DOVER SCHOOL BOARD – MINUTES

DOVER SCHOOL DISTRICT

Meeting Type:	Regular Meeting #6
Meeting Location:	Media Ctr. (Room 306) McConnell Center
Meeting Date:	**Monday, June 8, 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, June 8, 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, HSS Principal Mike McKenney, DHS Principal Peter Driscoll, CIA Director Paula Glynn, PPS Director Christine Boston, CTC Director Louise Paradis, DMS Principal Kim Lyndes, Citizens, Fosters.

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

D. CITIZENS' FORUM:
Angel Fuller, 62 Horne Street, expressed concern with the fingerprint/background check policy, stating the cost could be prohibitive for some. She also stated her dissatisfaction for lack of notification.

Anthony McManus, 39 Glenhill Rd. spoke in support of changing school start times for high school students. He added that a goal should be to reduce the amount of parking for students, making it less attractive for them to drive to school. Students should be encouraged more to ride the bus to school and he requested that the use of COAST bus services be explored. Lastly, Mr. McManus requested that the football program be eliminated for health reasons and economic.

Kim Hanson, 1 Concord Way, spoke against charging fingerprinting fees being charged to volunteers.

E. AGENDA APPROVAL: Betsey Andrews Parker moved, Carole Soule McCammon seconded to make the following change to the agenda: Item M.5. Garrison Roof Bid moved to directly after Student Representative Report. An oral vote to approve the agenda as amended **PASSED 7/0.**

Carole Soule McCammon moved, Sarah Greenshields seconded to move Item M. 2 Fingerprinting Discussion and M. 3. DFSA Temporary Fiscal Agent Status to directly after the Garrison Roof Bid. An oral vote to approve the agenda as amended **PASSED 7/0.**

F. APPROVAL OF MINUTES:

1. Public Meeting to Enter Nonpublic Meeting #4, May 4, 2015
2. Nonpublic Meeting #4, May 4, 2015
3. Workshop Session #3, May 11, 2015
4. Regular Session #5, May 11, 2015
5. Public Meeting to Enter Nonpublic Discipline Meeting #3, May 28, 2015

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

G. CONSENT AGENDA

1. Correspondence: None

2. Resignations/Retirements:

2. Leaves of Absence:
   a. Stacey Kostis—DHS Spanish

3. Nominations:
   a. Sheet 1: Nomination and Election of Teachers
   b. Sheet 2: Nomination and Election of Non Union Staff
   c. Sheet 3: Nomination and Election of Recalled Teachers

4. Extended Travel (Student Trips):
   a. Skills USA National Leadership Conference June 22, 2015-final approval

5. Donations
   a. Donation Approval—GES PTA-$550 For Art Supplies (Crayola Airsoft Clay)
   b. Donation Approval—GES PTA-$500 for school wide license to www.teachingbooks.net
   c. Donation Approval—DHS Scholarship Donation from Kennebunk Savings Bank--$1,000

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the Consent Agenda. An oral **VOTE PASSED 7/0.**

H. STUDENT REPRESENTATIVE REPORT:

Student Representative Michael Hoeing reported that finals are underway and seniors are participating in many end of year activities. The Varsity Softball team is still playing and the National Honor Society is participating in the Relay for Life at Spaulding High School. Michael thanked the School Board for their service and good work. The Board thanked Michael for his service.

M. 5. Approval of Garrison Roof Bid:
Representatives from A&M Roofing and Steve Burns of ARM Roof Consultants addressed the Board and answered questions on the Garrison Roof bid. Four companies submitted bids, with A&M Roofing being awarded the bid. It was determined that the roof would be made Single PDM black materials per specifications.

The project will be started after the July 4 holiday and will be completed by the third week of August, weather permitting.

The process for beginning the project was described and A&M requested a contract as soon as possible so that they can apply for a building permit. Asbestos will need to be abated.

Mrs. Grady asked what would happen if mold or asbestos is discovered. Representative of A&M Roofing responded that he doesn't think mold will be found and there is already a plan for asbestos abatement.

Mrs. Grady asked there was any damage due to continued roof issues from the past. Ms. Taylor stated that there will be an additional drain installed and the roof will be tapered toward drains so that it drains more effectively.

Mrs. Grady cautioned about damage within the building and the need to know in advance instead of covering it.

Ms. Taylor noted that many inspections had been done early in anticipation of the new roof.

Ms. Morrison asked if Mr. Burns would continue to oversee the process to which he responded in the affirmative. They will continue to do project management and will also do a final inspection at the end of the project with the manufacturer.

Ms. Andrews Parker asked if the roof replacement would interfere with summer school programs, to which A& M roofing replied in the negative.

Ms. Greenshields asked if there would be a cost savings since the original anticipated cost.

Ms. Taylor responded that she can't compare since original bids were not opened. The bid from A&M should save the District $97,000 of the originally budgeted $602,000.

Ms. Greenshields asked if the roof is a worthwhile investment considering the overall condition of Garrison. Ms. Taylor responded that the GES renovation is still on the table for CIP. All upgrades can't be completed, but the district is beginning with life safety issues. The roof project will be hugely beneficial to the school.

Ms. Greenshields also asked if new HVAC will be able to be installed. Mr. White responded that this is the perfect time to do the roof so that there will be no permanent problems. The roof should last for 30 years.

Ms. Greenshields asked if the new roof would be favorable for photovoltaic install at a later date. It was answered that it could be done, but would be preferable for photovoltaic to be located on the ground.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the Garrison Roof bid. A roll call **VOTE PASSED 7/0.**

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to approve the extension of the ARM construction management contract. A roll call **VOTE PASSED 7/0.**

This would cost approximately $6000 and would ensure that the project was completed to as specified.

M. 2. Fingerprinting/Background Check Discussion

Ms. Russell stated that the policy is a long standing policy that is required by state law. It was re-adopted on 5/14/14 and the purpose of the state and school board policy is to protect students. She agrees that the policy needs clarification and issues need to be addressed. The goal is to make more convenient and affordable for parents while still keeping safety as a priority.

Dr. Arbour thanked parents for speaking during citizen's forum and to those who emailed with their concerns. Her recommendation for the remainder of the year is to accept fingerprints or the non-fingerprint criminal background check. Dover has not done this in the past.

Dr. Arbour apologized for miscommunications regarding fingerprinting and she noted that the SAU can extend office hours in order to make it more convenient. She added that going to schools at events such as Open Houses in future years may be a possibility also and she would be researching reduced fee options for volunteers. Her long term goal is to bring the background check policy back to the School Board in order to bring more clarity to the subject.

Dr. Arbour noted her displeasure for user fees and additional costs for field trips. She hopes to bring back this item to the School Board for additional discussion.

She noted that legally it is acceptable to offer a conditional approval to a volunteer or staff member while waiting for results of the checks,

Ms. Muffett-Lipinski stated her concern that information is discovered after the volunteer has already chaperoned the event. She feels the District would be liable if something were to happen. She cautioned against who is getting the information and making the determination.

Ms. Muffett-Lipinski asked if there is a timeframe for past history when receiving results from a criminal check. She feels that Dover could be opening itself for discrimination law suit if everything isn't clarified.

Dr. Arbour agreed that she would like to have results of a background check before the event, even though state statute allows otherwise.

Ms. Muffett-Lipinski commented that she doesn't want to dissuade people from volunteering who may have had an issue years ago that may show up on a background check. Ms. Russell stated that this is one of the reasons for amending the policy. Dr. Arbour agreed and is concerned with the safety of the students as well as the safety of the people making decisions which is another reason for amending the policy. If the policy is followed, School Board cannot be found to be negligent.

Ms. Soule McCammon stated her agreement that a conversation needs to take place about revamping the policy. She discussed the designation of volunteers and the addition of language

during a policy revision that requires designated volunteers to be fingerprinted. The language had previously been stated as "may" instead of "shall".
Ms. Soule McCammon stated her belief that walking field trips with groups of students are different than class room volunteers and it doesn't make sense to place this inconvenience and hardship for parents at the end of the year.

Ms. Andrews Parker commented that her greatest concern is with finger pointing and placement of blame. She requested that chaperones not be required to fingerprint through the rest of the year. She also stated that the policy is amended and the intent of the policy is clarified. She also stated her dissatisfaction for the communication regarding the policy and the timing.

Ms. Russell commented that her understanding of the policy is that if there was a chance that she would be alone with children, she would need to be fingerprinted. The cost was the only part of the policy that changed three years ago. It was also re-adopted to make compliant with the state statute last year. She agrees that there needs to be modifications to get through the end of the school year, but the District can't risk placing students in the wrong situation. She agrees with Dr. Arbour regarding the two ways that parents can be approved to chaperone or volunteer this year. She would love to be able to reduce the costs for families and also agrees with the possibility of conducting background checks at Open Houses in the fall.

Ms. Russell supports revising the policy over the summer and encourages parents to provide feedback at meetings to help make the policy completely clear.

Ms. Andrews Parker feels that there should be clarification and the policy was over interpreted.

Ms. Soule McCammon stated her disagreement with the solution for the rest of the year and asked for more common sense regarding the policy.

Ms. Muffett-Lipinski commented that past practice should be followed until the end of the year.

Dr. Arbour requested that a Board vote be taken if the Board would like to suspend the policy for the rest of the year since she would not feel comfortable with that decision.

Mrs. Grady asked how many trips required chaperones in the past to be fingerprinted. Dr. Arbour responded that she wasn't sure since the topic only came up for clarity at an administrative meeting. She stated that she takes responsibility for the miscommunication regarding the policy.

Mrs. Grady added that she is upset that this issue had not been brought to the Board since it had been discussed in February by administrators. Dr. Arbour stated that the policy was not rewritten and administrators were concerned with the cost to parents. Off-site field trips were the topic of conversation and not on-site.

Ms. Russell stated there is a great deal of work to do on the policy and it can't be done at this meeting.

Mrs. Grady reiterated that the policy should have been brought to the Board earlier in the year. She added that there would not be a reply for two to three weeks from the State so parents shouldn't bother having it done at this point.
Ms. Russell commented that bad things happen when no one anticipates them. There was a difference in interpretations which caused the problems. She added that everyone is blame for the miscommunication.

She agrees that there should be a vote if the Board doesn't want to require chaperones to be fingerprinted.

Dr. Arbour summarized her proposal stating that chaperones would need to fingerprint or provide the criminal background check that doesn't require fingerprinting. She is unsure of the cost of the second option, although Ms. Russell believed the cost to be around $15.00. The cost of fingerprinting for volunteers is $23.50.

Mrs. Grady inquired about the cost to fingerprint at the police station, to which Dr. Arbour responded that she thought it may be $25.00, but isn't sure.

Ms. Taylor answered the fee varies from state to state and city to city.

Ms. Morrison asked if people had already been checked, to which Dr.Arbour responded that many had and they would be able to chaperone, even though results would not be available from the state yet.

Ms. Soule McCammon commented that the major issue is more who fits the description of "designated" volunteer. The School Board needs to determine who are considered, "designated". Dr. Arbour feels that all volunteers should be considered "designated".

Ms. Andrews Parker considers offsite volunteers being fingerprinted reasonable, but feels that it is inconsistent since she was requested to be fingerprinted for an onsite activity. She stated that there seems to be overall inconsistency.

Ms. Muffett-Lipinski asked if chaperones could be paired with others who had been fingerprinted so that parents who are unable to fingerprint could chaperone. She doesn't want some to be held at a different standard. Dr. Arbour stated that this would be a Board decision but she would be uncomfortable with it and reiterated that the decision is at the discretion of the Board.

It was determined that most of the chaperones had already fingerprinted and there was no danger of field trips being cancelled.

Mrs. Grady asked if the returns were back. Dr. Arbour said that results had not been returned yet.

Ms. Muffett-Lipinski asked if people could be contacted to determine why they have not been fingerprinted yet. This was considered to be a possibility but there was uncertainty as to how many had not completed the process.

Motions were made and withdrawn by Ms. Andrews Parker and Ms. Soule McCammon.

Michelle Muffett-Lipinski moved, Carole Soule McCammon seconded to keep the policy in place as Dr. Arbour determined with every possible way of contacting those who have not had backgrounds checks done yet. Those not checked may not attend (except for financial reasons which District will cover). An oral **VOTE FAILED 3/4 (Soule McCammon, Betsey Andrews Parker, Grady, Greenshields Opposed)**

Mrs. Grady reiterated that there would still not be an answer from the State even if the chaperones were fingerprinted.

Ms. Taylor stated that she is correct, but qualifies as "in process" and is a conditional approval.

Ms. Greenshields stated her belief that the policy is being over-interpreted. Ms. Russell responded that the attorney reviewed the policy last year.

Mrs. Grady stated that there would be a mess at the end of the year and the students would suffer. Ms. Russell stated that no events would be cancelled due to lack of chaperones.

Ms. Andrews Parker made and withdrew a motion which included reaching out to people who hadn't fingerprinted yet and asking them to provide alternative documentation.

Ms. Greenshields made and withdrew another motion.

Carole Soule McCammon moved, Doris Grady seconded to exempt volunteers from policy IJOC distinction of being designated volunteers for the remainder of the 2014-2015 school year. An oral **VOTE PASSED 4/3 (Morrison, Russell, Muffett-Lipinski opposed).**

M. 3. DFSA Temporary Fiscal Agent Status

Betsey Andrews Parker moved, Sarah Greenshields seconded to have the Dover School District become the temporary fiscal agent. An oral **VOTE PASSED 7/0.**

Ms. Andrews Parker explained that this is temporary since DFSA is working on their non-profit status.

I. POLICY-CHANGES-PROPOSALS:
a. Assistant Principal Job Description

Dr. Arbour commented that this job description is a draft derived from the budget process. The only change is in title which would change Assistant Principal to Dean of Students-Elementary.

Ms. Andrews Parker asked if there is a difference in Dean of high school and elementary.
Dr. Arbour responded that this is for consistency and is cleaner wording since Dover considers Assistant Principals to be Deans of Students.

Mrs. Grady asked to table the policy since she didn't receive her School Board packet and didn't have time to review.

Michelle Muffett-Lipinski moved Betsey Andrews Parker seconded to accept change of Assistant Principal to Dean of Students. An oral **VOTE PASSED 6/0 (Grady abstained).**

J. POLICY ADOPTION:

a. GCBD—Rules and Regulations in the Application of Administrative Personnel Policies and Salary Schedules (Request to waive 1st reading and adopt)

Doris Grady moved, Michelle Muffett-Lipinski seconded to table until the next meeting. An oral **VOTE PASSED 6/1 (Andrews Parker opposed).**

Mrs. Grady stated that this is really a contract written as a policy.

Dr. Arbour asked to waive the first reading since it includes the Director of Pupil Personnel Services and Curriculum Instruction and Assessment Director who are district level administrators. The change in the policy is the deletion of these positions from the policy since sometimes there are personnel issues discussed and there could be a conflict of interest.

Mrs. Grady asked DAA President Louise Paradis for the wage increases for the past two years to which Ms. Paradis responded 5% and 4% respectively.

Mrs. Grady again stated that the policy is actually a DAA contract. It can be written as a policy if it becomes a one year contract. This is done to avoid having the City Council approve the policy. She explained that if it is multi year, it would need to go to the Council for approval. She noted that if two people are taken out, there is essentially a restructure. Mrs. Grady commented that a legal interpretation would be needed. She commented that they would probably need to go to the drawing board with salaries also since two positions are being added.

Mrs. Grady also noted that after the two positions are removed, they are not part of anything.
Ms. Russell stated that they would be non-union employees and negotiate individually.
Ms. Grady commented that when issues like this come up, they should be brought to the Board for discussion. There are legal questions that need to be answered.

Dr. Arbour stated that there are no policies for these positions, but there are job descriptions. There is also currently not a salary range for the positions, but Dr. Arbour commented that there is no intention at this time to change the salary range.

Mrs. Grady asked if there is an employment contract that outlines working conditions, benefits for these positions to which Dr. Arbour responded that there is no document for non-union positions.

Mrs. Grady stated that if these are new positions, they should be checked legally to see if the positions will need to be posted. She stated this information had not been shared with the Board.

Ms. Soule McCammon asked for a full array of documents of the positions being removed and added.

Ms. Russell stated that there are no positions created or removed, the designation is just being changed.

Mrs. Grady asked if she could be assured that these positions will not be considered Assistant Superintendents. Ms. Russell and Dr. Arbour assured her that they would not be considered Assistant Superintendents.

K. RESOLUTIONS:
a. Retiree Resolution

Ms. Russell read the resolution recognizing 11 retirees into record. She congratulated them on a combined 269 years of service.

b. Federal Funds 2015-2016

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the federal funds resolution. An oral **VOTE PASSED 7/0**.

c. Special Education Federal Funds 2015-2016

Betsey Andrews Parker moved, Michelle Muffett-Lipinski seconded to approve the special education federal funds resolution. An oral **VOTE PASSED 7/0.**

d. Career and Technical Center Education Carl Perkins Federal Funds 2015-2016
Betsey Andrews Parker moved, Sarah Greenshields seconded to approve the CTC Carl Perkins federal funds resolution. An oral **VOTE PASSED 7/0.**

e. Authorized Signature 2015-2016

Mrs. Grady asked if this if this resolution is valid for just the year or if it is permanent to which it was answered that it is for 2015-2016 only.

Sarah Greenshields moved, Carole Soule McCammon seconded to approve the Authorized Signature resolution. An oral **VOTE PASSED 7/0.**

L. OLD BUSINESS:

1. Food Service Contract and Lunch Price Approval

Ms. Taylor reviewed the renewal information for the Café Service contract which is entering the third year of four available contract renewal years. In 2016, there will be a .10 increase in prices due to the USDA formula from the PLE tool.

Sarah Greenshields moved, Michelle Muffett-Lipinski seconded approval of the food service contract and lunch price.

Ms. Andrews Parker asked if portion sizes will be increasing since it has been the source of most complaints. Ms. Taylor responded that she didn't know if that would happen since portion size is determined by the USDA requirements. The Wellness Committee has also discussed this and it has been determined that additional fruits and vegetables would be available. Ms. Taylor will look into this.

Ms. Russell stated her assumption that students are being encouraged to eat more fruit and vegetables.

Ms. Taylor added that there will be better signage educating staff and encouraging students to take healthier options.

Ms. Soule McCammon commented that she believes Café Services is running in the "black" financially and because of that, funds could only be used on certain items such as kitchen items. She inquired as to why prices are increasing and when was the last increase.

Ms. Taylor responded that there was a price increase two years ago and the PLE (Paid lunch equity calculation tool) does not take into consideration if the program is running in the "black" financially.

She continued to say that the only way that there wouldn't be a price increase would be if the food service fund balance exceeds three months of operating expenses and that balance would need to be no less than $450,000 and it is currently $400,000. Ms. Taylor will be speaking with the State representatives and Café Services about this more in order to prepare for next year.

Ms. Muffett-Lipinski was excused at 9:25 pm.

Ms. Andrews Parker asked what would happen if the price remains the same. Ms. Taylor responded that the District would need to transfer difference of approximately $25,000 from general fund. There would still be a profit in the food services fund, but the funds would need to be transferred from the general fund which is not budgeted.

Ms. Taylor is planning on looking into this and trying to find a way to avoid this. She stated that there could also be an increase of .05 per meal, but this would still require a transfer of some funds from the general fund.

Ms. Taylor is planning on moving the PLE tool process up in the budget process so there is a good estimate during the budget process.

A roll call **VOTE PASSED 4/2 (Andrews Parker, Soule McCammon opposed).**

M. NEW BUSINESS

1. Lacrosse Booster Club Name Designation Approval

Ms. Taylor explained that in order to designate the DHS label to the Lacrosse booster DHS, they need approval from the school district to do so. Other booster clubs have been around for many years so there was not information available from when they were named.

Ms. Greenshields viewed the Secretary of State web site and noticed other booster clubs from Dover on the website.

Carole Soule McCammon moved, Betsey Andrews Parker seconded to approve the lacrosse booster club name designation. An oral **VOTE PASSED 6/0.**

2. Fingerprinting/Background Check Discussion—Moved Up in Agenda

3. DFSA Temporary Fiscal Agent Status—Moved Up in Agenda

4. Student Transportation Discussion

Ms. Taylor stated that the District is entering the final year of renewal for First Student Bus Transportation Agreement. Leadership of First Student was invited to attend, but they had prior commitments and they will hopefully be able to attend the June 22 School Board meeting. First Student is aware that there is a possibility of Dover going out to bid for the transportation contract. The process is lengthy so that would need to begin soon. A better bid proposal would be able to be written and different items will be identified including on site mechanic, route construction, more date for better transportation. Routes schedules will be reconstructed from scratch.

Ms. Andrews Parker asked if a three question survey can be put online for parents via Survey Monkey. This would be a basic survey to get parental input.

5. Approval of Garrison Roof Bid—Moved Up in Agenda

6. May Condition of Accounts

Ms. Taylor stated that finances are still being monitored. There is about .43% remaining in the budget. Three resolutions will add $100,000 to capital reserves, $220,000 is still outstanding revenue and that will also increase the expense budget. There will most likely be approximately $300,000-$400,000 remaining at the end of the year. $280,000 will be spent on Chromebooks. It is a tight budget and Ms. Taylor is still keeping a close eye on it. The District is also waiting for possible reimbursement from FEMA for snow removal.

Mrs. Grady asked if there is a shortage of funding from Nottingham. Ms. Taylor responded that the number of Nottingham students was over estimated.

Mrs. Grady stated that the district is $500,000 short in regular and special education programs and asked if this was increased in the new budget.

Ms. Taylor responded that the resolution for $220,000 would increase funds to the special education budget. Next year, expected Medicaid and paraprofessionals revenue was taken into consideration and increased.

Mrs. Grady asked if the Alternative School was on target with their budget to which Ms. Taylor responded that they are on target.

N. SUBMISSION AND PAYMENT OF BILLS:
Betsey Andrews Parker moved, Carole Soule McCammon seconded to direct the Superintendent to pay manifest #15-L in the amount of $3,956.32 for FY14 and $3,333,899.62 for FY15 for a total of $3,337,855.94 for the period of May 12-June 15. A roll call **VOTE PASSED 6/0.**

O. SUPERINTENDENT'S REPORT:

Dr. Arbour condensed her remarks due to the late hour. There are many wonderful end of year events happening at all levels and she is hopeful that people are able to witness and be a part of them.

P. COMMITTEE REPORTS: Ms. Soule McCammon stated that DALC graduation will take place at DHS on Friday, June 19 at 6:30 pm. Anyone who has completed diploma or hiset as of July 1, 2014 is eligible to attend and welcome to do so.

There are scholarships available for college and training and an essay contest with cash rewards. If anyone didn't receive a packet, they should contact DALC.

Q. SCHOOL BOARD MATTERS OF INTEREST:

Ms. Morrison spoke about the SEED auction at the home of Pat and Karen Duffy. 150 people attended and approximately $20,000 was raised for this worthwhile event.

Ms. Russell commented that a decision was received regarding the district's most recent court case and all Board members received a copy of the decision the week before. She is unable to discuss details since there could be potentially outstanding legal matters with the decision.

Ms. Russell suggested that schools be closed from June 29 through July 3 since July 3 is the observed July 4 holiday. This will allow staff members to take vacation time if they choose, but will not be required to do so. The SAU office will remain open. This is a one-time request. Mrs. Grady noted that this would need to be added to the June 22 agenda since matters of interest cannot be voted on.

Ms. Russell addressed Councilor McManus' citizen's forum comments stating that she has spoken with Rochester School Board chair about school start/stop times and the decision would need to be made with other districts since it would be a multi-town decision. Dover should not make a lone decision because students are impacted for several communities. It is on the radar and the discussion will be started.

She agrees that public transportation should be used, but noted that parking is minimal for events at the high school. She added that COAST had previously been used and the District needed to stop using them due to federal guidelines. She thanked Mr. McManus for his comments on football and also has heard from Dr. Butler on this item.

Ms. Russell stated her hope that people would be able to enjoy the end of the school year activities.

R. ADJOURNMENT: Betsey Andrews Parker, Sarah Greenshields seconded adjourning the meeting at 9:50 pm. An oral **VOTE PASSED 6/0.**

Respectfully Submitted,
Robin LaFleur, Recording Secretary