



TOWNSHIP OF PEQUANNOCK
BOARD OF EDUCATION

**WORKSHOP MEETING MINUTES
NOVEMBER 8, 2021**

CALL TO ORDER

The November 8, 2021 Workshop Meeting of the Board of Education, Township of Pequannock, County of Morris, was called to order at 7:14 pm in the Pequannock Township High School Auditorium, 85 Sunset Road, Pompton Plains, NJ 07444, with public access provided via online platform, by Joseph Blumert, Board President. The following statement of compliance with the Open Public Meetings Act was read:

In compliance with the Open Public Meetings Act, Public Law 1975, Chapter 231, notice of this meeting has been properly advertised in the Daily Record and the Suburban Trends, its agenda has been posted at the appropriate locations, and a copy has been filed with the Pequannock Township Clerk.

ROLL CALL

PRESENT:	Mr. Joseph Blumert Ms. Megan Dempsey	Mr. Sam Ciresi Mr. Timothy Gitin	Mrs. Danielle Esposito Mrs. Cara Shenton
ABSENT:	Mr. Greg MacSweeney	Mr. Brian Senyk	Mr. Leonard Smith
ALSO PRESENT:	Michael Portas, Superintendent Sallyann McCarty, School Business Administrator/Board Secretary Anthony Sciarrillo, Esq., Board Attorney		

The official minutes of the Pequannock Township Board of Education will indicate that Mr. Leonard Smith abstains from voting on any resolution regarding the Superintendent and any employee who directly or indirectly supervises Mr. Smith's family member who serves as the basis for this conflict as well as any resolution that concerns any aspect of the terms and conditions of employment of Mr. Smith's family member.

FLAG SALUTE

President's Report – Mr. Joseph Blumert

Reported that the Strategic Planning meeting of October 3 was impactful and that the final meeting will be held on November 17. Thanked all who participated on Election Day. Mr. Sciarrillo explained the meeting statement regarding public comments on students and personnel, the legal rights protecting students and public employees, and how the public, who speak at the microphone, are liable for their comments.

Student Representative Report - Ruby Franck

Reported on activities at PTHS: Operation Smile Activities, Fall and Winter Sports, Marching Band, Veterans' Day Programs, STEM Academy Veterans' Wall Project, End of Marking Period.

Superintendent's Report – Mr. Michael Portas

Hoped everyone enjoyed the long weekend. Thanked all who participated in the Strategic Planning meeting. Reported on the successful fundraisers at the Hoedown. Commented on the successes of the Marching Band, Football Team and Soccer Team. Looks forward to Thursday's Veterans' Day celebration.

ACCESS for ELLs Presentation – Mr. Portas

OPEN TO PUBLIC - AGENDA ITEMS ONLY

Members of the public may speak once for a maximum period of five minutes by the clock during this portion of the meeting. The public may speak on any agenda item during their five minutes. If a member of the public raises a question, all questions should be directed to the Board President. Please state your name and sign in before you begin.

None

APPROVAL OF ACTION ITEMS

PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS

Mrs. Cara Shenton, Chair

PMC-70-22	Acceptance of Report - 2021-2022 School Year
PMC-71-22	Accept Resignation - 2021-2022 School Year
PMC-72-22	Approval to Rescind Appointment - 2021-2022 School Year
PMC-73-22	Approval of Appointment - 2021-2022 School Year
PMC-74-22	Approval to Amend Leave of Absence - 2021-2022 School Year
PMC-75-22	Approval of Additional Period/Supervisory Assignments- 2021-2022 School Year

RESOLUTION NO. PMC-70-22

ACCEPTANCE OF REPORT - 2021-2022 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, accepts the following report:

- Enrollment Report

Motion by: Shenton	Second by: Dempsey	Roll Call Vote: 6-0-0
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RESOLUTION NO. PMC-71-22

ACCEPT RESIGNATION - 2021-2022 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, accepts the following resignation:

NAME	ASSIGNMENT	EFFECTIVE DATE
Toth, Robert	JV Boys Basketball Coach Pequannock Township High School	11/2/2021

Motion by: Shenton	Second by: Dempsey	Roll Call Vote: 6-0-0
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RESOLUTION NO. PMC-72-21

APPROVAL TO RESCIND APPOINTMENT - 2021-2022 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves to rescind the appointment of the following personnel in the Pequannock Township School District:

NAME	POSITION	EFFECTIVE DATES	SALARY
Sapjeta, B. Joyce	Chemistry League Advisor Pequannock Township High School	9/1/2021-6/30/2022	\$1,156

Motion by: Shenton	Second by: Dempsey	Roll Call Vote: 6-0-0
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RESOLUTION NO. PMC-73-22**APPROVAL OF APPOINTMENTS - 2021-2022 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the appointments of the following personnel in the Pequannock Township School District, **pending full satisfaction of requisite New Jersey Department of Education and District employment criteria and results from post-offer physical and drug-test as per Policies 3160 & 4160:

NAME	POSITION	EFFECTIVE DATES	SALARY
Corbett, Lindsay	.7 LDT-C North Boulevard	11/1/2021-6/30/2022	MA+30, Step 13 (prorated) \$56,242
Manegold, Mark	Technology Teacher Pequannock Township High School	11/1/2021-6/30/2022	BA, Step 17 (prorated) \$80,595
Horetsky, Brandon	Assistant Boys Basketball Coach Pequannock Township High School	11/1/2021-6/30/2022 Winter Season	Step 4, \$4,437
Riccardi, Gianna	Assistant Boys Tennis Coach Pequannock Township High School	3/1/2022-6/30/2022 Spring Season	Step 1, \$3,348
Bua, Dean	Intern - Baseball Team Pequannock Township High School	3/1/2022-6/30/2022 Spring Season	N/A

Motion by: Shenton	Second by: Dempsey	Roll Call Vote: 6-0-0
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RESOLUTION NO. PMC-74-22**APPROVAL TO AMEND MEDICAL AND FAMILY LEAVE OF ABSENCE -2021-2022 SCHOOL YEAR
(PMC-66-22)**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent hereby approves to amend the disability medical leave and/or child care family leave of absence under the Family Medical Leave Act and the New Jersey Family Leave Act as follows. Sick leave during the temporary disability period will be paid salary with health benefits coverage. Employee's leave under FMLA running concurrent with NJFLA shall be unpaid; however, health benefits will continue.

EMPLOYEE ID	DISABILITY LEAVE (on or about)	SICK/PERSONAL/ VACATION DAYS TO BE USED	NJFLA/FMLA LEAVE (on or about)	RETURN TO WORK DATE (on or about)
#4495	10/25/2021- 11/12/2021	15 sick/personal/vacation	11/15/2021-1/14/2022	1/17/2022

Motion by: Shenton	Second by: Dempsey	Roll Call Vote: 6-0-0
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RESOLUTION NO. PMC-75-22**APPROVAL OF ADDITIONAL PERIOD/SUPERVISORY ASSIGNMENT - 2021-2022 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following personnel for additional period assignments/supervisory duty for the 2021-2022 school year, prorated, as per the Negotiated Agreement between the Pequannock Township Board of Education and the Pequannock Township Education Association.

NAME	SCHOOL	SUBJECT	EFFECTIVE DATES	SALARY
Luppino, Kimberly	Pequannock Valley School	Library Supervision 1 hour/day 15 minutes/AM 45 minutes/PM	9/13/2021-6/30/2022	\$2,575

Lefebvre, Justin	Pequannock Township High School	Globalization and Education (Sem. 1) Child Development (Sem. 2) 46 minutes/day 5 days/week	9/1/2021-6/30/2022	\$5,922.50
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Motion by: Shenton	Second by: Dempsey	Roll Call Vote: 6-0-0
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CURRICULUM, INSTRUCTION AND SPECIAL SERVICES**Mrs. Danielle Esposito, Chair**

CIS-31-22 Approval of Student Field Trip

CIS-32-22 Approval of Title I Tutoring Facilitators

RESOLUTION NO. CIS-31-22**APPROVAL OF STUDENT FIELD TRIP**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following student field trip:

DATE	DESTINATION	PERSON IN CHARGE	SCHOOL/ GRADE/ # STUDENTS	PURPOSE	COST TO STUDENT	COST TO DISTRICT
11/11/21	Chilton Medical Center	A. Streifer	PTHS/-/60	Veterans Day Marching Band Performance	\$-0-	\$100.00 Substitute

Motion by: Esposito	Second by: Shenton	Roll Call Vote: 6-0-0
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RESOLUTION NO. CIS-32-22**APPROVAL OF TITLE I TUTORING FACILITATORS**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves Title I Tutoring Facilitators for the 2021-2022 school year to take place at Pequannock Township High School, Pequannock Valley School, and S.J. Gerace School before or after regular school hours, at \$30 per 30 minute session or \$90 per 90 minute evening session for Language Arts and Math. Funding for this program is provided through Elementary and Secondary Education Act (ESEA) Title I funds.

NAMES	
Yvette McBain	Erin Doherty
Cheryl Sinopoli	Meghan Luterzo

Motion by: Esposito	Second by: Shenton	Roll Call Vote: 6-0-0
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OTHER

O-03-22 Withdrawn

O-03-22 Approval of HIB Investigation Decisions - Withdrawn

RESOLUTION NO. O-03-22

APPROVAL OF HIB INVESTIGATION DECISION - WITHDRAWN

RESOLVED, that the Pequannock Board of Education (hereinafter referred to as the “Board”) hereby affirms the Superintendent’s decision in the following HIB Investigations and directs the School Business Administrator/Board Secretary to transmit a copy of the Board’s decision to the affected students’ parents forthwith.

INVESTIGATION NO.
SJG-01-22
PV-01-22
PV-02-22
NB-01-22
SJG-02-22

TABLED

WORKSHOP DISCUSSION ITEMS

PERSONNEL, MANAGEMENT, AND COMMUNITY RELATIONS

Mrs. Cara Shenton, Chair

Discussion

Communications for COVID-19 updates

Weekly updates will be provided to report confirmed cases and quarantine requirements.

Strategic Plan update

Two meetings have been held. We are the first district to use a hybrid meeting model. The four target areas are community participation, facilities and finance, student success, and staff success.

School lunch

A discussion ensued regarding how our district does not qualify for free lunch because we no longer participate in the Federal Lunch Program. Mr. Portas is awaiting a response from Trenton, even if the answer is no.

Staff COVID testing program

Two vendors will provide nasal and saliva tests for staff and volunteers. Vaccinated employees are welcome to be tested as well.

Action Items for November 22, 2021 Regular Business Meeting:

PMC-76-22 Approval of Appointment - 2021-2022 School Year

PMC-xx-22 Approval of Medical and/or Family Leaves of Absence - 2021-2022 School Year

RESOLUTION NO. PMC-xx-22

APPROVAL OF MEDICAL AND/OR FAMILY LEAVES OF ABSENCE - 2021-2022 SCHOOL YEAR

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, hereby approves the disability medical leave, child care or family leaves of absence under the Family Medical Leave Act and the New Jersey Family Leave Act as follows. Staff using sick leave during the temporary disability period will be paid salary with health benefits coverage. Employee's leave under FMLA running concurrent with NJFLA shall be unpaid; however, health benefits will continue.

EMPLOYEE ID	DISABILITY LEAVE (on or about)	SICK DAYS TO BE USED	NJFLA/FMLA LEAVE (on or about)	RETURN TO WORK DATE (on or about)
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CURRICULUM, INSTRUCTION, AND SPECIAL SERVICES

Mrs. Danielle Esposito, Chair

Discussion

Alternate evaluations for tenured staff

The evaluation system was discussed by the DEAC committee and tenured staff and is on target for the second round of teacher evaluations in January.

Professional development update

The new literacy program was one of the topics discussed at the October 26 Professional Development Day.

EduPlanet

EduPlanet is a curriculum writing and warehousing platform and one of its benefits is providing public access to curriculum.

Mrs. Dempsey asked if early dismissal days are valuable. Mr. Portas responded that teachers appreciate the gift of time for professional development and the opportunity to collaborate.

Action Items for November 22, 2021 Regular Business Meeting:

CIS-34-22

CIS-xx-22 Approval of Workshop/Conference Attendance and Reimbursement of Related Travel Expenses

CIS-xx-22 Approval of District Mentor for 2021-2022 School Year

CIS-xx-22 Approval of Student Teacher Placements in District

CIS-xx-22 Approval of Providers for Services to Students 2021-2022

RESOLUTION NO. CIS-xx-22

APPROVAL OF WORKSHOP/CONFERENCE ATTENDANCE AND REIMBURSEMENT OF RELATED TRAVEL EXPENSES

WHEREAS, the attendance at stated functions was previously approved by the Superintendent of Schools, as work related and within the scope of the work responsibilities of the attendees and the school district's professional development plan; and

WHEREAS, the attendance at the functions was approved as promoting delivery of instruction or furthering efficient operation of the school district and is deemed fiscally prudent; and

WHEREAS, the travel and related expenses particular to attendance at these functions will be in compliance with state travel payment guidelines established by the Department of Treasury and the Federal Office of Management and Budget; and

THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent, that the Pequannock Township Board of Education approves these attendances; and

THEREFORE, BE IT FURTHER RESOLVED, that the reimbursement of the related travel expenses shall be in accordance with the above-mentioned guidelines. These are "not-to-exceed" amounts:

DATES	EMPLOYEE	CONFERENCE/ WORKSHOP LOCATION	REGISTRA TION	TRAVEL	SUB COST	ESTIMATED TOTAL EXPENSE

RESOLUTION NO. CIS-xx-22**APPROVAL OF DISTRICT MENTOR FOR THE 2021-2022 SCHOOL YEAR**

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following teacher as part of the New Staff and/or Novice Provisional Teacher Program and mentor as assigned for the 2021-2022 school year. Further, payroll deductions are to be made in two installments on January 30, 2022, and June 15, 2022, or the last paycheck, to satisfy total mentoring fees of \$550.00 for Traditional Route Teachers holding a CEAS and \$1,000.00 for Alternate Route Teachers holding a CE.

MENTEE	TYPE/CERTIFICATE	MENTOR	SCHOOL
			PTHS

RESOLUTION NO. CIS-xx-22**APPROVAL OF STUDENT TEACHER PLACEMENTS IN DISTRICT**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the student teacher placements in district for Spring and Fall 2022 as follows:

From William Paterson:

NAME	PLACEMENT
Elementary K-5	North Boulevard School
Musical/Instrumental 6-12	Pequannock Valley School

RESOLUTION NO. CIS-xx-22**APPROVAL OF PROVIDERS FOR SERVICES TO STUDENTS 2021-2022**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approve the following providers for services to students for 2021-2022 school year:

PROVIDER	SERVICE	FEE

FINANCE, FACILITIES, AND ATHLETICS

Mr. Brian Senyk, Chair

Discussion

Pavilion update

The pavilions are fully operational and furniture delivery is upcoming.

Tent status

The tents will be removed and may be used in the spring as another option.

Action Items for November 22, 2021 Regular Business Meeting:

FFA-59-22	Transfer of Funds for September 2021
FFA-xx-22	Payment of Bills - October 26, 2021 to November 22, 2021
FFA-xx-22	Approval of Financial Reports/Monthly Certification for September 2021
FFA-xx-22	Monthly Reports from Schools and Programs for September 2021
FFA-xx-22	Approval to Accept Donations to the Pequannock Township School District
FFA-xx-22	Declaration of Obsolete Equipment
FFA-xx-22	Approval of Change Order #1 PTHS Science Lab Renovations

RESOLUTION NO. FFA-59-22

TRANSFER OF FUNDS FOR SEPTEMBER 2021

RESOLVED, that the Board of Education approves the transfer of funds within the 2021-2022 budget from September 1, 2021 through September 30, 2021 in accordance with the attached list, which shall become a part of the record.

RESOLUTION NO. FFA-xx-22

PAYMENT OF BILLS – OCTOBER 26, 2021 TO NOVEMBER 22, 2021

RESOLVED, that the Board of Education approves the Bills List, from October 26, 2021 to November 22, 2021, submitted by the School Business Administrator/Board Secretary, as attached:

FUND		AMOUNT
General	Funds 10, 20, 40	
Capital Projects	Fund 30	
Food Service	Fund 6x	

RESOLUTION NO. FFA-xx-22

APPROVAL OF FINANCIAL REPORTS/MONTHLY CERTIFICATION FOR SEPTEMBER 2021

RESOLVED, that the Board of Education approves the attached Board Secretary's and Treasurer's Monthly Financial Reports for September 2021.

RESOLVED, pursuant to N.J.A.C. 6A:23-2.11(c) 3, the Board Secretary does certify that as of September 2021, no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8.1; therefore be it

RESOLVED, that pursuant to N.J.A.C. 6A:23-2.11(c) 4, the Board of Education does certify that as of September 2021, the Board Secretary's Monthly Financial Report, did not reflect an over expenditure in any Major Account or Fund, and based on the Appropriation Balances reflected on this report and on the advice of District Officials, that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

RESOLUTION NO. FFA-xx-22**MONTHLY REPORTS FROM SCHOOLS AND PROGRAMS FOR SEPTEMBER 2021**

RESOLVED, that the Board of Education acknowledges receipt of financial reports for the month of September 2021 for the High School Activities Account, the High School Interscholastic Athletic Account; the Pequannock Valley School Student Activities Account; and Pomptonian.

RESOLUTION NO. FFA-xx-22**APPROVAL TO ACCEPT DONATIONS TO THE PEQUANNOCK TOWNSHIP SCHOOL DISTRICT**

RESOLVED, that the Board of Education, in accordance with Policy 7230 and upon recommendation of the Superintendent, accepts the following donations to the Pequannock Township School District.

DONATION	TO	DONATED BY
\$50.00	Courtney Rankin Scholarship Fund	Honor M. Connell

RESOLUTION NO. FFA-xx-22**DECLARATION OF OBSOLETE EQUIPMENT**

RESOLVED, that the Board of Education authorizes the School Business Administrator/Board Secretary, to declare the following items to be obsolete and will dispose of them as deemed appropriate. (Attachment)

RESOLUTION NO. FFA-xx-22**APPROVAL OF CHANGE ORDER #1 FOR PTHS SCIENCE LAB RENOVATIONS**

RESOLVED, that the Board of Education, upon recommendation of the Superintendent and the School Business Administrator, in conjunction with Solutions Architecture, approves the following change orders (PCO 1 - PCO 4) to the contract for PTHS Science Lab Renovations with Daskal LLC of Garfield, NJ.

ORIGINAL CONTRACT SUM	\$443,100.00
ORIGINAL DISCRETIONARY ALLOWANCE	(\$20,000.00)
PCO #1	\$6,314.25
PCO # 2 - 4	(\$8,500.00)
NEW CONTRACT SUM	\$420,914.25

POLICY

Ms. Megan Dempsey, Chair

Discussion

Anti-Hazing Law signed on August 24, 2021 - Policy to be adopted by 3/1/22

We are awaiting Strauss Esmay to provide an anti-hazing policy. Anti-hazing has expanded to encompass wide-ranging forms of harm and multiple levels of offense. Mr. Gitin asked if this policy will be harsher than the current harassment policy. Mr. Portas responded that yes, for example, by withholding a diploma.

P1648.14 Safety Plan for Healthcare Settings in School Buildings - COVID-19

The healthcare setting for all school districts is the nurse's office.

Action Items for November 22, 2021 Regular Business Meeting:

P-10-22

P-xx-22 Approval of New and Revised Board Policies and Regulations for Second Reading and Adoption

P-xx-22 Approval of New and Revised Board Policies and Regulations for First Reading

RESOLUTION NO. P-xx-22

APPROVAL OF NEW AND REVISED BOARD POLICIES AND REGULATIONS FOR SECOND READING AND ADOPTION

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the new and revised Board policies and regulations as listed for second reading and adoption:

MANUAL SECTION	POLICY/REGULATION(R)
<i>Administration</i>	2270.1 Ceremonies and Observances
<i>Program</i>	2425 - Emergency Virtual or Remote Instruction Program
<i>Students</i>	5751 & 5751R - Sexual Harassment of Students

RESOLUTION NO. P-xx-22

APPROVAL OF NEW AND REVISED BOARD POLICIES AND REGULATIONS FOR FIRST READING

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the new and revised Board policies and regulations as listed for first reading:

MANUAL SECTION	POLICY/REGULATION(R)

OTHER

Action Item for November 22, 2021 Regular Business Meeting:

O-xx-22 Approval of HIB Investigation Decisions

RESOLUTION NO. O-xx-22

APPROVAL OF HIB INVESTIGATION DECISION

RESOLVED, that the Pequannock Board of Education (hereinafter referred to as the “Board”) hereby affirms the Superintendent’s decision in the following HIB Investigations and directs the School Business Administrator/Board Secretary to transmit a copy of the Board’s decision to the affected students’ parents forthwith.

INVESTIGATION NO.

OPEN TO PUBLIC ANY TOPIC

Members of the public may speak once for a maximum period of five minutes by the clock during this portion of the meeting. The public may speak on any topic during their five minutes. If a member of the public raises a question, all questions should be directed to the Board President. Please state your name and sign in before you begin.

- Ann Marie Finnen of Pompton Plains, Music Teacher, and PTEA President, announced that Susan Berardinelli has been named Morris County Educational Support Professional of the year. Mrs. Finnen attended the Teacher's Convention in Atlantic City where she took part in various workshops. She appreciated the conversation on curriculum.
- Amy Ferranti of Pompton Plains asked if students mingle with students outside of their classrooms during recess.
- Bob Morley of Pompton Plains commented on a substitute teacher who did not enforce the mask requirements. He asked if a vaccine clinic will be held in school.

Mr. Portas responded. He was excited to hear about the Educational Support Professional of the year. He was happy to hear about the professional development opportunities at Atlantic City. He responded that students stay with their classes during recess. He commented that substitutes need to abide by district policy and he will follow up. Mr. Portas responded that we do not have space during the day to hold a vaccine clinic in school, however, there will be other options for vaccines.

OLD BUSINESS

Mr. Blumert congratulated Sue Berardinelli. He commented that he participated in various topics offered at the NJSBA Virtual Workshop and he reminded the Board that they can still view workshops online.

NEW BUSINESS

None

BOARD MEMBER ANNOUNCEMENTS

Ms. Dempsey announced that she attended the NJSBA Virtual Workshop and valued the messages of the keynote speakers. Mr. Blumert reminded the Board to complete their mandatory training.

CONSIDERATION OF EXECUTIVE SESSION

RESOLVED, that in accordance with Section 8 of the Open Public Meetings Act, Chapter 231, P.L., the Board has the authority to adjourn to closed session to discuss matters pertaining to attorney – client privilege, and student matters. Said matters will be made public upon their disposition. No action will be taken.

Motion by: Ciresi	Second by: Esposito	Voice Vote: 6-0-0	Time: 8:17 pm
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ADJOURNMENT OF PUBLIC MEETING

Motion by: Dempsey	Second by: Gitin	Voice Vote: 6-0-0	Time: 10:08 pm
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Respectfully,



Sallyann McCarty
Board Secretary

FUTURE PUBLIC BOARD MEETING

Monday, November 22, 2021	Regular Business Meeting	7:00 pm	PTHS
Monday, December 6, 2021	Workshop Meeting	7:00 pm	PTHS