

**SCHOOL COMMITTEE MEETING—February 13, 2008**  
**Distance Learning Lab, Middle School**

**PRESENT**

**Tracy Driscoll, Chair**  
**Margaret Matthews, Vice Chair**  
**David Roberts**  
**Thomas Ryan**  
**Margaret Connolly**  
**Joanne Flatley**  
**John Healy**

**ADMINISTRATION**

**June M. Doe, Superintendent**  
**Cynthia Kelly, Asst. Superintendent**  
**Christopher Campbell, Asst. Superintendent**  
**Michael La Francesca, Business Manager**  
**Alan Winrow, Principal**  
**Timothy Ruggere, Principal**  
**Clare Sullivan, Principal**  
**Elizabeth Cummings, Principal**  
**Holli Armstrong, Principal**  
**Doris Claypool, Principal**  
**Heidi Dineen, Principal**  
**Jacob Santamaria, Assistant Principal**  
**John Murray, Assistant Principal**  
**Andrew Boles, Assistant Principal**

**Convened: 6:00 PM**

**Adjourned: 9:00 PM**

Ms. Driscoll stated there was a need for executive session under exemption three. She said the School Committee would be meeting with the Board of Selectmen to discuss contract negotiations.

Mr. Roberts moved, seconded by Mr. Healy, and it was

**VOTED:** by roll call to go into executive session under exemption three. Mr. Roberts – aye, Mr. Healy – aye, Ms. Flatley – aye, Ms. Connolly – aye, Mr. Ryan – aye, Ms. Matthews – aye, Ms. Driscoll aye.

**STUDENT RECOGNITION**

The School Committee recognized Alyssa Kane who is the Humane Society's 2008 Humane Teen of the Year. Andrea Andrew, guidance counselor, introduced Alyssa Kane. Ms. Andrews stated that Miss Kane is a member of the class of 2008 and is the sole recipient of this award in the United States. She said that Miss Kane has volunteered over 1,200 hours at the Boston animal shelter. The School Committee and Administration congratulated her on her outstanding accomplishment.

**SUPERINTENDENT'S UPDATE**

Ms. Doe reported that High School students and parents recently attended an informational session on the college search and selection process sponsored by the Dedham High School parent organization and guidance department. She said representatives from Stonehill and Bridgewater State Colleges addressed this topic.

Ms. Doe announced that Mr. Brogan, Fine Arts Director, was preparing students for the upcoming production of Copacabana. She stated that March 14 and 15 performances are scheduled.

Ms. Doe reminded seniors and their parents that seniors must complete 20 hours of community service by March 14 as part of their graduation requirements. She reviewed the approval process for the service and recommended the seniors use February vacation time to complete this.

Ms. Doe stated nominations for outstanding alumni are due by February 28. She said that Principal Winrow could be contacted for details.

Ms. Doe stated she was pleased to introduce an initiative to provide adult evening education in Dedham. She said a diverse selection of courses will be offered beginning in March and will be held at the Middle School. She said she hoped this first program is well subscribed and that she would like to increase offerings in the future. She noted that the district has offered technology courses for the past several years.

Ms. Doe stated that she received a copy of a letter from Francis Curran, Chairman of the Voice of Democracy Program for U.S.S. Jacob Jones Post Number 2017, who wrote to remark on the efforts of social studies department chair John Gould in the success of the annual Voice of Democracy Contest held by the Veterans of Foreign Wars of the United States. He said that through Mr. Gould's efforts, the participation by the High School students in the contest greatly increased this year. Participation in the Patriots' Pen Contest at the Middle School increased through his and Mr. Mike Warren's efforts as well. Ms. Doe thanked Mr. Gould, Mr. Warren and the members of the social studies department.

Ms. Doe said the district has an ongoing adult evening course for English language learners. She said that interested individuals were welcome to join this class and could contact the administrative office or the Middle School for details.

Ms. Doe announced that Mr. Winrow has appointed a varsity softball coach: teacher Erika Eisenhut. Ms. Doe stated that Ms. Eisenhut has a superb background and excelled in the college classroom and athletically. Ms. Eisenhut attained All-American status in three sports. She extended her congratulations to Ms. Eisenhut.

Mr. Campbell spoke about the completion of the Coordinated Program Review. He said the Department of Education (DOE) was on-site for two weeks, and the exit interview was conducted on Friday. He stated that the review focused on special education practices and procedures, civil rights and English language learning. He said the preliminary results are positive. The DOE was impressed by the full array of and excellent access to all services. They noted that the staff felt happy and supported and had direction. They reported that the district had quality staff and excellent communication in place for policy and procedures. The DOE also said IEPs were written well and with love and compassion. They further commented that their observations reflected those IEPs. Mr. Campbell said the DOE was impressed with the district's initiatives, including the study center at the High School and the technology integration pre-K to 12. He also said the district has good class sizes. He said the DOE did note that the district needs additional support for ELL services, which the district had already recognized. He said the DOE was pleased with the early childhood program. He said it is early but he does anticipate commendable ratings.

Mr. Campbell said the DOE will submit a draft report in six weeks. He said this is not a public document; it is for the district's review and comment. He said the final report is comprehensive and takes two to three months to receive. He said this will be made available to everyone. He said the district will have 30 days to write an action plan and one year to complete

implementation of the plan. He thanked the teachers, parents and administrators for their support during this involved process.

Ms. Kelly reported on the Safe and Drug Free School grant audit. She said Juan Tapia from the DOE interviewed 50 people in three days. She thanked Ms. Driscoll, Chief Driscoll, Officer Huyler, Officer Matthies, Sgt. Clemens, students, parents and teachers for participating. She said Mr. Tapia was pleased with what he observed. He noted that a few areas were only partially implemented, particularly their evaluation piece. She said the district must reach out to parents for feedback. She said Avery was applauded for hosting a meeting with parents about the implementation of the Responsive Classroom. She said the fiscal component of the grant is good and Mr. Tapia noted that the district's relationship with cooperative organizations was also positive. She thanked everyone for helping with this audit. She said they would now wait to receive the 30 day report. She said that like Mr. Campbell they would then be drafting an action plan in response to Mr. Tapia's findings.

#### **CHAIR'S UPDATE**

Ms. Driscoll deferred her update until later in the meeting.

#### **STUDENT REPRESENTATIVE'S UPDATE**

Miss Chen reported that the Dedham High School logo was selected and it would be published in *The Mirror* tomorrow. She reported that the 2009 class would be hosting a Mr. Dedham contest. She stated that Mr. Arria is looking into buying new championship banners for the gym. She also reported that both the girls' soccer team and the band recently had their championship banquets. She announced that the Student Council is distributing Valentine's candy grams tomorrow.

#### **GENERAL PUBLIC COMMENT**

A parent spoke on behalf of a group from Oakdale. She said they are concerned about next year's fifth grade class sizes. Ms. Driscoll asked her to comment on this after the budget presentation.

#### **PUBLIC COMMENT ON ACTION ITEMS**

There was none.

#### **PRESENTATION – HIGH SCHOOL FINANCIAL LITERACY CURRICULUM**

Teacher Dan Rouse and Dedham Savings Bank Vice President of Marketing Gerry Lavoie were present to speak about the High School's financial literacy curriculum. Mr. Rouse said the state originally solicited school districts to volunteer to develop and implement a financial literacy curriculum for high school students, which the High School did a year and a half ago. He said his initial training was provided by Mr. Lavoie and staff at Dedham Savings and was sponsored by a School to Careers grant. He said the curriculum he developed from his internship was submitted to the School Committee prior to its implementation. He said this curriculum will help students learn about money management, credit management, taxes, interest rates, saving and investing. He said that learning basic financial literacy would help students contribute to and benefit from the economy.

Mr. Rouse stated that there was a 50% increase in participation in the program this year. He said that 105 to date have had the curriculum. He said it is taught in the Marketing and Advertising course offered by the Computer Department. He said they do offer other courses in which curriculum could be incorporated if necessary.

Mr. Rouse spoke about the field trips to teach financial literacy. He said discussed the trip to the Federal Reserve Bank and the participation in Dedham Savings Bank's monthly economic

teleconference. He said there has been more student interest than could be accommodated. He referred the committee to a recent article in *The Dedham Times* highlighting the visit of Dedham Savings officials to Mr. Rouse's Personal and Business Finance Class. Mr. Rouse thanked Dedham Savings for sponsoring his internship. He said that Mr. Lavoie and the bank have been very involved in this from the beginning.

Mr. Lavoie said that one of the missions of the bank is to make a difference in the community. He said he had been involved with School to Careers prior to this and was pleased to be approached by the organization to help Mr. Rouse. He said it is a great feeling to help the students and he appreciates being part of that interaction and making a difference. He thanked the School Committee for allowing him to be part of it and Mr. Rouse for putting it together.

Ms. Matthews remarked that Mr. Lavoie is most photographed man in Dedham and thanked him for all he does to serve the community. He said he is a trustee of the foundation and they enjoy doing that. Mr. Langenhorst remarked that Mr. Lavoie's involvement goes back 20 years. He also commented on what a great job Mr. Rouse has done and added that Mr. Rouse would be receiving his doctorate this year.

Ms. Matthews asked how many students could not be accommodated in the course. Mr. Rouse said he would not be surprised if it were 20 to 30. Ms. Matthews asked if the students at least get their second choice. Mr. Langenhorst said they typically do a good job with class selection, but sometimes limits on class size restrict their ability to accommodate requests.

Mr. Roberts moved, seconded by Ms. Connolly, and it was

**VOTED:** to open the public hearing on the FY 09 budget.

#### **PUBLIC HEARING – FY 09 BUDGET**

Ms. Doe stated that this budget represents the collaboration of the administrators and the public should be aware of where the budget increases come from. She said there are many unfunded mandates that impact this budget, but the schools must always strive to improve the delivery of education. She said they would present a detailed accounting of where the dollars are spent. She acknowledged that an increase of 11% is substantial and they do not take it lightly. However, it is necessary to support the programs.

Mr. La Francesca began the presentation of the proposed fiscal year 2009 operating budget with a review of the budget calendar. He stated that after this evening's public hearing, he would be presenting the budget to the Finance Committee and submitting it to the Town Administrator in March. He noted that the Annual Town Meeting is May 19.

Mr. La Francesca presented the FY 09 budget assumptions. He stated that programs and services will be staffed appropriately, programs and services currently be offered will continue, and programs and services supported by fees, tuition, gifts and private grants would continue. He said that appropriate class size and neighborhood schools remain priorities, special education will provide students with the least restrictive environment, outdated textbooks would be replaced, and technology would be maintained and supported. He stated that it is also assumed in this budget that curriculum and assessment initiatives targeted for MCAS improvements would remain in place.

Mr. Campbell discussed the special education budget increases. He stated that special education out of district tuitions would increase by \$762,862.59, driven in part by increases in enrollments

and tuition adjustments, and related transportation, which is an increase of \$38,905.07. He said they currently transport 100 students and it is not cost efficient. He emphasized that there is no state relief for special education transportation, which is projected to be \$115,000 for in district and \$552,236 for out of district transportation next year. Mr. La Francesca stated that other increases in the budget were in electricity and heat, both of which have seen substantial increases in the last year, and maintenance contracts and service.

In answer to Ms. Matthews' earlier question, Mr. Langenhorst stated that the computer department could not meet needs of ten accounting students. He then discussed the technology increases in the FY 09 budget. He said that the technology investment must be supported, which drives a significant amount of the costs he is presenting. He said that they are on a plan to replace servers and switches, which have limited life spans. He said they will need the full array of classroom computers as well as computer software to maintain programs, including virus programs, semantic programs, monitoring software and software that serves the district's mandated electronic retention requirements. He said that multi-year discounts expired last year and that accounts for the increase in this line item.

Mr. Langenhorst said the primary focus is on the classroom. He said the district has software programs that support early reading, math, plagiarism deterrence, special education programs, programs for communication, and document sharing. He said they need additional funds for MCAS support, such as Plato and Vantage. He said there is an additional cost as well for the expansion of the videos surveillance at the High School. He said they also need new technology equipment associated with the Middle School. He said there is a new standard for wireless and visual learning environments. He said they have made good progress at the High School through federal eRate funds, but have not had as much money to make progress at the elementary schools. He said the \$40,000 request is supporting Smart Boards and projectors.

Mr. La Francesca stated personnel would consume \$23,733,798 of the proposed budget for current staff. He said this amount does not include raises. He said an additional \$305,602 in personnel related to compliance and mandates is needed, \$276,147 in new positions and \$146,510 in reinstatements. He said the textbook replacement would cost \$56,000. He noted this item was previously part of the capital budget, but is now moved to the operating budget.

Mr. La Francesca stated that to fund a level service budget would cost \$32,183,887.52. He said that factoring in the compliance/mandates costs, new and restored positions, textbook replacement and technology support would cost an additional \$931,931. He said the total requested budget for FY 09 is \$33,114,818.52.

Mr. La Francesca discussed the budget drivers that impact the increases. He stated the largest increases were in the areas of salaries, utilities, special education, technology and textbook replacement. He said the budget request is an 11% increase over FY 08. He stated salaries represented 76% of the budget, utilities 4%, special education out of district tuitions 9%, special education contracted services, and transportation and supplies 3%.

Mr. La Francesca provided a breakdown of the salaries by category. He said salaries comprise \$25,203,137.65 of the budget. He noted that teachers make up the largest salary category with 76% of personnel costs invested in the classroom.

Ms. Doe reviewed the staff requests for compliance purposes. The High School Middle School, Avery School and the ECEC need additional ELL staff. She said the Avery School also needs a .6 reading teacher. Riverdale and the ECEC need to increase their adjustment counselor staffing.

She emphasized the importance of the counselor at the ECEC due to an increase in student enrollments needing these services. She said that all schools except the ECEC also need additions to their special education staff. She noted that only two of the staff requirements to meet compliance are full time equivalents. She stated the reinstatement requests include a .6 science teacher, two fifth grade teachers, and a .5 custodian to replace the loss of elementary staff when staff had to shift to the Middle School to accommodate the new, larger building. She said requests for new positions include a network data supervisor assistant, a social studies teacher and .6 foreign language teacher at the High School, and a school psychologist for the Middle School. She said the reason they are requesting a psychologist as opposed to an adjustment counselor is to be able to utilize this staff member to help with testing in district. She said testing is currently contracted. She stated they would also like to add an ABA specialist, which is also currently contracted, and a .5 HVAC specialist, which would be a shared position with the Town.

Mr. Campbell spoke about the savings they anticipate with the addition of an ABA specialist. He stated that an ABA specialist services special education students with language based learning disabilities. He said the district currently contracts this and spends hundreds of thousands of dollars for it. He said that having an ABA on staff would have a positive programmatic impact as well, as it would allow them to manage their program in house. He said it would result in a higher quality program and it would be more fiscally responsible.

Mr. La Francesca discussed the uncontrollable costs in the budget. He said that contractually obligated salary increases total \$556,115. He stated that special education tuitions and transportation, electricity and heat are also substantial increases. He presented a spreadsheet of special education actual expenses from FY 03 to FY 08. He said the expenditures totaled \$5.7 million in FY 03. He said \$8.3 million in expenditures is projected in FY 08. He said these rising costs significantly impact the rest of the budget.

Ms. Doe said this is a startling picture, but does represent the district's needs. She said they have established a collaborative relationship with Town on all matters and will continue to work with them to identify needed funds. She reiterated that many increases come from unfunded mandates, which most other communities are experiencing. She said the proposed budget is a fair and reasonable picture of needs of the department.

Ms. Driscoll said they have been meeting with Town Administrator and Selectmen to discuss the budget situation. She said they understand the fiscal picture for the Town and at the state level. She said that at this time the Town has provided them with a \$1.5 million increase over last year. She said they would continue to discuss the budget with the Town as more is known about available revenue and they would work to get the most possible for the schools.

A parent asked what an ABA specialist does. Mr. Campbell said that an ABA develops an applied behavioral analysis program and works with specialists to implement services.

Mr. Heisler asked Mr. Campbell if Dedham's out of district special education expenses are similar to other towns. Mr. Campbell said new enrollments have factored into their increasing costs. He said other districts are experiencing rising costs, but it varies. He said the adjustments in tuitions approved by the DOE are significant; some programs have jumped in cost by tens of thousands of dollars. He said they have tried to be proactive to offer a full array of services to meet special education needs in district, which has allowed the district to keep 6 to 12 students that would have otherwise been out of district placements. He expressed his appreciation of the administration's and School Committee's support of these initiatives. He commented that the

district is responsible for special education services for children beginning at age three through age 22.

Ms. Walko asked how many students would benefit from the ABA specialist and how much has been spent in the budget. Mr. Campbell said they have a number of ABA programs at the ECEC and elementary schools and have spent hundreds of thousands on them. Ms. Matthews asked if there is an average out of district cost. Mr. Campbell said it is all over the place. He stated that they strive to provide the least restrictive environment for these students. He said if they cannot keep the student in district the next step would be TEC programs, followed by private schools, which would range between \$50,000 - \$80,000. He said intensive support programs can cost up to a couple of hundred thousand dollars.

Ms. Kelly asked if an ABA specialist would bring back some students that are currently out of district. Mr. Campbell said that potential existed. He said the more opportunity they have to serve needs in district the better.

A parent thanked the School Committee for recognizing the need for an additional fifth grade classroom teacher at Oakdale.

Mr. Heisler asked Ms. Doe what level funding would mean in terms of loss in personnel. Ms. Doe said they are all aware of the Town's and state's fiscal situation, and everyone understands dollars represent positions. She said when they are closer to understanding what their actual funding will be they will take a careful look at how they will maintain quality programs and meet mandates. She said it was unclear as to where reductions would come from at this point.

Mr. Roberts stated he was impressed with some of the cost saving special education initiatives that have been brought to the board. He asked Mr. Campbell if he had a ballpark idea as to how much is saved through these programs. Mr. Campbell said it would depend on the program. He said that if you had two teachers and a paraprofessional in a program the cost in salaries would be approximately \$120,000. He said that transportation for out of district placements alone costs \$20,000 to \$30,000 and tuitions would be \$30,000 to \$60,000. He said it would be significant savings and programmatically responsible. Mr. Roberts asked if he found that parents appreciate the outreach and comfort with maintaining a student in district. Mr. Campbell replied that a large majority do prefer their children stay within the district.

Ms. Flatley asked Mr. Langenhorst about the multi-year discounts. She said it appears the district ends up paying a lot once they terminate. Mr. Langenhorst said he is not proposing to buy any new multi-year discounts and would not be doing that in the future. She asked about the two \$40,000 increases. Mr. Langenhorst said the capital budget usually addresses the in class computer replacement. He said the new technology request was for \$290,000 to put projectors and Smart Boards in fourth and fifth grade classrooms, and has been trimmed down to two for each school. She also asked about the life expectancy of a server and switch. Mr. Langenhorst said the district currently has 50 servers. His goal is to replace them with better servers and reduce the number to 30. He said he would like to replace ten reducing the overall number by another five servers this year. He said some of their servers were 8 or 9 years old and were not secure. He said the normal span is 3 to 4 years. He said a switch can last a long time and he anticipates replacing 13 elementary switches that have been in place since 2000.

Ms. Flatley asked Mr. La Francesca what the 1% in non-personnel, regular education represented. Mr. La Francesca said that amount would purchase supplies and materials.

Ms. Matthews asked for clarification on special education actual expenses for FY 03-08. She wondered where costs are reflected. Mr. La Francesca said the costs are found in aides, teachers, non-personnel supplies, tuitions, contracted services, tutoring and transportation. Mr. La Francesca stated that the actuals are taken from the year end reports and the \$8.3 million is a forecast. Ms. Matthews asked if the bulk of the amount is in tuitions and salaries. Mr. La Francesca replied that ABA services are over budget by 25%. He also said the district can anticipate large increases in transportation and out of district tuitions. He stated that no new positions are in that forecast.

Mr. Roberts said an advantage going into this year is the later town meeting. He said they would have a better sense of the state's numbers. He stated it is still early to make judgments, but it was important to have a picture presented this evening.

Mr. Ryan commented that the Budget Subcommittee looked at out of district costs carefully over last several months and the projections should be very accurate. They have done head counts of the children that must be serviced. He said the numbers for electricity and heat were provided by the Town's consultant. He reiterated that no raises were factored into anything presented. He stated this would be a difficult and drawn out process. He said the \$3.3 million requested increase is to provide the best education possible to Dedham's students.

A parent asked what parents could do to support the committee at the state level. Ms. Driscoll said that there has been proposed legislation that does not appear to have support for passage. She said that the district is part of TEC and this collaborative hired a lobbyist to help get funding for special education transportation. She said they would also like to change the circuit breaker formula from four times to three times the foundation budget. She said parent support of those initiatives would be appreciated at the appropriate time.

Ms. Matthews said squeaky wheel always gets the grease and it never hurts to keep telling elected officials what is on your mind. Ms. Driscoll said to start with education subcommittee at the legislature.

Ms. Carney asked what the current enrollment is and whether it is projected to increase. Ms. Doe said they expect the enrollment to remain stable. She asked what percentage of students is on IEPs. Mr. Campbell said approximately 21%. Mr. Langenhorst said there are 2,972 students. Ms. Carney commented that the funding for textbook replacement is woefully inadequate. She asked if the PowerPoint would be put on the web site. Mr. Langenhorst said he could do that. She stated it was informative and should be made accessible.

Ms. Carney asked about if the cost of health insurance is factored into the budget. Mr. La Francesca said they do not account for that because the Town carries the cost. She also asked about the imbalance of projectors at Oakdale. Ms. Armstrong said the portables were purchased by the PTO. She said a grant allowed the purchase of one. She said they also have one in the new library/media center and one in the old. Ms. Carney said that is a disparity and other PTO's should address it. Mr. Langenhorst said most of the schools have two.

Ms. Matthews said the presentation was a thorough and accurate portrayal of the system's structure and needs. She said the School Committee has a heightened awareness of its role of advocate to the Town for school services and as joint financial stewards of the Town's resources. She said they take that seriously. She said she is still looking for creativity in how they structure their services.



Ms. Driscoll said they are not going to vote on the budget right now. She wanted the School Committee to present what the School Department feels is necessary to support education.

Mr. Roberts moved, seconded by Mr. Healy, and it was

**VOTED:** to close the public hearing.

#### **MINUTES**

Ms. Matthews moved, seconded by Ms. Connolly, and it was

**VOTED:** to accept the January 30, 2008 minutes.

#### **DONATIONS**

Ms. Doe announced vehicle donations to the Occupational Education Department. Fred Repetto donated a 1996 Mazda pick up truck. Michelle Shannon donated a 1989 Chevrolet Cavalier. Paula Girela donated a 1994 Chrysler LHS.

Ms. Matthews asked what Mr. Dellot does with the cars. Ms. Doe said they are repaired. Mr. Winrow said Mr. Dellot occasionally auctions them and sometimes they are either junked or stripped.

Ms. Flatley moved, with grateful appreciation, seconded by Mr. Roberts, also with grateful appreciation, and it was

**VOTED:** to accept the donations.

Ms. Doe announced that Lueders, a lawn care company, has donated \$50 to the School Department.

Ms. Flatley moved, with grateful appreciation, seconded by Ms. Connolly, also with grateful appreciation, and it was

**VOTED:** to accept the donation.

#### **OLD/NEW BUSINESS**

Ms. Driscoll said that she, the Superintendent, Mr. Campbell, Mr. La Francesca, Ms. Sullivan, the Town Administrator, the Assistant Town Administrator, the Chair and Vice Chair of the Board of Selectmen all attended the Mass. School Building Authority's invitation to meet with them today. She said it was a good meeting and they were walked through the steps of proceeding with the renovation of the Avery School. Ms. Doe said it was a working meeting and they were joined by Rep. McMurtry, as well. She said he has become knowledgeable about the school's needs and wants to help facilitate communications with the state agencies.

Ms. Doe highlighted the next steps for Dedham as directed by the MSBA. She addressed the district's need for initial compliance certification, the initial agreement for a feasibility study and the vote for local funding. She said a feasibility agreement would be made with the MSBA with the terms of the financial sharing. She said the Town would be receiving documents from the MSBA to proceed. She said the district will be required to hire a construction manager. She stated that once funding is secured for the feasibility study Dedham would then need to hire an architect for the feasibility study. She said the MSBA has very clear guidelines for the process and steps they will have to take.

### **ITEMS FOR NEXT AGENDA**

Ms. Driscoll said the next agenda would include High School presentation on level 1 and 2 classes, how these students are faring and their college plans.

Mr. Roberts asked about the report from the committee studying the weighting of advanced placement. Ms. Driscoll stated that committee is still meeting.

Ms. Doe said that the youth risk survey results should be presented on March 5, as well.

Ms. Matthews requested that the May 7 meeting be moved for the spring instrumental concert. Ms. Driscoll said that meeting could be moved to the 14<sup>th</sup>. She said the April meetings would be on the 9<sup>th</sup>, 16<sup>th</sup>, and 30<sup>th</sup> and the May meetings would be the 14<sup>th</sup> and 28<sup>th</sup>. Ms. Driscoll said she would update the committee on the changes.

Ms. Flatley moved, seconded by Ms. Matthews, and it was

**VOTED:** to adjourn.