

SCHOOL BOARD MINUTES

- (1) The Board of School Directors of the Lebanon School District met in regular session on Monday, August 19, 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 7:00 p.m. Everyone participated in the Pledge of Allegiance to the Flag.
- (3) On roll call by the secretary, the following board members were present: Mrs. Debra L. Bowman, Dr. Anne V. Dall, Ms. Vanessa Fischer, Mrs. Rose Marie R. Kotay, Mr. Peter N. Pyles, Jr., Mr. Thomas L. Schaffer, Mr. Paul Topping and Mr. Cornell Wilson. Mr. Michael J. Kuhn arrived shortly after the roll call. Also present were Dr. Marianne T. Bartley, superintendent of schools, Mrs. Mary A. Harrell, secretary; and Mr. Curtis O. Richards, business manager and treasurer; and Mr. Harry W. Reed, solicitor.
- (4) Also present were Mr. Chris Danz, assistant to the superintendent for HR and pupil services; Mr. Michael Murphy, assistant to the superintendent for assessment & accountability; Ted Graeff, chief information officer; Mike Reager, Principal, Harding Elementary; Mr. Brian Hartman, director of buildings and grounds; Mr. Adam Steckbeck, head custodian; Mr. Josh Coatsworth, coordinator of special education; Mr. Bill Giovino, high school principal; Mrs. Mary Garrett-Giovino, middle school principal; Mr. Fred Shattls, director of ESOL; Carole Hostetter, Pennsylvania Association of School Retirees; Brenda Perez, Para Professional; Dylan Brown, Business Office Intern; Tim Mehl, LMS Teacher; Mr. George Horn, district resident; Mr. John Latimer of the Lebanon Daily News and Laura LeBeau from WLBR.
- (5) RESOLUTION #15016 - The minutes of the regular meeting held on July 15, 2013 were offered for consideration. It was moved by Mr. Schaffer and seconded by Mrs. Kotay, that the minutes be approved. All members voiced consent and so ordered.
- (6) Mrs. Kotay announced that board members would find in their packet, a hearing report for the following recently conducted disciplinary hearing:

Case 2012-2013 - #69
- (7) Mrs. Kotay, chairperson of the Board Committee on Suspension and Expulsion of Students, stated a recommendation is included from the committee on suspension and expulsion of students on the hearing report. A copy of the hearing report is included with these minutes.

(8) RESOLUTION #15017 – It was moved by Mrs. Kotay and seconded by Mr. Topping to accept the committee’s recommendation as set forth in the hearing report. The motion passed with a unanimous vote.

(9) Dr. Bartley introduced retired schoolteacher, Carole Hostetter. Carol presented Mrs. Brenda Perez and Mr. Tim Mehl with the Dr. Laretta Woodson Award. The purpose of the Laretta Woodson Recognition Program is to honor one educator and one support professional, each year, for doing an outstanding job within a district or school. Chapters select the award recipients and then present them with a medallion, certificate, and PASR pin. Tim was honored for establishing positive and productive relationships with students and their families. As a personal care assistant, Brenda quickly made a positive connection with a student and was able to recognize the preliminary signs of a seizure, which saved the students’ life.

(10) Dr. Bartley introduced Dylan Brown. Dylan is a 2011 graduate of Lebanon High School and has been working as an unpaid intern in our business office. Dylan was asked to do a comparative cost analysis to determine a fair rental value for the high school’s atrium, gymnasium and auditorium.

The potential public use of the atrium was discussed last spring, after Dr. Bartley was approached by an organization that inquired about the possibility of using the atrium to hold its 2014 fundraising gala – an event that includes alcohol.

In collecting the rates of several fire halls, the Annville American Legion and Coleman Chapel, Dylan suggested a rental fee of \$500 would be fair for the atrium, gym and auditorium.

Other items for the Board to decide would include providing security and requiring the school’s food service to be the caterer. Questions also arose regarding permitting the use of alcohol. Nutrition, Group, would possibly be the primary caterer for any event -- the main reason being safety.

Dr. Bartley stated that Dylan’s analysis was a good starting point for exploring and establishing a policy on renting the atrium to outside organizations.

Dr. Bartley responded to questions about smoking and alcohol by stating that smoking is forbidden on school property, by state law, but the use of alcohol is not, when school is not in session.

(11) Dr. Bartley shared the following 2013-2014 District Goal:

Student achievement is our goal. Our number one indicator is for all of our students to have the necessary training, knowledge & skills for their chosen path: post secondary education, and/or career.

How do we get there?

By knowing our students so well, that we customize our learning environment to best support their needs, helping each student discover his or her interests and pathway.

To achieve this end, we will:

- ❖ Create and maintain a safe and healthy school environment that focuses on student success.
- ❖ Ensure our curriculum is based on the approved PA standards, and help all students find relevance and meaning in meeting and/or exceeding these standards.
- ❖ Use best practices for instruction, the ones we have been using through Learning Focused Strategies. In addition, in order to personalize and accelerate learning, incorporate technology whenever it makes the most sense.
- ❖ Use data that will help all of us monitor our progress and adjust our strategies, students and parents included.
- ❖ Use our resources efficiently and effectively towards achieving our goal.

(12) Dr. Bartley and Mr. Richards shared the 2014-2015 budget timeline and goals. Dr. Bartley shared that the target dates have been set. We will place the preliminary budget on our website for display in December. We're ready to move forward.

(13) Policy #213 – Grading of Student Progress is on the agenda tonight for a first reading. The biggest change is the high school schedule moving from a semester to a trimester. More discussion will follow before a second and final reading.

(14) Dr. Bartley shared the following important dates:

- LHS Open House and Rededication – Sunday, September 22 from 2 to 4 PM.
- Superintendent's Parent Advisory Council Members meeting – Thursday, August 29, 2013, 6 PM.
- Perfect attendance recognition – Monday, September 9 – LHS Auditorium.

(15) Dr. Bartley shared information about the PSBA candidates up for election. The board will need to cast one vote (majority vote) for each candidate. Election will be held on Monday, September 16, 2013.

(16) RESOLUTION #15018 – The treasurer's report for the month of July, 2013, was presented for consideration. Mr. Schaffer made a motion, seconded by Mr. Kotay, that the board approves the treasurer's report

and records it as a part of the minutes. All members answered aye and the motion carried.

(17) RESOLUTION #15019 - Acting upon certification of the treasurer, a motion was made by Mr. Schaffer and seconded by Mrs. Kotay, that the board approves the payment of bills payable for July, 2013 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.

(18) RESOLUTION #15020 - A motion was made by Mr. Schaffer and seconded by Mrs. Kotay to accept the Cedar Foundation report for July, 2013; the student activity fund report for July, 2013; the scholarship fund report for July, 2013; the food service report for July, 2013; and Phillips Copy Center report for July, 2013 as presented. All members answered aye and the motion passed.

(19) There was no communications or solicitors report.

(20) RESOLUTION #15021 - Mr. Pyles made a motion, seconded by Mr. Schaffer to grant approval of the Resolutions of this Board of School Directors and of the Board of the Lebanon County Area Vocational-Technical School, known as the Lebanon County Career and Technology Center, approving the financing being undertaken by the Lebanon County Area Vocational-Technical School Authority on behalf of the Lebanon County Career and Technology Center, and the Fourth Supplemental Agreement of Lease, as described therein. The following roll call vote was recorded:

Mrs. Bowman	Yes	Dr. Dall	Yes	Ms. Fischer	Yes
Mrs. Kotay	Yes	Mr. Kuhn	Yes	Mr. Pyles	Yes
Mr. Topping	Yes	Mr. Schaffer	Yes	Mr. Wilson	Yes

The motion passed with a unanimous vote.

(21) RESOLUTION #15022 - Mr. Schaffer made a motion, seconded by Mr. Topping to grant approval for the allocation of IDEA Funds in the amount of \$894,839, to be used toward the cost of the Lancaster-Lebanon IU13 Special Education Contracts. All members answered aye and the motion passed.

(22) RESOLUTION #15023 - Mr. Schaffer made a motion, seconded by Mrs. Kotay to grant permission to acknowledge receipt of PlanCon Part I, for Change Orders approved on March 18, April 15, and May 20, 2013, for the Lebanon High School Additions/Alterations Project #3528. All members answered aye and the motion passed.

- (23) RESOLUTION #15024 – Mr. Schaffer made a motion, seconded by Mr. Topping to grant approval of the enclosed Change Order Credits for the Lebanon High School Renovation & Addition project, in the amount of (\$37,987.23). All members answered aye and the motion passed.
- (24) RESOLUTION #15025 – Mr. Schaffer made a motion, seconded by Mrs. Kotay to grant approval of Invoice #62 from Beers & Hoffman, Ltd., dated July 12, 2013, in the amount of \$1,581.20. All members answered aye and the motion passed.
- (25) RESOLUTION #15026 – Mr. Schaffer made a motion, seconded by Mrs. Kotay to grant approval of Payment of Invoice #3114, from Fairchild Services, Inc., dated 7/31/2013, in the amount of \$4,440.00. All members answered aye and the motion passed.
- (26) RESOLUTION #15027 – A motion was made by Mr. Schaffer and seconded by Mr. Kuhn for the Board of School Directors to accept the following personnel items for discussion and action as listed on the agenda:

1. RETIREMENT RESIGNATIONS

- | <u>Name</u> | <u>Assignment</u> | <u>Effective Date</u> |
|---|-------------------|-----------------------|
| A. ADMINISTRATIVE | | |
| B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE | | |
| C. CLERICAL | | |
| D. FOOD SERVICE | | |
| E. MAINTENANCE | | |
| F. PARAPROFESSIONAL | | |
| G. SECURITY | | |
| H. OTHER | | |

2. RESIGNATIONS

- | <u>Name</u> | <u>Assignment</u> | <u>Reason</u> | <u>Effective Date</u> |
|---|-----------------------------|---------------|-----------------------|
| A. ADMINISTRATIVE | | | |
| B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE | | | |
| Hall, Christopher | LMS
Supplemental Science | Personal | 10/18/2013 |
| Johnson, Jaime | District | Personal | 8/18/2013 |

Morgenstern, Kelly	Behavior Specialist HD Grade 1	Personal	8/16/2013
Sweigart, Alissa	LHS Business	Personal	8/8/2013

C. CLERICAL

D. FOOD SERVICE

E. MAINTENANCE

F. PARAPROFESSIONAL

Bomgardner, Starlet	HD Cafeteria Paraprofessional	Personal	8/13/2013
Cruz, Kiara	HH Personal Care Assistant	Personal	8/13/2013

G. SECURITY

Kercher, Michael	LHS 2 nd Shift Custodian	Personal	8/15/2013
Rivera, Miguel	LHS Custodian	Personal	7/9/2013
Shirk, Scott	LHS Security Guard	Personal	8/12/2013

H. OTHER

3. NON-ACCEPTANCE

4. APPOINTMENTS

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

<u>Name</u>	<u>Assignment</u>	<u>Prev Emp in LSD</u>	<u>New/ Replace</u>	<u>Proposed Rate</u>	<u>Effective Date</u>
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A. ADMINISTRATIVE

B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG TERM SUBSTITUTE

Kaylor, Todd	Assistant Director of Building & Grounds	N	R	\$60,000/yr.	9/3/2013
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C. CLERICAL

D. FOOD SERVICE

E. MAINTENANCE

F. PARAPROFESSIONAL

G. SECURITY

Dowhower David	LMS Security Guard 7.5 hrs/day	N	Y	\$9.75/hr.	8/19/2013
Steele, Larry	LMS Security Guard 7.5 hrs/day	N	Y	\$9.75/hr.	8/19/2013

H. OTHER

5. RE-APPOINTMENTS

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>
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A. ADMINISTRATIVE

B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE

Heller, Kelly	NW Learning Support	District Behavior Specialist	No Change	8/19/2013
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C. CLERICAL

D. FOOD SERVICE

E. MAINTENANCE

F. PARAPROFESSIONAL

Allwein, Debra A.	NW Autistic Support Paraprofessional	NW Learning Support Paraprofessional 6.5 hrs/day	No Change	8/21/2013
Friend, Carmella	NW ESOL Paraprofessional	NW Autistic Support Paraprofessional 6.5 hrs/day	No Change	8/21/2013
Herman,	NW	NW	No	8/21/2013

Lori	K4 Paraprofessional	Personal Care Assistant 6.5 hrs/day	Change	
Nunez, Naomi	NW Learning Support Paraprofessional	NW ESOL Paraprofessional 6.5 hrs/day	No Change	8/21/2013
Pflueger, Melissa	NW Personal Care Assistant	NW K4 Paraprofessional 6.5 hrs/day	No Change	8/21/2013

G. SECURITY

H. 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>
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A. ADMINISTRATIVE

B. PROFESSIONAL, TEMPORARY PROFESSIONAL, LONG-TERM SUBSTITUTE

Daugherty, Melinda	Day-to-Day Substitute	HD Grade 1	\$45,041/yr.	8/19/2013
Greene, Tiffany	LMS LTS Business	LMS Business	\$45,041/yr.	8/19/2013
Leffler, Devin	Day-to-Day Substitute	HH LTS Life Skills	\$45,041/yr. prorated for the number of days worked	8/19/2013- 11/22/2013
Lerch, Robin	LMS LTS Guidance	LMS Guidance	\$48,461/yr.	8/19/2013
Ruth, Teri	Day-to-Day Substitute	LMS LTS Business	\$45,041/yr. prorated for the number of days worked	10/1/2013- End of the 2013-2014 School Year

C. CLERICAL

D. FOOD SERVICE

E. MAINTENANCE

Martinez, Samuel	Day-to-day Substitute	LHS 2 nd Shift Custodian 8 hrs/day	\$14.70/hr.	8/20/2013
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F. PARAPROFESSIONAL

Faust, Vicky	Day-to-day Substitute	LMS Personal Care Assistant 6.5 hrs/day	\$9.50/hr	8/19/2013
Omar, Mohamed	Day-to-day Substitute	LHS Emotional Support Paraprofessional 6.5 hrs/day	\$12.00/hr	8/19/2013
Ruiz de Porras, Yvette	Day-to-day Substitute	SW Personal Care Assistant 6.5 hrs/day	\$9.50/hr	8/19/2013
Wolfe, Judy	HD K5 Paraprofessional	HD Intervention Tutor 3 hrs/day SIP Funds	No Change	9/3/2013- 4/16/2014

G. SECURITY

Lampkin, Sabrina	Day-to-day Substitute	LMS Security 7.5 hrs/day	\$9.75/hr.	8/26/2013
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H. OTHER

Testerman, Michelle	Day-to-day Substitute	NW Nurse Assistant 6.5 hrs/day	\$ 14.00/hr.	9/2/2013
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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>
Bullock, Nicholas	HD Assistant Principal	Consecutive	8/26/2013 – 9/3/2013
Connelly, Dawn	HH Principal	Consecutive	7/9/2013 – 8/20/2013
Richards, Stephen	LMS Teacher	Consecutive	1/22/2014 – 2/17/2014
Schaeffer, Cheryl	Custodial	Intermittent	7/1/2013 – 7/1/2014
Swords, Brandon	LHS Teacher	Consecutive	9/18/2013 – 10/11/2013

11. OTHER PERSONNEL RECOMMENDATIONS

- A. Appoint the following persons to the 2013-2014 marching band in the position and stipend indicated

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Brandecker, Alison	LHS Head Color Guard Instructor	\$2,299/yr.
Brandt, Gregory	LHS Head Drill Instructor	\$2,299/yr.
Himes, Aaron	LHS Assistant Color Guard Instructor	\$1,145/yr.
Keath, Ryker	LHS Assistant Drill Instructor	\$1,145/yr.
Meashey, Chester	LHS Head Percussion Instructor	\$2,299/yr.
Petley, Nathaniel	LHS Assistant Drill Instructor	\$1,145/yr.
Umbenhauer, Jeremy	LHS Assistant Band Director	\$3,891/yr.

- B. Appoint Jessica Cabrera as a teacher in the 2013-2014 LMS AEOP Program at a rate of \$30/hr.
- C. Appoint the following persons as 2013-2014 mentors for new teachers at a stipend of \$750/per mentee at the school indicated

<u>Name</u>	<u>School</u>
Bechtel, Rachel	HD
Burton, Donald	LMS
Fisher, Danielle	NW
Frederick, Ryan	HD
Kohr, Earletta	HH
Loser, Amy	HH
Mowery, Jessica	HD
Peters, Kelly	SE
Schnoke, Elizabeth	LMS
Seibert, Kristin	SE

- D. Appoint Andrea Kelso as an Occupational Therapist Intern at no cost to the district, pending receipt of all required documentation
- E. 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>
Colbert, Juergen	8/19/2013
Himes, Aaron	8/19/2013
Hollinger, Leah	8/19/2013
McLoughlin, James	8/19/2013
Miner, Aaron	8/19/2013
Ruoss, Rebecca	8/19/2013
Smaltz, Cory	8/19/2013
Walsh, Kaitlin	8/19/2013

- F. 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>
Youndt, Carli	Nurse Assistant	\$15.00/hr.	8/26/2013

- G. Appoint Attie Horner as the 2013-2014 Reading Edge Coordinator at a stipend of \$1,000/yr.
- H. Appoint Robert Adams as a 2013-2014 Volunteer Assistant Junior High Football Coach
- I. Appoint the following persons to the 2013 Summer School Program as indicated

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Migliaccio, Tina	Paraprofessional	2013-2014 hourly rate
Moore, Curtis	Teacher	\$30/hr.

- J. Appoint Scott Davis as a 2013-2014 Volunteer Junior High Football Coach
- K. Approve Kelly Heller to work an additional 10 days for Behavior Specialist responsibilities.
- L. Approve the following paraprofessionals to work an additional one half hour, as needed, for breakfast duty at the school indicated

<u>Name</u>	<u>Position</u>
Bair, Luona	HH
Batchler, Caroline	HD
Cruz, Natasha	HD
Dundore, Renee	HD
Eiceman, JoAnn	HD
Elzek, Ereny	NW
Fralick, Susan	NW

McAllister, Andrea	HH
Petruska, Patricia	HH
Pflueger, Melissa	NW
Rine, Mary Ann	HD
Sillers, Loretta	NW
Tricoche, Jeanette	NW
Zimmerman, Carolyn	NW

- M. Approve the following persons as NW Intervention Tutors, effective 9/30/2013 for a total of 150 student days, 6.5 hrs/day, to be funded by School Improvement Funds

<u>Name</u>	<u>Position</u>
Itzen, Erik	\$15.00/hr.
Perez, Brenda	\$15.00/hr.
Ramos, Julian	\$12.00/hr.

- N. Approve an increase of \$0.50/hr. to the starting rates for the following substitute positions effective 7/1/2013

<u>Position</u>
Substitute Paraprofessional
Substitute Personal Care Assistant

- O. Rescind the appointment of Staci O'Byle as the 2013-2014 Assistant Junior Varsity/Varsity Girls Volleyball Coach
- P. Rescind the appointment of Kenneth Golden as a HH LTS Learning Support teacher
- Q. Rescind the appointment of Eldin Brodlic as the 2013-2014 Assistant Boys Soccer Coach
- R. Rescind the removal of Barbara Parr as a substitute nurse
- S. Remove the following substitutes effective 8/1/2013

<u>Name</u>
Bird, Erin
Grimes, Gail
Nash, Kelsey
Pastal, Alaina
Progin, Rebaka
Reed, Alison
Wolfe, Kevin

12. AMEND THE FOLLOWING

- A. Amend Christopher Kline's assignment to HD Grade 4 effective 8/19/2013
- B. Amend David Dundore's assignment to LHS Business Education effective 8/19/2013

- C. Amend Andrew Dornes from Volunteer Junior High Boys Soccer Coach to the 2013-2014 Junior High Boys Soccer Coach at a stipend of \$1,144/yr.
- D. Amend Susan McShane from Volunteer Junior High Boys Soccer Coach to the 2013-2014 Junior High Boys Soccer Coach at a stipend of \$1,144/yr.
- E. Amend Susanne Kilmoyer, substitute nurse assistant RN rate to \$15/hr. effective 9/1/2013
- F. Amend the 2013 summer school rate of pay for the following persons to their 2013-2014 hourly rate

Name

Lawrence, Ellen
 Renik, Katherine
 Varela, Betti

The motion passed with a unanimous vote.

- (27) RESOLUTION #15028 - A motion was made by Mr. Topping and seconded by Mr. Schaffer to grant final adoption of the following new textbooks for the 2013-2014 school year for the high school:

Biology of Humans: Concepts, Applications and Issues. (2014) Author or Editor: Judith Goodenough and Betty McGuire; Publisher: Pearson

Environmental Science – Toward a Sustainable Future (12 ed) (2014) Author or Editor: Richard T. Wright and Dorothy Boorse; Publisher: Benjamin Cummings

The motion passed with a unanimous vote.

- (28) RESOLUTION #15029 - A motion was made by Mr. Schaffer and seconded by Mrs. Bowman to grant approval of second reading of Board Policy 122, Co-Curricular Activities. The motion passed with a unanimous vote.

- (29) RESOLUTION #15030 - A motion was made by Mrs. Bowman and seconded by Mr. Schaffer to grant approval of second reading of Board Policy 123 – Interscholastic Athletics. The motion passed with a unanimous vote.

- (30) RESOLUTION #15031 - A motion was made by Mr. Schaffer and seconded by Mrs. Kotay to grant approval of first reading of Board Policy 213 – Grading of Student Progress. The motion passed with a unanimous vote.

- (31) RESOLUTION #15032 - A motion was made by Mrs. Bowman and seconded by Mr. Schaffer to appoint Anne Dall and Paul Topping, as voting delegates to participate in the PSBA Legislative Policy Council meeting to be held on Tuesday, October 15, 2013, during the School Leadership Conference 2013 in Hershey. The motion passed with a unanimous vote.

- (32) RESOLUTION #15033 – A motion was made by Mrs. Bowman and seconded by Mr. Schaffer to grant permission to allow Laura Brooks to survey volunteer high school teachers and hold a thirty-minute focus group with eight high school students to learn their perceptions of school violence and climate. Students will need parent permission slips to participate. This study is part of Ms. Brooks’ dissertation with Immaculata University. She will ensure Lebanon High School and its participants confidentiality throughout the research process. Lebanon High will not be identified in the written dissertation, and all participants will remain anonymous throughout the process. The results will be shared with administration at the end of the study.
- (33) With no further business to come before the board at this time, a motion was made by Mr. Schaffer and seconded by Mrs. Bowman that the meeting adjourn. All members voiced consent and President Dall declared the meeting adjourned at 7:51 p.m.

Respectfully submitted,

Mary A. Harrell
Secretary of the Board