

**SOUHEGAN SCHOOL BOARD
FINAL MINUTES
September 15, 2009**

Present**PUBLIC HEARING**

Souhegan School Board: Chairman Steve Coughlan, Jeanne Ludt, Mary Lou Mullens, Christine Janson, Dana Redmond, Pamela Coughlin, and Dan Foley
Administrative Team: Dr. Mary Jennings, Jim Bosman, Elizabeth Shankel, Colleen Meaney, Bob Thompson, Renea Sparks, and Chris Lavoie.
Minutes Recorder: Heather Loewy Nichols

Chairman Steve Coughlan opened that public hearing at 6:10 p.m.

Mr. Redmond stated that the Expendable Trust Fund Committee is ready to make a recommendation to approve Gail Associates to prepare the facility and program needs analysis. He explained that the Board must vote to expend money from the fund which has a balance of approximately \$80,000. He further explained that during the June meeting the committee was directed to evaluate proposals and has since put out a detailed RFP that went out to bid and has interviewed three final companies. He stated that it was obvious to the committee that Gail Associates had put the pieces together and overwhelmingly convinced them to recommend their firm. He then introduced Bill Seymour of Gail Associates.

Bill Seymour, Director of Civil Engineering for Gail Associates, explained that he gave a more detailed presentation to the committee than he prepared for the Board this evening. He thanked the committee and the Board for listening to presentation and considering his firm. Mr. Seymour noted that his firm specializes in the evaluation, assessment, adaptive reuses, renovation, and repair of existing facilities and they do not specialize in the design of capital buildings and would not recommend themselves for a major addition. He stated that this school has a unique situation due to some programming issues and as a result they are going to team with Dore & Whittier, a firm they routinely team up with that deals almost exclusively with public secondary schools.

Mr. Seymour reviewed the specific project team as follows:

Principals- Jon Lindberg, Gale Associates
 Project Manager – William Seymour, Gale Associates
 Structural – Wayne Shaw, Gale Associates
 Building Envelope – Steve Marshall, Gale Associates

Traffic – Brian Smith, Gale Associates
 Civil – Paul Tyrell, Gale Associates
 Principal – Donald Walter, Dore & Whittier Architects
 Project Manager – Dawn Guarriello, Dore & Whittier Architects
 Project Architect – David Lopatich, Dore & Whittier Architects
 Demographer- Jeff Carr, Economic & Policy Resources
 HVAC- Edward Galuska, Garcia Galuska DeSousa
 Electrical/Technology – Carlos DeSousa, Garcia Galuska DeSousa
 Plumbing/Fire Protection- Christopher Garcia, Garcia Galuska DeSousa

In response to a question from Mr. Redmond, Mr. Seymour explained that health and safety is pervasive throughout every part of the review and noted that the architects will speak to life safety issues such as air quality.

In response to a question from Ms. Ludt, Mr. Seymour stated that the entire team at Gale Associates specializes in green practices.

Mr. Seymour then went on to review the Planning Goals as follows:

- Assessment of the prevailing facility conditions and creation a condition assessment report
- Identify short, middle, long term maintenance requirements with a condition assessment report
- Determine if the existing facilities may be reconfigured, modified or upgraded to best meet the needs of the school
- Devise a phasing scenario that respects the fiscal realities and the need to keep the facilities online
- Compile realistic phase by phase cost estimates in order to lay out a realistic capital budgets over time

Mr. Seymour reviewed the challenges and issues that Souhegan has as follows:

- Significant shortfall of storage space
- Need for more efficient cafeteria services
- Need to develop a state of the art fitness center and improve the existing weight room and equipment
- Expand and better equip the trainer facilities
- Take best advantage of excess athletic locker room space
- Provide more back pack friendly hallway locker systems and improve the performance of acoustic room partitions
- Respond to the drop in enrollment

- Need of the Athletic fields

In response to a question from Ms. Mullens, Mr. Seymour explained that the effective master plan advocacy will help the Board present the recommendations to the community through town meetings, close circuit TV, and web links.

In response to a question from Mr. Redmond, Mr. Seymour stated that the instances of issues quickly accelerate as a building gets older and noted that it is very rare that a community looks at a twenty year old facility and reevaluates and congratulated the Board for their proactive approach.

In response to a question from Mr. Foley, Mr. Seymour stated that his firm will absolutely be looking for cost avoidance measures such as looking at the roof system. He explained that they will take test cuts and tell the Board how long they think the roof will last and when they should be setting aside monies to replace the roof or alternatively there may be something in the interim that can be done to extend the life of the roof. He noted that after the needs assessment is done his firm will bring alternatives to the Board.

In response to a question from Ms. Ludt, Mr. Seymour explained that his firm will be doing the evaluation and reviewing the demographics for the first 45 days and they would like to bring a report to the Board within 60 days. He further explained that at that point they will go back for a month and put together alternative courses of actions to address the needs shown in the assessment and then refine the concepts with schematic plans and cost estimates and create phasing plans for another 30 days. He stated that the entire process should take between 90 and 120 days.

Marilyn Peterman stated that she did not hear anything about public input in Mr. Seymour's presentation and she thinks that there needs to be a place for public input.

Mr. Coughlan stated that there are two issues; facts are facts and roofs are going to fail, but there is also the programming element which may have the opportunity for public input. He stated that he would hope that the architects would include public input on that portion of the evaluation.

Mr. Seymour explained that his firm will take their lead from the Board. He stated that public input may be useful for the demographic report in revealing character and trends and noted that he likes to gather anecdotal input as to the perception of the schools such as drop off issues, athletic facilities, etc. He

explained that talking with a handful of users can be helpful during the assessment and after closing in on the work to be done sometimes it is valuable to involve the public at that point.

Mr. Redmond explained that the Expendable Trust Fund Committee, which is comprised of two Amherst residents, a Mont Vernon resident, Mr. Miner, Ms. Shankel, Mr. Foley, and himself evaluated three firms and they felt that Gale Associates had the overall capabilities to deal with the multiple discipline areas.

In response to a question from Mr. Coughlan, Mr. Redmond stated that the study will cost around \$48,575 and noted that there were more and less expensive firms applying for the position.

Mr. Miner noted that there will be a sit down discussion to nail down the exact price.

Chairman Coughlan called for public comment and heard none. He closed the public hearing at 6:45 p.m.

Chairman Steve Coughlan called the meeting to order at 6:50 p.m.

I. CALL TO ORDER

ATTENDANCE

Present

Souhegan School Board: Chairman Steve Coughlan, Jeanne Ludt, Mary Lou Mullens, Christine Janson, Dana Redmond, Pamela Coughlin, and Dan Foley

Administrative Team: Dr. Mary Jennings, Jim Bosman, Elizabeth Shankel, Colleen Meaney, Bob Thompson, Renea Sparks, and Chris Lavoie.

Minutes Recorder: Heather Loewy Nichols

A. Principal's Report

Mr. Bosman stated that he included his report in Board's packet and noted that the opening of school went fairly smoothly and he has not been disappointed about anything. He stated that there was a good orientation for the Freshmen hosted by the Seniors which was well planned and organized. He stated that the students and staff are now fully engaged in classes. Mr. Bosman explained that the staff had a good opening retreat and that it provided an opportunity to focus on goals for the year. He also noted that the staff was able to have good conversations and some fun with one another. He stated that people came out of the retreat energized. Mr. Bosman stated that there were 890 students at opening enrollment and that he is looking forward to back to school night on Thursday. He stated that the teachers are prepared

II. ANNOUNCEMENTS

to distribute curriculum and classroom expectations to the parents who attend. He also noted that they are also preparing for homecoming activities at the end of September and on October 2, 2009 there will be football game and a dance. Mr. Bosman stated that NECAP testing will take place for three days for juniors with three hours of testing each day and later in the month they will take the PSAT on same day the Seniors participate in their class hike. He also proposed to the Board altering the Senior project late start days. He stated that the senior project leaders have looked at the proposed late start days and realized that they are not the best days for the project to run smoothly. He proposed having late start days on January 11th and January 17th which will be two late starts in a row and allow for better for instruction. He also proposed changing the March 2nd late start to April 20th so that it is closer to the day when the teachers make decisions as to whether the Seniors are ready to make their presentations. He explained that the originally proposed date is to far away from the presentation week in May.

In response to a question from Ms. Janson, Dr. Jennings stated that she will not have the percentage of the freshman class that are attending private schools until October.

In response to a question from Ms. Janson, Dr. Jennings stated that at the next meeting each school will be presenting their school goals.

A MOTION was made by Ms. Coughlin and SECONDED by Ms. Ludt to amend the late start schedule as proposed.

Voting: 6 ayes; motion carried unanimously.

Mr. Coughlan stated that the school received some tremendous positive press around the Senior/ Freshmen orientation and it was great to see.

B. Enrollments

Dr. Jennings explained that in January NESDEC projected that there would be 900 students enrolled this year and the principal and she had suggested budgeting for 907 students; the actual enrollment at this time is 892 students. She noted that in 2005-2006 the district had its highest enrollment at 1046 students and since the enrollment has gone down 154 students. She also noted that she will be doing a presentation at the SAU meeting regarding enrollments.

Mr. Coughlan noted that the enrollment number varies daily until the official count on October 1st.

Mr. Coughlan explained that it is the time of year when the New Hampshire School Board Association calls for School Boards to propose resolutions. He noted that they must be submitted by October 23rd and the assembly at which the School Boards vote on which resolution to move forward will take place on January 16th.

Ms. Mullens suggested that the Board present a resolution regarding the non resident tuition policy issue.

**Ms. Mullens and Ms. Coughlin volunteered to work on the draft and Mr. Coughlan committed to getting information about previous resolutions to them.

Chairman Coughlan called for public comment and heard none.

Ms. Coughlin asked that the minutes of August 18th be removed from the consent agenda.

A MOTION was made by Mr. Foley and SECONDED by Mr. Redmond to approve the minutes of August 18, 2009 as amended.

Voting: 6 ayes; motion carried with Ms. Ludt abstaining.

A MOTION was made by Ms. Mullens and SECONDED by Ms. Coughlin to approve the non public minutes of August 18, 2009 as written.

Voting: 6 ayes; motion carried unanimously with Ms. Ludt abstaining.

A. Athletics : Cost/Sports Operating Budget

Chris Lavoie explained that originally the presentation was supposed to be about fundraising and accounts but he decided to narrow the scope of today's presentation down to just the budget. He gave the Board a brief overview of the athletic department. He explained that there are 88 coaches, some of which are volunteers. He also explained that there are 18 fall teams, 22 winter teams, and 16 spring teams. Mr. Lavoie explained that bowling was just added as the NHIAA just approved it as a varsity sport but noted that it was not included in the budget. He also stated that a diving team has been added because last year both the girls and boys swim teams were runner ups and they lost to teams that had diving teams.

Mr. Lavoie then reviewed the user fee data and explained that based on last years numbers increasing the user fee from \$55 to \$100 for 1046 student athletes would increase the revenue from \$57,530 to \$104,600 for an increase

III. PUBLIC TIME

**IV. CONSENT
AGENDA**

**V.
PRESENTATIONS**

of \$47,070.

**In response to a request from the Board, Mr. Lavoie stated that he will send his power point presentation to the Board.

In response to a question from Ms. Ludt, Mr. Lavoie stated that neither team addition has a budget impact and he needed to make an immediate decision so he did not come to the Board for approval. He also noted that the transportation costs for these teams will probably appear in next year's budget.

Mr. Lavoie explained that a five sport cap would equate to loss of \$2,200 and effect 10 families, where as a four sport cap would mean a loss of \$3,500 and impact 23 families. He noted that there were 431 fall athletes last year and 410 student athletes this fall.

Mr. Lavoie reviewed the athletic budget noting that that the budget includes practice ice time, renting portable toilets, reconditioning of equipment, game day police and ice time. He noted that game day ice time is separated out because it occurs at different venues and has different costs due to primetime usage.

Mr. Lavoie noted that the increase in user fees does not give the athletic department anything additional.

In response to a question from the Board, Mr. Lavoie suggested that a more in depth conversation may be warranted but noted that the budget covers \$8,000 in ice time but the actual cost of the ice time for the season is \$13,000 and also the indoor track dome rentals totaling \$3,000 is included in the budget. He noted that some of these costs are covered by incoming teams' entrance fees but the dance, gymnastics, ice hockey, indoor track, alpine ski, and swimming teams have to fundraise for essential costs to the team.

In response to a question from Ms. Mullens, Mr. Lavoie stated that the fundraising done by the other teams goes towards warm ups, sweat shirts, pre-season jamborees officials and transportation.

In response to a comment from Ms. Janson that during budget season the Board thought they were budgeting enough the money to cover the necessities, Mr. Lavoie stated that this is not true as the budget would need to include another \$15,000 to \$20,000. He also noted the alpine skiing team also pays for their own passes to the mountain.

In response to a question from Ms. Ludt, Mr. Lavoie stated that each year the school buys new game balls for every team and the uniform cycle has been in place although last year there was a communication error and not all the coaches were aware of the uniform replacement cycle. He explained that by 2012 every sport will have new uniforms and teams will have new uniforms every four to five years.

In response to a question from Ms. Ludt, Mr. Lavoie stated that a lot of the fundraising was in place to replace uniforms and he did not know that the replacement cycle was approved until winter but at this time all the coaches know that they are in a cycle but they still need to fundraise for pre season and the essentials for the six teams already mentioned.

Dr. Jennings noted that the breakdown of the fundraising activities is probably better for the second part of this presentation.

In response to a question from Mr. Redmond, Mr. Lavoie stated that another reason they fund raise is to be able to use the Hampshire Hills Dome for weather issues and he does not know what the alternative is.

Mr. Redmond stated that the coaches could be prepared and have a contingency plan to be able to pay for the dome time.

Ms. Mullens stated that she thinks that the district needs to come up with policies so there are uniform fundraising guidelines.

In response to a question from Ms. Mullens, Mr. Lavoie stated that some schools pay for everything but the higher cost sports have much higher user fees and soccer and field hockey still need to fundraise for preseason scrimmages or jamborees. He stated that he thinks the fundraising is supposed to go through the Athletic Department for approval however right now that system is not working that well but is being addressed.

Mr. Foley suggested that the student handbook have some information about athletics to set the expectations of costs for students and parents.

**The Board asked Mr. Lavoie to send the uniform cycle to them.

In response to a question from Ms. Mullens, Mr. Lavoie stated that the teams that have not gotten uniforms are on the top of the list and noted that soccer paid for new uniforms so he moved the budgeted money to another team and put soccer at the end of the rotation.

Mr. Coughlan explained that at another meeting the Board will have a presentation so they understand the flow of money coming through the Athletic Department.

Ms. Ludt asked for the record of gate receipts from last year for the next presentation and Mr. Redmond noted that these receipts go into the general fund.

Dr. Jennings reminded the Board that when the administration was working on the budget it was short money so the Board decided to increase the user fees so as to increase the revenue and reduce the tax rate.

Ms. Mullens thanked Mr. Lavoie for his work especially since the Board was the one who decided to increase the user fee not Mr. Lavoie.

Ms. Janson suggested that information could go to the parents during the coaches meeting.

Mr. Foley noted that the Board has a Communications Committee and if Mr. Lavoie has something he wants to communicate he can send it to the committee.

Mr. Redmond also noted that the district needs to hold the coaches accountable and should spend some time on creating coaching policies.

Ms. Coughlin suggested that more information could go into the athletic handbook.

In response to a question from Ms. Janson, Mr. Lavoie stated that he does not know whether the families that are most impacted by fees have multiple children or one child that plays multiple sports.

A member of the public noted that this issue was brought up before by the finance committee and last year and they specifically looked into the information by calling other towns and she recalled that the fee structure might be a little higher at other schools but the schools contributed more to the athletic budget. She noted that this has been an issue that the finance committee has brought up for several years.

A. Agenda Planning FY09-10

Dr. Jennings reviewed the protocol she created to solicit agenda items for the this year. After being given time for individual brainstorming, the Board members reviewed their reasons for originally running for a position on the

VI. ACTION ITEMS

Board. Dr. Jennings then asked the Board members to come up with agenda items they would like to see on this year's agenda. Dr. Jennings noted that she and Mr. Coughlan meet the Tuesday before the meeting so the Board members can let them know if there are any items that need to be added to the agenda before that time.

B. Facilities Study Proposal

A MOTION was made by Mr. Redmond and SECONDED by Ms. Janson that the Board approve the expenditure of funds from the Facilities and Maintenance Expendable Trust, not to exceed \$48,500, for a facilities and program study and to hire Gail Associates to conduct a Comprehensive Programs and Facilities Needs Analysis.

In response to a question from Ms. Ludt, Ms. Shankel explained that the price is based on the scope given in the RFP but if the scope is compacted in any way then the district would be able to negotiate the cost.

Mr. Redmond noted that the amount of community involvement could have a big impact on the project.

In response to a question from Ms. Ludt, Mr. Redmond stated that the town recreation department has hired Gail Associates to do an evaluation and there may be some cost savings due to synergy in the two evaluations.

In response to a concern expressed by Mr. Coughlan that someone new is going to weigh in with demographic projections, Mr. Redmond explained that if the Board wanted to use the cohort study the firm could rely on that, but questioned whether it is in depth enough.

In response to a question from Mr. Coughlan as to whether Gail Associate would be doing a more in depth study than NASDAQ already does, Mr. Redmond explained that that they have not spelled that out yet and he expects that Gail Associates will spell out the process to the committee and noted that this demographic analysis could be removed from the project.

Ms. Shankel stated that Gail Associates feels that this analysis is an important part of their process.

Ms. Silva stated that she would love to have the theater program looked at, noting that the school has had a hard time scheduling their use of the theater due to community use.

Mr. Redmond noted that a committee should be set up by the Board to work

with the firm.

Mr. Miner stated that demographics have always been an issue and it seems that having an outside party providing numbers that they can compare to the numbers they have now would be a good thing.

Mr. Coughlan stated that he is concerned about what the Board will do if the predictions are conflicting.

Ms. Coughlin noted that the firm should have access to the policies.

Mr. Redmond noted that it was obvious after the interviews that Souhegan is ahead of the curve with this assessment because they are planning in advance rather than because they are being forced to do it.

Ms. Ludt stated that it is important that they get that message out to the community that they are spending money proactively.

Ms. Silva suggested that the Communications Committee interview Mr. Miner.

Voting: 7 ayes; motion carried unanimously.

C. State Retirement Lawsuit

Dr. Jennings explained that the NH Municipal Association has asked that Souhegan contribute for the legal action against the legislature regarding the retirement funding.

Mr. Coughlan noted that the Mont Vernon School District, Amherst School District, SAU Board and the town of Amherst have all voted to contribute to the fund.

In response to a question from Ms. Coughlin, Ms. Shankel stated that the increase in required funding is about \$40,000.

In response to another question from Mr. Coughlin, Mr. Coughlan stated that money will need to come out of this year's budget.

In response to a question from Ms. Ludt, Ms. Shankel stated the contribution is based on the amount that the district remits to the NH Retirement Fund.

A MOTION was made by Ms. Coughlin and SECONDED by Ms. Ludt to make the suggested contribution of \$1699.11 to the NH Municipal Litigation Fund.

Mr. Coughlan explained that the litigation is due to the late announcement, after budget season, by the state that the funding calculation would be changing.

Dr. Jennings noted that also districts entered into the retirement system because the percentage was never supposed to be raised and this change raises the percentage.

Voting: 7 ayes; motion carried unanimously.

D. FY09 Athletic User Fees: Family Caps

Ms. Shankel reviewed with the Board that if the user fee cap is set at \$400 there will be a loss of revenue of approximately \$4,500 and if the cap is set at \$500 the revenue loss will equal approximately \$2,200.

Mr. Redmond stated that he thinks that a \$500 cap is reasonable but noted that the Board needs to be looking at the overall situation and how much fundraising is necessary.

Ms. Mullens stated that she thinks that a \$500 cap is not giving a very big break to very many families, especially considering that they raised the fee 100% and increased parking fees. She stated that in the in the big picture the lower cap does not make a difference and would support 13 more families. She also noted that she thinks the Board should look at charging different fees for different sports.

Ms. Ludt stated that the system is very broken and needs to be fixed and that the Board would be helping itself if they increased the number of families that are being helped and suggested that they go back to the drawing board for next year.

Mr. Foley stated that the Board added money to the budget for the uniform replacement and then took it away with the increase in fees. He feels that the Board needs to re-evaluate the funding and make a bigger impact.

A MOTION was made by Ms. Mullens and SECONDED by Mr. Redmond to cap the athletic fees to \$400 per family for the 2009-2010 school year.

In response to a member of the public, Mr. Coughlan stated that he has a strong feeling that the Board will look at the situation in December or January during the budget discussion.

Voting: 7 ayes; motion carried unanimously.

E. Appointment to Community Counsel

Ms. Mullens explained that the Amherst representative to Community Counsel can no longer serve so an article is going into the Amherst Citizen to solicit for future representatives.

A MOTION was made by Ms. Mullens and SECONDED by Ms. Coughlin to nominate Rick Katzenberg as the Amherst representative to Community Counsel.

Mr. Coughlan stated that he was concerned about running an add for a position that has already been filled.

Ms. Mullens stated that she does not want to lose someone who is interested in the position.

Ms. Ludt explained that it is wise to develop a pool of potential people to fill future positions and she does not think it will do any harm to run the article.

In response to a question from Mr. Coughlan, Ms. Ludt stated that last time they solicited potential members three or four responded and they all end up getting asked to serve eventually.

Ms. Mullens stated that the article does solicit for Mont Vernon citizens interested in future positions.

Voting: 7 ayes; motion carried unanimously.

A. Policy IHBAA – 1st Reading

Ms. Sparks explained that the Board has talked about this policy once already at the SAU Board meeting and explained that as of July of 2008 New Hampshire rules state that each local education agency will develop a policy on how they will identify a student for Special Education. Ms. Sparks noted that she worked on this policy with the school physiologist all of last year.

In response to a question from Mr. Redmond, Ms. Sparks stated that this policy has no budget impact.

In response to a question from Ms. Mullens, Ms. Sparks stated that this policy will not impact eligibility rather the previously applied Response To Intervention might lower the Special Education numbers.

In response to a question from Ms. Janson, Dr. Jennings stated that the staff is

VII. DISCUSSION

not using Angel currently and suggested that perhaps the Policy Committee could take the issue back up.

In response to a question from Mr. Mullens, Ms. Sparks explained that they are no longer using just the discrepancy model but are also including Response To Intervention in the process.

B. Board/Superintendent Communications

Dr. Jennings reviewed the process that was used in the recommendation to add time to the school day before the Board approved it. She stated that the ice storm occurred and then there was a storm of public inquiry from both the faculty and the public. She stated that the issues were time bound and she met with the administrative team and got their opinions including that they thought that adding time to the day would be good. She then met with the bargaining team. Meanwhile calls were coming into the SAU and rumors were abounding. She stated that she thought it was important to get a recommendation out for each of the Boards to review rather than getting all the input, going back to the unions, and then spending the next month getting approvals from the Boards. She stated that she made sure that she got approval from the unions because she did not want the Boards to approve a plan that the unions would not agree with.

Ms. Mullens stated that she trusts Dr. Jennings to make those decisions but she is uncomfortable that the public seemed to know things before the Board did, including information that was published in the paper. She stated that it is a timing issue, not a decision making issue.

Ms. Ludt stated that she wished this Board could find a way to get into the decision making process earlier so they are not forced to rubber stamp the recommendation already approved by the other Boards. She explained that this puts the Board in a difficult situation because they look ignorant when the public comes to them. She suggested that maybe in a situation like this they could bunch the meetings together.

Mr. Foley suggested that Dr. Jennings could send a communication of something that is coming up or, Mr. Redmond suggested, send a notification to the Board before Dr. Jennings makes something public.

Mr. Coughlan stated that if the Superintendent had sent an informational email to the Board after talking to the press they would at least know about it before it was going to be printed.

Dr. Jennings stated that she is not sure of the timing but that the point is taken that if she knows that something is going to go through the Boards for a decision then she should let this Board know, although she noted that she does not always know that it is going to be a big issue until its too late.

The Board asked about when the principal search was suspended.

Dr. Jennings explained that the administration and people that were part of the interview process can not talk about the reasons that someone is not moved forward or hired because there is case law that people who are looking for jobs can not have their reputations tarnished. She stated that she can not tell people about her opinion, she can only call the candidates and tell them that they are not candidates and she can only tell the press that the search was suspended she can not say why.

Ms. Mullens noted that no one knew that the search was suspended.

Dr. Jennings stated that she did not see that that was her responsibility and suggested that maybe the search committee should have better delegated someone to communicate.

The Board discussed whose job it was to communicate the process and whether it was appropriate to have press release at all.

A MOTION was made by Mr. Redmond and SECONDED by Ms. Coughlin to adjourn the meeting.

Voting: 7 ayes; motion carried unanimously.

**VIII. REVIEW OF
MEETING/
ADJOURN**

Chairman Coughlan declared the meeting adjourned at 10:10 p.m

ACTION ITEMS:

- 1. Ms. Mullens and Ms. Coughlin volunteered to work on the draft and Mr. Coughlan committed to getting information about previous resolutions to them.*
- 2. Mr. Lavoie stated that he will send his power point presentation to the Board.*
- 3. The Board asked Mr. Lavoie to send the uniform cycle to them.*