

MINUTES OF THE AUGUST 16, 2018 ACTION MEETING

The August Board Action meeting of the Pennsbury Board of School Directors was held in the Fallsington School Multi-Purpose Room on Thursday, August 16, 2018. Mrs. Redner called the meeting to order at 7:45p.m. The first order of business was the Pledge of Allegiance.

Mrs. Redner requested a moment of silence to honor one of Pennsbury's elementary students, Kayden Mancuso.

Board Members Present: Mrs. Lawson, Mr. Schwartz, Mrs. Wachspress,
Mr. Waldorf (present by phone) and Mrs. Redner.

Board Members Absent: Mr. Kannan, Mr. Palmer, Mr. Sanderson
and Mrs. Toy-Dragoni.

Administrators Present: Dr. Gretzula, Ms. Aldridge, Mr. Dorsey, Mr. Dumin,
Mrs. Godzieba, Mrs. Langtry, Mrs. Morett, Mrs. Rarrick,
Mrs. Ricci and Mrs. Spack.

Others Present: Mr. Cooper, Student Representative and
Mr. Clarke, Solicitor.

Mr. Schwartz reported on the following addendums:

Under Personnel Changes Professional

Item E – Election of Teachers 2018-2019

Item F – Sabbatical Leave of Absence

Item G – General and Athletic Supplementals – 2017-2018 School Year

Item H – General and Athletic Supplementals – 2018-2019 School Year

Under Personnel Changes Classified

Item D – Resignations/Terminations

Item E – Change of Contract

Item F – Temporary Appointments – For Information Only

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STUDENT REPRESENTATIVE REPORT

Mr. Cooper reported that the high school administrative staff hosted and will be hosting two open house events, the first one on August 16, 2018 from 9:00 a.m. to 11:00 a.m. and the second one on August 21, 2018 from 2:00 p.m. to 4:00 p.m. The program will begin in the auditorium in the East Campus with a short presentation introducing the building and District Administration. The students can then take their own guided tour or venture out on their own with their parent or guardian. The NHS is taking on that role for the guided tour. Also, many sports teams have begun tryouts or already passed that stage and are beginning practices for the fall season. The first Falcon football game is scheduled for next Friday, August 24th, with kickoff at 7:00 p.m. This game takes place at home on Falcon Field versus rival Academy Park. Other clubs have already begun making their presence known on the high school campuses. The Pennsbury Long Orange Line or Marching Band has had band camp for weeks in preparation for the upcoming fall season as well. The SATs will be administered to students for the first time this year on August 25, 2018 at the East Campus.

SUPERINTEDENT'S REPORT

Dr. Gretzula reported on the following:

Across the District
In the Schools
Commendable Accomplishments

His report has been posted on the Pennsbury Website under "This Month in Pennsbury."

Dr. Gretzula read a formal statement from Pennsbury School District regarding the tragic death of Edgewood Elementary School Student, Kayden Mancuso.

There were no reports given this evening.

PUBLIC COMMENT

Mrs. Redner opened the floor to public comment at 7:57 p.m. The following person came forward and public comment was closed at 8:03 p.m.

Frank Carr, Falls Township

New Program @ Village Park; Budget and
Contract Concepts

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ACTION BOARD MEETING MINUTES

A motion was made by Mr. Schwartz, seconded by Mrs. Wachspress and unanimously approved with no abstentions that the minutes of the Action Board Meeting of June 21, 2018 be approved as duplicated.

BILLS PENDING – ALL FUNDS

A motion was made by Mr. Schwartz, seconded by Mrs. Wachspress and unanimously approved with no abstentions that the Pennsbury School District bills for “All Funds” in the amount of \$39,186,097.25 be approved for payment. (Appendix A)

OLD BUSINESS

A motion was made by Mr. Schwartz, seconded by Mrs. Wachspress and unanimously approved with no abstentions that the Board approve Item A on page 4-1 of the Official Board Agenda.

A. TAX REFUNDS

MOTION: Move that the Board approve the listed tax refunds, which total \$4,518.51.

<u>TAXPAYER</u>	<u>PARCEL #</u>	<u>AMOUNT</u>
Bowan, Josephine	#46-003-029	\$1,064.37
Moran, Vincent & Diane	#20-072-050	73.60
Potteiger, Scott & Danielle	#20-038-154	435.53
Riva, Flavio & Angela	#20-053-031	150.38
Shaffer-Wiley, Amy	#13-030-098	548.35
Shuck, Jason	#13-047-030-4086	86.26
Troilo, Cameron (Makefield Glen)	#20-016-065	506.85
Vallier, John & Kathleen	#20-038-007	<u>1,653.17</u>
 TOTAL		 <u>\$4,518.51</u>

Refunds are charged as a current year expense, or as a reduction to current year revenue.

MINUTES OF THE AUGUST 16, 2018 ACTION MEETING

NEW BUSINESS

A motion was made by Mr. Schwartz, seconded by Mrs. Wachspress and unanimously approved with no abstentions that the Board approve Items A through F on pages 5-1 through 5-4 of the Official Board Agenda.

A. EXTENDED SCHOOL YEAR ENROLLMENT CONTRACT

MOTION: Move that the Board approve the proposed 2018-2019 Extended School Year Enrollment Contract with the Camphill Special School for student K.R. The District shall pay to Camphill a fee of \$96/hour for Speech therapy, Occupational therapy and Physical therapy, which are not currently funded through the 4010 slot in place.

B. SETTLEMENT AND RELEASE AGREEMENT

MOTION: Move that the Board approve the proposed Settlement and Release Agreement between the District and R.T. and J.T., individually and on behalf of their child, J.T. The District shall fund the student's tuition at Comprehensive Learning Center in an amount not to exceed \$89,000 per school term for the entirety of each of the 2018-2019, 2019-2020, 2020-2021, 2021-2022, 2022-2023 and 2023-2024 school terms. The District will also provide transportation to and from Comprehensive Learning Center during all six school terms.

C. SETTLEMENT AND RELEASE AGREEMENT

MOTION: Move that the Board approve the proposed Settlement and Release Agreement between the District and L.M. and J.M., individually and on behalf of their child, C.L.M. The District shall pay for the student to attend Notre Dame High School in tuition amounts not to exceed \$14,085 for the 2018-2019 term; \$14,510 for the 2019-2020 term; \$14,950 for the 2020-2021 term and \$15,400 for the 2021-2022 term. The District will reimburse the parents up to \$5,000 for private psychological counseling and private tutoring services. The District will also provide transportation to and from Notre Dame High School.

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NEW BUSINESS

D. FALL SPORT TEAMS CHAMPIONSHIP EVENTS

MOTION: Move that the Board approve participation of Pennsbury fall sports teams in the state championship competitions as listed.

Golf	PIAA Eastern Regional Championship October 15, 2018 Fleetwood, PA Cost: approximately \$500
Golf	PIAA Championship October 22 – 24, 2018 York, PA Cost: approximately \$1,000
Tennis (Girls)	PIAA Team Championship October 26 – 27, 2018 Hershey, PA Cost: approximately \$1,500
Tennis (Girls)	PIAA Singles and Doubles Championship November 2 – 3, 2018 Hershey, PA Cost: approximately \$1,000
Cross Country (Boys)	PIAA State Championship November 3, 2018 Hershey, PA Cost: approximately \$1,500
Cross Country (Girls)	PIAA State Championship November 3, 2018 Hershey, PA Cost: approximately \$1,500

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NEW BUSINESS

D. FALL SPORT TEAMS CHAMPIONSHIP EVENTS (continued)

Volleyball (Girls)	PIAA State Championship November 17, 2018 Mechanicsburg, PA Cost: approximately \$1,800
Soccer (Boys)	PIAA State Championship November 17, 2018 Hershey, PA Cost: approximately \$2,000
Soccer (Girls)	PIAA State Championship November 17, 2018 Hershey, PA Cost: approximately \$2,000
Field Hockey	PIAA State Championship November 17, 2018 Whitehall, PA Cost: approximately \$2,000
Football	PIAA State Championship December 8, 2018 Hershey, PA Cost: approximately \$5,000
Cross Country (Girls)	PIAA Foundation Invite September 21-22, 2018 Hershey, PA Cost: approximately \$250

MINUTES OF THE AUGUST 16, 2018 ACTION MEETING

NEW BUSINESS

E. FREE AND REDUCED PRICE MEAL PROGRAM

MOTION: Move that designated officials of the Pennsbury School District be authorized to determine the eligibility of students for either free or reduced price school breakfasts and lunches after a thorough check of home conditions and ability to pay. The designated officials of the District shall recommend a free or reduced price breakfast and/or lunch to the school principal in accordance with federal and state procedures and guidelines. The school principal shall notify the cafeteria manager and together they shall follow discreet procedures in order to eliminate the possibility of discrimination or the appearance of it. Deliberate misrepresentation of information on the application may subject the applicant to prosecution under applicable state and federal criminal statutes.

F. BOARD POLICY

Board Policy 204.1R10 – Student Conduct Policy

MOTION: Move that the Board cancel Board Policy 204.1R9 titled *Student Conduct Policy* and approve Board Policy 204.1R10 by the same title, effective August 16, 2018.

PERSONNEL CHANGES

PROFESSIONAL

A motion was made by Mr. Schwartz, seconded by Mrs. Wachspres and unanimously approved with no abstentions that the Board approve Items A through H on pages 6-1 through 6-8 of the Official Board Agenda.

MINUTES OF THE AUGUST 16, 2018 ACTION MEETING

PERSONNEL CHANGES

PROFESSIONAL

A. RESIGNATIONS/TERMINATIONS

MOTION: Move that the resignation of the professional employees listed be accepted on the effective dates indicated.

<u>NAME</u>	<u>REASON</u>	<u>DATE HIRED</u>	<u>EFFECTIVE DATE</u>
DeLuca, Michael	Resignation	08/28/2017	08/17/2018 *
Field, Eileen	Resignation	08/31/2015	08/17/2018 *
White, Carolyn	Retirement	08/29/1996	08/17/2018

* Revised

B. ELECTION OF TEACHERS

MOTION: Move that the following professional personnel be appointed as teachers, and where indicated, full time substitute teachers for the 2018-2019 school year on the effective dates as indicated and at the salaries indicated pending completion of appropriate documentation and clearances.

<u>NAME</u>		<u>SALARY</u>	<u>EFFECTIVE DATES</u>
Brown, Lauren	Replacement	\$47,628	08/22/18-06/13/19
Findley, Michelle	Replacement	48,829 *	08/22/18-06/13/19
Harrington, Anne	Replacement	50,030	08/22/18-06/13/19
Huntoon, Kimberly	Non-Tenure	54,777	08/22/2018
Spero, Sarah	Non-Tenure	53,457	08/22/2018
Voorhees, Kelli	Non-Tenure	52,644	08/22/2018
Wheeler, Patrick	Replacement	52,137	08/22/18-06/13/19

* Salary will be prorated - less than full year

MINUTES OF THE AUGUST 16, 2018 ACTION MEETING

PERSONNEL CHANGES

PROFESSIONAL

C. CHILD REARING LEAVE OF ABSENCE

MOTION: Move that the professional employees listed be approved for a Child Rearing Leave of Absence for the effective date indicated.

<u>NAME</u>	<u>SCHOOL</u>	<u>DATE HIRED</u>	<u>EFFECTIVE DATES</u>
Gamble, Emily	CB	01/28/2015	08/22/18-11/01/18
Kashinsky, Allyson	PW	08/29/2011	09/12/18-10/19/18

D. CHILD REARING LEAVE OF ABSENCE – EXTENDED

MOTION: Move that the following professional employee be approved for a discretionary extension of her previously approved Child Rearing Leave of Absence. This approval is conditioned upon the Administration having discretion to assign the employee to any position, at any building, within the District for which the employee is qualified at the end of the discretionary leave.

<u>NAME</u>	<u>SCHOOL</u>	<u>PREVIOUS LEAVE</u>	<u>EXTENSION</u>
Kulan, Anita	PHS E	04/24/18-11/01/18	11/2/18-1/24/19

E. ELECTION OF TEACHERS 2018-2019

MOTION: Move that the following professional personnel be appointed teachers, and where indicated, full time substitute teachers for the 2018-2019 school year on the effective dates indicated and at the salary indicated pending completion of appropriate documentation and clearances.

<u>NAME</u>		<u>SALARY</u>	<u>EFFECTIVE DATES</u>
Barlyn, Bennett	Non-Tenure	\$53,457	08/22/2018
Campbell, Bruce	Replacement	48,829 *	08/22/18-01/24/19
D'Angelo, Jennifer	Replacement	47,628 *	08/22/18-01/24/19
Keller, Amber	Non-Tenure	52,137	08/22/2018
Lewis, Jaclyn	Replacement	48,829	08/22/18-06/13/19
McBride, Johnna	Non-Tenure	58,110	08/22/2018
McDougall, William	Non-Tenure	50,030	08/22/2018

* Salary will be prorated - less than full year

MINUTES OF THE AUGUST 16, 2018 ACTION MEETING

PERSONNEL CHANGES

PROFESSIONAL

F. SABBATICAL LEAVE OF ABSENCE

MOTION: Move that the request for a Sabbatical Leave of Absence from the professional employee listed be approved for the effective dates indicated.

<u>NAME</u>	<u>SCHOOL</u>	<u>REASON</u>	<u>EFFECTIVE DATES</u>
Lawver-Weber, Amy	PHS W	Health	08/22/18-1/24/19

G. GENERAL AND ATHLETIC SUPPLEMENTALS – 2017-2018 SCHOOL YEAR

MOTION: Move that the following individuals be approved for supplemental contracts for the activities and amounts indicated.

Pennwood

Gallelli, Jaqueline	Intramural #19 (split)	\$519.50
Mellor, Aubrey	Intramural #19 (split)	\$519.50

H. GENERAL AND ATHLETIC SUPPLEMENTALS – 2018-2019 SCHOOL YEAR

MOTION: Move that the following individuals be approved for supplemental contracts for the activities and amounts indicated.

GENERAL

Pennsbury High School

Coordinators

Cherepko, Mark	Social Studies K-12	\$6,681.00
Churchwell, Allyssa	Family & Cons. Sci. 6-12	5,268.00
Garberina, Andrea	Foreign Language 6-12	5,268.00
Daley, Maryann	English/Library	5,268.00
Lane, Mary Ellen	Reading/Language Arts K-12	6,681.00
Mayo, Frank	Business Education 6-12	5,268.00
Mazzeo, Frank	Music 6-12 (Split)	2,634.00
Moyer, James	Music 6-12 (Split)	2,634.00
Perfetto, Jessica	Technology Edu 6-12	5,268.00
Schultz, Ruth A	Art K-12 Coordinator	5,268.00
Swanson, Jamie	Science K-12	6,681.00
Trickel, Lori	Health/Phys Education K-12	5,268.00
McGinnis, Kathleen	Nurse Coordinator K-12	5,268.00

MINUTES OF THE AUGUST 16, 2018 ACTION MEETING

PERSONNEL CHANGES

PROFESSIONAL

H. GENERAL AND ATHLETIC SUPPLEMENTALS – 2018-2019 SCHOOL YEAR
(continued)

GENERAL

Pennsbury High School

Curriculum Chairpersons

Arbakov, Dana	Lead Guidance - Secondary	\$2,708.00
DiFazio, Amy	Foreign Language	2,708.00
Drenner, Nathaniel	English	2,708.00
Garretson, Stacy	Math	2,708.00
Hynoski, Michelle	Athletic Chairperson	2,708.00
Johnson, Arlene	Lead Guidance - Elementary	2,708.00
Levin, Matthew	Lead Psychologist	2,708.00
Lippincott, Michael	Math	2,708.00
Macauley, Douglas	Science	2,708.00
MacAdams, Jason	Special Education	2,708.00
Parell, Jamie	Physical Education	2,708.00
Pettit, Thomas	Physical Education	2,708.00
Roberts, Michael	Science	2,708.00
Short, Raymond	Social Studies	2,708.00
Swope, Megan	Social Studies	2,708.00
Veitz, Laura	English	2,708.00
Wert, Carolyn	Lead Librarian	2,708.00
Zisa, Michael	Computer Science	2,708.00

Pennsbury High School East

Other

Hermann, Michael	Computer Science	3,547.00
Titano, Elizabeth	Student Government	2,013.00
Abdo, Samantha	Student Government	2,013.00
Poulton, Terence	Stage Manager	3,414.00
Durham, Amanda	Newspaper	2,374.00
Moyer, James	Dramatics	3,480.00
South, Matthew	Assistant Dramatics	2,188.00

MINUTES OF THE AUGUST 16, 2018 ACTION MEETING

PERSONNEL CHANGES

PROFESSIONAL

H. GENERAL AND ATHLETIC SUPPLEMENTALS – 2018-2019 SCHOOL YEAR
(continued)

GENERAL

Pennsbury High School East

Other

O'Neil, Tara	Yearbook – Business	\$2,707.00
Beier, William	Yearbook – Editorial	2,707.00
Harrington, Anne	Forensics	3,480.00
Drenner, Nathaniel	Literary Magazine	2,013.00
VanBuskirk, Jana	Mathletics	2,013.00
Mazzeo, Frank	Marching Band Director (1/2 Split)	3,256.00
Reilly, Felicia	Marching Band Director (1/2 Split)	3,256.00

Pennsbury High School East

Other

Mazzeo, Frank	Marching Band Assistant (Supervisor) (1/2 Split)	1,760.50
Reilly, Felicia	Marching Band Assistant (Supervisor) (1/2 Split)	1,760.50
Palmer, Grant	Marching Band Asst. (1/2 Split)	1,427.50
Vafiadis, Noel	Marching Band Assistant	2,855.00
Johnston, Mark	Marching Band Assistant Percussion	2,854.00
Mazzeo, Frank	Jazz Band	3,480.00
Strauss, Lindsey	Vocal Instructor-Drama	1,040.00
Mazzeo, Frank	Instrumental Instructor-Drama	1,040.00
Moyer, James	Jazz Choral Ensemble	3,480.00
Little, Donald	Chess Team	1,547.00
Marini, Judith	Student Store Supervisor	1,627.00
McLane, Kimberly	Student Life	2,080.00

MINUTES OF THE AUGUST 16, 2018 ACTION MEETING

PERSONNEL CHANGES

PROFESSIONAL

H. GENERAL AND ATHLETIC SUPPLEMENTALS – 2018-2019 SCHOOL YEAR
(continued)

GENERAL

Pennsbury High School - East

Other

Zurybida, Shawn	National Honor Society	\$2,080.00
Everett, Mary Kate	Dramatics	2,188.00
Poulton, Terrance	Stage Manager	2,294.00
Staniec, Julie	Student Council	1,840.00
Callahan, Catherine	Student Council	1,840.00
Weeden, Breanne	Newspaper	1,707.00
Ehly, Arlo	Vocal Instructor	1,040.00
Bruno, Lindsey	Accompanist	521.00
Lee, Joshua	Jazz Band (1/2 Split)	1,040.00
Carpino, Francis	Jazz Band (1/2 Split)	1,040.00
Pratt, Stephanie	Student Life (1/4 Split)	260.00
Romero, Alyssa	Student Life (3/4 Split)	780.00

Charles Boehm

Curriculum Chairpersons

Lyczkowski, Corinne	English	2,708.00
Diamond, Debra	Mathematics	2,708.00
Vitucci, Melissa	Science	2,708.00
Korn, Christian	Social Studies	2,708.00
Shannon, Christine	Physical Education (Split)	1,354.00
Stanley, Curtis	Physical Education (Split)	1,354.00

MINUTES OF THE AUGUST 16, 2018 ACTION MEETING

PERSONNEL CHANGES

PROFESSIONAL

H. GENERAL AND ATHLETIC SUPPLEMENTALS – 2018-2019 SCHOOL YEAR
(continued)

Pennwood

Curriculum Chairpersons

Lyons, Patricia	English	\$2,708.00
Ritchie, Maryanne	Mathematics	2,708.00
McDannell, Pamela	Science	2,708.00
Gabbett, Megan	Social Studies	2,708.00
Engel, Raymond	Physical Education (Split)	1,354.00
Fellows, Hollyann	Physical Education (Split)	1,354.00
Kennedy, Ryan	Computer Center	1,040.00

Other

Davis, Kristy	Dramatics	1,840.00
Medaglia, Jacqueline	Student Council	1,840.00
McDannell, Pamela	Newspaper/Yearbook	1,773.00
Davis, Brian	Stager Manager	2,294.00
Davis, Brian	Equipment Manager (1/2 Split)	520.00
Engel, Raymond	Equipment Manager (1/2 Split)	520.00

William Penn

Curriculum Chairpersons

Dugan, Phyllis	English	2,708.00
Boodey, Carolyn	Mathematics	2,708.00
Slota, Kristin	Science	2,708.00
Esposito, Kim	Social Studies	2,708.00
Incollingo, Anthony	Physical Education (Split)	1,354.00
Melnick, Denise	Physical Education (Split)	1,354.00
Latch, Isabel	Computer Center Instructor	1,040.00

Other

O'Brien, Amanda	Dramatics	1,840.00
Hohman, Ryan	Student Council	1,840.00
Gormley, Brett	Stage Manager	2,294.00
Arndt, Jeffrey	Equipment Manager	1,040.00

MINUTES OF THE AUGUST 16, 2018 ACTION MEETING

PERSONNEL CHANGES

CLASSIFIED

A motion was made by Mr. Schwartz, seconded by Mrs. Wachspress and unanimously approved with no abstentions that the Board approve Items A and B on page 7-1 and Items D and E on page 7-3 of the Official Board Agenda.

A. RESIGNATIONS/TERMINATIONS

MOTION: Move that the resignation of the following classified employees listed be accepted at the effective date indicated.

<u>NAME</u>	<u>DATE HIRED</u>	<u>TERM. DATE</u>	<u>REASON</u>
Backovski, George, PT Security	01/28/2014	07/31/2018	Resignation
Bird, Janice, Paraprofessional	09/07/1988	08/22/2018	Retirement
Capriotti, Virginia, Bus Driver	08/30/1999	08/15/2018	Retirement
Hawkes, Terri, Paraprofessional	09/22/2014	08/18/2018	Resignation
Kerstetter, Howard, PT Cleaner	03/06/2007	08/23/2018	Retirement
Martin, Ivonne, Paraprofessional	08/26/2013	08/07/2018	Resignation
Trembula, Amy, Paraprofessional	08/30/2016	08/06/2018	Resignation

B. CHANGE OF CONTRACT

MOTION: Move that the Board approve the change of contract for the following individuals on the date and salary indicated.

<u>NAME</u>	<u>FROM</u>	<u>TO</u>	<u>DATE</u>	<u>SALARY</u>
Mudrick, Christine	School Aide	Paraprofessional Pre-K	08/22/2018	\$19.28/hr.
Nicol, Jaclyn	PT Cleaner	Paraprofessional Part Time	08/22/2018	18.54/hr.

MINUTES OF THE AUGUST 16, 2018 ACTION MEETING

PERSONNEL CHANGES

CLASSIFIED

D. RESIGNATIONS/TERMINATIONS

MOTION: Move that the resignation of employment for the following classified employee be accepted at the effective date indicated.

<u>NAME</u>	<u>DATE HIRED</u>	<u>TERM. DATE</u>	<u>REASON</u>
Gallo, Amy, Paraprofessional	05/16/2011	09/03/2018	Resignation

E. CHANGE OF CONTRACT

MOTION: Move that the Board approve the change of contract for the following individual on the date and salary indicated.

<u>NAME</u>	<u>FROM</u>	<u>TO</u>	<u>DATE</u>	<u>SALARY</u>
DeFazio, Dustin	Temp. Head Custodian	Head Custodian	08/14/2018	\$24.85/hr.
Robbins, Jennifer	School Aide 2 hour	School Aide 4 hour	08/27/2018	17.65/hr.

OTHER BUSINESS

UPCOMING MEETINGS

Mrs. Redner reported that the new Board Committee schedules will be forthcoming next week and will be posted on the Pennsbury website for the public.

- Action Board Meeting
7:30 p.m., September 20, 2018 – Fallsington School Multi-Purpose Room

SECOND PUBLIC COMMENT

Mrs. Redner opened the floor to second public comment at 8:06 p.m. No one came forward to speak and second public comment was closed at 8:06 p.m.

MINUTES OF THE AUGUST 16, 2018 ACTION MEETING

OTHER BUSINESS

BOARD DISCUSSION AND COMMENT

Dr. Gretzula responded to the question of Mrs. Wachspres regarding the Board's involvement with the Strategic Planning Process. Dr. Gretzula provided an overview of the Strategic Plan Process.

Dr. Gretzula addressed the question of Mrs. Wachspres regarding the School Start Time and shared that currently this issue rests with the Education Committee and is one topic on their agenda to be further discussed.

ADJOURNMENT

A motion was made by Mr. Schwartz, seconded by Mrs. Wachspres and unanimously approved with no abstentions to adjourn the meeting at 8:09 p.m.

Respectfully submitted,

Christian Schwartz
Assistant Board Secretary