MINUTES

CATASAUQUA AREA SCHOOL DISTRICT MONTHLY SCHOOL BOARD MEETING MONDAY, JANUARY 11, 2010

4674

PURPOSE

The regular meeting of the Board of Directors of the Catasauqua Area School District was held on Monday, January 11, 2010 in the Catasauqua High School Library. President Hahn called the meeting to order at 7:00 P.M.

Pledge of Allegiance to the Flag was given.

ROLL CALL

Members present: Carol Cunningham, Penny Hahn, Mary Alice

Hartranft, Robert Levine, Carol McCarthy,

Donald Panto, Sally J. Reiss (arrived at 7:10 p.m.),

Patricia Snyder and Guy Tolve

Non-members present: Robert J. Spengler, Superintendent

Christina Lutz-Doemling, Director of Curriculum

& Assessment

Kathleen Kotran, Coordinator of Instructional

Technology, Federal Programs, and Community Education David Ascani, High School Principal

Melissa Inselmann, Middle School Principal Eric Dauberman, Elementary School Principal Bryan Klass, Assistant Middle School Principal

William Gasper, Facilities Manager

Thomas R. Moll, II, Director of Student Activities

(arrived 7:55 p.m.)

Wayne Karess, District Network Manager

Lois Reed, Business Supervisor

David Knerr, Solicitor

Jessica Croll, Student Representative

Visitors: See list inserted in Permanent Minute Book

PRESENTATIONS/ AUDIENCE INPUT ON AGENDA A. PDE Achievement Recognition – Adequate Yearly Progress – two

consecutive years

Christina Lutz-Doemling
& Robert J. Spengler

Catasauqua Middle School
Catasauqua High School

B. <u>Eric Dauberman</u> - presented Sheckler Elementary School Students of the Month for December 2009 with an award

Grade 1	Grade 2	Grade 3	Grade 4
Austin Brett	KylieAnn Rice	Edward Forstoffer	Gina Bartlett
Donovan Gair	Simon Tanyous	Bryona Kemmerer	Tanner Pattison

At this time – 7:10 p.m. – board member Sally J. Reiss arrived at meeting.

PRESENTATIONS/ AUDIENCE INPUT ON AGENDA (continued)

C. <u>Melissa Inselmann</u> - presented Catasauqua Middle School Students of the Month for December 2009 with an award

Grade 5	<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
Alison Dries	Andres Miranda	Christian Blum	Kaitlyn Buczynski
Dylan Nonnemacher	Nicholas Scala	Ashlyn Cantrel	Rachel Sell

- D. <u>Robert J. Spengler</u> School Director Recognition Month Mr. Spengler honored school board members with a cake baked and decorated by students at Lehigh Career & Technical Institute and presented certificates from PSBA
- E. <u>Sean McHugh</u> requested that the school board do not raise taxes for 2010-2011 school year

COMMITTEE REPORTS

- A. <u>Bldgs. & Grounds Committee- Penny Hahn meeting held January 5, 2010</u> See minutes inserted in Permanent Minute Book
- B. <u>Finance Committee Robert Levine meeting held January 6, 2010</u> See minutes inserted in Permanent Minute Book
- C. <u>Academics & Education Carol Cunningham meeting held January 7, 2010</u> See minutes inserted in Permanent Minute Book
- D. <u>Athletic Council David Ascani meeting held January 7, 2010</u> See minutes inserted in Permanent Minute Book
- E. <u>Lehigh Career & Technical Institute Carol McCarthy</u>
 - 1. Excess revenue for 2008-2009 year
 - a. Academic Center \$ 7,802.10 credit
 - b. Technical School \$21,805.20 credit \$29,607.30 total credit to CASD
 - 2. 12th grade CAP (Career Academy Program) student from CASD made honor roll for first marking period Kaylee Hill Child Care studies
 - 3. Adrian Murphy from CASD appeared in photo for helping to provide security for President Obama's visit to LCCC. Adrian Murphy is studying Law Enforcement at Lehigh Career & Technical Institute
- F. Carbon-Lehigh Intermediate Unit #21 Penny Hahn
 - 1. Holiday Dinner Meeting December 21, 2009
 - 2. Two members of the board left
 - 3. Holiday baskets raised over \$4,700
 - 4. Executive Director Search

MINUTES APPROVED
REORGANIZATION
MEETING
DECEMBER 7, 2009

Motion by Cunningham, seconded by Snyder, the minutes of the reorganization meeting held on December 7, 2009 be approved as presented. Motion carried.

MINUTES APPROVED REGULAR MEETING DECEMBER 7, 2009 Motion by Cunningham, seconded by Snyder, the minutes of the regular meeting held on December 7, 2009 be approved as presented. Motion carried.

TREASURER'S REPORT DECEMBER 2009 Motion by McCarthy, seconded by Hartranft, the report of the Treasurer for December 2009 be approved as presented. Motion carried.

APPROVAL OF BUDGET TRANSFERS DECEMBER 2009 Motion by Cunningham, seconded by McCarthy, approving the request for budget transfers for the month of December 2009.

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Snyder aye, and Tolve aye. Zero nay. Motion carried.

APPROVAL FOR
PAYMENT OF ALL
ACCOUNTS PAYABLES
BILLS - JANUARY 2010

Motion by Cunningham, seconded by McCarthy, all accounts payables bills as presented in the amount of \$570,761.20 be approved as follows:

General Fund Bills-A/P Jan. 11, 2010 \$537,771.48 Cafeteria Bills – A/P January 11, 2010 26,415.00 Athletic Bills – A/P January 11, 2010 6.574.72 TOTAL \$570,761.20

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Snyder aye, and Tolve aye. Zero nay. Motion carried.

CHECK APPROVED FOR ALBARELL ELECTRIC Motion by Cunningham, seconded by McCarthy, to approve to pay general fund check #20168 in the amount of \$6,383.64 issued to Albarell Electric.

Roll Call – Cunningham, aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Snyder aye, and Tolve aye. Hahn abstained from voting due to Albarell Electric being her husband's employer. Zero nay. Motion carried.

APPROVAL FOR
PAYMENT OF ALL
CONSTRUCTION FUND
BILLS - JANUARY 2010

Motion by McCarthy, seconded by Cunningham, all construction fund bills as presented in the amount of \$393,708.98 be approved as follows:

MS Construction Bills - A/P Jan. 11, 2010 \$6,383.64 Construction Fund Bills - A/P Jan. 11, 2010 387,325.34 TOTAL \$393,708.98

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Snyder aye, and Tolve aye. Zero nay. Motion carried.

CHECK APPROVED FOR ALBARELL **ELECTRIC**

Motion by Hartranft, seconded by Tolve, to approve to pay construction fund check #1052 in the amount of \$12,928.06 issued to Albarell Electric.

Roll Call – Cunningham, aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Snyder aye, and Tolve aye. Hahn abstained from voting due to Albarell Electric being her husband's employer. Zero nay. Motion carried.

APPROVAL TO RATIFY ALL MANUAL **BILLS**

Motion by McCarthy, seconded by Snyder, all manual bills as presented in the amount of \$1,173,849.79 be approved as follows:

DECEMBER 2009

General Fund Manual Checks - Dec. 2009 \$ 119,794.91 Payroll – General Fund – Dec. 2009 999.335.56 Payroll - Cafeteria - Dec. 2009 24,472.88 Athletic Bills Manual Checks - Dec. 2009 2,381.00 **Activities Fund Bills – December 2009** 27,865,44 \$1,173,849.79 **TOTAL**

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto ave, Snyder ave, and Tolve ave. Zero nay. Motion carried.

APPROVAL OF 2010-2011 BUDGET **CARBON-LEHIGH** INTERMEDIATE **UNIT #21**

Motion by Cunningham, seconded by McCarthy, to approve the 2010-2011 budget for the Carbon-Lehigh Intermediate Unit #21.

The total operational and program services budget is \$2,388,072, an increase of \$174,643, or 7.89% from prior year's adjusted budget. The total of all Lehigh and Carbon County district contributions of the operating budget is \$815,090. The Catasauqua Area School District share is \$26,101, an increase of \$736, or 2.9%.

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Snyder aye, and Tolve aye. Zero nay. Motion carried.

OF SERVICE **CONTRACTS**

APPROVAL/RENEWAL Motion by McCarthy, seconded by Cunningham, approving the following property/professional service contracts as listed:

1. Service Provider: Herff Jones

Service: Yearbook contract printing/publishing

Location: Catasauqua High School \$15,580.94 (per year) Amount:

Term: 2009-2010

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Snyder aye, and Tolve aye. Zero nay. Motion carried.

At this time – 8:00 p.m. – board member Sally Reiss returned to meeting.

EXONERATION OF TAX COLLECTORS -2009-2010 REAL ESTATE & INTERIM REAL ESTATE TAXES Motion by Cunningham, seconded by McCarthy, that in accordance with Section 685 of the Public School Code, the tax collectors of the Catasauqua Area School District are hereby exonerated from collecting taxes for the 2009-2010 school year. These taxes are claimed "delinquent" and will be submitted to Portnoff Associates for further collection as such. The deadline for collection of these taxes was December 31, 2009.

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		2009-2010	In	iterim
Tax Collector	Municipality	Base Real Estate	R	eal Estate
Crystal Gilfert	Catasauqua	\$172,828.57	\$	303.61
Catasauqua Area S	S.D. Hanover Twnsp.	\$205,577.68	\$	- 0 -
Donna Schifko	North Catasauqua	\$ 90,305.15	\$	225.73
	Total	\$468,711.40	\$	529.34

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reiss aye, Snyder aye, and Tolve aye. Zero nay. Motion carried.

PERSONNEL MATTERS – 2009-2010 SCHOOL YEAR Motion by Cunningham, seconded by McCarthy, approving personnel for the 2009-2010 school year as follows:

A. Substitute Employees

The following applicants have been approved to be added to the substitute employment list for the 2009-2010 school year as follows:

Jared Case	Day-to-Day Substitute Teacher & Substitute Instruct. Aide
Daniel Krug	Day-to-Day Substitute Teacher & Substitute Instruct. Aide
Erika Leitgeb	Day-to-Day Substitute Teacher & Substitute Instruct. Aide
Thomas R. Moyer	Day-to-Day Substitute Teacher & Substitute Instruct. Aide
Gary T. Washitzko	Day-to-Day Substitute Teacher & Substitute Instruct. Aide
Luis A. Hernandez	Substitute Van Driver
Zinata Butts	Substitute Cafeteria Worker
Mary Ellen Kearns	Substitute Nurse

Ashley Krutsick Day-to-Day Substitute Teacher & Substitute Instruct. Aide

B. Removal of Substitute Employees

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The following applicants have been approved to be removed from the substitute employment list effective for the 2009-2010 school year as follows:

D - - - - -

<u>Name</u>	Position	<u> Reason</u>
Crista Billowitch	Substitute Teacher	Full-time employment

D - -:4: - --

PERSONNEL MATTERS – 2009-2010 SCHOOL YEAR (continued)

C. Approval of Summer Technology Assistants

Approval is granted for employment of four (4) temporary technology assistants for seven (7) weeks for the Summer of 2010.

D. Approval of Maintenance Summer Workers

Approval is granted for employment of fifteen (15) temporary maintenance workers for seven (7) weeks for the Summer of 2010.

E. Letter of Resignation

1. Violet Sadkari

Assignment: Catasauqua Middle School Status: Cafeteria Lunchroom Monitor

Effective: November 10, 2009 Reason: Never worked

F. Appointment of Extra-Curricular Positions – 2009-2010 School Year

It is recommended that the names listed below of extra-curricular positions be appointed as noted for the 2009-2010 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
*Stephanie Schlofer	Assistant Track Coach	Volunteer
James Schaffer	High School A-V Coordinator	\$1,594
Richard Milne	Music Drama Director	\$1,063
*Kristin Bond	Head Boys' Volleyball Coach	\$3,510

^{*}Pending receipt of required employment forms

G. Approval of Student Teachers/Interns

Approval is granted for the following student teachers/interns in the Catasauqua Area School District for the Winter of 2009-2010 as noted:

Sheckler Elementary School

School	<u>Name</u>	<u>Assignment</u>	<u>Dates</u>
LCCC	Melissa Fletcher	Spec. Ed – Christine Snyder (intern)	Jan. – March 2010
Kutztown U.	Lauren Zielinski	Guidance – Kim Ceccatti	Jan. 5 – Mar. 5, 2010
Kutztown U.	Lauren Booth	3 rd Grade – Erica Schlamp	Jan. 20 – Mar. 5, 2010

Catasauqua Middle School

School School	<u>Name</u>	Assignment	<u>Dates</u>
Kutztown University	Joel Haddad	English – Brenda Shahpari	Jan. 20 – Mar. 5, 2010
Kutztown University	Anne Spencer	Social Studies – Lisa Roth	Jan. 20 – Mar. 5, 2010

PERSONNEL MATTERS – 2009-2010 SCHOOL YEAR (continued)

G. Approval of Student Teachers/Interns (continued)

Catasauqua High School

School	<u>Name</u>	<u>Assignment</u>	<u>Dates</u>
Kutztown University	Brielle Siegfried	Spec. Ed-Margie DeMarchi	Jan. 20 – Mar. 5, 2010
Kutztown University	Rachel Weigle	Social Studies-Eric Anthony	Mar. 15-May 6, 2010
Kutztown University	Lindsay Ancillai	English - Edward Whitehead	Mar. 15-May 6, 2010
Kutztown University	Caitlin Varga	Library – Deb Zettlemoyer	Mar. 15-May 6, 2010
Kutztown University	Ann Alkons	Art – Barbara Resto	Mar. 15-May 6, 2010

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reiss aye, Snyder aye, and Tolve aye. Zero nay. Motion carried.

APPROVAL FOR DAYS OFF FROM SCHOOL & OVERNIGHT TRIP Motion by McCarthy, seconded by Cunningham, approving the following for

days off from school and an overnight trip:

A. Approval for Days Off from School & Overnight Trip

Approval is granted for days off from school and an overnight trip for the following:

1. FCCLA Students

Dates Requested

March 16, 17, 18, & 19, 2010

Event & Location

FCCLA State Leadership Conference Seven Springs Resort - Seven Springs, PA

Students

Ethan Deitrich, FCCLA State Officer

Nathan Morrissey, FCCLA State Officer

Guiliana Angione – will participate in a STAR Event

Students will pay approximately \$250.00 each to attend this event.

Mrs. Emert's costs – see listing under conferences & seminars below

Chaperones – Mrs. Eugenia Emert

2. Catasauqua High School Battlebots Class (3 students – listed below)

<u>Dates Requested</u> <u>Event & Location</u>

Apr. 6, 7, 8, & 9, 2010 Battlebots I.Q. 2010 National Championship

Maize Island

Vallejo, California

Students

Devin Bauer Benjamin Hammel Aaron Pluchinsky

Students will pay approximately: \$900 each to attend this event.

Chaperones – Mr. William Bond (costs approved in December

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reiss aye, Snyder aye, and Tolve aye. Zero nay. Motion carried.

APPROVAL FOR Motion by McCarthy, seconded by Cunningham, approving the following for a field trip abroad as listed:

C. Approval for Field Trip Abroad

1. German Club

<u>Dates Requested</u> <u>Event & Location</u>

June 21, 22, 23, 24, 25, 26, 27, 28, & 29, 2010 Trip to Germany, Austria, Switzerland and Liechtenstein

Students

Jennifer Case Danielle Fatzinger
Brooke Genovese Macie Kernechel
Kate Lutte Ashley McFadden
Natalie Schlofer Keith White

Students will pay approximately: \$2,559 + tax and membership fee

Chaperones

Teachers

Mary Anne Haney Eugenia Emert Molly LaVigne

Parents/Guardians/Other Adults

Eric Case Jillian Emert Harvey Emert, III
Tina Fatzinger Nicole Genovese Barbara Johnson
Deborah Lang Eileen Lieberman Tammy Lutte
Amy Meier Gary Meier Francine Schlofer
Stephanie Schlofer Frank Schlofer, II Susan Young

Jennifer Zarayko Rachel Zarayko

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reiss aye, Snyder aye, and Tolve aye. Zero nay. Motion carried.

APPROVAL TO Motion by Cunningham, seconded by McCarthy, approving attendance at a conf., workshop, etc., as follows:

WORKSHOPS, ETC.

A. Approval to Attend - Conferences, Seminars, etc.

1. <u>Name of Employee:</u> Alexis Sziy, Social Studies Teacher

Catasauqua High School

Dates Requested: February 22, 23, 24, 2010

Name of Conference: PETE&C (PA Ed. Technology Expo & Conference)
Location: Hershey Lodge conference Center - Hershey, PA

Estimated Cost to District: Meals = \$90.00

Lodging = \$140.00 per room per night (shared)Registration = \$-0 - (no cost - will be presenting)

Estimated Mileage = \$89.10 (will carpool)

Total estimated cost = \$319.10

APPROVAL TO ATTEND CONF., WORKSHOPS, ETC. (continued)

2. Name of Employee: Pamela Carstensen, Social Studies Teacher

Catasauqua High School

Dates Requested: February 22, 23, 24, 2010

Name of Conference: PETE&C (PA Ed. Technology Expo & Conference)
Location: Hershey Lodge conference Center, Hershey, PA

Estimated Cost to District: Meals = \$90.00

Lodging = \$140.00 per room per night (shared)Registration = \$-0 - (no cost - will be presenting)

Estimated Mileage = \$89.10 (will carpool)

Total estimated cost = \$319.10

3. <u>Name of Employee:</u> Eugenia Emert, FCCLA Advisor & Family Living Teacher

Catasauqua High School and Catasauqua Middle School

Dates Requested: March 15, 16, 17, 2010
Name of Conference: Pre Conference Planning

Sponsored by: PA FCCLA

Location: Seven Springs Resort, Seven Springs, PA

Estimated Cost to District: Meals = \$30.00

Lodging = \$239.00 Registration = \$45.00 Tolls/Parking = \$10.00

Substitute for two days @ \$120/day = \$240.00

Estimated Mileage = \$137.50

Total estimated cost = \$701.50 (w/o mileage = \$564.00)

4. <u>Name of Employee:</u> Eugenia Emert, FCCLA Advisor & Family Living Teacher

Catasauqua High School and Catasauqua Middle School

Dates Requested: March 17, 18, & 19, 2010
Name of Conference: State Leadership Conference

Sponsored by: PA FCCLA

Location: Seven Springs Resort, Seven Springs, PA

Estimated Cost to District: Meals = \$145.00

Lodging = \$138.84 Tolls/Parking = \$10.00

Substitute for two days @ 120/day = 240.00

Estimated Mileage = \$137.50

Total estimated cost = \$671.34 (w/o mileage = \$533.84)

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reiss aye, Snyder aye, and Tolve aye. Zero nay. Motion carried.

APPROVAL OF
ADDITIONAL
REVISED BUS& VAN
STOPS/RUNS 2009-2010
SCHOOL YEAR
AS OF JAN. 11, 2010

Motion by Cunningham, seconded by McCarthy, approving the revised additional bus/van stops/runs for the 2009-2010 school year, effective January 11, 2010. Indicated stops/runs are subject to change due to additional student enrollments and/or withdrawals, alternate educational placements, new students/changes that occur at an address that is classified by the state as a hazardous road, or change/addition to a student IEP. All revisions to attached will be maintained by the Transportation Operation Office, and be made available at all times. Additionally, changes are stored within the transportation software management system.

List of Bus Stops/Runs inserted in Permanent Minute Book

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reiss aye, Snyder aye, and Tolve aye. Zero nay. Motion carried.

APPROVAL OF
PLANCON PART F –
SHECKLER
ELEM. SCHOOL
RENOVATIONS

Motion by McCarthy, seconded by Cunningham, granting approval of PlanCon Part F - Sheckler Elementary School Renovations.

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reiss aye, Snyder aye, and Tolve aye. Zero nay. Motion carried.

NEW BUSINESS

- 1. <u>Guy Tolve</u> thanked students and principals
- 2. <u>Patricia Snyder</u> the driveway off Bullshead Road is hard to find at night. Could something be done?
- 3. <u>Carol Cunningham</u> thanked administration and teachers
- 4. Melissa Inselmann
 - A. Thanked school board for support
 - B. Thanked Robert J. Spengler and Christina Lutz-Doemling for AYP
- 5. <u>Bryan Klass</u> thanked school board for support
- 6. Wayne Karess thanked school board for summer technology assistants
- 7. William Gasper thanked school board for summer maintenance help
- 8. David Ascani
 - A. Thanked school board

LETTERS OF COMMENDATION

1. Eric Dauberman

A. Hartzell's Pharmacy & Employees – for donation of \$582.50 to Sheckler **Elementary School students**

2. Christina Lutz-Doemling

A. Melissa Inselmann, Bryan Klass & Catasauqua Middle School staff, David Ascani, David Domchek & Catasauqua High School staff, and Eric Dauberman, Ronald DeMaio & Sheckler Elementary School staff – to commend everyone on the support and implementation of building district initiatives resulting in increased student achievement and the PDE Achievement Recognition Awards

3. Sally J. Reiss

A. Ronald DeMaio – for developing, initiating, organizing and implementing programs pertaining to reading and writing. This should have been done to this degree in the past.

INFORMATION ITEMS 1. Carol McCarthy

A. The high school and middle school band concerts were very good

2. Thomas R. Moll, II

- A. Hall of Fame scheduled for January 30, 2010
- B. Booster Club Night at the Blue Monkey in January

3. Kathleen Kotran

A. Winter Newsletter and Community Education Classes going well

4. Eric Dauberman

A. Giving Tree – 49 Sheckler Elementary School students were helped

5. David Ascani

- A. On January 4, 2010 teacher Patti Heffner passed away
- B. Guest Reader Day March 2, 2010 27 high school students will participate

CORRESPONDENCE

1. Robert J. Spengler

Received correspondence informing us that on January 21, 2010 there will be a meeting about replacing the Hockey Bridge to be held at the Whitehall Municipal Building.

NEXT SCHOOL	ROARD	MEETING	DATES

A. Monday, January 18, 2010	5:45 P.M.	Special Board Meeting Sheckler Elementary School Faculty Room
B. Tuesday, February 2, 2010	5:30 P.M. 7:00 P.M.	Buildings & Grounds Committee Board Workshop Meeting Sheckler Elementary School Faculty Room
C. Thursday, February 4, 2010	4:00 P.M. 5:00 P.M. 6:00 P.M. 7:15 P.M.	Policy Committee Academics & Education Committee Athletic Council Finance Committee
All of the above committee me	etings will be held	in the CHS Community Meeting Room.
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D. Monday, February 8, 2010 7:00 P.M. Board Meeting Catasauqua High School

ADJOURNMENT Motion by Cunningham, seconded by McCarthy, to adjourn meeting. Meeting adjourned at 8:45 P.M.

Respectfully submitted,

Sally J. Reiss Secretary

Board adjourned into Executive Session for personnel issues after regular meeting and did not reconvene.