



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type: Regular Meeting #4
Meeting Location: Media Ctr. (Room 306) McConnell Center
Meeting Date: **Monday, April 13, 2015**
Meeting Time: **7:00 pm**

A. CALL TO ORDER: Chairperson Amanda L. Russell called a meeting of the Dover School Board to order on Monday, April 13, 2015 at 7:02 p.m. in the McConnell Center Media Center.

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: Superintendent Elaine Arbour, WPS Principal Patrick Boodey, GES Principal Beth Dunton, HSS Principal Mike McKenney, DHS Principal Peter Driscoll, CIA Director Paula Glynn, PPS Director Christine Boston, CTC Director Louise Paradis, DMS Principal Kim Lyndes, DTU President Greg Brown, Athletic Director Peter Wotton, DTZ Manager Jeff White, DALC Executive Director Deanna Strand, Teachers, Citizens.

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

D. CITIZENS' FORUM:

Mary Hebbard, 97 Spruce Lane, spoke against changes proposed on policy BA-By-Laws of Dover School Board. She requested that the School Board consider not changing language regarding Roberts Rules. She stated her preference for stronger use of Roberts' Rules when running a meeting.

Rick Hebbard, 97 Spruce Lane, spoke against subversion.

E. AGENDA APPROVAL: Betsey Andrews Parker moved. Michelle Muffett-Lipinski seconded to make the following changes to the agenda: Item K. a. Resolution moved to directly after Agenda Approval. M. 3. DFSA to after Consent Agenda by request of Ms. Greenshields. In addition, by request of Mrs. Grady, G.3. a. pulled from the Consent Agenda An oral vote to approve the agenda as amended **PASSED 7/0.**

K. RESOLUTIONS-moved up in agenda

a. Resolution of Recognition-DHS Ice Hockey Team—Ms. Andrews Parker read the resolution into record and the Board congratulated the members of the DHS Ice Hockey Team and their coaches on their state championship.

Mrs. Grady commended the team for their personal appearance stating they looked like they were dressed for the Master's Golf Tournament with their green jackets.

F. APPROVAL OF MINUTES:

1. Public Meeting to Enter Nonpublic Discipline Hearing #1, March 9, 2015
2. Regular Session #3, March 9, 2015
3. Public Meeting to Enter Nonpublic Meeting #2, March 23, 2015
4. Workshop Session #2, March 23, 2015



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Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded approval of the minutes. An oral **VOTE PASSED 7/0**.

G. CONSENT AGENDA

1. Correspondence: None

2. Resignations/Retirements:

- a. Sarah Creighton, WPS Elementary Teacher
- b. Amanda DeCew, HSS Elementary Teacher
- c. Brandi Green, GES Elementary Teacher

2. Leaves of Absence: None

3. Nominations:

- a. Sheet 1: Nomination and Election of Teachers-Annual Nominations
- b. Sheet 2: Nomination and Election of Administrators-Annual Nominations

4. Extended Travel (Student Trips):

- a. DMS Trip to Washington, DC-Final Approval
- b. Skills USA Trip to Louisville, KY-Preliminary Approval

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the Consent Agenda with the exception of 3.a. An oral **VOTE PASSED 7/0**.

Mrs. Grady stated that teachers now have a 5 year range to be tenured and she doesn't know the status of non-tenured teachers. State law allows 5 years and she would recommend tabling the nomination so that Dr. Arbour can provide that information to the Board. She will not vote in support of the list if it is not tabled. She continued to say that the School Board is responsible for the hiring of the teachers. She had been told it was the duty of the administrators to determine who is renewed, but she can't hire someone for a non-tenured position that she doesn't know so therefore is unable to vote in favor of the teacher nomination list as presented.

Ms. Andrews Parker commented that the practice of meeting in nonpublic session to review teacher renewal was discontinued by Interim Superintendent Tony Fernandes. Ms. Greenshields clarified that if a teacher is non-renewed, the teacher would not have another level in a grievance procedure. This serves as a protection for the teacher.

Ms. Russell noted that all staff including tenured staff was discussed at the meeting. The tenured staff discussed at the meeting would have their appeal process damaged if their non-renewal was discussed at the meeting.

Mrs. Grady appreciated the meeting also since positive remarks were made about teachers. This is when the School Board could hear about all of the good being done in the schools by teachers. She noted, that the Board hires and the Board fires staff.

Doris Grady moved, Sarah Greenshields moved to table G. 3. A. until next meeting so that the tenured and non-tenured staff can be separated.



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Ms. Andrews Parker asked if tenured and non-tenured personnel could be separated so that a vote could be taken since contracts needed to be distributed by April 15. It was determined that this wouldn't be an accurate solution.

Ms. Russell commented that the administrative team provided the list of teachers to nominate and the School Board should support the list.

Dr. Arbour added that if the Board conducted a non-public session to discuss non-tenured teachers, they are creating a situation that could potentially expose the District to risk since a record is created around personnel that doesn't need to be created. She agreed that there is not an appeals process for non-tenured teachers, but there are other ways in which an employee who is not renewed can litigate.

Dr. Arbour commented that the Board should rely on the supervision and evaluation of the administrators and not engage in a conversation about non-tenured staff since there could be a greater liability for the District.

Mrs. Grady asked how many teachers on the list will become tenured after this vote. Dr. Arbour stated they review teachers each year and if they are not confident about a teacher in the last year of non-tenure, the teacher will be non-renewed. Teachers who are tenured would be placed on an Improvement Plan if needed

An oral **VOTE FAILED 1/6 (Andrews Parker, Russell, Morrison, Soule McCammon, Greenshields, Muffett-Lipinski opposed)**

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to accept G.3.a. An oral **VOTE PASSED 6/1 (Grady opposed).**

M. 3. Dover Family School Alliance

PPS Director Christine Boston introduced Alyson Genovese and Beth Mattingly of Dover Family School Alliance. She stated her support for the group and noted that DFSA is recognized as one of the best parent/educator groups in the state. They have helped Ms. Boston with her job as well as the students. She feels the group helps other parents to de-mystify the special education and provides continued collaboration.

Ms. Genovese and Ms. Mattingly shared a PowerPoint presentation (in agenda materials) on the Dover Family School Alliance with the School Board. They also shared a draft Memorandum of Understanding with the Board and asked the Board to provide them input on the MOU so that they can formalize in the next few months.

Mrs. Grady stated that the Board should have an attorney review the MOU. She asked if this would be a similar situation to DALC since they used the DALC MOU as a model for their MOU. Ms. Mattingly responded that they are not expecting any financial support from the Dover School District. Mrs. Grady commented that she has a concern with the 78% students in the middle. She feels that a group should be established for parents to protect those 78%.



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Ms. Genovese explained that the DFSA has been meeting for 3 years and provided some background on the group. Their main request is for 2 representatives from the school on the Board of Directors, but there would be no request for personnel costs or other financial obligations.

Mrs. Grady commented that the group may want more involvement later from the Board and she is not sure how much authority the Board would want to give up. She noted that if there is a MOU for this group, then perhaps another group such as STEAM would ask for a MOU. She is afraid the hands of the Board would be tied. She recommended more research from the Board on this.

Ms. Andrews Parker stated her support for the program and is glad that the formalization process has started. She requested a 30 day Opt-Out be added to the MOU for both parties and an annual renewal process. She inquired as to which group supersedes the other for funding if there is a conflict for funding. Ms. Andrews Parker also asked what their address will be to which Ms. Genovese responded that they will have a separate Post Office Box.

Ms. Andrews Parker would like the DFSA to remain the independent advocate voice for the families. She also asked where meetings occur and Ms. Genovese responded that District finds spaces for their groups because they are unable to do so on their own.

Ms. Andrews Parker questioned the language on II. e. of the MOU regarding DFSA input on policies and is not sure how to resolve it. She would like it discussed and clarified before finalizing the MOU.

Ms. Muffett-Lipinski commented that the MOU may be premature since the group doesn't have their 501c3 status at this time. She also voiced her support for the group.

Ms. Russell responded that it is a courtesy at this point.

Ms. Andrews Parker noted that there are many groups who have memorandums of understanding without the status of a 501c3.

Ms. Genovese commented that everything in the MOU is already being done at this time. They are proud of their growth and are looking for buy-in from the entire district.

Mrs. Grady pleaded to parents of the other 78% to form a group and come up with a plan for accountability for learning needs of the students in the middle. She commended the group for their efforts.

Ms. Greenshields added that DFSA serves the entire district and is a voice for all parents. She is a believer that every child should have an individualized education plan since all students are individuals and learn differently. She stated the District is fortunate that this group has stepped up and is helping students and the district as a whole. She added that DFSA is doing a great job in early intervention and could lead to cost savings.



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Meeting Location: Media Ctr. (Room 306) McConnell Center
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Meeting Time: **7:00 pm**

Mrs. Grady noted that she is an individualized instructor and always taught differently to each child. She is presently working with and trying to help an 11-year old student with autism.

Ms. Mattingly stated that all meetings are open to everyone, not just parents with identified students. All students may benefit from their support.

Ms. Soule McCammon asked who would take over responsibility of professional development. Ms. Genovese responded that they supplement training in the District, but would not replace it. They bring in speakers for the District and act more in a facilitator role

Ms. Soule McCammon noted that it seems they act more as consultants.

Ms. Boston commented that she refers parents to DFSA and they are an invaluable resource and fill a void in the district.

H. STUDENT REPRESENTATIVE REPORT: None

I. a. DALC Hiring and Advancement Policy

Ms. Strand stated the policy is a modification to an existing policy. The major change is to identify and clarify the vacancy and posting procedures for professional staff. It states that contracts are periodic and may be reviewed if needed depending on circumstances. It has been reviewed by Dr. Arbour and the DALC Board of Directors.

Sarah Greenshields moved, Carole Soule McCammon seconded to postpone the DALC Hiring policy until next meeting. An oral **VOTE PASSED 7/0.**

J. POLICY ADOPTION:

a. BA-By--Laws of the Dover School Board

Ms. Andrews Parker provided a point of clarification stating that the City Council currently does not use Roberts Rules. The School Board met and discussed the School Board rules with NHSBA attorney Barrett Christina and decided on what would be added to this policy. She did not feel the earlier comparison is accurate.

Ms. Russell and Dr. Arbour confirmed that the recommendations are based on conversations with the NHSBA attorney and the City Attorney.

Betsey Andrews Parker moved, Sarah Greenshields seconded to approved policy BA. An oral **VOTE PASSED 7/0.**

b. IHBH--Extended Learning Opportunities



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DOVER SCHOOL BOARD – MINUTES

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Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve policy IHBH. An oral **VOTE PASSED 7/0.**

c. IJOAA—Extended Travel

Sarah Greenshields moved, Carole Soule McCammon seconded to approve policy IJOAA. An oral **VOTE PASSED 7/0.**

d. IKC—Earning of Credit

Sarah Greenshields moved, Carole Soule McCammon seconded to approve policy IKC. An oral **VOTE PASSED 7/0.**

e. IKFA—High School Certificate of Achievement for Handicapped Students

Ms. Andrews Parker asked if students would be able to march in the graduation ceremony to which Mr. Driscoll responded in the affirmative.

Michelle Muffett-Lipinski moved, Sarah Greenshields seconded to approve policy IKFA. An oral **VOTE PASSED 7/0.**

f. IKFB—Credits and Graduation for Fifth Year High School Students

Ms. Andrews Parker asked if students choose option 2, DALC, would students march in graduation ceremony with DHS students. Mr. Driscoll responded that if there is an alternative learning plan and Dover Adult Learning is involved, the student would walk with DALC and not DHS. Students would sign off on this with the alternative plan.

Ms. Muffett-Lipinski asked for further clarification and Mr. Driscoll explained that the student may march with DHS if they are just finishing a few credits at DHS, even if completed online.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve policy IKFB. An oral **VOTE PASSED 7/0.**

g. ILBA--Assessment

Ms. Russell clarified that this does not refer to standardized testing.

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve policy ILBA. An oral **VOTE PASSED 7/0.**

K. RESOLUTIONS:

a. Resolution of Recognition—DHS Ice Hockey—moved up

b. Capital Reserve Resolution--Curriculum



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DISTRICT**

DOVER SCHOOL BOARD – MINUTES

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Meeting Time: **7:00 pm**

Ms. Taylor summarized the three resolutions on the agenda regarding capital reserves and read the curriculum capital reserve resolution. Ms. Russell reminded the Board that the funding for these resolutions comes from FY15 (additional tax levy to the School District).

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve capital reserve resolution for curriculum for \$30,000. **A roll call VOTE PASSED 7/0.**

c. Capital Reserve Resolution—Facilities

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve capital reserve resolution for facilities for \$60,000. **A roll call VOTE PASSED 7/0.**

d. Capital Reserve Resolution--Technology

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to approve capital reserve resolution for technology for \$15,000. **A roll call VOTE PASSED 7/0.**

Mrs. Grady was appreciative of the facility capital reserve resolution. She stated it answered all of her questions.

e. Resolution to Alter Budget Appropriation

Ms. Taylor thanked City Finance Director Dan Lynch for his assistance with this resolution.

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to resolution to alter the budget appropriation. **A roll call VOTE PASSED 7/0.**

L. OLD BUSINESS:

1. JBC Update

Ms. Greenshields updated the Board on the DHS/CTC Joint Building Committee. The JBC hosted three community events held at DHS. They included a tour and a presentation by HMFH (architect for feasibility study). She hopes that more people will attend regular meetings and participate in the citizen's form since this is a huge and costly project. She thanked the students for providing the tours to citizens and added that there was a great deal of positive feedback regarding the tours.

The first preview for potential ideas was presented by HMFH at the most recent JBC meeting. Three options selected for further study are to:

1. Renovate
2. Remodel in portion/build addition
3. New build



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Each of these options would be at the same location as the current high school. With each option, HMFH will look at coordinating logistics of relocating students. Students may be displaced at certain points for some of these options. HMFH will review costs of all options.

Information will be gathered over the next 6 weeks with projected numbers by June. The RFP for a construction manager is due by April 23, with interviews on May 11 and May 12.

2. Superintendent Evaluation Summary

Ms. Russell summarized the evaluation process and stated the Board met to complete the evaluation. The three goals set by the Board and Dr. Arbour were budgeting, establishing relationship with community leaders, and strategic planning. Ms. Muffett-Lipinski and Dr. Arbour met several times during the year to review goals and progress. A survey was sent to administrators, School Board members and SAU staff. 29 of 30 people completed the survey and the results of survey and Board conversation were positive. The Board will negotiate with Dr. Arbour for a 2-year extension of her contract. Future goals need to be provided no earlier than April 15 and no later than September 1.

M. NEW BUSINESS

1. Energy Performance Contract Consultation (RFQ request)

Dr. Arbour would like to do what the City has done which is to hire an independent consultant prior to going out to bid. This consultant would help write bid, review bid protocols and develop a contract and be similar to what has been done with the Garrison roof project. Since this is a highly specialized field, Dr. Arbour feels this would be beneficial and was recommended by City Manager Mike Joyal.

The School Board all expressed their approval for this process.

2. Google Apps

Technology Committee Chairperson Beth Dunton presented information on Google Apps. Google apps will provide online storage for students in the District. It is free, easy to use and some already students and staff already use it. The other option researched was Microsoft 365.

Google Apps has begun the roll out process on a limited basis. There are “Google Heroes” who are trained in Google Apps and will help with this process. It will be used next year, but will be considered a learning year. Response has been phenomenal so far and people are excited about its use. Dover owns its own domain which allows the District to keep things private. There are no advertisements, there is 24/7 support and is 99.9% guaranteed up-time. Google Vault keeps the District in legal compliance. Staff will not be switching email to google, but will be keeping Dover email. This will be the main form of communication with students and will be used from kindergarten through high school. It will also allow student info to be archived for later use.



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Dr. Arbour thanked and commended Ms. Dunton and the technology committee for their work on this rollout and project. Ms. Morrison noted that a sub-committee was formed to look into policies.

Ms. Dunton noted that this is a huge cost savings for the District since there is free unlimited storage. The District also doesn't need to maintain this and storage is automatically backed up.

3. Dover Family School Alliance-moved up in agenda

4. Chromebooks and Cart Bid

Chromebooks have been used in the District and are very popular. The schools would like more of them, along with carts. SEED donated funds for chrome books and carts that will be purchased for the 3 elementary schools. Each elementary school will receive 30 chrome books and a cart purchased with funds donated by SEED.

Ms. Taylor is recommending that the bid be awarded to SHI. SHI provided two bids which is not uncommon for companies. There is a difference in the cart in one of the bids, but the quality is still the same even though lower in price.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the Chromebook and cart bid to SHI #1 for \$24,236.40. A roll call **VOTE PASSED 7/0**.

5. March Condition of Accounts

Ms. Taylor presented the condition of accounts, noting that the budget balance has dropped. This is due to issues including a large snowstorm, among other things. She noted that the budget is "squeaky tight", as requested by the School Board. More money is being added to capital reserves. She is anticipating the District will be on target for budget due to increase in revenue in catastrophic aid, Medicaid, and increase in tuition payments related to tuition payments for out of district paraprofessionals. She is still hoping to purchase items that were on the priority list of the School Board.

N. SUBMISSION AND PAYMENT OF BILLS:

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded to direct the Superintendent to pay manifest #15-I in the amount of \$3,605,025.39 for FY15 for the period of March 10 until April 13. A roll call **VOTE PASSED 7/0**.

O. SUPERINTENDENT'S REPORT: Dr. Arbour reported that Smarter Balanced is going well. The schools are supporting each other and she thanked Paula Glynn and Christine Boston for their help with this. She reminded parents to register their students for kindergarten at this time. They should not wait until August to register their students. Dr. Arbour stated that she spoke to first grade students at Woodman Park about what it means to be a superintendent and was impressed with the group. Last Thursday, Dr. Arbour attended Around the World Day at Horne Street School. She was impressed by the amount of work and the time put into the day by staff and students.



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Dr. Arbour stated she was humbled by some of the comments on the survey and gave credit to administrators and staff members for their help with her first year in Dover.

Ms. Morrison asked for an update on the Garrison roof. Dr. Arbour responded that the roof had been patched and Mr. Burns is still working to identify the condition of the roof.

P. COMMITTEE REPORTS: Ms. Greenshields reported on the Curriculum Committee meeting. She stated STEAM and STEM were both discussed at the meeting. There are new STEM teachers at elementary schools and are all doing a great job. She added that Google Drive will be a great addition to curriculum. Science teacher Matt Johnson presented middle school information and she is impressed that students are learning code. Fran Meffen presented on STEAM and Ms. Greenshields feels that there may be a gap between the needs of the district and the focus of the workgroup. Her impression is that they are working independently from each other. Ms. Paradis presented CTE information and students are career ready when they leave. Ms. Greenshields is concerned that some students at DMS may not be able to take CTE classes until Junior year in high school due to paths going in different directions.

She feels the progress is still forward moving, but the two worlds may be working separately.

Ms. Andrews Parker asked for clarification on the task of the STEAM Workgroup. She had thought they were looking for options and not curriculum. Dr. Arbour clarified that they were tasked with finding short and long term options starting with what the district already has in place.

Ms. Greenshields stated that Ms. Meffen showed a PowerPoint presentation that was from work from the workgroup. It seemed that people on the curriculum committee were seeing the information for the first time.

She was concerned also that equity was not addressed at all. She did not think that an internal audit of STEAM in the curriculum had been done. She was impressed by Ms. Meffen's enthusiasm and hopes the project doesn't lose momentum. She is confident in the program that is already in the school, but feels the workgroup should be working on what is already in the district.

Ms. Taylor reported on the Wellness committee. She stated that there have been discussions on the Wellness Policy and she received information from UNH cooperative extension that was timely. The committee used their Wellness policy tool and distributed to principals. The Committee also created a survey that was sent to teachers that asked for any additional physical activity or nutritional information that is above and beyond regular curriculum. The committee will be reviewing the curriculum at the next meeting to confirm that all requirements are met.

Q. SCHOOL BOARD MATTERS OF INTEREST:



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Ms. Russell commended middle school cheerleaders for their award winning season and also DMS Drama club for their performance of Little Mermaid. She recognized cosmetology students also for their part in the production.

Ms. Russell also recognized the Dover High Winter Guard for winning their 10th competition.

Ms. Andrews Parker stated that Soiree Tux and Prom has offered to donate \$5 for the purchase of a dress or rental of a tux to the prom committee up to \$500.

Ms. Andrews Parker asked for clarification on this request. She stated that this seemed more like a business proposition rather than a donation. Dr. Arbour stated that this was brought to the Board since the donation could be up to \$500 which is in a Board policy. Dr. Arbour will provide additional information at the next School Board meeting.

Sarah Greenshields moved, Carole Soule McCammon seconded to accept this donation. The oral **VOTE FAILED 0/7 (all opposed)**.

R. ADJOURNMENT: Doris Grady moved, Michelle Muffett-Lipinski seconded adjourning the meeting at 9:25 pm. An oral **VOTE PASSED 7/0**.

Respectfully Submitted,
Robin LaFleur, Recording Secretary