BOARD OF SCHOOL COMMITTEE
MANCHESTER SCHOOL DISTRICT SAU #37

June 23, 2025 **6:30 p.m.**

1. Mayor Ruais calls the meeting to order.

2. Mayor Ruais calls for the Pledge of Allegiance.

Mayor Ruais introduced Assistant Principal Nee and the students from Southside Middle School.

He asked Committee Members Potter and Baines to introduce the students.

Southside Middle School – Deanna Nee, Assistant Principal

Colby Buckholz – Grade 7
Bethany Casiano – Grade 7
Michaela Joseph – Grade 7
LeAndre Joseph – Grade 5

3. A moment of silence was observed.

4. The Clerk calls the roll.

Present: Committee Members Parr, Soule, Want, Bonilla, Argeropoulos, O'Connell, Potter, Spillers, Baines, Senecal, O'Neil, Gonzalez, Mayor Ruais and Student Member Gammella.

Absent: Committee Members Turner, Bergeron and Potter.

5. RECOGNITIONS

There were no recognitions this evening.

PUBLIC FORUM

6. The purpose of the public forum is to give the residents of Manchester the opportunity to address the board. All people wishing to speak will have up to three (3) minutes to do so, and any comments must be directed to the chair. Any resident wishing to speak will come forward to the nearest microphone, clearly state their name and address when recognized and give their comments.

There was no one present from the public wishing to give public comment.

8. PRESENTATIONS

a. 2024/2025 District/Department Goals Year-End Update – by Dr. Chmiel, Superintendent

Dr. Chmiel and her team gave the year end Goals update. Those present with Dr. Chmiel included, Assistant Superintendent Doherty, Christine Telge (Athletic Director), Wendy Perron (Executive Director of Multilingual Learners), Karen DeFrancis (Executive Director of Finance), Stephen Cross (Executive Director of Information Technology and Cyber Security), and Michelle Evans (Executive Director of Human Resources).

The district reported a 65% college and career readiness score, a 39% iReady reading proficiency rate, and a 32% math proficiency rate. The Freshman Academy pilot program at Memorial High School was highlighted. The IT department implemented Cisco Duo for multi-factor authentication, and the HR department is improving hiring processes. There were 764 students who graduated this year. The district is the first in the State to offer the dual language immersion programs.

Dr. Chmiel stated She wanted to start off by saying thank you for the time you've given us this evening to share our updates at the end of the 2024 2025, school year. Last weekend, we had the reminder of why we do what we all do, when we saw 764 of our graduates walk the stage from our four high schools to receive their high school diplomas. This is the why behind the work and the planning we do. We as a district and a community have much to be proud of, from first in the state such as dual language immersion and the family welcome center to notable progress in student assessment data and graduation rates. Just a reminder our goals flag off the strategic plan and are organized under the areas of grow our learners, grow our educators and grow our systems. Tonight, you will hear about our district and department goals. Remember, over the year, you've had time to hear from our building leaders on attendance and behavior in our Conduct Committee, and on curriculum in our teaching and learning committee. We have continued to reference our strategic plan, and we appear to have made significant progress toward the completion of the plan. While we had planned to work on the update this year, other items quickly took priority, so we shifted this work to the 25/26 school year. This will be an area of discussion with the Board of School Committee on vision goal areas and intersections, on the District Department and school goals. In addition, we will be seeking varied stakeholder input. We need to be focused on every learner. We continue to make steady progress with our college and career readiness score, or CCR. We have jumped this year to 65% up from 51% last year and we started at 30% in 2019 and we had the pandemic in the middle of this work. She

stated that she is confident that if we stand track with the measures we've put in place, the shifts we have made, we will see this goal actualized in the coming year. As you know, our goals have been further organized under district, department and school goals. All of that said, we have a key focus on interconnectivity of our departments, schools and functions. We are moving away from the day of silos to systems within our district. The district goals follow the same structure as the strategic plan, grow our learners, grow our educators and grow our systems. Grow our learners, dual language immersion. We were the first in the state to introduce this type of programming. We started our Spanish dual language immersion at Bakersville elementary school in the fall of 2024, this program will continue in the 25/26 school year, and will be joined by the addition of French dual language immersion at Weston. In the fall of 2025, IRC or industry recognized credentials, we saw an increase from 60 students served last year to a jump up to 104 students served this year. This is great progress, and with the addition of our pathways coordinator and our focus on pathways, we are noting steady improvements in our CCR data attendance. We'll hear a bit more about this later in our presentation this evening, but for now, with the addition of one more attendance coordinator and the focus by our school and district teams on attendance, we are seeing progress. This work will continue in the coming year, Ms. Espinola will be taking the lead in this area and will continue the overall focus on improved attendance rates, along with a deep dive into truancy rates and interventions we have available within the district. Our graduation rate, our initial reviews are showing good growth in this area. We'll be doing a deeper dive into the data this summer, and we'll provide an update in our October Teaching and Learning meeting once the state has verified and released the final data. In the area of equity, we met this goal as we rolled out our training in the fall of 2024 and submitted our OCR report in January of 2025. Professional development, the teaching and learning team, along with Ms. Hannan, have continued to provide a timely and aligned PD digest for our staff. This work shows the clear alignment with our vertically aligned curriculum and district and department goals. This work is one of the results of student outcome data reviews ongoing by our team so we can constantly improve upon student outcomes. Hiring systems. This work will remain an ongoing area for the district as we can always improve on our systems. However, this year, with the addition of Power School for hiring and the systems in place at the district level, we have noted improvements in position tracking, recruitment campaigns, hiring, onboarding and exit processes. Please keep in mind our HR team of five serves 2000 employees and 900 retirees. District team integration, we have continued to focus on cross departmental and functions within the district. This is important so we maximize our productivity and collectively work toward improvements in the areas of whole child student engagement, system alignment and strengthen community involvement. Alignment of our goals, we have continued to align goals as a means to prioritize the actualization of all of our goals and in turn, lift student outcomes. Long term facilities planning priority

one, as a reminder, we closed Henry Wilson School in the spring of 2024 brought in temporary modular classrooms for Beech, McDonough, Hillside, Parkside, McLaughlin and Southside, and very recently, had our first set of groundbreakings for the addition renovation projects at Hillside and McLaughlin. Please bear in mind priority one also includes the work we are doing on Parkside and Southside addition renovation projects and the new Beech Elementary School. Given the age of our buildings and our work on the three legs of the stool, educational programming, staffing and facilities, we are positioning our district to be a dynamic 21st Century Learning community, where our facilities meet the demands of our educational programming. She wanted to reminder everyone about priority two, or the balance of our schools. A presentation regarding the balance of our long term facilities planning was presented to the Board of School Committee in December of 2024. This presentation noted extension work. We would need to complete one item of that work that relates to our high schools. We will be addressing this work task starting in the summer of 2025. We understand there is urgency to this work, given our budget impacts. The collaborative budget build, we are in year three of improving how we build the budget with greater department and school leader voice. This year we added in monthly department budget reconciliations, along with a higher level of scrutiny and braided funding. We have already started our budget work for the 2027 budget. In the coming year, you will notice department heads will be presenting their department budget updates at finance and facilities. In addition, we'll be facilitating the rescheduled budget build training with the Board of School Committee. Our Welcome Center, another first in the state, since opening, we've had two districts, Concord and Nashua, come to our location as they would like to open centers like ours in their communities. One quick data point, the Welcome Center met with and registered 154 new students since opening. This number does not, however, include our registrations completed by our multilingual family liaisons and Child Find. As we move into the coming year, we'll be adding testing as needed for newcomer families registering into our district. The goal is to streamline the process for our families. Please note this is not through additional staff, but from purposeful redeployment of our resources and community partnerships, from Celebrate Ed to our partnership with the health department and community service providers. We have a strong city network of resources for our students, staff and families. We see supports for health, mental health and dental, in addition to the varied field trips and pathways happening across our city. Our Community Partnerships have and continue to be one of our shining strengths in the district. I'm going to shift us now to our department goals and ask a favor that you let us get through all of the goal updates before we start taking questions.

Operations

Ms. Doherty stated that in the area of operations, there were three core areas this year, attendance, transportation and Student Conduct. Starting with attendance, several strategies were implemented to improve attendance, including proactive communication with families, attendance incentive programs, a tiered intervention approach and enhancing data monitoring. We've seen positive increases in attendance compared to last year. This can be accredited to the consistent use of support strategies, stronger communication, community and family partnerships and a more positive student centered school culture. In the area of transportation, approximately 95% of routes were delivered on time throughout the year.

Conduct and MTSS-B

Ms. Doherty stated that turning to Student Conduct and MTSS-B, under the leadership of Stacy Champey, we made strong progress in expanding the multi-tiered systems of support for behaviors across the schools, while full onboarding to tier two and tier three teams process has not been achieved. We're proud to report that about 90% of schools are actively engaged. Looking ahead, this August, all 20 tier two, tier three behavior health teams will participate in a training session. Each team will review their schools 24/25 behavior health referral data set, a school wide improvement goal, develop a strategic plan to strengthen systems and targeted supports. This work is ongoing. Each year we will refine our approach, using both implementation and student outcome data to guide improvements in behavior support moving forward. Dr. Kelly Espinola will be overseeing operations.

Teaching and Learning

Ms. Doherty stated that in teaching and learning, our first goal was within reading and our iReady Data shows steady and meaningful growth from fall 2024 to spring 2025 with the percentage of students on grade level increasing from 21% in the fall to 39% in the spring. Notably, two schools consistently demonstrate high performance and high growth throughout the year, and additionally, nine schools that began the year as low performing, achieved high growth at the end of this spring. That is up from seven schools last year. In the area of mathematics, the data also reflects progress. 32% of students are now on grade level, which was up 11% in the fall. Particularly encouraging is that three schools were identified as both high performing and high growth compared to zero schools last year. This spring, the teaching and learning team will provide a comprehensive data presentation on iReady and our district assessment in August, where we will take a deep dive into these results and highlight both areas of growth and areas of continued focus. In the area of science, we have increased some project based learning with the Manchester

Creates, to support biotech with the Army and other areas to continue our growth in different STEM initiatives in fine arts.

Fine Arts

Ms. Doherty stated that on behalf of Ed Doyle, our Fine Arts Director, we are pleased to share his end of the year updates for the department progress this year. We've launched a wide range of events across the city, including the Dallas brass conference, the elementary Choral Festival, a second grade dance initiative in collaboration with the Powerless theater and the Rex theater, and an annual jazz night featuring five schools. We've also saw several collaborative visual art projects come to life throughout the district. Thanks to a combination of grant funding and state adequacy aid, we've ensured that all students, including those with adaptive needs, have access to instruments, art supplies and performance opportunities. One highlight at McLaughlin, the recent groundbreaking ceremony, 14 students proudly displayed instruments purchased through this year's funding. Looking ahead to the summer, the department will focus on refining data collection, securing new funding, supporting teacher planning and professional development and finalizing the 25/26 Fine Arts calendar. Mr. Doyle also expanded professional development opportunities this year, with strong district wide participation sessions focused on adaptive resources and cross disciplinary collaboration, including partnership with physical education department.

Athletics

Christine Telge stated this year athletics provided over 4000 roster opportunities for students K through 12. This included the implementation of middle school wrestling, elementary school wrestling and developmental league play for middle school baseball and softball. We saw many individual state titles this year, including just recently, our graduating eighth grader from Parkside, Joel Elliot, who won the national long jump competition at the Adidas track and field competition, he came in ninth in the 200 meter and top 20 in the 100 meter. We held our first professional development for coaches, providing training on communication tools, leadership and team building. We continue to increase the use of our social media sites, Thrill Share and Aspen, to communicate to our families the opportunities year round in athletics, including many opportunities that are happening this summer to include K through eight field hockey, five through 12 basketball, high school soccer, football, basketball, volleyball and cross country, all offered for free to our students. Currently, we're working with our community partnerships with the National Guard and the Elliot Health Systems in the hope that we can offer free physicals for our athletes come the fall season. More information on that will be coming in August.

Multilingual Learners

Wendy Perron stated that one year ago, the board approved the purchase of a new English language development core curriculum to support implementation. Our department established curriculum teams who have worked hard over this last summer and throughout the course of this year to develop common units and performance tasks that are aligned to our state's English language development standards for Grades K to eight. We also established monthly department meetings that brought EL teachers from across the city, as well as instructional coaches together to provide feedback on those Curriculum Units, to share resources and review student work. We still have some curriculum alignment work to do at the high school level, which will be a priority for the new school year and much easier to manage with the new assistant director on board. The fall 2024 accountability data showed an increase in the percentage of students reaching their annual English growth target across six schools. It is expected that we will see this number grow as a result of the implementation of our new standards based curriculum. Additionally, we hit the 95% participation rate for the first time in at least 10 years on our annual ACCESS test for English language learners. Our English learners also continued to achieve academic growth as measured by New Hampshire SAS in language arts and math. Our EL students demonstrated rates of growth that were the same as their non EL peers in math and just 3% below in English language arts. This kind of success is only possible with the collaboration and support of our classroom and content teachers, and it reflects the work we have been doing to expand EL related PD to all Manchester educators and administrators. One example of this PD is the Excel Leadership Academy, the partnership we have with UCLA. So far about 70 MSD educators have completed over 200 micro credentials focused on improving instruction for our multilingual learners. And finally, she wanted to share that our department has also improved our translation request system. This year, we translated 1000 documents with an average return time of 32 hours.

Student Services and Wellness

Dr. Chmiel stated that she was going to give a brief up brief update on our Student Services programs. Key areas of focus have been professional development. It is important to note that this work will continue. In the coming year, we will be looking at focus areas of how do we go through the special ed process and manage IEPs that are within our complement? In addition looking at systems assessments, the department worked this year on those monthly budget reconciliations with Mrs. DeFrancis and herself, and they'll be coming forward to the finance and facilities meetings next month. As we move into the coming year, special ed will be focusing on Special Ed transportation and all associated special education budget line items on a monthly basis.

Student Support Services - Counseling

Ms. Doherty stated that she is speaking on behalf of Joyce Lewis, who is unable to be here. We gained some momentum this year by adding a new program to support our students. We delivered peer to peer grief support groups at five of our schools, with the support of friends of Aine, and plan to expand this to 13 schools next year. We had overwhelming success for challenge day at all four high schools with overwhelming positive feedback from students, staff and community partners. There are plans in place to expand school climate programs to middle school next year, we have over 40 high school students signed up for the summer skills group with clinicians from the Mental Health Center of Greater Manchester, and we also have two college planning workshops being offered for rising seniors at the Welcome Center in August. We continue to grow our educators as we work to define and align our counseling resources with best practices. School counselors have been familiar with American School Counselors Association National model, and have examined state frameworks for the surrounding New England states. Similarly, our school social workers and SAP counselors have reviewed the frameworks for their professional organization. This is the foundation of our work. Next year, as we articulate a K to 12 framework in each of these areas, we will have trained all of our multi lingual liaisons on Youth Mental Health First Aid. This is a six hour training that goes beyond the state's mandated two hour suicide prevention requirement. We expanded this training to include all of our 21st Century staff. Additionally, we have done training with our data analysis to coordinate data entry for our new transcript. This is part of our initiative to grow our systems. This summer, we'll be providing additional training on a new transfer credit entry process that will populate the graduation summary section into Aspen. This work will bring us closer in line with Xello and rolling out a four year planning tool for students and families. Finally, we are excited to launch our Freshman Academy pilot program this summer at Memorial High School. We have built the program that will serve a cohort of rising freshmen from Southside and focus on durable skills, academic project-based learning, high school success and exploration of career pathways.

Business Office

Mrs. DeFrancis stated that the first goal in the business office was to grow our culturally appropriate meal options. We had great success last school year with the start of this program, and are now serving these meals at least once a month at most of our middle and high schools. Through a partnership with UNH, we were able to offer training to three schools to facilitate the continuation of this program. The next goal was to implement the employee self-serve software. The upgrade to Tyler content manager was completed this year, and that was a step that was necessary before we could launch the Employee Self-Serve program. Testing on the employee self-serve and data cleanup is ongoing in the new module, and roll out to a select

group is expected within a few months and the continuation of the remaining staff thereafter. Our final goal was to continue the work on the budget awareness that the superintendent had mentioned previously. We are still holding monthly data meetings with our transportation, student services and federal funds departments. We added a monthly transportation report to the Finance and Facilities Committee agenda, and in addition, the principals and department heads were included in meetings during the fiscal year 26 budget build.

Information and Technology

Stephen Cross stated that the IT department has significantly strengthened our network security this year. We recently implemented Cisco Duo enrollment for all staff on June 10, and we plan on enforcing multi-factor on June 23. This will significantly reduce the possibility of cyber threats or cyber criminals being able to hack individual user accounts. It will reduce that by close to 100%. Our Emergency Response System, the AJAX Beacon software. We have implemented this for all of our schools, but have had some difficulty with some implementation on the clear touch panels. The engineers have been working with the IT department, and they plan on having a solution so that we can fully push out this app to all of the 75 inch clear touch panels by October of this year. This will significantly improve security for students and teachers, because we'll be able to communicate directly with that panel in the classrooms. We have around 9900 of these panels. The Cisco WebEx phone system is at 17 schools currently, tomorrow we are moving Highland Goffe Falls over, so that'll put us at 18 schools on the new phone system. We have Central and Memorial remaining and those will be completed this summer, and that will put us at 100% with the new phone system. We continue using eRate and are seeking eRate funding to improve our fiber infrastructure, to replace our outdated infrastructure, firewalls, network switches and access points.

Communications

Ms. Doherty stated that in the area of communication, there were three focus areas, employee recognition, two way communication and website improvements. Progress was made developing a broader Recognition Framework thanks to the input of district staff. One of the most successful efforts was the launch of the staff spotlight social media campaign this spring. Since April, the district has received over 200 nominations submitted by staff, family and students. Every nominee was notified, and many were featured on social media. This initiative was an easy, meaningful way for the community to show appreciation for our staff and create momentum for a larger recognition improvement effort moving forward. The RFP for the two way communication results are on the tonight's action agenda. The selected vendor stood out for its strong focus on increasing engagement between families and school staff with real time translation features

to help break down language barriers. This spring, work will begin to enhance the district website, in collaboration with Apogee efforts focused on refreshing the homepage and implementing improved on page navigation tools customized specifically for Manchester. These tools are now active on the Board of School Committee page and were designed to address concerns that arose after the original launch of the site. The update will bring more experience and consistent design across all pages.

Human Resources

Michelle Evans stated that the Human Resources had three areas of focus. First, let's talk about the compliance area. We are in compliance with all of the DOE education rules. Compliance with the DOE and federal rules have been a focus for our team this year, maintaining compliance in certification of staff, Professional Code of Conduct and Code of Ethics has allowed for efficiency and streamlined processes, specifically with certification in the hiring process. With regards to our recruiting goal, we went to 10 employment fairs this spring. We had two local women's groups that invited us to attend and deploy job openings for qualified candidates. We have been working with Mrs. Perron and her group to have some of our documents translated from languages into English, so that we can carry on with the hiring process. We are in year one of the Power School applicant tracking system, and the ease of use has proven to be very beneficial. It's provided us with efficiency. We're no longer accepting large paper packets. Everything is online in nice, tidy files for us, anybody in the district can access it at any time, which makes it really nice. One of the things that we successfully completed was an onboarding survey to help assist us in improving our hiring processes. That was done in February. We have a final report. We only had about a 30% return of the survey that we deployed; however, we need to take the data that we have and we are going to compare it to all of the exit interview data that's happening right now. David in HR is currently finishing up with some of the exit interviews from the people that are leaving the district. We will compile that data, and we'll look at the onboarding survey and see what we come up with, the trends that may be there, looking at what some of our teachers said. Are they not having enough support? Why are they leaving? We know they were coming on board, but why didn't they stay? That's a big project that we're taking on with regard to recruiting with our systems. We successfully completed the implementation of benefit focus, which was many years in making. We're still working out some of the kinks, but it is a wonderful benefit administration tool. We have fully converted to EDI, file processing for enrollment and payroll processing and Benefit Focus is now the system of record for the district benefit packages. Automatic payroll adjustments are processed using File feeds between the district payroll system and Benefit Focus, which saves us a lot of time. It also makes us more efficient and we are more accurate with our figures, and those were two major areas of improvement for us.

Dr. Chmiel wrapped up the conversation by stating that we're going to come back to our ABC goals, which were mentioned earlier, our goal work on attendance, behavior and curriculum and how we have woven them into not only our schools, but our conduct and teaching and learning committees. Our team will be reviewing the end of the year ABC goal reports from our schools, and we'll be working with school leadership teams on goal setting for the coming year. Our next steps, our executive leadership team will be meeting from July 1 through July 3, to review our work from the 2025 school year, and we'll continue our work on the development of our 2026 school year goals. Our team will be working not only on goals, but the budget for the coming two years as well. In the early fall, we will present our 2026 goals for the district departments and our schools. Our team will also provide updates on student outcome data in the fall, as we have this information released from the Department of Education. In reviewing all of our work from the past year, we have made significant progress. It is clear the full team in our district is working to lift student learning and grow our educators. She wanted to thank every member of our district team, which includes all of our schools, who have dug in to help us positively impact the outcome data for our students. That said nobody on our team is looking to sit idle. We are already charging up to get ready for the work ahead in the 2026, school year.

Questions and comments included:

1. It was asked at what point we would see the results from the exit interviews that Ms. Evans referred to? It was indicated that this information will be provided at the committee level but the full board will also hear about this when they come back to talk about the 2025/2026 goals.
2. The district continues with the ABC framework and integrating MTSS-B into the work with guidance, all of our directors and the district team to make sure that the goals are aligned with the goals for the district.
3. ABC goals are submitted to the Student Conduct Committee and it would be great if a summary of all the schools ABC reports could be submitted with their summary for their accomplishments. The reports are being reviewed and embedded into the district process for expanding the work being done.
4. Where is the district at with the Strategic Plan? The district leaders and the schools leaders are working together to get feedback and they have made significant progress in actualizing the strategic plan. They are working on dashboard to allow a mechanism to provide feedback.
5. Being incredibly transparent is important.

6. An official closing and celebration for Wilson school will be taking place. It was stated that as the building has not been turned over to the city yet, we are still paying for the expenses incurred at the building.
7. Freshman Academy at Memorial is taking place this summer and the hope is to collect data on the pilot and then possible expansion of the program.
8. YuBiKey is a device from the state that allows authentication of the person logging into the Google account. This is a very secure and easy method that is non-invasive.
9. There are still devices that go home with students. When a student signs up for school at the Welcome Center, they are given an ECF device. The district also works with the social workers to get these devices to those that need them.
10. HR sent out a survey to staff that were onboard from August 1 through October to see how the onboarding process was and how it could be improved.
11. It was stated that the HR Department could use additional staff members to help with the oversight of the over 2,000 district employees.
12. It was asked if the two factor authentication with Cisco will work in the dead zones of the schools? It was stated that they are gathering this information to see who needs a YubiKey for authentication purposes.
13. The district needs to work collaboratively with the Board of Mayor and Aldermen regarding getting to a path of cooperation moving forward.

9. ACTION AGENDA

a. Approval of the Teaching and Learning Standing Items – by Nicole Doherty, Assistant Superintendent

Ms. Doherty stated that this is the final version of the standing items for the upcoming 25/26 Teaching and Learning Committee meetings. There have been no additional changes from the last review.

On motion of **Committee Member O'Connell,** duly seconded by **Committee Member Soule,** it was moved to approve the Teaching and Learning Standing items for the 25/26 School year. All were in favor and the motion passed.

b. Approval of the Isle of Shoals Marine Laboratory Field Trip – by Nicole Doherty, Assistant Superintendent

Ms. Doherty stated that this summer incoming senior students from Memorial, Central, West and MST have hade the opportunity to participate in the Shoals Marine Learning Experience, hosted by the University of New Hampshire. The trip is held at Appledore Island, Heart of the Isles of Shoals, located about six miles off the coast of Maine and New Hampshire. Appledore Island is home to many different birds, diverse marine community, and hundreds of harbor and gray seals. Our students will have a unique opportunity to observe and study these fascinating creatures in their habitat. Students will learn about marine science and explore the diverse marine ecology off the coast of the Gulf of Maine. They'll also learn about sustainable energy engineering and witness firsthand how solar and wind energy reduce our human footprint on the environment. Approximately 15 students will have the opportunity to participate in this hands on learning experience, and they will be led by our dedicated teachers, Cassie Thomas and Dr. John Coppins, in collaboration with the University of New Hampshire. Once completed, students will earn a half a credit in Marine Environmental Science towards their graduation. The trip is also funded by donors to cover the student's cost and teacher stipends will be funded through title four.

On motion of **Committee Member Baines,** duly seconded by **Committee Member Gonzalez,** it was moved to approve the Isle of Shoals Marine Laboratory Field Trip. All were in favor and the motion passed.

The following items were before the Committee on Finance and Facilities but were in turn referred to the full board for discussion and action.

c. RFP: Two-Way School Communications Tool – by Andrew Toland Executive Director of Communications ($42,796.88)

Nicole Doherty, Stephen Cross and Wendy Perron were present to speak on this item.

Committee Member Baines stated that the Committee on Finance and Facilities did not take action for a couple of reasons. The number one reason was the concern about educational funding and the second reason was due to being conscious of what the district is spending money on during the current budget situation.

The conversation included:

1. Cost savings were achieved through the implementation of Cisco Duo and the reallocation of funds for the communication tool.
2. It is important that the district have a centralized communication tool for consistency across the district.
3. There was a question regarding the free use of Class Dojo for teachers and its vetting process for privacy. It was indicated that there are legal and liability considerations for the district if they don't clarify that Class Dojo is not an emergency notification system. It was stated that the liability for this app would be similar to the liability that would come from Class Dojo.
4. There is a need for centralized control over communication apps to monitor communications effectively.
5. An automated message to clarify the app's purpose and to prevent misuse for emergencies or staff abuse reporting.
6. It was asked about the role of family engagement liaisons in the communication process and it was indicated that they need to prioritize family engagement liaisons in the new communication system.
7. The advantages of Talking Points includes accurate translation and read-aloud features, which are not available in other apps.
8. Talking Points strengthens the direct connection between families and teachers, while liaisons remain important.
9. The current communication systems used in the district were indicated are Blackboard and S'mores. The district also uses Thrill Share for notifications, which is integrated with the website.
10. It is important that the district invest in functional communication systems that integrate with current systems, as well as accurate translation services to support the district's multilingual community.
11. There has been overwhelming support from principals and teachers for Talking Points due to its consistency and oversight capabilities.
12. The plan is to add a liability statement when users sign up for Talking Points and to push this statement frequently.

*On motion of **Committee Member Baines,** duly seconded by **Committee Member Soule,** it was moved to award the Two-Way communication Tool project to Talking Points for the period of one year, with the option to renew for an additional two years, and to allow the administration to further negotiate the contract terms. All were in favor and the motion passed.*

d. Salary Increases for Non-Affiliated Employees – by Karen DeFrancis, Executive Director of Finance ($410,548.00)

Committee Member Baines stated that the Committee on Finance and Facilities did not take action for the same reason as the last item. We were hoping for an update on what is happening at the state level for funding.

Mayor Ruais stated that the update is readily available in the press that the Governor has indicated that if this budget was sent to her that she would veto it. There is a vote on the budget on Thursday.

Dr. Chmiel stated that historically, we have the non-affiliated crew who follow the tax cap increases year to year. She supports the budgeted amount that we put in for the non-affiliated group. As comparable, the average 13 year tax cap for the nonaffiliated would come in at about a 2.61% increase. It is important to remember we have years of a high tax cap, and then we have years of very low tax cap.

Other questions and comments included:

1. The historical practice has been to follow the tax cap increases for non-affiliated employees.
2. It was indicated that this increase have already been realized in the existing budget.
3. It was stated that it seems premature to given salary increases and there is the need for a comprehensive budget discussion.
4. It was again brought up about the district's $9 million budget deficit and the need for immediate budget adjustments.
5. It was stated that it is unsustainable to give the tax cap-compliant pay increases for non-affiliated workers.
6. The Board and the District need to work together to develop a list of cost-saving measures for the upcoming budget discussions.
7. It was stated that there are going to be some important and tough decisions the district is going to have to make, which could include potential school closures, to address the financial challenges.
8. Mayor Ruais stated that he does not think we should pause this item and that the Board should approve this tonight, as this has already been budgeted for.

On motion of ***Committee Member Baines,*** *duly seconded by* ***Committee Member Senecal,*** *it was moved to table item 9-d, Salary increases for non-affiliated staff. Committee Member Baines asked for a roll call vote.*

Committee Members Baines, Senecal and Spillers voted yes to tabling this item. Committee Members O'Neil, Gonzalez, Parr, Soule, Want, Bonilla, Argeropoulos, O'Connell and Mayor Ruais voted no to tabling this item. Committee Members Turner, Bergeron and Potter were absent.

The motion to table failed.

Committee Member Baines stated that he thought that the Mayor had asked for us to pause on this item until we had more information and Mayor Ruais stated that he did not and he had indicated that we should go forward with approving this item tonight.

On motion of ***Committee Member Argeropoulos,*** *duly seconded by* ***Committee Member Soule,*** *it was moved to approve item 9-d, Salary increases for non-affiliated staff. Committee Member Bonilla asked for a roll call vote.*

Committee Members Senecal and Spillers voted not to approve this item. Committee Members Bonilla, Argeropoulos, O'Connell, O'Neil, Gonzalez, Parr, Soule, Want and Mayor Ruais voted yes to approving this item. Committee Member Baines abstained. Committee Members Turner, Bergeron and Potter were absent.

Motion passed.

e. City Service Contracts – by Karen DeFrancis, Executive Director of Finance

Mrs. DeFrancis stated that we have four city service contracts. These are standard annual contracts that are brought forward each year for the services that are provided to us by the city departments, including the police department for the school resource officers, the city IT folks, our city risk management and the Department of Public Works, which covers Parks and Recreation and facilities maintenance.

Questions and comments included:

1. What the percentage increase is for each department and the impact on the district's budget. Mrs. DeFrancis stated that the district budgeted a 3% increase for departments, with a reduction for the Department of Public Works.

2. Concerns were brought up about the disparity between the city's 3% increase and the district's actual tax cap increase.

*On motion of **Committee Member Soule,** duly seconded by **Committee Member O'Connell,** it was moved to approve item 9-e, City Services contracts for fiscal year 26. Committee Member Want asked for a roll call vote.*

Committee Members Want, Spillers, Senecal and O'Neil voted not to approve this item. Committee Members Bonilla, Argeropoulos, O'Connell, Baines, Gonzalez, Parr, Soule and Mayor Ruais voted yes to approving this item. Committee Members Turner, Bergeron and Potter were absent.

Motion passed.

f. Anthem Formulary Changes and State Mandates – by Karen DeFrancis, Executive Director of Finance

There were no questions or comments on this item.

*On motion of **Committee Member O'Connell,** duly seconded by **Committee Member Argeropoulos,** it was moved to approve the recommendations regarding the Anthem Formulary Changes and State Mandates. All were in favor and the motion passed.*

10. <u>CONSENT AGENDA (ITEMS 10 – 17)</u>

11. Mayor Ruais advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, only one motion will be taken at the conclusion of the presentation.

Committee Member Spillers removed item 13-a.

The balance of the Consent agenda was as follows:

12. Approval of minutes from the Board of School Committee meetings on: June 9th, 2025 meeting.

13. Report(s) of the Committee on Policy, if available.

a.

b. Revisions to the job description for the Executive Director of Finance
c. Middle School Student Handbook Template
d. Title IX Policies Revisions and Repealed Policies, as follows:
    1. Revisions to Foundations 103: Non-Discrimination/ Equal Opportunity and Affirmative Action;
    2. Revisions to Students 100: Harassment of Students;
    3. Revisions to Students 100-R1: Harassment of Students Procedures;
    4. Revisions to Personnel 102: Harassment of Employees;
    5. Personnel 102-R1: Employee Discrimination and Harassment Complaint Procedures;
    6. Repealing Students 100-R2: Harassment of Students; and,
    7. Repealing Personnel 102-R2: Employee Discrimination and Harassment Complaint Procedures.

14. Report(s) of the Committee of Teaching and Learning, if available.

15. Report(s) of the Committee of Finance and Facilities, if available.

a. Treasurer's Report
b. Grants, Gifts and Donations Report
c. Request to Waive Fiscal Policy 119 for School Climate Programming
d. Request to Waive Fiscal Policy 119: Bidding Procedures for Technology Related Equipment
e. Request for Disposition of Obsolete Computer Equipment
f. Paid Meal Price Increase-School Food & Nutrition ($85,000.00)
g. Assurances for USDA Commodities Application ($403,994.00)
h. RFP Results-School Food & Nutrition Services
i. Financial Reports
j. City Services Invoices ($718,716.14)
k. Manifest of Authorized Expenditures (May 2025) ($19,058,850.84)

16. Report(s) of the Committee of Student Conduct, if available.

17. Report(s) of the Committee on Education Legislation, if available.

*On motion of **Committee Member Soule,** duly seconded by **Committee Member O'Connell,** it was moved to approve the balance of the consent agenda. All were in favor and the motion passed.*

13. Report(s) of the Committee on Policy, if available.

a. Revisions to policy Instruction 147: District Owned Electronic Devices

Committee Member Spillers stated that she had some questions on this item. Her questions included if this policy includes students and staff and she asked if we allow students and staff to take the devices home. She stated that her concern is that we do not want them to leave them in their cars in extreme hot or

cold, and for students we don't want them taking them outside. The concern was the first paragraph of the policy that states that the Manchester School District aims to equip each school with enough laptops or tablets to meet the needs of all enrolled students during the day.

It was indicated that the reasoning for the changes is just to changing the verbiage of one to one devices for students.

*On motion of **Committee Member Spillers,** duly seconded by **Committee Member Parr,** it was moved to approve item 13-a, policy Instruction 147: District Owned Electronic Devices. All were in favor and the motion passed.*

COMMUNICATIONS

18. Superintendent's Communications.

a) Board Report Email Update

There were no questions or comments on this item.

b) Superintendent Updates

The updates and discussion included:

1. Title One and Title Four Allocations

Our census poverty rate increased, which actually helped us not lose as much. The formula takes into account 25% census and 75% free and reduced lunch. As a district our free and reduced lunch numbers from October 1, 2024 was 46.78%. Unfortunately, at this time, Highland did not qualify for Title One services as their free and reduced lunch number was lower than the district. IDEA, Perkins and Title I will have an initial allocation distributed July 1, with the final allocation distributed, October 1, pending release from the US Ed. At the Finance Committee in August, Polly Golden and Ms. Doherty will provide an in depth presentation regarding those Title I funds. Moving on to title four, we have received $1,066,143, which is $47,000 less than last year. We utilize these funds to support well rounded education which includes technology and student wellness. Currently we are still waiting for the release of Title II and Title III funding from the US Department of Ed to the New Hampshire Department of Ed.

a. It was asked what the impact of losing Highland-Goffe's Falls as a Title One school on the district's funding distribution. The funding reduction was based on overall district numbers, not individual school qualifications.
b. The allocation process was questioned and the potential impact on other Title One schools.

2. Welcome Center
    a. Ms. Doherty shared the registration folders that they provide to families when they come into the Welcome Center to register their children.
    b. The folders included the goals presentation, school calendar and registration information for parents, as well as information on our community partnerships.
3. Thank you:
    a. The work on the District/Department goals is an great undertaking and Dr. Chmiel wanted to thank the district staff who are moving student outcome data forward.
    b. We had 764 graduates and we wish them the best of luck in their future journeys.

19. Board of School Committee Members' Communications.

a. Results of the Board Self-Evaluation

Committee Member Want stated that some items that stood out to her were under Standard 2, Board Governancy Policy, the Board and the Superintendent will participate in an annual retreat to build team relationships, review roles and responsibilities and board operations and orient new board members. She stated that she knows that we did do the new board member orientation but she stated that she does not remember the retreat taking place with Dr. Chmiel.

Clerk Carey stated that we did have the retreat, which took place at the Welcome Center and was facilitated by Barrett Christina from the New Hampshire School Board Association and Dr. Chmiel. She stated that she will be sending out an email to the board to determine a date for this year's retreat.

*On motion of **Committee Member Soule,** duly seconded by **Committee Member Parr,** it was moved to approve the results of the Board Self-Evaluation and directs the clerk to work to schedule a date for the Board Retreat on the Board Goals, to be facilitated by the New Hampshire School Board Association and the Superintendent. All were in favor and the motion passed.*

b. Special Committee on Athletics – Consent items
   a. SportsYou Platform for Athletic Communications
   b. Entrance Fees to Athletic Events for Manchester School District Students

*On motion of **Committee Member Parr,** duly seconded by **Committee Member Soule,** it was moved to approve the results of the report from the Committee on Athletics consent items. All were in favor and the motion passed.*

c. Report of the Committee on Joint School Buildings – by Vice Chair O'Connell

Vice Chair O'Connell stated to the board that attached are the items from the June meeting and he wanted to make sure that the board was aware that there would be a joint school building meeting in the month of July. He added that the projects continue to be on time and on budget. The groundbreaking at Hillside and McLaughlin has taken place in the last couple of weeks.

Committee Member Baines wanted to thank Aldermen Kantor, Goonan, Long, Fajardo, and Former Mayor Craig, who spearheaded these projects when she was the Mayor, for attending the groundbreaking and supporting our education as we bring the middle schools up to the standards that our students deserve.

d. Update on Board Goals

There were no questions or comments on the Board Goals.

e. Superintendent Evaluations – Must be submitted to the Board Clerk by Friday, June 27th, 2025 at noon.

Vice Chair O'Connell stated that the Board Clerk has sent out the evaluations and he encouraged all the Board Members to return these to the clerk by Friday at noon, so that the responses can be tallied prior to her leaving on vacation.

Questions and comments included:

1. The policy references the board chair and vice chair to write an overall evaluation and present it to the board. This will be completed and they will meet with the Superintendent to discuss the evaluation prior to approval.

20. Personnel Report.

*On motion of **Committee Member Parr**, duly seconded by **Committee Member Argeropoulos**, it was moved to approve the personnel report and supplemental report. All were in favor and the motion passed.*

The approved personnel report was as follows:

RESIGNATIONS/RETIREMENTS: ADMINISTRATION

Name	Position	Location	Salary
Laurie Cloutier	Assistant Principal	Northwest	$98,462.00
Andrew Toland	Exec Dir of Communication	District	$95,347.55

NOMINATIONS: ADMINISTRATION

Name	Position	Location	Salary
Jessica Huard	Assistant Principal	Weston	$101,462.00
Paula Oliveira	Assistant Principal	Northwest	$105,521.00
Kelly Dobin	Adult Education Facilitator-PT	Adult Ed	$35,000.00

RESIGNATIONS/RETIREMENTS: CERTIFIED STAFF

Name	Position	Location	Salary
Theresa Anstiss	Special Education Teacher	McLaughlin	$70,926.00
Mariah Rose	Elementary Teacher	Jewett	$47,195.00
Jessica Huard	Elementary Interventionist	Weston	$84,796.00
Brenna Woods	Kindergarten Teacher	Webster	$70,078.00
Trevor Martin	Math Teacher	Parkside	$29,753.37
Christopher Lord	Video & Digital Media Teacher	MST	$84,796.00
Amanda Pavlic	Kindergarten Teacher	Gossler	$45,000.00
Alexander Mellor	Special Ed Teacher	Webster	$53,673.00
Megan Mitchell	STEM/Health	Bakersville	$47,195.00
Maddison Berry	Elementary Teacher First Grade	Green Acres	$47,195.00

NOMINATIONS: CERTIFIED STAFF

Name	Position	Location	Salary
Michelle Wood	4th Grade Elementary Teacher	Parker Varney	$80,627.00
Ann Kalasky	Elementary Teacher - 1 Year	Jewett	$87,340.00
Melanie Burns	Elementary Grade 2 Teacher	Parker Varney	$77,811.00
Megan Bushway	Occupational Therapist	Parker Varney	$54,147.00
Nicole Moody	4th Grade Elementary Teacher	Highland GF	$69,363.00
Nick St. Germain	8th Grade Math Teacher	Hillside	$87,340.00
Lauren Burrows	ESOL Teacher	Parker Varney	$49,748.00
Cali Hagen	5th Grade Math/Science Teacher	Parkside	$48,611.00
Kieth Matte	ESOL Teacher	Beech St	$53,016.00
Abigale Hurd	Elementary 3rd Grade Teacher	Weston	$46,350.00
Samuel Colby	Math Teacher	Central	$51,450.00

RESIGNATIONS/RETIREMENTS: NON-CERTIFIED STAFF

Name	Position	Location	Salary
Kaitlyn Christie	Paraeducator II	Bakersville	$17.50
Alexis McNally	Reg. Behavior Technician	Parker Varney	$30.00
Amber Briggs	Paraeducator I	Webster	$17.00
Brinn Shea	Paraeducator II	Northwest	$17.50
Janice Platt	Paraeducator II	Northwest	$17.50
Brenda Quinn	Paraeducator II	McLaughlin	$17.50
Tina Morse	Food Service Worker	Gossler	$16.63

Blake Johnson	21st Century Site Assistant	Hillside	$19.01
Mayela Celone	Administrative Assistant II	Hillside	$27.00

LEAVES OF ABSENCE: NON-CERTIFIED STAFF

Name	Position	Location	Salary
Sabrina Trevino	Administrative Assistant III	West	$21.14

NOMINATIONS: NON-CERTIFIED STAFF

Name	Position	Location	Salary
Madison Moreau	Academic Tutor-Non Public Schools	District	$30.00
Marcella Termini	Paraeducator II	Hillside	$18.03
Ashlynn Ducharme	21st Century Club Assistant	District	$15.00
Helena Zahorak	Paraeducator I	Parker Varney	$17.51
Taryn Ducharme	21st Century Club Assistant	District	$15.00
Blake Johnson	21st Century Site Coordinator	Hillside	$31,700.00
Mayela Celone	Administrative Assistant III	Hillside	$31.43
Miguel Frett	Asst Varsity Girls Basketball Coach	Memorial	$3,015.10
Ashley Dennis	Girls Cross Country Coach	Memorial	$3,034.90
Harrington Javier	HR Generalist	District	$58,000.00
Cassidy Lavigne	JV Field Hockey Coach	Central HS	$2,462.90
Heidi Liolios	Paraeducator I	Central HS	$17.51
Yadira Duvall	Paraeducator I	Webster	$17.51
Meryl Bollinger	Paraeducator II	Webster	$18.03
Taylor Deegan	Registered Behavior Tech	Parker Varney	$30.00
Julia Ferreira	School Bus Operator II Training	District	$15.00
Timothy Lambrou	Varsity Basketball Coach	Central HS	$5,083.10

TRANSFERS: CERTIFIED STAFF

Name	Current Assignment	Current School	Effective Date
Kelly Callanan	Elementary Interventionist	McDonough	08/28/25
Carey Hodges	ESOL Teacher	Hillside	08/28/25
Erica Livingstone	Special Education Teacher	McDonough	08/28/25

21. TABLED ITEMS

There were no tabled items this evening.

22. NEW BUSINESS

1. Committee Member Baines:
    a. Superintendent Evaluations.
        i. It was stated that when the Board discusses evaluations and compensation of employees, those persons should not be in the room. The Chair and Vice Chair should be meeting with the Superintendent to discuss the results. Vice Chair O'Connell stated this would be the case.
        ii. We passed this policy five or six years ago, it was meant to create some accountability. It also helps the Board to make sure that we're always focusing on

goals, keeping track of goals that we're doing our job as board, and the district's doing its job in making sure that it sticks to the strategic plan. And I love that the superintendent has really pinned all of the goals to that strategic plan. That was her choice. The policy does say directly that the next step, after each individual fills out the evaluations, that Angela will tally them, and it's given to the mayor and the vice chair, and they are supposed to write an overall summary, and it is supposed to come back to the board to approve before it's all said and done.

iii. The policy was included in the agenda packet and states: By July 31 the board chair and the vice chair will meet and review the evaluations, and based upon those evaluate evaluations, will write an overall evaluation on behalf of the entire board of school committee. The written evaluation shall include evidence for rating and comments to the superintendent for each standard in spaces provided by August 15, the vice chair and the Chair will meet with the superintendent and review the written evaluations. The annual written evaluations will have attached copies of each committee member's individual evaluations. The superintendent will have the opportunity to include comments for each standard in the spaces at an August board of school committee meeting under confidential cover, the board will vote to accept the evaluations. If the evaluation is satisfactory, the board will vote to extend the superintendent's contract, as agreed upon by both the Board of School Committee and the superintendent.

b. Shout out to Wendy Perron and her team for the translation services they provided at graduation. She had the chance to go up and see they were way up, if you know SNHU, the Sam Adams area. And unbelievable. It was unbelievable. Families were given the information when they came in. Everything was translated simultaneously.

c. Shout out to the students who performed at the groundbreaking, two very different schools presentations, but the bands were outstanding, as well as the chorus, and the student speakers.

2. Committee Member Soule:

a. Ground Breaking: shout out to McLaughlin for the group that did the Pledge of Allegiance. Also, the opportunity to shovel, all of us got that opportunity.

b. Instruments: We had the opportunity to have the students who received instruments from the grant that Ed Doyle wrote, and there were at least seven students in the McLaughlin band who had instruments from that grant.

3. Committee Member Bonilla:
    a. Cole Family – He wanted to thank everyone that came out to show their support for Rebecca and the family. It's been a tough couple of weeks in the world and the country. It was a true demonstration of all of us coming together. Thank you to our mayor, Jay for being there and sharing some words at the vigil, to the members of the Board of School Committee who showed up, and to our BMA who showed up. Thank you to the first responders, who have been there since the tragedy, and recognize that all of us are here for them as well. Thank you for those who have been there and who have continued to show up for the family, to the chief of police for the support and shutting down the streets to host a vigil. Thank you to executive council member John Steven who has been there as well and supported the family. Tons of people have been there. So again, thank you even to those who showed up on Friday for the services, and to the individuals who showed up at the celebration of life. Thank you again to the City of Manchester and to the community of Ward five.
4. Committee Member O'Connell:
    a. He wanted to echo the sentiments of Committee Member Bonilla. He knows that the Manchester Fire and Police Departments have been affected by the recent series of events that happened last week. This has affected so many people.
    b. Joel Elliott – Parkside Student who received the National Long Jump title.
    c. Angelica Sadeska from Central High School won the State Heptathlon at the outdoor track and field meet.
    d. Track and Field Accomplishments:
        i. Girls Title I champion.
        ii. Boys 100 meter and 200 meter state champions.
        iii. Girls 400 meter state champions.
        iv. Boys state record for the 4x400 boys and the 4x200 Division One champions.
        v. Boys Division One 100 champion.
        vi. Student at the nationals for Javelin for girls.
        vii. And several school records, including the boys 110 meter hurdles, which were broken.

5. Committee Member Baines:
    a. Thanked Committee Member Bonilla for his words regarding the Cole Family. The community has wrapped this family in their arms during this time.
    b. Thank you to all the high schools for the graduations last week and they were all wonderful in their own ways.
    c. Thank you to SNHU for hosting the graduations, it was a long day for everyone involved.
6. Clerk Carey:
    a. She reminded the board and the public that there are no meetings in July, except for the Joint School Buildings meeting.

The Board wanted to also thank Forrest Ransdell for his service to the district and wish him well in his future endeavors.

23. A motion is in order to go into non-public session under the provisions of RSA 91-A:3 II (a, b, and c, e, j and l) and RSA 91-A:2, I (b and c): for the dismissal, promotion or compensation of any public employee or the hiring of any person as a public employee; and, for matters, which if discussed in public, would likely affect adversely affect the reputation of any person; consideration of negotiation of pending claims or litigation; consideration of confidential, commercial or financial information that is exempt from public disclosure under RSA 91-A:5, IV; consideration of legal advice provided by legal counsel, either in writing or orally; and, Strategy or negotiations with respect to collective bargaining.

9:17 p.m.

*On motion of **Committee Member Parr**, duly seconded by **Committee Member Soule**, it was moved to go into non-public session under the provisions of RSA 91-A:3 II (a, b, and c, e, j and l) and RSA 91-A:2, I (b): for the dismissal, promotion or compensation of any public employee or the hiring of any person as a public employee; and, for matters, which if discussed in public, would likely affect adversely the reputation of any person; consideration of negotiation of pending claims or litigation; consideration of confidential, commercial or financial information that is exempt from public disclosure under RSA 91-A:5, IV; consideration of legal advice provided by legal counsel, either in writing or orally; and, Strategy or negotiations with respect to collective bargaining.*

Roll Call: Committee Members Parr, Soule, Want, Bonilla, Argeropoulos, O'Connell, Spillers, Baines, Senecal, O'Neil, Gonzalez and Mayor Ruais voted yes. Committee Members Turner, Bergeron and Potter were absent. Motion passed.

Present: Administration: Dr. Chmiel, Karen DeFrancis, Nicole Doherty, Michelle Evans and Daley Frenette.

1. *There was discussion on pending negotiations.*
2. *There was a discussion on the Emergency Operation Plan, which is confidential safety information exempt from public disclosure.*

24. A motion is in order to call the meeting back to order.

9:26 p.m.

*On motion of **Committee Member Parr**, duly seconded by **Committee Member Soule**, it was moved to call the meeting back to order. All were in favor and the motion passed.*

ADJOURNMENT

25. If there is no further business, a motion is in order to adjourn.

*On motion of **Committee Member Baines,** duly seconded by **Committee Member Parr,** it was moved to adjourn. All were in favor, meeting adjourned at 9:27p.m.*

True Copy. Attest.
Respectfully Submitted,
Angela M Carey
Clerk of Committee