

TOWN OF NEWMARKET, NEW HAMPSHIRE
BUDGET COMMITTEE - SCHOOL BUDGET SESSION

December 7, 2015 6:30 PM

TOWN HALL AUDITORIUM

MEMBERS PRESENT: Chairman David Foltz, Vice Chairman Michael "Mickey" Burns , Dan Hill, William "Blue" Foster, Michael Lang, Daniel V. Smith, Jeff Raab, Town Council Rep Amy Thompson, School Board Rep Mike Kenison

EXCUSED: Craig Dionne, Meg Louney-Moore

ALSO PRESENT: School Business Administrator Christine Blouin, Superintendent of Schools Dr. Mike Martin

AGENDA

Chairman Dave Foltz welcomed all present to the Budget Committee meeting of December 7, 2015 and called the meeting to order at 6:30 pm, followed by the Pledge of Allegiance.

Chairman Foltz announced that Craig Dionne was in Colorado and Meg Louney-Moore had a last-minute emergency and was unable to attend. He welcomed School Business Administrator Christine Blouin and Superintendent of Schools Dr. Mike Martin who would be discussing the **School FY17 Budget**. He also thanked Linked Together for the little snowmen and Christmas cards for the Budget Committee.

OLD BUSINESS

Approval of the Minutes of November 30, 2015

Councilor Thompson made a motion to approve the minutes of the meeting of November 30, 2015, which was seconded by Mr. Burns.

Corrections: Mr. Raab asked that the figure for the overage of the Revolving Fund of Recreation Director Hilton be corrected from \$16,000 to *\$60,000* on page 5 of the minutes.

Chairman Foltz polled the Committee and the minutes of the meeting of November 30, 2015 were approved as amended by a vote of 7-0, with 2 abstentions.

NEW BUSINESS

SCHOOL PROPOSED BUDGET FY17

School Business Administrator Christine Blouin said she would begin on page 3 of the School Board Approved FY17 Budget with the basic assumptions used to project expenses. She stated that Teacher Salaries were set at the appropriate step and column according to the Collective Bargaining Agreement (CBA) for 2013-2016. She asked the Committee to keep in mind that they were currently negotiating a new contract, and that the members currently employed would stay at the same contracted amount until a new salary agreement was reached. She explained that the agreement would then be placed on the ballot as a Collective Bargaining Warrant Article to raise and appropriate those funds. She said there had been one additional increase which was a request to change a half-time Music Teacher at the Junior-Senior level to a fulltime position due to increased student enrollment.

School Business Administrator Blouin said that Classified Salaries were basically on a step-and-track system, and said they had decided to give a 2% raise to the people already at the top step. She stated that the Negotiations line under the SAU Budget on page 44 provided salaries for those on Continual Contracts, such as professional employees and certified employees, which covered 29 positions throughout the entire district and was level-funded. Mr. Raab asked if classified salaries and continual contracts were also subject to change after a new CBA contract, and School Business Administrator Blouin replied that only the teacher salaries would change. She added that some teacher positions were funded by Grants, which were paid by Federal monies and were not part of the budget. She said the School also had some contractual obligations such as sick day buy-back, health insurance for Certified staff, and a long-term disability assistance program, plus FICA and New Hampshire Retirement. She stated that the big increase was in their Cigna Health Insurance coverage through SchoolCare, as the 5% increase projected had doubled to 10.9%, which was the guaranteed maximum rate. Chairman Foltz asked if this was part of collective bargaining and School Business Administrator Blouin said it was separate for all eligible members in the District. Councilor Thompson asked for a dollar amount for the 10.9% health insurance increase, and School Business Administrator Blouin estimated that it was about \$200,000 overall.

School Business Administrator Blouin next referred to *Appendix A* on pages 4-5, which showed a breakdown by Object code for Salaries (100s), Benefits (200s), Contracted Services (300s), Purchased Property Services (400s), Other Purchased Property Services (500s), Supplies (600s), Equipment (700s) and Other Uses of Funds (800s). She said this showed what each code represented so they could see the fluctuations, and pointed out the \$132,724 increase listed under Benefits for health insurance. School Business Administrator Blouin said she had broken it down by Function on page 6, and said they were proposing a budget of \$16,062,526, which was \$82,477 lower than the prior year by 0.51%. She asked the Committee to keep in mind that 81% of the School Budget was salaries and benefits and that the Teacher Collective Bargaining Agreement (CBA) was currently being negotiated. She pointed out that though they were currently down, they would be up once the CBA passed and was on the budget. She said the chart on page 7 clearly showed that Salaries & Benefits made up 81% of the budget, with Equipment and Supplies broken out. She said the School had a lot of contractual obligations in the 500s, including tuitioning for Special Education and out-of-district placement as well as the Charter School, and there was a decrease here of 12.6%. She added that they were also seeing over a \$150,000 savings in Special Education this year due to students ageing out and placement changes. She said the School also had a Special Education Trust Fund as backup, with a current balance of roughly \$294,000. Mr. Raab asked about the contract for Fuel Oil, and School Business Administrator Blouin said the \$1.05 decrease was for the current year only and they estimated a 4% increase for FY17. She said the School District also had a Utilities Contingency Account Trust Fund if needed. She stated that the decrease for Severance Payments on page 8 was a result of five (5) teachers retiring this year.

Councilor Thompson asked for an explanation of where the difference of approximately \$500,000, between the 2014/15 approved budget of \$15,861,963 and the end-of-year actuals of \$15,337,160, was going. School Business Administrator Blouin explained that the Fund Balance of approximately \$643,000 took all unexpended funds plus any unanticipated revenues into account. She said that \$100,000 went into a trust fund for the Repair & Maintenance Account, \$50,000 went into the School Technology Trust Fund Account, and the remaining amount had gone to offset taxes. Mr. Smith pointed out that the adjustment for Salaries (100s) on page 4 should be a positive \$24,451. Chairman Foltz asked for clarification on the increase in salaries. School Business Administrator Blouin explained that they had Full Day Kindergarten, 4 new paraprofessionals for Kindergarten, the increased position for the Music Teacher at the Junior-Senior High School, an increased paraprofessional position in ESOL, and that the School Board had also recommended putting in \$50,000 to fund a Facilities Director. She added that they had 40 staff changes this year, many in the paraprofessional area.

School Business Administrator Blouin explained that when budgeting, they used the current staff as of October 7th and moved them forward through the whole budget as if they were here today. Councilor Thompson questioned the \$1/2 million put back on the tax rate over the past 2 years and asked if there was a way to budget closer. School Business Administrator Blouin said they tried to be as conservative as possible with the information they had every year, and stated that they were being aggressive about contractual obligations and had already saved over \$150,000. She said she agreed that \$1/2 million was high and said her ideal would be \$250,000-\$350,000, but said things could change very quickly with Personnel at 81% of the budget. She said the School Board had just started discussions of Warrant Articles at the last meeting and they would definitely know by early January 2016. Superintendent of Schools Dr. Martin added that the Budget Committee would still need to be in a position to make a recommendation if a warrant article came in later. Mr. Foster asked if anything large was being expected for Special Education, as it was the second biggest after Salaries & Benefits. School Business Administrator Blouin said they were actually seeing a decrease of \$170,000 between the two, but that there would be an increase for Special Education Equipment. Mr. Raab asked what would be done if the projected enrollments on page 8 came in higher. School Business Administrator Blouin said that they would just have to make concessions, as the budget was approved by the School Board and was now in the hands of the Budget Committee.

Elementary School

School Business Administrator Blouin referred to the Budget Summary for the Elementary School on page 9, listed by Function and Object. She said the budget was down \$113,354, and that she would skim through the budget by line item. She started with Professional Salaries (112) which were contractual salaries for all regular teachers. She said they currently had 35 teachers with 34.3 FTE and one teacher was funded by a grant with benefits. She said Paraprofessional Salaries (113) included the 4 new paraprofessionals for Kindergarten, with increases based on a step chart. She stated that there were Substitute Teachers (122) throughout the entire budget with two different rates for certified and non-certified and that they did not actually budget for Long-term Substitutes (124). School Business Administrator Blouin said that this budget was level-funded throughout with some increases and decreases, but no significant requests for additions.

School Business Administrator Blouin moved on to Special Education on page 11, and said all special education salaries were contractual. She said the Elementary School had 8 special education teaching positions (8.0 FTE) which included 2.0 FTE for Preschool Special Education Teachers and a Special Education Coordinator. She explained that expenses for these positions were proportioned across all

three school levels with 0.6 FTE budgeted for the Elementary School. She said there were 25 paraprofessional positions (25 FTE) based on student Individualized Education Plans (IPEs), which was an obligation they were required to meet. She said Substitutes were again listed using different rates for certified versus non-certified. She said there was one (1.0 FTE) English as a Second Language (ESOL) K-12 teacher who oversaw the District ESOL Program and was budgeted in the Elementary School, and there was also one ESOL Tutor. She said there was one (1.0 FTE) Remedial Reading Teacher that served the Elementary School and 8 tutors, 5 for reading and 3 for math, with two of the positions Grant Funded. She said there were no changes to Summer School Salaries or the Homework Club.

School Business Administrator Blouin stated that there was one Guidance Counselor that served the Elementary School and there was also one Nurse, both at 1.0 FTE. She said they had two Speech Therapy teachers (2.0 FTE) and two Occupational Therapy positions at 1.4 FTE. She stated that one of the changes this year was in hiring a fulltime Librarian for the Elementary School, eliminating the paraprofessionals, and moving the current fulltime Librarian to the Junior-Senior High School, and that the reallocation of funds was shown on page 14. She said New Equipment was purchased for Technology which was up \$9,375, but that Replacement Equipment was down \$7,380. She stated that Custodial Salaries included a Head Custodian, two fulltime custodians and one part-time, with the part-time increased from 4-5 hours. She said that Electricity was at the end of a 3-year contract and the figure represented the new anticipated cost. She said they saw a significant savings in Fuel Oil gallons and that they also had a trust fund for this.

School Business Administrator Blouin said Benefits were listed on page 17 as well as an increase listed for the Modular. She stated in 2014 a brand new Modular was put in, an unexpected expense they did not have the funds to meet. She explained that the first year Impact Fees were used, but that they decided to see if the budget could now absorb the costs. Mr. Hill asked whether under Sick Day Buy Back, employees would be reimbursed by whatever sick time not used by the end of the year. School Business Administrator Blouin replied that was correct, and said Teachers got 14 sick days per year and could buy back up to 7 once they met a threshold. Mr. Smith said he was trying to track salaries through the budgets and asked where the \$85,738 listed on page 4 under Individual Contracts was manifested in the Elementary School budget. School Business Administrator Blouin explained that \$50,000 was for the Facilities Director under SAU, that there was an increase in ESOL and an increase in the Custodial staff, and that there were also increases for some paraprofessionals. She said the amount covered employees and professional salaries under contract, and said a list of 19 of these employees was provided on page 44 under SAU Negotiations for merit increases. School Superintendent Dr. Martin explained that salary increases for Teachers were not in the budget, but that increases for Paraprofessionals and Administrators were. Mr. Foster questioned the jump in Replacement Equipment from \$800 to \$2,900, and asked how this differed from New Equipment. School Business Administrator Blouin said they listed them separately for tracking, auditing and inventory purposes, and explained that New Equipment was a key for something they did not already have, and Replacement Equipment was for replacements of current equipment.

Junior High School

School Business Administrator Blouin stated that the projected enrollment for the Junior High School was up approximately 2.5%. She said she had again broken down the budget by Function and Object, and that the Junior High was up \$178,168. She asked the Committee to keep in mind that some of this was reallocation from moving Elementary students up to the Junior-Senior High School, such as Special Education students and all the services that came with them. She pointed out that the increase for the

Music Teacher was funded here under Professional Salaries. She said there were funds to pay for Detention, and there were no real changes in the actuals for Substitutes and Long-Term Substitutes. She said that though New Furniture was down, it was offset by an increase in Replacement Furniture. She explained that there were 15 paraprofessionals under Paraprofessional Salaries with 14.0 FTE, and said they had a fulltime Reading Specialist to meet the needs of students in the Junior-Senior High School, with 0.4 budgeted for the Junior High and 0.6 budgeted under the Senior High.

Mr. Raab asked a question from page 19 regarding the Professional Salaries and Paraprofessionals Salaries, as the proposals for FY17 were significantly higher than the actuals for the last 2 years. School Business Administrator Blouin explained that it was not a direct correlation of who was there, but was how she used the budget as a resource when allocating and spending the budget. She said that 21 positions were listed here but the FTE was only 17.25, and said for reconciliation purposes it was easier for her to budget them as “wholes” rather than at 17.25 FTE. She said she also used the budget as a tool for payroll purposes and accountability, and said she tried to simplify reconciliation to make it easier to track funds, adding that this was only an issue for the Junior-Senior High School. On page 21 she explained that the Junior-Senior High School was served by a Director of Guidance and a Guidance Counselor, both of whom were fulltime. She said that expenses for the Junior High were budgeted for the fulltime counselor and 0.4 FTE for the Guidance Director. She said there was also an administrative assistant for the Guidance Office was listed under Secretary Salary, with 0.4 FTE budgeted for Junior High.

School Business Administrator Blouin stated that there was a fulltime Nurse who was budgeted 0.4 FTE for the Junior High and 0.6 FTE for the Senior High. She said there was a fulltime Speech Therapist who served students with disabilities, and said this position was also split 0.4 FTE and 0.6 FTE for the Junior High and the Senior High. She said the hiring of a fulltime Librarian for the Junior-Senior High School was implemented here under Librarian Salaries, with the offset of eliminating the Library Paraprofessional. She said one Principal and one Assistant Principal administered the Junior-Senior High School, which was again split 0.4 FTE for the Junior High and 0.6 FTE for the Senior High. She said there was a fulltime bookkeeper, a 231-day secretary/receptionist, and a 218-day office assistant listed under Secretary Salary, with 0.4 FTE budgeted for the Junior High. She said that expenses for the Junior High for custodians were budgeted at 1.85 FTE under Custodial Salaries on page 24, and said the Head Custodian was also budgeted here, with additional funds for summer and for overtime. She pointed out the decrease of \$9,880 for Fuel Oil/Gas, which was based on the 4% increase. She said Bus Monitors were listed under Transportation Manager on page 25, and there were also Breakfast Monitors in the cafeteria. She pointed out the 10.9% increase for Health Insurance and said that the benefits were the same as provided for the Elementary School. Chairman Foltz said that under Heating System Repairs, \$4,000 was approved in 2014/15 and \$8,795 spent, with \$4,000 again budgeted for 2015/16 and \$8,500 proposed for FY17. School Business Administrator Blouin explained that they were trying to do things differently and be more proactive, and said they were starting to look at contracted services which would mean an increase in Heating Service Repairs.

Senior High School

School Business Administrator Blouin stated that the projected enrollment for the Senior High School was up to 285 students. She said she had again broken down the budget summary into Function and Object, with the High School down \$53,395. She said under Professional Salaries there were 28 regular teachers for instruction in grades 9-12 for a total of 21.21.95 FTE. She said there were funds to pay for Detention and there were Substitutes for classified and non-classified. She said the Senior High had 6

Special Education teachers whose salaries were contractual, and a 0.6 FTE Behaviorist. She said there was also a District Special Education Coordinator which was a fulltime K-12 position, with expenses apportioned across all three levels for a total of 6.8 FTE for the 8 positions. She said there were also 10 Paraprofessionals for the Senior High School and one tutor for ESOL.

School Business Administrator Blouin pointed out the decrease on page 30 for Career & Technical Tuition, which was a result of the cost per student for the Seacoast School of Technology (STC) going down. She said there was one fulltime Remedial Reading Teacher who served the needs of the Junior and Senior High Schools, with 0.6 FTE budgeted in this account. She said there were no changes under Advisor Salaries which included stipends for class, club, and activity advisors. She said there was a Homework Club with 4 staff members who ran the club 3 days/week to work with students, and that it provided for 100 hours of after-school assistance. She said there was also a Director of Guidance and a Guidance Counselor who were both fulltime with 0.6 FTE budgeted for the High School, and there was a fulltime Nurse, a Speech Therapist, and a Librarian split 50/50 between the Junior and Senior High Schools. She pointed out that the Computer Lease was down as the 3-year lease with Apple had ended and they now owned the equipment. She said the Principal and the Assistant Principal were budgeted for the High School at 0.6 FTE, as well as a bookkeeper, a secretary, and an administrative assistant. She said expenses for custodians for the Senior High School were listed under Custodial Salaries with 2.5 FTE, and that the Head Custodian was also listed under this account. She said expenses under Non-Instructional Aides covered a Breakfast Monitor for the cafeteria.

School Business Administrator Blouin again pointed out the big increases under Health Insurance for the High School, plus all the other associated benefits. She said the new 2900 section on page 37, formerly listed throughout the budget, was an effort on the part of the School to make it easier for the Budget Committee to track some of the bigger ticketed items in the School budget.

SAU/Board

School Business Administrator Blouin moved on to the SAU/Board Budget which was down \$93,296 overall. She said that under Objects you could see Salaries (100s) at \$72,782, of which \$50,000 was for the Facilities Director. She said that Other Purchased Property Services (500s) was down \$175,087 as a result of negotiating a new transportation contract. She said the Tuition Handicapped account on page 39, which funded programs for students receiving Special Education, was down \$144,741 based on some placement changes and students ageing out of the program as well as the Charter School. She said Other Uses of Funds (800s) was the difference in severances and that the number was driven by people who intended to retire.

Mr. Foster asked for a description of the Facilities Director, and School Business Administrator Blouin replied that it was currently a work in progress. She said the School had put in \$50,000 to hire a fulltime Facilities Director to work with the Town and the School, and said she did not have specifics yet as they had just earmarked funds to start the process. Mr. Foster asked what would specifically be required of the Facilities Director, as they were putting in a \$50,000 line item. School Superintendent Dr. Martin felt it could be divided into categories of care and maintenance for the building in general, and for operations covering the day-to-day routine work of keeping the building ready. He said maintenance work would be to take care of equipment, and to make sure that changes in the mechanical equipment that ran the building would be made on a regular basis. Mr. Foster asked if it would be taking away some of the job duties of the Head Custodian, and Dr. Martin replied that it was a work in progress for the School to begin the conversation about how to better take care of the building going forward.

Mr. Kenison, the School Board Representative to the Budget Committee, said he had recently met with Mr. Zink and Mr. Hoffman to begin working on a job description for the Facilities Director, and said it was unclear whether a fulltime person would be warranted for the two school buildings and 25% of the Town Hall. He said the job would be more to work upfront and have better control over projects such as the shoveling of the roof last winter, to make sure OSHA standards were followed. He said the Department of Education (DOE) requirements were changing to include a Facilities Maintenance Plan, and that a qualified facilities person would be needed to put that complex plan together. He added that every school they had visited to select an architect had facilities directors, and said the DOE would be making sure they had a plan and were following it. Mr. Foster said this was the first he had heard of hiring a Facilities Director and Councilor Thompson agreed that she did not recall any discussion of this on the Town side. Councilor Weinstein said they were working on legislation to allow the two entities to work together, as it was currently not permitted.

School Business Administrator Blouin moved on to the Budget Details on page 39 and said the biggest changes here were for Tuition Handicapped (563), which dropped due to some students ageing out and placement changes. She said that Charter School Tuition (564) covered services for students who were at the Charter School and not the school itself. She said an increase under Director & Curriculum Instruction was a result of increasing the position to a 260-day contract to cover summer months. She said Technology Operations (125) covered the salaries for an Operations Manager and a PC Maintenance Technician, and said they had also taken the Webmaster (126) stipend and implemented it into those 2 job descriptions. She said Information Service Subscriptions & Fees (643) covered the cost of contracted services for all the software programs. She said the biggest one on page 43 was Severance Payouts (841) which dropped \$25,300, and covered contract benefits for 5 intent-to-retirees. Mr. Smith asked what the \$30,000 proposed for Legal Expenses (380) represented. School Business Administrator Blouin said that as they were not sure what they were going to do with the school facilities, this could be used to cover bond council or be used for negotiating purposes. She said there were no big changes listed on page 44, and that the big one on page 45 was \$50,000 for the Facilities Director. She said Regular Transportation (510) was down because of successfully negotiating a new contract for the current year, and that Special Education Transportation (514) was also down a little. Mr. Foster asked if the transportation contract was year-to-year, and School Business Administrator Blouin replied that it was a 3-year contract with a possible 2-year extension. She said that on page 46 the big one again was Health Insurance and all the benefits tied to personnel.

Adjustments to the Initial Budget - November 12, 2015

School Business Administrator Blouin said the adjustments made to the budget were shown on page 47. She stated that when they originally presented the budget on October 14, 2015 the total budget was \$15,952,623. She said the 10.9% adjustment for Health Insurance was added to the budget, and pointed out the total District wide adjustment of \$108,504. She said the increase to the Curriculum Director salary of \$13,554 was for an adjustment to a 260-day contract. She said they originally had a Contracted Services line for Architectural Engineering but the Board had decided to fund that with a Warrant Article. She said the increase for the Facilities Director (\$50,000) was shown, as was the decrease of \$20,675 due to the drop in SST Tuition rates. She said the increase for the ESOL Paraprofessional was also listed at \$8,520. She said this clearly showed where they started and where they had ended up, with an increase of \$109,903. She again advised the Committee to keep in mind that though they were currently down, two-thirds of the curriculum population would be on a separate Warrant Article covering the Collective Bargaining Agreement.

School Business Administrator Blouin said the **Classified Wage Schedule** was shown as *Appendix B* on page 48, which listed the classified positions. She said the scale had not changed so that everyone would get their step, and those currently at the top would get a 2% raise. She said that *Appendix C* showed their **Accounting System** and how it worked, with a breakdown by Fund/Function and Building/Function, with Objects listed for both. She said an **Explanation of Function** was provided in the back with brief descriptions of what the jobs entailed, and a list of acronyms was also provided.

Discussion/Questions: Mr. Hill said that obviously the big unknown was the Collective Bargaining Teacher Contracts, and asked at what date they would have a general idea of what the warrant articles would look like. School Superintendent Dr. Martin said the budget needed to be done by January 11, 2016 so it could be included in the Public Hearing, and said as soon as the School Board took action on it he would notify the Budget Committee. Chairman Foltz asked if the school had more than one company they could go to for health insurance coverage. School Business Administrator Blouin explained that it was contractual and part of the Collective Bargaining Agreement, and that there were technically 3 pools. She said there was New Hampshire Interlocal Trust which was Harvard Pilgrim, there was SchoolCare which was Cigna, and there was Health Trust which was Anthem, and that they were currently in the most cost-effective pool. Mr. Hill asked for a clarification on the 10.9% increase to health care and asked if that same exact rate got passed on to the employees. School Business Administrator Blouin said the 10.9% represented the increase to their rates, but that the co-shares differed for teachers and classified employees.

Mr. Foster asked if the Food Service Fund on page 7 was still self-funding, and asked if the Federal Funds were the same as last year. School Business Administrator Blouin said the Food Service was still self-funding and said the Federal Funding, for which they had to gross-appropriate to have the authority to spend, was the same amount as last year. Mr. Foster asked if there were any funds remaining in the Fund Balance. School Business Administrator Blouin explained that voters had approved that School Districts could now keep 2.5% of their net assessment as Fund Balance, and that this threshold was reassessed every year. She said this year they had \$493,000 in the Fund Balance and the School Board had chosen to send it all back to reduce taxes. Mr. Raab asked how the Utilities Trust Fund was replenished and School Business Administrator Blouin replied it was funded by Warrant Article. Chairman Foltz asked if there was anything remaining in the Dual Purpose Fund, and School Business Administrator Blouin replied that it was minimal. Mr. Foster asked if the School Board saw any other Warrant Articles being added other than Collective Bargaining. School Business Administrator Blouin said there were basics like Collective Bargaining, the School Budget, using the surplus to fund things like Technology, and that there were also discussions with regard to Architectural Engineering. School Superintendent Dr. Martin said the School Board had met on Thursday and would be meeting again on December 17th to take action.

Chairman Foltz verified the date for the School Public Hearing, which was scheduled for January 11, 2016 at 7:00 pm. He said he felt there was no need to meet again on December 21st unless the Committee wanted to review the School Budget further. As the Committee agreed that no further review was needed, Chairman Foltz thanked School Business Administrator Blouin and School Superintendent Dr. Martin for coming.

OTHER BUSINESS

Budget Committee – School Budget Session
December 7, 2015

Next Meeting

Chairman Foltz announced that the next meeting would be the **Public Hearing for the Town FY17 Budget** on Monday, December 14, 2015 at 7:00 pm in the Town Hall Auditorium, and that there would be no regular Budget Committee meeting in December. He said the Budget Committee would not be meeting again until January 11, 2016, which would be the Public Hearing for the School FY17 Budget.

Adjournment

Mr. Foster made a motion to adjourn the meeting which was seconded by Mr. Hill. The Committee approved the motion unanimously, and the meeting was adjourned at 8:05 pm.

Respectfully submitted,

Patricia Denmark, Recording Secretary

Approved February 1, 2016