RSU 56 Board of Directors Minutes

Board Meeting Amended Agenda - February 14, 2023- 6:30 pm (This meeting will be held at Dirigo High School. The board meeting will also be available via zoom and live streamed on Youtube.)

School Board Members Present: Barbara Chow, Elizabeth Kelly, Tim Kelly, Don Whittemore,

Carl Lueders, Larry Whittington, Marianne Young, Bruce Ross,

Natalie Sneller, Sylvia Hodsdon (Student Rep)

School Board Members Absent: Deanna Dolloff, Angela Cushman, Vacancy (Peru)

Staff Attending: Pam Doyen, Mary Dailey, Cathy Arsenault, Jared Hodgkins, Brian

Keene, Jason Long, Charlie Swan, Gena Cloutier, Michele/Chris Araujo, Stacey Gilbert, Brandy Bordeau, Heidi Broomhall, Beth

Edwards

Also Attending: Marianne Hutchinson, Kathleen Szotek, Amy Hodsdon

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Barbara Chow, Board Chair, opened the meeting at 6:30pm with the Pledge of Allegiance. Audience introductions were made. Everyone on zoom and YouTube were welcomed.

Barbara introduced the new student rep Sylvia Hodsdon and there will also be another student rep, Dianna Cayer. Joe resigned from being student rep.

ADJUSTMENTS TO THE AGENDA

Motion to add the following:

VI New Business: #1 Overview of Budget by Pam Doyen and Mary Dailey
VII Superintendent's Report: Reporting of new hire; report of resignations
Motion: B. Ross

Seconded: T. Kelly

Motion Carried

CONSIDERATION OF THE MINUTES

1. Minutes of the January 24, 2023 Board Meeting

Motion: L. Whittington Seconded: D. Whittemore

Motion Carried

PUBLIC COMMENTS

None

COMMUNICATIONS

RSU 56 was notified that the revolving renovations application was approved by the MDOE. This revolving renovations grant/funding is to install privacy stalls at DHS. The total is just over \$214,750, with 68% being paid by MDOE in the amount of \$147,168 and leaving RSU 56 with \$67,582, 31.47% to

pay, the same as our FY 23 funding of ED 279. This will be brought back to the board next meeting because decisions will need to be made around 1) if we accept this revolving renovation grant funding and 2) how the board wants to go about paying for it. The board can either go to the bond band and borrow at 0% for 5 years Or determine if the board wants to ask the voters to use capital reserve account money from balance forward. There are some options but it will be up to the board to decide at the next meeting. Additionally, RSU 56 was notified that, during second round considerations, RSU 56 was approved to purchase a bus. This also goes through the same funding formula.

NEW BUSINESS

1. Budget Overview (Pam Doyen and Mary Dailey)

Pam went over the Budget Overview:

Key Considerations:

- 1. What's best for our students?
- 2. How do we support our current employees?
- 3. How do we respond to community concerns?

ED 279

1. Overall down \$99,764.13

Factors:

MIL rate up to 7.29 (from 7.10)

Valuations up in all four towns

State share decreased from 68.53 to 66.16

Disadvantaged substantially down (From .6335 to .4755)

Mary went over some of the Budget figures from FY 18 to FY 24

She also went over the Revenue Breakdown- (these sheets are with the minutes in the book)

Estimated Uncontrollable Increases

Electricity: §35,270 (Based on most current estimated cost per KWH of 10 cents which is up from the 6 cents that we are currently paying but down from the last estimate of 14 cents per KWH. Our contract expires in November of 2023 so we will lock in for another 1 to 4 year term before November.

Gas/Diesel: \$34,270 (Based on information Kenny has received recently. We have not locked in yet as the prices are dropping slightly.)

Heating Oil: \$19,619 (Based on information Kenny has received recently. We have not locked in yet as the prices are dropping slightly.)

Health Insurance: \$162,936 (Based on estimated 10% increase. Anthem will let us know the maximum rate increase on March 27 and RSU 56's rate <u>increase</u> on April 7.)

Contractual wages: \$191,259 (This is an estimate at this point in time. All contracts have been negotiated, but Mary has to do the budget calculations.)

Region 9: Unknown as Region 9 has not provided estimated increases yet.

Total Increase: \$443,354 (which is a 3.4% increase over the 2022-2023 total budget amount of \$13,215,140)

Estimated Town Assessment Sheets for FY 24

Pam went over the many estimated town assessment sheets showing a 0%, 1%, 2%, & 3% increases and how it would affect the towns.

FY 24 Budget Timeline

February 14, 2023- Budget presentations from DES, TWKDMS, DHS, and Curriculum

February 28, 2023- Budget presentations from BGT, and Special Education

March 14, 2023- Budget presentations from Technology, Nutrition and All Other

March 28, 2023- Special Budget Workshop (invite constituents to work together, if possible) Full budget to board.

April 4, 2023- Snow date for Special Budget Workshop

April 11, 2023- Board to vote on Budget

April 25, 2023-

May 9, 2023- Board to Sign Warrants

May 23, 2023- Budget Hearing/Validation Meeting

June 13, 2023- Budget Referendum Vote in all four towns

Initial board direction and thoughts on the FY24 budget?

- B. Chow asked why Canton's number were up so much. Pam replied that it was due to the wind towers, such as Carthage had previously experienced.
- B. Chow also asked what the towns evaluations were. Mary was providing that information.
- 2. Budget Overview for Dirigo Elementary School (Charlie Swan)

Mission of Dirigo Elementary School

Dirigo Elementary school prepares ALL of our students to be safe, respectful, and responsible citizens who are motivated to be lifelong learners.

Grades Pre-K through grade 5:

The proposed budget reflects both materials and staff to support regular instruction. The budget for the upcoming school year continues to include funds for classroom supplies, the DES library, salaries/benefits of staff, etc. Overall, the controllable lines in the DES budget are neutral with the exception of course reimbursement (up \$6,938).

- A. Enrollment: Total enrollment at DES continues to range from 350-370 students each year.
- **B.** Staffing: Maintain current staffing at DES which includes classroom teacher positions, specials teachers, title 1 staff, pre-K staff, and office positions. A breakdown of the current positions at DES is located on the back page.
- C. Co- and Extra-Curricular Activities: Our co and extra curricular activities are supported through our afterschool program. Continue to support this program through transportation and paying for staff tutors (currently paid through ESSER).
- **D. Student Support Services:** Maintain two counselors at DES. One is being paid through ESSER until the end of the 23/24 school year. This has been extremely helpful. It has been needed especially this year.
- **E.** Office of the Principal: Continue with the Principal and office secretary.
- F. Additional Requests (not reflected in proposed budget): 1. From the recommendation of the district Civil Rights Committee, add a civil rights stipend position at the elementary school. 2. Would love to see one of our Pre-K ed tech positions move from Title 1 funding to regular education funding so that these funds could be used for additional Title 1 intervention support. B. Ross how many students were in each grade. Charlie said he would email those numbers out to the board so the numbers would be correct for each grade. Pre-K numbers have dropped somewhat but all the other grades have maintained between 50-70 kids.

3. Budget Overview for TWK Dirigo Middle School (Jason Long)

Mission of T.W. Kelly Dirigo Middle School:

The mission for T.W. Kelly Dirigo Middle School is to foster the full development of each child's intellectual, emotional, cultural, creative, and physical capabilities, and to educate each child to live and work effectively and cooperatively with others.

Grade 6 through 8

The proposed budget reflects both materials and staff to support regular instruction. The FY 24 budget continues to include funding for co-curricular and extra-curricular activities, classroom supplies, the TWKDMS library, the main office, and the salaries/benefits of staff. <u>Any TWKDMS</u> "controllable" academic line increases were addressed by reductions elsewhere, however there is a budget-to-budget increase in the extra-curricular account largely due to higher transportation costs.

- **A.** Enrollment: Total enrollment at TWKDMS has fluctuated around 170 students for several years (currently 175).
- **B.** Staffing: The recommendation for 2023-2024 is to continue to have 9 full-time regular teachers at the middle school, 2 interventionists, and shared staff. TWKDMS offers ELA, Math, Science, Social Studies, Health and Physical Education, Gifted and Talented Services, Music, Foreign Language (ESSER-F funded), and Visual Arts. A full breakdown of positions is offered on the back of this page (in the minutes book). TWKDMS previously had an interventionist teaching position as well, however this was replaced with Ed Tech III interventionists in 2020-2021 which resulted in improved services due to greater schedule flexibility for intervention.
- C. Co-and Extra-Curricular Activities: Maintain level of activities. Transportation costs have increased.
- **D. Student Support Services:** Maintain social work services and shared librarian ed-tech III. TWKDMS shares a nurse with DHS, although COVID relief funds have allowed for an additional nurse (thus one nurse per school).
- **E.** Office of the Principal: Continue with Principal/Curriculum Coordinator and Administrative Assistant to the TWKDMS Principal and Curriculum Coordinator. Looking for other funding sources for professional development.
- **F.** Additional Request (not yet reflected in proposed budget): None requested, second consecutive year.
- **G. Other Funding Sources:** Federal COVID relief funds have been used to support technology improvements, Math/ELA intervention materials, and programming to serve at-risk students. Grants, donations, and PTO fundraising have also been used to enhance instruction, sponsor events, purchase supplies, and support families.
 - B. Ross asked how many students in each grade. Jason replied that in the 8th grade around 62 students. Grade 6 & 7 are around 55, they fluctuate a little. The incoming class is around 55-60 as well. Average class size is 17-18 students.
 - B. Ross: Out of the 9 student staff members how many are assigned to 6th, 7th, 8th? Do they fluctuate as they go? Jason replied that they way they run the school is that the 6th grade is like a middle school and 7th & 8th grades are like a junior high. 3 teachers who are devoted to the 6th grade. The remaining 6 teachers share the 7th & 8th grade. He explained some of the other schedules shared with teachers from the high school.

C. Lueders: Asked how teachers are split for teaching, such as art/music. Jason explained that the art teacher serves the 7th/8th grade, shared with the high school. 6th grade level, it came to their attention that as students entered middle school the students ability to write needed more attention and time so they created a new class...it is called Self Expression through Writing & Art. Jason has someone who is qualified to teach English, who is also the Science teacher, four out of the five days a week they are basically teaching a writing class and on Friday they will have some art instruction. Some teachers are shared with the high school, some teach multiple things in the building.

B. Chow: Asked about Alt Ed. Is it done after this year? With ESSER funds the Alt Ed program was started. At the end of the summer the teacher in that program went elsewhere and another teacher was hired. It has morphed and evolved however Jason feels there are better ways to use that ESSER funds to prepare the students to go into high school. He has already begun the process of integrating the students into the regular classroom.

4. Budget Overview for Dirigo High School (Pam Doyen)

Mission of Dirigo High School:

The mission of Dirigo High School is to be a safe and respectful community with a rigorous and diverse curriculum that offers opportunities for students to develop skills, gain knowledge, and aspire to make lifelong productive choices.

Grades 9 through 12

The proposed budget reflects both materials and staff to support regular instruction. The budget for the upcoming school year continues to include funds for co-curricular and extra-curricular activities, classroom supplies, the DHS library, and the salaries/benefits of staff. Overall, the controllable lines in the DHS budget are down except for course reimbursements (contractual) and athletics.

- **A.** Enrollment: Total enrollment at DHS has fluctuated around 225 students this year.
- **B. Staffing:** Maintain current staffing at DHS. This includes 2.0-2.5 teachers in each of the three major content areas: ELA, Math, Science and Social Studies. This also supports the continuation of future perspectives, foreign language, health/PE, music and art. Course reimbursement requests are up \$35,280.
- **C.** Co-and Extra-Curricular Activities: In order to maintain current level of co-and extra-curricular activities, an increase of \$10,494 in extra curricular.
- **D. Student Support Services:** Maintain Academic Dean of Students (guidance), guidance secretary and social work positions at DHS as well as the part time librarian ed-tech III. DHS also has a full-time nurse paid for with ESSER funds for one more school year.
- **E.** Office of the Principal: Continue with Superintendent/Principal, full time AP/AD, and office secretary. Market correction (year 1 of 5) for principal's salary, increase of \$6,250.
- **F.** Additional Requests (not reflected in proposed budget): 1. JMG has asked if RSU 56 would pay a portion of the cost of the JMG program, \$13,500 in FY 24, \$25,000 in FY 25 and \$27,000 in FY 25. They do not anticipate it going above \$27,000 after FY 25. (Ultimately paying for a third of the cost of JMG at DHS). 2. Add an ed-tech to the DHS Alt-Ed program to support the diverse needs of students.
 - L. Whittington: Asked what was market correction and is the \$6,250 going to stay the same or will it go or down over the five years.

Pam explained that in 4 years she will be eligible for retirement. Her concern for this district is, Mary & her have worked really hard to keep the district away from a cliff. She was quite frank that the board cannot hire someone to come in and be Superintendent, Principal and Admin Asst to the Superintendent for what is currently in the budget. In order to prepare for that and not have a cliff when the time comes, the Personnel & Finance committees met and talked about increasing this over the next 5 years so that when Pam does retire the board would have the opportunity to hire One person to do those jobs Or to split it and hire a straight Superintendent and a straight Principal. At the current budgeted amount I do not believe you would find anybody to come in to fill those positions.

- B. Chow reiterated that Pam does 3 jobs and the board would not find anyone to do that for the current salary.
- B. Ross: This isn't about Pam complaining about her salary, it was about her concern to put someone in the position and not cause a cliff in the budget. We need to start preparing for it. Trying to slowly tear it up so it's a preparation ahead of time.

Pam also explained that the year we had the difficult budget votes and she took on the Principal position with the Superintendent there was no increase in salary. Another position was taken on with the same salary. She is concerned for the district that when the time comes, they will be able to hire another person Or two people to do the work here.

There was some discussion around the board regarding numbers and costs of Superintendent/Principal & AP/AD salaries. Some of the concerns with the board is it would be a struggle if Pam were to leave/retire and no increase was made in preparation. Other concerns were it seems to be too much to increase at that rate.

B. Chow reiterated that this is Not something Pam is asking for. The board got away by "the skin of our teeth". Pam took on another position so a budget could get passed. The AP/AD is 7-12 for AD, he's not just high school athletics. She does not have an Assistant, she does all her work with Central Office, which is a total of 3 people. Think about what we've been maintaining and the reason we have been maintaining that is we have Really good people. Some of those really good people, are going to retire and we have to find really good people to replace them but it's not easy. When Pam retires and we do nothing for 5 years we're not going to have the money to hire somebody, a good quality person. I've been around some of the Superintendents and the quality is not really up to what we need and to be very creative. I don't know what we what to do but we need to think about this. We can't put our head in the sand and say we'll do it when we get there, we haven't done that with anything else. Our buildings, technology, curriculum are in good shape because we haven't put our heads in the sand.

This isn't Pam saying "I want this", it's looking ahead saying this is what's coming for us. M. Young-spoke about when the district was first set up and interviewing/hiring the right people. Hiring a Superintendent that knew about negotiations and such. It's a really important job. It's not about Pam, it's about the job. We need somebody in that position with the knowledge, skills and ability to do the job the way we want the job to be done. The board will not get that from what we have now, not without money.

B. Ross asked about the breakdown of students in each grade. Pam responded that 9th grade: 59; 10th grade: 57; 11th grade: 56; 12th grade: 55. He asked if we are appropriately staffed for these grades? Pam said we can offer all we need to offer. We are not overstaffed so getting electives is a

challenge. If we reduce any of these teaching positions, we will basically be offering exactly what students need to graduate and not electives, which would be incredibly sad.

L.Kelly asked if enrollment has been dropping off? Pam said we have been pretty consistent, around 220-230 for the last 5 years.

5. Budget Overview for Curriculum and Instruction (Jason Long)

Mission of RSU 56

The mission of RSU 56 is to prepare our students to become purpose-filled, skilled members of the local and global communities.

Grades K through 12

The proposed budget reflects both materials and staff to support curriculum, instruction and assessment for grades PreK-12. (PreK assessment is in the PreK budget). The budget-to-budget change in controllable costs below includes a reduction of \$922, and any controllable line increases were more than addressed by cuts elsewhere in the cost center. The budget for the upcoming school year continues to include funds for the following:

- A. Summer School: Flat funding summer school for DHS and TWKDMS.
- **B.** Student Assessment: Covers AP exams, NWEA K-2 (the state funds 3-8, 10), some SAT's, some PSATs, and EasyCBM costs.
- **C. Improvement of Instruction:** Funds curriculum work wage, Curriculum Coordinator (25%), Admin Asst. to Curriculum Coordinator (25%), WMEC membership, dues, etc.

Other areas- Health Services, GT, ELL, etc. will be reviewed under All Other categories.

C. Lueders asked about the "flat fund" for summer school. How many kids typically go to summer school?

Jason: When Jason first went to MS there was no summer school program. Initially when summer school was started for MS he "invited" students to come to summer school if they failed one of their 4 core classes. Since then he has included students that failed Any class. They have been able to reduce the number of students, averaging around 50 kids. A lot of those students get done in a week because they may have had one bad trimester and they had 1 class and they failed by 6 points. The amount of money that is there is \$4,000. That has been supplemented in the past with COVID funds because it's interventionist, tutoring services that are provided. He is scaling back on how long summer school will be offered and how many staff he will have to bring it down to what he feels is financially sustainable. Going with a 3 week model for this summer.

- C. Lueders: asked what contents EasyCBM tracked. Jason: EasyCBM tracks reading & math.
- B. Chow: asked how many students for summer school at the high school. Pam: not sure off the top of her head,,,but increasingly more over the past couple years...about 25-30 students. Summer school at the high school is about credit recovery. If they need to recover because of a grade or meeting standards they are "invited" to summer school.
- B. Ross: What funding is in for the high school? Pam: We also have \$4,000 in there. A slight difference at the high school is Pam tries to get someone who is certified in Writing, Math, Science or Social studies so no matter what area they are coming in for recovery there is a teacher there.

6. Motion to approve the 2023-24 School Calendar

Motion: B. Ross Seconded: L. Whittington

Motion Carried

Pam explained pretty similar to what we've had in the past. Currently without any storm days the last day getting out would be June 6th. Graduation would be June 7th. Feels like that day can stay, that gives all the following week to fit in storm days. Seniors have to be within 5 days of the graduation date.

This is slightly different than RSU 10 calendar but it does mirror RSU 44. Region 9 has seen the calendar.

L. Kelly asked if on the remote days was there success on having kids show up? Pam said it wasn't that bad. She said if we had to go into June 20th, we probably had more kids in a remote day than we would on that day.

OLD BUSINESS

1. Region 9 Updates (Bruce Ross/Angela Cushman)

There was no meeting in February. Bruce did get a memo from the Director need to find out what's going on with the Adult Ed program. Region 9 has a Director that is getting done and in the process of seeing if they can get another director. RSU 10 is looking at possibly bringing Adult Ed into their facilities. It would be a year out, so it may leave us at looking at doing the same thing.

Pam: If RSU 10 takes on Adult Ed, it would still run for all of our towns. We would work to have some offerings at Mtn Valley and some at Dirigo HS, some at Region 9. If they take it on we're still looking at the same type of system, it would just be run out of a different office as opposed to Region 9.

- L. Whittington: It sounds like Region 9 is shared by RSU 10 & RSU 56. Pam: As well as RSU 44, Telstar. L. Whittington: Do we get a budget from them so we know exactly how much they're going to be asking for? Pam: It will come, they just don't have it ready yet.
- D. Whittemore: When they have their budget meeting will we be notified of it? Pam: Said she would be sure to push it out to the board.

SUPERINTENDENT'S REPORT AND CORRESPONDENCE

Superintendent's Report: Pam Doyen

I am happy to report that we have three teachers in RSU 56 who were nominated for Oxford County Teacher of the year: Stacey Gilbert (TWKDMS), Katie Chicoine (DES), and Sarah Johnson (DES). Additionally, Dr. Charlie Swan was nominated as Principal of the Year. Each of these nominees have to decide if they will continue with the process as it is fairly rigorous. Ultimately, I hope they proceed with the process. It would be great to see one of these teachers receive this honor. I think we have some great teachers in our district.

As noted at the start of the meeting, we have new student reps to the school board- Sylvia Hodsdon and Dianna Cayer will be replacing Joe Conron moving forward. I am pleased to have both Sylvia and Dianna willing to serve as student reps to the board. I believe they will do a great job.

Administrator's Report: Brian Keene, Technology Director

Technology Dept Update:

Staff: The Technology department is fully staffed with a technician in each building, and a director. Currently have an opening for a temporary Ed Tech to assist with Asset Management which we hope to fill soon.

Professional Development:

- Jared Hodgkins completed his college degree
- METDA Physical Security Event in March for Facilities, Business Managers, Technology Director and Superintendents. 21 vendors from across the northeast will be there.
- ACTEM Spring Technology Leadership Conference in May on Cyber Security.

Surplus Device Update:

- DHS Public Laptop Sale Complete with approximately \$28,000
- Sent out 13 boxes of old devices today to Second Life Mac
- Haven't heard anything from CDM Technologies on the surplus devices we sent out last year

Projects:

- Student Data Privacy- 52 Active agreements as of today. As of March 1st, any software that is used in RSU 56 must have a SDPA in order to be used.
- Department Website- https://sites.google.com/rsu56.org/techdept/home
- Technology Committee- Looking for a School Board member to join us.
- B. Ross: asked about cameras in the schools. Brian: said the high school is the last to be upgraded..that should be finished by the end of the year. There are some with poor quality and some cameras are out. Brian: Plan is to expand MacBooks for Grade 3 next year with COVID funds or other funding that would not be from local funds.
- B. Chow: What is our stance on Tik-Tok? Brian: It is blocked in RSU 56. It has been for a few months. B. Ross: What is ChatGPT? Brian: It is an artificial intelligence that is out there on the internet. A teacher assigns a student to write a "6th grade essay" that student can go on this Chat and type in write a 6th grade essay. It will write the essay in a 6th grade voice. There is a lot of talk with Tech Directors around do they block it or not? It is similar to when facebook came out and they changed their address frequently. The directors are not sure how much time they put into it. There is value in it with other applications. Looking forward we are not going to block ChatGPT on the network. The hope is to educate the students on the good things it can do and hope to outweigh those that may plagiarize with it. They are coming out with plagiarizing checking, so not only could a student go on and create those items, a teacher can go on to the same website and click on plagiarism check, copy & paste the document in there and it will come back and say that it was or was not created with artificial intelligence.

Reporting of New Hires:

Dave Husson, Ed-Tech I at TWKDMS, ESSER-F funded

Sheena Holmquist, Part-Time Title 1 Ed Tech III for the remainder of the year.

Resignations/Retirements:

Josh Wilcox, TWKDMS Teacher, at the end of the contract year teaches Math for 7th Grade Erin Carlson, TWKDMS Teacher, at the end of the contract year teaches Science/Social Studies for 7th/8th Grade

COMMITTEE REPORTS

- 1. Student Representative Report- New rep Sylvia Hodsdon- Girls have a Preliminary game tonight at Hall Dale. Boys basketball seated number 1 so they had a buy their first round. A few bathroom problems but Ms. Doyen and her team have done really well to come up with a new hall pass system. Expectations are on the bathroom door. We can Thank our custodians because the bathrooms have been trashed lately. Coming up on March 3rd we have a Drug Prevention Day to teach us the effects of drugs & alcohol. Hopefully that will help with some of our problems at school.
 - Pam reinforced that it's hard because literally 95% of our students are acting appropriately and doing what they're supposed to be doing. It really saddens me to have to take steps around the bathrooms because most of them know how to use them appropriately. We keep working on it.
- 2. Policy Committee- Have not met
- 3. Finance Committee- Did quite a bit of financing tonight. I will say the meeting ahead of the meeting that was attended on Friday was very helpful.
- 4. Curriculum Committee- Not met
- 5. Buildings & Grounds Committee- Met w/Kenny and he went over a lot of things. The buildings/grounds are in good shape. We did get approved for a bus and hope it will be on the agenda soon and we can move forward with that. If we don't continue to upgrade our fleet it's going to be one of those unpreventable cliffs. We've done really well with what we have. L. Whittington spoke about solar panels and that Kenny will look into getting information.
- 6. Negotiations Committee- Nothing this year
- 7. Personnel Committee-Nothing new to report
- 8. Ad-hoc Committee- Did not meet

BOARD MEMBER COMMENTS

B. Chow- We have awesome administrators in Kenny, custodians/bus drivers in keeping our buildings and buses in good shape when it was extremely cold. They do a very good job.

M. Young- It was very, very exciting for me. I got to participate in Mock interviews for JMG. I was only able to be here for two afternoons. I met with six students. I teach interviewing for a living. I interview people on the personnel committee and I do it alot. These six high school students did so much better on those interviews than some of the people I interview for professional jobs. It was really encouraging to know how much thought they put into what their future is going to be like. That was very exciting for me.

ADJOURNMENT

1. Motion to adjourn

Motion: B. Ross Seconded: L. Whittington

Motion Carried

Meeting adjourned at 8:07 pm