

1 MILFORD SCHOOL BOARD
2 MINUTES OF THE NOVEMBER 5, 2018, MEETING
3 MILFORD HIGH SCHOOL, LECTURE HALL #182
4

5 **1. Call to Order**
6

7 Board Chair Ron Carvell called the meeting to order in Lecture Hall #182 at the Milford High
8 School at 7:00 p.m. Board members present were, Mr. Kevin Drew, Vice Chair, Mr. Bob
9 Willette, Mr. Len Mannino and Ms. Jennifer Siegrist. Also in attendance was Dr. Jessica
10 Huizenga, Superintendent of Schools and Ms. Jane Fortson, Business Administrator.
11

12 **2. Board Member Comments**
13

14 There was none.
15

16 **3. Public Comments**
17

18 Ms. Paula Durand, a resident of Milford, addressed the Board and stated that she wanted to
19 find out what the budget proposal process looked like. She said normally there were packets
20 available at the presentation and asked how residents could get a copy of the packet.
21

22 Mr. Carvell replied there would be a presentation at this meeting and the entire budget
23 packet would be on-line Thursday.
24

25 Ms. Durand asked if there would be hard copies available at the central office. Superintendent
26 Huizenga replied it was a very lengthy document and it would be posted on Thursday in a PDF
27 document. Superintendent Huizenga commented there was going to be one district
28 presentation and the principal's and other department heads would be available to answer any
29 questions.
30

31 **4. Reports and Presentations**
32

33 **a. Superintendent's Report**
34

35 Superintendent Huizenga stated that she had provided the Board with a summary of the
36 current enrollment numbers and as of November, they were at 2,335 students which was up by
37 seven students since October.
38

39 Superintendent Huizenga commented that a meeting regarding the District's Strategic
40 Planning process would be held on Wednesday evening from 6:00 p.m. to 8:30 p.m. She
41 noted there were 61 members of the community that would be helping them design "A Portrait
42 of a Graduate." She further noted that a smaller sub-group of the 61 would help them develop
43 and build out the Strategic Plan. Superintendent Huizenga said there were eleven middle
44 school students, four high school students, State Representatives, members of industry,
45 business, parents, teachers and administrators who were part of the committee.
46

47 Superintendent Huizenga said there was a Professional Development day scheduled for the
48 following day and a few of the topics that would be discussed was Trauma in the Brain, Letters
49 Training, which was language essentials for teachers of reading and spelling for K -1 teachers,

50 Google Classroom training, Mimeo Follow-up, Mystery Science and the National Science
51 Standards. She said they would also do some ATC review work as well as look at project-
52 based learning at the Drive Program.
53

54 Superintendent Huizenga noted that they had approximately 500 people come to the STEAM
55 evening and thanked everyone involved in making it a success.
56
57

58 Superintendent Huizenga said that although the Varsity Football team was defeated by Alvirne
59 High School, they played a great game. She said the Varsity Volleyball team advanced to the
60 Division II Championship game and ended their record with 16-3 and the girl's soccer team
61 also did a great job and literally lost by penalty kicks in the end with a 1-0 loss. Superintendent
62 Huizenga said the girl's team qualified for the State Meet of Champions and wished them all
63 congratulations.
64
65

66 Superintendent Huizenga reported that there was a fire at the high school and it forced them to
67 close three classrooms as well as a portion of the hallway. She said the fire department and
68 the Building Inspector had all looked at the area and Primex had also come in with a fire
69 investigator to determine the cause of the fire. She further said it would be anywhere from two
70 to four weeks to remediate the area.
71
72

73 Superintendent Huizenga said another thing they were working on was the heating system in
74 the middle school, and they had begun replacing 27 three-way valves and there were 12 zone
75 valves that needed to be replaced. She also said they were having some issues with the
76 lockers at the middle school and the company would be replacing all of the doors and frames
77 by Christmas break, and they would extend the warranty from two to five years.
78

79 Ms. Siegrist stated that, with regard to the enrollment update, there was a huge uptick in the
80 pre-school enrollment. Superintendent Huizenga replied that was correct. She said they were
81 incorporating general education peer-like students so it was not just for special education any
82 longer. Ms. Siegrist asked if there were any space issues in connection with the increase.
83 Superintendent Huizenga replied she had not heard of any issues.
84

85 **Community Survey (Exhibit is attached to meeting agenda)**
86

87 Superintendent Huizenga stated that they had sent out a parent and community survey which
88 consisted of 27 questions in an attempt to get feedback which could help them with the
89 Strategic Planning process as well as to understand the community's perception regarding the
90 state of the schools. She said they received approximately 259 responses which was about
91 10% of the school population. She further said there was a variety of people who responded
92 to the survey but the majority were parents of current students.
93

94 Superintendent Huizenga reviewed the survey's questions and answers as summarized below:

95

96 1. As a resident of this community, how important is the quality of the public school
97 system to you?
98

99 Superintendent Huizenga stated that approximately 97% of the community felt it was either the
100 single most important issue or among the top three issues.

101

102 2. How do you feel that we have done so far since the **last** Strategic Plan was put
103 into place? The last Strategic Plan had three components to it.
104

105 Goal #1 - Curriculum & Instruction: The goal in the last Strategic Plan was to provide each
106 student with the knowledge, skills and tools needed to succeed in a rapidly changing global
107 society as well as personalizing each student's education through appropriate and engaging
108 instruction, co-curricula opportunities guided by meaningful feedback and assessment.
109 Strategies included were cyclical and structured review of current practices and curricula to
110 keep pace with changing trends. Extended learning opportunities and virtual learning
111 environments as well as integration of core skills and knowledge through collaboration,
112 problem solving and critical thinking. Opportunities that built self-confidence, motivation and
113 initiative through independent and group work. Application of relevant and current
114 technologies in all content areas. Opportunities to develop understanding and appreciation of
115 the world's diverse cultures and learning strategies and curricula that were rigorous and
116 relevant. Opportunities for each student to be challenged in areas of strength and interest.
117 Support for students who were struggling academically, socially and/or emotionally.
118 Opportunities for students to develop self-knowledge, self-advocacy and
119 ownership/engagement in learning. Co-curricular activities that complemented student
120 strengths, interests and learning. Involvement of parents, students and teachers in the
121 personalization of the learning process. Student-to-student mentoring and support. Use of
122 data, assessment information and student feedback to plan curriculum and instruction based
123 on student strengths and needs.

124

125 Superintendent Huizenga said that approximately 93% of the respondents felt they had made
126 some or a lot of progress on curriculum and instruction.
127

128 Goal #2 - Civic and Community Engagement: In this goal, the three main pieces were building
129 a safe & inclusive school culture, engaging in meaningful two-way communication and
130 encouraging meaningful connections & interactions between the schools and the community.
131

132 Superintendent Huizenga commented that the biggest response was that we needed to
133 improve communication between the schools and the community.
134

134

135 Strategies Included: Cultivating an inclusive school environment that was respectful of each
136 member. Fostering relationships so that each student was socially connected in school.

137 Increasing the range of opportunities for parent and family involvement. Providing time and
138 training for educators to conduct meaningful collaboration in support of students. Teaching
139 and reinforcing the interpersonal skills students need to be positive and productive members of
140 the school community. Cultivation of school, parent and student partnerships throughout the
141 school year. Review of communication practices and development of strategies for successful
142 interactions with different stakeholders. Effective use of e-communication. Regular, timely
143 and consistent school communication with students, families and staff. Civic participation.
144 Community service opportunities. Partnerships with businesses. Connections with various
145 constituencies in the community. Purposeful community outreach, including solicitation of
146 ideas, opinions and perspectives. Facilitation of partnerships with community service
147 providers and families to support students' health, wellness and readiness for school.
148 Showcasing student work in media outlets.

149
150 Superintendent Huizenga pointed out, again, that she was referring to the Strategic Plan from
151 2010. The communities response was 87% felt there was some to a lot of progress in the
152 area. She commented that interestingly enough, when she spoke with people, many of them
153 had said they still needed to do many of those same things. She said there was a disconnect
154 between the perception of the respondents from 2010 and what the data was actually telling
155 them.

156
157 Superintendent Huizenga stated that civic and community engagement was something that
158 they would continue to work on in the next Strategic Plan.

159
160 Goal #3 – Use of Resources: Cultivate the optimal use of human resources, maintaining and
161 modernizing technology, using fiscal diligence and balance in decision making, maintaining
162 and utilizing the physical plant of the District efficiently and studying the allocation of time for in
163 school student learning.

164
165 Strategies Included: Provide professional development to maximize the effective use of
166 curriculum, equipment and technology. Provide multiple avenues for community involvement
167 in schools. Create a culture of collaboration and camaraderie among staff. Update software,
168 infrastructure and equipment on a regular and scheduled basis. Provide adequate space,
169 materials, equipment and supplies for classrooms and work needs. Make information about
170 District resources clear and accessible. Seek alternative funding sources. Maintain
171 appropriate class sizes and staffing levels necessary to provide a quality education. Operate a
172 safe and appropriate school environment. Make school facilities available to the community.
173 Examine student-learning time, such as class scheduling, length of school day, length of
174 school year and/or other structured learning time such as summer school.

175
176 Superintendent Huizenga stated that 86% of the community felt that they had made some to a
177 lot of progress on the use of resources.

178
179
180

181 Student Achievement: How effective is the District on this issue?

182

183 English-Language Arts Proficiency – 84% Effective to Extremely Effective

184

185 Superintendent Huizenga stated that there was a difference between perception and the actual
186 data. She said, for example, in reading, they had generally scored close to the state average
187 on the statewide assessment but they had three grade levels below the state average and
188 grade 8 was the only grade to reach 70% proficiency in ELA. She further said that IEP
189 students had never reached higher than 27% proficiency in ELA.

190

191 Superintendent Huizenga said DIBELS indicated that students were leaving K and grade 1
192 with 69% needing intensive intervention.

193

194 Superintendent Huizenga pointed out that the SAT scores exceeded the state and the AP
195 scores were decent.

196

197 Math Proficiency – 81% Effective to Extremely Effective

198

199 Science Proficiency – 77% Effective to Extremely Effective

200

201 Superintendent Huizenga noted that the proficiency in the science SAS at the high school was
202 43% which was very low.

203

204 Foreign Language – 45% Effective to Extremely Effective

205

206 Superintendent Huizenga pointed out that 80% of the respondents felt that it was very
207 important to have a strong foreign language program but only 45% felt they were effective in
208 their current program.

209

210 Academic Programs: How effective is the District on this issue?

211

212 Music, Dance & Drama - 75% Effective to Extremely Effective

213

214 ELL - 57% Unsure

215

216 Honors/AP - 57% Effective to Extremely Effective with 35% Unsure as to how to answer the
217 question.

218

219 Provide Curriculums & Programs that are Interesting to Students – 75% Effective to Extremely
220 Effective

221

222

223 Curriculums & Programs Relevant to Ensure Students are Prepared for the Next Grade
224 Level/College – 75% Effective to Extremely Effective
225
226 Use of Technology – 81% Effective to Extremely Effective
227
228 Sports & Extra Curricular Programs – 72% Effective to Extremely Effective
229
230 School Operations: How effective is the District on this issue?
231
232 Superintendent Huizenga stated that they rated high as District.
233
234 Safety/Clean & Well Maintained Buildings – 70%+ Effective to Extremely Effective
235
236 Student Support: How effective is the District on this issue?
237
238 Student Engagement – 73% Effective to Extremely Effective
239
240 Health & Wellbeing – 81% Effective to Extremely Effective
241
242 Special Education – 61% Effective to Extremely Effective with 30% Unsure
243
244 Extra Help to Students who have Difficulty with School Work – 62% Effective to Extremely
245 Effective
246
247 Accessible School Counseling – 60% Effective to Extremely Effective
248
249 Effective Transition Programs for Students Moving from Building to Building - Effective to
250 Extremely Effective 75% Effective to Extremely Effective
251
252 Communication between Home and School in the Milford School District
253
254 Rate between a 5 and 10 - 59%
255
256 Superintendent Huizenga said parents/guardians were very involved in school events like Back
257 to School Nights, Parent Conferences, Celebrations, Open Houses, etc. She pointed out that
258 they were not very involved in PAC meetings, Booster Club meetings and the lowest
259 attendance rate for attending Board meetings was the least attended.
260
261 Superintendent Huizenga stated that she asked the respondents of the survey to rate them as
262 a District and if they were to give them a grade it would be a solid B.
263
264 Mr. Carvell asked if the presentation was on the District’s website. Superintendent Huizenga
265 replied it would be available on the website the following day.

266 **5. New Business**

267

268 **a. 2019-2020 Budget Proposal (Exhibit is attached to meeting agenda)**

269

270 Superintendent Huizenga stated that the current FY 19 budget was \$42,019,674, with wages
271 and benefits being 80%.

272

273 Superintendent Huizenga said the FY 20 proposed budget was \$41,921,308 which was a
274 decrease of \$98,366 or a -.3% decrease. She pointed out that wages and benefits made up
275 approximately 79% of the budget, 3% for professional services, 6% other purchase services,
276 3% supplies, property and equipment 1% and other objects and uses were at 8%.

277

278 Superintendent Huizenga stated that she asked if the administrative team were going to bring
279 her a request then she wanted to know how the request would improve access for students,
280 how the request would improve or increase opportunities for the kids and how would it expand
281 and increase innovation. She further said based on those essential questions, she asked them
282 to answer what resources were necessary, what systems and structures they needed to
283 implement and support and if it was an equitable and innovative educational model and then
284 asked what staffing they would need. She also asked what they did not need and what they
285 could stop doing.

286

287 Superintendent Huizenga also said some other factors they considered were how to improve
288 the program quality of the Milford School District and implement opportunities which would
289 increase access and innovation while looking for cost effective and cost containment
290 opportunities.

291

292 Superintendent Huizenga pointed out some highlights of the FY 20 budget as summarized
293 below:

294

- 295 • Reallocation of Resources across the District to Provide for Greater Access,
296 Opportunity and Innovation in a Fiscally Responsible Manner.

297

298 Superintendent Huizenga commented that this was to look at the repurposing of staff which
299 was in large part due to the declining enrollment.

300

- 301 • Implementation Roll-Out of the District's new Strategic Plan which will be in
302 Development throughout the Current School Year

303

- 304 • Improvements in Human Capital Management, Coordination (Reduction of Silos),
305 Evaluation, Systems & Structures for Accountability

306

- 307 • Implementation of the English Language Arts Review Recommendations and
308 Start of the Math Curriculum Review Cycle

309 • Strengthening Comprehensive Student Support Services
310
311 • Provided more Effective Inclusionary Practices Districtwide
312
313 Superintendent Huizenga noted this was to begin to reduce the number Resource Rooms and
314 look at pushing inclusion throughout the District.
315
316 • Focus of Building Capacity of Staff to be able to be Successful
317
318 • Technology Improvements and Replacement
319
320 • Innovations in Career Exploration Pathways (Early High School Options, Early
321 College and Career & Technical Education, i.e. Industry Certifications)
322
323 Superintendent Huizenga stated that the enrollments in 2015-2016 there were approximately
324 2,485 students and in 2019–2020 they were projected to have about 2,270 but they would
325 continue to keep a close watch on it.
326
327 Superintendent Huizenga pointed out the proposed additions that were in the budget proposal:
328
329 • A 6-12 Teaching Director of Humanities
330 • A 6-12 Teaching Director of STEM
331 • 2 Elementary School Reading Specialists
332 • 2 Social Workers – 1 at the Elementary Level and 1 at the Middle School
333 • 1 Elementary Technology Integration Specialist
334 • 2 Elementary Math Coaches
335 • 1 Elementary Coordinator
336 • 1 Part-Time Speech Pathologist
337 • Increased Professional Development Line of \$100,000
338 • Increase in Technology
339 • Language Based Learning Classroom at Heron Pond
340 • 2 Special Education Coordinators
341 • 1 Special Education Teacher at the Milford High School
342 • Move Kindergarten Class Sizes to 15
343 • 1 Human Resource Assistant at the SAU
344 • Reinstatement of the Assistant Superintendent Position
345 • 1 Reading Specialist at the Middle School
346 • Increase Visual/Performing Arts/Wellness Time at the Middle School
347
348 Superintendent Huizenga said they would strive to keep classroom sizes well below the New
349 Hampshire Code mandate for class sizes.
350

351 Superintendent Huizenga stated that the projected enrollments for the elementary grades for
352 the following year, based on the current numbers, were as follows:
353

- 354 • Kindergarten – 15
- 355 • Grade 1 – 19.3
- 356 • Grade 2 – 21.8
- 357 • Grade 3 – 23.7
- 358 • Grade 4 – 21/22
- 359 • Grade 5 – 21/22

360
361 Superintendent Huizenga pointed out that there would be a proposed re-configuration or
362 redesign of the middle school's schedule:
363

364 Grade 6 - Eight teachers and three teams with an average class size of 24.
365

366 Grade 7 - Five teachers making up one team with an average class size of 23/24.
367

368 Multi-Grade 7/8 Team – Five teachers making up one team and a grade 8 team with five
369 teachers with class sizes much lower than the current year.
370

371 Superintendent Huizenga reviewed the Reorganization Benefits summarized below:
372

- 373 • A two-year World Language program that would return for grades 7 & 8 for
374 Spanish & French.
- 375 • Based upon expected enrollments this model can be sustained for the next eight
376 to ten years.
- 377 • A Reading program will return to grade 7 & 8 for students needing extra reading
378 support in addition to their ELA classes.
- 379 • Band & Chorus will become grade level courses for the entire year.
- 380 • Development of a general Music Performing Arts class in grade 8 is possible in
381 the new configuration.
- 382 • Art would increase to 90-day classes from the current 60-day classes.
- 383 • Tech Education & Consumer Education to increase by 15 each for 45 teaching
384 days per semester.
- 385 • The schedule will become static which will allow us to share programs, staff and
386 courses with the high school. There will be more of an open campus and kids
387 will get early high school learning opportunities and get credit for taking high
388 school courses in middle school.
- 389 • The schedule will include an intervention block and will put a responsive advisory
390 in place which will also include career exploration to hopefully, bolster the
391 declining ATC program.

- 392 • Physical Education & Health will follow the high school model and become a
393 wellness model which would be for the entire school.
394 • Academic class sizes projected to be about 22-25 students.
395

396 Superintendent Huizenga reviewed some of the highlights at the Milford High School as
397 summarized below:
398

- 399 • Teaching coordinators will be able to provide the content leadership currently
400 done by teacher leaders who get stipends.
401 • Provide curriculum leadership in Music, Health, Art & Wellness to increase
402 professional development opportunities.
403 • Adding another special education teacher to provide more push in co-teaching
404 and inclusionary services.
405 • Evolving the ATC program into a true pathways model.
406

407 Superintendent Huizenga said they had also asked for some money for technology
408 enhancements special education, facilities and maintenance.
409

410 Mr. Carvell pointed out that the Board had just received the budget and it was not open to the
411 public until the Board had the opportunity to review it, noting that it would be released on
412 Thursday.
413

414 Mr. Carvell asked if there were any members of the public who had questions or comments.
415

416 Mr. Steve Vetack, 5 Georgetown Drive, addressed the Board and asked if they would be able
417 to see a line designated for each item which money was going to be spent on. Mr. Carvell
418 replied that was correct.
419

420 Mr. Vetack said that part of the new philosophy was going to be about inclusion. He asked
421 Superintendent Huizenga to expand on that. Superintendent Huizenga replied she hoped to
422 see in terms of inclusion, there was less pullout resource rooms, more co-teaching and
423 inclusionary models where students were truly in the least restrictive of environments. She
424 said the majority of their time would be pushed in inclusion into core instruction supported by a
425 professionally certified special educator.
426

427 Mr. Vetack asked if there would be another general School Board meeting where the public
428 could ask more questions after the Board had an opportunity to look at the budget. Mr. Carvell
429 replied that was correct and the process would continue for several meetings.
430

431 Ms. Carla Boudreau, 9 Winter Drive, addressed the Board and stated the proposed additions
432 to the budget sounded really wonderful but would have like to have seen a slide on how all of it

433 would be added with a reduced budget of \$100,000. She asked what they were giving up. Mr.
434 Carvell replied the reason it was not in there was because the Board had not yet had the
435 opportunity to review any of the proposed reductions.
436

437 Ms. Boudreau commented that she would have liked to have seen a slide on Superintendent
438 Huizenga's perspective as to where she thought they might have been overspending. She
439 pointed out that there had to be some big areas that were proposed to be cut if they were to
440 add the proposed additions. Superintendent Huizenga replied she had laid all of that
441 information out very clearly in the budget book.
442

443 Mr. Carvell said he did not even want to consider the cuts or put the proposed cuts out there
444 until the Board had considered them.
445

446 Ms. Paula Durand, addressed the Board and asked if the people's positions that were
447 proposed to be cut or reduced in the budget would be announced publicly or non-publicly. Mr.
448 Carvell replied the impact would be shared with the individuals who would be affected by the
449 proposed cuts before the budget went public on Thursday morning. Ms. Durand asked if the
450 association officers would also be notified ahead of time. Mr. Carvell replied the association
451 officers would be notified ahead of time.
452

453 Ms. Durand asked if the Board could provide a ballpark figure of how many positions might be
454 affected. Mr. Carvell replied he was not able to do that because the Board needed to review it
455 first.
456

457 Ms. Durand asked if they would anticipate that association officers would be told on Tuesday
458 or Wednesday. Superintendent Huizenga replied the goal was to have notification to the
459 association officers on Tuesday and she had instructed the principals, prior to the proposed
460 budget becoming public on Thursday, to have those conversations with staff. She noted again
461 that at the present time, the budget was as proposed and they were doing as much as they
462 could through attrition and there would be a lot of movement of individuals who they felt were
463 extremely qualified and were ready for other positions. She further said they were looking to
464 minimize the actual cuts.
465

466 Ms. Jean Locicero Shankle, 121 Mont Vernon Road, addressed the Board and stated that it
467 looked as though there was a massive upheaval in programming from 6 through 12 and
468 wondered if doing it all at once would make it difficult to manage or measure the impact. She
469 asked if there was a model from any other district that had completely revamped everything all
470 at once. Mr. Carvell replied it was actually a slow approach, it was an organizational change
471 for stability and the data supported it. Superintendent Huizenga stated that there was a lot of
472 program data in the budget and everything was justified and explained in terms of why they
473 made the shifts they did. She further said that they were taking a different strategy and the
474 strategy was explained but it would be conducive upon the Board and the leadership team to
475 determine the metrics, and part of those metrics would be determined in the Strategic Planning

476 process because they would need benchmarks that were measurable to determine whether or
477 not they had the right systems and structures that would support the right programs and
478 outcomes they wanted for the kids.

479
480 Ms. Locicero Shankle asked if the community would know the metrics by which it would be
481 measured in terms of success, both financially as well as with student results. Superintendent
482 Huizenga replied the community would know.

483
484 Mr. Carvell asked if there were any other members of the public who had questions or
485 comments. There was none.

486
487 **b. Policy Proposal (Exhibit is attached to meeting agenda)**

488
489 **Policy #4065 Family Medical Leave (First Reading)**

490
491 Mr. Carvell said the only change was the removal of the first two lines of the policy. He further
492 said with the removal of the first two lines it complied with the Family Medical Leave Act.
493 Mr. Carvell said the following two lines were removed.

494
495 ~~The School District will comply with the provisions of the Family and Medical Leave~~
496 ~~Act of 1993.~~

497
498 ~~All Requests for such leave will be made to the Superintendent of Schools as~~
499 ~~detailed in the District FMLA procedures.~~

500
501 Mr. Willette made a motion to move the item to a second reading. Mr. Mannino
502 seconded the motion.

503
504 **VOTE: 5-0**
505 **MOTION CARRIED**

506
507 **6. Old Business**

508
509 There was none.

510
511 **7. Housekeeping Items**

512
513 **a. Approval of Meeting Minutes from October 15, 2018**
514 **(Exhibit attached to meeting agenda)**

515
516 Mr. Siegrist made a motion to approve the meeting minutes from the October 15, 2018,
517 meeting. Mr. Drew seconded the motion.

518
519 **VOTE: 5-0**
520 **MOTION CARRIED**

521 **b. Approval of the Manifests:** 11, 12, 1046, 1047, 1048, 1049, 1050, 1051 1052,
522 1053, 1054 and 1055.

523
524 Mr. Willette made a motion to approve the manifests. Mr. Carvel seconded the motion.

525
526 **VOTE: 5-0**
527 **MOTION CARRIED**

528
529 **c. List of Co-Curricular Appointments (Information Only)**

530
531 **d. List of Classified Appointments (Information Only)**

532
533 **8. Public Comments**

534
535 Ms. Carla Boudreau, addressed the Board and stated that she felt an e-mail should have been
536 sent out to parents informing them that Superintendent Huizenga was the permanent
537 Superintendent and no longer the interim Superintendent. Mr. Carvell replied the
538 announcement was sent to staff, there was a press release, it was on the website and it was
539 on Facebook but he apologized if there was not a separate e-mail sent out to parents.

540
541 Mr. Carvell asked if there were any other members of the public who wished to comment.
542 There was none.

543
544 **9. Adjournment**

545
546 Mr. Willette made a motion to adjourn the meeting. Mr. Drew seconded the motion.

547
548 **VOTE: 5 – 0**
549 **MOTION CARRIED**

550
551 The meeting was declared adjourned at 8:23 p.m.

552
553
554
555
556 _____
557 School Board Chair
558
559
560
561
562 _____
Date of Approval

558
559
560
561
562 Recording Secretary: Trish Gedziun