

SCHOOL BOARD MINUTES

- (1) The Board of School Directors of the Lebanon School District met in regular session on Monday, January 21, 2013, at 7:00 p.m. in the board conference room of the senior high school as advertised in the Daily News on December 5, 2012.
- (2) President Anne Dall called the meeting to order at 7:01 PM. Everyone participated in the Pledge of Allegiance to the Flag.
- (3) On roll call, the following board members were present: Mrs. Debra L. Bowman, Dr. Anne V. Dall, Ms. Vanessa Fischer, Mrs. Rose Marie R. Kotay, Mr. Michael J. Kuhn, Mr. Peter N. Pyles, Jr., and Mr. Paul Topping. Mr. Cornell L. Wilson and Mr. Thomas L. Schaffer were absent. Also present were Mrs. Mary A. Harrell, secretary; Mr. Curtis O. Richards, business manager and treasurer; and Mr. Harry W. Reed, solicitor. Dr. Marianne T. Bartley, superintendent of schools was absent.
- (4) Also present were Mr. Chris Danz, assistant to the superintendent for HR and pupil services; Mr. Mike Murphy assistant to the superintendent for assessment and accountability; Mr. Ted Graeff, chief information officer; Mr. Craig Boltz, director of buildings and grounds; Mr. Brian Hartman, assistant director of buildings and grounds; Mr. Mike Reager, principal, Harding Elementary School; Mrs. Dawn Connelly, principal, Henry Houck Elementary School; Mr. Mike Bechtold, assistant solicitor; Mr. Charles Fairchild, Fairchild Services; Mr. George Horn, school district resident; and the following media representative: Mr. John Latimer of the Lebanon Daily News.
- (5) RESOLUTION #14863 - The minutes of the re-organizational meeting held on December 3, 2012 were offered for consideration. It was moved by Mr. Pyles and seconded by Mr. Topping that the minutes be approved. All members voiced consent and so ordered.
- (6) In Dr. Bartley's absence, Mr. Chris Danz began the Superintendent's Report by acknowledging that today is Martin Luther King, Jr. Day and February is Black History Month. In Honor of Martin Luther King, Lebanon School District will be working with Vanessa Owens and the Lebanon Rotary Club on a 40 Days of Peace Pledge.
- (7) Mrs. Dawn Connelly presented her board buddy's with books that would be placed in the Henry Houck Library in their honor.
- (8) Next, Mr. Danz informed the board that we have a Code Red procedure in place. We are re-evaluating our programs and procedures to ensure the safety of our students and staff.
- (9) Mr. Charlie Fairchild, project manager, updated the board on the high school renovations. He stated that finishing work in the gym, auditorium and other areas is proceeding.

Mr. Fairchild reported a problem with constructing the lights to specifications in the auditorium. This may prevent the auditorium from being available for the start of the spring musical rehearsal. He suggested using the middle school for the early rehearsals.

Mr. Fairchild also explained a problem that caused a light fixture to fall from the library ceiling two weeks ago. Students and staff were in the library at the time but there were no injuries and the room was immediately closed.

It was determined that insulation left uneven when the dome of the room was first built in 1969, caused contractors not to set their nails deep enough when installing the fixtures. All the light fixtures in the library have been inspected and additional supports were installed.

(10) Next, Mr. Danz shared with the board that they would find an item on tonight's agenda regarding the relocation of Wilhelm Avenue. Administration will work with the Lebanon County Planning Department on the terms of this project.

(11) Mr. Danz shared Employment Readiness Certificates with the board. Dr. Bartley created these certificates and has been working with Larry Bowman, President, Lebanon Valley Chamber of Commerce. The certificates will be presented to students who are in good standing and have demonstrated a strong work ethic, established a track record of success including good attendance, followed dress code, good discipline, and participation in extra-curricular activities.

At the end of each quarter, Dr. Bartley distributes certificates to students throughout the entire district, for achieving good scores during that quarter.

On April 24, 2013, Dr. Bartley and Larry Bowman will distribute the Employment Readiness Certificates for the first time.

(12) Mr. Danz shared that our 9th graders would be competing in the Rotary Essay Contest. And our 10th, 11th, and 12th graders are going to compete in the Rotary Speech Contest. Students will compete against students from Cornwall-Lebanon and Lebanon Catholic before going on to the next level.

(13) Rotary's Bologna Fest will be held on January 25 and January 26, 2013 at the Lebanon Valley Expo. Mr. Danz distributed complimentary tickets to the board.

(14) RESOLUTION #14864 - The treasurer's report for the months of November 2012, and December 2012 were presented for consideration. Mrs. Bowman made a motion, seconded by Mr. Kuhn, that the board

approves the treasurer's reports and record them as a part of the minutes. All members answered aye and the motion carried.

- (15) RESOLUTION #14865 – Acting upon certification of the treasurer, a motion was made by Mrs. Bowman and seconded by Mr. Kuhn, that the board approve the payment of bills payable for November and December 2012, as listed, ratify the payment of invoices mentioned in the letter of certification, and take care of all other matters regarding the payment of invoices, including acceptance of the letter of certification, and record the financial statements as a part of the minutes of this meeting. All members answered aye and the motion carried.
- (16) RESOLUTION #14866 – A motion was made by Mr. Kuhn and seconded by Mr. Topping to accept the Cedar Foundation report, student activity fund, scholarship fund, food service fund, and Phillips Copy Center report for November, 2012 and December, 2012, as presented. All members answered aye and the motion passed.
- (17) There were no communications.
- (18) Attorney Bill Reed explained to the board that hundreds of district property owners, including many who own large commercial properties, have appealed their reassessment to the Lebanon County Court of Common Pleas. Until those appeals have been ruled upon, the district will not know its total assessed value.

Knowing the assessed value is a necessary component of setting the new millage rate. The reassessment must be tax revenue neutral. Currently, the new assessed value of the entire district is \$956 million - or more than seven times the pre-reassessment value of \$130 million. However, properties totaling \$87 million have been appealed, Reed said.

With so many appeals to be resolved, it will probably be April before the district has an idea of its true total assessed value.

Mr. Richards told the board he is confident that an accurate millage rate will be set. We have already been working closely with the Lebanon County Tax Assessment Office and will continue to keep close tabs on the appeals process as the June 30 budget deadline approaches. We may need to make some adjustments. And the assessment office said they would work with us to document it. So that whatever millage we use, it is documented that we are trying to be accurate in what we do.

- (19) There were no federal and state projects to report.
- (20) RESOLUTION #14867 – A motion was made by Mr. Kuhn and seconded by Mr. Pyles to grant permission to acknowledge receipt of PlanCon Part I: Interim Reporting for Project 3528 Lebanon High School/District Administration Office Additions/Alterations for Change Order #01-187 in the amount of \$32,533.00 approved on September 17,

2012; and Change Order #11-03 in the amount of \$32,100 on November 19, 2012. All members answered aye and the motion passed.

(21) RESOLUTION #14868 – Mr. Topping made a motion, seconded by Mrs. Kotay, to grant approval to accept the following Resolution approving the Preliminary Budget and authorizing Referendum Exception and Notice of Final Budget:

RESOLVED, by the Board of School Directors of Lebanon School District, as follows:

1. The Proposed Preliminary Budget of the Lebanon School District for the 2013-2014 fiscal year on form PDE 2028 as presented to the School Board is adopted as a Preliminary Budget Proposal for the Lebanon School District General Fund. The Administration and School Board will continue review of budget components, and the Preliminary Budget may be revised prior to adoption of a Final Budget for the 2013-2014 fiscal year.
2. The Act 1 index applicable to the School District as calculated by the Pennsylvania Department of Education is 2.6%. The Preliminary Budget Proposal assumes that the School District will receive approval for use of one or more Act 1 real estate tax referendum exceptions. The School District shall take all steps required to obtain approval for the referendum exceptions contemplated in the Preliminary Budget Proposal, including advertising once in a newspaper of general circulation and placing on the School District internet website **Act 1 Referendum Exception Notice** in substantially the form as presented to the School Board.
3. The School District shall continue to make the Preliminary Budget Proposal available for public inspection, and shall make the Proposed Final Budget in its then current form available for public inspection at least 20 days before the date scheduled for adoption of the Final Budget.
4. At least 10 days before the date scheduled for adoption of the Final Budget, the Secretary shall advertise **Final Budget Notice** in substantially the form as presented to the School Board. The notice shall be advertised once in a newspaper of general circulation and shall be posted conspicuously at the School District offices.

The following vote was recorded:

Mrs. Debra Bowman – Yes	Dr. Anne Dall – Yes
Mrs. Rose Marie Kotay – Yes	Mr. Mike Kuhn – Yes
Mr. Peter N. Pyles, Jr. – Yes	Ms. Vanessa Fischer – Yes
Mr. Paul Topping – Yes	

Yes	<u>7</u>	No	<u>0</u>	Absent	<u>2</u>	Abstain	<u>0</u>
-----	----------	----	----------	--------	----------	---------	----------

The motion passed.

- (22) RESOLUTION #14869 – Mr. Kuhn made a motion, seconded by Mr. Pyles, to grant approval of the enclosed change orders in the amount of \$12,158.67 dated November 2012; and approval of change order 01-199 Perrotto Builders in the amount of (\$7,980.00). The motion passed with a unanimous vote.
- (23) RESOLUTION #14870 – Mr. Kuhn made a motion, seconded by Mrs. Bowman, to grant approval of invoice from Beers & Hoffman in the amount of \$829.55 for loading dock re-design; \$1,675.75 for water heater stair; \$208.00 for wrestling mat hoist; \$2,415.21 for additional services for signage/variance and \$2,382.52 for LHS auditorium renovations including ceiling, wall and floor changes. The motion passed with a unanimous vote.
- (24) RESOLUTION #14871 – Mr. Kuhn made a motion, seconded by Mr. Pyles, to grant approval of the enclosed change orders in the amount of \$232,280.00.

This approval of all change orders over \$18,500 is contingent upon their submission to and approval from the Pennsylvania Department of Education through the "Part I: Interim Reporting Board Transmittal" in which the board certifies that the attached materials were approved for submission to the Pennsylvania Department of Education prior to entering into contract for the attached change order(s)/supplemental Contract(s) by board action.

The motion passed with a unanimous vote.

- (25) RESOLUTION #14872 – Mr. Topping made a motion, seconded by Mr. Kuhn, to grant permission for administration to work with the Lebanon County Planning Department on terms that would occur for the relocation of Wilhelm Avenue. The motion passed with a unanimous vote.
- (26) RESOLUTION #14873 – A motion was made by Mr. Kuhn and seconded by Mrs. Bowman for the Board of School Directors to accept the following personnel items for discussion and action as listed on the agenda as follows:

1. RETIREMENT RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
A. ADMINISTRATIVE		
B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE		
Caraballo, Evelyn	School Nurse 10 Years	Retirement 6/7/2013
C. CLERICAL		

- D. FOOD SERVICE
- E. MAINTENANCE
- F. PARAPROFESSIONAL
- G. SECURITY

2. RESIGNATIONS

<u>Name</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective Date</u>
-------------	-------------------	---------------	-----------------------

- A. ADMINISTRATIVE
- B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE

Downing, Denise	Yellow Breeches ESOL	Personal	12/12/2012
-----------------	-------------------------	----------	------------

- C. CLERICAL

Brightbill, Gina	LHS 245-Day Secretary	Personal	1/3/2013
------------------	-----------------------------	----------	----------

- D. FOOD SERVICE
- E. MAINTENANCE

Trostle, Timothy	HD 2 nd Shift Custodian	Personal	1/11/2013
------------------	--	----------	-----------

- F. PARAPROFESSIONAL

Burgos, Rosalie	NW LTS ESOL Paraprofessional	Job Abandonment	12/14/2012
-----------------	---------------------------------------	--------------------	------------

- G. SECURITY
- H. OTHER

3. NON-ACCEPTANCE

4. APPOINTMENTS

Subject to assignment by the superintendent and pending receipt of all required documentation.

Prev

<u>Name</u>	<u>Assignment</u>	<u>Emp in LSD</u>	<u>New/ Replace</u>	<u>Proposed Rate</u>	<u>Effect Date</u>
A. ADMINISTRATIVE					
B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG TERM SUBSTITUTE					
Mullins, Jennifer	District LTS School Psychologist	N	R	\$43,286/yr. prorated for number of days worked	2/11/2013- 5/10/2013
C. CLERICAL					
Hernandez, Cristal	LHS 245-Day Secretary	N	R	\$13.00/hr.	1/28/2013
D. FOOD SERVICE					
E. MAINTENANCE					
F. PARAPROFESSIONAL					
Fralick, Arielle	HH Personal Care Assistant	Y	N	\$9.00/hr.	12/12/2012
G. SECURITY					
H. OTHER					
5. RE-APPOINTMENTS					
Ashworth, Jessica	HH LTS K5	Y	R	\$43,286/yr. prorated for number of days worked	1/23/2013 -End of the 2012-2013 school year
Comp, Chadd	LMS LTS Special Education	Y	R	\$43,286/yr. prorated for number of days worked	1/23/2013- End of the 2012-2013 school year
Emerich, Michelle	HD LTS Grade 1	Y	R	\$43,286/yr. prorated for number of days worked	1/23/2013- End of the 2012-2013 school year
Greene, Tiffany	LMS LTS Business	Y	R	\$43,286/yr. prorated for number of days worked	1/23/2013- End of the 2012-2013 school year
Heck, Elizabeth	LHS LTS	Y	R	\$21,643/yr. prorated for	1/23/2013- 5/31/2013

Jost, Karoline	.5 German HD LTS	Y	R	number of days worked \$43,286/yr. prorated for number of days worked	1/23/2013- End of the 2012-2013 school year
Norman, Michelle	Special Education LHS LTS Humanities	Y	R	\$43,286/yr. prorated for number of days worked	1/23/2013- End of the 2012-2013 school year
Robinson, Emily	HH LTS .5 Speech	Y	R	\$21,643/yr. prorated for number of days worked	1/23/2013- End of the 2012-2013 school year

6. CHANGE OF ASSIGNMENT

Subject to assignment by the superintendent and pending receipt of all required documentation.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Effective Date</u>
A. ADMINISTRATIVE				
B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE				
Orenstein, Molly	LMS Itinerant Special Education	LMS Communication Arts, Grade 7	No Change	1/2/2013
C. CLERICAL				
Leitz, Linda	LHS Attendance Secretary	District Attendance Coordinator	\$18.00/hr.	1/15/2013
D. PARAPROFESSIONAL				
Cruz, Kiara	SE Personal Care Assistant	HH Personal Care Assistant	No Change	11/26/2012
Hess, Tonya	HH Personal Care Assistant	LHS Personal Care Assistant	No Change	11/26/2012
E. SECURITY				
F. MAINTENANCE				
Kemmerling, Kurt	District Maintenance	District Maintenance Technician	\$16.77/hr.	1/15/2013

G. OTHER

7. CHANGE OF STATUS

Subject to assignment by the superintendent and pending receipt of all required documentation.

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Rate</u>	<u>Effective Date</u>
-------------	-------------	-----------	-------------	-----------------------

A. ADMINISTRATIVE

B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE

Hall, Christopher	Day-to-Day Substitute	LMS LTS Supplemental Science	\$43,286/yr. prorated for the number of days worked	1/7/2013- End of the 2012-2013 School Year
Henry, Nicole	Day-to-Day Substitute	LHS LTS Communication Arts	\$43,286/yr. prorated for the number of days worked	2/19/2013- 5/31/2013
Wise, Amanda	Day-to-Day Substitute	HD LTS K4	\$43,286/yr. prorated for the number of days worked	3/25/2013- 6/5/2013

C. CLERICAL

D. FOOD SERVICE

E. MAINTENANCE

F. PARAPROFESSIONAL

Ramos, Julian	Day-to-Day Substitute	NW Temporary ESOL Paraprofessional	\$11.50/hr.	1/9/2013- 6/5/2013
Santana-Perez, Shaira	Day-to-Day Substitute	HH Personal Care Assistant	\$9.00/hr.	1/16/2013

G. SECURITY

8. EXTRA PAY FOR EXTRA DUTY

<u>Name</u>	<u>Assignment</u>	<u>Proposed Rate</u>	<u>Effective Date</u>
-------------	-------------------	----------------------	-----------------------

- A. RESIGNATION
- B. DELETION
- C. APPOINTMENT
- D. REVISION

9. INCOME PROTECTION

10. LEAVE OF ABSENCE WITH APPROVAL

<u>Name</u>	<u>Assignment</u>	<u>Type</u>	<u>Date</u>
Boltz, Craig	Director of Buildings and Grounds	Consecutive	1/2/2013 – 1/15/2013
Boris, Bobbi	LMS Grade 6 Language Arts	Consecutive	1/21/2013 – 1/25/2013
Durkaj, Cathy	SE Cafeteria Worker	Consecutive	12/6/2012 – 12/21/2012
Gonzalez, Maribel	LHS Social Worker	Consecutive	12/21/2012 – 1/25/2013
Hainley, Marion	SW Custodian	Intermittent	1/25/2013 – 1/25/2014
Haitos, Karen	LHS Business Ed	Consecutive	12/3/2012 – 1/14/2013
Herr, Kelly	District Assistant Business Manager	Intermittent	11/27/2012- 1/7/2013
Keisch, Craig	District Maintenance	Consecutive	12/13/2012 – 3/13/2013
Kemmerling, Sandra	District Payroll	Consecutive	12/17/2012 – 1/4/2013
Kleinfelter, Sharray	SW Grade 2	Consecutive	12/3/2012 – 12/7/2012
Maldonado, Margarita	HD Personal Care Aide	Consecutive	12/18/2012 – 1/4/2013
Mohl, Douglas	District Maintenance	Consecutive	1/3/2013 – 2/8/2013
Mong, James	District Maintenance	Consecutive	11/7/2012 – 2/1/2013
Pfleuger, Melissa	NW Grade 1 Paraprofessional	Consecutive	1/7/2013 – 2/24/2013
Rittle, Charlotte	HH K5 Paraprofessional	Consecutive	11/30/2012 – 1/11/2013

11. OTHER PERSONNEL RECOMMENDATIONS

- A. Appoint Marianne T. Bartley as Open Records Officer for the Right-to-Know Act for the calendar year of 2013
- B. Appoint the following persons to the 2012-2013 21st Century Program at the position and rate indicated

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Brenner, Kelly	HH Site Coordinator	\$500/yr.
Coomer, Hollis T.	Teacher	\$30/hr.
Cruz, Natasha	Paraprofessional	\$14.50/hr.
Golden, Kenneth	Paraprofessional	\$10/hr.
Gross, Tarah	Teacher	\$30/hr.
Horner, Attie	Teacher	\$30/hr.
Monighan, Bridget	Paraprofessional	\$10/hr.
Nelson, Rachel	Teacher	\$30/hr.
Schneck, Wendy	Paraprofessional	\$9/hr.
Strauser, Rachel	Teacher	\$30/hr.

- C. Appoint Kathryn Grove as a teacher in the AEOP program at the Lebanon Middle School at a rate of \$30/hr.
- D. Appoint the following persons as mentors for new teachers for the 2012-2013 school year at a stipend of \$750/yr.

Name
Copenhaver, John
Eberly, Stacy
Via, Devon

- E. Appoint Margaret Heefner as the LHS Musical Drama Coach at a stipend of \$1,839/yr. for the 2012-2013 school year; this position is for the 2012-2013 LHS musical only and is not an ongoing position
- F. Appoint Rachel Strauser as a Title III After-School Tutor on an as needed basis, at the rate of \$30/hr. effective 1/9/2013
- G. Appoint Marybeth Lavery and Allison Bullock as the 2012-2013 LHS Musical Choreographers at a stipend of \$1,116/each
- H. Appoint the following persons as volunteers under the Lebanon School District Policy #916 Community Volunteers, pending receipt of all required documents:

Name
Bailey, Kerri
Berrios, Jazmine A.
Cruz, Marisol
Mendez-Rosano, Emelyn
Olan, Edwin T.
Rivera, Madelin

Stout, Thomas

- I. Appoint Cathy Uzar as the 2012-2013 Head Boys Tennis Coach at a stipend of \$3,334/yr.
- J. Appoint the following persons at the established rate of \$100.00 per day, as day-to-day substitute teachers, subject to assignment by the superintendent and pending receipt of all required documentation.

<u>Name</u>	<u>Effective Date</u>
Becker, Elizabeth	11/20/2012
Donnachie, Rachel	1/4/2013
Hall, Christopher	12/20/2012
Hoy, Christopher	12/18/2012
Kehoe, Candice	11/20/2012
Kehoe, Lawrence	11/20/2012
Lear, Brittany	1/3/2013
Miller, Shelly	12/20/2012
Nash, Kelsey	1/7/2013
Nelson, Rachel	12/20/2012
Petley, Nathanael	1/15/2013
Rodriguez, Vida Theresa	11/20/2012
Shellenhamer, Adam	1/21/2013
Zaami, Fatiha	11/20/2012

- K. Appoint the following substitute support staff, as indicated, subject to assignment and pending the required documentation

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective Date</u>
Bernard, Brian	Security	\$8.50/hr.	1/7/2013
Faust, Vicki	Paraprofessional	\$8.50/hr.	1/21/2013
Fessler, Lorraine	Paraprofessional	\$8.50/hr.	1/1/2013
Fox, Caitlin	Nurse Asst LPN	\$12.50/hr	1/21/2013
McLoughlin, Alan	Paraprofessional	\$8.50/hr.	1/10/2013
Perez-Acosta, Abdiel	Paraprofessional	\$8.50/hr.	12/01/2012
Perez-Acosta, Abdiel	Secretary	\$9.50/hr.	12/01/2012
Richardson, Rachel	Paraprofessional	\$8.50/hr.	1/21/2013
Richardson, Rachel	Secretary	\$9.50/hr.	1/21/2013
Santana-Perez, Shaira	Paraprofessional	\$8.50/hr.	12/03/2012

- L. Rescind the appointment of Michael Marks as the 2012-2013 Head JV Baseball Coach

- M. Remove the following substitutes effective 12/14/2012

<u>Name</u>	<u>Effective Date</u>
Ansel, Julie	1/16/2013
Campbell, Erin	1/8/2013
Garman, Marcy	12/14/2012
Hurlburt, Sara	1/7/2013
Kinlaw, Erica	12/20/2012

Klinger, Brian	1/7/2013
McDonaldson, Morgan	1/1/2013
Mottin, Mary	12/20/2012
Ramirez, Luisa	12/20/2012
Rodriguez, Vida Theresa	12/20/2012

12. AMEND THE FOLLOWING

- A. Amend the approved leave dates for Harold Getz to 11/9/2012 – 2/1/2013
- B. Amend the approved leave dates for Jean Davis to 11/16/2012 – 2/8/2013
- C. Amend the position of Lorraine Fessler to substitute paraprofessional at the rate of \$8.50/hr.
- D. Amend Mary Jean Ulloa from interpreter to volunteer

The motion passed.

- (27) RESOLUTION #14874 – A motion was made by Mr. Kuhn and seconded by Mr. Pyles to grant permission to accept the following drivers from D.B. Fisher Student Transportation to provide transportation service to the Lebanon School District during the remainder of the 2012-2013 school year. Documentation has been provided to the Business Office as required by contract to certify the drivers listed meet the requirements to transport students:

Trina Behney	John Bowman	Johanna Bueno
Linda Koziara	Raymond Kugler	Sue Wevadau
Christine Zipp		

The motion passed with a unanimous vote.

- (28) RESOLUTION #14875 – A motion was made by Mr. Pyles and seconded by Mr. Kuhn to grant tentative approval of calendar for the 2013-2014 School Year. The motion passed with a unanimous vote.

- (29) RESOLUTION #14876 – A motion was made by Mr. Kuhn and seconded by Mrs. Bowman to grant approval of first reading of Board Policy #248, Unlawful Harassment – Students. The motion passed with a unanimous vote.

- (30) RESOLUTION #14877 – A motion was made by Mrs. Bowman and seconded by Mr. Kuhn to grant approval of second reading of Board Policy #348, Unlawful Harassment – Employees. The motion passed with a unanimous vote.

- (31) The president announced that an executive session would be held to discuss legal matters.

- (32) With no further business to come before the board at this time, a motion was made by Mrs. Kotay and seconded by Mr. Topping that the meeting adjourn. All members voiced consent and President Dall declared the meeting adjourned at 7:47 p.m.

Respectfully submitted,

Mary A. Harrell
Secretary of the Board