

DRAFT – Unofficial Until Approved
Meeting Minutes 4/12/18

The Governing Board of the Tanque Verde Unified School District #13, Pima County, Tucson, Arizona held an Executive Session Board Meeting on April 12, 2018 in the Board Room, at the Tanque Verde School District Administrative Office - 2300 N. Tanque Verde Loop Rd., Tucson, Arizona 85749.

I. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

II. ROLL CALL

Board Members present:

Ms. Susan Fry, Board President

Mr. Jeffrey Neff, Board Member

Mr. Jeremy Schalk, Board Clerk

Mr. Carlos Ruiz, Board

Mr. Steven Auslander, Board Member (arrived at 6:40p.m.)

Administrative Staff:

Dr. Scott Hagerman, Superintendent

III. MOVE TO EXECUTIVE SESSION

MOTION: Mr. Schalk made a motion to move into Executive Session pursuant to:

A.R.S. 38-431.03 A. (1) Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occurs at a public meeting. The public body shall provide the officer, appointee, or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting.

A. Superintendent's Evaluation

Ms. Fry seconded; the motion carried unanimously.

The Governing Board and Superintendent adjourned into Executive Session at 6:30 p.m.

IV. ADJOURN FROM EXECUTIVE SESSION

MOTION: Mr. Schalk made a motion to adjourn from Executive Session at 7:00 p.m. Mr. Auslander seconded; the motion carried unanimously.

The Governing Board of the Tanque Verde Unified School District #13, Pima County, Tucson, Arizona held a Regular Board Meeting on April 12, 2018 in the Board Room, at the Tanque Verde School District Administrative Office - 2300 N. Tanque Verde Loop Rd., Tucson, Arizona 85749. The meeting was called to order at 7:05 p.m.

1. ROLL CALL

Board Members present:

Ms. Susan Fry, Board President

Mr. Steven Auslander, Board Member

Mr. Jeffrey Neff, Board Member

Mr. Carlos Ruiz, Board Member

Mr. Jeremy Schalk, Board Clerk

Kaitlyn McWilliams, Student Board Member

Administrative Staff:

Dr. Scott Hagerman, Superintendent

Mr. Adam Hamm, Business Manager

2. APPROVAL OF AGENDA

MOTION: Mr. Auslander made a motion to approve the agenda. Mr. Ruiz seconded; the motion carried unanimously.

3. REPORTS

- Student Board Member Reports – Kaitlyn McWilliams

Service/ Outreach Report

Tanque Verde Elementary School

- Sock Drive - donated to the Gospel Mission Women and Children's Center
- Book Drive - donated to Make Way for Books (early literacy resource center supporting Southern Arizona)
- Hurricane Harvey Relief - Raised \$1000 that was donated to help a music teacher rebuild her classroom in Houston, Texas
- Prince Elementary Outreach - 3rd and 6th grade classes led a toy and clothing drive to support students at Prince Elementary School.
- Each student received a handmade blanket, book, game and toy. Gently used clothing was also donated to support the Amphitheater Public Schools clothing closet
- Holiday Cheer Choral Outreach - Students in multiple grades visited retirement homes singing holiday songs. They visited Arizona Homestead and Brookside Memory Care Center.

Agua Caliente Elementary School

- Pennies for Pups: Change jars in classrooms that have so far raised hundreds of dollars for a local rescue agency, The Sanctuary Project
- Food Drive: Collected over 30 boxes of food for the Food Bank
- 6th grade trip to Pima County Sheriff's Office Rincon Substation with treats, holiday decorations, and thank you letters!

- Books and toys collection for Tots and Teens
- Backpack and school supply drive for Wright School
- Baking bread for the elderly and baking for the homeless
- Supply drive and fundraising for Hurricane Relief
- Currently working on a fundraiser for Cystic Fibrosis
- 6th Grade is currently raising funds for The Heifer Project (to possibly split with a local charity as well) as their Legacy gift (\$3000.00 so far!)
- ACES hosts P.O.W.W.O.W and donates fruits and vegetables to all sites
- Girls on the Run is currently raising funds and collecting supplies for The Wildlife Project

Emily Gray Junior High

- Honoring of first responders on 9/11- collection of gift baskets and personal messages for 5 community first responder sites: Sheriff, 2 Rural Metro, Tucson Fire, Tucson Police
- Community food drive- contributed largest school contribution in Tucson
- Holiday outreach- adopted 2 families from Mission View Elementary
- Delivered gifts personally and visited families
- Feed My Starving Children- NJHS members raised \$1000 by selling bracelets and participated in a 2 hour pack-a-thon to pack meals for Central America, Africa, and Philippines.
- Teddy Bear drive for Diamond- Banner Children's Hospital- Collected stuffed animals from campus and delivered them to the hospital on Valentine's Day and Passed out a Teddy bear to every child

Tanque Verde High School

- Blood drives- TVHS has hosted 2 blood drives this year and donated all the blood to Red Cross: Each donor saves 3 lives; we had 20 donors and saved 60 lives.
- Clothing drive- donated 500-550 pounds of clothing to Big Brothers Big Sisters and received a portion of money back for it
- Shoe Drive- Tanque Verde Band is doing a shoe drive that will take shoes, repurpose them, and send them to 3rd world countries to be used.
- NHS Toy drive- NHS collected and delivered toys to TMC children's hospital the day before Valentine's day!
- These toys will be used for children's birthday gifts, a reward after a hard procedure, or when they are having a bad day.
- Tutoring- Every Monday and Tuesday TVHS students help tutor elementary schoolers with math, reading, and science.
- TVHS NHS will be working the POW WOW next month: Produce on Wheels, Without Waste.

Student Board Report

Tanque Verde Elementary School

- March- Donuts with Dad breakfast
- March- 6th grade folktale presentations
- Successful Art Show and Auction
- March- Conrad Storad a children's author came to visit
- He presented to each grade level
- He has written over 30 books!
- April- Susan Morris, artist, is coming to teach 3rd grade about scientific illustrations
- Special Education students will be going to the Pima County fair for Special Needs Day
- All school field days are coming up
- Storytelling festival in library

Agua Caliente Elementary School

- April 14- hosting POW WOW- food distribution
- April 17- Nature Night on Nature Trail- 2nd graders are displaying their papier Mache desert animal projects
- Homemade salsa and chips will be served!
- April 25-26- Field day for students K-6
- Get to compete in competitions like 50 yard dash, baton races, and hurdles.
- April 24- 6th grade students will visit EGJH and get a tour of the campus!
- May 8- 5th and 6th grade band concert at EGJH MPR
- May 17- Battle of the Books competition
- May 22- 6th grade promotion at 9am
- May 23- 4-6 grade awards ceremony

- Superintendent's Report – Dr. Scott Hagerman

- STEM Programs Update –

There are two STEM programs that will be introduced next year, one at Emily Gray Junior High and one the at Tanque Verde High School.

At Emily Gray Junior high we will be introducing Jobs for the Future - which is a career awareness and exploration program for middle school students developed by Pathways to Prosperity, a Jobs for the Future initiative that seeks to ensure that more youth complete high school, attain postsecondary credentials with currency in the labor market, and launch careers while leaving open the prospect of further education.

- **STEM Career Awareness enables students to:** Explore the roles of young STEM professionals using their knowledge, collaboration, and innovation to complete challenges based on relevant, real-world problems. These modules highlight the sectors of information technology, health sciences, and engineering.
- **Skills for Success prepares youth to:** Gain essential 21st Century skills such as growth mindset, collaboration and communication abilities, problem solving, and self-regulation.

- **Possible Futures Curricula** - The Possible Futures program offers curricular modules for middle school teachers to download and use in classrooms and extended learning time (ELT) contexts.

Technology Education and Literacy in Schools (TEALS) programs will be introduced at Tanque Verde high school. This program helps high schools build and grow sustainable computer science programs. TEALS pairs trained volunteer computer science professionals from across the technology industry with classroom teachers to team-teach computer science. Over two years, the classroom teacher gradually takes over the responsibilities of teaching the course without volunteer support.

➤ **Planning for 18-19 –**

We will be reviewing our budget and salaries after hearing the press conference earlier today announcing teachers will receive the 20% pay raise they demanded by the 2020-21 school year. The district currently has four openings: three teacher positions and one counselor position. We anticipate these positions will be filled by the end of April.

- **Legislative Update – Mr. Jeffrey Neff**

Mr. Neff talked about how the Legislative session this year appeared to be calm, less contentious. He spoke briefly about the teacher salary increase announced earlier today by the Governor. It's still unclear where the money will be coming from, and he remains hopeful it doesn't come from other educational funds.

4. CALL TO THE PUBLIC

TVHS teacher Ms. Sarah Jayne addressed the Board, expressing how grateful she is to be working for the Tanque Verde school district. As a teacher she feels supported by the principal, the superintendent and the governing board.

EGJH teacher Mr. Michael Stock addressed the Board thanking them for their support for the Red for Ed movement and for being on the teachers side. TVUSD is a great place to work. Teachers feel supported, we're a small district and we don't have a teacher's union because we don't need one. Mr. Stock asked the Board to pass a resolution in support of the teachers and make it public.

Ms. Fry thanked everyone for their comments and requested Dr. Hagerman add the resolution in support of the teachers on a future agenda.

5. CONSENT AGENDA (*see attached personnel report*)

MOTION: Mr. Neff made a motion to approve the Consent Agenda. Mr. Schalk seconded; the motion carried unanimously.

6. INFORMATION AND DISCUSSION ITEMS

A. Principal Presentations – 301 Goals – Mr. A.J. Malis, Mr. Greg Miller,
Ms. Sherri Rosalik, Ms. Kim Hubbard

Mr. Malis presented the high school 301 goals:

A 301 committee was formed in August 2017. At the time PD coordinators asked for volunteers who would be willing to coordinate the 301 activities on campus. 5 teachers volunteered.

Teacher Led Process:

- The committee requested site based testing data for analysis. Committee evaluated AzMERIT and MAP results.
- Teachers got together to review low scoring areas. From there, they developed draft goals that were well defined, specific, measureable, and achievable.
- Three goals: two must be data driven, the other can be affective.
- Collected all potential goals and voted on them as a group.

Informational Text Goal:

Students will improve their ability to read and understand informational texts by continuing to use Close reading strategies focusing on author's purpose and organization of the informational text. Students will show evidence of growth from pre to post- test.

1. Teachers will participate in a PD related to Close reading and structural strategies.
2. Teachers are expected to provide a minimum of one opportunity per semester for students to read, outline or identify structure of informational text related to the class content, as well as well as evaluate their understand of the material through teacher created assessments. Students will be exposed to multiple opportunities to practice.
3. Teachers will collect two pieces of evidence of using close reading skills and strategies on the texts of their choice. This can include handouts, lesson plans, or student artifacts.

Vocabulary Root Words Goal

Students will improve their ability to identify and define roots. Teachers will implement activities identifying and defining roots in their content areas and assess student growth. Students will demonstrate growth from the pre to post-test.

1. Students will be given a pre-test to assess their skill level in the fall.
2. Teachers are expected to provide a minimum of two opportunities for students to practice these skills as appropriate to their individual disciplines
3. Teachers are expected to provide a minimum of one opportunity during the semester for students to learn about roots, vocabulary, etc. Teacher evidence can include handout, lesson plans, or student artifacts.
4. Students will be given a post-test to assess their growth in the spring.

Social Goal

In order to continue to build a positive school culture:

1. Teachers will demonstrate evidence of 10 positive parent contacts per semester. These positive contacts can be made via email, phone, postcard or in person.

Timeline

- Mid-October: Finalized 301 goals
- Mid-November: Pre-tests administered
- Mid-November – End April: Teachers incorporated lessons/interventions into classes as well as sent out positive contacts
- Mid-April: Post-tests administered
- May 4: Teacher evidence due
- May 11: Positive contact evidence due

Ms. Rosalik presented Agua Caliente Elementary 301 goals:

Goal #1 – Mathematics – Student Achievement K- 6th grade

Objectives: Analyze assessment and classroom data regarding identifiers for mathematics standards (1 practice and 2 content standards) and determine reasonable instructional plans to address deficiencies and facilitate growth.

Measurable Outcome: MAPS, DIBELS, CBMs, and other classroom assessments.

Goal #2 – Writing – Student Achievement K-6th grade

Objectives: Students will complete a unit of study in the Lucy Calkins Writing Program. Using a writing rubric that defines specific grade-level outcomes, students will demonstrate growth by progressing at least one level in at least two areas as measured by the Writing Rubric.

Measurable Outcome: Pre and Post-Assessments, Writing Rubric.

Goal #3 – Character Education/Community Engagement- School Culture

Objective: Agua Caliente faculty will explore the Ben's Bells Kind Campus program.

Specialist Teachers and our counselor will work with students and classroom teachers to facilitate the implementation of the programs elements. They will also provide resources for parents that will be communicated in the school newsletter, the Coyote Communique.

Measureable Outcome: Specialist Teachers will work with Classroom teachers in implementing at least 6 (six) elements of the Kind Campus program.

Indicators: Lesson plans, activity documentation/artifacts.

Ms. Chris Rietz briefly discussed goals within the differentiated groups at ACES.

Mr. Miller presented Emily Gray Junior High 301 goals:

Goal #1 – (LA) to improve student achievement in Reading scores as measured on the AzMERIT ELA test.

Focus standards: 8th grade: 8.RL.1-10 and 8.RI-10. 7th grade: 7.RL.1-10 and 7.RI1-10

Measurable outcome: Emily Gray will exceed the state average on the AzMERIT test by 20% or better at each grade level.

Action Plan: Teachers will address the Lexile level of classroom materials used across the curriculum to ensure nothing under 9401 7th or 10001 8th, is in use. Teachers will adopt a single Close reading framework to use across the curriculum and between the grade levels. Teachers in grade level teams will identify processes and procedures to assist struggling students.

Goal #2 – To improve student achievement increasing the functional Lexile level of individual students.

Focus standards: 8th grade: 8.RL.1-10 and 8.RI.1-10. 7th grade: 7.RL.1-10 and 7.RI.1-10

Measurable outcome: Emily Gray students will increase their functional reading level using the Newsela program. Students grade level scores will improve by 20% or better at each grade level from pre-test to post-test. On the pre-test the 7th grade is at 59% and the 8th grade is at 61%.

Action Plan: Teachers will use the Newsela program for assessment and development of reading skills in Social Studies, Science EKA and Health and other disciplines. Lexile data from Newsela and NWEA Maps will be used to ensure all additional instructional materials are at the grade appropriate level.

Goal #3 – To extend our school culture further into the home by making more contact with parents about the good things their kids are doing in school

Measurable outcome: Teachers will make contact with the home using a postcard, affirming a positive behavior, or they will send an equivalent email. They will do this twice per class, per quarter.

Action Plan: Teachers will make contact to recognize academic performance, considerate behavior, leadership, total effort, caring, positive attitude, contributions or school spirit. When a postcard is used, a copy will be submitted to the principal. When an email is used the email will be forwarded to the principal.

Ms. Hubbard presented Tanque Verde Elementary School 301 goals:

The 301 goals align with our Governing Board Goals and were developed by the faculty. The PLC groups defined the data points in which to focus on. All agreed use common language.

Goal #1: to improve student achievement in writing 1st - 6th grade.

Objectives: Student who are minimally or partially proficient on their writing pre-test will increase their score by 10% on their post-test. Student who are proficient or highly proficient will maintain their score according to the post-test and complete an extension activity.

Measurable: Evidence will be based on writing rubrics, student samples and pre and post – student scores. Post- tests are scheduled to be completed by April.

Goal #2: To improve student achievement in math /High Quality Professionals

Objectives: To support TVES students so they demonstrate quantifiable academic growth across content areas. The Design in Five assessment process will be used to help professional, certified teaching staff in their collaborative efforts. They will work in grade level PLC to fully engage learners in the classroom, create high quality assessments using the five-phase design protocols.

Measurable: Completion of Design in Five phase documentation.

Goal #3: Affective goal – Peer observations

Objectives: In order to retain high quality professionals; all eligible certified teachers will gain professional knowledge by completing one peer observation during the 2017-18 school year.

Measurable: Evidence will be based on completion of the Teacher Peer Observation form.

B. Survey Results Feasibility Committee – Dr. Scott Hagerman

Dr. Hagerman provided Board members with an overview of the survey results. The full survey is posted on the website. Please see the attached overview survey results. Board members had some clarifying questions throughout the presentation.

Dr. Hagerman said at the next Feasibility Committee meeting on April 19 the Capital Assessment report will be presented. The committee will then make a recommendation to the superintendent. Dr. Hagerman will present the committee recommendation to Governing Board as an information item at the April 26 board meeting. Dr. Hagerman will make his recommendation as an action item (for Board approval) at the May 8 board meeting.

C. Campus Safety Security Update – Dr. Scott Hagerman and Ms. Claire Place

Dr. Hagerman and Ms. Place presented a detailed emergency planning and training report.

The emergency planning and training is in 5 phases of emergency management:

- **Prevention:** Preventative measures, evacuation plans, environmental planning and design standards:
 1. 2018 Updated Emergency Response Plan
 2. Off-Site Evacuation Plan Assessments
 3. Site Safety Assessments
- **Preparedness:** Planning, organizing training, equipping, exercising, evaluating corrective action:
 1. Regular student/staff drills (Fire, Lockdown, Reverse Lockdown, Shelter-in-place)
 2. School Safety and Emergency Preparedness Trainings – ADE
 3. Incident Command System Courses – FEMA
 4. Active Shooter Training =PCSD School Resource Officer Unit
 5. Stop the Bleed Training – ICSAVE
 6. Pima County Sheriff's dept. Active Shooter Summer Workshops at TVHS
 7. FEMA All Hazards Emergency Training for Schools – national Emergency Training Center DERT – July 2018
- **Response:** Coordination and management of resources, responding to a disaster
 1. District Emergency Response Team (DERT)
 2. Site Emergency Response Teams (SERT)
 3. Off-site Evacuation Agreements
 4. Parent/Student Reunification Protocol
 5. Emergency Evacuation /Reunification Kit & District Support Team
 6. AZMAC – Arizona Mutual Aid Compact
 7. Southern School Safety Consortium
 8. Collaboration with ICSAVE, Pima county Sheriff's Dept., Rural Metro FD, Pima County Office of emergency Management, Pima County Health Dept.
- **Recovery:** Restore critical functions, manage stabilization, return to normalcy

- **Mitigation:** Make structural and non-structural changes to limit impact if disasters

Goals:

Increase Student Awareness and Training

- Community involvement
- Piloting curriculum
- Safety and Wellness Fair

Continue Staff training – to increase awareness and provide tools and resources

Continue to assess emergency plans and procedures

Continue community collaboration to ensure safe schools

Site safety and security assessments are ongoing. Some specific projects have been identified and submitted to the School Facilities Board for consideration. Other projects are internal and moving forward.

7. ACTION ITEMS

A. 2018-19 301 Plan – Dr. Scott Hagerman

Dr. Hagerman explained the 301 Plan will need to be approved every year.

MOTION: Mr. Neff made a motion to approve 301 Plan. Mr. Auslander seconded; the motion carried unanimously.

B. Policy Advisory – Volume 30 Number 1 February 2018 - Dr. Scott Hagerman

No. 602 DKA – Payroll Procedures / Schedules – Ms. Susan Fry

No. 603 GCCH – Professional / Support Staff – Ms. Susan Fry

No. 610 IKAB – Report Cards / Progress Reports – Mr. Jeremy Schalk

No. 611 JFAA – Admission of Resident Students – Mr. Jeremy Schalk

No. 612 Policy JFABD – Admission of Homeless Students – Mr. Steven Auslander

No. 613 Policy JFABDA – Admission of Students in Foster Care - Mr. Carlos Ruiz

No. 615 Policy JKD – Student Suspension – Mr. Jeffrey Neff

Mr. Ruiz and Mr. Auslander both requested their policies: JFABD – Admission of Resident Students and policy JFABDA – Admission of Students in Foster Care tabled. All other policies were accepted as presented.

MOTION: Mr. Neff made a motion to adopt policies. Mr. Ruiz seconded; the motion carried unanimously.

C. Superintendent's Performance Evaluation – Ms. Susan Fry

MOTION: Ms. Fry made a motion to approve Dr. Hagerman's performance evaluation. Mr. Auslander seconded; the motion carried unanimously.

D. Health Insurance – Dr. Scott Hagerman

Elizabeth Wiseman from CBIZ addressed the Governing Board. The district went out to bid to compare coverage and cost. After a thorough review the district will stay with ASBAIT for our medical plan. ASBAIT is using AETNA for their health insurance. The recommendation is to stay with ASBAIT. The health insurance changes are as follows:

Health coverage 4% increase (changing from BlueCross BlueShield to AETNA)

Dental coverage no changes

Vision coverage no changes

Flexible Spending \$50 increase

The district will be adding *Teladoc* benefits this year. *Teladoc* – an on-demand healthcare solution that gives you the medical care you need, when you need it. You can talk to a doctor anytime, anywhere about non-emergent medical conditions.

MOTION: Mr. Neff made a motion to the health insurance renewal as submitted. Ms. Fry seconded; the motion carried unanimously.

8. BOARD AND SCHOOL EVENTS

See attached School Events calendar

9. FUTURE BOARD AGENDA ITEMS

Board Goals: Community Involvement - April

Board Goals: Evaluation 2017-18 SY / 2018-19 SY - April

Resolution to support Teachers – April

Future - September

10. ADJOURNMENT

Ms. Fry adjourned the meeting at 9:10 p.m.

Respectfully submitted by,
Judy Bower, Governing Board Secretary

Susan Fry, Board President

Jeremy Schalk, Board Clerk

Steven Auslander, Board Member

Carlos Ruiz, Board Member

Jeffrey Neff, Board Member

Personnel Items - Board Meeting - April 12, 2018

Administrator Contracts	Position	Reason	Site	FTE	Date
Administrator Resignations	Position	Reason (Replace / New)	Site	FTE	Date
Certified Contracts	Position	Reason (Replace / New)	Site	FTE	Date
Certified Resignations	Position	Reason	Site	FTE	Date
Classified Contracts	Position	Reason (Replace / New)	Site	FTE	Date
Classified Agreements	Position	Reason (Replace / New)	Site	FTE	Date
Collen Roh	IT Support Specialist	Replace Kim Elias	TVHS	1.0	4/9/2018
George Karres	Bus Driver	Replace Cornelius Jongsma	TRANS	0.6875	3/8/2018
Clark Young	Bus Driver	Internal Transfer (replacing Rich Wilson)	TRANS	0.75	3/12/2018
Classified Resignations	Position	Reason (Replace / New)	Site	FTE	Date
Rachel Tapia	Library Aide	Personal	TVES	1.0	4/13/2018
Ann Marie Molina	Paraprofessional I	Retirement	ACES	0.60	5/23/2018
Deborah Carlson	Paraprofessional III	Personal	TVHS	0.75	5/23/2018
Other					
Other Continuations		Reason (Replace / New)	Site	FTE	Date
Other Discontinuations	Position	Reason	Site	FTE	Date
Other New Hires	Position	Reason	Site	FTE	Date
Karen Folkerts	Classified Substitute	New	Varies	Varies	3/20/2018
Jennifer Suichies	Classified Substitute	New	Varies	Varies	4/2/2018

Survey Overview

April 12, 2018

Process

Live Callers

300 participants

Sample based on Demographics

Pre-test / Post-test process

Pre-test Numbers

Bond

65% Yes

29.6% No

Maintenance and Operations (M&O) Override

66.7% yes

28.7% no

Specific Feedback

Five Point Scale. Above 3.5 is strong result, above 4.0 is very strong

Items Above 4.0

Increased teacher pay 4.47

Adding science labs 4.14

Technology 4.10

Fixing or replacing air conditioners 4.04

Post-Test Numbers

Bond

65.00% Yes (+1% from pre-test)

28.00% No (-1.6 % from pre-test)

Maintenance and Operations Override

68.0 % Yes (+1.3% from pre-test)

24.3% No (-4.4% from pre-test)

If both the bond and override questions were on the ballot

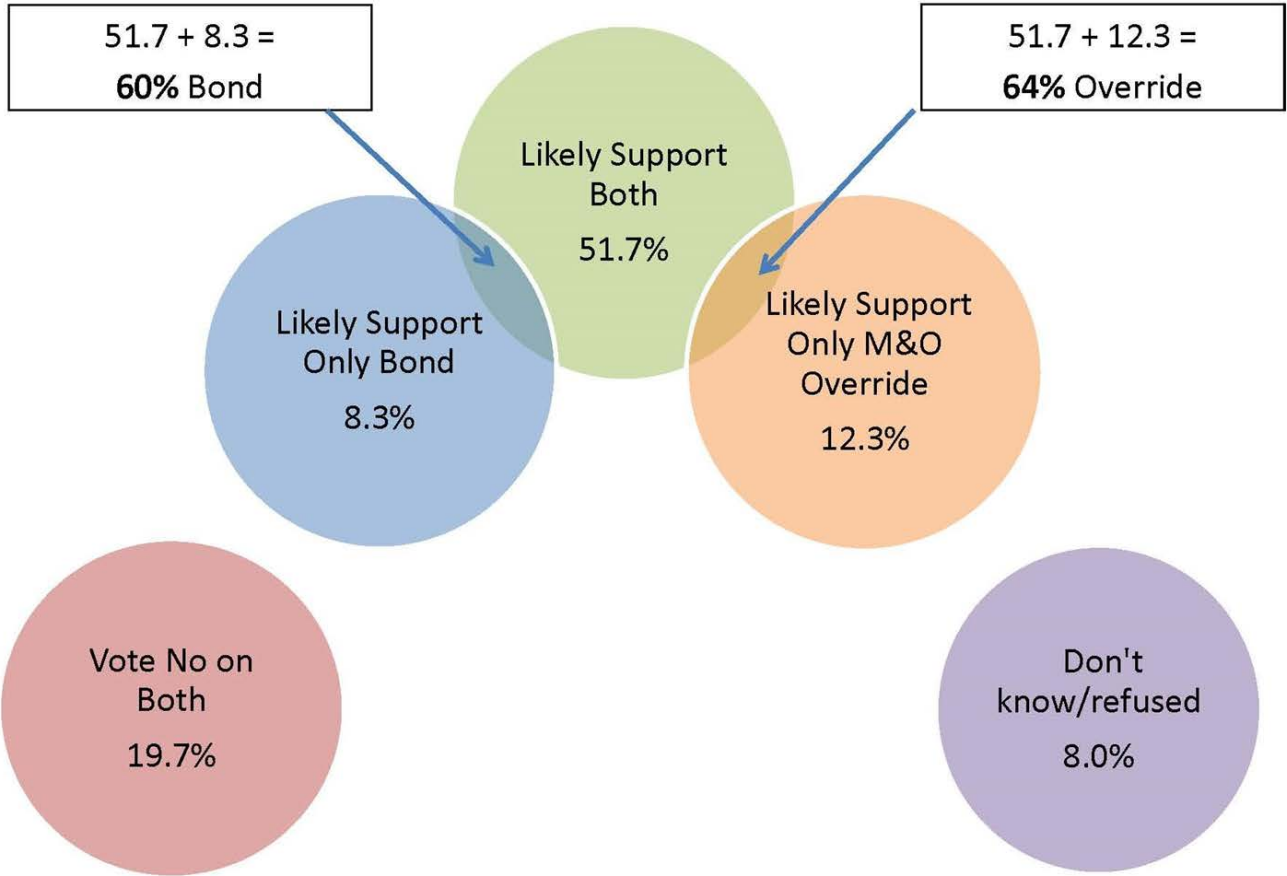
51.7% I would likely support both

8.3% I would likely support only the bond

12.3% I would likely support only the maintenance and operations override

19.7% I would vote no on both

8.0% Don't know, Refused



If both the bond and override questions were on the ballot

Combined Totals

60% Yes for Bond

64% Yes for maintenance and operations Override

19.7% No

8% Don't know

Next Steps

Feasibility Committee Meets

- Feedback from Capital Assessment
- Committee makes a Recommendation