

**SANBORN REGIONAL SCHOOL BOARD  
SANBORN BUDGET COMMITTEE**

**JOINT MEETING MINUTES**

**December 19, 2018**

**To view the video of this meeting, please visit our website at [www.sau17.net](http://www.sau17.net) and click on School Board Videos under the School Board menu**

A joint meeting of the Sanborn Regional School Board and Budget Committee was held on Wednesday, December 19, 2018. The meeting was called to order at 6:02 p.m. by Sanborn Regional School Board Chairperson, Peter Broderick. The following were recorded as present:

**SRSD SCHOOL BOARD MEMBERS:**

Peter Broderick, Chair  
Dr. Pamela Brown, Vice Chair  
Electra Alessio  
James Baker  
Larry Heath  
Tammy Mahoney  
Corey Masson  
Adam O'Rourke -Student Council Representative

**BUDGET COMMITTEE MEMBERS:**

Annie Collyer, Chair  
Charlton Swasey, Vice Chair  
Mary Cyr  
James Doggett  
Cheryl Gannon  
Jack Kozec

**EXCUSED:**

Sandra Rogers-Osterloh

**ADMINISTRATORS:**

Thomas Ambrose, Superintendent  
Michele Croteau, Business Administrator

1. **CALL TO ORDER** at 6:02 PM by Chair Broderick with the Pledge of Allegiance led by High School Student Samantha Manson who was recognized as the top choice to attend the *Hugh O'Brien Youth Leadership Seminar* by the SRSD Counseling Department. This seminar empowers high school sophomores to develop their leadership talents to become the leaders of their community. One sophomore from Sanborn is chosen to attend based on teacher

nominations and a written essay about the qualities of a good leader. Congratulations Samantha!

2. **ACTION ON MINUTES of 12-5-18** –Chair Broderick asked for a Motion to approve the **Public Minutes of 12-5-18. Motion was moved by Ms. Alessio and seconded by Mr. Baker.** Dr. Brown pointed out that on page 8, it should say, “...we had a \$1.5 Million unexpended surplus this fall which was returned to the taxpayers.”

**Vote: All in Favor with amendment.**

### 3. **COMMUNICATIONS**

3.1 Manifests-Payroll Check Register #12 in the amount of \$831,023.83 dated 12-13-18, and Manifest Check Register # 13 in the amount of \$4,337.05 dated 12-18-18.

3.2 Resignations-None

3.3 Nominations-None

3.4 Superintendent’s Report- Superintendent Ambrose reported the following:

◆ The New Hampshire Department of Education (NHDOE) released figures for the cost per pupil for districts and he looked closely at the high school numbers as there has been talk about our numbers being high. The results are that of 73 districts, SRSD ranks 40<sup>th</sup> in the cost-per pupil at the High School. With declining enrollments, the cost per pupil increases, which will continue to be a discussion.

◆ With the budget discussion ongoing, we need to recognize that running 5 campuses for 1600 students is not feasible. There is a point where it is diminishing returns and the money is going into running facilities instead of helping students learn. We have very little academic intervention prior to special education. We have 2 paraprofessionals at each school and other districts our size have many, many more. We need to reallocate resources and focus on student learning. The administrative team is working very hard at weighing the pros and cons of moving the 7<sup>th</sup> and 8<sup>th</sup> grades to the high school facility. He hopes to bring the results forward in a 3 meeting process that will allow for adequate time to present information, answer questions and deliberate. Two important aspects have come to light; NH sports rules say that if the 6<sup>th</sup> graders come to the elementary schools, they cannot participate in middle school sports but only in intramural sports at the 5<sup>th</sup> & 6<sup>th</sup> grade level. Second, the cost of creating a bathroom and middle school office at the elementary school is a one-time expense of approximately \$100K. An administrative subcommittee has been created to work on this and it will be in phases; the first being the middle school and the second focusing on

the Articles of Agreement to determine if changes can be made. All information will be brought forward at meetings. The priorities right now are the budget, passing the teacher contracts and the middle school situation. After that we will focus on the elementary schools and providing the intervention that is needed. A plan will be brought forward. Also, at the 1/9 meeting, the NH Delegate Assembly will be on the agenda which involves our sending a representative.

#### 4.0 **COMMITTEE REPORTS**

- 4.1 Policy – Dr. Brown reported that next meeting is Wednesday, January 9 at 4:45 PM in the SAU conference room and there will be policies reviewed tonight.
- 4.2 EISA- Ms. Mahoney reported that the group met earlier this evening and will recap the information at the next board meeting. The next EISA meeting is on 1/23 at 4:30.
- 4.3 Facilities- Mr. Baker reported that the next meeting is Wednesday, January 9<sup>th</sup> at 3:45 PM.
- 4.4 Finance- Mr. Baker reported the following: The Finance Committee met on Dec 12th. The committee members present were Tammy Mahoney, Electra Alessio, and Jim Baker and Business Administrator Michelle Croteau along with Assistant Kristin McNulty. The minutes from our Nov 14th meeting were reviewed and approved. The Business Administrator updated the committee on various fund balances. The total of the balances as of Nov 30th are: \$569,579.78

We reviewed Budget expense reports from July 1 thru Nov 30th.  
The Health and Dental expenses for the period are: \$1,468,849.30  
The General Fund Expenses excluding Health and Dental are: \$10,330,426.21

We also reviewed and approved balance transfers from the general fund balance to specific accounts and also transfers among several accounts. The total of the fund transfers reviewed was \$ 130,048.18.

The Business Administrator reviewed the timeline and the formula involved in receiving State of NH Special Ed expense reimbursements. The estimated amount of this state reimbursement for the coming budget is \$200,000.00. The reimbursement is only a % of the actual costs and could be higher or lower depending on formulaic decisions by the state. Budgeting in general is a best guess exercise. State Formula adjustments, along with uncertain enrollments, makes budgeting for special education costs particularly challenging. The next Finance Committee meeting is scheduled for January 16th @ 4:30 PM.

- 4.5 Public Relations-Ms. Mahoney reported that the group met on December 12<sup>th</sup> at 5:30 PM. The Seminary Hearing held on 12/5 was discussed and although negotiations have not progressed enough for a Warrant Article to move forward in March, good feedback was nonetheless received from the community. Mr. Ambrose will communicate the latest status via email and a news article after the 1<sup>st</sup> of the year. The committee's next focus will be on the budget and staffing contracts. Mr. Ambrose hopes to present a unified message and suggested producing videos which present the budget priorities in relation to the needs analysis he previously presented. Mr. Masson suggested a goal over the next 3 months of releasing information on the budget and why the Boards (hopefully unanimously) endorse the budget and contracts as they are aligned to the District goals and Sanborn's definition of success. Ms. Alessio stressed the important of getting the message to the age 50+ voters. Mr. Ambrose would like to circulate a survey to synthesize the community's questions and then convene a public forum at the 2<sup>nd</sup> meeting in January. Discussion ensued on communicating Mr. Ambrose's recent contract extension and he will write a press release. The next meeting is on 1/30 at 5:30 PM.
- 4.6. Personnel- No Report – Next date TBD.
- 4.7 SST- Mr. Masson reported that the Governing Board met on 12/17 at 4:30 at the Linden Street address in Exeter. Two key topics discussed were the retirement of Principal Margaret Callahan after 14 years of exceptional service and the Special Education policies. Since the budget is in place, they will hold off on the policy issues until the next Principal is in place. The next meeting is 1/28 at 4:30 PM.
- 4.8 Seminary Discussion-No report at this time.
- 4.9 Budget Committee- Mr. Heath reported that the committee met on 12/6 and more information will be discussed tonight.

## 5.0 STUDENT COUNCIL REPRESENTATIVE REPORT

Mr. O'Rourke reported that the freshmen are working on Winter Carnival, the sophomores on the Winter Carnival and the community/ staff calendar, juniors on Winter Carnival and a bracelet fundraiser and the seniors on the semiformal to be held at Austin 17 House as well as planning the class trip. The 12 Days of Caring went well with many donations for organizations. There will be a canned food drive for Winter Carnival and all will be donated. 12/20 is Tacky Sweater Day with prizes and a raffle.

6.0 OLD BUSINESS

6.1 Budget Discussion

6.1.1 Budget Committee convened at 6:30 PM.

Chair Collyer called the meeting to order and informed the group that Ms. Rogers- Osterloh is excused as she is currently travelling out of the country.

Ms. Collyer explained that this meeting was previously set in the budget calendar and the purpose is to see if there are unanswered questions that need to be addressed, to be on common ground.

**Ms. Collyer asked for a Motion to accept the Minutes of 12/6, moved by Mr. Doggett and seconded by Mr. Kozec.**

**Vote: 5 in favor, 1 abstention (Swasey).**

6.1.2 Budget Committee Update-Mr. Heath reported that the Budget Committee voted on 12/6 to approve a budget of \$35,817,933.

6.1.3 Superintendent Ambrose reports on proposed budget cuts at the elementary level-

Mr. Ambrose began by saying that the 2 teacher cuts proposed by the Budget Committee are challenging because at Bakie and Memorial Schools, combining classes would put enrollment on the cusp of efficiency with no room for any new students to enroll. Our policy says we cannot have more than 25 students per class and although we would be below that, it is very challenging for a K-5 teacher to provide service to any more than 18 in a classroom and this would mean they are over that number by 2, 3 or 4 students. Also, some students in those smaller classrooms have significant behavioral issues and the Principals are concerned about changes being made. Having emergency funds available for a classroom's unexpected changes is something that will be put into Warrant Articles.

Mr. Ambrose stressed that after extensively reviewing this with the administrative team, they came to an agreement that those teachers need to stay where they are because it is too burdensome to the elementary schools to be without them. He reminded the Board and Budget Committee that even

if he did have 2 teachers available in the budget, he would immediately allocate them to students who need academic support, as it is severely lacking.

Ms. Gannon asked for clarification on 5<sup>th</sup> grade enrollment and number of classes needed. Mr. Ambrose replied there would need to be 4. He added that in the future, should we have the opportunity to reorganize to have Pre-K to 3 in one building and 4, 5, 6 in another, and then taking 5 teachers to try to make 4 classes is much easier to do. But now, with grade level teachers across 2 buildings, there are no efficiencies. We are facilities rich and academically (for intervention purposes) poor. The Articles of Agreement bind us right now to the definition of elementary school which is K-6 or 1-6 grades.

## 6.2 Board Recesses and Budget Committee Convenes

Mr. Doggett commented that classrooms with 13 or so children should be able to handle academic intervention, give the amount of coding we do and the paraprofessionals we have. Mr. Ambrose explained that meeting over the next year on the definition of intervention is important to understanding any reorganization.

Chair Collyer commented that attending EISA meetings and learning more about the Professional Development needs has been very helpful as has the NESDEC Study results but we are not there yet. The voters will clearly decide as there will be a Default Budget and Proposed Budget. Hopefully, the Proposed Budget will incorporate some of the goals expressed. She is still waiting for clarification on numbers from Business Administrator. Ms. Croteau clarified some of Chair Collyer's questions.

The groups reviewed the budget committee's list of adjustments initially totaling (\$174, 494) and with further reductions of 1 teacher from Memorial and 1 from Bakie (\$140K) equaled a reduction of (\$314, 494) before adding back laptops at \$20,000 resulted in a total reduction of (\$294,494). This amount, deducted from the Superintendent's Proposed Budget (\$36, 112, 247) equaled the Budget Committee's recommended budget of \$35,817,933.

Vice Chair Swasey commented that this idea of the Budget Committee coming up with their number and then being told that the Board will spend (or reduce) the number wherever they want is a trap and a conundrum for the budget committee that we spend too much time on.

**Mr. Swasey made a Motion to reaffirm \$35,817,933 pending receipt of further information and deliberations of the Budget Committee. Motion seconded by Mr. Doggett.**

**Mr. Heath asked for an amendment to that Motion, adding back \$26,000 onto the number to cover the reduction in the 91,000 versus the 65,000 for the staff miscalculation. Motion seconded by Mr. Kozec.**

Mr. Swasey disagreed with the amended Motion as there is more to talk about and they could be there all night.

Ms. Gannon is not in favor of the amended Motion saying we have enough information to act on tonight.

**Chair Collyer asked for a vote to move the amended Motion of increasing the budget number by \$26,000**

**Vote: 2 in favor (Heath & Gannon), 5 opposed. Motion defeated.**

**Chair Collyer asked for a vote to reaffirm the existing budget number, pending further receipt of further information and deliberation of the Budget Committee.**

**Vote: 5 in favor, 3 opposed (Collyer, Gannon, and Heath). Motion passes.**

Superintendent Ambrose asked for a chance to discuss this with the Board with the Budget Committee in recess. Ms. Collyer agreed.

Budget Committee recesses while Board convenes

Mr. Ambrose recommended to the Board that the reduction of two teachers is not a good idea and that instead; we split the difference of the \$140,000, so add \$70,000 back onto the Budget Committee number, and find savings to reduce monies through other means (Bussing and unused SPED) monies. This unified approach is critical to passing our budget and in passing the teacher and support staff contracts. The final number he recommends is **\$35,887,933**.

Ms. Alessio supports the Superintendent saying that she is in agreement with the Budget Committee except for their two teacher reductions. A unified approach is very important as has been shown in the past.

Mr. Masson wants to remind the Board of the goals that were set for measuring student success which involve data, insight, action and results. Performance-based learning (PACE Assessments) which we are the first in the nation to do, involves personal learning environments and we need to invest in students based on outcomes and not randomly cut line items without careful thought. He does not agree with the Superintendent's bartering with the Budget Committee and recommends staying with his proposed budget.

Mr. Heath commented that the voters have the final say and we need to come prepared with a reasonable budget that they feel they can live with. Our job, along with the Budget Committee, is to work with creating a budget that gives the best education for students. He agrees with the Superintendent's recommendation.

Mr. Baker asked for clarification on the numbers. He believes in finding a balance and the Operating Budget has been the sacred cow ever since he has attended School Board meetings. He cannot support the \$70,000 increase and would prefer to see a reduction or a split of the difference between the Default and the Proposed Budget.

Ms. Mahoney commented that the Teachers' contracts need to pass this year and the budget needs to be constructed as low as comfortably possible. She is in favor of a unified number and agrees with Mr. Ambrose's recommendation.

Dr. Brown commented that ideally we'd keep the Budget Committee's number and offer the voters a Regular Education Reserve Fund Warrant Article where we would have the money set aside if we had an influx of elementary students. That way, the public can decide if they want to support that and she would definitely argue in favor of having that Warrant Article. As she has expressed previously, we have 3 expensive Collective Bargaining Agreements coming up. We have been accused of micromanaging specifics at meetings and then accused of rash budget numbers, when we are absent of those specifics. So, anyone who takes the microphone at a public meeting is trying to micromanage our district, but only we are the elected officials. She has tried on numerous occasions to explain where we could have some savings. Our high school budget is roughly 1/3 of the budget and she sees significant savings in various areas (such as the high school schedule) which we are looking into. The last time she looked, 50% of our regular and honors courses were currently available, free of charge through VLACS, so there is plenty of room for saving money. So, she would support the Budget Committee's number and a Regular Education Reserve Fund Warrant Article.



Chair Broderick commented that this budget will not take effect until July 1 of 2019, so this is a best guess estimate. He does not like hearing “We think we might be able to save in.....” It is not a way to run a business. There are unknowns that concern him and the bottom line is that we give money back to the taxpayers if we didn’t spend it, like we did this year. The confusion tonight is that we started with 2 different numbers and we didn’t know where the numbers came from. Chair Broderick is comfortable with Mr. Ambrose’s recommendation but we should remember that the Budget Committee is still working on their number, so he reserves the right to change his opinion.

**Ms. Alessio made a Motion to affirm the Proposed Budget (which adds the \$70,000 without reducing staff positions) for a total of \$35,887,933. The Motion was seconded by Mr. Heath.**

Mr. Masson stressed that student outcomes be considered before cuts are made. We should understand what that really means.

Ms. Alessio agrees that the public should know every aspect of the budget to know what is going on.

**Vote: 5 in favor, 2 opposed (Baker, Brown). Motion passes.**

#### School Board recesses and Budget Committee Convenes

Chair Collyer recapped that the School Board has come back with a negotiated compromise of raising our proposed budget by \$70,000.

**Ms. Gannon made a Motion to present the Budget Committee a budget of \$35,887,933, seconded by Mr. Heath.**

Mr. Doggett commented that every penny that we have has an impact on the tax rate, a cost that has all sorts of impacts. Percentages don’t matter because it is a percentage of a very large number, so what we have to do is look at the impact which looks like (based on this budget) it would be 50 cents per thousand added to next year’s tax bill. Then adding Teacher contracts, which could be another 50 cents. He cannot support this.

Ms. Gannon commented that budgeting is not a science and as Mr. Broderick said, it is the best professional estimate of what things will cost a year from now. No one has a crystal ball. She appreciates the Board sending the unused money back to the taxpayers last year. That is how budgeting works and none of

us would be sitting here if we knew what the exact cost was. It is an estimate. We need to look at the basic needs of students and this is not a Sanborn problem but a problem that the State of New Hampshire has because they do not adequately fund education. It is not based on what a community can pay, but on a definition the State has. With lower enrollments, we are going to be in trouble in the future. We did not have the requirements in the past that we currently have now which leads to higher costs. She supports the Motion.

Mr. Cyr agrees with Ms. Gannon and will vote to support this compromised number in the spirit of good faith. Transparency has been evident in the past few years with the return of surplus. She does not want to adversely affect student learning. Her biggest concern is the employment contracts. She is hoping that presenting a unified front will help the voters decide.

Vice Chair Swasey is looking forward to looking at the information they requested and recommended seeing that before making decisions. There are many people in the community struggling and if we do this, it is a 1 Million dollar increase in the last 2 years. That tax burden will significantly impact people. It continues to go up and where does it stop? We owe it to the citizens who went before us and who are now struggling, and to the taxpayers to do what we can. We can only work with what we have. Every year, there is a surplus which means there is too much money in the budget. Also, the word "cut" means we cannot fund it and should be termed a saving instead.

Mr. Heath commented that living in an age of technology requires that we keep up with it, as the citizens did before us in the last generation. We cannot deprive the students of an education as it wasn't deprived to us. He supports this budget.

Ms. Collyer commented that she is excited by the direction the district is moving in and believes the future will bring savings. We want a good education for kids at an affordable rate. She supports this budget and moving forward with it.

Mr. Kozec supports this budget saying that we have made reasonable savings.

**Vote: 5 in favor, 2 opposed (Doggett, Swasey). Motion passes.**

**Ms. Collyer asked for a Motion to adjourn the Budget Committee, moved by Ms. Cyr and seconded by Mr. Heath. Budget meeting adjourned at 8:10 PM.**

**Vote: All in favor.**

6.3 Policies for Review

JICH-R- STUDENT SUBSTANCE USE AND ABUSE

**Dr. Brown asked for a Motion for a 1<sup>st</sup> and 2<sup>nd</sup> read to retain “shall” on page 2 and to insert other legally mandated language. Motion moved by Mr. Heath and seconded by Ms. Mahoney.**

**Vote: All in favor.**

BED-BOARD MEETING PROCEDURES

**Dr. Brown asked for a Motion to repeal Policy BED as it is obsolete. Motion moved by Ms. Alessio and seconded by Ms. Mahoney.**

**Vote: All in favor.**

CBE-SAU ADMINISTRATORS’ SALARY POLICIES

**Dr. Brown asked for a Motion to repeal Policy CBE as it is obsolete. Motion moved by Mr. Masson and seconded by Ms. Mahoney.**

**Vote: All in favor.**

Policies A & B for 2nd read

BBAA BOARD MEMBER AUTHORITY

BBAB ROLES AND DUTIES OF THE BOARD CHAIRPERSON

BBBC BOARD MEMBER RESIGNATION

BBBF STUDENT-MEMBERS OF THE SCHOOL BOARD

BDA BOARD ORGANIZATIONAL MEETING

BDC APPOINTED BOARD OFFICIALS

BDG SCHOOL ATTORNEY/LEGAL SERVICES

BEC NON-PUBLIC SESSIONS

BEDD RULES OF ORDER

BEDD-R SAMPLE RULES OF ORDER

BEDA PUBLIC NOTIFICATION OF SCHOOL BOARD MEETINGS

BEDB AGENDA PREPARATION AND DISSEMINATION  
BEDC QUORUM  
BEDG MINUTES  
BEDG-R ACCESS TO MINUTES AND PUBLICS RECORDS  
BEDH PUBLIC PARTICIPATION AT BOARD MEETINGS  
BFE ADMINISTRATION IN POLICY ABSENCE  
BGB POLICY ADOPTION-**tabled**  
BIA NEW BOARD MEMBER ORIENTATION  
ACAA SEXUAL HARASMENT  
ACAA-R SEXUAL HARASSMENT AND SEXUAL VIOLENCE REPORT FORM

**Dr. Brown asked for a Motion to approve A & B for a 2<sup>nd</sup> read as amended. Motion moved by Mr. Heath and seconded by Mr. Masson.**

**Vote: All in favor.**

BGF-SUSPENSION OF POLICES  
CB-SCHOOL SUPERINTENDENT  
CCB-LINE AND STAFF RELATONS  
CF-SCHOOL BUILDING ADMINISTRATION

Policies B & C for 1<sup>st</sup> Read

**Dr. Brown asked for a Motion to accept B&C Policies for a 1<sup>st</sup> Read  
Motion moved by Mr. Heath and seconded by Mr. Masson.**

**Vote: All in favor.**

7.0 1<sup>st</sup> PUBLIC COMMENT

Tammy Gluck (Newton)-is glad that there has been consensus this evening, although she is not 100% comfortable with the number as a negotiation should be on both sides, not one. The public needs to hear the unified voice of the Board and Budget Committee regarding their support of the budget and contracts. You will have support if that happens. Coming to this meeting space is a chance to voice concerns (not micromanage) as this is our meeting as well as the Board's. Also, there is a new Department of Education website which has reports that compare districts. She looked at Sanborn & Oyster River and noticed 2 things: the economically disadvantaged at Oyster River is < 10%, whereas Sanborn is 16.2% and students with disabilities at Oyster River is 15.84% and is 20.59% at Sanborn. As a percentage of the total school populations, that means that we have 250 more students with disabilities which impact the cost-per-pupil amount.

Mr. Ambrose added that Oyster River runs 4 buildings for 2200 students. We are running 5 campuses for 1600 students. Oyster River has 11 Million dollars more to spend in total when you multiply the 600 student difference by cost -per-pupil due to funding their academic intervention and lower facility costs.

Jon LeBlanc (Kingston)-agrees that there are many people on fixed incomes and any tax increases is not a good thing. However, he agrees with Ms. Gannon that the State funding is inadequate as they are pushing their expenditures down to the local communities. He hopes we can work at a State level on that. Regarding VLACS, he had 4 children go through the Sanborn District and all have taken VLACS courses in order to fit those classes into their schedule. It is a great resource that allows student to augment their current school schedule, but not a substitute for regular classes. The remote aspect does not foster collaboration with others and is not suited for every student. VLACS should not be a way to save money, but used as an alternative to the regular classes offered.

8.0 **NEW BUSINESS-** None

9.0 **2<sup>nd</sup> PUBLIC COMMENT-**none

10. **OTHER BUSINESS**

10.1 Next Meeting Agenda

- ◆ Tabled Polices
- ◆ NHSBA Delegate

10.2 Announcements

10.2.1 The next Sanborn Regional School Board meeting will be held on **Wednesday, January 9, 2018 from 6-9 PM** in the Library at Sanborn Regional High School.

The next Budget Committee meeting is Thursday, December 20<sup>th</sup> at 7PM in the Library at Sanborn Regional High School.

The Budget Committee's Public Hearing will be held on Thursday, January 10, 2019 from 6-9 PM in the library at Sanborn Regional High School. (Snow date is Friday, January 11<sup>th</sup>)

11. **Meeting Recessed-** at 8:47 PM

**Motion made by Chair Broderick to go into a Non-Meeting, seconded by Mr. Heath.**

**Vote: All in favor**

Minutes Respectively Submitted by:

Phyllis Kennedy  
School Board Secretary

*Minutes of the School Board meetings are unofficial until approved at a subsequent meeting of the School Board.*

**CONTINUING PUBLIC ON NEXT PAGE**

**SANBORN REGIONAL SCHOOL BOARD**  
**PUBLIC MEETING MINUTES- CONTINUED**  
**December 19, 2018**

Sanborn Regional High School  
Kingston, NH

**9:40 PM**

In attendance: Peter Broderick, James Baker, Pamela Brown, Larry Heath, Electra Alessio, Tammy Mahoney, Corey Masson

Others in Attendance: Thomas J. Ambrose, Superintendent, Michele Croteau, BA

**Motion made by Mr. Heath to ratify the Support Staff Agreement as presented, seconded by Mr. Baker.**

**Roll Call Vote: All in Favor. Motion passes.**

**Motion to adjourn meeting at 9:45 by Mr. Baker and seconded by Mr. Heath.**

**Roll Call Vote: All in Favor**

Meeting adjourned at 9:45 PM