



**DOVER SCHOOL  
DISTRICT**

## DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #6  
Meeting Location: Media Ctr. (Room 306) McConnell Center  
Meeting Date: **Monday, June 9, 2014**  
Meeting Time: **7:00 pm**

Chairperson Amanda L. Russell called a meeting of the Dover School Board to order on Monday, June 9, 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: Business Administrator Karen Taylor, WPS Principal Patrick Boodey, CTC Director Louise Paradis, GES Principal Beth Dunton, CIA Director Paula Glynn, DHS Principal Peter Driscoll, PPS Director Christine Boston, HSS Principal Mike McKenney, DEOP and DPA Union representatives and members, citizens, Fosters, Superintendent Candidate Elaine Arbour

**C. PLEDGE OF ALLEGIANCE:** Michelle Muffett-Lipinski led the Pledge of Allegiance.

Ms. Russell stated that she would be leaving at 7:25 pm due to a family obligation.

**D. CITIZENS' FORUM:** Ed Murphy, 8 Country Club Estates, spoke against specifications for the Garrison Roof Bid. He is employed in the roofing business and believes the product specified in the bid is not the right product for the job. He explained what the process should be and added that the cost would be reduced with his recommendation. He asked the Board to research the products and offered his assistance.

Dave Martin, 10 Linda Ave, spoke against the nomination of Dr. Elaine Arbour. He feels she is unqualified for the position.

Holly Woodhouse, 417 Middle Rd, spoke against the nomination of Dr. Elaine Arbour. She thanked Mr. Fernandes for his service and stated that he would be missed. She added that the search for a superintendent should be re-started in the fall and continue until a qualified candidate is found. She feels that Mr. Fernandes should have been considered for the position.

**E. AGENDA APPROVAL:** Betsey Andrews Parker moved, Sarah Greenshields seconded to approve the agenda with the following changes: Pull from consent agenda G. 4. F and G. 1. B. Ms. Andrews Parker added that she would be abstaining from G. 1. B. since the item involves her place of business and she will be abstaining from the vote. An oral **VOTE PASSED 7/0.**

Ms. Andrews Parker moved, Michelle Muffett-Lipinski that resolution K. 5 and 6 and L. 2 and M. 1 be moved up in the agenda so that all Board members are present to vote. An oral **VOTE PASSED 7/0.**

**G. 4. f. Sheet 6: Nomination and Election of Superintendent of Schools—moved up in agenda**



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Ms. Russell stated that Dr. Arbour's contract has been available on the Dover School District website for over a week and clarified that the District is not paying for a mentor for Dr. Arbour.

Betsey Andrews Parker moved, Sarah Greenshields seconded approval of the contract for Dr. Arbour as presented.

Ms. Russell added that Dr. Arbour's contract would be approximately \$1600 less than Ms. Briggs Badger's contract and she is being asked to contribute a higher percentage to health insurance. Ms. Russell added that Mr. Fernandes did not apply for the position and therefore could not be considered for the position.

Doris Grady moved, Sarah Greenshields seconded to pull 4. b., d., e., from the consent agenda. An oral **VOTE PASSED 7/0.**

Mrs. Grady asked if the \$123,000 included Dr. Arbour's benefit package. Ms. Russell clarified that it is salary only.

Mrs. Grady stated she would not be voting for Dr. Arbour because she does not have experience that the system demands or the public wants: Below are the "friendly amendments" that Mrs. Grady requested be added to the nomination in her words:

a. "I would like to make a friendly amendment that the sentence says: Her salary will be \$123,000 as base pay plus benefit package inclusive of the fact that she is responsible for payment of her own mentor from that base salary."

Ms. Russell noted that is no language in the contract regarding paying for a mentor. Mrs. Grady stated that it had been discussed and felt that it would be more transparent to the community if language was included.

Ms. Russell stated that Board was clear that the District was not paying for a mentor.

Ms. Andrews Parker stated that she wanted to keep her original motion.

b. "I would like to make another friendly amendment to the sentence starting with the word Dr. Arbour has served for the last two years (change 5 to 2) whereas the title change was made by the Claremont Board at their May meeting of 2012."

Mrs. Grady added that she wanted to make the language correct from Dr. Arbour's resume. Ms. Russell understood Mrs. Grady's sentiments, but noted that the Board would be taking a roll call



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vote on Dr. Arbour's contract. Mrs. Grady responded that the Board would be voting on the Nomination sheet included in the Board packet and wanted to make sure that it is accurate.

c. "I would like to make a friendly amendment to the Assistant Principal sentence so that it reads: Assistant Principal for 2 years in charge of school improvement working with District in Need of Improvement and the district's special ed needs."

d. "Lastly, I would like to make a friendly amendment to...and Teacher since 1999 to read: Teacher of children of special needs during a period of 3 years since 1999."

Mrs. Grady raised a point of order. She noted that her friendly amendments were not addressed.

Betsey Andrews Parker amended her motion to accept the nomination as presented with clarification of \$123,000 and benefits.

Mrs. Grady asked if the contract and appointment were being voted on at the same time. Ms. Russell noted that they were voted on together since this position was not part of a collective bargaining agreement. It was determined with research that it had been voted on in a similar manner for previous superintendents.

Mrs. Grady asked how friendly amendments would be handled. Ms. Russell responded that Ms. Andrews Parker amended her motion to accept part of the comments.

Mrs. Grady asked again for language to be inserted stating that Dr. Arbour will pay for her own mentor. Mrs. Russell responded that it will be Dr. Arbour's choice to hire a mentor, so the District is not able to include it in the contract.

Mrs. Grady stated the Board is voting on the sheet of paper with nomination information on Dr. Arbour.

Ms. Greenshields commented that it is her belief that they are voting on the contract. Ms. Russell added that it is her understanding that because they are roll call voting, it is the approval of the contract.

Mrs. Grady asked again for the inclusion of her amendments. Ms. Andrews Parker amended her motion by striking language, "Dr. Arbour has served for the last five years as Assistant Superintendent for SAU#6 (Claremont, Cornish, and Unity) and has been employed in the Claremont School District in positions including Assistant Principal, Title I Director and Teacher



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since 1999.” Her amendment also included changing the last sentence to “Her salary for the 2014-2015 school year will be \$123,000 plus benefits.” Sarah Greenshields seconded the amended motion.

Ms. Russell summarized the nomination and stated the Board is voting to nominate, elect and approve Dr. Arbour’s contract for \$123,000 plus benefits.

She read the complete nomination into record: “It is with great confidence that I wish to nominate Elaine Arbour as Superintendent of Schools for the Dover School District. She will begin her duties as Superintendent on July 1, 2014 and will be issued a 1-year contract, with a provision for a 2-year extension, pending a satisfactory performance evaluation. Her salary for the 2014-2015 school year will be \$123,000 plus benefits. I believe the Superintendent Search Committee has made an excellent recommendation and I want to thank them for their service to the Dover School District.”

A roll call **VOTE PASSED 6/1 (Grady opposed).**

Ms. Russell was excused from the meeting at 7:35 pm. Betsey Andrews Parker moved, Sarah Greenshields seconded taking a 5-minute recess. An oral **VOTE PASSED 6/0.**

Ms. Andrews Parker stated that she was excusing herself from the vote for G. 1. B.

Sarah Greenshields moved, Carole Soule McCammon seconded to revert back to the original agenda order. An oral **VOTE PASSED 6/0.**

### **F. APPROVAL OF MINUTES**

1. Public Meeting to Enter Non-public Discipline Hearing #4, May 6, 2014
2. Regular Session #5, May 12, 2014
3. Special Session #5, May 13, 2014
4. Public Meeting to Enter Non-public Meeting #7, May 16, 2014
5. Nonpublic Meeting #6, May 13, 2014
6. Special Session #6, May 23, 2014
7. Nonpublic Meeting #8, May 23, 2014

Sarah Greenshields moved, Carole Soule McCammon seconded approval of the minutes. An oral **VOTE PASSED 6/0.**

### **G. CONSENT AGENDA**

#### **1. Correspondence:**

- a. Dover Parents Music Club, Inc. (Waiver of Time for Rental)



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- b. Community Action of Strafford County (Waiver of Time for Rental)
- 2. Resignations/Retirements:**
  - a. Renee Bennett, WPS Special Educator
  - b. Diane Spires, WPS Music Teacher
  - c. Cheryl Withka, School Psychologist
- 3. Leaves of Absence: None**
- 4. Nominations:**
  - a. Sheet 1: Nomination of Administrative Personnel (Sherman)
  - b. Sheet 2: Nomination and Election of Teachers (Butka-Traynor)
  - c. Sheet 3: Nomination and Election of Staff (Schwab)
  - d. Sheet 4: Nomination and Election of Coaches (Allen-Zabkar)
  - e. Sheet 5: Nomination and Election of Summer Staff (Anderson-Zucaro)
  - f. Sheet 6: Nomination and Election of Superintendent of Schools (Arbour)
- 5. Extended Travel (Student Trips): none**

Kathy Morrison moved, Michelle Muffett-Lipinski seconded approval of the consent agenda with items 4. b., d., e., f. removed. An oral **VOTE PASSED 5/0. (Andrews Parker abstained)**

Mrs. Grady commended Renee Bennett for her letter of resignation. It was the best letter of resignation that she has read during her time on the Board.

Regarding item 4.b., Mrs. Grady asked why there was a new grade 6 language arts teacher. HR Coordinator Robin LaFleur explained that it was one of the new positions added by the Board for the FY15 year.

Regarding item 4.d., Mrs. Grady asked if the coaches' salaries are remaining the same for FY15. It was explained that they are remaining the same for FY15.

Regarding item 4. e., Mrs. Grady asked for the number of students participating in summer school and the grade breakdown since there are 65 staff positions nominated. Ms. Boston explained that there are students in K-12 participating in summer school. There are title I positions, aides, and teachers hired for summer programs. At DHS, there are about 6 students. At DMS, there are approximately 20 students and at the elementary schools there are approximately 60 students.

Doris Grady moved, Sarah Greenshields seconded to approve consent agenda items, 4.b, 4.d. and 4.e. An oral **VOTE PASSED 6/0.**

### **H. STUDENT REPRESENTATIVE REPORT:**

Student representative Preston Massingham reported on issues and activities at Dover High School. He stated that exams are almost finished. Underclassman awards are Wednesday at 1 pm and Senior awards are Thursday at 7:00. The Senior Trip to Attatash is Friday, June 13 and graduation is Tuesday, June 17<sup>th</sup>. Ms. Andrews Parker thanked Preston for his service and wished him well. The Board also commended Preston for his academic achievement.



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### **I. POLICY -- CHANGES – PROPOSALS: None**

### **J. POLICY ADOPTION: None**

### **K. RESOLUTIONS:**

#### **a. Retiree Recognition**

Sarah Greenshields moved, Carole Soule McCammon seconded approval of the retiree recognition resolution. An oral **VOTE PASSED 6/0**.

Kathy Morrison read the retiree resolution into record.

#### **b. Federal Funds 2014-2015**

Ms. Taylor explained the funds and which were included in it. These grants help to supplement educational programs.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the Federal Funds for 2014-2015. An oral **VOTE PASSED 6/0**.

#### **c. Special Education Federal Funds 2014-2015**

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the Special Education Federal Funds for 2014-2015. An oral **VOTE PASSED 6/0**.

#### **d. CTC Carl Perkins Federal Funds 2014-2015**

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the CTC Carl Perkins Federal Funds. An oral **VOTE PASSED 6/0**.

#### **e. Transfer of Funds to School Curriculum Capital Reserve Fund**

Ms. Greenshields asked if numbers are in line with what was suggested, Ms. Taylor responded that they are the minimum of what the Board wanted to transfer to capital reserve funds. Ms. Greenshields also asked if these transfers are in addition to other purchases. Mr. Fernandes responded in the affirmative.

Ms. Andrews Parker asked if there is additional money remaining in the budget. She had thought that there may be \$200,000 remaining also. Ms. Taylor responded that this is in addition. The \$200,000 is due to unanticipated revenue and will revert to fund balance. There are also funds that will go to IT and curriculum. Ms. Taylor added that there are also remaining funds in Facilities and Food Service. There are currently 3 bids outstanding for technology which will go to the Board on June 23 for approval.



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Ms. Andrews Parker asked if there would be any additional money available for curriculum, technology or capital reserves. Ms. Taylor responded that she is unsure at this time since there are still 2 payrolls remaining to be paid. There should be minimal funds remaining at the end of the year. There are a list of items requested by administrators that being considered for purchase including curriculum, technology and other items.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to transfer funds to the School Curriculum Capital Reserve Fund in the amount of \$50,000.00. A roll call **VOTE PASSED 6/0.**

### **f. Transfer of Funds to School Technology Capital Reserve Fund**

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to transfer funds to the School Technology Capital Reserve Fund in the amount of \$50,000.00. A roll call **VOTE PASSED 6/0.**

## **L. OLD BUSINESS:**

### **1. Budget Update**

Ms. Taylor stated that the City Council approved the budget on June 4. The additional \$105,400 was included in the approval.

### **2. Dover Paraprofessional Association Bargaining Agreement**

HR Coordinator Robin LaFleur explained the proposal and that there had been an error in a calculation changing the cost of the proposal which is the reason for it being returned to the School Board for another approval.

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve the DPA Bargaining Agreement. A roll call **VOTE PASSED 6/0.**

Amanda Russell returned at 8:00 pm.

### **3. Approval of First Student Bus Contract**

Ms. Soule McCammon asked for an update on bus issues. Ms. Taylor responded that she met with the bus company two times since the last discussion and will meet on a weekly basis to discuss issues after school ends. Ms. Taylor has reviewed the middle school morning process and the resolution of some of these issues will be part of weekly meetings. School Board members are invited to participate on route tours.

Mr. Fernandes added that the 2-prong approach to resolving middle school issues could help to alleviate traffic.



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Ms. Andrews Parker asked if parents/students can be surveyed and asked for reasons why students take bus and reasons why don't students don't take the bus. Ms. Taylor agreed that a survey would be beneficial.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the First Student Bus Contract. A roll call **VOTE PASSED 7/0.**

### **N. NEW BUSINESS**

#### **1. Dover Educational Office Personnel Bargaining Agreement**

Ms. Russell commented that the teams work hard to reach an agreement and it is fair for both sides. She commended the administrative assistants for their hard work all year and they are greatly appreciated.

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the DEOP bargaining agreement as presented. A roll call **VOTE PASSED 7/0.**

#### **2. Month of May 2014 Condition of Accounts**

Ms. Taylor discussed the condition of accounts and stated it is just under \$1 million as of today. She is monitoring it on a daily basis at this point.

#### **3. Use of Uncommitted Funds**

Ms. Taylor explained the list of possible uses for funds and stated that there are 3 technology bids outstanding and after they are awarded, there will be a better idea of what funds remain for use for other items. Dover Middle School flooring and asbestos abatement in non-student areas of Garrison School will be priorities. Mrs. Grady asked if the DMS situation has remained the same or worsened. Ms. Taylor responded that it depends on who you speak with. The foundation is solid, but the floors need to be fixed. Many of the issues are cosmetic.

Mrs. Grady said that she is not surprised of the situation due to the quality of the soil.

Ms. Russell added that the addition was supposed to have flex in it and the main building was not intended to have flex which caused a joint problem.

Mrs. Grady stated that the original plan was for the building to be one floor. The problem with the soil caused them to change it to a 2 or 3 story building.

Mr. Fernandes commented that funds will be monitored and spent down. He would have preferred to add more to the technology capital reserve. He added his hope that this would be the first year of developing tight budgets so that there are not large amounts at the end of each year. He hopes that funding for these initiatives will be imbedded in the budget in future years and not have to rely on uncommitted funds. He reiterated that \$200,000 will be going to the fund balance.



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### 4. Garrison School Roof Update

Mr. Fernandes discussed the CIP and a bid for the roof project was released due to specifications from the CIP. After talking with roofing professionals, Mr. Fernandes decided to cancel the bid opening. He would like to reflect and investigate the project further before putting out to bid again. He and Ms. Taylor will be talking with others and reassess the bid. The project should only take 3 weeks so there should be time for it to be completed during the summer. They want to make the right decision and will update the board on the 23<sup>rd</sup>.

Ms. Morrison asked if there was an independent specifier. Ms. Taylor responded that two studies were done and she needs to review the process to make sure that answers can be given to all questions.

Ms. Morrison also asked if the studies mentioned 1 ply or 2 ply rubber. Ms. Taylor responded that a multiple ply roof was mentioned in the specifications with gravel. The bid specs requested were 2 ply and asphalt based instead of tar. An independent person will assist with determination of specs for the next bid.

Ms. Fernandes added that he is concerned about gravel and the weight of snow and gravel in the winter.

Ms. Morrison asked the condition of the roof and if it could last for a little longer. Ms. Taylor responded that it is not in good shape and can be patched if needed, but it is critical that the complete roof be done soon.

Mrs. Grady recommended that the School District listen to Mr. Murphy. He has been in the roofing business for many years and can help the district to make an informed decision.

Ms. Greenshields asked if solar panels could be considered. The array can also provide protection for roof from the elements. The 20-year warranty would be honored with the solar panels. Ms. Taylor stated that she would investigate solar panels when reviewing the project.

### 5. NHSBA Scholarship Announcement

Mr. Fernandes announced that DHS graduating senior Jordan Russell will receive a \$1,000 scholarship from New Hampshire School Board Association. Ted Comstock of the NHSBA would have attended the meeting to present the scholarship, but Jordan was unable to attend due to a violin recital.

**N. SUBMISSION AND PAYMENT OF BILLS:** Betsey Andrews Parker moved, Sarah Greenshields seconded to direct the payment of manifest 14-K from 5/13/14-6/9/14 for FY14 for \$2,377,408.31 A roll call **VOTE PASSED 7/0.**

**O. SUPERINTENDENT'S REPORT:** Mr. Fernandes discussing the closing of the year including with end of the year events. He informed the Board that the legislature approved \$10



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million in funding for the Career and Technical Center. An additional \$3.5 million will be given in FY 16 toward the CTC. This will be a 75% share of the cost from the state. The Joint Building Committee has met twice and Mr. Fernandes is hopeful that they will meet again in June. On June 23, he and Ms. Taylor will discuss the CIP at the School Board Special Session.

Hiring has progressed quickly and many more will need to be hired. He commended the screening committees and administrators on their newly hired personnel. He added that he is impressed with the District's working relationship with UNH. It is a great relationship for both parties.

Mr. Fernandes commented that he would be spending a few days with Dr. Arbour over the next few weeks helping her to acclimate to the District.

Mr. Fernandes announced that DMS Guidance Counselor Fran Meffen had been awarded Greater Dover Chamber of Commerce Teacher of the Year. She was awarded \$1,000 at an assembly at DMS. This is a well-deserved award and the Board offer their congratulations to Ms. Meffen.

Ms. Andrews Parker asked if Mr. Fernandes would be participating in an Exit review to which he responded that he would be happy to do so. He will also provide a list of items that require attention of the incoming superintendent for the Board to discuss with Dr. Arbour at the June 23 special session.

### **P. COMMITTEE REPORTS:**

Carole Soule McCammon reported on the Wellness Committee:

Ms. McCammon stated that the Wellness Committee is continuing to work on the wellness policy. They are breaking it down and looking at each piece individually. The committee is trying to determine best practices and how the policy will affect teachers and students. The committee is diverse with varied backgrounds, but the committee would welcome new members at any time who would bring a unique perspective. Progress is being made, but it taking time so that all items can be addressed completely.

Sarah Greenshields reported on the Curriculum Planning Committee:

Ms. Greenshields commended the representatives from the language arts departments for an excellent presentation at the most recent meeting. Language Arts curriculum was discussed at each level. Dover Growing Writer's and Dover Growing Readers were highlighted at the elementary level. Issues discussed into rate of pay for long term substitutes and lack of Smartboards at Dover High School. Credit Recovery at DHS was also discussed. Students will no longer need to take an entire class to recover credits.

### **Q. SCHOOL BOARD MATTERS OF INTEREST:**



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Mrs. Grady wished Dr. Arbour well in her new position and recommended that the community Mrs. Grady's commentary in the Friday, June 6 Foster's Daily Democrat so that they can understand her reasons for opposing Dr. Arbour's appointment.

Ms. Russell recognized Portsmouth Promusica and Measured Progress for their support and for three student scholarships that they provided this year to area students. Students from Exeter, Portsmouth and Dover received scholarships from this partnership. Jordan Russell received the scholarship from Dover.

Ms. Russell stated that she is excited to work with Dr. Arbour as Superintendent of Dover Schools. Change is scary and exciting at the same time and she invites the public to work with the Board in supporting Dr. Arbour. Positive energy and optimism can bring positive change.

**R. ADJOURNMENT:** Betsey Andrews Parker moved, Carole Soule McCammon seconded to adjourn at 8:49 P.M. An oral **VOTE PASSED 7/0.**

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

Respectfully Submitted,  
Kathleen Morrison, Secretary  
KM/ral