

SAU #44 Nottingham  
Nottingham School Board  
Public Session Minutes  
December 20, 2017 / 6:30 pm

1 Nottingham School Board Members: Chair Ms. Jackie Snow, Vice Chair Dr. Roslyn K. Chavda, Ms. Susan  
2 Levenson, Ms. Christine Dabrieo, Ms. Kathryn Brosnan

3 Others: SAU#44 Superintendent Dr. Robert Gadowski, Assistant Superintendent Scott Reuning, Principal  
4 Christopher Sousa, Finance Director Marjorie Whitmore, Secretary Dawn Calley-Murdough

5 Visitors: Kelly Dobe, Michael Coltin, Auditor Sheryl Burke

6 1. Meeting Call to Order: Chair Snow opened the December 20, 2017 meeting at 6:31 pm.

7 2. Chair Snow led those in attendance in the Pledge of Allegiance.

8 3. Review of Bills and Manifests: Board members reviewed and signed the manifest.

9 4. Non-Public Session (if needed):

10 6:32 PM Motion: by Ms. Brosnan to enter into Non-Public Session RSA 91-A:3 II (k). Second by Ms.  
11 Dabrieo.

12 **Roll call to enter Non-Public Session:**

13 **Ms. Jackie Snow, Chair – Yes, Ms. Susan Levenson – Yes, Ms. Christine Dabrieo – Yes, Ms. Kathryn**  
14 **Brosnan – Yes**

15 **Dr. Chavda arrived after the roll call vote.**

16 **6:56 PM Motion: by Dr. Chavda to adjourn the Non-Public Session and re-enter Public Session. Second**  
17 **by Ms. Brosnan.**

18 **Vote: 5 – 0 in favor.**

19 **The Board returned to Public Session at 7:02 pm**

20 Chair Snow stated that while in non-public session the transportation contract matter was discussed.  
21 No votes were taken while in non-public.

22 5. Audit Presentation: Ms. Sheryl Burke from Melanson Heath thanked Ms. Whitmore for all her help  
23 during the audit and commended the School Board for creating an Audit Committee. Ms. Burke  
24 reviewed the overall audit report stating the Nottingham School has received an unmodified, or clean,  
25 audit opinion, which indicates the financial statements are accepted under regular audit standards. Big  
26 changes are seen in the audit process with GASB 68 with the inclusion of pension liabilities, which don't  
27 need to be funded, but are an explanation in the report of long term liabilities; these changes are now  
28 common. GASB 45 also requires documentation for the net OPED obligation. Both of these  
29 requirements are needed to receive a clean audit and all schools are in the same position. Helpful  
30 information about the fund balance was provided, identifying the breakdown of the total fund balance.  
31 Ms. Whitmore would email the board all the audit information, including supplemental reports.  
32 Dr. Chavda asked why there wouldn't be a management letter. Ms. Burke stated the auditing standards  
33 determine when a management letter is required, which include material weakness or  
34 misappropriation, or even significant deficiencies in the financials, and there were no issues that rose to  
35 the criteria that needed a letter. A simplified letter could be provided that would document there are  
36 no material weaknesses, which is typically needed for bond purposes.

37 Chair Snow stated the Audit Committee was helpful in understanding the audit process and report.

38 Ms. Burke stated she was impressed with how close the bottom line financial amounts were, as it  
39 doesn't typically happen.

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40 Ms. Levenson asked which reports were required for the Annual School Report. Ms. Burke replied the  
41 balance sheet and the income statement, but it can differ with community preference.  
42 There were no additional questions or comments and Chair Snow thanked Ms. Burke for attending the  
43 meeting.

44 6. Student Representatives: N/A

45 7. Public Comment: None

46 8. Approval of Minutes:

47 **Motion: by Dr. Chavda to approve the public December 6, 2017 minutes as amended. Second by**  
48 **Ms. Dabrieo.**

49 **Vote: 5 – 0 in favor.**

50 **Motion: by Ms. Brosnan to approve the non-public December 6, 2017 minutes as amended.**

51 **Second by Dr. Chavda.**

52 **Vote: 5 – 0 in favor.**

53 9. Administrative Reports:

54 a. Business Administrator's Report: Ms. Whitmore updated the board that the Catastrophic Aid amount  
55 will only be an approximate \$1000.00 less than what was budgeted.

56 Ms. Levenson asked if the board could request adjustments to, or ask that additional revenues be  
57 included in the final estimated revenue amounts; can an amount from the SAU surplus be included in  
58 the proposed budget and revenue forms. Ms. Whitmore stated there is some opportunity for the  
59 board to adjust revenue amounts, but there are some amounts that are dictated by state agencies.  
60 The only item she would rather not include is the tuition amounts from teachers that enroll their  
61 children into the Nottingham school, as that enrollment can change at any time. Ms. Whitmore  
62 stated the surplus could be included if the amount is known, depending on when the Joint School  
63 Board votes on the issue, and she would seek guidance from the Auditor on how that would be  
64 included on the state forms.

65 There was agreement that further discussion regarding the SAU surplus would take place.

66 i. Monthly Financials: Ms. Whitmore stated a preliminary review took place for salaries and  
67 insurances, but it won't be reconciled for more accurate amounts until late January/early  
68 February.

69 Ms. Levenson asked if the school has received any confirmed retirements. Ms. Whitmore stated  
70 there were no early retirement letters that she is aware of, and stated she did receive one intent  
71 to retire was received but there is an expectation that it will be pulled back. There are no  
72 expected retirements in the current year. General discussion of the possible year end surplus  
73 took place.

74 ii. 2018-2019 Proposed Budget: Dr. Gadomski highlighted the previously requested proposed budget  
75 changes, which included the changes to the transportation amount, but not the Dover High School  
76 Tuition amount. The board will need to formally vote on the transportation bids, and make a  
77 decision regarding the Dover Tuition.

78 Ms. Levenson stated the Dover Cap amount is really more of a suggestion, ~~and asked if the board~~  
79 ~~should renegotiate the Dover contract.~~ Chair Snow recommended including the 5.8% tuition

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80 increase into the budget and asked to meet with the Dover School Board to better understand the  
81 reasons for the higher than anticipated increase, despite the contract.

82 Ms. Levenson stated there should be a review of the tuition amount by the board, as voters  
83 approved the contract with an understanding that it included only a 4% cap, despite understanding  
84 it could change.

85 Dr. Chavda asked what recourse the board has. Ms. Levenson stated the contract explains the  
86 recourse, which is renegotiation by the board.

87 Ms. Dabrieo asked if the discussion with Dover would take place before the final presentation of  
88 the Budget Committee.

89 Dr. Gadomski stated the tuition amount could change up to the day of the Budget Committee  
90 Public Hearing, and could even change at the Deliberative Session. Dr. Gadomski stated he would  
91 request Dover to attend the January 3, 2018 School Board meeting to discuss the issue.

92 Ms. Whitmore provided the board with the adjusted proposed budget totals and percentage of  
93 increase, in addition to the estimated tax impact, including the adjusted amount for the increased  
94 Dover tuition.

95 Dr. Gadomski reported the new budget information would be updated in all worksheets and would  
96 be provided to all board members as soon as possible. There is time for additional updates before  
97 the public hearing. It was stated the Budget Committee is aware that the Dover Tuition amount  
98 will change.

99 Chair Snow asked the board to consider removing the 6<sup>th</sup> grade 1 to 1 technology in an effort to  
100 reduce the proposed budget and be mindful of the other increases in the proposed budget.

101 Ms. Levenson stated she thought there would be a modified roll out of technology use by the 6<sup>th</sup>  
102 graders and they wouldn't be bringing equipment home, and that there was already sufficient  
103 equipment for the 6<sup>th</sup> grade. Mr. Sousa stated this issue has received a lot of discussion, and there  
104 is agreement to remove the 6<sup>th</sup> grade 1 to 1 technology, which will provide the school time to  
105 evaluate how the 1 to 1 technology is being used and how it benefits students in their curriculum.

106 Dr. Chavda asked if a decision to remove the 1 to 1 technology for the 6<sup>th</sup> grade is the appearance  
107 of spending too much or is it concern about the overall percentage increase or could the board  
108 find a different \$36,000.00 to remove from the proposed budget. Chair Snow stated it is based on  
109 a couple of areas; one is a need to address the contractual and mandatory obligations and a desire  
110 to introduce the new full day kindergarten, as well as plan for a plan to invest in building  
111 maintenance. While computers are helpful, it is possible for the school to go another year without  
112 providing the 6<sup>th</sup> grade class with their own 1 to 1 technology, it isn't a necessity. Chair Snow  
113 stated she is concerned about how the voters will receive the percentage of increase, addressing  
114 what could be considered a need versus a want.

115 Ms. Levenson stated the Budget Committee did have many questions about technology and how it  
116 is being included within the curriculum and is the use being measured and documented as being  
117 educationally sound. The board should be aware of the perception that the percentage of  
118 increase can be seen as asking for too much. The board should plan to work on the philosophy of  
119 the technology curriculum.

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- 120 Ms. Brosnan suggested holding an Open House to show how well the technology is being used.  
121 Dr. Chavda stated she doesn't believe the parents of the 7<sup>th</sup> and 8<sup>th</sup> grades students have concern  
122 about the use; it is more the community members that don't have a lot of access to the school.  
123 Mr. Sousa stated he doesn't see a lot of parent concern on the issue, but see that it is a desire to  
124 have a better understanding of how technology is being integrated. There is an agreement to  
125 understand the use of 1 to 1 technology, and there is full support to put a hold on moving forward  
126 with purchasing more 1 to 1 equipment. This will provide the school time to study how the  
127 integration of the technology is impacting overall education.  
128 Mr. Sousa stated he also received an updated amount on the cost of internet access, which will  
129 further reduce the budget.
- 130 Ms. Whitmore stated she is also concerned about not only an increase in the budget but how the  
131 loss of state revenue will impact the tax rate, and provided the board with an adjusted proposed  
132 budget amount and percentage of change with the removal of the 6<sup>th</sup> grade 1 to 1 technology and  
133 reduction of the internet access costs.
- 134 There was agreement that additional education effort is needed to explain changes in high school  
135 tuition amounts, and how much of that can be contributed to a shift of the number of students  
136 attending Coe Brown versus Dover. The board agreed there should also be additional education to  
137 the general public about the expectation of an increasing high school student count and  
138 corresponding tuition expenses, because the student population is so much higher for the 3<sup>rd</sup> and  
139 4<sup>th</sup> grades. These grades have a higher number of students than the higher grades, and high  
140 school student counts have been a relatively level number of students each year.
- 141 Chair Snow stated concern was expressed at the last Budget Committee meeting about tuition  
142 amounts at the high schools and a recommendation was made to create a high school tuition  
143 reserve fund.
- 144 Dr. Chavda asked to stress the difference between being able to incorporate additional students  
145 into the elementary school within the given budget, and that there isn't the same ability for high  
146 school tuition; tuition must be paid for each student.
- 147 Dr. Chavda expressed a desire to reduce the proposed budget as much as possible in an effort to  
148 receive voter approval, rather than an approval of the default and losing full day kindergarten. It  
149 was stated if the default budget passes the School Board does have control of the bottom line  
150 budget amount and there could be the possibility that full day kindergarten could be  
151 implemented, especially with adjustments expected from transportation contract.
- 152 There was agreement that the board was comfortable with the proposed budget as presented,  
153 even though it is higher than the default budget. There was agreement to establish a strong  
154 communication strategy in order to educate the public on the benefits of the proposed budget,  
155 which would include information about building maintenance already completed, education  
156 changes, and the loss of revenue.
- 157 iii. 2018-2019 Default Budget: Ms. Whitmore reviewed the percentage change to the default budget  
158 with the change in the Dover Tuition.
- 159 iv. 2018-2019 Warrant Articles: Review of the warrant articles took place.

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160 Dr. Chavda asked if there should be a limit to the number of total articles being presented in order  
161 to prevent voter fatigue, adding that she see an appeal to adding a high school tuition capital  
162 reserve fund.

163 It was stated there are some communities that have two dozen articles, but there can be voter  
164 fatigue. However, there should be careful consideration of how articles are numbered, with least  
165 important being numbered last. General discussion took place about the importance of each  
166 article and how they should be numbered. The board agreed the Building Maintenance reserve  
167 fund was the most important and should be numbered the highest.

168 General discussion took place about the types of paving that is needed, with a desire to make sure  
169 the work being completed won't cause issues with future proposed repair and/or building plans.  
170 This included the importance of education versus capital improvements/maintenance.

171 Dr. Gadomski reported the board does have the emergency fund that could be used for additional  
172 tuition, if additional unexpected students move-into the district.

173 Ms. Levenson asked to further refine the language for the library warrant article to identify the  
174 specific intention of the changes without excluding some of the program needs. After discussion it  
175 was determined the language should be change so that improvements would identify for the  
176 library facility and program improvements.

177 The Board agreed to leave the order and amounts in each article as presented, and they would  
178 consider adding a tuition reserve fund the next budget year.

179 There was agreement to defer discussion regarding the World Language program warrant article  
180 until the next meeting with Mr. Chauvette.

181 There was agreement that the Budget Committee would be asked how they would feel about  
182 introducing an additional warrant article for high school tuition.

183 Ms. Levenson asked to determine an estimate to install a sink for the 6<sup>th</sup> grade science class. Mr.  
184 Sousa stated he may need to consider movement of classrooms to locate the easiest installation  
185 with existing plumbing and further discussion would be held at the next meeting.

186 b. Assistant Superintendent/Student Services Report: Mr. Reuning reported he is happy with the training  
187 that is taking place with staff to make sure they are educated and trained in building security  
188 measures and to be very observant of staff and visitors wearing their ID, and questioning those who  
189 are not following safety protocol.

190 There were little changes needed to IEP documents, staff is following through on requirements to  
191 plans. Changes to the census were received and action took place to shore up activities surrounding  
192 the state assessment and assessment process.

193 Ms. Levenson asked for clarification of payment of student attendance to another public school. Mr.  
194 Reuning reviewed when the school is responsible for paying for student attendance to another school  
195 or a charter school, stating it is a complicated process. The school is required to pay for those  
196 services, but an offset amount will be seen in the revenues.

197 Mr. Reuning reported additional information has been received regarding SB193, but even more  
198 information continues to come forward, and the board would discuss the issue at their next meeting.

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199 It was stated public testimony will be presented to the legislature on January 3 and the public forum  
200 in Deerfield is on January 11.

201 c. Principal's Report: Mr. Sousa stated 6<sup>th</sup> grade students saw and encouraged others to view the movie  
202 Wonder. Students then participated in a lunch program where they sat with students they did not  
203 typically sit with. Reading the book and taking part in other kindness related activities is part of the  
204 curriculum. Kindness and character driven activities are a big part of the curriculum, and are just as  
205 important as test scores. The School Board supported such a large effort in being kind. Students  
206 spent time at the Senior Luncheon hosted by Nottingham Recreation, students also distributed  
207 cookies to home bound citizens and also sang. Mr. Sousa praised the relationship between the  
208 Nottingham School and the Nottingham Town Offices, stating there is a lot of communication  
209 between the two and makes for a very positive working relationship.

210 Nottingham has been asked to be observed in a UNH Grad Students dissertation that is based on  
211 community relationships. The woman will interview many school staff members, sit through a school  
212 board meeting, and review the school education process.

213 CALM training was held at the Nottingham Town Office and a decision was made to host part of the  
214 Recreation Summer Camp program at the school during the summer in 2018.

215 A school calendar would be presented in the next month or so with the necessary contract obligations  
216 and holidays.

217 Dr. Chavda asked which students qualify for honors classes in high school. Mr. Sousa stated parents  
218 and teachers review recommendations, which includes grade averages, test scores, and overall  
219 ranking in a class. However, each high school also has a say about entrance to honors class, although  
220 most high schools are self guided and students can select some of their own classes. Students can  
221 work their way into honors classes, but many honors classes require pre-requisites.

222 d. Curriculum Director's Report: N/A

223 e. Superintendent's:

224 i. Personnel Report:

225 **Motion: by Ms. Levenson to approve the nomination of Andrea Marmorale as lunch room**  
226 **monitor. Second by Ms. Brosnan.**

227 **Vote: 5 – 0 in favor.**

228 **Motion: by Ms. Dabrieo to approve the stipends for the Student Leader Coalition. Second by Dr.**  
229 **Chavda.**

230 **Vote: 5 – 0 in favor.**

231 Mr. Sousa responded that the Student Leader Coalition was part of the CBA, as well as other stipend  
232 amounts. General discussion took place about discussing stipends for different activities at the next  
233 meeting.

234 The Dover School Board will be invited to the next available meeting. Ms. Levenson asked about the  
235 Dover 3.5% increase for special education and the difference with increases at Coe-Brown. Mr.

236 Reuning reported that increase is specific to one to one student needs. Mr. Reuning stated he does  
237 not yet know the Coe Brown increase and is budgeting 5%. There is a difference between general

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238 paraprofessional support provided to students versus one to one special education requirements, and  
239 this is documented in the contracts and is reflected in the budget.

240 10. Old Business:

241 a. Transportation Updates:

242 i. Bus Ridership Number: Dr. Gadomski reviewed the ridership counts, stating elementary school  
243 numbers remain level, but high school numbers is a tougher challenge in an effort to balance  
244 counts with length of time spent on a bus.

245 Ms. Brosnan stated she received a question from a parent about the number of high school  
246 students on the high school bus, and asked about the requirement to provide bus services. Dr.  
247 Gadomski reported the school is not required to provide high school transportation, but there are  
248 requirements for providing transportation and the distance and location of available bus stops.  
249 There was agreement for the Transportation Committee to include a review of the total number of  
250 buses needed for each high school, based on the number of students attending each school.

251 ii. Status on Vacant Driver: Dr. Gadomski reported Dail Transportation hired a driver to fill the vacant  
252 bus position, but then received a resignation from another bus driver. The new person was then  
253 shifted to fill the new vacancy, and the other vacancy continues. It was stated anyone interested  
254 in driving a bus should contact the SAU to learn more.

255 iii. Transportation Bids: Dr. Gadomski stated the bid were received and a recommendation made by the  
256 Transportation Committee. The bid would be accepted with understanding that the contract  
257 language would be further refined based on recommendations by the Transportation Committee  
258 for final acceptance by the board.

259 Chair Snow stated the Transportation Committee recommended moving forward with Dail  
260 Transportation bid.

261 Ms. Brosnan reported on the recommendation to select the Dail Transportation bid, stating Dail  
262 already has existing drivers and an existing fleet, which was considered more valuable than hiring a  
263 new company that would need both drivers and buses, which is the reason for the much higher  
264 cost. Ms. Brosnan reported the other company could not guarantee the ability to provide the  
265 needed number of drivers.

266 Dr. Chavda stated she was glad more than one bid was received, but her concern with Dail is the  
267 fact that they haven't fulfilled all the terms of their contract. Chair Snow stated she felt the  
268 majority of the terms have been filled and work needs to take place in some areas.

269 Ms. Levenson supported the selection of Dail Transportation, stating Dail has attempted to fill the  
270 vacancy, and finds that they reduced the current amount being paid by the school for the missing  
271 bus.

272 **Motion: Ms. Dabrieo to accept the transportation bid from Dail Transportation. Second by Dr.**  
273 **Chavda.**

274 **Vote: 5 – 0 in favor.**

275 b. NHSAA Needs Study: Chair Snow asked to move the item up to a higher place on the next agenda so  
276 the board could spend some time discussing the matter. The issue was discussed at the prior CIP

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- 277 Committee Meeting, with concern expressed about using Impact Fees for some of the proposed  
278 changes.
- 279 It was stated the second survey was sent out to teachers with an expected deadline for completion  
280 after the holidays.
- 281 General discussion took place about how the board could utilize impact fee funds for the additional  
282 space needs seen at the school. The board would discuss possible ways Impact Fees could be used  
283 and a recommendation was made to invite Mr. Bruce Mayberry to a future meeting.
- 284 The board would discuss the study at their January 3, 2018 meeting, to include the new impact fee  
285 schedule and current amounts in the impact fee accounts.
- 286 Ms. Levenson asked to add the School Board Goals on the board website.
- 287 11. New Business:
- 288 a. Annual Report Layout and Production: The board discussed who they would want to have complete  
289 the layout for the School Board Annual Report.
- 290 **Motion: by Ms. Brosnan to have the School Board Secretary to complete the layout of the annual**  
291 **report for a stipend of \$300.00. Second by Ms. Levenson.**
- 292 **Vote: 5 – 0 in favor.**
- 293 12. Monthly Enrollment Report: It was stated student count was down by one student. Chair Snow stated  
294 the overall student count was down one student.
- 295 Ms. Levenson stated there should be a trend of increasing student counts that will attend high school  
296 over the next few years and it was stated the board should try to show the public the counts being  
297 estimated for the future.
- 298 13. School Board Newsletter/Community Newsletter: Chair Snow stated she would provide Ms. Levenson  
299 with a report. Ms. Levenson stated she would email the board her current report.
- 300 14. Correspondence: Chair Snow stated correspondence was received regarding a prior email and the issue  
301 would need to be discussed during a future non-public session.
- 302 Chair Snow stated an email was received about the score board and lights in the gym. Mr. Sousa stated  
303 it is on the to-do List to check that all lights are working properly and make sure all connections are  
304 wired correctly. If it continues to malfunction the school will determine if it can be repaired and how  
305 much it would cost for repair and/or replacement. It was stated it may need to be replaced in the future  
306 and funding sources are being sought.
- 307 15. Committee Report/Updates:
- 308 Emergency Management Committee: Ms. Dabrieo stated the meeting was rescheduled due to the snow  
309 date.
- 310 Budget: Chair Snow stated the meeting was held last week, successfully. There were excellent questions  
311 and the committee appreciated the answers provided by the SAU and school administration staff. Chair  
312 Snow stated she believes these are the most in depth questions she has received from the committee  
313 members, but also felt a lot of support from the committee on the proposed budget. This includes  
314 specific comments about a need for the Budget Committee to publicly support the proposed budget.  
315 Ms. Levenson stated the committee is actively participating in the process. Mr. Sousa stated he and Mr.



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- 316 Chauvette both felt very positive after the meeting, it is nice to be able to talk about the programs in  
317 depth, and is one of the nicer committee meetings he attends.
- 318 Ms. Brosnan stated Nottingham is lucky to have such a supportive Budget Committee.  
319 Support was expressed to the SAU, School Administration, and the Budget Committee members for all  
320 the work they do to present a fully reviewed budget, and work so well together while working through  
321 the process. .
- 322 Mr. Reuning reported it is especially nice to receive questions ahead of time and to be able to provide  
323 thorough answer to the committee.
- 324 CIP: Chair Snow stated the committee will meet tomorrow for their final meeting, with an expectation of  
325 finalizing reports. Answers should be provided to previously asked questions regarding the Fire  
326 Department.
- 327 16. Other: Ms. Levenson stated information was received about the winter vacation week. Mr. Sousa  
328 reported the Title I newsletter was distributed and stated there is a lot of information available on the  
329 website for students to access.
- 330 Ms. Dabrieo asked if the PTA purchased a school sign. Mr. Sousa stated they did not, it was discussed  
331 and hoped for a sign purchase in the future; electricity to a sign is the biggest delay.
- 332 Ms. Dabrieo stated she went to post the library presentations on Facebook but the meeting wasn't  
333 posted on YouTube; it was previously decided the meetings would be posted as soon as possible and  
334 asked to verify that video were being posted.
- 335 1. Public Comment: None
- 336 2. Non-Public Session: N/A
- 337 3. Upcoming Meeting Dates: Dr. Chavda asked if the board has anything in place to consider snow dates  
338 for future meetings. It was stated it could be considered. Ms. Levenson asked to include discussion  
339 regarding the School Board Association Delegation Assembly for that January meeting.
- 340 January 3, 2018 at 6:30 pm – Regular Board Meeting  
341 January 17, 2018 at 6:30 pm Regular Board Meeting  
342 January 22, 2018 at 6:15 pm – Joint Board Meeting at the SAU Office  
343 February 6, 2018 at 7:00 pm Deliberative Session
- 344 4. Adjournment:
- 345 **9:28 PM Motion: by RC to adjourn. Second by Ms. Dabrieo.**  
346 **Vote: 5 – 0 in favor.**
- 347 Respectfully Submitted  
348 Dawn Calley-Murdough