



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #4
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, April 14, 2014**
Meeting Time: **7:00 pm**

Chairperson Amanda L. Russell called a meeting of the Dover School Board to order on Monday, April 14, 2014 at 7:00 p.m. in the McConnell Center Media Center.

A. CALL TO ORDER: Chairperson Amanda Russell called the meeting to order.

B. ROLL CALL: Present were Amanda Russell, Betsey Andrews Parker, Kathy Morrison, Doris Grady, Sarah Greenshields, Carole Soule McCammon and Michelle Muffett-Lipinski.

Also present were: Interim Superintendent Antonio Fernandes; Karen Taylor, WPS Principal Patrick Boodey, CTC Director Louise Paradis, GES Principal Beth Dunton, CIA Director Paula Glynn, DHS Principal Peter Driscoll, Athletic Director Peter Wotton, PPS Director Christine Boston, HSS Principal Mike McKenney, parents, teachers, students and citizens, NELMS representative, Fosters

C. PLEDGE OF ALLEGIANCE: Carole Soule McCammon led the Pledge of Allegiance.

D. CITIZENS' FORUM: Tom Massingham, 36 Prospect St, commended the DHS Winterguard for their exceptional performances and hard work.

Louise Paradis introduced cosmetology students who showed photos from their trip to NYC and their program.

E. AGENDA APPROVAL: Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the agenda with the following changes: Moving up in the agenda Items K. b., c. and e, M. 1 and the DMS presentation portion of the Superintendent's Report. An oral **VOTE PASSED 7/0.**

K. RESOLUTIONS:

b. Resolution of Recognition—DHS Winterguard

Ms. Russell read into record the resolution commending the Dover High School Winterguard for another remarkable season.

c. Resolution of Recognition—DHS CTC Skills USA Team

Ms. Russell read into record the resolution commending the Dover High School Career and Technical Center Skills USA Team on their success at the Skills USA competition held in Kansas City in March.

e. Resolution for DHS Career and Technical Center



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Ms. Andrews Parker read into record the resolution showing support of the Dover School Board for the design and construction of the DHS CTC Center.

Ms. Russell explained that funding for the DHS CTC center may be made available sooner than expected. The School Board and City Council agree that the district should move forward with this.

Betsey Andrews Parker moved, Carole Soule McCammon seconded to approve the resolution for intent to proceed with the CTC design and construction. An oral **VOTE PASSED 7/0.**

Senator David Watters was recognized and explained his excitement for this project. He will be supporting this project on April 23rd in Concord and stated that Dover would receive more funds if done earlier rather than later. Dover should get \$10.75 million for this project from the state and is hopeful that there will be more funds available. Dover also would remain at the top of the priority list so that remaining funds will be available when the next capital plan is completed. He has confirmed with the state committees and the governor's office that this will be supported. He feels that this would be a great benefit to the taxpayers of Dover and this resolution will help him to support this project in Concord.

Mr. Fernandes thanked Senator Watters for his commitment to this project.

M. 1. PRESENTATION OF NELMS AWARDS TO DOVER MIDDLE SCHOOL BY NELMS EXECUTIVE DIRECTOR BRENDA NEEDHAM-moved up

NELMS Executive Director Brenda Needham honored and recognized Dover Middle School teacher and administrators for their service and efforts in educating students.

Kim Lyndes earned the A+ Administrator's Award, David Latchaw received the Beane-Brodhagen Award for Middle Level Curriculum, Fran Meffen received the Parent and Community Group Award, and Deb Hackett received the Master in the Middle Award.

Congratulations to these Dover Middle School staff members.

O. SUPERINTENDENT'S REPORT-DMS portion-moved up

Dover Middle School staff and students presented a skit that they showed to the State of New Hampshire with hopes of winning an "Eddies" award. The skit highlighted key areas of the school with the game show, "Jeopardy" as the theme. The School Board and audience enjoyed the presentation and thanked the students for their efforts.



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F. APPROVAL OF MINUTES

1. Special Session #1, March 3, 2014
2. Regular Session #3, March 10, 2014
3. Public Meeting to Enter Non-public Discipline Hearing #3, March 13, 2014
4. Special Session #2, March 17, 2014
5. Special Session #3, March 18, 2014
6. Nonpublic Meeting, March 18, 2014
7. Special Session #4, March 21, 2014

Sarah Greenshields moved, Carole Soule McCammon seconded approval of the minutes. An oral **VOTE PASSED 7/0.**

G. CONSENT AGENDA

1. **Correspondence:**
2. **Resignations/Retirements:**
 - a. Sophie Bednarek, HSS Special Education Teacher
 - b. Heidi Hutchison, DMS Language Arts Teacher
 - c. April O'Keefe, DHS CTC Career Assessor
 - d. Amanda Wild, DMS Math
 - e. Keegan Coderre, WPS Elementary Teacher
 - f. Jason Perkins, DHS CTC Exploratory Teacher
3. **Leaves of Absence:**
 - a. Sarah Creighton, WPS Teacher
 - b. Amanda DeCew, HSS Kindergarten Teacher
 - c. Jennifer Russell-Bickford, Kindergarten Teacher
 - d. Heather Woods, DHS English
4. **Nominations:**
 - a. Sheet 1: Nomination and Election of Administrators (Annual-FY15)
 - b. Sheet 2: Nomination and Election of Teachers (Annual-FY15)
 - c. Sheet 3: Nomination and Election of Coaches (Cole)
 - d. Sheet 4. Nomination and Election of SAU Staff-FY14 (Groulx)
5. **Extended Travel (Student Trips):**
 - a. DMS Washington, DC Trip-- Final Approval
 - b. DHS Unified Volleyball Team Trip to Phoenix, AZ—Preliminary Approval
 - c. DHS Art and Music Dept. trip to Switzerland and Italy, April 2015—Preliminary Approval

Doris Grady moved, Betsey Andrews Parker seconded to pull item G. 3. a., b., c. from the consent agenda. An oral **VOTE PASSED 7/0.**

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded approval of the remaining consent agenda. An oral **VOTE PASSED 7/0.**

Mrs. Grady stated that she reviewed the DTU Master Agreement and requests for a second year leave of absence are not included in the Family Leave portion of the agreement. She



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realizes that leaves have been extended for various reasons, but feels that some should not be approved if the reason does not support the request.

Ms. Andrews Parker supports two year leaves of absences for family reasons, but would want confirming correspondence to the requestors to include that they may not be placed in the same positions when they return the following year. Ms. Andrews Parker added that she would also support paternity leave being included in the contract. Mr. Fernandes agreed that the letter acknowledging a leave of absence would include this information of not guaranteeing the same position. Mrs. Grady also noted that this should be discussed in negotiations so that there are no questions when interpreting. She questioned the limit to the number of years off that a teacher could request and it was determined that two years is the limit at this point. Ms. Muffett-Lipinski commented that the consistency is needed so that it is clear to everyone. She asked who would teach during these leaves of absences. Ms. Russell responded that a fully certified teacher would be hired with an annual contract.

Ms. Andrews Parker stated she would not support a two year leave of absence so that the requesting teacher could accept another teacher position, such as Teach for America.

WPS Principal Patrick Boodey voiced his support for Ms. Russell-Bickford's leave of absence so that she can work for Teach for America. He stated that it is an honor for her and for the school district. She would return to WPS with experience and would share her knowledge with others.

Mrs. Grady stated that Ms. Russell-Bickford's leave is covered under extended leaves of absence.

Ms. Andrews Parker stated that a teacher who worked for Peace Corps, would not be entitled for a leave of absence. Ms. Boston added that Teach for America is an affiliate of AmeriCorps and falls under their umbrella.

Ms. Muffett-Lipinski stated her support for the request for a leave due to a position with Teach for America, adding that valuable experience could be brought back to the district. She commended Ms. Russell-Bickford for her appointment to Teach for America.

Ms. Andrews Parker responded that she agreed, but was unsure as to where the line is drawn. She believed the contract should be upheld and followed accurately.

Ms. Soule McCammon added that the district had already gone over the line by approving two year leaves of absence in the past.

Betsey Andrews Parker moved, Kathy Morrison seconded to approve 3.a. of the consent agenda. An oral **VOTE PASSED 5/2 (Soule McCammon, Grady opposed)**.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve 3.b. of the consent agenda. An oral **VOTE PASSED 7/0**.



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Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve 3.c of the consent agenda. An oral **VOTE PASSED 6/1 (Andrews Parker opposed)**.

H. STUDENT REPRESENTATIVE REPORT:

Student representative Preston Massingham reported on issues and activities at Dover High School. He stated that the tennis team won their recent match with Manchester Central. The Robotics team traveled to Boston and could qualify for finals. There was a successful blood drive at DHS on Friday, April 11. On April 12, 4 DHS musicians performed at All-State Music Festival. On April 15, there was a Jazz concert/dessert at DHS. The variety show will take place from May 2-May 4. The Prom will take place on May 10th.

I. POLICY -- CHANGES – PROPOSALS:

- a. GCBD Rules and Regulations in the Application of Administrative Personnel Polices and Salary Schedules
- b. BBAA—School Board Member Authority
- c. BDEA—Discipline Committee Suspension and Expulsion of Students
- d. CBA—Duties of School Principals—delete-duplicate
- e. CBI—Evaluation of a Superintendent
- f. DJE Bidding Requirements
- g. EB—Safety Program
- h. EBBC—Emergency Care and First Aid
- i. EEAE—School Bus Safety Program
- j. GBCD—Background Investigation and Criminal Records Check
- k. GBEA—Staff Conflict of Interest
- l. GCO—Evaluation of Professional Staff
- m. IHBG-R Home Education/Dual Enrollment
- n. IHCA Attachment—DHS Summer School Memo—Delete
- o. IIB-Class Size
- p. IJO—Community Resources
- q. IJOC—School Volunteers
- r. JCAA—DHS Enrollment--delete
- s. JEC—Manifest Educational Hardship
- t. JECB-R—Technical Assistance Advisory on Residency—Delete
- u. JEDA—Truancy—Delete—Combine with JH
- v. JFA—Assignment of Students to Classes
- w. JH—Student Absences and Excuses
- x. JICDD—Student Discipline—Out of School Actions
- y. JICI—Dangerous Items and Weapons on School Property
- z. JICK—Pupil Safety and Violence Prevention Policy/Bullying and Cyberbullying
- aa. JLC—Student Health Services
- bb. JRA—Student Records
- cc. JRA-R—Student Records and Access—Delete



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- dd. KE—Public Complaints
- ee. KEB—Public Complaints About School Personnel
- ff. Job Description—Director of Alternative School

Ms. Andrews Parker requested that the policy on Revenue and Advertising be brought to the next School Board meeting for a first reading.

Mrs. Grady asked if all of the policies were provided by NHSBA. Ms. Russell confirmed that they were with the exception of GCBD, DJE, and the job description.

Doris Grady moved, Michelle-Muffett Lipinski seconded to table the above policies and job descriptions for a second reading at the next School Board meeting. An oral **VOTE PASSED 7/0**.

J. POLICY ADOPTION: None

K. RESOLUTIONS:

- a. Formation of Joint Building Committee for Dover High School and Regional Career and Technical Center.**

Dover School Board representatives of the committee will include Amanda Russell, Sarah Greenshields and Matthew Severson.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the resolution to form a Joint Building Committee. An oral **VOTE PASSED 7/0**.

- d. Antonia Kretsepes Memorial Scholarship Fund**

Ms. Andrews Parker read the resolution for this scholarship fund. The family started the scholarship to honor Ms. Kretsepes and hoped the \$500 would be awarded to a deserving high school senior.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the Antonio Kretsepes Memorial Scholarship Fund. An oral **VOTE PASSED 7/0**.

L. OLD BUSINESS:

1. Superintendent Search Update

Ms. Andrews Parker updated the Board on the search and stated the School Board had re-opened the search for 10 business days. City Councilor John O'Connor replaced Dot Hooper, who was no longer able to participate in the committee. There were 15 additional applicants. Three were selected by the committee for interviews, but only two responded and scheduled interviews. If a candidate is selected by the committee to proceed to the School Board, a more



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in depth interview will be scheduled with the candidate and the Board. After this interview, the candidate could move on as a finalist in a public session with the Board. If a candidate is not selected, an alternate plan will be needed regarding the superintendent position for next year.

Carole Soule McCammon moved, Doris Grady seconded approving Annette Studebaker and John O'Connor as members of the Superintendent Search Committee. An oral **VOTE PASSED 7/0**.

Mrs. Grady asked if candidates would still do a budget presentation in a final interview and Ms. Andrews Parker responded that it would be up to the Board to decide.

Mrs. Grady commented that to her, the budget presentation would be the least important part of the interview. Ms. Russell stated that the presentation skills are important to the public and would be beneficial for the Board to see. Mrs. Grady also noted that she doesn't feel that on-site visits are beneficial. It will be determined after a second interview if an on-site interview will take place.

It was also determined that the second interview would be non-public and a final interview will be public.

2. FY 15 Budget Recap

Ms. Taylor stated that there is no variance between expenses and revenues and there is a 4% increase. Mr. Fernandes stated that Nottingham School board would like to postpone the next negotiating meeting. They will be meeting with their community, without Dover in the summer to determine their options. They will contact Dover in the fall to schedule meetings.

Ms. Andrews Parker asked if this would affect budgeting for FY16 since the contract could take time to negotiate. Ms. Russell believed that this wouldn't be a problem since the preliminary meetings have already happened. Nottingham will still be required to provide enrollment numbers by March 9. Ms. Andrews Parker would be in favor of giving Nottingham a deadline to negotiate rather than wait until fall. Ms. Russell felt there wouldn't be an issue if negotiations begin by September.

3. Uncommitted Funds

To be discussed with Condition of Accounts

N. NEW BUSINESS

1. Presentation of NELMS Award to Dover Middle School—Moved up

2. First Student Bus Contract Approval

Ms. Andrews Parker stated that she is not in favor of approval because it has taken too long for certain issues to be resolved, including length of time on bus and she feels this is unacceptable. Some students have been told that school instruments cannot be brought on buses since there



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is no room which is also unacceptable. There are also space issues for other students, who have been told there is no room on the bus. Bus idling has been occurring and there have been multiple complaints about bus drivers. She has recommended time changes and First Student has refused. Ms. Andrews Parker added that they don't provide responses to complaints.

Mrs. Grady asked if these were all internal issues and agreed there are complaints about routes. She also questioned as to how many bus companies are available.

Ms. Russell asked if the new routing software will be used next year to help ease complaints. Ms. Taylor responded that the District is trying to streamline complaints for consistency. She added that she has spoken to the bus company about different routes. They are trying to minimize students sitting on buses and overcrowding on buses and she is hopeful that the new software for mapping will help. The software should be able to highlight inefficiencies. Ms. Taylor agrees that something needs to be done to improve transportation.

Mr. Fernandes added that improving transportation is a priority for the district for the district. Mrs. Grady noted that in the past, bus stops for students were further from each other. Currently, the bus seems to stop at each house, causing the bus ride to take longer.

Ms. Soule McCammon asked for an update on bus issues to which Mr. Fernandes stated he would provide.

Ms. Andrews Parker asked if there is a policy about who resolves issues. She questioned identifying responsibilities of both parties. Traffic is increased also because parents are driving students due to long bus ride and wait times.

Ms. Taylor recommended a summer meeting about transportation with all parties possibly including drivers where clarifications can be made.

Betsey Andrews Parker moved, Sarah Greenshields seconded to table approval of this contract until May meeting. An oral **VOTE PASSED 7/0.**

3. Food Service Contract Approval

Ms. Taylor asked the School Board to give their approval to send the contract to the Department of Education. After the DOE approves the contract, it will be returned to the Board for final approval.

Ms. Andrews Parker asked if DMS is serving ice cream on a regular basis.



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Ms. Lyndes clarified that she believes in moderation and approved ice cream being available twice per month. It was determined that the discussion started in the Wellness Committee and dealt with sherbet.

Ms. Soule McCammon stated the committee did not approve of the schools selling ice cream and the issue was set aside for a later meeting. She believed that schools do sell sherbet on certain days of the week. Ms. Lyndes stated she would clarify with Food Service Director if sherbet or ice cream is offered at DMS.

Ms. Andrews Parker asked why secondary or alternative products are being sold at the schools. She also asked if it was a conflict to have the Food Services Director as chairperson of the wellness committee.

Ms. Taylor responded that this would be changing since he had resigned as chairperson. She added that there are some inconsistencies with the Wellness policy and these would be addressed.

Ms. Andrews Parkers added that there are also inconsistencies with how elementary schools are administering food. She does not have a problem with the food, but with its' administration. She would just recommend looking at some of these issues before approving the contract.

Ms. Andrews Parker noted there are some contradictions with food being served and the Wellness policy. She thinks that the District has made great strides with the policy, but needs to reinforce it with the food served.

Ms. Muffett-Lipinski commented that the process should be mainstreamed to make more consistent and sent to the Wellness Committee.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the Café Services contract to the Department of Education. An oral **VOTE PASSED 6/1 (Andrews Parker opposed)**.

4. Month of March 2014 Condition of Accounts

Ms. Taylor summarized the March condition of accounts. She is continuing to watch the uncommitted balance and there is currently a 3% balance. The district is focusing on prioritized budget items discussed including servers, expanding bandwidth, expanding wireless. Capital Reserve funding is also a priority. Website development is also on the list of possible expenses and Ms. Taylor will be investigating options.

Ms. Muffett-Lipinski was excused at 9:25 P.M.



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N. SUBMISSION AND PAYMENT OF BILLS: Betsey Andrews Parker moved, Carole Soule McCammon seconded to direct the payment of manifest 14-l from 3/11/14-4/14/14 for FY14 for \$3,662,459.32. A roll call **VOTE PASSED 6/0.**

O. SUPERINTENDENT'S REPORT:

Mr. Fernandes thanked DMS for their earlier presentation and also acknowledged student scholar/athletes who were honored in Concord recently. He also commended auto tech students who came in second in a competition in Norwood, MA. He attended 5th grade DARE graduation and congratulated the students. He also commended Dover Cheerleaders for their second place finish in a Derry, NH competition.

P. COMMITTEE REPORTS:

Kathy Morrison reported on Technology Committee:

There were three meetings held in which the committee discussed a new Permission to Photo and Publish form, chrome books, and the 5-year technology plan that will need to be approved by the State of NH in June. Technology is also working on a district-wide machine inventory list and discussing ways to incorporate technology into the classroom. Windows 7 is being upgraded at DHS. Google versus Microsoft was also discussed, in addition to the 5-year budget and capital reserves. The website Sharp School was discussed and the possibility of bringing to schools.

Carole Soule McCammon reported on the Wellness Committee:

The committee, which was originally called the Dining Services Committee, is still closely associated with dining services. They are looking at the wellness policy and trying to determine what the vision of the committee should be. The committee is inviting community members to be a part of the committee and should contact Frank Gillespie at f.gillespie@dover.k12.nh.us if interested in participating and should state why they would like to join, what role they would play and any special skills that can be offered to the committee. Meetings are third Thursday of the month at 3:30 in the Superintendent's Conference room.

Ms. Greenshields reported on the Curriculum Planning Committee:

There were three meetings in the past month, with two focusing on report cards and another with guidance and physical education reporting. There will be new report cards implemented soon for both elementary and high school, with middle school report cards being a combination of the two. Groups dissected report cards noting strengths and issues. There will be a sub-committee who will re-vamp the report cards. They should be implemented in the 2015 school year. School counselors presented at all levels.

Guidance in elementary schools are focusing on bullying lessons and getting into classes during the day. Dover police will be presenting information on cyber-bullying to middle school students. Self-esteem and confidence are on the rise in those grade levels also.



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Career exploration is a success at DHS, but depression is still an issue. An advisory team system will be started at DHS so that students will have an advisor who will remain with them throughout a student's time at DHS.

Physical Education and wellness presented also and spoke about programs at all schools. Wellness I and II classes at DHS will be changed to PEI and PEII at DHS.

Paula Glynn asked that wish lists from committee members be sent to her.

Amanda Russell reported on the Safety Committee Meeting:

The committee met in March and will plan on meeting quarterly.

Q. SCHOOL BOARD MATTERS OF INTEREST:

Mrs. Grady recognized the performance of the DHS Granite State Challenge Team. She commended coaches Eric Salmonsens and Andrew Chase for their work with the team. The team was 9th in the qualifying competition out of 53 teams. They won during the day, but ultimately lost to Pinkerton Academy. She named the students and appreciated their efforts and wished them best of luck for next year.

Ms. Soule McCammon commended students who performed in Thoroughly Modern Millie at DMS recently. She commented that she could not believe the performers were in middle school.

Ms. Andrews Parker asked the Superintendent to request posting privileges to the School District since the city is closed on Fridays. It was confirmed that at least one of the City Clerk, Deputy City Clerk or Mike Gillis would be available to post meetings on Fridays, if necessary.

Ms. Russell commended the staff and students for their efforts regarding the National Technical Honor Society induction. She also commended the students who attended All-State Music Festival last week.

Ms. Russell thanked Christine Boston and Peter Driscoll for their work associated with the new Barrington contract. She had neglected to acknowledge them at the last meeting and greatly appreciated their efforts.

R. ADJOURNMENT: Betsey Andrews Parker moved, Kathy Morrison seconded to adjourn at 9:45 P.M. An oral **VOTE PASSED 6/0.**

Interim Superintendent Fernandes and other's handouts have been archived with these Minutes.

Respectfully Submitted,
Kathleen Morrison, Secretary
KM/ral