

DRAFT

**Horseheads Central School District
Business Meeting of the Board of Education
Big Flats Elementary School
October 28, 2010**

Present: Apgar, Brinthead, Buck, Holleran, Jacobus, Lively, Lynch, Miller, Strack, Strollo

Also Present: Bailey, Christiansen, Learn, Marino, McDonough, Scaptura, Squires, Suggs, K. Williams, S. Williams, Woodworth

Absent:

Call to Order: The President called the meeting to order at 6:00 PM.

Minutes

Moved by Brinthead, seconded by Apgar.

RESOLVED, that the Horseheads Central School District Board of Education accepts the minutes of the Business Meeting of September 30, 2010 as submitted.

Ayes	Noes	Abstained	Absent
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Apgar			
Brinthead			
Buck			
Holleran			
Jacobus			
Lively			
Lynch			
Miller			
Strollo			

MOTION CARRIED

President's Remarks

President Lynch welcomed everyone to tonight's meeting. He stated it is great to see a large crowd in attendance. He further stated he looks forwards to tonight's presentations as he does when visiting all the schools as the Board travels from one school to the next. He looks forwards to seeing what is happening throughout the District.

Agenda Changes

President Lynch stated there will be an Executive Session to approve CSE/CPSE recommendations. Under Agenda Item 23, Questions and Comments Section, Board Member Apgar will give a summary of her attendance at the NYSBBA Convention on September 23rd. President Lynch explained the procedure to ask questions and make comments under Agenda Item 4 Question and Comments from the Public.

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Questions and Comments from the Public

Rusty Hauptman, 926 South Pine Street, stated his son came home from school this Fall and was very disappointed to learn the school does not have an Intramurals Program this year. He further stated he is very concerned that there is the possibility that the modified program may be cut next year. At an athletic meeting that was held earlier this week, he gave some suggestions as to what may be done to help with the monetary issue. He is asking the Board and the Superintendent for their help and support of the Intramural Programs and the Modified Programs. President Lynch stated that the Board will look at this request and all programs that make students well-rounded.

Linda Watson, 53 Quail Run, attended the meeting on October 18th and the District Meeting last Monday. At the October 18th meeting only one person did not have a problem with the Code of Conduct, however; at Monday's meeting everyone had a problem with it. It is a fourteen page, legal document. She stated it is to the point where the coaches do not want to coach. The parents feel as though their children are being proven guilty with action being taken before the proof is presented. She also stated that if Modified Sports is cut, the Board will have a problem passing the budget as very few will vote for the budget. President Lynch stated the Board is in a position where it has to make the best decisions possible and if cuts are taken it is not because the Board wants to do it, but because the Board has to do it. Last year the Board had to cut \$3 million and did it in the best way they could.

Awards, Honors and Recognition

Superintendent Ralph Marino recognized the following honors and achievements:

- The September issue of the New York School Music Association's School Music News lists the 2010 Major Organization Evaluation Festival ratings. The Horseheads High School Wind Ensemble is listed as one of just 27 groups state-wide who earned the Gold with Distinction rating at Level VI, the highest level at which a group can perform. More than 1,100 performing groups participated state-wide at various levels; 66 groups performed at Level VI. Superintendent Marino is very proud of the District's Music Program.
- Center Street Fourth Grader Emily Erway walked the September 26th Strides Against Breast Cancer Walk in Corning. She raised \$67 by herself to support those battling cancer, including her grandmother's colleague and friend Joyce Arms, Teaching Assistant at the High School. Superintendent Marino is very proud of Emily.
- Some 603 Middle School students from the Blue Team who participated in reading, "The Snow Day" today. Ralph is very proud of them for sponsoring this event.
- Junior Zach Curren who was named the NASCAR Whelen All-American Series New York State Rookie of the Year in his first season in Chemung Speedrome's top Sunoco Modified division. Ralph is very proud of Zach.

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- Instrumental(Strings) Music Teacher Margaret Matthews who was featured in "Music Lasts a Lifetime," the publication of the National Association for Music Education. Ralph is very proud of Margaret for being selected to have her picture in this publication.
- Senior Audrey Fitch, who attends the New Visions Communications Program at GST BOCES, received an honorable mention in WSKG's Blueprint America Essay Contest. Ralph is very proud of her.
- Second graders at Center Street who raised more than \$123 to adopt four manatees through the Save the Manatee Club. They also participated in videoconferences with the organization to learn about manatees and how they are rescued. Ralph is very excited about this adoption of manatees.
- The Intermediate School raised \$710 for the Heavenly Hats foundation, which provides headwear for cancer patients. The students and staff paid a dollar donation to wear a hat for the day. He is very proud of them.
- Eighth Grader Justin Gregory who coordinated and painted murals in the Big Flats Public Library. Some of these were coordinated with a visit from famous author Tedd Arnold. Ralph is very proud of Justin.
- The High School ECOS and Interact Clubs collected 34.66 tons of electronics at their E-Scrap Drive on October 23rd. That's well above the 19.4 tons collected at all three drives last year. In fact, the turnout was so unexpectedly high that they had to turn people away before the drive was over. ECOS Club advisors Terri Hunter, Melanie Anastasia and Mona Steigerwald are working with local municipalities to find a way to better handle all of the interest in disposing of electronics properly. Ralph stated this is a very worthy endeavor.

Presentations

Big Flats PTO Update

PTO Co-Presidents, Sandy Williams and Jess Casey presented the Board with an overview of the various PTO programs, events and fundraisers the PTO does to support the staff and students of Big Flats Elementary. It was stated that the PTO's motto is "Bringing Home and School Together." The PTO supports the District going "green" and has reduced the PTO booklet from 8 pages to 21/2 pages and is relying more and more on the electronic mail as a communication tool with parents vs. sending home flyers.

Big Flats Elementary School Presentation: "Moving Mountains"

Principal Liz Scaptura stated, "We believe we are faced daily with situations that may seem like mountains but can face them together for the need of the students". She stated we are very fortunate to have genuine involvement from both the parents and the staff at Big Flats Elementary which she is extremely grateful for it.

Kindergarten Teacher Jean Yorio stated the school staff is meeting the challenges facing our school this year that includes reduced staffing, the State's change in cut scores, maximized class size and the elimination of intramurals. Jean stated the Reducing of Staff impacted the loss of the school's full-time

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We now have three part-time Librarians who work 11/2 days each in our building. However, our Library is never closed. We have a Librarian Assistant who works 3 1/2 afternoons when the Librarian is not here. The Music Department was reduced from 5 Instrumental Music Teachers to 3.. As a result of this cut, the lessons are being taught in a non-traditional way. We have lessons, but we do not have a band. Instead the students will perform in an ensemble of a group of a specific instrument instead of a traditional band with a variety of instruments. With the flexibility of the music teachers and the fourth grade students, there was only a loss of 15 hours as compared to the 30 hours that was originally on the Master Schedule.

To meet the challenge of the State's changing of cut scores; the school is using a Universal Screening Team for Grades K-2 and the Morning Support Program for Grades 3-4, providing support for at-risk students and providing cooperative learning structures presentations.

To meet the challenge of maximum class sizes, teachers are using classroom management, restructuring the classroom and taking advantage of parent volunteers. Due to meeting the maximum of class sizes, there is a loss of one-on-one instruction with the students.

The elimination of Game Day Intramurals has not been felt by the students yet as it doesn't start until November. Game Day is a very important piece of the day as it helps promote team building and encourages self-esteem. The school is encouraging students to participate in the various community programs and PTO activities to meet the challenge of the loss of the Intramurals Program. However, Game Day does not cost a cent, whereas some of the community activities have a fee attached to them.

Second Grade Teacher Greg Sumner stated Big Flats Elementary School has a strong Parent Organization which helps to bridge the gap between home and school. Student Planners are purchased by the PTO for Grades 2-4. These Planners are an informal message center that helps build responsibility and accountability and are an excellent communication tool between the parent and the teacher. The school has an Interactive Library Backpack Program where a student signs out a Backpack that consists of a book and real-life activities that the student and the parent to do together at home.

Third Grade Teacher Amy Williams presented the Every Day Math Program, the development of a Student Handbook and the Grade Level Communication System the school has in use along with the Grade Level Reading Expectation Program.

Special Education Teacher Amy Kelly presented Student Achievement which involves the Morning Support Program for Grades 3 and 4, the use of Cooperative Learning for the students, 21st Century Awareness, Embracing Response to Intervention, Researching a Community-Based Homework Club and the Morning Sensory Routine which increase self-regulation.

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Board Member Pam Strollo stated this is the first time in eight years that she has not been a Big Flats parent, however, as she sat here and listened to the presentations, she stated it never ceases to amaze her the energy and commitment the staff have to the students of Big Flats Elementary School. She really likes the idea of partnering with the community to help face the challenge of losing the Intramurals Program.

Board Member Mary Anne Holleran stated she is very glad to hear of the effort and the amount of time the staff have put in to rearranging the Music Program so that the loss of the teachers is not as severe as it could be. She thanked the staff for their effort to make that gap a little smaller.

Board Member Ruth Miller stated she is very impressed with the creativity of the new teachers and how the staff is dealing with the challenges that they face.

Board Member Mark Brinthaupt stated it is extremely satisfying to see the support the staff and parents give to the building administrator. This is something he has not seen as strong in any other building. Thank you very much for an excellent presentation.

Vice-President Michael Buck stated that when the present school budget was built every Board member struggled with the decisions as to what programs and staff needed to be cut in order to meet the challenge of a budget the taxpayers would approve. He stated in the face of adversity the staff at Big Flats Elementary School has proven that they are able to meet challenges that were put in front of them. It is inspirational to see how the staff at Big Flats has met these challenges. At the end of the year, the staff may find that things are better than they were before. Thank you for doing a great job of meeting these challenges.

President Brian Lynch thanked Principal Scaptura and the Big Flats Teachers and parents for an excellent presentation. He stated he is very appreciative of the staff meeting and how successful they have been with meeting the challenges that have been presented to them.

Internal Audit Report

Jessica Lawrence, the District's Internal Auditor, presented the Payroll Internal Audit for Fiscal Year 2009-2010. Jessica reviewed the Executive Summary, the Audit Scope, Objective and Methodology and Exceptions and Recommendations. She stated the Report had only one finding, "Cleaners generally work 8 hour days during the school year, and 7 hour days over the summer when school is out. In their Contract, their pay appears it may be based on a full year(260 days) of 8 hours per day. It is not clear whether it should be based on the actual number of 8 hour or 7 hour days worked throughout the year or salaried. No corrective action is needed as it has already been corrected through clarification of contract language.

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President Brian Lynch thanked Jessica for working with the Audit Committee and for delivering the Board with such an excellent presentation.

Summer School 2010 Report

Chris Weinman, GST BOCES Career and Technical Education and High School Social Studies Teacher Doug Jacobs, who was the Regional Summer School Principal this year, presented a report on the Regional Summer School Program. Horseheads High School hosted the Grades 10-12 Summer School Program, while Grades 7-9 were held in Elmira. Some 158 Horseheads students attended the Program, taking 200 academic courses, 11 of which were on-line, with 195 completing their courses(97.5%). Of the 195 completed courses, 160 were graded(34 were review courses). Of those 160, 87.5%, or 140, scored 65 or higher. Of the 117 Regents/RCT exams, 62, or about 53%, scored 65 or higher.

Doug stated Summer School was very easy to manage. The staff and students were very familiar with the building and the program. Doug stated it was a pleasure to be the Summer School Principal and he is very proud of the Horseheads students as they rated very high in the various academic categories.

Board Member John Lively inquired as to why the Driver's Education Slot as an "0". Chris explained it is the District's desecration whether not they want to participate in it. If Horseheads chooses not to participate in the program, than the student is able to take it through the Adult Education Program at BOCES. Chris stated the fee for the program is \$350 through Summer School and if the District chooses to participate they would be reimbursed a portion of the costs through state aid. Board Member Lively also inquired about the on-line courses. How is it decided to offer something on-line vs. traditional? Were the students able to work on the courses outside of the school? Chris stated this is a trial as it is new and there is some flexibility with the on-line courses. Some students took the course on-line because there were not enough students warranted to run the class. There are specific New York State Curriculum and Learning Styles that have to be followed. New York State requires us to use the Blended Model which can be worked with on-line. This is part of the 21st Century Concept which is very new. Last year 60 students took on-line courses in comparison to about 169 who did this year. Cost wise it is comparable, Full Credit - \$600 and Credit Recovery over the Summer - \$150.

Board Member Pam Strollo inquired about the RCT exams. When we see 33% passing rate or "0", how do you react to it? Chris stated we expect every student who attends Summer School to pass. We look at it to see what caused this and what we need to do in the future so that it does not happen again.

Vice-President Michael Buck inquired if the students are taught in a traditional classroom. Chris stated it is a combination of the two. Some chose to use research-based technology and others teach to the standard. The goal is to generate new, creative ideas to make Summer School more interesting and obtain more successful results.

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Board President Brian Lynch thanked Chris and Doug for giving a very thorough and excellent presentation.

Superintendent's Report

School Board Recognition Week, October 25-29, 2010

Superintendent Ralph Marino thanked the Board Members for their commitment and dedication to the staff, students and parents of the Horseheads Central School District. He presented each Board member with a certificate to acknowledge them for the time they put forth to strive to make the Horseheads Central School District as successful as it is.

5-Year Budget Projection and Reserve Fund Report

Superintendent Ralph Marino presented the Board with the updated Five-Year Budget Projection and the Reserve Fund Report which was initially reported last year. He stated updating this project is one of the Board's goals regarding finance. The Board will use this forecast to help with long-range budget planning, which is especially important in light of the fiscal uncertainty facing the state and the nation. The Board will look at this information, which will reflect local, state and federal financial change, at least three times this year in order to get an accurate picture of the District's financial condition throughout the next five years. Ralph stated the 2011-2012 rollover budget is an approximate 4.25% increase, a figure that has been used for the following five years. Ralph reviewed the assumptions that were made in the projections: 1. The continued slow state-wide economic recovery, 2. An assumption that state aid will remain frozen for the 2011-2012 school year and then an increase of 3% each year until the 2015-2016 school year and 3. The tax levy increase is held at 2% each year until the 2015-2016 school year. Data Projections, the Top Three Predicted Increases in the 2011-2012 Budget and what they mean to the 2011-2012 Budget, Revenue Shortfall/Necessary Reductions, the Reserve Fund Report for 2010-2011 were reviewed.

Vice-President Michael Buck stated it is very important for people to realize that when an individual/business challenges their tax assessment the State looks at the Combined Wealth Ratio and how wealthy the District is which results in the District being penalized by receiving state aid. If we win the challenge, then the people pay less in taxes, however; if we lose then there is an increase in taxes.

Board Member Rose Apgar stated that eleven school districts in New York State are filing bankruptcy. If Chemung County would give even 1% of their sales tax to the School District, it would be a tremendous help in the formation of our budget.

Board Member Jim Jacobus stated he is very frustrated with the five-year data projections and what is going to happen in 2015 and 2016. We are looking at about \$15.4 million or even \$13.5 million that we need. How is the School District going to survive? If the State of New York and Chemung County values education then something has to be done.

Miller
Strollo

MOTION CARRIED

Superintendent Ralph Marino brought the Treasurer’s Report for September to the Board for Board action.

High School and Middle School Extra-Curricular Treasurer’s Reports(Sept.)

Moved by Jacobus, seconded by Apgar.

RESOLVED, that the Horseheads Central School District Board of Education approves the High School and Middle School Extra-Curricular Treasurer’s Report for September as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar
Brinthead
Buck
Holleran
Jacobus
Lively
Lynch
Miller
Strollo

MOTION CARRIED

Superintendent Ralph Marino brought the High School and Middle School Extra-Curricular Treasurer’s Report for September to the Board for Board action.

Athletic Accounts Report(September)

Moved by Lively, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education approves the Athletic Accounts Report for September as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar
Brinthead
Buck
Holleran
Jacobus
Lively
Lynch
Miller
Strollo

MOTION CARRIED

Superintendent Ralph Marino brought the Athletic Accounts Report for September to the Board for Board action.

Increase in Appropriations(IS PTO to BOCES Co-Ser 401—Arts in Education)

Moved by Apgar, seconded by Holleran.

WHEREAS, the appropriation expenditure for fiscal year 2010-2011 was approved and set on May 18, 2010...AND....

WHEREAS, the Horseheads Central School District has insufficient appropriated expenditures for this service....THEREFORE.....

BE IT FURTHER RESOLVED, that the 2010-2011 budget be increased by \$285.00 and this increase be funded by the reimbursement to revenue code A980-2705.

The appropriation for the following codes should be increased:

A2110-99-490	\$285.00	BOCES Co-SER 401 – Arts in Education
A980-2705	\$285.00	Revenue – Donation

BE IT FURTHER RESOLVED, that the Horseheads Central School District authorize the expenditure of the sums set forth in the budget in the total amount of \$68,675,750.30....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective October 28, 2010.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Brinthead
- Buck
- Holleran
- Jacobus
- Lively
- Lynch
- Miller
- Strollo

MOTION CARRIED

Superintendent Ralph Marino stated that the Horseheads Central School District received a donation of \$285.00 from the Intermediate School PTO. This donation will be used towards funding the Anti-Bullying Assembly held at the Intermediate School on September 24, 2010.

Increase in Appropriations(E-Rate from AT&T)

Moved by Brinthead, seconded by Jacobus.

WHEREAS, the appropriation expenditure for fiscal year 2010-2011 was approved and set on May 18, 2010...AND....

WHEREAS, the Horseheads Central School District has insufficient appropriated expenditures for this service....THEREFORE.....

BE IT FURTHER RESOLVED, that the 2010-2011 budget be increased by \$624.44 and this increase be funded by the reimbursement to revenue code A980-2770.

The appropriation for the following codes should be increased:

A-1680-99-30-39-219	\$624.44	Computer Hardware
A980-2770	\$624.44	Revenue – Prior Year

BE IT FURTHER RESOLVED, that the Horseheads Central School District authorize the expenditure of the sums set forth in the budget in the total amount of \$68,674,925.57....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective October 28, 2010.

BE IT FURTHER RESOLVED, that the Horseheads Central School District Board of Education authorizes the transfer of funds from code A1680-99-30-219 to various equipment and contractual codes such as A1680-14-490, A2110-99-490 or other codes that are eligible for E-Rate reimbursement.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Brinthaup
- Buck
- Holleran
- Jacobus
- Lively
- Lynch
- Miller
- Stollo

MOTION CARRIED

Superintendent Ralph Marino stated the Horseheads Central School District received \$624.44 from AT&T E-Rate discounts on phone services from prior years. This money is to be used towards purchasing district-wide computer equipment through BOCES.

Increase in Appropriations(E-Rate from Verizon)

Moved by Apgar, seconded by Brinthaup.

WHEREAS, the appropriation expenditure for fiscal year 2010-2011 was approved and set on May 18, 2010...AND....

WHEREAS, the Horseheads Central School District has insufficient appropriated expenditures for this service....THEREFORE.....

BE IT FURTHER RESOLVED, that the 2010-2011 budget be increased by \$539.73 and this increase be funded by the reimbursement to revenue code A980-2770.

The appropriation for the following codes should be increased:

A-1680-99-30-39-219	\$539.73	Computer Hardware
A980-2770	\$539.73	Revenue – Prior Year

BE IT FURTHER RESOLVED, that the Horseheads Central School District authorize the expenditure of the sums set forth in the budget in the total amount of \$68,675,456.30....AND.....

BE IT FURTHER RESOLVED, that such changes in appropriation become effective October 28, 2010.

BE IT FURTHER RESOLVED, that the Horseheads Central School District Board of Education authorizes the transfer of funds from code A1680-99-30-219 to various equipment and contractual codes such as A1680-14-490, A2110-99-490 or other codes that are eligible for E-Rate reimbursement.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Brinthaup
- Buck
- Holleran
- Jacobus
- Lively
- Lynch
- Miller
- Strollo

MOTION CARRIED

Superintendent Ralph Marino stated the Horseheads Central School District received \$539.73 from Verizon E-Rate discounts on phone services from prior years. This money is to be used towards purchasing district-wide computer equipment through BOCES.

Budget Transfers Report

Superintendent Ralph Marino presented the Budgetary Transfer Report for the Fiscal year 2011 for information only. He stated this report is to show that the transfers from July 1st through October 15th were made.

Tax Bill Adjustments(5)

Moved by Jacobus, seconded by Holleran.

RESOLVED, that the Horseheads Central School District warrant and tax roll for 2010-2011 be adjusted as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Brinthaup
- Buck

Holleran
Jacobus
Lively
Lynch
Miller
Strollo

MOTION CARRIED

Superintendent Ralph Marino stated the District received notice from the Chemung County Real Property Tax Service Agency concerning approved applications for correction to the 2010-2011 tax roll for five properties that had a clerical error and brought such adjustments to the Board for Board action.

Internal Audit Report

Moved by Brinthead, seconded by Miller

RESOLVED, that the Horseheads Central School District approves the Internal Audit Report as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar
Brinthead
Buck
Holleran
Jacobus
Lively
Lynch
Miller
Strollo

MOTION CARRIED

Superintendent Ralph Marino stated this report was presented earlier this evening which he is now bringing to the Board for Board action.

GST BOCES 2011-2012 Cost Allocation Methodology

Moved by Brinthead, seconded by Apgar

RESOLVED, that the Horseheads Central School District approves the GST BOCES 2011-2012 Cost Allocation Methodology Report as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar
Brinthead
Buck
Holleran
Jacobus
Lively
Lynch
Miller
Strollo

MOTION CARRIED

Superintendent Ralph Marino brought the GST BOCES 2011-2012 Cost Allocation Methodology Report to the Board for Board action. Ralph stated this

report must be approved annually by at least three-quarters of the participating component school districts after consultation by local school officials with their respective Boards.

Claims Audit Report(September)

Moved by Brinthaupt, seconded by Holleran.

RESOLVED, that the Horseheads Central School District approves the Claims Audit Report for September as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Brinthaupt
- Buck
- Holleran
- Jacobus
- Lively
- Lynch
- Miller
- Stollo

MOTION CARRIED

Superintendent Ralph Marino brought the September Claims Audit Report to the Board for Board action.

Revenue/Expense Reports(June-September 2010)

Moved by Apgar, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District approves the Revenue/Expense Reports(June-September 2010) as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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- Apgar
- Brinthaupt
- Buck
- Holleran
- Jacobus
- Lively
- Lynch
- Miller
- Stollo

MOTION CARRIED

Superintendent Ralph Marino brought the Revenue/Expense Reports(June-September 2010) to the Board for Board action.

Appointment of Acting School Business Administrator

Moved by Brinthaupt, seconded by Apgar.

RESOLVED, that the Horseheads Central School District approves the appointment of Dr. Ralph Marino, Jr., as Acting School Business Administrator effective November 1, 2010, until June 30, 2011.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar
 Brinthaupt
 Buck
 Holleran
 Jacobus
 Lively
 Lynch
 Miller
 Strollo

MOTION CARRIED

Board President Brian Lynch brought the appointment of Dr. Ralph Marino, Jr., as Acting School Business Administrator effective November 1, 2010, until June 30, 2011 to the Board for Board action. Brian stated former Business Administrator Michael Stuart has retired.

Appointment of Purchasing Agent

Moved by Brinthaupt, seconded by Apgar.

RESOLVED, that the Horseheads Central School District approves the appointment of GST BOCES Central Business Office as Purchasing Agent for the Horseheads Central School District effective November 1, 2010, until June 30, 2011; and that the President of the Horseheads Board of Education is authorized to execute an agreement between the GST BOCES Central Business Office and the Horseheads Central School District for this service.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar
 Brinthaupt
 Buck
 Holleran
 Jacobus
 Lively
 Lynch
 Miller
 Strollo

MOTION CARRIED

Superintendent Ralph Marino brought the appointment of GST BOCES Central Business Office as Purchasing Agent for the Horseheads Central School District effective November 1, 2010, until June 30, 2011; and that the President of the Horseheads Board of Education is authorized to execute an agreement between the GST BOCES Central Business Office and the Horseheads Central School District for this service to the Board for Board action.

Appointment of the Supervisor of Accounting

Moved by Apgar, seconded by Holleran.

RESOLVED, that the Horseheads Central School District approves the appointment of GST BOCES Central Business Office as Supervisor of

Cont'd

Accounting for the Horseheads Central School District effective November 1, 2010, until June 30, 2011; and that the President of the Horseheads Board of Education is authorized to execute an agreement between the GST BOCES Central Business Office and the Horseheads Central School District for this service.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar
 Brinthaup
 Buck
 Holleran
 Jacobus
 Lively
 Lynch
 Miller
 Strollo

MOTION CARRIED

Superintendent Ralph Marino brought the appointment of GST BOCES Central Business Office as Supervisor of Accounting for the Horseheads Central School District effective November 1, 2010, until June 30, 2011; and that the President of the Horseheads Board of Education is authorized to execute an agreement between the GST BOCES Central Business Office and the Horseheads Central School District for this service to the Board for Board action.

Appointment of GST BOCES for Shared Business Office Functions

Moved by Jacobus, seconded by Holleran.

RESOLVED, that the Horseheads Central School District approves the appointment of GST BOCES Central Business Office for Shared Business Office Services(except for budget development, facilities, transportation, food service, tax collection, treasurer and principal account clerk) for the Horseheads Central School District effective November 1, 2010, until June 30, 2011; and that the President of the Horseheads Board of Education is authorized to execute an agreement between the GST BOCES Central Business Office and the Horseheads Central School District for this service.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar
 Brinthaup
 Buck
 Holleran
 Jacobus
 Lively
 Lynch
 Miller
 Strollo

MOTION CARRIED

Superintendent Ralph Marino brought the appointment of GST BOCES Central Business Office as Supervisor of Accounting for the Horseheads Central School District effective November 1, 2010, until June 30, 2011; and that the President

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of the Horseheads Board of Education is authorized to execute an agreement between the GST BOCES Central Business Office and the Horseheads Central School District for this service to the Board for Board action.

Human Resources Director's Report

Human Resources Sub-Committee Recommendations

Moved by Jacobus, seconded by Holleran

RESOLVED that the Horseheads Central School District Board of Education approves the Human Resources Sub-Committee Recommendations as submitted.

CIVIL SERVICE (NYS CLEARANCE FOR EMPLOYMENT RECEIVED)

	<u>STATUS/POSITION</u>
Geter, Bertha	Non-Instructional Substitute
Hart, Nicholas	Teaching Assistant/MS
Knowles, Christina	Non-Instructional Substitute
Leonard, Cynthia	Non-Instructional Substitute
Rinebold, Teresa	Non-Instructional Substitute
Shadduck, Hazel	Non-Instructional Substitute
Testa, Kelly	Non-Instructional Substitute

CIVIL SERVICE SUBSTITUTE/TEMPORARY APPOINTMENTS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Clark, Cynthia	Sub bus driver	09/20/10	\$9.56/hr.
Dubots, Melissa	Student lifeguard	10/03/10	\$7.25/hr.
Firlik Jackson	Student lifeguard	10/03/10	\$7.25/hr.
Geinitz, Jenifer	Sub bus driver	09/20/10	\$9.56/hr.
Geter, Bertha	Sub teaching assistant/t-aide	10/14/10	\$7.25-7.30/hr.
Kicak, Bonnie	Sub food service helper	10/05/10	\$7.25/hr.
Leonard, Cynthia	Sub teaching assistant	10/04/10	\$7.30/hr.
Moag, Amie	Sub clerical, teaching assistant	09/13/10	\$7.30-7.35/hr.
Myers, Adam	Student lifeguard	10/03/10	\$7.25/hr.
Rinebold, Teresa	Sub school monitor, teaching assistant	10/06/10	\$7.25-7.30/hr.
Shadduck, Hazel	Sub clerical, teaching assistant	09/27/10	\$7.30-7.35/hr.
Share, Janet	Sub clerical (retired district secretary)	10/04/10	\$19.44/hr.
Smith, Glenn	Sub bus driver	09/20/10	\$9.56/hr.
Testa, Kelly	Sub clerk typist, teacher aide	10/18/10	\$7.25-7.35/hr.
VanBrunt, Jillian	Student lifeguard	10/03/10	\$7.25/hr.
Zhang, Tianyi	Student lifeguard	10/03/10	\$7.25/hr.

CIVIL SERVICE APPOINTMENTS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Martin, Anne	Bus Driver/Transportation	09/30/10	\$10.56/hr.

CIVIL SERVICE RESIGNATIONS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>
Davies, Carolyn	Registered Nurse/IS-MS	10/22/10

CIVIL SERVICE TRANSFER:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Guns-Baker, Michelle	Cook/MS	09/15/10	\$11.95/hr.
Schnautz, Donna	Sr. Clerk Typist/Student Services	10/06/10	no change

Soper, Yvonne	Assistant Cook/MS	10/14/10	\$11.12/hr.
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INSTRUCTIONAL APPOINTMENTS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Hart, Nicholas	MS/1:1 Teaching Assistant	09/27/10	\$10.11/hr.

INSTRUCTIONAL CONTRACT SUBSTITUTE TEACHERS:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	
Greer, Erica	IS/Contract Substitute	09/01/10 – 06/30/11	\$75/day Kellogg,
Rebekah	GR/Contract Substitute	10/12/10 – 06/30/11	\$75/day
Kujawski, Kristie	IS/Contract Substitute	10/6/10 – 12/3/10	\$75/day

INSTRUCTIONAL LONG-TERM SUBSTITUTES:

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	<u>SALARY</u>
Barron, Mina	MS/Guidance Counselor	9/26/10 – 2/1/11	\$49,040 Prorated
Grinnell, Katy	HS/Resource Room	12/6/10 – 2/28/11	\$39,141 Prorated
Lant, Rhonda	RR/Teaching Assistant	9/20/10-10/29/10	\$10.11/hr.
Licht, Elizabeth	MS/Technology	9/8/10 - ?	\$42,544 Prorated
McUmbler, Tracy	IS/Special Education 15:1	12/15/10 – 1/10/11	\$42,656 Prorated
Parker, Tara	CS/Grade 1	11/22/10 – 2/12/11	\$39,141 Prorated
Sonnefeld, Pamela	BF/Speech	10/20/10 – 2/14/11	\$44,333 Prorated
Suffern, Mary	HS/Earth Science	10/25/10 – 1/28/11	\$250/day

INSTRUCTIONAL LEAVE OF ABSENCE

	<u>STATUS/POSITION</u>	<u>EFFECTIVE</u>	
Archambeault, Alecia	RR/Teaching Assistant	9/20/10-10/29/10	Medical Paid
Gordon, Peter	HS/Earth Science	10/18/10 – 1/28/11	Medical Partial Paid
Harris, Christel	BF/Grade 2	12/3/10 – 06/30/11	Personal Unpaid
Hartman, Madeline	IS/Grade 6	10/13/10 – 12/31/10	Maternity Paid
Hess, Lisa	MS/Teaching Assistant	9/20/10-03/20/11	Medical Partial Paid
Howard, Melinda	HS/Math	9/1/10 – 1/31/11	Childcare Unpaid
L'Amoreaux, Julie	IS/Special Education 15:1	12/15/10 – 1/10/11	Medical Paid
Potter, Sarah	CS/Grade 1	11/22/10 – 2/12/11	Maternity Paid
Tremaine, Jennifer	BF/Speech	11/2/10 – 2/14/10	Maternity Paid

INSTRUCTIONAL TENURE RECOMMENDATIONS:

<u>EFFECTIVE</u>	<u>STATUS/POSITION</u>	<u>CERTIFICATION</u>	
Myers, Christine	Teaching Assistant/IS	Level III Teaching Assistant	11/01/10

INSTRUCTIONAL SUBSTITUTE TEACHERS:

	<u>STATUS/POSITION</u>	<u>PREFERENCE</u>
Allard, Cynthia	Certified	Elementary/Secondary
Howell, Donna	Degreed	Elementary/Secondary
Kracht, Kimberly	Certified	Elementary
Miles, Mark	Certified	Elementary/Middle
School		
Munson, Brion	Certified	Secondary
Pfeffer Rose, Donna	Degreed	Elementary/Secondary

Cont'd

EXTRA-CURRICULAR STIPENDS 2010-2011:

<u>SCHOOL</u>	<u>NAME</u>	<u>POSITION</u>	<u>STIPEND</u>
Gardner Road	Darmstadt, Jill	Building Facilitator-LRE	\$1,500
Intermediate	Stoltzfus, Jay	Co-Band Director	\$260 *
	Hughes, Tabitha	Co-Band Director	\$260
Middle School	Scott, Andrew	Co-Newspaper Advisor	\$1,211
	Allen, Yvonne	Solo & Ensemble	\$519

* Stipend Revised.

HOMEBOUND TUTORS:

	<u>STATUS/POSITION</u>	<u>RATE</u>
Norton, Michelle	GR/Social Work Assistant	\$18/Hr.
Cornacchio, Mick	Retiree/Special Education	\$50/Hr.
* Owen, Trudy	Substitute/Special Education	\$50/Hr. (Rate revised)

COACHING & ATHLETIC SUPPORT STAFF APPOINTMENTS 2010-2011:

	<u>POSTION</u>	<u>EFFECTIVE</u>	<u>RATE</u>
Blauvelt, Sara	Softball Head Junior Varsity Coach	Spring 2011	\$3,910
Rijo, Audrey	Softball Head Varsity Coach	Spring 2011	\$4,567

Ayes Noes Abstained Absent

Apgar

Brinthaupt

Buck

Holleran

Jacobus

Lively

Lynch

Miller

Strollo

MOTION CARRIED

Director of Human Resources Judy Christiansen brought recommendations from the Human Resources Sub-Committee to the Board for Board action.

Director of Student Services Report

Curriculum-Based Measurement

Student Services Director Kim Williams, Assistant Director of Student Services Shawn McDonough and CSE Chairpersons Theresa Woodworth and Kelly Squires presented Curriculum-Based Measurement(CBM). This is a method of monitoring student educational progress through direct assessment of academic skills. It can be used to measure basic skills in reading, mathematics, spelling and written expression, used to monitor readiness skills. When using CBM, the instructor gives the student brief time samples or "probes," made up of academic material taken from the AIMSweb probes or child's school curriculum.

The use of CBM data to drive instruction and the use of AIMSweb as a tool to support instructional decisions were highlighted. The process of how teachers use AIMSweb as a tool to look at CBM data and how teachers use the data to measure student progress and make decisions regarding instruction were presented.

Student Representative's Report

Update on High School Activities

Student Representative Daniel Strack reported on activities occurring in the High School including College Information Day that was held at the Arnot Mall on October 21st, the fall sports season, past and future fundraisers including the Senior Magazine Sale a total of \$96,000 and that the Jr. Class met its quota. The Senior Class will hold their Victory Dance on October 29th and a Senior Trip Meeting will be held on November 10th. The Greenroom Players will present "An Evening of Musical Theatre" on November 4th-6th. The Student Council will hold a Food Drive beginning November 10th and the Interact Club will hold a Blood Drive on November 19th.

Legislative Liaison Report

Board Member Rose Apgar gave this report under Questions/Comments from Board members.

Report from the Visitation Committee

District Tour of October 22, 2010

Board Member Mary Anne Holleran reported on the Visitation's Committee's Annual Tour of Big Flats Elementary School that was held on October 22nd. Mary Anne stated it was a sincere pleasure to be part of the tour. The students and staff were very warm and welcoming. The Maintenance and Custodial Staff need to be commended for the immaculate condition the building is in. The Committee was informed of a new Recycling Program that has been implemented at the school. On an average this Program has seen a drop in garbage from eight bags a week to two bags a week. The Pre-School has a new playground that was installed. The school has a Community Room where the teachers are able to sign up to use it to make special projects with the students or to hold meetings. The lighting in the gym is now controlled by sensors. The school also uses the "Poster of Respect Program" which incorporates the fact that when talking to another person the student is to stand straight as a person's posture shows respect for the person who is speaking to you. Board Member Mark Brinthaup stated out of all of the schools he has attended while on the Board Big Flats Elementary School has the strongest body of support he has ever seen from staff and parents towards its administrator. He further stated it is wonderful to see such support for an administrator. Also, he had a very nice visit while touring the school.

Report from the Athletic and Extra-Curricular Committee

Meeting of October 4, 2010

Chair John Lively reported on the October 4, 2010 meeting. John stated future meeting dates for the 2010-2011 year were set, committee goals for the 2010-2011 year were decided. Athletic Director Scott Williams gave a briefing on the off premises party that was held after Home Coming. He stated a number of students were suspended from participating in Interscholastic Sports for periods up to ten weeks due to being in violation of the Athletic Code of Conduct. The Injury Report for the 2009-2010 academic year was presented. A total of 69 injuries were reported; 23 were suspected/possible concussions.

Vice-President Michael Buck stated it is nice to see the Injury Report, however; he stated he does have a lot of concerns regarding it. He has a concern with the fact that 69 concussions were reported which is 35% of the injuries. We have the responsibility to act if those numbers are correct. He feels that maybe other injuries are not being reported. He has a concern about the recording procedure. He stated some of the injuries are not clearly reported. If something catches our attention, we need to be alert and act on it. It is our responsibility to keep these kids healthy and safe. He does appreciate the report and feels there is a need for the coaches to be better trained between tracking measures, technique and coach issues.

Board Member John Lively stated the fact that the injury was reported as a concussion does not mean that it was a concussion. It could be listed as a suspected concussion but then when the student arrives at the hospital, it could be unfounded. The records need to be worded for better accuracy and clarification of the injury. Board Member Ruth Miller stated this is true as it happened to her daughter. She arrived at the Emergency Room only to find out she did not have a concussion, but the next day she took her back to learn that she did. Ruth stated the school nurse was very good at following the Health Management System that is in place at the school.

Board Member Jim Jacobus stated that he is a former coach and after an athlete has been treated for an injury he does not return to the team until he has a doctor's excuse for the coach and the nurse stating he is able to return.

**Report from the Audit Committee
Meeting of October 4, 2010**

Chair Pam Strollo reported on the October 4, 2010 meeting. She stated that the Committee reviewed the draft of the Internal Audit that was reported by Jessica Lawrence earlier this evening and that Jessica will perform an internal audit of Extracurricular Funds in 2011.

**Report from the Finance Committee
Meeting of October 18, 2010**

Chair Jim Jacobus reported on the October 14, 2010 meeting. He stated all of the Items under Agenda Item 10 of the School Business Administrator's Report were presented earlier tonight were discussed. The monthly budget transfers, the Transportation Study, Five-Year Budget Projection and Reserve Fund Report, Review of the 2009-2010 Independent External Audit, Veteran, Low-Income and Disabled Persons Property Tax Exemptions, Facility Use Policy, Zero-Based Budgeting, 2010-2011 State Aid Projections, Possible Spending Freeze and Finance Committee Financial Reports were discussed. Jim stated that Dr. Marino is going to explore one part of the budget to use the Zero-Based Budgeting practice and will report back at the next meeting. Vice President Michael Buck stated that this is an item that needs to be explored to make sure we have spent adequate time at least one year investigating it to make sure we are as educated as possible so that we can be as efficient as we can with the

money that we have. He suggested that we should take only one or two areas in our budget to use as a pilot and that this should go back to the Finance Committee to suggest that it be put off from moving to "Zero Based Budgeting" for one year so that we can continue to explore it. The full Board stated they are in support of this suggestion.

Report from the Outcomes and Assessment Committee

Meeting of October 6, 2010

Chair Michael Buck reported on the October 6, 2010 meeting. Mike stated he wasn't able to attend the meeting, however; minutes are enclosed in the Board packet. If there are any questions, Brian Lynch or Alice Learn will be able to assist you.

Report from the Human Resources Committee

Meeting of October 13, 2010

Chair Mark Brinthaup reported on the October 13, 2010 meeting. Mark stated the Committee reviewed the Human Resources Recommendations that were presented earlier tonight for approval. The Committee also reviewed the District's Health Insurance and Negotiations News. Mrs. Christiansen briefed the Committee on Negotiations throughout the District and shared settlement information from other school districts across the State.

Report from the Policy Referral/Review Committee

Meeting of October 6, 2010

Chair Rose Apgar stated the following three Board policies below were discussed at the October 6, 2010 meeting.

Proposed Change to Current Board Policy 6700: Purchasing

Moved by Brinthaup, seconded by Jacobus.

RESOLVED, that the Horseheads Central School District Board of Education adopts the proposed changes to the current Board Policy 6700: Purchasing as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar			
Brinthaup			
Buck			
Holleran			
Jacobus			
Lively			
Lynch			
Miller			
Strollo			

MOTION CARRIED

Chair Rose Apgar brought proposed changes to the current Board Policy 6700: Purchasing to the Board for Board action. Rose stated the first reading of proposed changes (from estimated annual expenditures exceeding \$10,000 to \$20,000) to this Policy took place at last month's Board Meeting.

Proposed Change to Current Board Policy 6721: Construction Contracts, Bidding and Awards

Moved by Jacobus, seconded by Brinthaupt

RESOLVED, that the Horseheads Central School District Board of Education adopts the proposed changes to the current Board Policy 6721: Construction Contracts, Bidding and Awards as submitted.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar			
Brinthaupt			
Buck			
Holleran			
Jacobus			
Lively			
Lynch			
Miller			
Strollo			

MOTION CARRIED

Chair Rose Apgar brought proposed changes to the current Board Policy 6721: Construction to the Board for Board action. Rose stated the first reading of proposed changes(at a cost in excess of \$10,000 be changed to \$20,000) to this Policy took place at last month’s Board Meeting.

Current Wellness Policy 4318 and Proposed Replacement Policy 5402— Student Wellness

Chair Rose Apgar presented the Board with a first reading of the Proposed Replacement Policy 5402 Student Wellness to the Current Wellness Policy 4318. Rose stated that the Committee recommends the District replace the current Wellness Policy 4318 with the NYSSBA proposed Policy 5405. It should be noted that all of the items in the current Policy 4318 are incorporated into the new policy except for the fourth numbered paragraph. Mrs. Christiansen will review other policies and will determine where the information best fits and will make a recommendation to the Committee at a future meeting.

Vice-President Michael Buck stated there is an omission of a word on Page 2, at the bottom of the page under “Recess,” the word “be” needs to be inserted to read, 2. Recess shall not be used for punishment or reward. Mike further stated that he will speak in opposition of this even though he agrees with it as he sees it as being an unenforceable policy. Furthermore, Mike inquired if this policy would incur some new costs to the District such as in the areas of having a Wellness Coordinator or a Building Coordinator. Mrs. Christiansen stated there would be no added cost to the District as she would be the Coordinator.

Board Member John Lively agrees with Vice-President Buck regarding this policy. He stated there are a lot of words that are pretty vague and non-specific. The policy doesn’t say, “What we are supposed to do.”

President Brian Lynch also agrees with Vice President Buck.

Cont’d

Questions/Comments from Board Members

Board Member Rose Apgar reported on the NYSBBA Convention. She stated it was a very, very interesting conference. All of the resolutions passed except for one. The amendment of the resolution passed, however; the resolution itself did not. Resolution No. 7 – Training of School Board Members was taken off the docket as it is now a law. Rose attended several classes on Bullying. Bullying is on the verge of Civil Rights and it is the District’s responsibility to intercede with all Bullying situations that occur. We have to protect the student’s rights. It was also suggested that it is a possibility that many special education students use special education as a means of escape to get away from their peers and bullying. Special Education is a “safe zone” for them.

Vice-President Michael Buck stated that in the past three or four Board members were allowed to attend this convention, but due to budget constraints the number has been cut. This is an excellent convention and he is very sorry he was not able to attend. When he attended the meeting, he spent the majority of his time in trainings which in turn he brought his learning experiences back to the Board members. This is a very valuable resource for the Board.

Board Member Pam Strollo stated there is an interesting article in the New York Times that defines our Cafeteria and how large of an influences cafeteria choices has on the child. She will share this with the Board.

Adjournment

Moved by Jacobus, seconded by Holleran.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourned from its Regular Meeting of the Board of Education at 8:58 PM.

<u>Ayes</u>	<u>Noes</u>	<u>Absent</u>
Apgar		
Brinthead		
Buck		
Frederick		
Jacobus		
Lynch		
Searles		
Strollo		
Zelko		

MOTION CARRIED

Moved by Jacobus, seconded by Holleran.

RESOLVED, that the Horseheads Central School District go into Executive at 9:06 PM to review and act upon CSE/CPSE.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
Apgar			
Brinthead			
Buck			

Holleran
Jacobus
Lively
Lynch
Miller
Strollo

MOTION CARRIED

Moved by Jacobus seconded by Brinthaup

RESOLVED, that the Horseheads Central School District Board of Education approve the CPSE/CSE recommendations as presented.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar
Brinthaup
Buck
Holleran
Jacobus
Lively
Lynch
Miller
Strollo

MOTION CARRIED

Moved by Jacobus, seconded by Apgar.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourned from Executive Session at 9:12 PM and reconvene to its Regular Meeting of the Board of Education at 9:13 PM.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar
Brinthaup
Buck
Holleran
Jacobus
Lively
Lynch
Miller
Strollo

MOTION CARRIED

Moved by Miller, seconded by Strollo.

RESOLVED, that the Horseheads Central School District Board of Education Meeting adjourned from its Regular Meeting of the Board of Education at 9:14 PM.

<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>	<u>Absent</u>
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Apgar
Brinthaup
Buck
Holleran
Jacobus
Lively
Lynch
Miller
Strollo

MOTION CARRIED

Respectfully Submitted By:

Candy L. Maine, Candy L. Maine, District Clerk

