

1 Mont Vernon Village School

2 Thursday, December 1st, 2022

3 Meeting Minutes- Approved 01 05 2023

4 Attendees:

5 Administrative Team: Steven Chamberlin- Interim Superintendent, Christine Landwehrle-
6 Assistant Superintendent, Amy Facey- SAU #39 Business Administrator, and Tom Lecklider-
7 MVVS Principal.

8 Mont Vernon Village School Board: Chair- Sarah Lawrence, Vice Chair- Jessica Hinckley,
9 Kristen Clark, George Torres, and Pete Eckhoff (remote).

10 Board Minutes: Danae A. Marotta

11 Public: Mont Vernon Students and Families

12 Meeting Summary:

- 13 • The board received a presentation from the 4th grade students and teachers regarding
14 Bridges, their math program and discuss strategies.
- 15 • The board approved consent agenda items: 1. MVVS December Principal's Report, 2.
16 AMS November Principal's Report, 3. MVSD Nov. Facilities Update, 4. MV Fall
17 NWEA K-6 Report, 5. MV Grade 7 and 8 NWEA Results, 6. MV K English Language
18 Arts Curriculum, 7. MV Gr. 1 English Language Arts Curriculum, 8. MV Gr. 2 English
19 Language Arts Curriculum, 9. MV Gr. 3 English Language Arts Curriculum, 10. MV Gr.
20 4 English Language Arts Curriculum, and 11. November 3rd, 2022 Draft Minutes.
- 21 • Assistant Superintendent, Ms. Christine Landwehrle, reviewed the Fall NEWA results.
22 Both their Math and ELA show strong results. Math in all of their grade levels have
23 nearly hit or just slightly exceeded the target growth numbers for the grade as a whole.
24 She went on to ELA curriculum for kindergarten through 4th grade. This year their focus
25 is revising and refining curriculum and all content areas.
- 26 • SAU #39 Business Administrator, Ms. Amy Facey, presented the board with draft 2 of
27 the FY 24 budget. The summary of budget changes from draft 1 to draft 2 : the SAU
28 assessment \$29,903, salary/benefit adjustments (\$14,928), and technology (\$5,000)
29 funding from ESSER funds, for a total of \$9,975.

- 30 • Highlights include the following:

Budget Comparison	\$ Change	% Change
31 • FY23 Operating Budget -> FY24 Proposed	\$487,622	8.3%
32 • FY23 Operating Budget -> FY24 Default	\$389,477	6.6%
33 • FY24 Default -> FY24 Proposed	\$98,145	1.7%

- 34 • The board had discussion and decided to adjust the amount of the warrant articles and the
35 placement on the March ballot.

- 36 • Budget Next Steps:

- 37 • 1/5/2023: Draft 3 Budget Presentation/Public Hearing Preparation

- 39 • 1/11/2023: Public Hearing
- 40 • 2/8/2023: Deliberative Session
- 41 • 3/14/2023: District Voting

42

43 I. Call to Order

44 **Chair of the Mont Vernon School Board, Ms. Sarah Lawrence, called the meeting to order**
 45 **at 6:03PM.**

46 II. Public Comment I of II

47 She noted the Public Comment Procedure.

48 We will take public comment tonight from our virtual audience. If you wish to speak during the
 49 public comment session(s), we will allow in-person guests to speak for 3 minutes first. Once we
 50 go through all in-person guests, we will open it up for virtual speakers on Zoom. In order to
 51 speak, please do the following: 1. Raise your virtual hand. 2. Enter your full name in your
 52 avatar/profile. 3. When speaking, turn your camera on and say your full name and town of
 53 residence. 4. When these are complete, you will have three minutes to speak.

54 Ms. Lawrence asked Mr. Eckhoff if he was able to attend in person and was alone.

55 Mr. Eckhoff replied that he was not able to attend and is alone.

56 Interim Superintendent, Mr. Steven Chamberlin, noted the passing of a beloved AMS Teacher.

57 III. 4th Grade Math Presentation

58 MVVS Principal, Mr. Tom Lecklider, noted that there are student leaders here in the 4th grade.
 59 He is proud of them and the work that they have done. He introduced Ms. Oberst and Ms.
 60 McGregor, MVVS 4th grade teachers.

61 Ms. Oberst responded that these are some of the best leaders in the 4th grade and have a well-
 62 spoken way of discussing math strategies. They are here to present Bridges, their math program,
 63 and show the board some of the strategies. They are in their second unit, division with
 64 remainders. The students were presented with early division. They are applying concepts of
 65 multiplication and division.

66 The students discussed their strategies for early division.

67 The board thanked the students and teachers for their presentation. She added that the teachers
 68 are inspiring the children in a thoughtful way.

69 The parents gave their support and noted the incredible learning.

70 Principal Lecklider responded that with math there is more than one way to do a problem. It is
 71 fun to watch the development.

72 Assistant Superintendent, Ms. Christine Landwehrle, added that there is a strong retention in
73 learning, and it is fostering critical thinking which is engaging. It is that constructivist approach
74 of students.

75 IV. Public Comment I of II

76 No Public Comment

77 V. Consent Agenda

78 Ms. Lawrence noted the consent agenda items. 1. MVVS December Principal's Report, 2. AMS
79 November Principal's Report, 3. MVSD Nov. Facilities Update, 4. MV Fall NWEA K-6 Report,
80 5. MV Grade 7 and 8 NWEA Results, 6. MV K English Language Arts Curriculum, 7. MV Gr. 1
81 English Language Arts Curriculum, 8. MV Gr. 2 English Language Arts Curriculum, 9. MV Gr.
82 3 English Language Arts Curriculum, 10. MV Gr. 4 English Language Arts Curriculum, and
83 11. November 3rd, 2022 Draft Minutes.

84 Ms. Lawrence asked Ms. Landwehrle to speak about the Fall NWEA results.

85 Ms. Landwehrle responded that both their Math and ELA show strong results. Math in all of
86 their grade levels they have nearly hit or just slightly exceeded the target growth numbers for the
87 grade as a whole and specifically in the fourth grade which is reflective of third grade. Ms.
88 Oberst was one of our third-grade teachers last year and you can see really strong math results.
89 While our students had two different math programs last year, both of the programs were tightly
90 aligned to standards. We were really careful in pairing them together to make sure that students
91 had that full year of learning and there might have been a little adjustment in what the program
92 may have looked like for students. We really tried to be very careful about math learning being a
93 continuous learning experience.

94 A lot of times when you implement a new program there's an implementation dip and with
95 piloting there can be a dip. We still either just hit or hit target growth or in some areas exceeded
96 target growth numbers in math. So, I was pleased with that given that we were piloting and
97 teachers were using new materials. We've heard from teachers that we found a program that
98 matched how we were already teaching. It was just giving us those resources. That's likely why
99 the results are as they are because teachers had strong materials that helped them just teach how
100 they were already teaching so it wasn't a huge shift or change in practice.

101 At their PD Day in early November, we had a chance to really dig into the results. She, Principal
102 Lecklider, and Interim Superintendent, Mr. Steve Chamberlin look at the big picture and these
103 high-level results, while the teachers are looking at student by student results. Kindergarten and
104 first grade met together so first grade could hear from the kindergarten teachers about their
105 students from last year and look at the results together. Fall testing is reflective of that previous
106 year so we paired each grade level and then they were able to jump with the opposite grade level
107 to have those deep discussions.

108 In Reading Language Arts, you can see again in most grade levels we met or exceeded target
109 growth. There was one grade level a little bit below meeting target growth. As you move up the

110 grade levels there's less growth. Students make huge amounts of growth in kindergarten and first
111 grade and each grade level you make less points of RIT growth. When you're only expected to
112 make you know five points of growth and you make four you've just missed. That's where we
113 were with our fifth grade. For the most part really strong results in meeting our target growth and
114 students moving along.

115 We're looking to make sure our students are growing. If you look at the achievement side, we're
116 really strong on the achievement side. In Reading Language Arts we're in the 89th percentile or
117 above in all of our grade levels.

118 Ms. Landwehrle noted that she is happy to answer questions.

119 She added that they have moved to using a resource that K-3 has been using, units of study and
120 we have started transitioning and some of that could be that implementation dip. That could
121 account for it, but they are looking more closely. The NHSAS scores were high for that level.

122 Mr. Lecklider noted that they had their PD Day in November and were able to look at the
123 individual students. This is important data for their teachers.

124 Ms. Lawrence asked if they could use the data to get module specific for the teacher.

125 Ms. Landwehrle responded yes.

126 Mr. Chamberlin added that they could use the data to guide instruction.

127 Ms. Landwehrle mentioned that they discussed the 7th grade data for the 6th grade.

128 Mr. Torres asked if they are beyond the covid lag.

129 Ms. Landwehrle responded that they are close to being there and want students to make more
130 growth. She has not done a deep multiyear analysis and it would be something to look at.

131 Principal Lecklider commented that they have good movement now with writing and it was an
132 area of concern. Additionally, the lower grades did not have the social interactions. They are now
133 seeing more routine and normalcy. The experience this year is more normal. They are doing
134 things that they were not able to do. Their MTSS team has been helpful to catch them up.

135 Ms. Landwehrle remarked that they are lucky to have full time math and reading interventionists
136 here and they track the students to make sure that they are achieving the growth they need to.

137 Ms. Lawrence asked about 7th and 8th grade growth.

138 Ms. Landwehrle responded that she will start with the 7th grade if you look at the purple 61% met
139 their target growth, and that is reflective of the 6th grade. 8th grade was only at 30% and that is
140 reflective of 7th grade. They have not looked at new math resources for those grade levels yet so
141 that is an important thing. The other piece is looking at procedures in administering NWEA to
142 our students. They want to eliminate the procedural things

143 Ms. Lawrence asked how their MVVS students did at AMS.

144 Ms. Landwehrle remarked that she can pull that information.

145 Ms. Clark asked about the facilities at AMS.

146 Ms. Landwehrle responded that they have pizza shaped classrooms with foldable walls and no
147 acoustic separation so that is challenging. The new wing does have typical walls and it depends
148 what room the students took the test in.

149 Ms. Clark asked if there was a subgroup to look at.

150 Ms. Landwehrle replied that she can look into that.

151 With seventh grade that group didn't make as much progress in Reading. They certainly made
152 more progress last year than the previous year which is good. The 46% is getting closer to that
153 50% which is that typical growth for students. We certainly have still a strong number of
154 students performing at the 50th percentile which is average. We like seeing students at the 60th
155 percentile or above just because that's really our indicator to make sure they're on track.

156 Ms. Hinckley added that she is wondering if the scores are related to the 7th grade not adjusting
157 well to the middle school.

158 Mr. Chamberlin replied that this is something that they need to dig into.

159 Ms. Landwehrle responded that it could be NWEA fatigue.

160 She went on to ELA curriculum for kindergarten through 4th grade. This year our focus is just
161 revising and refining our curriculum and all content areas. If there are any tweaks and changes
162 that have been made over the past few years, we want to capture them and receive board
163 approval. We also want to be able to post those and share those for our community but also put
164 them in a format that's a little more user friendly for our community. In addition to posting these
165 on the website, we will also have a binder at the SAU if anyone wants to come and review or
166 receive a hard copy of that curriculum.

167 Our K4 curriculum hasn't changed too significantly over the years there have been a few minor
168 changes. A few years ago, in third grade we change changed to Foundations, our phonics
169 program, and we have been using that for probably seven or eight years at the K-2 level. We did
170 bring that into third grade, but Foundations is so deep and so rich third grade teachers aren't able
171 to finish it in a year. The way Foundations works is you don't move on unless 80% of your class
172 has shown mastery. We don't want teachers to rush through the curriculum and cover everything,
173 we want to make sure that they're going at the pace that their students need them to go. Third
174 grade teachers typically don't finish it and we recognize that. Instead of putting the pressure on
175 our third-grade teachers we also purchased materials for fourth grade with grant funds. Fourth
176 grade has started implementing what is not finished in third grade. That's captured here in our
177 updated curriculum.

178 The fourth-grade curriculum changed a few years ago. Fourth grade had been using a resource
179 that was a little bit different than what K-3 was using. With K-3 we use reading and writing
180 units of study and we brought them fourth grade just for that consistency of experience. and

181 With our ELA curriculum we have a really balanced approach. A strong emphasis is those early
182 literacy skills the foundational reading skills. Our focus in K-2 is on those foundational skills, on
183 phonics and on phonemic awareness. We also brought in Heggerty which is a phonemic
184 awareness program. For 10 minutes a day our kindergarten and first grade teachers practice with
185 students with oral language which is an important piece. It's to bring that connection together
186 between the spoken word and the written word and the kids really enjoy it.

187 Through covid there were a lot of changes, and we want to just capture them and be able to share
188 it all out with our community. This really is that balanced approach. They did deep professional
189 development this summer. She hopes that this is helpful for the public.

190 In September, they do not start the formal reading and writing workshop until October. They
191 allow for time for students to become students. If you see holes they are there intentionally, they
192 start with their foundational skills then we roll out our reading and then writing.

193 She asked for questions.

194 Ms. Lawrence commented that she appreciated the work that was done and the way it is put
195 together.

196 Ms. Landwehrle added that with Covid they were making changes and they want to keep them.

197 Mr. Torres asked where is this model from.

198 Ms. Landwehrle responded that they did deep work over the years, at that time we purchased
199 Foundations, a research-based program. They are essentially using three different programs, but
200 they all come together for literacy.

201 Mr. Chamberlin added that it is research and evidence based. They want the students to get best
202 practice.

203 Ms. Landwehrle commented that this curriculum started a year ago and this was an effort to
204 bring it all together.

205 Ms. Lawrence asked if the students are not on pace is that where the intervention comes in.

206 Principal Lecklider responded that they don't want to hold up the entire class for a few students
207 and it depends on what the students need. They are always having those conversations. The
208 teachers are very in tune to their scope and sequence.

209 Ms. Landwehrle added that with the Reading and Writing Workshops it is very flexible.

210 Principal Lecklider mentioned that he had been doing an observation with a teacher today and
211 they are targeting the support.

212 Ms. Lawrence asked if there would be an upper grade curriculum update.

213 Ms. Landwehrle responded that they are still refining and will be looking at science and math
214 soon. She will also bring forward 6th grade literacy.

215 **Ms. Clark motioned to approve consent agenda items 1. MVVS December Principal's**
 216 **Report, 2. AMS November Principal's Report, 3. MVSD Nov. Facilities Update, 4. MV Fall**
 217 **NWEA K-6 Report, 5. MV Grade 7 and 8 NWEA Results, 6. MV K English Language Arts**
 218 **Curriculum, 7. MV Gr. 1 English Language Arts Curriculum, 8. MV Gr. 2 English**
 219 **Language Arts Curriculum, 9. MV Gr. 3 English Language Arts Curriculum, 10. MV Gr. 4**
 220 **English Language Arts Curriculum, and 11. November 3rd, 2022 Draft Minutes. Ms.**
 221 **Hinckley seconded the motion.**

222 There was no discussion

223 **Roll Call: Clark- Yes, Torres- Yes, Hinckley- Yes, Lawrence- Yes and Eckhoff- Yes.**
 224 **Motion passed.**

225 The board thanked Ms. Landwehrle.

226 VI. FY 24 Draft III Budget Presentation

227 SAU #39 Business Administrator, Ms. Amy Facey, started with the summary of budget changes
 228 from draft 1 to draft 2 : the SAU assessment \$29,903, salary/benefit adjustments (\$14,928), and
 229 technology (\$5,000) funding from Esser, for a total of \$9,975.

230 Ms. Landwehrle noted that is the one grant that they can use, Esser III.

231 Ms. Facey reviewed the executive summary:

<u>Budget Comparison</u>	<u>\$ Change</u>	<u>% Change</u>
FY23 Operating Budget -> FY24 Proposed	\$487,622	8.3%
FY23 Operating Budget -> FY24 Default	\$389,477	6.6%
FY24 Default -> FY24 Proposed	\$98,145	1.7%

236 She reviewed the default calculation.

237 Ms. Facey explained the proposed budget calculation.

<u>FY24 Default Calculation</u>	<u>\$6,262,727</u>	<u>% Change</u>
Salary/Benefit Adjustments (non-union)	\$59,887%	1%
Transportation-Reg. Ed.	\$13,790	.2%
Facilities	\$16,608	.2%
Food Service Transfer	\$14,999	.2%
Misc.	(\$7,139)	0%
Subtotal Changes Default to Proposed	\$98,145	1.6%

245 She noted the FY 24 Budget Summary.

246	Budget Comparison	\$ Change	% Change
247	FY23 Budget -> FY24 Proposed	\$487,622	8.3%

248 She mentioned the Projected Revenue. This is a good conversation to have.

249	<u>Revenue</u>	<u>FY23</u>	<u>FY 24</u>	<u>Difference</u>
250	Food Service	\$107,329	\$108,446	\$1,117
251	Grants	\$87,015	\$87,015	\$0
252	Other Federal/State/Local	\$114,457	\$150,000	\$543
253	Fund Balance	\$347,481	\$150,000	(\$197,481)
254	Subtotal Revenues	\$656,282	\$460,461	(\$195,821)

255 She noted the projected tax rate impact.

256 They are going to continue to review revenues and have discussion on the expenditure side of the
257 budget.

258 Mr. Torres asked about the SAU apportionment.

259 Ms. Facey replied that is set.

260 Mr. Torres asked about the difference between the proposed and the default.

261 Mr. Chamberlin commented that Amherst and Souhegan are running a FY 23 school year on an
262 FY 22 budget because the last approved budget is that. He has a sense of urgency with
263 successive defaults.

264 Ms. Facey added that we have another year of teacher contracts, Amherst does not.

265 Mr. Torres asked about morale of the staff with successive defaults.

266 Ms. Facey replied that it is a big problem.

267 Mr. Chamberlin commented that there is only so much you can patch together.

268 Ms. Lawrence added that they are always very transparent to the community with the budget.

269 Mr. Chamberlin noted that they are doing their best so the impact is not as much.

270 Ms. Facey went to the facilities and capital reserve review.

271	<u>Item</u>	<u>Amount</u>	<u>Fiscal Year</u>
272	Roof	\$207,102	Completed FY22
273	HVAC Duct Replacement	\$243,000 *	FY22-FY23
274	Playground Equipment	\$100,000	FY28

275 Fire Alarm System \$140,000 FY31

276 Expand Facilities Plan TBD TBD

277 (ADA Ramp, Water System Design, HVAC Equipment, etc.)

278 Ms. Facey explained that they need to take a look at the overall plan for priorities. They are
279 getting information on the water system shortly. Once they get that information in they should
280 prioritize. They can fill in amounts and timing.

281 Ms. Clark asked if the amounts were updated.

282 Mr. Chamberlin responded that Mr. Preston carries a contingency with all of the projects, but he
283 adjusts as needed.

284 Mr. Torres commented on lead times.

285 Ms. Facey commented on the HVAC Duct Replacement Project FY22-FY23.

- 286 • Targeted Replacement in FY22–FY23
- 287 • Estimated cost of \$243,000
- 288 • ARP–ESSER III Funds-\$55,000
- 289 • CRF-\$188,000

290 She reviewed the funding plan:

- 291 • FY22 Roof Replacement-\$207,000
- 292 • FY22 Phase 1 HVAC Duct Replacement-\$88,000
- 293 • FY23 Phase 2 HVAC Duct Replacement-\$100,000
- 294 • FY28 Replace Playground Equipment-\$100,000
- 295 • FY31 Replace Fire Alarm System-\$140,000
- 296 • Adjust based on Facilities Plan as required, there is work to be done.

297 Mr. Chamberlin explained that they would like to get all the buildings to \$100,000 in reserve as
298 best practice.

299 Ms. Facey continued with a Capital Reserve Fund Review

300 Property Maintenance Fund

- 301 • Balance: \$116,000
- 302 • Recommended Contribution Request: \$35,000
- 303 • Source: Unassigned Fund balance

304 Students w/Disabilities Fund

- 305 • Balance: \$32,000
- 306 • Recommended Contribution Request: \$20,000
- 307 • Source: Unassigned Fund balance

308 Health and Dental Insurance Fund (New)

- 309 • Recommended Contribution Request: \$15,000
- 310 • Source: Unassigned Fund balance

311 Tuition Contingency Fund

- 312 • Balance: \$33,000
- 313 • Recommended Contribution Request: \$0

314 Mr. Chamberlin noted that they need to have \$220,000 fund balance.

315 Ms. Clark asked for clarification.

316 Mr. Chamberlin explained that the revenue offsets the tax rate.

317 Ms. Clark mentioned that when they give back money to the taxpayers do they advertise it well.

318 Ms. Lawrence replied that this community seems aware of what gets returned. They highlight it
319 and have had a good response to their warrant articles.

320 Ms. Clark inquired if they could show a comparison of the returns.

321 Mr. Chamberlin noted that the GMR is 4.1%, there is not much delta there. He would like to
322 show the community that they had a fiduciary responsibility and did not spend wildly. We
323 budget a certain amount for contractual obligations.

324 Ms. Clark mentioned that they do not want to end up in a default budget.

325 Mr. Chamberlin added that a lot of it is with the revenue from the State.

326 Mr. Torres asked about the Tax Rate Stabilization Fund.

327 Ms. Lawrence added that she would like to introduce the concept for the taxpayers.

328 Ms. Facey noted that she can add a slide to introduce it to the taxpayers and explain the concept.

329 Mr. Chamberlin suggested that they introduce it as well.

330 Ms. Facey noted that warrant articles that are crafted. She will submit them to the Department of
331 Revenue. #2 Operating Budget, #3 Contribution to Property Maintenance Fund, #4 Students with
332 Disabilities Fund, #5 Health and Dental Insurance Fund, and #6 Mont Vernon Village School
333 Renovation/ Addition. She wrote them to “raise and appropriate a sum of up to” and there is no
334 amount to be raised from new taxation (UFB).

335 Ms. Landwehrle added that they get funded in the order they are on the ballot.

336 Ms. Lawrence remarked that she would like warrant article #6 Mont Vernon Village School
337 Renovation/ Addition up higher in the list.

338 Ms. Clark noted that it is also the largest dollar amount.

339 Mr. Torres added that they do not want to be kicking the can.

- 340 Ms. Clark inquired about the urgency for the warrant article.
- 341 Ms. Lawrence responded that it is an important thing to explain for sure.
- 342 Ms. Facey asked for the order.
- 343 Ms. Hinckley added that they do not want to end up with a default budget.
- 344 Ms. Lawrence mentioned that they have been proactive.
- 345 Mr. Chamberlin remarked that the warrants get funded in the order they are listed.
- 346 Ms. Lawrence added that she would place it after the \$60k article.
- 347 Ms. Lawrence commented that they may get some warrants that do not pass.
- 348 Ms. Facey responded that it is a lot of warrant articles but maybe the board could make some
349 decisions. The reason for the Public Hearing is to hear from the public.
- 350 Mr. Chamberlin explained the reason for the Tax Rate Stabilization Fund.
- 351 Ms. Facey commented that it sounds like the board wants the renovation/addition warrant article
352 to be third.
- 353 Ms. Lawrence replied yes.
- 354 Mr. Eckhoff countered that he would like to keep property maintenance where it is in the lineup.
355 They have spent money to fix the building to keep it in pristine condition. He would like to
356 increase the amount to \$35k and take \$5k from either the Disability or Health Insurance. He
357 added that they are looking at a 6-to-7-year window where their school is going to be at max
358 capacity.
- 359 Ms. Hinckley remarked that warrant article is to look at bringing back the 7th and 8th grade
360 students back to Mont Vernon rather than paying Amherst tuition.
- 361 Ms. Lawrence commented that she is not opposed and should place emphasis on that \$60,000
362 article.
- 363 Mr. Eckhoff remarked that he would not want it to be above the property maintenance.
- 364 Ms. Clark responded that is part of the planning.
- 365 Mr. Chamberlin suggested that they take \$5k from Special Education.
- 366 Ms. Facey noted the lineup of warrant articles #3 is Property Maintenance, article #4 at \$35k is
367 Renovation/Addition, #5 is Students with Disabilities at \$20k, and #6 is Health/ Dental Insurance
368 staying at \$15k.
- 369 Ms. Facey noted that they may have updates in January to discuss.
- 370 • 1/5/2023: Draft 3 Budget Presentation/Public Hearing Preparation
371 • 1/11/2023: Public Hearing

- 372 • 2/8/2023: Deliberative Session
373 • 3/14/2023: District Voting

374 Mr. Chamberlin added that they will look at the food service \$14,999 to see if it is needed.

375 Ms. Facey added that the budget file has been updated. There is a tab with a variance from draft
376 2 to draft 3. One item that Mr. Eckhoff was interested technology. She has created an all-in
377 technology tab at the end. The default is updated, and the warrant article numbers need to be
378 corrected.

379 VII. Public Comment

380 No Public Comment

381 Principal Lecklider noted that they did have fire and lock down drills on the 7th and 18th of
382 November.

383 VIII. Meeting Adjourned

384 **Mr. George Torres motioned to adjourn the meeting at 8:17. Ms. Hinckley seconded the**
385 **motion. The vote was unanimous**

386 **Roll Call: Clark- Yes, Torres- Yes, Hinckley- Yes, Lawrence- Yes and Eckhoff- Yes.**
387 **Motion passed.**

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