

**BELFAST CENTRAL SCHOOL  
BOARD OF EDUCATION MINUTES  
July 14, 2020**

**School Board Members Present:**

Josie Preston, Board President, Randa Harrington, Board Vice President, Becky Backer, Dan Borden, Patricia Krotz, Chris Enders

**Members Absent:** Cecy Curcio

**District Personnel:** Wendy Butler Ed. D, Superintendent, Robert Lingenfelter, Business Manager, Rick Bull, 5-12 Principal, Jessica Hess, PK-4/Director of Pupil Services, Gina Larrabee, District Clerk

**Others:** none

At 5:28 p.m. the Clerk of the Board called the meeting to order and the Pledge of Allegiance was recited.

**Additions/Deletions**      There were no additions or deletions.

**Election of Officers/Oath of Office**                      A motion by Becky Backer, and seconded by Patricia Krotz nominated Josie Preston for President of the Board of Education. Carried 6-0  
A motion by Becky Backer and seconded by Josie Preston nominated Randa Harrington for Vice President of the Board of Education. Carried 6-0

The District Clerk administered the Oath of Office to:  
President  
Vice President  
Superintendent

**Public Comment**                      Clerk of the Works Leonard Preston provided Dr. Wendy Butler with a Capital Project update as well as photos to share with the Board.

**Financial**                              Robert Lingenfelter presented the monthly reports: Treasurer's report, Budget Status and Revenue Status reports, May and June warrants, and Internal Claims audit report. He also provided the Board with the June Budget Status/Fund balance. Mr. Lingenfelter spoke about the CEP grant stating, because we have fed everyone via delivery due to the pandemic, the lunch program is financially sound. The more school breakfast and lunches we serve, the more viable the CEP grant is to our school. Mr. Lingenfelter informed the Board that the School Tax Rate is not the final number, but the District is required to approve it by August 1. If it does change, he stated, it will be brought back to the Board at the September meeting.

**Leadership Reports**                      Rick Bull talked with the Board about changes to the Class Advisor Handbook and Faculty Handbook. He explained each proposed change and discussed it the Board. Jessica Hess updated the Board on the Annual Special Education Report and the Summer Special Education Program. She spoke about data we have collected on our Special Education Program, how our children are doing while out of school, and challenges we continue to face. She also updated the Board on services and service providers.  
Dr. Butler spoke about District Plans for the 2020-21 school year. She also discussed dual sport participation with the Board. The Board agreed more discussion will be needed before a policy can be put into place. Dr. Butler discussed planning for opening school in the fall for 2020-21 school year. She explained information she received from the Department of Health and challenges associated with it.

**Consent Agenda**

Motion by Randa Harrington, seconded by Becky Backer, to adopt the following Consent Agenda Items as recommended by the superintendent:

- Approved the minutes from the June 2, 9, and 17, 2020 meetings.
  - Approved the Treasurer’s report dated May 2020.
  - Approved the Class Advisor Handbook for the 20-21 school year
  - Approved the Annual Special Education Report for the 2019-20 school year
  - Approved the CSE/ CPSE/ 504 committee recommendations as presented.
  - Approved the District Safety Plan for the 20-21 school year
  - Approved the District AIS Plan for the 20-21 school year
  - Approved the District Professional Development Plan for the 20-21 school year
  - Approved the Teacher Aide Handbook for the 20-21 school year
  - Approved the Faculty Handbook for the 20-21 school year
  - Approved the RTI Handbook for the 20-21 school year
  - Approved the CPSE and CSE committee recommendations as presented
- Motions were unanimously carried.

**Board Action Items**  
**Annual**  
**Appointments**

Motion by Becky Backer, seconded by Dan Borden to adopt the following Consent Agenda for Annual Appointments for the 2020-21 school year, as recommended by the superintendent:

<i>Appointed Position</i>	<i>Person/ People</i>	<i>Compensation (if applicable)</i>
19A Bus driver certifier	Nick Miller	\$1,361.44
Access Public Records Officer	Gina Larrabee	Contractual
Adopter Free & Federal Lunch	Robert Lingenfelter	Contractual
Anti-Harassment Officer	Teresa Heaney	Contractual
Asbestos Designee	James Schneider	Contractual
Attendance Officer	Rick Bull	Contractual
Auditor Extra-Curricular	Rick Bull	Contractual
Authorization to sign checks	Wendy Butler Robert Lingenfelter	Contractual
Authorized Electronic Check Signatures	Wendy Butler Robert Lingenfelter	Contractual
Board Clerk	Gina Larrabee	\$2,639.65
Budget Transfers Officer	Wendy Butler	Contractual
Chemical Hygiene Officer	Carrie Flanagan-Watson	Contractual
Chief Faculty Counselor	Rick Bull	Contractual
Chief Fiscal Officer	Wendy Butler	Contractual
Chief Information Officer	Wendy Butler	Contractual
Clerk Pro Tem (in the absence of the District Clerk)	Wendy Butler	Contractual
Data Protection Officer	Wendy Butler	Contractual
Deputy Treasurer	Wendy Butler	Contractual
Designated educational official to receive court notification regarding a student’s sentence/ adjudication in criminal cases and juvenile delinquency proceedings	Rick Bull	Contractual
Dignity Act Coordinator	Teresa Heaney Jessica Hess	Contractual

District Treasurer	Kayloni Dziedzic	Contractual
Election Inspectors/ Workers for 20-21 district voting and the annual meeting	Patricia Oliver Becky Stanton Shari Collins Norleen Enders Peggy Watts Lana Mackmer Betty Weaver Rita Crouch Kathryn Garrison	
Federal Funds Comptroller	Robert Lingenfelter	Contractual
Federal Lunch Supervisor	Robert Lingenfelter	Contractual
Hearing Officer	Pam Kirkwood Dina Allen Lonnie Farrington	Contractual
Hearing official for participation in the federal child nutrition program	Wendy Butler	Contractual
Internal Claims Auditor	Carolyn Burr	\$3,000
Investment Funds Designee	Robert Lingenfelter	Contractual
Liaison of Homeless Children	Teresa Heaney	Contractual
Payroll Certification Officer	Wendy Butler Rick Bull	Contractual
Pesticide Officer	James Schneider	Contractual
Petty Cash Accountant	Gina Larrabee	Contractual
Purchasing Agent	Wendy Butler Robert Lingenfelter	Contractual
Reviewing official for participation in the federal child nutrition program	Mary Enders	Contractual
School Attorney	Hodgson/ Russ	Fee based on usage
School Auditors	BWB	\$10,250
School Physician/ Medical Director	Dr. Zahi Kassas	Contractual
Substance Use Services coordinator	Teresa Heaney	Contractual
Substitute Caller	Gina Larrabee	\$4500
Tax Collector	Robin Owens	\$2,318.04
Title IX/ 504/ ADA Compliance Officers	Jessica Hess Teresa Heaney	Contractual
Treasurer Extra-Curricular	Kayloni Dziedzic	Contractual
Verification official for participation in the federal child nutrition program	Mary Enders	Contractual
Working Paper Designee	Teresa Heaney	Contractual

Motions were unanimously carried.

**Annual BOE  
Committee  
Appointments**

Motion by Randa Harrington, seconded by Chris Enders, to appoint the following Board of Education Committee members for the 2020-21 school year, as recommended by the superintendent:

Committee	BOE Committee Representative(s)
Audit Committee	<i>Randa Harrington &amp; Cecy Curcio</i>
Building and Grounds Committee	<i>Dan Borden, Chris Enders &amp; Patricia Krotz</i>

Delegate to the Allegany-Cattaraugus Association of School Boards *Josie Preston*  
*Alternate- Randa Harrington*

Negotiations *Becky Backer, Cecy Curcio, Randa Harrington*

Policy Review Committee *Cecy Curcio*

Voting delegate to the NYS School Boards Convention *Cecy Curcio*

Athletics *Alternate- Becky Backer*  
*Chris Enders, Dan Borden, Randa Harrington*

Motions were unanimously carried.

**Annual Financial Designations**

Motion by Randa Harrington, seconded by Patricia Krotz, to adopt the following Consent Agenda for Financial Operations for the 2020-21 school year, as recommended by the superintendent:

Designated Banks	<ul style="list-style-type: none"> <li>• Five Star Bank (Depository)</li> <li>• Community Bank NA (Depository)</li> </ul>																																																																								
Bank Accounts	<table border="0"> <thead> <tr> <th>Account</th> <th>Bank</th> <th>Account Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Capital Fund Savings</td> <td>Community Bank</td> <td>*****6547</td> <td>\$500,000.00</td> </tr> <tr> <td>Debt Service</td> <td>Community Bank</td> <td>*****6570</td> <td>\$75,000.00</td> </tr> <tr> <td>Employees Benefit Accrued Liability Reserve</td> <td>Community Bank</td> <td>*****6539</td> <td>\$360,000.00</td> </tr> <tr> <td>Extracurricular</td> <td>Community Bank</td> <td>*****2698</td> <td>\$60,000.00</td> </tr> <tr> <td>General Checking</td> <td>Community Bank</td> <td>*****2755</td> <td>\$1,500,000.00</td> </tr> <tr> <td>Mandatory Debt Service Reserve</td> <td>Community Bank</td> <td>*****6554</td> <td>\$300,000.00</td> </tr> <tr> <td>Payroll</td> <td>Community Bank</td> <td>*****2706</td> <td>\$350,000.00</td> </tr> <tr> <td>Public Library</td> <td>Community Bank</td> <td>*****9325</td> <td>\$200,000.00</td> </tr> <tr> <td>Public Library Capital</td> <td>Community Bank</td> <td>*****9333</td> <td>\$10,000.00</td> </tr> <tr> <td>Repair reserve</td> <td>Community Bank</td> <td>*****2800</td> <td>\$35,000.00</td> </tr> <tr> <td>Reserve for retirement Contributions</td> <td>Community Bank</td> <td>*****2792</td> <td>\$200,000.00</td> </tr> <tr> <td>School Lunch</td> <td>Community Bank</td> <td>*****2748</td> <td>\$40,000.00</td> </tr> <tr> <td>Teachers' Retirement Reserve</td> <td>Community Bank</td> <td>*****4323</td> <td>\$65,000.00</td> </tr> <tr> <td>Trust &amp; Agency</td> <td>Community Bank</td> <td>*****2730</td> <td>\$350,000.00</td> </tr> <tr> <td>Trust Expendable</td> <td>Community Bank</td> <td>*****6562</td> <td>\$25,000.00</td> </tr> <tr> <td>Unemployment Reserve</td> <td>Community Bank</td> <td>*****2784</td> <td>\$25,000.00</td> </tr> <tr> <td>Workers Compensation Reserve</td> <td>Community Bank</td> <td>*****2883</td> <td>\$40,000.00</td> </tr> </tbody> </table>	Account	Bank	Account Number	Amount	Capital Fund Savings	Community Bank	*****6547	\$500,000.00	Debt Service	Community Bank	*****6570	\$75,000.00	Employees Benefit Accrued Liability Reserve	Community Bank	*****6539	\$360,000.00	Extracurricular	Community Bank	*****2698	\$60,000.00	General Checking	Community Bank	*****2755	\$1,500,000.00	Mandatory Debt Service Reserve	Community Bank	*****6554	\$300,000.00	Payroll	Community Bank	*****2706	\$350,000.00	Public Library	Community Bank	*****9325	\$200,000.00	Public Library Capital	Community Bank	*****9333	\$10,000.00	Repair reserve	Community Bank	*****2800	\$35,000.00	Reserve for retirement Contributions	Community Bank	*****2792	\$200,000.00	School Lunch	Community Bank	*****2748	\$40,000.00	Teachers' Retirement Reserve	Community Bank	*****4323	\$65,000.00	Trust & Agency	Community Bank	*****2730	\$350,000.00	Trust Expendable	Community Bank	*****6562	\$25,000.00	Unemployment Reserve	Community Bank	*****2784	\$25,000.00	Workers Compensation Reserve	Community Bank	*****2883	\$40,000.00
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- Check Images: authorize the acceptance of scanned check images to be considered the equivalent of original checks for the purpose of record keeping and auditing requirements
- Warrants: approve exceptional payments between warrants for the following types of payments: utilities, postage/freight (UPS, etc.), and fingerprinting
- Health Insurance: appoint the Business Official as the delegate, and the Superintendent as the alternate delegate to the Board of Directors of the Allegany Cattaraugus Schools Medical Health Plan
- Petty Cash: approve the petty cash fund in the amount of \$100 and extra-curricular petty cash fund in the amount of \$100
- Mileage: approve mileage rate to be established by the IRS (*currently 57.5 cents per mile*)
- Professional Conferences: authorize the Superintendent to approve all conferences and workshops
- Grants: authorize the school District to apply for all federal and state grants
- Revenue Anticipation Notes: delegate the power to the President of the Board to authorize the issuance and sale of revenue anticipation notes in anticipation of the collection of revenues to be received as state aid by the school district from the State of New York during an emergency situation whereby the Board would not be convening in a timely manner

Motions were unanimously carried.

<b>Annual Newspaper Designation</b>	Motion by Becky Backer, seconded by Randa Harrington, to designate the Olean Times Herald as the official school newspaper for the 2020-21 school year, as recommended by the superintendent. Carried 6-0	
<b>BOE Regular Board Meetings</b>	Motion by Becky Backer, seconded by Patricia Krotz, to approve the regular board meeting day(s) and time(s) for the 2020-21 school year as the second Tuesday of the month at 5:30 p.m. except for the months of August, April and May. There will not be a meeting in August. The April meeting will be the third Tuesday in April (to allow for the BOCES budget vote and election) at 5:30 p.m. In May, the BOE will meet on the second Tuesday of the month at 5:30 and third Wednesday in May at 4:00 p.m. to accept the Belfast budget results, as recommended by the superintendent. Carried 6-0	
<b>District Policies</b>	Motion by Randa Harrington, seconded by Patricia Krotz, to approve re-adoption of all present policies for the 2020-21 school year, as recommended by the superintendent. Carried 6-0	
<b>Conflict of Interests</b>	Motion by Chris Enders, seconded by Randa Harrington, to declare conflicts of interest as per the code of ethics policy for the 2020-21 school year, as recommended by the superintendent. Carried 6-0	
<b>Special Education</b>	Motion by Becky Backer, seconded by Patricia Krotz, to approve CSE/CPSE committee members as follows for the 2020-21 school year, as recommended by the superintendent:	
Committee on Special Education	Chairperson: Jessica Hess	Members
	Substitute Chairperson (if necessary): School Psychologist	<ul style="list-style-type: none"> <li>• Guidance Counselor</li> <li>• School Psychologist</li> <li>• School Doctor</li> <li>• Special Education Teacher of the Student (or grade level)</li> <li>• General Education Teacher</li> <li>• Related Service Personnel as appropriate</li> <li>• Parents/ Guardians of the Student</li> <li>• Parent Member – TBD</li> <li>• Student (as appropriate)</li> </ul>
Committee on Preschool Special Education	Chairperson: Jessica Hess	Members
	Substitute Chairperson (if necessary): School Psychologist	<ul style="list-style-type: none"> <li>• Guidance Counselor</li> <li>• School Psychologist</li> <li>• School Doctor</li> <li>• Member of the Evaluation Team</li> <li>• Special Education Teacher of the Student (if applicable)</li> <li>• General Education Teacher</li> <li>• Related Service Personnel as appropriate</li> <li>• Parents/ Guardians of the Student</li> <li>• Parent Member – TBD</li> <li>• Appropriate professional for the municipality charged with responsibility for the preschool child</li> </ul>
Sub Committee on Special Education and Preschool Special Education	Chairperson: Jessica Hess	Members

Substitute Chairperson (if necessary): School Psychologist

- Parents of student
- Regular Education Teacher
- Special Education Teacher
- Representative of School District who is knowledgeable about the general education curriculum and availability of resources of the school
- School Psychologist if a psychological evaluation will be reviewed, or change to programming requiring a more restrictive classroom environment
- Individual who can interpret the instructional implications of evaluation results
- Related Service Personnel as appropriate

Motions were unanimously carried.

**Special Education Service Providers**

Motion by Randa Harrington, seconded by Patricia Krotz, to authorize the Superintendent to enter into contracts with service providers to obtain special education services per individual student IEPs for the 2020-21 school year, as recommended by the superintendent. Carried 6-0

**Professional Conferences**

Motion by Randa Harrington, seconded by Chris Enders, to authorize the Superintendent to approve all conferences and workshops for District personnel for the 2020-21 school year, as recommended by the superintendent. Carried 6-0

**Superintendent Professional Development**

Motion by Randa Harrington, seconded by Patricia Krotz, to authorize the Superintendent to attend and authorizes the District to pay for any associated expenses for attendance at NYSCOSS and NYSSBA conferences, as well as local professional workshops/ conferences for the 2020-21 school year. Carried 6-0

**School Board Professional Development**

Motion by Randa Harrington, seconded by Dan Borden, to authorize members of the Belfast Central School Board of Education to attend and authorizes the District to pay for any associated expenses for attendance at NYSSBA conferences, as well as local professional workshops/ conferences for the 2020-21 school year, as recommended by the superintendent. Carried 6-0

**Combined Athletic Teams**

Motion by Chris Enders, seconded by Randa Harrington, to approve the identified merged athletic teams for the 2020-21 school year, as recommended by the superintendent.

Belfast and GV- Girls' Varsity and modified Volleyball (GV to host)

Belfast and GV- Track and Field (GV to host)

Carried 6-0

**Designation of Regular Bus Runs**

Motion by Randa Harrington, seconded by Patricia Krotz, to designate regular and extra bus runs for the 20-21 school year as recommended by the superintendent.

- Regular bus runs:
  - Bus #20 route currently driven by Ted Gordon
  - Bus #74 route currently driven by Rob Judd
  - Bus #79 route currently driven by Joel Evens
  - Bus #21 route currently driven by Dixie Middaugh
  - Bus #80 route currently driven by Wade Marsh

- Bus #75 route currently driven by Kathleen Malota (SP/ED GVCS + Wellsville + Houghton Academy)
- Extra bus runs:
  - Amish White Creek
  - Amish Peavey Rd.
  - Elm street
  - BOCES AM
  - BOCES mid-day
  - BOCES PM
  - Mid-day Pre-K
  - Late bus
  - Athletic trips
  - Field trips

Motions were unanimously carried.

**Out of District Students**

Motion by Becky Backer, seconded by Randa Harrington, to approve the out-of-district application for the 2020-21 school year, as recommended by the superintendent.

- Garrett Nichols
- Micaylah Mages
- Carley Manning
- William Manning

Carried 6-0

**Policy Adoption**

Motion by Dan Borden, seconded by Patricia Krotz, to adopt Policy 5676 Privacy and Security for Student Data and Teacher and Principal Data as reviewed at the June 9, 2020 BOE meeting, as recommended by the Superintendent. Carried 6-0

**Awarding of Bids for Services**

Motion by Patricia Krotz, seconded by Randa Harrington, that the Board of Education of the Belfast Central School is accepting and approving sealed bids that were opened on June 22, 2020, for three year agreements, as recommended by the superintendent as follows:

<i>Service</i>	<i>Vendor Name</i>	<i>Recommended Accepted Bid</i>
Backflow Preventer Testing	Robert Cummins	\$80 per device (6x80= \$480/year)
Boiler Maintenance	Postler & Jaeckle Corp.	\$5,727 (\$107 per hour for repairs)
Bus Lift Inspection	Filtrec Corporation	\$678 per year with 4% annual increase (\$705.12 year two, \$733.32 year three)
Catch Basins & Septic Tank Pumping	Zuech's Septic Service	Catch basin- \$1,075 Septic Tank- \$2,625
Elevator Maintenance & Inspection	Otis Elevator	Elevator with two (2) dumbwaiters - \$885.00 per quarter (\$3,540 per year)
Fire Extinguisher & Cafeteria Suppression	Ganoung's Fire Protection	Fire extinguisher inspections - \$6.00 per fire extinguisher Six-year maintenance - \$18 Hydrotest of DC extinguisher - \$22 Hydrotest of CO2 extinguisher - \$16 plus refill Cafeteria suppression system inspection - \$75 per inspection Fusible links changed annually - \$6.00 each
Generator Maintenance	Penn Power Systems	Preventative maintenance (2 x per year) - \$982 per visit Load testing (1 x per year) – included in above price

Overhead Door Preventive Maintenance	Twin Tiers Overhead Doors, Inc.	Visual inspection (1 x per year) - \$590 Preventative Maintenance - \$40 per door Discount % off parts – 5-10% Labor - \$80 per hour Service call fee - \$150
Fire Safety Door Inspection	Twin Tiers Overhead Doors, Inc.	\$75 per door, Service call \$150
Trash Collection	Casella Waste Management of NY, Inc.	\$9,144.96 per year

Motions were unanimously carried.

**Tax Rate**

Motion by Randa Harrington, seconded by Patricia Krotz, to approve the tax rate of \$15.074834 per \$1,000 of assessment for the 20-21 school year, as recommended by the superintendent. Carried 6-0

**PERSONNEL  
Appointments**

Motion by Becky Backer, seconded by Patricia Krotz, to approve the following appointments, as recommended by the Superintendent.

**Permanent**

To appoint Kayloni Dziedzic to permanent position of District Treasurer effective July 1, 2020, after successfully completing a one-year probationary position.

To permanently appoint Tammy Dahill to the position of teacher aide effective August 20, 2020.

To permanently appoint Sarah Noniewicz to the position of teacher aide effective August 20, 2020.

To permanently appoint Kristina Gould to the position of teacher aide effective August 20, 2020.

To permanently appoint Jessica Buchholz to the position of teacher aide effective August 20, 2020.

**Summer School**

To recommend the following people to work in the 2020 summer special education program:

- Jasmine Shephard- teacher
- Tammy DaHill- teacher aide/ bus monitor
- Riley Fuller-Gosper- teacher aide
- Kathleen Malota- bus driver

**Chaperones**

To approve the following chaperones for Fall athletic events:

- Alex Minnick
- JD Struckmann
- Katie Szwejbka

**Substitutes**

To approve the following certified instructional substitutes for the 20-21 school year:

Substitute	Certification
• Cynthia Incognito	• Elementary Education
• Darice Mullen	• Elementary Education
• Morgan Triscari	• Elementary Education; Special Education
• Sabrina Bentley	• MS/HS Math
• Joan Krane	• MS/HS Social Studies

To approve the following non-certified instructional substitutes for the 20-21 school year:

- |                   |                   |
|-------------------|-------------------|
| • Jacob Cole      | • Heidi Ellsessor |
| • MacKenzie Hamer | • Sarah Marsh     |
| • Kim Ralyea      | • Joleen Middaugh |



- Pamela Litchner
- Joseph Dahill
- Erica Torey
- Ashley Schultz
- Carla Chamberlain
- Shannon Collins
- Rebecca Messer
- Morgan Hamer
- Matt Trowbridge
- Ryan Cool
- Kayla Caiazza
- Laura Duvall
- Becca Ellsessor

To approve the following non-instructional substitutes for the 20-21 school year:

- Heidi Ellsessor
- Sarah Miller
- Kim Ralyea
- Jennifer Blocho
- MacKenzie Hamer
- Pam Litchner
- Amy Davison
- Sara Brundage (custodian, café)
- Jim Allen (Custodial)
- Kevin Borden (bus)
- Bonnie Barber (bus)
- Laura Duvall
- Carla Chamberlain
- Joleen Middaugh
- Morgan Hamer
- Becca Ellsessor
- Ashley Schultz
- Kayla Caiazza
- Lisa Elliott
- Shannon Collins

**Extra Time for monitoring**

To approve assigning up to 20 minutes extra per day for monitoring for teacher aides, as needed.

Motions were unanimously carried.

**ADJOURNMENT**

Motion by Becky Backer, seconded by Patricia Krotz to adjourn the meeting at 6:52pm. Carried 6-0