

INDEPENDENT SCHOOL DISTRICT NO. 625
Saint Paul, Minnesota
REGULAR MEETING OF THE BOARD OF EDUCATION
Administration Building
360 Colborne Street

MARCH 12, 2002
4:30 P.M.

MINUTES

I. CALL TO ORDER

The meeting was called to order at 4:35 p.m. by Al Oertwig, Chair

II. ROLL CALL

PRESENT: Mr. Brodrick; Ms. Carroll; Ms. Carter; Mr. Conlon; Mr. Oertwig; Ms. Street-Stewart; Mr. Thao; Dr. Harvey, Superintendent of Schools; Mr. Lalla, General Counsel; Mrs. Higgins, Assistant Clerk

III. APPROVAL OF THE ORDER OF THE AGENDA

1. Order of the Consent Agenda

By Dr. Harvey:	1. Replacement Pages 37, 38 and 39 are at places.
By Mr. Oertwig:	1. Pull item No. 12 for Separate Consideration.

MOTION: It was moved by Ms. Carroll, seconded by Mr. Thao, that the Order of the Consent Agenda be approved as amended.

The motion carried with the roll call vote as follows:

Mr. Conlon	-	Yes
Mr. Oertwig	-	Yes
Ms. Street-Stewart	-	Yes
Mr. Thao	-	Yes
Mr. Brodrick	-	Yes
Ms. Carroll	-	Yes
Ms. Carter	-	Yes

2. Order of the Main Agenda

By Dr. Harvey:	1. Replacement Pages 56 through 62 are at places.
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MOTION: It was moved by Ms. Carroll, seconded by Mr. Conlon, that the order of the Main Agenda be approved as amended.

The motion carried with the roll call vote as follows:

Mr. Conlon	-	Yes
Mr. Oertwig	-	Yes
Ms. Street-Stewart	-	Yes

Mr. Thao	-	Yes
Mr. Brodrick	-	Yes
Ms. Carroll	-	Yes
Ms. Carter	-	Yes

IV. APPROVAL OF THE MINUTES

1. Minutes of the Regular Meeting of the Board of Education of February 19, 2002.

MOTION: It was moved by Mr. Conlon, seconded by Mr. Thao, that the minutes of the regular meeting of the Board of Education of February 19, 2002 be approved.

The motion carried with the roll call vote as follows:

Mr. Conlon	-	Yes
Mr. Oertwig	-	Yes
Ms. Street-Stewart	-	Yes
Mr. Thao	-	Yes
Mr. Brodrick	-	Yes
Ms. Carroll	-	Yes
Ms. Carter	-	Yes

V. RECOGNITIONS

B.F. 25022 **Recognition of National Board Certified Teachers for 2001**

Dr. Harvey commented on the outstanding work being done by district teachers, and noted that with this new group of eight, Saint Paul has a total of 73 teachers who have gone through the rigorous National Board Certification process. She called forward Jeanne Klein, Director of Professional Development, to present this recognition. Ms. Klein reviewed Saint Paul's history with the National Board and noted that it is a model throughout the nation for its dedication to the process of national certification. She introduced Marlene Greger, a National Board Certified teacher now working with Staff Development, who called forward the eight teachers and presented them with a Certificate of Accomplishment. Dr. Harvey commented that their names will be added to the plaque listing the names of the Nationally Certified Teachers, which is located in the Administration Building lobby.

Board members and the Superintendent added their thanks to the teachers for their outstanding work.

MOTION: It was moved by Mr. Thao, seconded by Ms. Carroll, That the Board of Education recognize and congratulate Sheryl Cain, Diane Fee, Lisa Hoover, Catriona Moore, John Olson, Anna Sawatzky, Kathleen Schones, and Anne Scoville for achieving National Board Certification.

The motion carried with the roll call vote as follows:

Mr. Conlon	-	Yes
Mr. Oertwig	-	Yes
Ms. Street-Stewart	-	Yes
Mr. Thao	-	Yes
Mr. Brodrick	-	Yes
Ms. Carroll	-	Yes
Ms. Carter	-	Yes

VI. PROGRAM UPDATES

1. Family Involvement

Dr. Harvey noted that there is a new Federal requirement that districts have a Family Involvement Policy. The Family Involvement Department put together a draft policy of what a complete family involvement program should look like and this will be discussed under New Business as the first of three readings prior to adoption by the Board.

Dennis St. Sauver, Director of Site Based Management, was introduced by Dr, Harvey. He commented that the most important thing that we can do to improve student achievement is to increase parent involvement. This falls into the target area of Engaging the Public and he read from the Action Plan for 2002-05 the portion describing Essential Effort No. 4 of that area. Mr. St. Sauver introduced Arty Dorman, who gave an update on the Family and Community Involvement Office and an overview of information distributed to Board members. Mr. Dorman noted that their work is based on a model that was developed by Joyce Epstein, Director of the National Center for School, Family and Community Partnership at the Johns Hopkins University. He noted that school, family, community partnerships can significantly make a difference in student achievement, and noted that six types (keys) represent their work: 1) Parenting, 2) Communications, 3) Volunteering, 4) Learning at Home, 5) Decision Making, 6) Collaborating with the Community. He explained the purpose of each area and introduced the staff person responsible for that work. Dr. Harvey congratulated staff on their work and especially the very successful Parent Fair.

Mr. Dorman commented that their work is divided into three arenas: district-wide events, internal arenas, direct work with schools and programs. He stated the district is a member of the Partnership Network, a national organization consisting of 32 schools across the nation. He listed the many resources schools can obtain from this network and the ability it gives the schools to share in the results of the best programs that are offered by member schools.

Mr. Dorman thanked the Board and Superintendent for the strong support of Family and Community Involvement.

Board members commended Mr. Dorman and his office for the excellent work they do in a variety of ways for the advancement of student achievement.

**VII. INFORMATION REQUESTS AND RESPONSES
ITEMS FOR FUTURE AGENDAS**

None

VIII. COMMITTEE REPORTS

Meeting of February 20, 2002

Mr. Thao, Chair, stated that the topic for this meeting was External Committee Appointments. He noted that Board members serve on a variety of organization boards, and listed the appointments made:

Association of Metropolitan School Districts – Anne Carroll
Children’s Initiative – Elona Street-Stewart
Council of the Great City Schools – Al Oertwig
Health Start – Toni Carter

Alternate: John Brodrick
Alternate: Neal Thao
Alternate: Anne Carroll
Alternate: Elona Street-Stewart

Ramsey County Joint Property Tax Advisory Committee – Al Oertwig, John Brodrick, Alternate: Neal Thao

Joint Property Tax Advisory Committee (Three County Project) –

Al Oertwig, John Brodrick

Alternate: Neal Thao

Metro Educational Cooperative Service Unit – Tom Conlon

Metropolitan Learning Alliance – Tom Conlon

Alternate: John Brodrick

Minnesota Minority Education Partnership – Neal Thao, Elona Street-Stewart

Alternate: Toni Carter

Ramsey County League of Local Governments – John Brodrick

St. Paul Public Schools Governing Board (State High School League) – Tom Conlon

St. Paul Teachers Retirement Association Board of Trustees – Al Oertwig Alternate: John Brodrick

Inter-District Joint Powers Board – Al Oertwig

Alternate: Elona Street-Stewart

Council of Urban Boards of Education – Toni Carter

Alternate: Anne Carroll

Mr. Oertwig noted that there was a misunderstanding about the number of delegates to be appointed

to the Board of the Minnesota Minority Education Partnership and that the appointment should read:

Elona Street-Stewart - delegate with Neal Thao as alternate.

MOTION: It was moved by Mr. Thao, seconded by Ms. Carroll to amend the motion recommended in committee to read that Elona Street-Stewart will be the delegate to the Minnesota Minority Education Partnership with Neal Thao as alternate.

The motion carried with the roll call vote as follows:

Mr. Conlon	-	Yes
Mr. Oertwig	-	Yes
Ms. Street-Stewart	-	Yes
Mr. Thao	-	Yes
Mr. Brodrick	-	Yes
Ms. Carroll	-	Yes
Ms. Carter	-	Yes

MOTION: It was moved that the amended motion be approved.

The motion carried with the roll call vote as follows:

Mr. Conlon	-	Yes
Mr. Oertwig	-	Yes
Ms. Street-Stewart	-	Yes
Mr. Thao	-	Yes
Mr. Brodrick	-	Yes
Ms. Carroll	-	Yes
Ms. Carter	-	Yes

Mr. Thao reported that the remainder of the meeting was a discussion of Board Meeting schedules.

Meeting of February 25, 2002

Mr. Thao reported the topic on the agenda for this meeting was a Budget Overview. He stated that additional background information was given to committee members by administration regarding the process used to determine budget cuts for centrally-funded budgets. He noted that over 1500 stakeholders took part in every part of the draft and a group of senior staff came together with the following recommendations: 1) develop a line to core values, and 2) rank the

recommendations based on those values. Mr. Kent Pekel, Executive Director, Strategic Planning & Implementation, continued the presentation and acknowledged the members of the core group that led to the development of the district's Action Plan. He distributed a packet of information that outlined this process: 1) Core values in making budgetary and program decisions, 2) Criteria for ranking any proposed alternatives and how this alternative aligned the organization through increased collaboration, improved customer service, value diversity, treat staff with respect, etc. Mr. Thao noted that the proposed budget reductions fall under the following categories: 1) Business Functions – 4%, 2) Support of Instruction – 3%, 3) Support of Students – 2%, 4) Fixed Costs – 9%, 5) Transportation – 6%, 6) School Programs Budgeted Centrally – 33%, 7) School Programs Budgeted by Site Councils – 42%. Discussion followed by committee members regarding their concerns and requests for clarification of specific programs, etc.

Meeting of March 6, 2002

Mr. Thao reported that the topic of this meeting was Retreat Planning. The Board has had one retreat and this meeting was for the purpose of planning the next phase. The retreat schedule was to be in three phases: 1) Board members meet, 2) Board members meet with senior staff, 3) Board members come together to formulate priorities. He stated that the two consultants who facilitated the first phase brought forward their report which listed four goals that came out of that retreat:

1. Develop Meaningful Public Input in Decision Making
2. Increase Understanding of Diverse Perspectives on Essential Issues
3. Shape the Implementation of the District Action Plan to Reflect the Rich Diversity of the Saint Paul Public Schools Community
4. Develop into a High Performance Team

Board members shared their thoughts on the first phase, and after discussion it was decided to hold a second retreat, with Board members only, and then pursue the third phase which will be meeting with senior staff.

Meeting of March 11, 2002

Mr. Thao reported the topics for this meeting are Budget Overview and Work Session. He commented that transportation was the main focus of this discussion. Administration shared some proposed changes such as changing the walking distance for students from one mile to two miles, equity issues, and shifting some program times from afternoon to an earlier time. Concerns were noted regarding what the impact would be on student achievement. Mr. Thao stated this was a very important discussion as the Transportation Department has to come to a decision within the next two weeks as to their routing schedule. A presentation was made by the Safe Routes to Schools program – the Walking School Bus – which is a fun, safe and active way for children to travel to and from school with adult supervision. The presentation was made by Alice Tibbetts and Don Ludemann, whose names will be added to the list of attendees at this meeting.

Mr. Oertwig stated that the next issue in the Work Session relates to the work of Superintendent Harvey and of the Board's appreciation for her work and their wish to see her continue on with this district. Mr. Oertwig called upon Toni Carter, Board Member, to read a letter to the Superintendent from members of the Board. Ms. Carter read the attached letter. Ms. Street-Stewart presented and read a Resolution stating that it reflects the desire of this Board to maintain continuity in leadership and to demonstrate the interest and commitment of this Board to move forward with making our schools excellent, with Dr. Harvey.

MOTION: It was moved by Ms. Street-Stewart, seconded by Mr. Thao, that the attached Resolution be approved. (B.F. 25023)

The motion carried with the roll call vote as follows:

Mr. Conlon	-	Yes
Mr. Oertwig	-	Yes
Ms. Street-Stewart	-	Yes
Mr. Thao	-	Yes
Mr. Brodrick	-	Yes
Ms. Carroll	-	Yes
Ms. Carter	-	Yes

Dr. Harvey stated her appreciation for this statement of support from Board members.
Mr. Oertwig added a final request to Dr. Harvey to stay in Saint Paul to continue the work that has been started.

IX. CONSENT AGENDA

MOTION: It was moved by Mr. Thao, seconded by Mr. Conlon, that items 1 through 23, be approved and that Item No. 12 be pulled for separate consideration.

The Approved Consent Agenda Items Follow:

B.F. 25024 Request for Permission to Submit a Grant Application to the UAW-Ford Family Service and Learning Center

That the Board of Education authorize the Superintendent (designee) to submit a grant application to the UAW – Ford Family Service and Learning Center for a grant for start-up costs for a Discovery Club at Highland Elementary; to accept funds, if awarded; and to implement the project as specified in the award documents.

B.F. 25025 Authorization for Hourly Rate Increase: WAI Continuum

That the Board of Education authorize an increase in the maximum hourly rate for professional consultant services provided by WAI Continuum to a maximum not-to-exceed hourly rate of \$119.00 per hour.

B.F. 25026 Sole Source of Rigby Education Curriculum

That the Board of Education authorize the Superintendent (designee) to approve the sole source purchase of Rigby Education curriculum materials for the Area Learning Center elementary summer session and extended day programs in the amount of \$95,228.

B.F. 25027 Request to Purchase Equipment for Deaf Hard of Hearing Students

That the Board of Education authorize the purchase of equipment specially designed for deaf hard of hearing students from Phonic Ear, Inc. totaling \$60,000 to be paid from the Special Education 2001-2002 federal flow-through entitlement budget 29-005-420-419-6530-1330.

B.F. 25028 Authorization for Change Order No. 2 to Contract for Air Conditioning/Relighting at Washington Middle School

That the Board of Education authorize Change Order No. 2 for an add amount of \$18,686.00 to the district's contract with Schreiber Mullaney Construction Company, Inc. for air conditioning, relighting and related work at Washington Middle School.

B.F. 25029 Authorization for Change Order No. 3 to Contract for Air Conditioning/Relighting at Washington Middle School

That the Board of Education authorize Change Order No. 3 for an add amount of \$52,400.00 to the district's contract with Schreiber Mullaney Construction Company, Inc. for air conditioning, relighting and related work at Washington Middle School.

B.F. 25030 Bid No. A8691-M Science Laboratory Casework at Humboldt Junior and Senior High Schools

That the Board of Education authorize award of Bid No. A8691-M for science laboratory casework at Humboldt Junior and Senior High Schools to the lowest responsible bidder, Lance Service, Inc. for \$261,175.00, the lump sum base bid plus alternates no. 1, 2, and 3.

B.F. 25031 Bid No. A8697-C Fitness Center at Harding Senior High School

That the Board of Education authorize award of Bid No. A8697-C for the construction of a fitness center at Harding Senior High School to the lowest responsible bidder, Meisinger Construction Co., Inc., for the lump sum base bid of \$432,990.00 and unit prices P1 and P2.

B.F. 25032 Bid No. A8701-C Science Lab Remodeling at Humboldt Junior and Senior High Schools

That the Board of Education authorize award of Bid No. A8701-C for the science lab remodeling at Humboldt Junior and Senior High Schools to the lowest responsible bidder, Schreiber Mullaney Construction Co., Inc. for \$826,631.00, the lump sum base bid plus alternates no. 1, 2, and 6.

B.F. 25033 Bid No. A8704-C Technology Upgrades at Eastern Heights Elementary School

That the Board of Education authorize award of Bid No. A8704-C for technology upgrades at Eastern Heights Elementary School to the lowest responsible bidder on Bid Package A, Polyphase Electric Co., for \$43,350.00, the lump sum base bid and unit prices #15, 16 and 17 and to the lowest responsible bidder on Bid Package B, Peoples Electrical Contractors, for \$115,000.00 the lump sum base bid and unit prices #1 through 14.

B.F. 25034 Bid No. 8705-A Cook/Chill Kitchen Equipment

That the Board of Education authorize award of Bid No. A8705-A for the furnishing, delivery and setting in place of cook/chill kitchen equipment to the lowest responsible bidder, Advanced Contract and Design in the amount of \$192,107.00.

B.F. 25035 Bid No. A8709-M Window Replacements at Parkway Elementary and Cleveland Middle Schools

That the Board of Education authorize award of Bid No. A8709-M for the window replacements at Parkway Elementary and Cleveland Middle Schools to the lowest responsible bidder, Val-Pro, Inc., for \$188,045.00, the lump sum base bid plus alternates no. 1,3 and 4.

B.F. 25036 Bid No. A8703-C Pre-employment Background Screening Services

That the Board of Education authorize award of Bid No. A8703-C for pre-employment background screening services for the Human Resources Department for a one year period to the lowest responsible bidder, Verified Credentials, Incorporated for the unit prices for various services. The total estimated cost is \$59,000.00.

B.F. 25037 Contract with National Bond and Trust Company

That the Board of Education authorize the Superintendent (designee) to enter into a contract with National Bond and Trust Company (NBT) to provide a U.S. Savings Bond program to employees of the district administered through the Payroll Department at no cost to the district.

B.F. 25038 Request for Permission to Submit a Grant Application to the Minnesota Youth Foundation

That the Board of Education authorize the Superintendent (designee) to submit a grant application to the Minnesota Youth Foundation application to support the Youth Leadership Initiative Program at Humboldt Senior High School, to accept funds, if awarded, and to implement the project as specified in the award documents.

B.F. 25039 Cooperative Agreement with the City of Saint Paul and District #625 for Community Education Programs for 2002-2003

That the Board of Education authorize the Superintendent (designee) to enter into a Cooperative Agreement with the City of Saint Paul for the purpose of continuing the joint provision of

Community Education/Recreation Programs and activities for the period January 1, 2002 through June 30, 2003, at a cost not to exceed \$525,000.

B.F. 25040 Request for Permission to Submit Applications for EBS Technology Grants

That the Board of Education authorize the Superintendent (designee) to submit applications for EDS Technology grants for innovative classroom projects Central High School, Cherokee Heights Elementary, Crossroads Elementary, Eastern Heights Elementary, Fresh Force, Groveland Park Elementary and Hancock-Hamline University Collaborative Magnet; to accept funds, if awarded, and to implement the projects as specified in the award documents.

B.F. 25041 Request for Permission to Submit a Grant Application to U.S. Bank Trust for a Shared Reading Project at Como Park Elementary

That the Board of Education authorize the Superintendent (designee) to submit a grant application to U.S. Bank Trust to expand the Shared Reading programming at Como Park Elementary; to accept funds, if awarded; and to implement the project as specified in the award documents.

B.F. 25042 Request for Permission to Participate in Submitting a Grant Application with the University of Minnesota for Earth System Science Education Alliance Grant

That the Board of Education authorize the Superintendent (designee) to participate in submitting an application with the University of Minnesota's Science CentrUM for an Earth System Science Education Alliance Grant for professional development activities in earth science; to accept funds, if awarded; and to implement the project as specified in the award documents.

B.F. 25043 Request for Permission to Submit a Grant Application to Medtronic, Inc.

That the Board of Education authorize the Superintendent (designee) to submit a grant application to Medtronic, Inc. to support professional development efforts in science in the district; to accept funds, if awarded; and to implement the projects as specified in the award documents.

B.F. 25044 Approval of New Community Education Citywide Advisory Council Members

That the Board of Education authorize the Superintendent (designee) to approve the individuals named above for membership on the Saint Paul Community Education Citywide Advisory Council.

Nikki Schneider
Outdoor Education Supervisor
Tamarack Nature Center
5287 Otter Lake Road
White Bear Township, MN 55110

Lyle Swanson
2091 Suburban Avenue
Saint Paul, MN 55119

B.F. 25045 Request for Permission to Submit an Application for a Telecommunications Grant to Qwest/Minnesota Department of Commerce

That the Board of Education authorize the Superintendent (designee) to submit an application for a Telecommunications Grant to Qwest/Minnesota Department of Commerce to upgrade the infrastructure of the Local Area Networks in the district high schools; to accept funds, if awarded; and to implement the project as specified in the award documents.

SEPARATE CONSIDERATION

B.F. 25046 Bid No. A8707-C Media Center and Office Addition at Homecroft Elementary School

That the Board of Education authorize award of Bid No. A8707-C for the media center and office addition at Homecroft Elementary School to the lowest conforming bidder Schreiber Mullaney Construction Co., Inc. for the lump sum base bid of \$610,890.00.

Mr. Oertwig stated he had received a concern from the Highland area regarding the remodeling at Homecroft School and whether it was consistent with the historical character of the building. He inquired if this item could be held over to make sure all issues have been resolved. Patrick Quinn, Executive Director of School Services, responded to this inquiry, stating it would be an impairment of some measure if this contract was not awarded at this meeting, i.e. being a large construction contract, equipment must be placed on order. He requested the item be approved and offered answers as to the nature of the dispute. Mr. Conlon asked if the proposed construction would alter the original building wing. Mr. Quinn described the new addition and its location. He detailed the process followed in meeting with the Highland District Council, and noted their approval of the remodeling inasmuch as it would not alter the architecture of the original building and would be consistent with the architecture of the 1950's addition.

MOTION: It was moved by Mr. Thao, seconded by Ms. Carroll that the above consent agenda item be approved.

The motion carried with the roll call vote as follows:

Mr. Conlon	-	Yes
Mr. Oertwig	-	Abstain
Ms. Street-Stewart	-	Yes
Mr. Thao	-	Yes
Mr. Brodrick	-	Yes
Ms. Carroll	-	Yes
Ms. Carter	-	Yes

X. PUBLIC COMMENT (6:00 p.m.)

None

XI. OLD BUSINESS

None

XII. NEW BUSINESS

1. Proposed Policy 612.00 Family-School Partnerships – First Reading

Board members commented on the ability to study this policy through the three readings and noted their appreciation of receiving community input prior to adoption of the policy.

Ms. Carroll asked for a clarification of how the public becomes aware of a proposed policy. Mr. Oertwig reviewed the process of posting the policy in all schools and the opportunity for more discussion by Board members by referring the topic back to the Committee of the Board. Maureen Flanagan, Director of Policy and Grants, explained further the distribution of the first reading of policies to district councils and community based organizations. Because this proposed policy is a federal requirement, she stated the policy will have a much broader distribution and community members will have an opportunity to make comments or suggestions prior to adoption.

XIII. SUPERINTENDENT'S REPORTS

1. Human Resources
 - a. Professional Staff
 - b. Teaching Assistants
 - c. Educational Assistants
 - d. School and Community Service Professionals

- e. Special Needs Bus Drivers
- f. Classified/Unclassified Service Personnel

MOTION: It was moved by Mr. Conlon, seconded by Mr. Thao, that items a through f be approved.

The motion carried with the roll call vote as follows:

Mr. Conlon	-	Yes
Mr. Oertwig	-	Yes
Ms. Street-Stewart	-	Yes
Mr. Thao	-	Yes
Mr. Brodrick	-	Yes
Ms. Carroll	-	Yes
Ms. Carter	-	Yes

XIV. BOARD OF EDUCATION REPORTS

None

XV. COMMUNICATIONS

None

XVI. FUTURE MEETINGS SCHEDULE

Board of Education Meetings

Tuesday, April 23, 2002

5:45 p.m. Regular Board Meeting

Tuesday, May 14, 2002

5:45 p.m. Regular Board Meeting

Tuesday, June 25, 2002

5:45 p.m. Regular Board Meeting

Committee of the Board Meetings

The following Committee of the Board meeting list was given to Board members. Mr. Oertwig commented that several meeting dates would be changed and the revised list will be forwarded to Board members and to the public.

April 16, 2002	4:30 p.m. – 6:30 p.m.	Topics to be determined.
April 29, 2002	4:30 p.m. – 6:30 p.m.	Topics to be determined.
May 7, 2002	4:30 p.m. – 6:30 p.m.	Topics to be determined.
May 15, 2002	7:00 p.m.	Joint meeting with CBFAC
May 29, 2002	7:00 p.m.	Joint meeting with CBFAC
June 4, 2002	4:30 p.m. – 6:30 p.m.	Topics to be determined.
June 11, 2002	4:30 p.m. – 6:30 p.m.	Budget Discussion
June 19, 2002	7:00 p.m.	Joint meeting with CBFAC

XVII. ADJOURNMENT

MOTION: It was moved by Mr. Thao, seconded by Ms. Carroll, that the meeting be adjourned.

The motion carried and the meeting was adjourned at 6:05 p.m. with the roll call vote as follows:

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Mr. Conlon	-	Yes
Mr. Oertwig	-	Yes
Ms. Street-Stewart	-	Yes
Mr. Thao	-	Yes
Mr. Brodrick	-	Yes
Ms. Carroll	-	Yes
Ms. Carter	-	Yes

For clarity and to facilitate research, these minutes reflect the order of the Agenda and not necessarily the time during the meeting the items were discussed.

Prepared and submitted by
Gerrie Higgins, Assistant Clerk
Board of Education