team Update
- Independent Evaluation of Program Approval
- Reminder to send all Program Approval Materials (PowerPoint's, agendas, etc) to Pat and Michele
- SERESC Leadership Team Update
- Private School Consultant List
- Other

2:45  Time to wrap up...
- Review of Action Items
- “Possible” Agenda Items for November 7th Management Team Meeting
- Moment of Zen...
- “What did we learn today and what impact does this have upon our work?”
- Report Out from the Process Observer
- Anything Else?

3:00  Adjourn

“Vision without action is a day dream. Action without vision is a nightmare.”

~ Japanese Proverb
NHDOE Program Approval and Improvement Process
Management Team Meeting
November 7, 2011
8:30 A.M. – 3:00 P.M.
SERESC Room 300

AGENDA

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Seven Norms of Collaboration:
Promoting a Spirit of Inquiry; Pausing; Paraphrasing; Probing; Putting Ideas on the Table; Paying Attention to Self and Others; Presuming Positive Intentions

8:30 Welcome! Quick Opening Activity
- Joys, Concerns, Tall Tales...
- Quick Review and Prioritization of Agenda Items; any additions?
- Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
- Review of Team Norms

9:00 Professional Development: FM Indicators and Related Research (MC, JD)

10:00 Focused Monitoring Indicators: Definitions and Progress (KS, JD, BG)

10:30 Break

10:45 Focused Monitoring Symposium – Document Review

11:00 NECAP Data FM Districts: Look Back at Longitudinal Data (MAB)

12:00 Lunch
12:30  Brain Changer (BG)

12:45  Mission/Vision: Part II and III (CB,EH)

1:45  Independent Evaluation of Program Approval Update (JB,MAB,MC,EH)

2:15  Business Items:

- Review Minutes/Action Items from October meeting
- Sr. Management Team Update
- FM Symposium new date – December 13th
- IEP Review Process – additional 6 IEPs for Secondary Transition/Indicator 13
- Other

2:45  Time to wrap up...

- Review of Action Items
- “Possible” Agenda Items for December 12th Management Team Meeting
- Moment of Zen...
  “What did we learn today and what impact does this have upon our work?”
- Report Out from the Process Observer
- Anything Else?

3:00  Adjourn

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Thank you to our Veterans

"As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them."

-John Fitzgerald Kennedy
NHDOE Program Approval and Improvement Process
Management Team Meeting
December 12, 2011
8:30 am - 12:30 pm ~ Bixby Farm

AGENDA

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is to improve educational results for all learners.

Seven Norms of Collaboration:
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Self and Others; Presuming Positive Intentions

8:30 Welcome and Quick Opening Activity
❖ Review and Prioritization of Agenda Items; any additions?
❖ Assignment of Team Member Roles:
  Facilitator, Recorder, Process Observer, Scribe/Parking Lot, Timekeeper
❖ Joys, Concerns and Tall Tales...
❖ Review of Team Norms

9:00 Research Aligned with FM Indicators
❖ Allocation of Time: (Jane, Bob, Bob)
❖ Academic Learning Time: (MC, MAB, Kathy)
❖ Pacing and Rigor: (Ed, Jen, Colleen)

10:15 Quick Break

10:30 Continued Discussion: Research Aligned with Focused Monitoring Indicators

11:00 Quick Business Items
❖ Review Minutes/Action Items from November 7th meeting
❖ Update from Sr. Management Team Meeting
❖ December 13th FM Symposium
❖ IEP Reviews, Students with Disabilities in Charter Schools
❖ January 9th Management Team Meeting, Agenda Items:
  ➢ FM Quarterly Reports
  ➢ NECAP Data Analysis
  ➢ Defining FM Indicators and Article: Improving High Schools
  ➢ February 1st FM Symposium: Date, Planning Date, Coordination of Planning
    Meeting, etc.
  ➢ Revisions to FM Documents (overview of FM, MC and Jen)
  ➢ Location of Meeting
❖ Other

11:30 Time to Wrap Up...
❖ Moment of Zen... What did we learn today, and what impact does this have upon our
  work?
❖ Report Out From Process Observer
❖ Anything else?

11:45 Let's Have an Ornament Swap...
NHDOE Program Approval and Improvement Process
Management Team Meeting
January 9, 2012
8:30 A.M. – 3:00 P.M.
SERESC Room 300

AGENDA

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Seven Norms of Collaboration:
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8:30 Welcome! Quick Opening Activity
★ Joys, Concerns, and Tall Tales...
★ Quick Review and Prioritization of Agenda Items; any additions?
★ Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
★ Review of Team Norms, and Selection of Norm to Observe during our meeting

9:00 Professional Development:
NECAP Data FM Districts: Look Back at Longitudinal Data (MAB)

10:30 Quick Break

10:45 Quick Business Items:
★ Review Minutes December 12th Management Team Meeting
★ FM Selection Process
★ FM Symposium Planning Meeting: January 17th, volunteer to coordinate/facilitate planning meeting
★ Sr. Management Team Update
★ FM IEP Reviews – Timelines for OSEP
★ FY’12 Memo #10 - Change in New Hampshire Special Education Preschool Outcome Measurement System
★ Non-Public Approval, Private Schools and Issuing of High School Diplomas
★ FM Overview document revisions (MC, JD)
★ Possible Agenda Items for February Management Team Meeting:
  ➢ Professional Development Segment
  ➢ Quarterly Updates
  ➢ FM Selection Process
  ➢ Brain Changer
  ➢ Status of RFP
  ➢ Quick Business Items
  ➢ Review Plans/Agenda for FM Symposium
  ➢ Anything else?
11:30  **Focused Monitoring Indicators, Continued Discussion**

- Review and recap of where we left off with FM Indicator Discussion (JBB)
- Organization/Categorization of Indicators into Themes: (Bob G)
- Preface/Context/Brief Introduction (Ed)
- Organization of List of Resources/Bibliography (Bob)

12:00  Lunch

12:45  Brain Changer

1:00  **Continued Discussion of FM Indicators**

2:00  **Looking Ahead . . .**

Growing the Program Approval Management Team; Sustaining the Work

2:30  **Time to wrap up...**

- Review of Action Items
- "Verify" Agenda Items for February 6th Management Team Meeting
- Moment of Zen...
  - What did we learn today and what impact does this have upon our work?
- Report Out from the Process Observer
- Anything Else?

3:00  Adjourn

*Let it snow, let it snow, let it snow...*
AGENDA

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8:30 Welcome/Introductions and Professional Development Segment: “Non Public School Approval”

9:30 Business Meeting Begins
- Joys, Concerns, and Tall Tales...
- Quick Review and Prioritization of Agenda Items; any additions?
- Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
- Review of Team Norms, and Selection of Norm to Observe during our meeting

10:00 Quick Business Items:
- Review Minutes January 9th Management Team Meeting
- Sr. Management Team Update
- Indicator 13 Compliance Reviews
- FM Overview document revisions (MC, JD)
- PSU Course Registrations
- Reminder: Corrective Action Mid Year Documentation
- Case Study Compliance Review, Review of Application Materials
- Possible Agenda Items for March Management Team Meeting:
  ➢ Professional Development Segment
  ➢ Brain Changer
  ➢ Quick Business Items
  ➢ Overview of SIG Indicators
  ➢ Anything else?

10:30 Break Time

10:45 FM Quarterly Reports
- Londonderry
- Mason
- Newmarket
- Pelham
- Seabrook
- Nashua
12:15  Lunch

1:00  Brain Changer

1:15  Focused Monitoring Indicators, Continued Discussion
  ❤️ Review and recap of where we left off with FM Indicator Discussion

2:30  Time to wrap up...
  ❤️ Review of Action Items
  ❤️ “Verify” Agenda Items for March 12th Management Team Meeting
    ✓ Professional Development Segment
    ✓ Quick Updates/Sharing for Work for Each Site
    ✓ Brain Changer
    ✓ Overview of SIG Indicators
    ✓ Business Items
    ✓ Other....
  ❤️ Moment of Zen...
  ❤️ What did we learn today and what impact does this have upon our work?
  ❤️ Report Out from the Process Observer
  ❤️ Anything Else?

3:00  Adjourn
NHDOE Program Approval and Improvement Process
Management Team Meeting
March 12, 2012
8:30 A.M. – 3:00 P.M.
SERESC Room 300

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8:30 Welcome/Introductions and Professional Development Segment:
Gaye Fedorchak: NH ALPs Assessments

10:00 Break time

10:15 Business Meeting Begins

Joy, Concerns, and Tall Tales...
Quick Review and Prioritization of Agenda Items; any additions?
Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
Review of Team Norms, and Selection of Norm to Observe during our meeting

10:30 Quick Business Items:
Review Minutes February 6th Management Team Meeting
Sr. Management Team Update
Preschool/Early Childhood
Performance Tracker for Private Schools
Reminder: FM Orientation – May 24th
FM Overview document revisions (MC, JD)
Possible Agenda Items for April Management Team Meeting:
➢ Professional Development Segment
➢ SIG Indicators
➢ Preschool
➢ Brain Changer
➢ Quick Business Items
➢ Anything else?

11:00 Case Study Compliance Review Orientation
April 13, 2012 9:00-12:00
Plans for the Session/Review of Materials
Schools Up for Review and TA Assignments
Next Steps
12:00  Update: Private Schools/Non-Public Approval, High School Requirements

12:30  Lunch

1:00  Brain Changer

1:15  FM Selection Process
   Updates on Process
   Selection of Sights
   Plans to Work on FM Information Session on May 24th
   Next Steps

2:30  Time to wrap up...
   Review of Action Items
   “Verify” Agenda Items for April 16th Management Team Meeting
   ✓ Professional Development Segment
   ✓ Quick Updates/Sharing for Work for Each Site
   ✓ Brain Changer
   ✓ SIG Indicators
   ✓ Preschool/Early Childhood Topics
   ✓ Business Items
   ✓ Other....

   Moment of Zen...
   What did we learn today and what impact does this have upon our work?
   Report Out from the Process Observer
   Anything Else?

3:00  Adjourn

"Everything that can be counted isn't always worth counting and everything worth counting isn't always countable."

-Albert Einstein
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8:30 Welcome/Introductions and Professional Development Segment: (CB & KS)
The Incorporation and Formalization of ALPs Results in IEP Reviews

9:30 Quick Stretch Break

9:40 Business Meeting Begins
- Joys, Concerns, and Tall Tales...
- Quick Review and Prioritization of Agenda Items; any additions?
- Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
- Review of Team Norms, and Selection of Norm to Observe during our meeting
- Review of revisions to Norms (BA)

10:00 Quick Business Items:
- Review Minutes March 12th Management Team Meeting
- Sr. Management Team Update
- Preschool/Early Childhood Updates
- Quick De-Brief of Case Study Orientation
- Reminder: FM Orientation Planning Session May 14th, Volunteer to Lead Planning Meeting?
- Retreat: June 6-8, Important Topics To Cover
- PSU Symposium – May 24th
- Special Ed Administration Association Meeting – May presentation
- Possible Resource Text: Getting it Done
- Any Other Business Items?

11:00 Continued Conversation: Private Schools/Non-Public Approval, High School Requirements (EH & MAB)

12:00 Lunch
1:00  Brain Changer (CB)


2:00  **Time to wrap up...**

- Review of Action Items
- "Verify" Agenda Items for May 7th Management Team Meeting
  - Professional Development Segment
  - Quick Business Items
  - SIG Indicators
  - Brain Changer
  - Initial Planning for Focused Monitoring Orientation, with homework assignments for May 14th work session
  - Quick Updates/Sharing for Work for Each Site
  - Other?
- Moment of Zen ... and what impact does this have upon our work?
- Report Out from the Process Observer
- Anything Else?

2:30  **Adjourn for Ice Cream Social**

"Teams bring together complimentary skills and experience that exceed those of any individual on the team. Teams are more effective in problem solving. Teams provide a social dimension that enhances work. Teams motivate and foster peer pressure and internal accountability. Teams have more fun."

~Katzenbch & Smith
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- Pausing; Paraphrasing; Posing Questions; Putting Ideas on the Table;
- Providing Data; Paying Attention to Self and Others; Presuming Positive Intentions

8:30 Welcome/Introductions and Professional Development Segment: (JBB)

*Getting it Done*, Chapters 1-4

9:30 Quick Stretch Break

9:40 Business Meeting Begins

- Joys, Concerns, and Tall Tales...
- Quick Review and Prioritization of Agenda Items; any additions?
- Assignment of Team Member Roles: Facilitator, Recorder, Process Observer, Scribe/Parking Lot Attendant, Time Keeper
- Review of Team Norms, and Selection of Norm to Observe during our meeting

10:00 Quick Business Items:

- Review Minutes April 16th Management Team Meeting
- Sr. Management Team Update
- SERESC Transition Plan; Team input
- Preschool/Early Childhood Updates
- Focused Monitoring Orientation May 24th, Quick Review of Documents
- Retreat: June 5-8
- 2012 Summer Institutes
- IEP Template
- Any Other Business Items?

11:00 New Team Member Interview
12:00 Lunch

12:30 Brain Changer (JD)

12:45 Review Components of Retreat Agenda

1:15 Focused Monitoring Districts: Technical Assistant Assignments
Hillsboro-Deering, Hudson, Manchester, Milford, Pittsfield, Winchester

2:30 Time to wrap up...
- Review of Action Items
- "Verify" Agenda Items for June 18th Management Team Meeting
  ✓ Professional Development Segment
  ✓ Quick Business Items
  ✓ Brain Changer
  ✓ Review Action Items From Retreat and Next Steps
  ✓ Final Quarterly Report Updates
  ✓ Other?
- Moment of Zen . . . and what impact does this have upon our work?
- Report Out from the Process Observer
- Anything Else?

3:00 Adjourn

"Be like a flower and turn your face to the sun." - Kahlil Gibran
NHDOE Program Approval and Improvement Process
Management Team Meeting
June 18, 2012
8:30 A.M. – 3:00 P.M.
SERESC Room 330

AGENDA

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Seven Norms of Collaboration:
Pausing; Paraphrasing; Posing Questions; Putting Ideas on the Table;
Providing Data; Paying Attention to Self and Others; Presuming Positive Intentions

8:30 Welcome/Introductions and Professional Development Segment:
Getting it Done – book discussion on final chapters (MC)

9:30 Quick Stretch Break

9:40 Business Meeting Begins
✓ Welcome to new team members!
✓ Joys, Concerns, and Tall Tales...
✓ Quick Review and Prioritization of Agenda Items; any additions?
✓ Assignment of Team Member Roles: Facilitator, Recorder, Process Observer,
✓ Scribe/Parking Lot Attendant, Time Keeper
✓ Review of Team Norms, and Selection of Norm to Observe during our meeting

10:00 Quick Business Items:
✓ Review Minutes May 14th Management Team Meeting and Retreat Meeting Minutes
✓ Sr. Management Team Update
✓ Preschool/Early Childhood Updates
✓ Focused Monitoring Orientation Recap
✓ August Academy Presentation
✓ 2012 Summer Institutes
✓ Review Retreat Action Items and Future Meeting/Event Dates /Next Steps
✓ Meeting scheduling issues
  • August meeting is Monday the 13th not the 15th
  • Schedule quarterly meetings to review data
  • 2013 Case Study Orientation conflicts with the Law Conference (should we change the date, if so, do we need to change the planning meeting date)
✓ Document review/revisions: Case Study Materials including Self-Study, Non-public application and Case Study Template, Focused Monitoring Manual, IEP Review Documents, other?
✓ Review of end of the year FM Survey
✓ Any Other Business Items?
11:00  FM Final Report Updates
- Pelham
- Nashua
- Seabrook?

12:00  Lunch

12:45  Brain Changer (JD)

12:45  Program Approval RFP, Evaluation Section Review, Discussion, Next Steps

1:30  Program Approval Mission/Vision/Core Values, Review and Discussion (MC)

2:30  Time to wrap up...
- Review of Action Items
- Determine Agenda Items for July Management Team Meeting
  - Professional Development Segment
  - Quick Business Items
  - Brain Changer
  - Other possibilities:
    - Continued work on High School Requirements/Private Special Education Schools
    - Focused Monitoring Indicators
    - Independent Evaluator Report
    - Coaching/Goal Setting/Supervision/Evaluation
    - Finish Quarterly Reporting
    - Assessment of group norms
- Other?
- Moment of Zen . . . What have we learned today and... what impact does this have upon our work?
- Report Out from the Process Observer
- Anything Else?

3:00  Adjourn