

GROTON DUNSTABLE REGIONAL SCHOOL COMMITTEE

**High School Library
Business Meeting Minutes
September 22, 2004
Approved April 6, 2005**

PRESENT:

Ms Judy Converse
Ms Karen Lofgren
Mr. Chuck McKinney, Vice-Chair
Ms Patricia Murray
Ms Jeanne Niemoller, Secretary
Mr. Frank O'Connell
Mr. Alan Vervaeke, Chair

ADMINISTRATION:

Dr. Mary Athey Jennings, Superintendent
Dr. Sue Rubel

Student Advisors:

Mike Fredrickson

STAFF, PRESS, OTHERS: A. Ravens, Lowell Sun; J. Kulesz, Groton Herald;
K. Stone, L. Julian, J. Manning, S. Boczenowski, M. Gilbert, S. Tully,

CALL TO ORDER

The GDRSC Meeting was called to order at 7:11 p.m. by the chair, A. Vervaeke.

ANNOUNCEMENTS

Dr. Jennings announced Prescott will hold its Open House, as well as the ribbon-cutting ceremony for its new playground, tomorrow night at 6:30 p.m. Florence Roche will hold three Open Houses; one on September 23rd and one at 7:00 p.m. and one at 7:45 p.m. on September 28th. Swallow Union and the High School will have their Open Houses on September 29th and September 30th. The Open House at the Middle School on October 14th will be staggered and parents are to check the newsletter for times.

Dr. Jennings announced Martha Coakley and Project Alliance have invited GDAY to sit on a panel next week. There will be a Safety Summit with the topic being Community Coalitions That Work.

Dr. Jennings announced the Groton library is celebrating its 150th birthday and all residents are being asked to read To Kill A Mockingbird. Free copies, donated by the Groton School, are available at the library and there will be book discussion groups throughout the town, with the first being held on October 13th at the Lost Lake Fire Station.

A. Vervaeke announced the town clerks will be holding a special voter registration session at the high school on September 30th at 10:30 a.m. Eligible students can register to vote and they will be given useful information. Precincts 2 and 3 will be returning to the Middle School North building for the November elections.

M. Fredrickson announced student government nominations were held last Thursday and elections were held yesterday.

M. Fredrickson announced there will be an Open House and Activities Fair at the high school next Thursday. The GDEF fund raiser is October 8th

Junior Class President Jake Manning announced their first Homecoming will be held on October 14th, with a pre-game tailgate at 5:30 p.m. followed by the girls varsity soccer game against Fitchburg. On October 15th, the varsity cross country team will face Tyngsboro at home at 3:30 p.m. and the first ever Groton varsity football game will be at 7:00 p.m. The varsity field hockey team will play Fitchburg at 11:30 a.m. on October 16th and the varsity soccer team will play Tahanto at 7:00 p.m. A dance for all students will follow the game.

Junior Class Treasurer Lauren Julian announced a series of events are scheduled throughout the week. These include an Open Mike contest and community service plans. Parent and student volunteers are still needed.

A. Vervaeke asked if there will be a Homecoming King and Queen and Ms Julian said they hope to start this tradition.

On behalf of GDEF, Kristin Stone announced Karen Riggert is now a co-director of the grant disbursements and Karen Sheffield is a co-director of fundraising. The deadline for grants is Monday, November 1st and are to be submitted by US mail and postmarked by the state. They have a new mini-grant form, which is also available on their website (www.gdefinc.org) and is to be used for any request under \$500. The auction will be held on October 8th at Kilbridge's Antiques. J. Niemoller said this is a great event and a great way to buy gifts. The High School Chamber Chorus will be singing at 7:00 p.m.

P. Murray announced the Joint Budget and Finance Committee will be meeting at 7:00 p.m. on October 5th to discuss the towns' and school budgets.

Dr. Rubel announced today was their first half day in-service day and they had four Theme Teams at the high school, they had grade level teams at the middle school and the elementary faculty looked at the writing assessment and scored and critiqued a revised rubric assessment. They hired Teachers 21 to do some training around discipline and managing student behavior for all instructional aides K through twelve.

Paraprofessionals will be receiving technology training from our own staff. Dr. Rubel stated they have some strong professional development training taking place and she thanked the Committee for the release time they have been given.

Dr. Rubel announced that with the exception of those students who took the Portfolio Assessment, all MCAS results are being mailed to all families tomorrow.

REPORTS FROM SUB-COMMITTEES

Budget and Finance - F. O'Connell reported they have not met.

Policy - J. Converse reported they met this afternoon. They will be bringing two policies forward at the October 6th School Committee meeting.

Personnel - J. Niemoller reported they will be meeting with Dr. Jennings regarding hiring the treasurer. They will also be working with Dr. Jennings on her proposed goals. and will present them to the School Committee on October 6th.

Negotiations - C. McKinney reported they met this week and Unit D negotiations are ongoing. They have two meetings scheduled over the course of the next couple of weeks. J. Niemoller reported she and Mr. Young met with the new maintenance and cafeteria workers union and they will be meeting with them again in October.

MINUTES

C. MCKINNEY MOVED TO APPROVE THE EXECUTIVE SESSION MINUTES OF JUNE 16, 2004. SECONDED BY J. CONVERSE
SO VOTED

In Favor: C. McKinney, F. O'Connell, P. Murray, A. Vervaeke, J. Converse, K. Lofgren
Abstention: J. Niemoller

J. NIEMOLLER MOVED TO APPROVE THE BUSINESS MEETING MINUTES OF SEPTEMBER 8, 2004. SECONDED BY J. CONVERSE
SO VOTED IN FAVOR UNANIMOUSLY

QUESTIONS/COMMENTS

S. Boczenowski congratulated Dr. Jennings on her retirement announcement and stated they appreciate her ten years of service. He stated he is concerned that the Committee met in executive session to discuss the naming of the middle school and he does not feel this is an exception to the Open Meeting Law. He asked for the Committee's rationale for meeting in executive session. A. Vervaeke said they will be addressing this issue later this evening when they discuss the Naming Committee's recommendations.

S. Boczenowski again asked for the reason and A. Vervaeke said "for reputation and character". S. Boczenowski asked if the people were invited to be there as required under the Open Meeting Law and A. Vervaeke said they were not. He said everything will be answered later this evening.

K. Lofgren said there has been a lot of coverage about their surplus and stated there was some discussion among Committee members about "hair trigger responses" to spend money. She reminded everyone that although she was not comfortable with the structure of the motion, she supported restoring the site budgets because in June they had said they would restore the cuts if they could. She saw the vote as giving back what they had taken away rather than as a "hair trigger response" to spend money.

J. Niemoller thanked everyone who spoke with her about the Committee's actions two weeks ago. She stated many parents are very grateful they reduced the fees and restored the site budgets. She has also received many positive comments regarding the reinstatement of the second day of physical education at the elementary level. She commented on the many students participating in after school sports and activities. As they embark on this budget season, she asked people to remember what they almost lost.

PRESENTATIONS/DISCUSSION

MASC Consultant Mike Gilbert - "Best School Committee Practices

Mr. Gilbert stated an issue raised by school committees is what the public's right is to participate in a school committee meeting. He stated many people feel they have the right to engage in debates but the Open Meeting Law specifically states the ability of the public to participate is a right that is granted only through the chair of the government body. He said they have to be mindful that they are there to do the public's business and the Open Meeting Law protects the public in terms of their ability to see that business and hear the debate and deliberations of the members. A public hearing is held to dialogue with the public. Many committees allow for public comments during their business meetings and this is when members hear from the public, not have a dialogue with them, about issues on the agenda. He provided members with a sample of rules for public comment. Mr. Gilbert stated part of the Committee's role is to interpret community members' standards into their policies and operation of the district.

Generally the public is allowed two to three minutes to make comments and/or ask questions and the public generally does not have the right to expect an answer to questions at that point in time. Many committees have an appropriate person get back to the individual with an answer or the committee may make a statement that answers the question at a later meeting. Mr. Gilbert stated there can never be enough communication among the members, the superintendent and the communities. He noted they do not want to engage in unhealthy debate.

A. Vervaeke asked if the question/comment earlier this evening was handled correctly and Mr. Gilbert said yes since the item is on tonight's agenda.

P. Murray said having been on the other side of the table speaking as a member of the public and receiving a similar response is part of the reason she is here. She found it frustrating to be told "thank you, we'll address it". She feels the public does not understand the reason behind this and that it needs to be communicated to the public.

Mr. Gilbert said public comment rules can be attached to the agenda so the public will have an understanding. He said it can be part of their meeting policy and put on the website.

C. McKinney feels they have a good procedure set up with their Public Comments email.

Mr. Gilbert said this allows issues to be addressed at a following meeting, by either the Committee or administration, and is a good communication tool.

Etiquette for debate was discussed. Mr. Gilbert said the Committee should know in advance when something is going to become public information and if members hear something in the community, they should provide a phone call to the administration. He said personal respect is another piece and every member needs to have a personal respect level with each other that allows them to have debate, to deliberate and to disagree without being disagreeable. He stated they are to leave whatever they do at the table, at the table. With respect to having rebuttal between members, Mr. Gilbert said it is up to the chair to manage the process. If it is a controversial issue, he stated every member will have something to say about it and everyone should have the opportunity to speak. A little rebuttal is generally okay but the chair needs to monitor whether repeat comments are being made or if someone is getting disagreeable.

Mr. Gilbert said sometimes comments are "over the edge" and the public has to have respect for the administrators and the Committee as well as for each other. Rhetorical questions are generally asked to make a point and are generally not answered. When comments are inappropriate, it is up to the chair to give a warning that will not be allowed to occur.

J. Converse asked Mr. Gilbert to give his opinion regarding being on a school committee. He said it is the satisfaction of playing a role in the education of children by bringing the public to public education. A personal satisfaction is seeing the growth of administrators and teachers from their understanding of the "politics" of education.

P. Murray said sometimes the way they act with each other outside a meeting is more frustrating than at a meeting. She sometimes feels as if she is being bullied and asked how members manage this outside the realm of sitting at the table. Mr. Gilbert said it is important to remember that they do have to work together and to some degree, are a team. Sometimes it is the role of the chair to "get in the middle" when two members are having a heated discussion. He stated that conversations away from the table had better only be one on one or they will be on the verge of breaking the Open Meeting Law.

If members have questions after receiving their packets, they should be given to the administration so they can be prepared to answer them publicly.

P. Murray said things heat up between Friday and Wednesday and goes to the "no surprise rule"; she hears things from constituents that she wished she had known about earlier. Mr. Gilbert said the superintendent should be told about those questions and the questions should be asked at the meeting so they can be answered appropriately.

MASC Consultant Mike Gilbert - Superintendent Search Process

Mr. Gilbert provided members with a proposal and a document that answers questions about the search process. He stated MASC has been in business for over fifty years and have been doing superintendent searches for almost as long. Their staff of field people have been, or currently are, school committee members and they come from the perspective of school committee members.

Mr. Gilbert stated they meet with the School Committee to plan the search process. Generally they will meet with public officials, school staff and parents and hold open focus groups with the communities as well as meet with particular individuals. A survey instrument is also provided for receiving input. The criteria and qualifications that the communities have provided is brought to the Committee for them to decide on the final qualifications and criteria. A brochure that includes the qualifications and criteria will be sent to every superintendent in Massachusetts and to every state school board association nationwide, to every state superintendent's association nationwide as well as to a key group of higher ed career centers around the country.

MASC will work with the Committee on advertising and advise that they advertise in Education Week and on the MASC website. They generally allow a six week period to receive packets. He stated they generally do the initial screening of the information received from each candidate, measure it against the criteria and come up with the number of semi-finalists the Committee has decided they want. A Search Committee, made up of community and staff representatives, conducts interviews of the chosen semi-finalists and these interviews are generally done in public. If a candidate feels their current job is in jeopardy and does not want their name to become public, the School Committee will be asked if the interview can be done in executive session or the candidate will be told their name will be made public and can choose to withdraw their name. Often times, school committees choose to conduct interviews in executive session. The names have to be made public once they reach the final stage. They usually bring seven to eight semi-finalists. The Search Committee brings three to five finalists to the School Committee and their role is complete. It is the School Committee's responsibility to do site visits if possible and the candidates will be brought to the community for a day of site visits. The final candidates are interviewed publicly and once a new superintendent is chosen, they enter into contract negotiations. Once the new superintendent is on board, MASC will hold a team building workshop with the superintendent and School Committee so everyone is on the same page.

If they feel they will have internal candidates, Mr. Gilbert suggested the Committee have a discussion on how this would be handled and if they have a strong internal candidate, they may want to discuss whether they want to do a search or not. With today's technology, he stated there is no such thing as a local search anymore and candidates may come from Canada, Japan or Guam. Currently, the candidate pool is shallow and they expect to see at least fifty superintendent positions change hands this year. He stated they will get about thirty-five applications with eight to ten being qualified, high quality individuals.

With respect to internal candidates, Mr. Gilbert said one thing they do not do well in education is succession management. Mentoring is a big issue but part of it becomes a public issue. As a Committee, he stated they need to gauge what the public response would be in opting to not do a search. Once they get into the search process, internal candidates have to be treated like any other candidate and go through the process just like anyone else.

With respect to community and staff involvement, F. O'Connell asked what works and what does not work. Mr. Gilbert said some people would rather write down their thoughts anonymously and the survey instrument allows them to do so. Others are comfortable speaking in a focus group. He said school committees often know what the qualities and criteria are but involving the community gives them some ownership and validates what the committee all ready is thinking and knows.

Mr. Gilbert stated MASC will provide technical assistance whether the Committee chooses to do the search themselves or hire a consultant. He stated they would not have to put out an RFP because people doing this process for non-profits are well below the \$25,000 requirement of the bid law. He stated MASC does this as a service to their members and the fee they charge does not cover their salaries or costs. They feel their fee, in addition to the dues to the Association, is sufficient to cover the costs with the exception of advertising and travel expenses. Committees are advised to budget \$15,000 for the cost of the search.

A. Vervaeke asked Mr. Gilbert what he sees being the general makeup of the Screening Committee and what the general involvement of the current superintendent is in the search process. Mr. Gilbert said individual members can seek the superintendent's guidance about something but he cautioned them not to put Dr. Jennings in an awkward position, especially if there are internal candidates or people she may be friendly with outside the system. With respect to community involvement, generally there is an official from each town, a parent from each grade level, and in the case of having more than one elementary school, there would be a parent from each school, and staff members from each level or building. There may also be at-large members such as a senior citizen representative. They would like to see the committee have less than twenty-five members. They would go to the Bargaining Units and ask them to choose the staff members. Parent/teacher organizations generally chose the parent representatives. If the Committee has to pick someone, people can write a letter of consideration and then names will be pulled from a hat so there is no perceived bias. He suggested administrative staff, as well as teaching staff and other staff members, also participate.

J. Niemoller asked about the pros and cons of choosing an interim superintendent for a year. Mr. Gilbert said an interim comes into play when there is not sufficient time between when the superintendent announces he/she is leaving and the time he/she actually leaves. A search generally takes four months and the Committee has plenty of time before Dr. Jennings leaves in June. If they go through the process and the Committee does not like anyone, they would have to talk about an interim. It could be someone in the district or MASC has a list of retired superintendents willing to do interim superintendencies.

F. O'Connell asked how many superintendents MASC has assisted in locating, whether the Committee gets to meet with those involved with the initial screening and if contact information is provided for the districts they have provided service for. Mr. Gilbert stated a list is attached to the proposal. They did eight last year and are currently doing three or four. The initial paper screening is generally done by himself and two others or two School Committee members could come into Boston and do it with him.

A. Vervaeke asked if Committee members are on the Screening Committee and Mr. Gilbert said he generally advises not having a member because it can be intimidating to parents and community members. The decision is up to the School Committee.

Mr. Gilbert noted Dr. Jennings is one of a handful of superintendents who has guided a district for more than ten years in recent times and that stability can be very important to a district. He stated this will be the most important decision the School Committee makes.

Naming Committee Recommendation

A memo was distributed to members and the public. J. Converse stated she was appointed to the Naming Committee and the other members names are listed on the memo. While they did not have specific criteria, she stated the committee wanted a name from Groton and a name from Dunstable. They looked at people who might be role models for the students, those who were involved in educating others and they looked at someone who had gone beyond the community and been recognized on an international level. They are proposing naming the MSS building The Kendall Hall and the newly renovated MSN building Stoddard Hall.

Dr. Jennings stated the Kendall name has been a name in Dunstable for three centuries. Members of the Kendall family have served on various Dunstable boards including the Board of Selectmen. Amos Kendall, born in 1879 in a house that still stands on High Street, especially fit the committee's criteria. He studied law at Dartmouth College and graduated with highest honors and served as a tutor to the Henry Clay family in Kentucky. He was an editor, journalist and influential political writer. He was also the Postmaster General during the presidencies of Andrew Jackson and Martin Van Buren.

Kendall Green in Washington, DC is named for Amos Kendall.

For over forty years, Marion Stoddard has been the driving force behind the cleanup of the Nashua River. She was born in Reno, Nevada in 1928 and became a Groton citizen in 1962. At that time, the Nashua River was polluted, murky and turned the colors of the dyes used in the factories and was designated as one of the ten most polluted rivers. She established the Nashua River Watershed Foundation and with this organization, helped restore the river to its original cleanliness. Her story has been told in the children's book *A River Ran Wild*, written and illustrated by Lynn Cherry. Nature's Classroom, a program of NRA and implemented in the district, carries on the tradition of educating students about the river. She received international recognition by the United Nations in 1987 when she was cited by the environmental program for her exemplary role as a soldier "in the front lines of our global cause".

Dr. Jennings expressed appreciation to community members and the administration members who served on the committee. She stated it was a combination of the members of the Memorial Committee and the Naming Committee who brought the criteria and these names forward.

C. McKinney said the School Committee was informed of these names in an executive session several weeks ago. A concern was raised about the appropriateness of this and he contacted the District Attorney's office to see whether the Committee's interpretations and actions were appropriate. There is a criteria that can be used when a person's character or reputation might be called into question that would make it appropriate for the School Committee to discuss it along those lines in executive session. It was under that exemption that the executive session a few weeks ago was called. Further investigation shows the Committee got their procedures a little "out of whack". They should have waited for a formal nomination procedure in a public hearing and then made the determination, based on public comment or deliberation by the Committee, to move into executive session. He stated the criteria they used would be appropriate but their timing was incorrect. He noted the person they may be discussing must be given forty-eight hours notice and must have the opportunity to be present at the executive session meeting. Ms Stoddard was not notified and the Committee did not follow the letter of the law. He stated the remedy is very simple by making clear exactly what happened so there is no clouded perception about what may or may not be taking place behind closed doors. He stated they will endeavor to make public that portion of the executive session minutes as well as the minutes of the Nominating Committee's meetings. C. McKinney stated the Committee did not take a vote in executive session; the deliberation on these names starts tonight and will continue so there is an adequate opportunity for the public and the Committee to bring forward appropriate comments.

A. Vervaeke stated their policy gives them sixty days to vote on these names and asked members to get back to him with a time frame they are comfortable with. K. Lofgren feels the minutes need to be approved and released before they agree on a time frame so the public can feel included in the process. A. Vervaeke said he will look into the process for releasing sub-committee minutes. J. Niemoller said she can have the executive session minutes available for approval at the October 6th meeting. It was noted the confidentiality of some material will need to be maintained.

C. McKinney stated it has taken a long time to get to this point and said it is exciting to see the first output of what will be an ongoing process to consider honoring individuals in the community. J. Converse stated the Memorial Committee had some suggestions from the public that they worked with but the Naming Committee did not receive any input from the public. They also did not find a particularly appropriate name for the Black Box Theater at this time.

Dr. Jennings said there are two processes going on - Memorials and Facilities. A request was sent out in April in Connections and a form was on the website and in the schools. People did return those forms, mainly for memorials. The Memorial Committee decided they would like to wait another year before making decisions on memorials.

A. Vervaeke asked if "Building" would be acceptable to "Hall". J. Converse said it was more of a perception of creating a one school idea. The hope is that it is the names (Kendall, Stoddard) that will click, not what comes after it.

J. Niemoller encouraged the public, and those working on the 350th committee, to get involved as the Committee embarks on the process to decide on names.

P. Murray is disappointed to learn no names came forward when they advertised this in April. She is concerned that only two names came forward. If a Naming Committee is charged in the future, J. Converse said they should discuss the criteria they should work under. J. Niemoller requested they allow fifteen minutes for public comments when the Committee begins deliberation.

Stabilization Fund

A. Vervaeke said when they were sitting on a decent amount of money three years ago the School Committee requested permission to create a stabilization fund. It requires town meeting approval and money has to be budgeted through the budget process to go into the fund. He stated it is a mechanism that allows for the placement of funds during time periods when things are going well and the funds can only be used for items where they would incur debt. Dr. Jennings said Groton's warrant was being closed last Monday and this was put in as a place holder because it does have budget implications on the FY06 budget. A. Vervaeke stated town meetings for both towns are on October 25th.

In a perfect world where everyone has piles of cash and is spending freely, A. Vervaeke asked what amount the fund could theoretically reach. Dr. Jennings said it can be 5% of the combined Groton and Dunstable assessment. This year's combined assessment is \$16M. He referred to the statement in Chapter 71, Section G 1/2 that says "the maximum value shall not exceed five percent of the combined equalized valuations of the member municipalities" and is not sure what this means. Mr. Gilbert explained the property assessments the Boards of Assessors create are done according to a set of state rules. The equalized assessment is done by the state and the DOR has the information on their website.

A. Vervaeke noted every town has a stabilization fund and feels this is specifically for regional school districts. K. Lofgren asked if this is separate from an E&D Fund.

Dr. Jennings said taking money out of a stabilization fund requires a majority vote from both towns and can only be used for certain purposes. Due to the time, C. McKinney suggested further discussion be continued to October 6th when Mr. Young might be able to provide a few scenarios.

While she is not opposed long term to having a stabilization fund, P. Murray said she has a lot of concerns. She stated they asked for a stabilization fund three years ago and were turned down and they recently asked for an override that was turned down. They now have a fairly decent surplus and she would like them to certify the E&D and put this on the spring town meeting. Doing it now seems very rushed and she would like to build some trust back with the towns.

A. Vervaeke said a stabilization fund is a helpful mechanism for them, especially when they look at capital expenditures down the road. He does not want them to fixate on the money. He stated this did not previously go before the towns but rather the Boards of Selectmen did not support it. The Committee does not have to make a decision until October 20th.

Adequate Yearly Progress Report (preliminary)

S. Rubel said they have only received preliminary reports but shared what Adequate Yearly Progress means. Adequate Yearly Progress, as required by the NCLB, requires that all students are expected to meet state performance standards in ELA, reading and math by 2014. The AYP determination rests on student participation requirement in MCAS, an additional attendance or graduation requirement and either the state's cycle three performance target or the school's or district's own cycle three improvement target. If one of these things has not occurred for two consecutive years, you are put on a list that identifies you for improvement. She stated that when she is ready to report the Adequate Yearly Progress results, a number of the schools or subpopulations (SPED population) have probably not reached the AYP.

Dr. Jennings stated NCLB has left districts with some amazing standards that have been discussed with legislators and politicians. She stated there will be more schools on the list next year and more will be deemed failing. She said they will keep trying to "climb the mountain" but it is a tough mountain to climb.

J. Niemoller would like the public to understand how a district can do so well with MCAS results but still be labeled as a potential failure on the AYP. She would like something put in Connections or sent to the press. S. Rubel said the DOE is currently drafting something that explains AYP a little more.

ACTION ITEMS

VOTE: Policy and Field Trips

J. NIEMOLLER MOVED THE GROTON DUNSTABLE REGIONAL SCHOOL COMMITTEE ADOPT POLICY IJOA, AS REVISED, ON FIELD TRIPS AND ATHLETIC TRIPS AND LATE NIGHT/ OVERNIGHT TRAVEL, WITH ACCOMPANYING EXHIBITS. SECONDED BY J. CONVERSE
SO VOTED IN FAVOR UNANIMOUSLY

VOTE: Adoption of FY05 Budget

Dr. Jennings stated on March 31, 2004 the Committee approved a budget of \$30,490,785. The final budget approval was contingent upon the votes from the annual school district meetings, the Proposition 2 1/2 override and the state budget. The administration recommends the FY05 budget be approved at \$30,270,924. This is predicated on the estimated revenues and the state's mid-year change on how they were going to fund SPED tuitions reimbursements.

F. O'Connell asked if this includes the money they voted at the last meeting and Dr. Jennings said yes.

F. O'CONNELL MOVED THEY ADOPT THE FY05 BUDGET AT \$30,270,924.
SECONDED BY J. CONVERSE.

SO VOTED IN FAVOR UNANIMOUSLY BY ROLLCALL

QUESTIONS/COMMENTS

Because of the unusual way the motion was made regarding the budget, P. Murray feels maintenance could be left behind. At that meeting they said that whatever was not discussed would be brought back to the table and she asked when that will occur. She does not believe Mr. Young has asked for an exorbitant amount of funds (\$10,000) and she wants to see the buildings maintained. Dr. Jennings said she will get the information on what these funds would cover.

A. Vervaeke said MASC has different divisions and they belong to Division One. He asked someone to do some research to see if there are other areas they can be involved with that will broaden their horizons.

A. Vervaeke stated they had their strategic planning process in Tyngsboro on September 14th and they will be presenting their goals at the next meeting.

A. Vervaeke stated they will need to vote a delegate to represent the Committee at the MASC Conference.

ADJOURNMENT:

J. CONVERSE MOVED TO ADJOURN THE MEETING AT 10:37 P.M.

SECONDED BY C. MCKINNEY

SO VOTED IN FAVOR UNANIMOUSLY

Respectfully submitted,

Susan H. Smith

Recording Secretary

(Transcribed from video tape)