

**ROCHESTER SCHOOL COMMITTEE MEETING
ROCHESTER PUBLIC SCHOOLS
Rochester, Massachusetts
16 Pine Street - Rochester, MA 02770**

**MEETING MINUTES
March 3, 2022**

Regular meeting of the Rochester School Committee was held on Thursday – March 3, 2022 at 6:30pm. This meeting was held full in-person and there was also a zoom link available.

COMMITTEE MEMBERS PRESENT: Sharon Hartley– Chairperson, Anne Fernandes – Vice-Chairperson, Robin Rounseville, Jason Chisholm and Katherine Duggan.

OTHERS PRESENT: Michael S. Nelson, Superintendent of Schools; Howard Barber, Assistant Superintendent of Finance & Operations; Dr. Jannell Pearson-Campbell, Assistant Superintendent of Teaching and Learning, Craig Davidson, Director of Student Services, Derek Medeiros, Principal; Charles West, Assistant Principal; Diana Russo, Administrative Assistant to Supt.; teachers, (via zoom), members of the press and public.

Meeting was called to order at 6:38 pm., by Chairperson Hartley. Ms. Hartley introduced the Rochester School Committee members and stated in accordance with Massachusetts Open Meeting Law, the Agenda has been set, the meeting is being video-taped. Ms. Hartley expressed that this is the first meeting of the Rochester School Committee that is full in person, she noted that zoom access is still available, however anyone can attend in person.

FY23 BUDGET PUBLIC HEARING –

Superintendent Nelson made the following statement:

“Good Evening – everyone – tonight our first order of business is the FY23 budget public hearing for the Rochester School District. The budget development process started in late fall/early winter and required numerous meetings to strategize the financial direction of Rochester Memorial School moving forward. Our school committee members listened to our building administration share their vision for our school building moving into next year and collaborated with central office administrators, the town administrator, and FINCOM representation to bring forth tonight’s FY23 budget proposal. During the budget development process, we assessed and considered the current financial climate, our immediate school programming needs, discussed what needs we may have in future years, and prioritized what we know about the educational needs our students’, families’, and staff members’ -heading into the 2022-2023 school. As a result – tonight Mr. Barber our Assistant Superintendent of Finance & Operations will present our FY23 budget proposal. We feel this budget represents not only a fiscally responsible proposal – but a budget that allows us to continue to service our students’ and families’ – meeting Rochester Memorial School’s educational expectations. I want to thank all those who have contributed to this process and Mr. Barber for his financial leadership during this process.

Mr. Barber...the floor is yours”

Mr. Barber presented a PowerPoint presentation on the FY23 Budget. Below are the points of reference in the PowerPoint presentation.

Budget Methodology and Goals

To Provide a Zero Based Budgetary Method

- To Provide Cost Effective Programming and Staffing
- To Forecast Operational Needs
- To Achieve Administrative and Departmental Based Goals
- Continuation of All Funds Budget Approach

Financial Needs for Student Achievement

Superintendent’s Proposed - FY2023 Total Operations Budget

❖ FY22 Budget:	\$ 7,076,068
❖ FY23 Proposed Budget:	\$ 7,334,455
❖ Increase:	\$ 258,387
❖ Net Percent Increase:	3.65%

Superintendent’s Proposed - FY2023- Overall Operations Budget

Rochester School District						
Proposed FY2023 Superintendent's Budget						
As of March 3, 2022						
Department	Rochester School District	Bristol County Agricultural	Total General Funds	Funding Offsets	Overall Budget	
Rochester Memorial School	\$ 4,871,676	\$ -	\$ 4,871,676	\$ 251,754	\$ -	\$ 5,123,430
Bristol County Agricultural H.S.	\$ -	\$ 289,698	\$ 289,698	\$ -	\$ -	\$ 289,698
Central Office	\$ 169,719	\$ -	\$ 169,719	\$ -	\$ -	\$ 169,719
Facilities	\$ 444,765	\$ -	\$ 444,765	\$ 49,000	\$ -	\$ 493,765
Student Services	\$ 592,450	\$ -	\$ 592,450	\$ 106,209	\$ -	\$ 698,659
Technology	\$ 93,784	\$ -	\$ 93,784	\$ -	\$ -	\$ 93,784
Transportation	\$ 465,400	\$ -	\$ 465,400	\$ -	\$ -	\$ 465,400
Total FY23 Budget	\$ 6,637,794	\$ 289,698	\$ 6,927,492	\$ 406,963	\$ -	\$ 7,334,455
Total FY22 Budget	\$ 6,477,007	\$ 321,268	\$ 6,798,275	\$ 277,793	\$ -	\$ 7,076,068
FY23 to FY22 Change	\$ 160,787	\$ (31,570)	\$ 129,217	\$ 129,170	\$ -	\$ 258,387
FY22 Budget INC/DEC %	102.48%	90.17%	101.90%	146.50%	-	103.65%

Financial Budgetary Offsets

Direct Offset Funding Source

Title I Grant	\$ 40,000
IDEA Grant	\$ 106,472
State Grants (EEC & REAPS)	\$ 50,500
Circuit Breaker	\$ 106,209
Building Use	\$ 24,000
Revolving Funds	\$ 35,000
ESSER Funds	\$ 44,782
Total Offsets	<u>\$ 406,963</u>

Superintendent’s Proposed - FY2023 Assessment Based - Operating Budget

❖ FY22 Approved Budget:	\$ 6,798,275
❖ FY23 Proposed Budget:	\$ 6,927,492
❖ Increase:	\$ 129,217
❖ Net Percent Increase:	1.90%

Superintendent’s Priorities & Strategies

Included in the Proposed \$ 6,927,492 - Operating Budget

- Utilized a Zero Based Budgeting Process
- Analyzed Operational Costs
- Reviewed Mandated Costs

Changes to Base Pay & Other Compensation

Ratified Union Based Contract Agreements

- Teacher’s Union Agreement
- Paraprofessional’s Union Agreement

Staffing Changes

- 1 FTE - Paraprofessional
- 0.2 FTE - ELL Instruction – Additional Offset
- 1 FTE – Increase in Bus Monitor (Student Service)
- 2 Retiring Teaching Staff (Positions to be Posted)

Other Than Personnel Service Financial Changes

School Based Learning

- Increase of \$ 25,000 for Literacy Reading Professional Development

Student Services

- Reduction of \$ 25,000 for Student Transportation Costs
- Increase of \$ 69,400 for Tuition Based Programs
- Increase of \$ 7,000 for Speech Therapy Services

Facilities

- Increase of \$ 40,000 for Utility Costs

Transportation

Increase of \$ 58,000 for Regular Education Transportation Costs

Budget Recognitions

Chapter 70 – Foundation State Aid Proposed

- FY2023 projects \$2,384,342 Governors Proposed
 - or 15.07% State Aid increase
 - Including proposed additional \$30 per student
 - Net \$312,303 increase from FY2022

	FY22	FY23	Change	Pct Chg
Enrollment	483	522	39	8.07%
Foundation budget	5,247,585	6,070,731	823,146	15.69%

Required district contribution	3,517,393	3,686,389	168,996	4.80%
Chapter 70 aid	2,072,039	2,384,342	312,303	15.07%
Required net school spending (NSS)	5,589,432	6,070,731	481,299	8.61%

**Bristol County Agricultural H.S. – BCAHS
(Separate from R.M.S BUILDING Budget)**

- Decrease of \$ 36,000 for Tuition Based on Enrollment Reduction – 2 Students
- Increase of \$ 5,000 for Transportation Costs
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Rochester School District
Proposed FY2023 Superintendent's Budget
As of March 3, 2022

Department	Fiscal Year 2023	Fiscal Year 2022	Department Changes
Rochester Memorial School	\$ 4,871,676	\$ 4,858,681	\$ 12,995
Bristol County Agricultural H.S.	\$ 289,698	\$ 321,268	\$ (31,570)
Central Office	\$ 169,719	\$ 158,188	\$ 11,531
Facilities	\$ 444,765	\$ 426,826	\$ 17,939
Student Services	\$ 592,450	\$ 515,569	\$ 76,881
Technology	\$ 93,784	\$ 90,708	\$ 3,075
Transportation	\$ 465,400	\$ 427,335	\$ 38,065
Total Assessed Budget	\$ 6,927,492	\$ 6,798,575	\$ 128,917

**Additional General Funds Budgetary Request
Non Annual Costs and Not Qualified for Capital Projects**

- Academic Student Resource Package
 - o Benefit to Student Mathematic Instruction
 - o Multiple Year Agreement
 - o Cost of Budgetary Proposal \$33,358

School Committee Feedback:

Ms. Fernandes & Ms. Hartley both thanked Mr. Barber and all the administrators for all their hard work on the budget. Ms. Hartley also wanted to recognize that the school system currently has a great working relationship with our Town Leaders and she thanked Town Administrator Suzanne Szyndlar and Finance Committee member Kris Stoltenberg for all their support.

Public Comment: no public comments were made during the public hearing.

The public hearing was closed at 7:10 p.m.

I. Approval of Minutes:

- A. Approval of Minutes – Regular Session: February 3, 2022
- Approval of Minutes – Regular Session: February 3, 2022

MOTION: by Ms. Fernandes to approve the February 3, 2022 minutes as presented
SECOND: by Ms. Rounseville
MOTION PASSED

C. Approval of Budget Minutes – February 15, 2022

Approval of Minutes:

MOTION: by Ms. Fernandes to approve the February 15, 2022 minutes as presented
SECOND: by Ms. Rounseville
MOTION PASSED – 3-2 (Chisolm: abstained, Duggan: abstained)

B. Approval of Minutes – Executive Session: February 3, 2022

Approval of Minutes – Executive Session: February 3, 2022

MOTION: by Ms. Rounseville to approve the February 3, 2022 minutes as presented
SECOND: by Ms. Fernandes
MOTION PASSED

IV. General

A. FY23 Budget Approval

MOTION: by Mr. Chisholm to approve the Proposed Fiscal Year June 30, 2023 Total Operating Budget in the amount of \$6,960,850 for the Rochester School District, inclusive of the Rochester Memorial School and the Bristol County Agricultural High School. Included in this proposal are the annual department based portion of \$6,927,492 and the additional non annual academic student resource package of \$33,358.

SECOND: by Ms. Rounseville
MOTION PASSED

B. READS Collaborative Capital Plan Approval

That the School Committee review for approval the Capital Plan. READS Collaborative Board of Directors approved the READS Capital Plan and fund limit on January 27, 2022 and requests that member school committees approve the reason for the reserve and the limit on the balance that may be held in the reserve:

Reason for the Reserve:

1. Maintenance and improvement of READS' properties and leased properties.
2. Provide funding for payment of the lease for READS Academy Public Day School location during periods of time when enrollment is below expectations.
3. Prepare to purchase the location of the Academy Public Day School to eliminate the expense of a lease beyond 10 years.

The limit on the above as approve by READS Board of Directors is \$4,000,000 for the reasons identified. READS Collaborative put together a video that can also be watched by school committee explaining the plan. <https://www.youtube.com/watch?v=ADio17Hw5fw>.

The Rochester School Committee was given the following supportive documents from READS:

1. The Capital Plan Approval page which requires a signature of the School Committee Chair. This page also includes the language in CMR 603:50:07(10).
2. The FY22-26 Capital Plan which is for information only. This information does not require SC approval.
3. A copy of the slide show for easy reference.

4. Brochures for the Academy PreK-6 and 7-12+ schools. We will mail you tri-fold copies in color to distribute to your School Committee members as well.

Superintendent Nelson made the following statement:

Tonight – I am recommending that the school committee review the Capital Plan presented by READS Collaborative for approval. This plan was approved by READS Collaborative Board of Directors on January 27, 2022 and now must be approved by READS Collaborative member districts. Reasons for the Capital Reserve Fund include:

- 1. Maintenance and improvement of READS' properties and leased properties.*
- 2. To provide funding for payment of the lease for READS Academy Public Day School location during periods of time when enrollment is below expectations, and*
- 3. To prepare to purchase the location of the Academy Public Day School to eliminate the expense of the lease beyond 10 years.*

The limit on the above as approved by READS Board of Directors is \$4,000,000 for the reasons previously stated.

Dr. Theresa Craig, Executive Director of READS Collaborative and Lindsey Albernaz, Business Manager of READS Collaborative, presented a brief overview of the READS programs, services and locations. The full presentation can be accessed at:

<https://www.youtube.com/watch?v=ADio17Hw5fw>

Superintendent Michael Nelson stated the following:

“Hopefully the overview, for those of you who are not familiar with READS Collaborative, will have a better understanding of the services that they provide for us. We are a member of two collaborative – one being READS Collaborative and the other SMEC Collaborative. Their structure is a little different in terms of how they operate. READS has a Board of Directors that is comprised of the Superintendents of the Member Districts and SMEC has a Management Team that is comprised of the Directors of Student Services.

What is important for you to know tonight is that you are not approving their Capital Plan and you are not approving a certain amount of money to be allocated to READS Capital Reserve Fund. What you are voting on is just allowing them to establish this fund and any funds that would be put into it would go through their typical budget process, which requires approval through their Board of Directors.”

MOTION: by Ms. Rounseville to approve the reasons for the READS Collaborative Capital Reserve Fund as presented and the limit of \$4,000,000 on the amount that may be held in reserve

SECOND: by Ms. Fernandes

MOTION PASSED

C. Student Handbook Update

Superintendent Nelson made the following statement:

“Tonight, Mr. Medeiros will present an updated 2021-2022 student handbook that reflects the changes in COVID-19 guidance and specifically masking, recently approved at the Joint School Committee meeting. At this time, Mr. Medeiros will provide an overview of the changes.”

Mr. Medeiros reviewed with the school committee the following changes:

- Any language relating to the mask policy has been removed.
- Any language relating to COVID-19 health guidance will also be removed.

Ms. Rounseville noted that there were two other places in the handbook that the mask language needed to be removed. Mr. Medeiros thanked her and explained they would make those changes as well.

MOTION: by Ms. Rounseville to approve the Student Handbook updates as amended

SECOND: by Ms. Duggan

MOTION PASSED

Ms. Fernandes inquired if hard copies will go home to parents, Mr. Medeiros explained that the handbook will be sent via email communication, but there is always a note letting parents know if they require a hard copy that one can be sent home upon their request.

V. New Business

1. Financial Report –

Mr. Barber reported that of the \$6,798,275 appropriated to the district, consisting of both the Rochester School District and Bristol County Agricultural enrolled students operational as of March 3, 2022 there is a balance of \$478,474.

Mr. Barber also reported on facilities and food service.

Ms. Rounseville expressed that the free breakfast and lunch is such an important resource for students and families and asked if it was worth to reach out to our state representatives to inquiry and support an extension beyond the June 30, 2022 date. Mr. Barber expressed that it would be helpful to reach out to state and town officials to let them know that this is really good resource for our students and families. Mr. Nelson also expressed that he will mention it at his own group of Superintendents, he expressed that the group has a representative that handles requests such as those and he will be happy to mention her feedback.

Mr. Medeiros at this time introduced the new Supervisor of Buildings and Grounds, Mr. Jeff Bernard who replaced Mr. Brian Ouellette. Mr. Medeiros expressed that Mr. Bernard was hired in February, he expressed that Mr. Bernard come to us from Brewster and then Plymouth Public Schools, he reported that Mr. Bernard brings a lot of experience in Buildings and Grounds and they are happy to have him. Everyone welcomed Mr. Bernard to the school system. Mr. Bernard thanked everyone for their welcome and support and expressed that if they needed anything to let him know.

CHAIRPERSON’S REPORT

Chairperson Hartley reported that she has worked along with Mr. Nelson with the support staff on negotiations, she also reported that she was present at the Joint School Committee meeting where the mask option was discussed and voted on. Ms. Hartley also reported that she worked on the Annual Town Report to the towns. Ms. Hartley read the report to the school committee. Below is the Annual Report as it was presented by Ms. Hartley.

“Report of the

ROCHESTER SCHOOL COMMITTEE

The year 2021 was a year of continued efforts to mitigate the impact of COVID-19 on the education of students at Rochester Memorial School (RMS). School and community leaders,

teachers, and staff worked together to ensure a safe school environment and to provide the highest quality of education for our students.

In January, the school committee reviewed and approved an action plan for K-2 students to return to a full, in-person learning model on February 2, 2021. On April 5th, students in grades 3-6 were able to return to full, in-person learning. Throughout the rest of the year, students and staff members maintained social distancing and vigilant health and safety practices at RMS.

2021 Rochester School Committee members included Sharon Hartley, Chairperson, Anne Fernandes, Vice Chairperson, Tina Rood, Robin Rounseville, and Kate Duggan. On July 19th, after Tina Rood ended her time on the Committee, Jason Chisholm was appointed to fill the rest of Tina's term.

During the year, the Rochester School Committee recognized and honored the achievements of the following individuals:

- RMS student, **Kelcey Robertson**, who was honored by the New York Times as one of eighteen kids who "Make the World a Better Place." Kelcey set up a produce stand at his home, sold vegetables and used the profits to purchase and donate books that celebrate diversity to our school.
- Retiring teachers, **Karen DellaCioppa**, and **Karen Lefebvre**, and Secretary, **Donna Abaray**, for their many years of service to the school.
- **Brian Ouellette**, Supervisor of Buildings and Grounds, on his retirement after 38 years of work and service to RMS.
- School Committee member, **Tina Rood**, for 15 years of leadership and service to the Town of Rochester as a member of the Rochester School Committee.

In September we welcomed two new teachers to the school, **Mr. Michael Forns** and **Ms. Paige Teves**, and three new staff members, **Alison Guard**, Principal's Secretary, **Janet Lepage**, Lunch Aide, and **Lee Sims**, Lunch Aide.

During the year we gratefully accepted the following generous donations to our school:

- Bird Flight Patterns and Music Video from the New Bedford Symphony Orchestra;
- \$400.00 from Mr. and Mrs. O'Connell to purchase additional materials for the Outdoor Classroom;
- A Garden Bench from the Special Education Secretaries in memory of Mrs. Jacqueline Beckford;
- A saxophone, Bass Clarinet, Boomwackers, Tambourines, Drums, Cymbals, Castanets, and Rhythm Sticks to the RMS music program from the Brendan McGee Music Scholarship Fund; and
- A children's book, *Monty and Rose Nest at Montrose*, from the Burke family.

The School Committee also took the following specific actions:

- Approved the FY22 School Budget of \$6,798,275
- Voted not to participate in the School Choice Program for 2021-22 school year
- Approved leases to Southeastern Massachusetts Educational Collaborative and Countryside Child Care for the 21-22 school year
- Approved the RMS School Improvement Plan
- Received a report regarding work that will be done at RMS through the Green Communities Grant including air sealing, lighting and energy upgrades, and automatic sensors and lighting.
- Approved a Solar Contract with Solect Energy.

In closing, we are proud and very grateful for the extraordinary efforts of school leaders and staff, the caring spirit of RMS students and their families, and the significant support of the townspeople of Rochester.

Sharon Hartley, Chairperson

Anne Fernandes, Vice Chairperson

Jason Chisholm

Katherine Duggan

Robin Rounseville

Ms. Hartley reported that she had sent to all the committee members for their review and asked if anyone had any edits. No edits were given. Ms. Hartley reported that she will be submitting the report to the town so that they can include it in the Annual Town Report.

CENTRAL OFFICE ADMINISTRATOR'S REPORT

Superintendent Nelson made the following statement:

This week marked the first week of the start of “mask optional” for our students and staff members. At the most recent joint school committee it was decided that the schools would follow the most recent DESE guidance regarding masking and allow for individual choice – over the weekend the federal order related to school transportation was lifted and masking is now optional for individuals utilizing school transportation. At this time, our focus is supporting all individuals – no matter their masking preference and focusing on teaching and learning. We will continue to utilize other mitigation strategies and monitor all available data points.”

Dr. Pearson-Campbell reported that on Wednesday, February 9th, a half day of professional development for educators took place. We continued to focus on the following three key areas: Global Citizenship, 21st Century Learning, and Social Emotional Learning. Educators were offered building-based opportunities for vertical alignment. The following link displays the schedule for the day: [February 9, 2022 PD Schedule](#). We are preparing for the March 9th half day of building-based professional development; the focus is Global Citizenship and Equitable Practices. Educators will have the opportunity to participate in a training focused on examining assessments and units to support diverse learners facilitated by Atlas, our curriculum mapping platform.

The District's English Language Learner department received feedback from DESE regarding a recent audit. The Tiered Focused Monitoring report evaluates 12 criteria. Eight out of 12 criteria were fully implemented. Four criteria were partially implemented based on a review of documents and interviews with parents/guardians, educators, and staff that support English Language Learners. The results of the ELL audit places our district in Tier 1 under the Continuous Improvement Plan. The District's Plan was sent to DESE on February 14th; we are awaiting DESE's approval of the Plan. The Office of Teaching and Learning is working with Ms. Erin Bednarczyk, the District Website Coordinator, to create a Family Engagement webpage. The webpage will provide parents and guardians with translated steps when enrolling or transferring into the District. The school district's data is now in a Google Datasheet to ensure parents receive translation or written documents in their native language. The Instructional Council Team will be sending Google Surveys to staff, students and parents and guardians for feedback to support the creation of the 2022-2023 Professional Development Plan. Once all of the data has been received

from the surveys, the Instructional Council Team will review the survey data and create the draft 2022-2023 Professional Development Plan.

Mr. Craig Davidson – Director of Student Services reported the following: Last week, during February vacation, we provided a Math Acceleration Academy to over 70 Tri Town students enrolled in grades 3 through 10. Students participated in engaging and dynamic Math lessons that focused on accelerating students' learning in data driven targeted areas. The Academy was free of charge for all students who participated. A second Math Acceleration Academy will be offered during April vacation. The Community Talks Series: On February 10, host, Jon Mattleman, a mental health counselor, presented “The Secret Lives of Teens & Tweens”. It was a dynamic and fun presentation for parents and caregivers. Part two will take place on Thursday, March 10th at 6:00 p.m.

PRINCIPAL’S REPORT:

Mr. Medeiros reported on the following items:

- The RMS School Council met on Tuesday February 8th via zoom to discuss the draft parent/guardian professional development survey. The council’s feedback was presented during the district’s instructional council meeting on Wednesday February 9th.
- Our grade 1 and 2 teams conducted the middle of the year Shaywitz Dyslexia screener on the Aimsweb platform for all of our grade 1 and 2 students. End of the year screening will take place in June for grades K-2.
- On Wednesday March 9th we will have our 3rd half day professional development of this school year for all RMS staff. The focus of the day will be Global Citizenship/Equitable Practices.
- This past month I was able to attend two leadership trainings titled Anti-Asian Racism and Racial Trauma: Understanding History, Building Collective Resilience and Anti-Racist Leadership in the Early Years Series.
- We are excited that our ELA/Math After School Support Program is underway. I want to thank all of our staff for the hard work in helping us plan and organize this program for our students. The purpose of this program includes the following: Review previously learned grade level concepts. Content will focus on additional practice. Lessons that are tailored to the specific needs of students and will involve engaging, hands-on learning experiences.

VIII. School Committee

B. Committee Reports

1. Budget Subcommittee- nothing to report. Earlier in the meeting the committed presented the budget public hearing.
2. ORR District School Committee – Mr. Chisholm reported that the ORR School Committee met on January 26th and he had already reported from that meeting. Mr. Chisholm also gave a brief report of the Joint School Committee where the mask policy was rescinded by both ORR and the Union Supt. School Committee. Mr. Chisholm reported that while at some points during the meeting the debate was a little challenging and confusing, he was happy with the turn out and believes that everyone’s voice was heard.
3. SMEC- Ms. Fernandes reported that the next meeting is March 29th.
4. READS- Mr. Nelson reported earlier in the meeting.
5. Tri-town Foundation- Ms. Rounseville reported that they have not met.
6. Early Childhood Council- Ms. Duggan reported they will meet next on March 22nd.
7. Policy Sub-Committee- Ms. Duggan reported that they have not met.

8. Anti-Racism Sub-Committee: Ms. Duggan reported that they meet next on March 24th.

IX. Future Business

A. Timeline

Chairperson Hartley reported:

The next meeting of the Rochester School Committee is Thursday – April 7, 2022 @ 6:30pm in person at Rochester Memorial School.

The next meeting of the Joint School Committee is Thursday – April 28, 2022 @ 6:30pm; held remote through Zoom.

X. Open Comments: NONE

MOTION: by Mr. Chisholm at 8:14 p.m. to enter executive session for the purpose of exception #3 and exception #7

SECOND: by Ms. Rounseville

ROLL CALL: Chisholm: yes, Duggan: yes, Fernandes: yes, Rounseville: yes, Hartley: yes

MOTION: by Ms. Rounseville to go come out of Executive Session at 8:35 pm and to return to the regular meeting.

SECOND: by Ms. Fernandes

ROLL CALL: Chisholm: yes, Duggan: yes, Fernandes: yes, Rounseville: yes, Hartley: yes

MOTION to adjourn at 8:36 p.m. by Ms. Fernandes

SECOND: by Ms. Rounseville

ROLL CALL: Chisholm: yes, Duggan: yes, Fernandes: yes, Rounseville: yes, Hartley: yes

Submitted,

Diana Russo, Recording Secretary