

**Public Notice of Meeting**  
**WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD MEETING**  
**Tuesday, August 28, 2018**  
**Wilton-Lyndeborough Cooperative M/H School-Media Room**  
**6:30 p.m.**

- I. CALL TO ORDER-Harry Dailey-Chair**
- II. ADJUSTMENTS TO THE AGENDA**
- III. PUBLIC COMMENTS:** This is the public's opportunity to speak to items on the agenda. This is also the public's opportunity to speak to any topic concerning the school district. No complaints regarding specific staff members will be heard during a public meeting. The District has established separate procedures for complaints against individual employees.
- IV. BOARD CORRESPONDENCE**
  - a. Reports**
    - i. Superintendent's Report
    - ii. Director of Student Support Services Report
    - iii. Director of Technology's Report
- V. CONSENT AGENDA**
  - i. Donation-WLC Warriors Athletic Booster Club
  - ii. Budget Timeline 2019-2020
- VI. BLIZZARD BAGS**
- VII. ACTION ITEMS**
  - a. Approve Minutes of Previous Meeting**
- VIII. COMMITTEE REPORTS**
  - i. Strategic Planning Committee
- IX. RESIGNATIONS/APPOINTMENTS/LEAVES**
- X. PUBLIC COMMENTS**
- XI. SCHOOL BOARD MEMBER COMMENTS**
- XII. ADJOURNMENT**

**INFORMATION: Next School Board Meeting-September 11, 6:30 PM at FRES-Cafeteria**

The Wilton-Lyndeborough Cooperative School District does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identity or marital status in its administration of educational programs, activities or employment practice.

**Wilton-Lyndeborough Cooperative School District**  
**School Administrative Unit #63**

192 Forest Road  
Lyndeborough, NH 03082  
603-654-8088

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Bryan K. Lane  
Superintendent of Schools

Betty Moore, M.Ed.  
Director of Student Support Services

Lise Tucker  
Business Administrator

**SUPERINTENDENT'S REPORT**  
**August 28, 2018**

As of the writing of this report we are still looking to hire a music teacher at FRES, two ABA therapists and three paraeducators. The administrative staff is working toward filling these positions prior to the start of school.

New teacher orientation was held on August 22 and 23. The first was a day with SAU staff. Specific procedures, protocols and policies were covered along with expectations. The second day is spent in the building with the mentor. The new staff will be going on a tour of both communities as part of Thursday's activities.

A letter has been sent to all staff to remind them of the first day for all staff being August 27 at WLC. The three days of time prior to students returning will be spent on building initiatives, building meetings, continued work on implementation of the new writing curriculum as well as math strategies in grades K-5, writing student learning objectives and classroom set up.

As of the writing of this report there are 46 confirmed students enrolled in Kindergarten with 4 pending application packets. With 46 students, assuming they attend for the full year, this would be \$17,400 in unanticipated revenue.

Grade sizes as of August 22 are:

Pre School	14	Sixth Grade	46
Kindergarten	46	Seventh Grade	30
First Grade	40	Eighth Grade	44
Second Grade	45	Ninth Grade	45
Third Grade	40	Tenth Grade	47
Fourth Grade	42	Eleventh Grade	36
Fifth Grade	38	Twelfth Grade	30

This is a total of 543 students. There are a number of enrollments pending and there may be students who are withdrawn who have yet to register in their new school. We do not remove students without a records request from another school district.

The Strategic Planning Committee has meeting dates on August 23<sup>rd</sup> and September 6.

The Policy Committee will meet on September 13.

September 7<sup>th</sup> I will be attending the first NHSAA meeting for the year in Concord.

*Wilton-Lyndeborough Cooperative School District*  
*School Administrative Unit #63*

192 Forest Rd., Lyndeborough, NH 03082  
603-654-8088

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Bryan K. Lane  
Superintendent of Schools

Betty Moore, M.Ed.  
Director of Student Support Services

Lise Tucker  
Business Administrator

Director of Student Support Services Report  
August 21, 2018

I attend the annual New Hampshire Association of Special Education Administrators (NHASEA) conference on July 30 – August 1<sup>st</sup>. This conference is an annual opportunity for special education administrators to meet specifically with representatives from the Special Education Bureau of the NH DOE and colleagues throughout the state to discuss updates in best practices, special education law, and federal and state recommended guidelines and procedures.

Our three special education teachers from Florence Rideout Elementary School have attended various strands of Lindamood-Bell training this summer. These classes were funded through the IDEA grant and will provide staff with additional methodology options for reading and writing instruction and remediation to meet the unique needs of their students.

As of this date, seven new students requiring various levels of special education supports and services have enrolled in the district. We are working diligently to meet with the families, review IEP's and arrange for appropriate supports and services to be in place for their smooth transition.

We are continuing our search to fill open positions for paraeducators and ABA therapists. Our hope is to be fully staffed for opening day.

Respectfully submitted,

Betty Moore  
Director of Student Support Services

*Wilton-Lyndeborough Cooperative School District-SAU #63*  
*Technology Director*

192 Forest Road Lyndeborough, NH 03082  
603-654-8088

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Kevin P. Verratti, Director of Technology

Technology School Board Report  
08/20/2018

- July 22<sup>nd</sup> through the 26<sup>th</sup> Ms. Edmunds and I attended Powerschool Training in Nashville, TN. We took this opportunity to further our understanding of how Powerschool operates and to get personal in depth assistance with the application. The courses that we focused our time on involved Powerschool Beginning of Year functions, customizations and enhancements, data manipulation and core functions.
- I would like to welcome Andrew Stevens to the district as our new Desktop Support Specialist. Mr. Stevens comes to us from Illinois with a background in public education, CPI training, and is currently working to complete his A+ Certification. His primary assignment areas will be at FRES and LCS.
- Per the school board, a message went out to families of WLCSD about our surplus monitors. During the week of July 9<sup>th</sup> a total of 11 families collected monitors. The monitors were then offered to both towns as surplus. Both towns had recently gone through an upgrade process as well and were not in need of additional monitors. Aaurum Recovery Services recycled the remaining monitors and systems on July 31<sup>st</sup>.
- We have fully transitioned our backup system from DATTO to Carbonite. This change allows us to manage all of our backups in the district from a single interface, as opposed to separate interfaces for each location. There will also be an anticipated reduction in costs of approximately \$2700/yr.
- With the help of a student intern, we have successfully moved and rebuilt the computer lab at WLCS. This involved emptying the room, moving furniture, upgrading computers with additional RAM and installing new software on to every machine. This change will better serve our students for the coming school year.

Respectfully,

Kevin P. Verratti  
Director of Technology  
SAU #63



**WLC Warriors Athletic Booster Club**  
**Wilton Lyndeborough Middle High School**  
9 Intervale Rd., Wilton, NH 03086  
[wlcwarriorsbooster@gmail.com](mailto:wlcwarriorsbooster@gmail.com)

August 20, 2018

WLC School Board  
192 Forest Road  
Lyndeborough, NH 03082

RE: Donation to the Athletic Program at WLC

Dear WLC School Board Members:

The WLC Warriors Athletic Booster Club is very pleased to make a donation to the WLC Athletic program in the amount of \$500.00 and hopes you will accept.

The WLC WABC began a Banner program to allow area businesses and families to show their support of WLC's student athletes. We are very pleased at the community response to the program and anticipate continued growth in years to come.

Sincerely,

Susan Bogdan, President  
WLC Warriors Athletic Booster Club

**Wilton-Lyndeborough Cooperative School District  
FY 2019-2020**

1st BUDGET SESSION - SAU, TECHNOLOGY	September 25, 2018
2nd BUDGET SESSION – FRES, LCS	October 9, 2018
3rd BUDGET SESSION – MS/HS	October 23, 2018
4th BUDGET SESSION – SPED, CIP, WARRANTS	November 13, 2018
5th BUDGET SESSION – CURRICULUM, LINE ITEM, GRANTS, FOOD SERVICE, REVENUE	November 27, 2018
6th BUDGET SESSION - STAFFING AND BENEFITS	December 11, 2018
BUDGET REVIEW SESSION	January 8, 2019
FINAL DRAFT PREPARATION FOR PUBLIC HEARING	January 22, 2019

PERIOD FOR FILING FOR ELECTIVE OFFICE (RSA 671:19;RSA 669:19)	January 23, 2019 – February 1, 2019 till 5PM
POST NOTICE OF SCHOOL BOARD BUDGET HEARING (7)	January 31, 2019 (Last Day)
DEADLINE FOR COLLECTIVE BARGAINING ITEMS (RSA 273-A:1,III)	*February 7, 2019
DEADLINE FOR PETITIONED WARRANT ARTICLES (RSA 197:6) (30) <b>FINAL INPUT PREPARED FOR PUBLIC HEARING</b>	*February 7, 2019
WLC BUDGET (25)/BOND & NOTES HEARING (15) (RSA 32:5,I)	Thursday, February 7, 2019 7PM
• SNOW DATE	Friday, February 8, 2019 7PM
LAST DAY FOR BUDGET COMMITTEE TO DELIVER BUDGET AND WARRANT ARTICLE RECOMMENDATIONS TO SCHOOL BOARD FOR POSTING	*February 17, 2019
POST WARRANT & MS-27 (14 DAYS PRIOR) (RSA 197:7; RSA 195:13)	*February 22, 2019 (Last Day)
ANNUAL REPORTS DISTRIBUTED	*March 2, 2019 (Last Day)
WLC DISTRICT MEETING (RSA 197:1)	Saturday, March 9, 2019 9AM
• SNOW DATE	Monday, March 11, 2019 7PM
WLC DISTRICT VOTING (RSA 671:2)	Tuesday, March 12, 2019 ➤ Wilton-8AM-7PM ➤ Lyndeborough 10AM-7PM

\*Last day by law for School District meeting is on March 25, 2019.

1 **WILTON-LYNDEBOROUGH COOPERATIVE**  
2 **SCHOOL BOARD MEETING**  
3 **Tuesday, August 14, 2018**  
4 **Lyndeborough Central School-Multipurpose Room**  
5 **6:30 p.m.**  
6

7 Present: *Harry Dailey, Matt Ballou, Mark Legere, Charlie Post, Carol LeBlanc, Miriam Lemire, Jonathan*  
8 *Vanderhoof and Alex LoVerme.*  
9

10 *Superintendent Bryan Lane, Business Administrator Lise Tucker, Director of Student Support Services*  
11 *Betty Moore, Principals Brian Bagley, Tim O'Connell, Technology Director Kevin Verratti, Assistant*  
12 *Principal Sarah Edmunds and Clerk Kristina Fowler*  
13

14 **I. CALL TO ORDER**

15 Chairman Dailey called the meeting to order at 6:31pm.  
16

17 **II. NON-PUBLIC SESSION RSA 91-A: 3 II (C)**

18 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to enter Non-Public Session to*  
19 *discuss a student matter RSA 91-A: 3 II (C) at 6:31pm.*

20 *Voting: all aye via roll call vote; motion carried unanimously.*  
21

22 **• RETURN TO PUBLIC SESSION**

23 The Board entered public session at 6:56pm.  
24

25 **III. ADJUSTMENTS TO THE AGENDA**

26 Superintendent Lane informed members of one adjustment needed. He provided a letter from Russ  
27 Boland, Lyndeborough Town Administrator regarding converting street lights to LED. The District owns  
28 one light that would be affected.  
29

30 *A MOTION was made by Mr. Ballou and SECONDED by Mr. LoVerme to accept the adjustment to the*  
31 *agenda.*

32 *Voting: all aye; motion carried unanimously.*  
33

34 **IV. PUBLIC COMMENTS**

35 Ms. Deb Mortvedt, resident, spoke of following the "Bedford thing" (providing references for school  
36 employees accused of sexual misconduct) and saw in the board packet members had received a  
37 memorandum from an attorney regarding this and wants to be sure employee evaluations remain the  
38 property of the School Board and before it was shared, the School Board would have to consent to this.  
39 She also spoke of the amount of money the town of Wilton pays to the school system, that it is over  
40 \$500,000 a month and as a citizen she is following the trends of enrollment and that it is important to keep  
41 the budget in line as it is a lot of money and asks that you work hard for it.  
42

43 **V. BOARD CORRESPONDENCE**

44 **a. Reports**

45 **i. Superintendent's Report**

46 Superintendent Lane provided an overview of his report which included the hiring of Courtney Palladino,  
47 SPED teacher. There are currently two openings for ABA Therapists, paraprofessionals and a music  
48 teacher. New teacher orientation is 8/22/18 and 8/23/18. The first day for all staff is 8/27/18 and the first  
49 day for students is 8/30/18. He provided a letter from our attorney regarding providing references for  
50 school employees accused of sexual misconduct; administration will be speaking to staff regarding this  
51 topic on the first day.

52 **ii. Business Administrator's Report**

53 Ms. Tucker provided an overview of her report which included her working to ensure the work  
54 agreements and benefits are in place and coordinating purchases and payables for the coming year.  
55 Maintenance staff has been working to complete the annual cleaning, painting of the buildings and  
56 refinishing the gym floors. The third phase of the of the WLC roof replacement is scheduled to be  
57 completed by the beginning of the school year. Lyndeborough Central School will have siding repair  
58 (done by Matt Schwab) and paint (done by McCormack Painting) completed by the opening of school.  
59 She has secured pricing for copy paper from WB Mason (lowest bidder) who will supply 280 reams at  
60 \$26.18 per carton/case for 2018-19 year which is a 16.8% increase over last year and will have a negative  
61 impact to the budget of \$1,164.90. Superintendent Lane noted we work with the Town of Lyndeborough  
62 to provide them a reduced cost for copy paper. Also in the spirit of collaboration, Mr. Verratti spoke to  
63 the town managers to see if there is anything we can work together on including the possibility of staffing,  
64 such as sharing a full time technology employee, working half for the school district and half for the town.  
65 Ms. Tucker reported we are in the 3<sup>rd</sup> year of our agreement with One Source Security for a total cost of  
66 \$1,770 for the year which includes monitoring security and fire alarms systems. The agreement with Tri-  
67 State Fire Protection has been renewed which includes bi-annual kitchen hood suppression inspections for  
68 a total cost of \$1,497.60. They will also provide the annual inspections for fire alarm system panels, fire  
69 extinguishers, smoke detectors, sprinkler systems and elevator tests.

70 **iii. Principals' Reports**

71 Principal Bagley introduced Ms. Sarah Edmunds, the new assistant principal at WLC and provided an  
72 overview of his report. He pointed out on August 28 there is a 6<sup>th</sup> grade meet and greet from 8am-9am  
73 and for 9<sup>th</sup> grade from 9am-10am at WLC. The Science Summer Institute for teachers is August 13-17.  
74 Some schedule changes at WLC include teachers using one prep period four days a week for PLC's  
75 (Professional Learning Community) to provide more time to collaborate. High school SEER is now only  
76 two days a week on long block days during an extended advisory and middle school SEER was  
77 eliminated. The last Friday of each month at 8am, Principal Bagley and Assistant Principal Edmunds will  
78 host "Coffee and Conversation" which is an informal time for the community, students and School Board  
79 members to ask questions and express any concerns. The first one will take place on September 28 at  
80 WLC.

81  
82 Principal O'Connell provided an overview of his report which included having a successful RTI  
83 (Response to Intervention) Program, to prevent summer regression that included 42 students. The program  
84 was grant funded and included transportation. He reviewed the professional development opportunities for  
85 teachers over the summer. Meet and greets are scheduled on August 27 for parents and students at FRES  
86 12:30pm-1:30pm and at LCS 1:45pm-2:45pm. He has been interviewing to replace the music teacher who  
87 resigned. He welcomed Andrew Stevens, who filled a vacant position for desktop support at FRES.

88  
89 Mr. Verratti confirmed he does have an open half time position for a desktop support person for MS/HS.  
90 (The salary of two desktop support positions is within the one previous salary.) The half time position is  
91 the one he spoke to the towns about sharing if they had a need. The position could be made full time and  
92 split between the town and the school district. Chairman Dailey noted if the position was full time the  
93 cost of benefits would be added.

94 **b. Letters/Information**

95 **i NHIAA Committee Chair**

96 Superintendent Lane informed members he will continue as a Committee Chair to serve the NHIAA  
97 Tennis Committee. He volunteers for this and the term will end in 2019 and requires little time away from  
98 the office.

99 **VI. CONSENT AGENDA**

100 There was no consent agenda to report.

101  
102 **VII. ACTION ITEMS**

103 **a. Approve Minutes of Previous Meeting**

104 *A MOTION was made by Ms. LeBlanc and SECONDED by Mr. Legere to approve the minutes of June 12,*  
105 *2018 as amended.*

106 *Voting: all aye; motion carried unanimously.*

107  
108 **b. Transfer**

109 Mr. Verratti requested a transfer of budgeted funds from technology contracted services in the amount of  
110 \$6,380 to be moved to computer software-SAU technology as he is changing the backup services from a  
111 contracted service to software based solution to obtain better service at a decreased cost.

112  
113 *A MOTION was made by Mr. Ballou and SECONDED by Mr. Post to accept the transfer of \$6,380 from*  
114 *technology contracted services to computer software.*

115 *Voting: all aye; motion carried unanimously.*

116  
117 **c. Handbook Changes-WLC/FRES/LCS**

118 Changes to the handbooks were reviewed and discussed. WLC's changes/additions in the handbook  
119 included the following sections: Student Learning Expectations, Code of Conduct, schedule changes,  
120 Dress Code, Civility, Academic Integrity, Video and Audio Surveillance on School Property and  
121 Gay/Straight Alliance (club). Mr. LoVerme requested the following amendment:

- 122 • Under dress code; include options for students to correct a violation.

123  
124 FRES/LCS's changes/additions/deletions in the handbook included the following sections: Attendance,  
125 Transitions, Assessments, Kindergarten Screenings, Discipline, and School Consequences. This will be  
126 the first year the book will be on the website and not printed. Mr. Legere requested the following  
127 amendments:

- 128 • On page 29, under Transitions, remove the word "some" from the second to the last sentence.
- 129 • Add a space between "included and but" in the second sentence under "Classroom Consequences/  
130 Gross Misconduct".

131  
132 Mr. LoVerme requested the following amendment:

- 133 • Change the word "may" to "will" under "School Consequences/Principal after School Detention" in  
134 the third sentence.

135  
136 *A MOTION was made by Mr. Legere and SECONDED by Mr. LoVerme to accept the changes to the WLC*  
137 *and FRES/LCS handbooks as amended.*

138 *Voting: six aye; one nay from Mr. Vanderhoof, motion carried.*

139  
140 Superintendent Lane noted if parents have a concern about a portion of the student code of conduct they  
141 should speak to the building principal and if no satisfaction is provided contact the Superintendent and if  
142 no satisfaction is provided then the School Board. This is the normal process to address concerns; there is  
143 not a different procedure for addressing concerns relating the handbooks.

144  
145 • **CONVERTING TOWN OF LYNDEBOROUGH STREET LIGHTS TO LED**

146 A letter from Russ Boland, Lyndeborough Town Administrator was provided and reviewed. The School  
147 District owns and pays for one of the lights that would be affected. The Street Light Study Committee  
148 (appointed by the Board of Selectman) met with representatives from Eversource who advised the  
149 Committee of the potential savings in energy costs by converting to LED lights and informed them about  
150 an energy efficiency incentive program. The return on investment is expected to be about 20 months per  
151 Mr. Post and the project would need to be approved by the voters. The cost to the district should not  
152 exceed \$250 to replace the light. There was a brief discussion including the possibility of the district  
153 replacing the light themselves.

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*A MOTION was made by Ms. Lemire and SECONDED by Mr. Ballou to support and approve the project to upgrade street lighting along route 31, the WLC School Board agrees to expend up to \$250 to replace the street light across from the Lyndeborough Central School.*  
*Voting: six aye; one nay from Mr. LoVerme, motion carried.*

**VIII. COMMITTEE REPORTS**

**i. Budget Liaison**

Mr. LoVerme reported the Budget Committee met last night. Discussions included the hot lunch program, if the Homeland Security Report had been received and test scores being below state average in reading and math. They spoke of the lunch program being in debt, in March a large portion of money was spent, public school staffing being up 28% across NH and that they want a flat budget. The next meeting is scheduled for September 18, 7pm at WLC. Superintendent Lane noted he will send the Homeland Security Report once it is received; he has not seen the state wide test scores and that he would need additional information to respond to the reported large portion of money that was spent in March.

**ii. Policy**

Mr. Ballou reported the committee met on August 9 and will meet on September 13. There are about a half dozen additional policies that came forward since their last meeting and they are waiting for information from the NHSBA regarding some. The first policy the Board may see is regarding “Regular Board Meetings”.

**iii. Strategic Planning**

Mr. Vanderhoof reported the committee has met and at the first meeting reviewed all six items on their list in order of importance. The second meeting they went over the first three items, spending the majority of their time on the calendar and MS configuration. The next meeting is scheduled for August 23. They may have a proposal regarding the calendar and will discuss school lunches at that meeting.

**IX. RESIGNATIONS / APPOINTMENTS / LEAVES**

**a. Resignation-Kristina Aparo-FRES Music Teacher**

*A MOTION was made by Mr. Legere and SECONDED by Mr. Post to accept the resignation of Kristina Aparo, FRES music teacher.*  
*Voting: all aye; motion carried unanimously.*

**X. PUBLIC COMMENTS**

Ms. Becky Sours, Wilton, asked for an update on the afterschool program. Superintendent Lane responded we have a contract with the Nashua Adult Learning Center and they are obligated to move forward with the program although there are not a lot of students currently signed up. She spoke of the dress code and not wanting it to “backfire” and be distracting to students.

Ms. Edwina Hastings questioned if students were going to do self-evaluations. Principal Bagley responded that students will be involved by putting their evidence into a portfolio which is an important part of it.

Ms. Deb Mortvedt, resident, noted that in her town, the new administration had said they would never pay more than \$20 per case of paper and would be happy to help us. Ms. Tucker responded that she did have an email conversation with them and they received an end of year inventory sale. Ms. Mortvedt also spoke of listening to public radio with a candidate for governor talking about NH schools being overstaffed more than others in the nation. She thanked the Board for being supportive and appreciates having public comment in two places.

**XI. SCHOOL BOARD MEMBER COMMENTS**

204 Mr. Vanderhoof commented it would be nice to have the board packets a week in advance of the meeting  
205 as he would like to have more time to review it.

206

207 Mr. LoVerme questioned if there has been any more thought given to backpack homework (aka blizzard  
208 bags) instead of making up all the snow days. There was a brief discussion and Superintendent Lane  
209 noted Dr. Heon worked in a district that had used them and the trend is moving away from them. Mr.  
210 LoVerme requested this be an agenda item. It will be added to a future agenda.

211

212 Ms. LeBlanc commented on the dress code discussion regarding students wearing hats/hoods and believes  
213 Principal Bagley was “right on the mark” (by indicating you need to pick your battles; you need to put it  
214 into perspective). Chairman Dailey suggested feedback be provided by Principal Bagley in his October  
215 report to the Board regarding the handbook changes.

216

217 Mr. Legere commented the schools look great and praised Mr. Erb for the work he does and his  
218 dedication. He also commented on the vacant half time technology position and asked that since this was  
219 not a position we had in the past, he asks that administration to look closely before adding a person.

220

221 Ms. Lemire thanked WLC for working on the dress code and appreciates that the statements are positive  
222 and not just a list of don'ts.

223

224 Mr. Ballou commented regarding technology/internet, that some students cannot access internet or some  
225 have dial up connection. He questioned if the Lyndeborough Selectman could talk to vendors; is there  
226 something we can do to support getting better internet. Mr. Post added the town looked into it and the  
227 cost was \$2,500,000. Mr. Ballou notes it being worth an ongoing discussion.

228

229 Chairman Dailey commented he was pleased to not come back to a huge agenda even though the last  
230 meeting was 7 weeks ago. He appreciates the efforts that go on and that the SAU and administration can  
231 run seamlessly and make strides.

232

## 233 **XII. NON-PUBLIC SESSION RSA 91-A: 3 II (C)**

234 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. LeBlanc to enter Non-Public Session to*  
235 *discuss a student matter RSA 91-A: 3 II (C) at 8:57pm.*

236 *Voting: all aye; motion carried unanimously.*

237

## 238 **RETURN TO PUBLIC SESSION**

239 The Board entered public session at 9:49pm.

240

241 *A MOTION was made to seal the minutes of both nonpublic sessions this evening by Mr. Ballou and*  
242 *SECONDED by Ms. Lemire.*

243 *Voting: all aye; motion carried unanimously.*

244

## 245 **XIII. ADJOURNMENT**

246 *A MOTION was made by Mr. LoVerme and SECONDED by Ms. Lemire to adjourn the Board meeting at*  
247 *9:49pm.*

248 *Voting: all aye; motion carried unanimously.*

249

250 *Respectfully submitted,*

251 *Kristina Fowler*

252