

COPENHAGEN CENTRAL SCHOOL

Board of Education
3020 Mechanic Street
Copenhagen, NY 13626



Monday, November 26, 2018
Regular Monthly Board of Education Meeting
APPROVED MINUTES

| | |
|--------------------------------------|-----------------------|
| PRESIDENT, LYNN A. MURRAY, PRESIDING | |
| BOARD MEMBERS PRESENT: | BOARD MEMBERS ABSENT: |
| <hr/> | |
| TROY BUCKLEY | |
| KOREEN FREEMAN | |
| KEITH LEE | |
| ROBERT STACKEL | |
| GABRIELLE M. THOMPSON | |
| ALFRED TOMASELLI | |

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|---|--|--|--|
| OTHERS PRESENT: | | | |
| SCOTT N. CONNELL, Superintendent | | | |
| NADINE O'SHAUGHNESSY, Building Principal | | | |
| PAMELA RATLIFF, Elementary Principal | | | |
| SCOT LUTHER, District Treasurer | | | |
| ROBIN SPAULDING, Business Office Clerk | | | |
| JOHN CAIN, CTA President | | | |
| LAURIE PODVIN, District External Auditor of Bowers & Company, CPAs PLLC | | | |
| LAURA TOUSANT, Audit Community Member | | | |

President Lynn Murray called the meeting to order at 6:00 p.m. and the Pledge of Allegiance was said.

Meeting called to order

On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board voted to approve the Revised Agenda.

Revised Agenda Approved

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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On motion of Troy Buckley, seconded by Robert Stackel, the Board voted to approve previous minutes – October 22, 2018 Regular Meeting; October 30, 2018 Special Official Meeting.

Approval of October 22, 2018
October 30, 2018 minutes

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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On motion of Troy Buckley, seconded by Keith Lee, the Board voted to approve the 2019 – 2020 Budget Development Calendar.

Approval of 2019 – 2020 Budget Development Calendar

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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Mrs. Laura Podvin of Bowers & Company CPAs PLLC reviewed the results the results of her company’s external audit for the 2017 – 2018 school year.

Mrs. Podvin and Mrs. Spaulding left the meeting at 6:25 p.m.

BUILDING PRINCIPAL'S REPORT:

Student Highlights:

- All students who earned the chance to solve a mystery from their summer reading challenge have now had that opportunity. Those who have participated throughout the years said that this was their favorite so far.
- The joint high school/counseling center annual Respect Roadshow has been presented to all middle school classes. Students have completed their random acts of kindness and their conspiracy theories.
- Marlene Palmer, Transition Coordinator from NRCIL, has started working with our students on goal setting.
- The Halloween Parades were held inside, but no less successful than if they had been outside.
- 7News Art All-Star was selected: Emily Scholler.
- 7News Academic All-Star was selected: Taylor Ridsdale.
- The elementary musical was entertaining and well performed by all!
- *Catching Up With Your Kid* parent night yielded a small but extremely appreciative crowd. Sixth grade orientation will be modeled after it next year.

Administrative Highlights:

- Training has been provided regarding how to use *Forecast5*. As soon as data is released by NYSED, it will be used to create this year's data presentation.
- All informal observations have been completed for the year.
- Formal observations have begun.
- A representative from the Village of Copenhagen has begun working with the school for the 150th Anniversary celebration.
- BEDS reports and forms have been completed and submitted for another year.
- Official parent/teacher conferences have been completed with teachers requesting meetings for any student with an average under 70% as well as for students doing outstanding work or making great improvement. Elementary teachers attempt to meet with all parents.

BOE Goal #1: **To provide a complete educational experience for CCS students.**

- The first of 7 "Career Connections" via DL was provided for interested students. This one was with JCC Ag-Business professor. Each month will be a different career area.
- The annual Workforce 2020 gave our seniors job interview experience and both written and verbal feedback. They gained valuable exposure to career opportunities in our area.
- Another college campus visit was made, this one to SUNY Plattsburgh. We shared transportation with Beaver River for cost savings. 17 HS students and 2 parents attended.
- Upcoming: Opioid Prevention presentations from Mountain View Prevention Services for all high school students December 4-5.
- Upcoming: Vaping Prevention presentation from Seaway Valley Prevention Council for all students in grades 6-12 December 10-11.

BOE Goal #2: **To continue to lead in technology integration**

Catching Up With Your Kids Night provided training to parents with their students present to improve the ability to monitor student progress, manage time, and communicate with school personnel.

Four CCS staff members attended NYSCATE to remain informed about the latest educational technology trends.



- Tony Williams presented at the Student STEAM Fest, attended by 1,000 students. Saturday at the Rochester Maker Faire. We made and passed out over 150 pieces of wood supercharged by 1100 volts of electricity, resulting in a Lichtenberg Figure. We saw 5,000 people on Saturday and were awarded the Maker of Merit award twice. The booth illustrates "the nature of electricity" in a way students can really see and understand.
- We won a \$1000 chromebook cart by vendor drawing.
- Teachers continue to share expertise, including technology integration, via the Pineapple Chart.

BOE Goal #3: To maintain a positive working relationship with all employees.

- At faculty meetings from now on, administrators will raffle off a free half personal day. The first winner was very excited and already used her half day.
- New staff members who have begun Effective Teaching training have stopped in to the office several times to thank the district for the professional development opportunity as well as to discuss how they are going to implement the strategies they learned in the classroom.

Upcoming events:

- Nov 30- PTO/CTA Family Movie Night
- Dec 5 - Winter Choral Concert
- Dec 6 - Family Literacy Night
- Dec 7 - Grades 6-12 Christmas Ball
- Dec 12 - Winter Band Concert
- Dec 14 - PTO Evening with Santa
- Dec 19 - Senior Citizen Luncheon

PK-5 ELEMENTARY PRINCIPAL'S REPORT:

Board Goal Progress....

BOE Goal #1 To Provide a Complete Educational Experience for CCS Students

- Full Option Science System (FOSS) Kits are scheduled to arrive soon. These kits support the NYSSLS using the inquiry model endorsed by NYSED and were fully funded through our Knights in Training grant.
- The Bridge Arts Ensemble came to CCS offering specialized workshops for groups of specially selected groups of music students and grade band performances at four different levels.
- Planning for 4-H programming over Christmas Break is in progress.
- A Charlie Brown's Thanksgiving was hosted by the 4-H Afterschool staff. Students watched the movie and ate popcorn, while parents attended their conferences.
- The 3-5 hallway is filled with student projects. Third graders have been creating human body models, one organ/body system at a time, and 4th graders made longhouse replicas. It's nice to see the results of hands-on learning!
- The Lewis County Shop with a Cop event is coming up soon, and four of our students were nominated to spend the day "shopping with a cop".
- Kindergarten teachers are happy to report that, based on recent report card screenings, using a play based approach to teaching and learning is as effective for student outcomes as worksheets and other more traditional teaching methods.

BOE Goal #2 To Continue to Lead in Technology Integration

- Distance Learning Week was Nov. 5th - Nov. 9th and many of our classes participated in a variety of offerings. Students learned about everything from Beluga whales at Sea World to becoming Bill of Rights Superheroes along with neighboring schools.
- Third graders, with the help of Mr. Williams, created a sound board to display their animal research projects.
- STAR WARS Family STEM Night was held on October 26th. Parents and students built their very own mini light sabers and created STAR Wars inspired portraits using Osmos Masterpiece Studio.

BOE Goal #3 To maintain a positive working relationship with all employees

- Mrs. Roesch was the winner of our “free” half day off. Mrs. O’Shaughnessy and I covered her classes for the afternoon.

What Else is Happening...

- North Country Alliance for Early Childhood Education met to plan for professional development opportunities for area early childhood educators. This group includes a mix of public agency and school based preschool administrators.
- The Veterans’ Day Wall is up for everyone to explore!
- The RSE- TASC special education integration specialist (SEIS) came and worked with all teachers grades K-8 on ways to improve instruction for students with disabilities and to share the plan created to improve student achievement for students with disabilities. They will be returning again in December to continue their work.
- An Expanded Day UPK grant proposal has been completed and sent in. We aren’t on the priority list to receive funding but this is such a worthwhile endeavor, it seemed worth the effort.
- Summer reports for both DoDEA grants have been submitted.
- The first round of Universal Screening for SEL (Social Emotional Learning) and the corresponding data chats have also been completed. Focus groups have been created for areas of need and letters for parental consent have been sent home.
- The North Country Family Health Center’s Mobile Dental Clinic began seeing students for their dental check ups earlier this year than last with the hopes of getting students in twice per year.

Special Education Numbers:

| Date | CSE | CPSE | 504 |
|----------|-------------------|----------------|-----|
| 11/20/18 | 74 (2 Pending) | 8 5 Pending | 17 |

SUPERINTENDENT’S REPORT:

- Mr. Luther is in the process of developing procedures for the Business Office noting everything that he does.
- Received an email from Brad Hammer, Section 3 Wrestling Tournament Supervisor who shared our students were by far the best behaved at a recent tournament and that the older kids were being great leaders.
- Thanked Laura Tousant for coming to the meeting and reviewing our audit for us as a community member.
- The playground is discouraging. We are hopeful it will be completed in the spring, as they are working on it when they can.
- We have denied more out of district students applications than we have in the past. When a request is received recent school districts are contacted for background information including why they are requesting to attend CCS. Some of the requests have included some issues that are harder to deal with and with our standards more have been denied.
- We have had one two-hour delay so far. We are keeping track of the hours of school for the new calendar this year.
- Winter sports season has begun.
- Our BobCat that was recently excessed was sold on Auction International for \$15,500.00.

SUPERINTENDENT RECOMMENDS APPROVAL OF:

1. On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board voted to accept the 2017 – 2018 School Year Audit Report, District External Auditors of Bowers & Company, CPA’s PLLC.

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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Accepted 2017-2018 School Year Audit Report

2. On motion of Troy Buckley, seconded by Keith Lee, the Board voted to accept the second and final reading of the following Board of Education policy;

- Sexual Harassment Policy for All Employers in New York State
- Model Complaint Form for Reporting Sexual Harassment
- Sexual Harassment Prevention Policy Notice

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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Approval of Sexual Harassment Policy

3. On motion of Troy Buckley, seconded by Robert Stackel, the Board voted to approve the following substitutes:

- Megan Hill, Substitute Teacher
- Cassandra Storey, Substitute Teacher
- Cierra Hoch, Substitute Teacher, Aide, pending fingerprinting clearance
- Louis Ingrassia III, Substitute Teacher
- Laura Graves, Substitute Teacher, pending fingerprinting clearance
- Diane Smith, Substitute Cafeteria, pending fingerprinting clearance

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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Approval of substitutes

4. On motion of Troy Buckley, seconded by Alfred Tomaselli, the Board voted to adjust substitute pay salaries to the minimum wage rate schedule of \$11.10 per hour, as set by New York State as follows effective January 1, 2019:

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| Less than a Bachelors | \$ 80.00 |
| Bachelor’s Degree | \$ 85.00 |
| Certified Teacher | \$100.00 |

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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Approval to Adjust substitute pay salaries

5. On motion of Troy Buckley, seconded by Keith Lee, the Board approved the recommendations from the Committee on Special Education and the Committee on Preschool Special Education as presented.

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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Approval of CSE and CPSE as presented

6. On motion of Troy Buckley, seconded by Robert Stackel, the Board approved the request from Ashlee Hass for Maternity Leave to commence on or around, February 25, 2019 with an expected return date of April 17, 2019.

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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Approval of Maternity leave for Ashlee Haas

7. On motion of Troy Buckley, seconded by Robert Stackel, the Board approved the resolution to approve submission of a \$5,900,000.00 Capital Project proposition to the voters of the District.

WHEREAS, the Copenhagen Central School District (the “District”), is a local agency pursuant to the New York State Environmental Quality Review Act (“SEQRA”), ECL Section 8-0101, *et seq.*, and implementing regulations, 6 NYCRR Part 617 (the “Regulations”), and

WHEREAS, the District is considering undertaking a capital improvement project (the “Project”) consisting of certain additions, renovations and improvements to the District's main

school building and athletic fields, including construction of an infill addition and conversion of the existing natural grass athletic field to artificial turf, construction of an addition to the existing bus garage and demolition of the District’s existing metal storage building, all to include site, access, parking and playfield improvements, demolition, utility, mechanical, plumbing and electrical improvements, the acquisition of original furnishings, fixtures and equipment and payment of professional fees and all other necessary costs incidental to such work; and

WHEREAS, the Board of Education of the District, by resolution adopted on October 30, 2018, previously (i) determined that the Project is an Unlisted Action as such term is defined in the Regulations, (ii) declared itself lead agency to undertake an uncoordinated review pursuant to Part 617.6(b)(4) of the Regulations, (iii) concluded that the Project will not result in any significant adverse impacts to the environment, and (iv) issued a Negative Declaration with respect to the Project; and

WHEREAS, the Board Education of the District now intends to call a special district meeting of the qualified voters of the District for the purpose of voting on the proposition described below.

BE IT RESOLVED by this Board of Education as follows:

Section 1. A Special District Meeting of the qualified voters of the Copenhagen Central School District, County of Lewis, State of New York, will be held in the cafeteria at 3020 Mechanic Street in the Village of Copenhagen, New York on January 3, 2019 at 6:00 p.m.

Section 2. The business to be acted upon at said Special District Meeting shall be as stated in the Notice thereof, and the District Clerk is hereby authorized and directed to cause the Notice of said Special District Meeting to be published in *The Watertown Daily Times*, a newspaper having a general circulation within the District, such publications to be made four (4) times in such newspaper within the seven (7) weeks next preceding such Special District Meeting, the first publication to be at least forty-five (45) days prior to the date of said Special District Meeting.

Section 3. Said Special District Meeting shall be called by giving substantially the following notice thereof:

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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8. On motion of Troy Buckley, seconded by Robert Stackel, the Board approved the resolution for a special meeting for the Capital Project on January 3, 2019 and vote on January 14, 2019.

**NOTICE OF SPECIAL DISTRICT MEETING OF
COPENHAGEN CENTRAL SCHOOL DISTRICT**

THE BOARD OF EDUCATION OF THE COPENHAGEN CENTRAL SCHOOL DISTRICT HEREBY GIVES NOTICE that pursuant to a Resolution adopted by the Board of Education of the District on November 26, 2018, a Special Meeting of the qualified voters of said School District will be held in the Copenhagen Central School Cafeteria at 3020 Mechanic Street in the Village of Copenhagen, New York, on January 3, 2019 at 6:00 p.m. for the purpose of discussion of the following proposition:

PROPOSITION

Shall the Board of Education of the Copenhagen Central School District be authorized to undertake a capital improvement project consisting of certain additions, renovations and improvements to the District's main school building and athletic fields, including construction of an infill addition and conversion of the existing natural grass athletic field to artificial turf, construction of an addition to the existing bus garage and demolition of the District’s existing metal storage building, all to include site, access, parking and playfield improvements, demolition, utility, mechanical, plumbing and electrical improvements, the acquisition of original furnishings, fixtures and equipment and payment of professional fees and all other necessary costs incidental to such work, and to expend therefore a total sum not to exceed \$5,900,000, which is estimated to be the total maximum cost thereof, and to pay for such project by (i) spending \$200,000 from the Capital Reserve Fund approved by the District’s voters on May 29, 2018, and (ii) by the levy of a tax which is hereby voted for the Project, subject to available State Aid, including any Smart Schools Aid, which shall be levied and collected in annual installments in such years and in such amounts as may be determined by the Board of Education and in anticipation of the collection of such tax, bonds and notes of the District are hereby authorized to be issued at one time, or from time to time, in the principal amount not to exceed \$5,700,000, and a tax is hereby voted to pay the principal and interest on said obligations when due?

*Approval of
Resolution of
Submission of
\$5,900,000.00
Capital Project to
the voters of
the district.*

NOTICE IS GIVEN that voting upon the foregoing Proposition will be by paper ballot and will take place on January 14, 2019 in the cafeteria at Copenhagen Central School at 3020 Mechanic Street in the Village of Copenhagen, New York between the hours of Noon and 8:00 p.m. prevailing time.

PLEASE TAKE FURTHER NOTICE that qualified voters of the District may obtain applications for an absentee ballot from the office of the Clerk of the District. Completed applications must be received by the Clerk of the District no later than 5:00 p.m. on January 13, 2019, and must be received no later than 4:00 p.m. on January 7, 2019 if the absentee ballot is to be mailed to the voter. Completed applications received after 4:00 p.m. on January 7, 2019 will require the voter to personally appear at the office of the Clerk of the District to receive an absentee ballot. A listing of all persons to whom an absentee ballot is issued will be available for inspection by any qualified voter in the office of the Clerk of the District between the hours of 8:00 a.m. and 4:00 p.m. through January 13, 2019, except on Saturdays, Sundays or holidays.

A list of persons to whom absentee ballots are issued will be available for inspection to qualified voters of the District in the office of the District Clerk until January 14, 2019, between the hours of 8:00 AM and 4:00 PM on weekdays, except holidays, prior to the day set for the vote and on January 14, 2019, the day set for the vote, and said list will be posted at the polling place(s) at the election. Any qualified voter present in the polling place may object to the voting of the ballot upon appropriate grounds for making his/her challenge and the reasons therefore known to the Inspector of Election before the close of the polls.

The District previously (i) determined that the Project is an Unlisted Action as such term is defined in the New York State Environmental Quality Review Act, (ii) declared itself lead agency to undertake an uncoordinated review, (iii) concluded that the Project will not result in any significant adverse impacts to the environment, and (iv) issued a Negative Declaration with respect to the Project.

NOTICE IS FURTHER GIVEN that the proposition set forth on the paper ballot shall appear as follows:

PROPOSITION

Shall the Board of Education undertake a project consisting of additions, renovations and improvements to School District facilities, to include all necessary costs incidental to such work (the “Project”) at a total maximum estimated cost of \$5,900,000 and to pay for the Project by spending \$200,000 from an existing Capital Reserve Fund and the levy of a tax which is hereby voted for the Project, subject to available State aid or to any other revenues available for such purpose, which tax shall be levied and collected as may be determined by the Board of Education and in anticipation of the collection of such tax, bonds and notes of the District are hereby authorized to be issued in the principal amount not to exceed \$5,700,000, and a tax is hereby voted to pay the principal and interest on said obligations when due.

DATED: November 26, 2018
BY ORDER OF THE BOARD OF EDUCATION

Brenda C. Shelmidine, School District Clerk

Section 4. The vote upon the proposition to be submitted to the qualified voters shall be by paper ballot and the District Clerk is hereby authorized and directed to have the necessary ballots printed in form corresponding as nearly as may be with the requirements of the Education Law.

Section 5. The law firm of Trespasz & Marquardt LLP is appointed bond counsel for the Project.

Section 6. This Resolution shall take effect immediately.

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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*Approval of
Special meeting
and vote for the
Capital Project*

9. On motion of Troy Buckley, seconded by Robert Stackel, the Board appointed the following Capital Project (January 14, 2019) Election Inspectors, Poll Workers and Meeting Chairperson (January 3, 2019):

Margaret Nevills – Meeting Chairperson
Election Inspectors – Donna Wheeler, Barbara Halko
Poll Workers – Rachel Guyette, Linda Prince, Mary Shambo,
Brenda Shelmidine. Samantha Snyder, Robin Spaulding

*Approval of
Motion for Election
Inspectors,
Poll Workers and
Meeting
Chairperson*

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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*Approval of
Stipend for
Election
Inspectors*

10. On motion of Troy Buckley, seconded by Robert Stackel, the Board Approved the stipend for Election Inspectors at the rate of \$19.35 per hour.

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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*Approval to excess
old stage
curtains*

11. On motion of Koreen Freeman, seconded by Troy Buckley, the Board Approved the recommendation to excess old stage curtains.

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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12. On motion of Troy Buckley, seconded by Koreen Freeman, the Board Approved the appointment of Katherine Stackel as a District Volunteer for Varsity Boys Basketball.

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| VOTE: | YES | 6 | NO | 0 | ABSTAIN: | Stackel |
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*Appointment of
Katherine Stackel
As District
Volunteer for
Varsity BB*

DISCUSSION:

- The Copenhagen Teachers Association has requested to start negotiations after the first of the year. Mr. Tomaselli and Mr. Buckley are on the negotiation committee and will discuss whether they wish to do it together or as a whole board.
- There is discussion for students in Grades 6-8 to change their last day of school in June, 2019 to be the same as high school students. The board was in agreement with further discussion.
- We are working on a brochure for the capital project. We will be encouraging people to come to the public meeting to listen to the scope of work that is being done and how it will work.

At 7:12 p.m. and on motion of Troy Buckley, seconded by Koreen Freeman, the Board voted to go into Executive Session to discuss the medical, financial credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

*Enter into
Executive
Session*

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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At 7:28 p.m. and on motion of Troy Buckley, seconded by Gabrielle Thompson, the Board voted to come out of Executive Session.

*Into
Executive
Session*

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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At 7:29 p.m. and on motion of Troy Buckley, seconded by Robert Stackel, the Board voted to adjourn the meeting.

*Adjourn
meeting*

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| VOTE: | YES | 7 | NO | 0 | ABSTAIN: | |
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Brenda C. Shelmidine
School District Clerk