

1                                   **SOUHEGAN COOPERATIVE SCHOOL BOARD**  
2                                   **Thursday, November 6th, 2014**

3  
4    **PRESENT**

5  
6    Souhegan Cooperative School Board: Mary Lou Mullens, Howard Brown, Peter  
7    Maresco, Chris Janson, and Fran Harrow

8  
9    Administrative Team: Peter Warburton, Nicole Heimarck, Meg Beauchamp, Rob Scully,  
10   Gigi Klipa, Kathy White, and Peter Gagnon

11  
12   Minute Taker: Beth Penney

13  
14   **CALL TO ORDER**

15   Ms. Mullens called the meeting to order at 6:09pm.

16  
17   **ANNOUNCEMENTS**

18   Principal's Report

19   Mr. Scully thanked John Young for supporting the athletic department and holding  
20   trainings for district personnel. He thanked Officer Knox, Officer Smith, and Porter  
21   Dodge for the recent trainings. He also thanked all involved in holding the recent  
22   Veterans night.

23   **PACE**

24   Mr. Scully stated that he hopes that the board has looked at the PACE work plan. He is  
25   excited that the education world is starting to focus on the same frameworks that SHS has  
26   always focused on. The school is developing competencies for all subjects and grade  
27   levels and aligning them with the standards. The next steps are to review GAP analysis  
28   and develop a process for adopting the grade level competencies. Several teachers have  
29   sent samples to a task bank for performance assessments at the state level.

30   Teacher Leader Effectiveness implementation

31   Mr. Scully stated that the leadership team has been using the 5x10x2 model for informal  
32   observations and this has already made an impact. He is happy to share data at the next  
33   meeting. The preliminary review shows that they have completed 100% of the goal to  
34   informally observe all teachers. The training and the support they have received in this  
35   process has been excellent.

36   Mr. Scully stated that the NHIAA athletic out of season policy has had some movement  
37   and he has brought Draft 1 for the board to review. The front page is what the school is  
38   using when they meet with coaches. It is a summary and coaches have seen the policy.  
39   There is a 5-step procedure for coaches. The AD and principal have been meeting with  
40   every coach face to face and this has lead to some great plans. He highlighted areas of the

41 plan that the administration wanted to emphasize. The message is out there and the  
42 support and structure is in place. The top two objectives are to be a no pressure  
43 experience and no or minimal cost.

44 Ms. Mullens asked if the board could review the policy and ask questions next month.

45 Mr. Brown asked why John Young had stepped in for the Athletic department.

46 Mr. Scully stated that he has helped to attend games, so Mr. Miller could deal with other  
47 things going on for him.

48 Mr. Brown discussed SHS students delivering pumpkins to the Mont Vernon School and  
49 how this was great.

50 Ms. Mullens asked if this policy would go in the coach's handbook.

51 Mr. Scully stated that yes, eventually, but they want feedback from the board and coaches  
52 first.

53 Ms. Mullens stated that she would put the policy on the agenda for discussion next  
54 month. She stated that the school has made great progress for PACE and observations.

55 Mr. Maresco stated that this is a start to the policy and they still need to work out specific  
56 details. His concern is the number of students that participate. He is worried that  
57 coaches are offering enough options for all kids to participate, so there is pressure for  
58 students to participate. This Draft summarizes the things that were discussed when Mr.  
59 Grondstra, Mr. Maresco, and the Administration met. There are details that are still  
60 coming out.

61 Mr. Scully stated that for the no pressure part to work it is difficult to determine number  
62 of students allowed and the cost.

63 Mr. Maresco stated that he is struggling because of the students who play multiple sports  
64 and this policy is for kids who do not play multiple sports, for kids to get better or kids  
65 new to a sport. These practices should be for a few kids. He has heard of an example of 5  
66 groups of 5 or 6 students, so this allows for the whole team to participate and there is  
67 pressure present there. The NHIAA commissioner left it up to the schools to interpret the  
68 policy at the school level.

69 Ms. Mullens stated that the Board would discuss this policy further next month.

70 Mr. Scully stated that 4pm on Saturday at Southern New Hampshire is the Championship  
71 Soccer game against Oyster River.

72 Community Council Report

73 Jonah Foulks discussed the proposal that passed for a Fall Assembly to recognize fall  
74 sports teams and clubs. This will be organized by a Senior Leadership group and will be a

75 community building activity. Community Council (CC) will be proposing to the school  
76 board for an annual operating budget to supply baseline costs for FY17. CC is in the  
77 process of discussing an honor role policy based on overall GPA and not on trimester  
78 grades.

79 The Board discussed how they have not been getting the CC minutes this year. Ms.  
80 Mullens will follow up to ensure the Board gets them.

81 Committee Reports

82 Ms. Mullens discussed changing the School Board scholarship applications. She would  
83 like a few board members look it over and make changes to bring to the board to review  
84 and vote on.

85 Ms. Janson offered to work on the scholarship application and stated that Mr. Coughlan  
86 seemed interested at the last meeting.

87 Mr. Maresco stated that he attended the College prep night for Math. The presenters did a  
88 great job presenting the material. Some parents are still uneasy about the transition. The  
89 classroom dynamics did not come across very well. There have to be some guidelines  
90 and guidance before students work on problems. Parents are also concerned how  
91 students develop skills at different rates. Parents want to know what students do when  
92 they are finished early. Parents are also concerned about the students being graded  
93 together as a team.

94 Ms. Mullens stated that maybe there needs to be a presentation about the implementation  
95 of the new math program.

96 Mr. Maresco stated that in the transition period it would be much harder to get into  
97 Calculus BC than in the past.

98 Mr. Brown stated that the Policy Committee discussed the internet and social media  
99 policies, which will come to SAU board. Another policy was discussed but is in the very  
100 early stages.

101 Ms. Mullens stated that the CC is also discussing a policy.

102 **PUBLIC COMMENT**

103 Mr. Chen asked if there are any options as to when the Board meeting video is shown on  
104 television because it seems to be at odd hours and is not convenient. The other  
105 alternative is to burn a DVD or make the video downloadable or streaming.

106 The Board discussed asking Coughlan who is at Fall Forum tonight.

107 Ms. Mullens will follow-up.

108 Mr. Warburton stated that some districts live stream and then archive the videos of the

109 meetings.

110 **CONSENT AGENDA**

111 Ms. Mullens asked to pull the minutes. Ms. Mullens made changes requested by Jeanne  
112 Ludt as follows starting on line 76: “stated that she was disappointed that SHS was  
113 trying to comply with the NHIAA new standards by creating a compromise. She  
114 would prefer the Board to not sanction the organized out of season practice at all.  
115 The reason being, that students who are very busy may feel pressure to participate  
116 for fear that they wouldn’t have a leg up or be less competitive.”

117 **Ms. Harrow made a motion to approve the consent agenda containing the amended**  
118 **Minutes for October 2, 2014 and Donation to Student Activities - \$500 from Henry**  
119 **Hal Grodzins. Mr. Brown seconded the minutes and the vote was unanimous.**

120 **PRESENTATION**

121 School Nutrition

122 Ms. Collins, School Nutrition Director, gave the presentation on how the school nutrition  
123 program is going, the new regulations, and wellness.

124 Ms. Collins discussed the changes from last year including minimums, maximums,  
125 groups of vegetables/fruits, and the inclusion of whole grains. Students were very  
126 receptive to the changes last year. In the current year, a fruit or vegetable has to be  
127 offered and taken with breakfast. The school is handling this by offering choices. Every  
128 grade group has ranges for sodium, calories, etc. The new regulations include a wellness  
129 policy implementation.

130 Mr. Brown asked about the school’s wellness policy.

131 Ms. Collins stated that the guidelines are up for revision next year and after they are  
132 changed they will revise the Wellness Policy.

133 Ms. Collins discussed Smart Snacks, which regulate calories and sodium, but have to be  
134 whole grain rich. Rice Krispy treats are made with brown rice and reduced sugar. There  
135 are hundreds of offerings. Fruits and vegetables are exempt from the regulations. Even  
136 dried fruits are less regulated even though they are higher in calories. The federal  
137 guidelines state that all items sold in schools would be affected and the state adjusted the  
138 federal regulation. NH stated that the regulation would apply to all food that the school  
139 provided. So, if parents bring in food to be shared with all students it has to be a fruit,  
140 vegetable, or healthy snack. The principal is the regulator for these guidelines.

141 Ms. Collins stated that the Wellness Policy implementation looks at nutrition promotion,  
142 education, physical activity and other academic activities to promote wellness. All  
143 regulation is community based so anything happening on school grounds and from the

144 hours of midnight the night before to 30 min. after the school day ends falls under the  
145 regulations. Ms. Collins is willing to work with any group to provide healthy options.

146 The Board discussed Junior Women’s Club and how on Election Day they could not sell  
147 donuts and this frustrated some citizens.

148 Ms. Collins discussed her idea for the wellness policy called Cultivating Healthy  
149 Students, which includes the Farm to School Planning grant. This idea would include  
150 teams of people at each school, train teachers, integrate a plan into instruction, the  
151 procurement of local foods, and have agreements with local farms. The planning grant  
152 would be year one. She discussed how farmers would come to schools and every student  
153 at every school will go to a farm. They would get the gardens growing at each school,  
154 connect to curriculum, and have a UNH Cooperative instructor come to train teachers.  
155 Year one she would meet with local farms and establish systems. The school’s policies  
156 have been ahead of the norm.

157 Mr. Brown stated that they had community support and a wellness committee, which was  
158 started in 2006. He would like to see the community involved again.

159 Ms. Collins discussed her vision and mission of the Wellness committee and the  
160 community. She discussed things that the wellness committee has accomplished  
161 including Zumba, Yoga, and the beginning of the Farm to School program.

162 Mr. Maresco discussed the impact of this new regulation on Advisory lunches and  
163 election day. The regulations seem over the top. He wondered if there were ever any  
164 exceptions.

165 Ms. Collins stated that she did not write the policy and knew it was going to be a culture  
166 shift. They have explored leaving the National School lunch Program. The support that is  
167 received from that program will be looked at every year. All sports are exempt, because  
168 several coaches commented during the comment process. These regulations are to  
169 approach the obesity program in the US.

170 Ms. Mullens discussed that schools have pushed back because of serving size.

171 Ms. Collins stated that she has visited Washington DC and discussed the issues with the  
172 regulations. Her prediction is that the regulations will change because it is financially  
173 hurting districts. This is an educated and healthy community. Parents can send any food  
174 with their student.

175 Mr. Scully discussed how the regulations have changed the culture, but that this has  
176 changed the life skills room so advisories can now go and prepare food to eat together.

177 Ms. Mullens thanked Ms. Collins for helping to make meals appetizing and enticing to  
178 the students.

179 Ms. Collins stated that schools nationwide are seeing costs three times what they have  
180 been. At SHS they have had minor losses and try to do other things on the side to off set  
181 the costs. Some districts have lost six figures or more. It is a challenge and they have to  
182 operate on a very tight budget. They have offered Meals to Go to support teachers and  
183 this has helped to off set costs. The school also has an open campus and students can  
184 spend money elsewhere. They are very mindful and have great chefs in all of the schools.

185 Ms. Mullens thanked Ms. Collins for all her time to offer healthy food that is not  
186 processed.

187 Ms. Collins stated that she would not know till the end of November if they have won the  
188 Farm to School grant. They are up against Seabrook and their diversity and free and  
189 reduced numbers are higher. She looked at the past winning grants and then wrote this  
190 grant. If they do not get it this year she will reapply. The grant is for \$36,000 for the  
191 planning grant and over \$100,000 for the implementation grant.

192 FY16Budget

193 Draft 1 Power Point

194 Ms. Mullens discussed the Budget Study Committee work to look at what makes up the  
195 cost per pupil.

196 Mr. Scully discussed the goals of the FY16 budget, the mission statement, and  
197 fundamental principles of the school. He discussed the prevailing interests of the school  
198 to provide a quality education and the experience that the school can build for the  
199 students. He discussed that the NH Minimum Standards for Public School approval, SAU  
200 39 strategic plan, and NEASC Accreditation reflect many of the things the school already  
201 does and wants to do. He discussed the obligatory increases including NH retirement and  
202 transportation, which is an increase of 1% in the general fund.

203 Ms. Shankel stated that NH retirement is up again this year by more than 10%. The  
204 regular transportation is an issue the district is trying to address. The district put a new  
205 RFP out and the results were not good because they will have a 35% increase with one  
206 bidder. She is hoping to issue a new RFP to try to get more interest from other vendors.

207 Ms. Mullens asked Ms. Shankel to explain NH retirement.

208 Ms. Shankel stated that 35% of NH retirement was picked up by the state for all school  
209 districts and when the economy decreased, the state started to down shift the NH  
210 retirement costs to schools and towns. Now the schools have to cover that 35% of NH  
211 retirement costs and health insurance costs, which together are about 75% of the budget.  
212 The NH retirement system has found itself in difficulty and needs to increase the rates  
213 every year. There are other challenges and increases in the budget.

214 Mr. Scully stated that Draft 1 is a 1.54% increase over last year for FY16. He discussed  
215 supporting 21<sup>st</sup> century learning including curriculum development, instructional  
216 services, program review of Teacher Leader Effectiveness, staff professional  
217 development, technology, athletics and activities, and facilities as in the presentation.

218 Mr. Chen asked if 21<sup>st</sup> century learning a national movement or local movement.

219 Mr. Scully stated that it is a term and SHS is 15 years into it. The school is not matching  
220 the curriculum to any specific 21<sup>st</sup> Century learning framework. It is a term that  
221 represents the standards and performance assessments.

222 Mr. Chen stated that he was hopeful to see a budget impact of more efficiency. It seems  
223 like these are the things the school should be doing anyway.

224 Mr. Scully discussed the example of the Learning Commons for math. There is a math  
225 make-up time and time for enrichment and remedial help. There is more access for  
226 students for extended learning opportunity.

227 Mr. Chen asked if the curriculum development is alignment with Common Core.

228 Mr. Scully stated that the curriculum development is to align with all the new standards  
229 including Common Core.

230 Ms. Mullens stated that from the Board's perspective, 21<sup>st</sup> Century Learning is a new  
231 educational buzzword and means progressing schools into the next level of learning. SHS  
232 has progressed in this way especially with the Learning Commons. The changes to move  
233 towards 21<sup>st</sup> Century Learning have happened at minimal cost, but are moving our  
234 students ahead.

235 Mr. Scully discussed other places where this 21<sup>st</sup> century teaching and learning is  
236 happening in the school including virtual learning, work study programs, and connecting  
237 with businesses outside of the school.

238 The Board and Chen discussed the term 21<sup>st</sup> Century Learning.

239 Ms. Heimark stated that there is a common framework for 21<sup>st</sup> Century Learning and  
240 she will send those out.

241 Mr. Chen asked Mr. Scully to come to the Budget Committee to discuss what 21<sup>st</sup>  
242 Century Learning is specifically.

243 Mr. Scully stated that he will be at each meeting and happy to do that.

244 Ms. Mullens gave the Budget Study Committee the budget study goals.

245 Mr. Scully discussed additional considerations including, PPC Agreement, Facilities,  
246 Food Service, and Transportation. He discussed the professional staff and non-certified  
247 staff comparison and historical changes as in the presentation. Mr. Scully discussed the  
248 facility critical issues including the repaving of roads and parking lots and exterior  
249 masonry, which will be monitored. The track needs to be replaced and storage is an  
250 issue. He discussed the replacement of the track using the expendable trust and cost of  
251 \$110,000 through taxation.

252 Ms. Shankel discussed that the track was resurfaced in 2007 and it was suppose to last 5  
253 years, they now budgeting for FY16. The track is in difficult shape. She suggests taking  
254 half the cost from the Expendable Trust and the rest through taxation. It cannot be  
255 resurfaced again. The school has \$154,000 currently in the Expendable Trust. Normally,  
256 the district asks for \$65,000 to be put into the Expendable Trust every year. She likes to  
257 keep \$100,000 in the trust because it is an emergency fund.

258 Mr. Scully discussed the summary of what the FY16 budget will support as in the  
259 presentation.

#### 260 Warrant Articles

261 Ms. Shankel stated that the warrant articles will include: one school board member is up  
262 for re-election, PPC Agreement, \$65,000 for Undesignated Fund Balance, Money for the  
263 track, and the General Budget. There will be five articles.

264 Ms. Shankel discussed changes in the budget summary. The Department of Education  
265 asked that all health related items in Special Education now be put into the Student  
266 Support Services area. There have not been big changes in either of these areas just a  
267 shift in where the line items are.

268 Ms. Janson asked about the storage costs and plan.

269 Mr. Scully stated that the budget does contain about \$70,000 for a shed that would be  
270 located in back parking lot for athletic equipment, storage for health and wellness, and  
271 engineering classes. The school would keep one container for things that are needed  
272 closer like for theater. This is a good plan to take care of a lot of issues at once. This  
273 shed will be on a concrete slab, pole structure, with an aluminum roof, roll up doors,  
274 chain link separation and will help with loss prevention.

275 Mr. Chen asked why the shed is in the budget and not warrant article.

276 Ms. Janson asked about the increase of half a custodian.

277 Ms. Shankel stated that in FY13 the school had 9.5 custodians and FY14 budgeted 9 and  
278 then actually added 0.5. The ground keeping was really the problem. The 0.5 is the  
279 summer time and field maintenance help.



280 Ms. Mullens asked about thoughts on the warrant article for track. Mr. Grondstra asked  
281 Ms. Mullens to share his feelings that the track should not be done separately from the  
282 fields but there is no plan in place for the fields.

283 Mr. Maresco stated that if there were a plan for the stadium and field in the future then  
284 the track would have to be replaced again and before the 20-year life of the track. It is a  
285 good idea to replace the track, but it might be a tough sell.

286 Mr. Brown asked if the \$220,000 is the actual cost.

287 Ms. Shankel stated that Mr. Miner has gotten estimates and that this number is close to  
288 the actual cost.

289 Ms. Harrow discussed how probable it is that the field will be replaced in the near future.  
290 She stated that maybe the future holds the replacement of the field, but not a change in  
291 the size. The track is a real safety issue and the uncertainty for replacing the field  
292 suggests that maybe we should put out the warrant article. She wondered if spending the  
293 money on the track would have to keep the field the size it is.

294 Mr. Warburton suggested that the Budget Advisory Committee and the Board go out and  
295 see the track with Mr. Miner to better understand the condition and why it is unsafe.

296 Mr. Brown discussed the stadium that has to be redone also because it is not handicapped  
297 accessible. There is a lot of damage on the track.

298 Mr. Maresco stated that it might be worth the investment because the safety is more  
299 important even if it is only for 5 or so years.

300 Ms. Mullens asked if this was an expanded track or just replacing the track as is.

301 Ms. Shankel stated that this is the replacement of the track as it is now. She discussed  
302 how the expansion of the track would require changing the stadium and the field because  
303 the current footprint will not support an expanded track.

304 Ms. Harrow asked about using surplus from this year for the track.

305 Ms. Shankel stated that, yes; the district is definitely looking at a surplus at this point in  
306 time. The surplus could potentially cover half of the track if there is surplus in the spring.

307 Ms. Mullens asked if the district should still include the warrant article of \$65,000 into  
308 the Expendable Trust this year because of the addition of the article for the track.

309 Ms. Shankel stated that she always recommends that the district try to maintain \$100,000  
310 in the trust.

311 Comment from SAFC

312 The Committee stated that all Budget Committee members are from Amherst and many  
313 people tried to get someone from Mont Vernon.

314 Ms. Mullens discussed how the budget is divided and how sub committee meetings will  
315 be happening soon.

316 **INFORMATIONAL/ DISCUSSION**

317 Survey purpose and participants

318 Ms. Mullens discussed putting together an 8-period day survey for parents and students.

319 Mr. Scully stated that he survey for the staff was the easiest to do and they looked at how  
320 the 8-period day was impacting instruction. Then there was an adjustment to the  
321 schedule because of the 20-minute addition to the day. He discussed timing of when the  
322 parent survey will go out this spring. He discussed questions for the student survey  
323 including accessibility, flexibility, and building the student experience. He is looking for  
324 a survey to inform how to build the student experience and change the program of  
325 studies.

326 Ms. Harrow suggested finding out how useful the 8-period day is to the students,  
327 including those in band/chorus advisory, foreign language, AP classes, and Community  
328 Council students.

329 Mr. Maresco would like to know how useful it the schedule is and its impact on student's  
330 GPA.

331 Ms. Mullens wondered if students are taking courses because they want to or are they  
332 taking classes to just fill the block. She also wondered if the school was getting away  
333 from depth and breadth in order to have elective and trimester courses.

334 Mr. Scully stated that the school is evolving and building the questions to see what  
335 students want for learning opportunities or extension of the core classes. He wants that  
336 extra period to be valuable and it could be students using the Learning Commons for  
337 acceleration or remediation.

338 Ms. Ludt asked about after school activities and how they are impacted by the longer day  
339 including students having access to teachers before sports start.

340 Mr. Scully stated that they would have logistical questions about the schedule on the  
341 survey.

342 Ms. Mullens stated that the after school time is an issue that is on the minds of the

343 administration and Board.

344 Mr. Scully stated that the discussion about the start time of practice is happening either  
345 over email or during the coaches' dinner. There has been some reinforcement over and  
346 over again with coaches. It is the school's practice to keep that after school time safe.

347 Board goals

348 Ms. Mullens discussed the Board Goals and how they relate to the Strategic Plan. The  
349 Board can wait till March to review the goals.

350 Strategic Planning update

351 Mr. Warburton explained that this is the 14th month of 17 boards members working on a  
352 draft for the strategic plan that has include the feedback from the teachers and  
353 community. Between now and Christmas there will be public forums with the working  
354 draft to get feedback and the draft will be brought back to the SAU meeting in December.  
355 He will put the working draft in the Amherst Citizen, also. There is no money attached to  
356 the strategic plan. The SAU board has created 5 pieces and connected actions, goals, and  
357 strategic issues. The project plan attached to the strategic plan will include money, but  
358 that part is in the future.

359 **ACTION ITEMS**

360 Camera recommendation from Community Council

361 Officer Smith summarized that 3 cameras were previously installed and because of gaps  
362 and visibility issues he proposed to the CC to install additional cameras. CC passed the  
363 proposal to install 5 additional cameras. He passed around the proposed cost and map for  
364 the installation of the cameras to the board. He discussed where the cameras would be  
365 placed.

366 The Board and Officer Smith discussed that the cameras would be tied to the existing  
367 cameras, this number of cameras would max out the DVR capabilities, the new cameras  
368 would be included in the same policy, that 5 cameras is still bare bones and 1 cameras  
369 would be better, and that the number of incidents without camera coverage was discussed  
370 at CC.

371 Ms. Janson stated that she had hoped one of the CC members was here to discuss the  
372 feelings of CC.

373 Ms. Mullens discussed that the teacher lot cameras were not necessary. She would like to  
374 get information as to what the CC vote was. The idea is to protect personal property.  
375 There was some discussion with CC of the number of incidents over a two or three year  
376 period that warranted a number of the cameras and the associated cost.

377 Mr. Brown discussed that the cameras are not just for personal property, but could also  
378 save people. He supports the idea of adding 5 cameras.

379 Ms. Shankel stated that the board does have money for the cameras in this year's budget,  
380 because they have over \$150,000 from the LGC premium holidays.

381 Mr. Brown asked if the cameras were motion censored.

382 Officer Smith stated that they were.

383 The Board decided to postpone voting on this proposal so they can review the CC  
384 minutes and will vote in December.

385 Ms. Janson made a motion to go into NON-PUBLIC SESSION – RSA 91-A: 3 II. (a) (b)  
386 (c) at 8:42pm. Ms. Harrow seconded the motion and the role call was all yes.

387 **PRESENT:**  
388

389 **SCSC Board Members:** Mary Lou Mullens, Howard Brown, Fran Harrow, Christine  
390 Janson, Peter Maresco  
391

392 **Administrators: Superintendent** Peter Warburton, **Principal** Rob Scully, and  
393 **Dean of Students** Peter Gagnon  
394

395 **Non-Public Session**  
396

397 Entered the non-public session from public session at **8:43 pm**.  
398

399 **A student matter was discussed.**  
400

401 **Superintendent Warburton discussed Principal Scully's Evaluation.**  
402

403 **MOTION TO EXIT NON PUBLIC SESSION:**  
404

405 At 10:20 pm **Fran Harrow** made a motion to exit non-public session. Motion  
406 seconded by **Peter Maresco**. Unanimously accepted by roll call vote: Harrow: yes,  
407 Janson: yes, Mullens: yes, Brown: yes, Maresco: yes.  
408

409 **Fran Harrow** made a motion to seal these non-public minutes indefinitely. **Chris**  
410 **Janson** seconded the motion and was unanimously accepted.  
411

412 **MOTION TO ADJOURN:**  
413

414 At 10:20 pm **Chris Janson** made a motion to adjourn the meeting. **Fran Harrow**  
415 seconded the motion and was unanimously accepted.  
416