11-19-20 BOARD MEETING
11/19/2020  [7:30PM-9:30PM] @ Virtual - Zoom Webinar

- 11-19-20 BOARD MEETING AGENDA -

1. MOMENT OF SILENT REFLECTION / PLEDGE OF ALLEGIANCE

   Link to Audio Recordings

   Minutes

   The regular business meeting of the Dallastown Area Board of School Directors convened in the High School Cafeteria on Thursday, November 19, 2020. Board President Ron Blevins called the meeting to order at 7:32 p.m.

   This was a 'hybrid' meeting during the Green Phase of the state's response to COVID-19: Board members, key administrators/presenters, and staff met in person (under 25 individuals). A board member and the board solicitor were Zoom panelists and those who wished to make public comment registered within the 100-attendee maximum limitation. The remainder of the public viewed the meeting through a live streaming link on our YouTube channel.

2. ROLL CALL & EXECUTIVE SESSION ANNOUNCEMENT

   • An Executive Session was held prior to this meeting to review the 2019-20 Audit with Boyer & Ritter and for personnel matters.

   Minutes

   ATTENDEES:

   Board Members (In-person): Steven C. Bentzel, Ronald J. Blevins, Sarah B. Hostler, Steven A. Kopelic, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard

   Board Member (Zoom Panelist): Sue A. Heistand

   Solicitor (Zoom Panelist): Fox Rothschild Attorney Brian Subers (in the absence of Jeff Sultanik)

   Board Secretary: Lisa M. Kirby

   Presenters (In-person): Dr. Joshua Doll, Dr. Erin Heffler, Troy Fisher, Kurt Rohrbaugh and Brett Frey

   Technology Administrators (In-person): Tom Stauffer and Beth Deitz

   Other Dallastown Area School District Staff/Citizens: Attendee Report attached/filed and other parents and members of the public joined through the Live Stream.

   (11-19-20 Attendee Report.pdf attached)

   a. Welcome New Board Member: Mr. Steven A. Kopelic

      • He took his Oath of Office at the November 9th Special Board Meeting after being selected to fill the Region 1 vacancy which resulted from Mr. Hartman's resignation.

      • He'll serve for the remainder of the term, through the first week in December 2021.

   Minutes

   Mr. Blevins acknowledged Mr. Kopelic and that Atty. Brian Subers was a Zoom panelist, in the absence of Atty. Sultanik.

3. APPROVAL OF BOARD AGENDA

   Minutes
Mr. Blevins suggested a modification to the Agenda to move Action Item 8a to immediately follow Item 4 (Public Comment) so that the auditors would not have to stay longer than necessary.

Mr. Lytle moved and Mr. Pantano seconded approval of the agenda modification.

By voice vote, the motion passed unanimously...

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, Sarah B. Hostler, Steven A. Kopelic, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard

4. COMMENTS FROM THE PUBLIC

The School Board and Administration welcome comments from the public.

If you wish to speak, select the "Raise Hand" option on your screen.

When it is your turn to speak, the Webinar Host will unmute your microphone and you'll be asked to state and spell your name for the record and to share your address.

- Specific comments for agenda items may be addressed.
- Comments for non-agenda items may be brought to the Board's attention.
- Individual comments should be limited to less than two minutes.
- When several individuals wish to address the same topic, total comment time will be limited to 30 minutes per topic.
- At the School Board President's discretion, additional time may be allowed or deferred until the end of the meeting in order to move the meeting forward.

Minutes

Jackie Stevens thanked Dr. Doll, as well as Board leadership, for working so hard to bring students back in-person. She has one child in-person and another remote and appreciates the efforts on behalf of students.

5. SPECIAL PRESENTATION(S):

a. Special Education Update: Programs - Dr. Heffler / Mr. Frey

Minutes

Dr. Heffler acknowledged that the presentation was developed by Director Mr. Frey and Assistant Directors Mrs. Kostoff and Mrs. Trimmer.

Mr. Frey noted the department's December 2019 presentation was focused on bringing back the K-3 Autistic Support classes and that tonight's presentation would address those classes as well as Life Skills Support and Therapeutic Emotional Support programs.

Autistic Support (AS) (Two DASD classrooms at York Township Elementary School)

He shared the enrollment trend since 2014-15, which has been a steady increase, explained the student to teacher ratio, and highlighted the K-3 projected savings through the 2024-25 school year since the Transfer of Entity from the LIU. We used a flat and conservative LIU projection, noting that 2020-21 actual savings are on track to exceed projections by over $130k.

He then summarized the listing of fair-share programs run by the LIU at various DASD buildings as of October 1, 2020, which included the number of students and district cost per program that totals just under $2.1M. He, Mr. Rohrbaugh and others met with LIU representatives and learned the LIU has a lot of overhead costs, such as the York Learning Center, and came to the understanding that DASD could provide/manage additional programs at a substantial savings (as proposed later in the presentation).

Key points from Board inquiry/discussion:
• The majority of the enrollments are DASD students but we do service out-of-district students because of our central location and could consider selling seats.
• LIU costs could rise as Dallastown and other districts pull back classes; however, we can't project LIU costs 12-18 months in advance due to placements beyond our control.
• Hiring another DASD teacher versus sending students to another location is determined through communications with the parent's district with the ultimate goal of meeting the student's needs.
• Bringing back a class from the LIU has tangible cost-savings and intangible benefits such as responsiveness, instructional oversight, and the ability to increase allotments and flex students into general education as we can decrease supports. Also, once students are in an LIU program, it’s very difficult to remove them.
• There is a difference between full-time and itinerant LIU charges.

Proposal for LIU Life Skills Support (4-12) and Therapeutic Emotional Support (9-12) Programs in the 2021-22 School Year

Our Special Education Department is recommending the following to allow for District cost controls, oversight, flexibility and inclusionary opportunities:

• Transfer of Entity from the LIU Life Skills Support Program, grades 4-12, at our intermediate, middle and high schools, which would provide continuity of service through all levels at DASD since we have three K-3 classrooms at Loganville-Springfield Elementary.
• Opening a Therapeutic Emotional Support classroom at the high school, grades 9-12.

This would involve 44 students, six paraprofessionals and seven support staff. LIU employees would be given the opportunity to become Dallastown employees and would be paid at our salary level.

It was noted that if a student would come into Dallastown now and the LIU class would be full, they would have to be sent to an outside program which would also increase our transportation costs.

Proposal for Transition Classroom in 2022-23 School Year

The department also wishes to open a specialized classroom to service Autistic, Life Skills and Intensive Learning Support students 18-21 years of age (currently seven students, one paraprofessional and one support staff). This will lower costs, compared to outside programs, and provide for timely continuity of education for Dallastown students, along with instructional oversight, flexibility, etc.

In response to Mr. Blevins' inquiry on an administrative burden, it was noted that Mrs. Trimmer could provide the oversight because of her position and skills, and that Behavior Specialist Holly Dell and Mrs. Kostoff would provide exceptional support as well.

Final Thoughts

• Dr. Heffler noted that both proposals will be further unfolded at the next Finance Committee Meeting, and that they set the vision for the department as we move into the 2021-22 budget process.
• Dr. Doll noted this is an opportunity to find efficiency and savings.
• In reference to the K-3 Autistic Support savings shown on slide 6 of the presentation, Mr. Pantano will look up a few line-item variances that may have gone up.
• Mr. Lytle thanked Mr. Frey for closing the loop and returning with numbers for the AS transfer of entity. He encouraged looking forward to see that we are achieving results with students and also providing administrative and teacher supplies and supports to sustain these high-stress programs.
• Mr. Frey sees himself as an instructional leader with a major goal to look at gaps.
• Mr. Blevins asked for a head-nod from the Finance Committee early in budget process.

(SPEC PRES - DASD Special Education Presentation November 2020.pdf attached)

6. SUPERINTENDENT’S REPORT

Minutes

Dr. Doll first highlighted school activities and the Ore Valley video for Veterans Day, then commented on the physical closure of the Secondary Campus since November 11th:
• Fortunately, we have seen a decline in confirmed cases at our high school; however, the data is not as promising we continue to see community spread and transmission among our middle school students and staff.

• Many of the cases we continue to share with our community are interrelated and the exposure occurred prior to the closure.

• Currently, it is our goal to virtually reopen both buildings with Wildcat Wednesday on Wednesday, December 2nd, and physically reopen both buildings upon our return from break on Thursday, December 3rd. However, the next 14 days will be telling—especially for our middle school.

As we enter the holiday break and administration continues to monitor data in consultation with the PA Department of Health (DOH), it will be important for families to clearly communicate positive cases with school officials. He also questioned the practicality of hosting a special board meeting over the holiday break, should it ultimately become his recommendation to extend the school closure in a specific building or buildings, and asked for Board feedback on emailing his rationale to ensure there would be no objection prior to communicating with the public.

Mrs. Kirby and Atty. Subers explained that calling a special meeting would require a total of four-days advanced notice to account for the submission timeline through the newspapers and provide the minimum 24-hours notice to the public. Atty. Subers also suggested there could be a motion from the floor this evening to authorize the superintendent to extend the suspension of in-person instruction at the middle and high schools for up to an additional two weeks at his discretion and conditional of him informing the board of his decision. This action would address the immediate problem and allow more time to address the closure threshold at a December meeting, before the next holiday break.

After lengthy Board discussion, it was agreed that deliberations should not occur by email and that operational guidelines related to a COVID-19 closure of up to 14 days, as previously shared with the superintendent by email, should be ratified prior to any action related to a closure extension should it become necessary for the upcoming Thanksgiving Break.

Mr. Pantano moved and Mr. Wingard seconded approval of the following:

1. As state guidelines and staffing issues may dictate, he may, without board approval but with board notification, close a single school or the district as a whole for a period not to exceed 14 days (10 school days.) He may need to act quickly and it would take too long to give public notice and hold a school board meeting.
   We view this in the same vein as the superintendent’s authority to make decisions on snow days and approve change orders under a certain threshold.
2. Departure from federal or state voluntary guidelines requires board notification but not board approval.
3. Departure from federal or state mandates requires board approval.
4. The superintendent is empowered to incur emergency expenses related to our reopening effort. He should inform the finance committee and then get formal approval at the next committee/board meeting. For example, he needs to enter into a short term contract for outsourced services for sanitizing and wiping down our facilities on a daily basis. This will cost approximately $21,000 per month and has a pandemic cancellation clause or a 30 day cancelation provision.

Mr. Kopelic received clarification on this motion then Mr. Blevins called for a vote.

By roll call vote, the motion passed unanimously...

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, Sarah B. Hostler, Steven A. Kopelic, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard

Upon request, Atty. Subers then provided the suggested motion for the immediate problem related to allowing an extension of the physical COVID-19 closure on the secondary campus should the superintendent deem it necessary before returning from the Thanksgiving Break.

Mr. Lytle moved and Mr. Kopelic seconded to authorize the superintendent to extend the suspension of in-person instruction at the middle and high schools levels for up to an additional 10 school days, at his discretion and conditional of him informing the board of his decision, for one time only to address the Thanksgiving break.

Mrs. Trout pointed out there is a rumor that our district will be shutting down for Trimester 2 and 3, which she would not support even though she is sympathetic to teachers’ concerns, and Mr. Blevins affirmed there is no discussion or intent to do so at this time.
By roll call vote, the motion passed unanimously...
Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, Sarah B. Hostler, Steven A. Kopelic, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard

Dr. Doll turned over his report to Dr. Heffler who provided an update on the beneficial Wildcat Wednesdays -- the asynchronous secondary accommodation for teachers, counselors and administrators, etc. to sustain the learning instruction through collaboration, etc.

She then reviewed the recommendation to revise the 2020-21 Calendar to provide supports for K-6 teachers and staff through a total of eight early-dismissal days (four each for the remaining two trimesters). They would fall on Wednesdays as well; the same day of the week that older siblings would be at home. She stated that the secondary level plans to stick with asynchronous days; however, this K-6 approach would allow for a quick pivot if we would need to create an alignment for K-12. Dr. Doll noted this would allow flexibility.

In response to Mr. Pantano’s inquiry, lunch will be provided/taken home (not served) and dismissals will occur at the traditional times to which families are accustomed.

Mr. Blevins suggested deliberations on this topic at this time.

Mr. Lytle moved and Mrs. Hostler seconded to accept Action Item 8b, the revised calendar as presented.

In response to additional inquiries from Mr. Wingard and Mr. Blevins, the amount of time and equity is a happy medium as the K-6 level still wishes to see the children those mornings.

By roll call vote, the motion passed unanimously...
Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, Sarah B. Hostler, Steven A. Kopelic, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard

Mr. Blevins called a brief recess at 9:47 p.m. then the meeting returned at 9:55 p.m.

Dr. Doll finished his report by providing the latest COVID-19 numbers and calling attention to the strengthened face-covering order from the PA DOH. There is currently no exception for sports and we’re hoping for greater clarity before November 25th; however, he has directed that students will not have to wear a mask in the pool. Also, the traveler testing for those who leave PA will have a detrimental impact on our staffing model. Lastly, he provided a list of upcoming school events.

In response to Mr. Pantano's inquiry, we cannot mandate the 72-hour test versus the 14-day quarantine, so it will be the employee’s choice. They must use paid leave and could only telework at the supervisor’s discretion. Another consideration that administration will have to work through is who will pay for the testing if health insurance won’t cover it.

(11.19.2020 Superintendent’s Report (1) - FINAL.pdf attached)

7. CONSENT ITEMS:

Minutes
In the absence of Mr. Fisher, Mr. Rohrbaugh shared the changes to the Personnel Report.

He also responded to Board Inquiry on the following reports:

- **Food Service Fund Statement of Operations** - The $0 under the National School Lunch and Breakfast Program line items are simply due to timing; the money is forthcoming.
- **Revenue Report** - State Revenue, such as PSERS, is also a timing issue as it is paid quarterly.

Mr. Lytle moved and Mr. Pantano seconded approval of the Consent Items.

By roll call vote, the motion passed unanimously...
Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, Sarah B. Hostler, Steven A. Kopelic, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard

[Signatures]

President
Secretary
Treasurer
a. Board Minutes: Previous Meeting(s)
   (CONSENT - Board Minutes 10-29-20.pdf attached)
   (CONSENT - Board Minutes 11-09-20 - Special Meeting.pdf attached)

b. Treasurer's Report

c. Expenditures Report
   (CONSENT - Expenditures Report 10-31-20.pdf attached)

d. Revenue Report
   (CONSENT - Revenue Report 10-31-20.pdf attached)

e. AP Check Register

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<td>Internal Service Fund</td>
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   (CONSENT - AP Check Register 11-19-20 - LIST OF BILLS.pdf attached)
   (CONSENT - AP Check Register 11-19-20 - DETAILS.xls attached)

f. Personnel Report

g. Rental Requests
   (CONSENT - SB_Rental_Approvals_November_19_2020.pdf attached)

h. Food Service Fund Statement of Operations
   (CONSENT - Food Svc Fund Stmt of Ops - October 2020.pdf attached)
   (CONSENT - Food Service - Meals served by month-Oct 2020.pdf attached)

i. Budgetary Transfers (Current Fiscal Year)
   (CONSENT - Budgetary Transfers over 10k 11-19-20.pdf attached)

j. Student Activity Accounts 09-30-20: High School / Middle School
   (CONSENT - Student Activity Accounts 09-30-20 - HIGH SCHOOL FY21_1st_Qtr_HSAA_Board_Report.pdf attached)
   (CONSENT - Student Activity Accounts 09-30-20 - MIDDLE SCHOOL.pdf attached)

8. ACTION ITEM(S):

   a. Acceptance of the 2019-20 Independent Auditors’ Report/Financial Statements - Mr. Blevins / Mr. Wildasin, CPA, Boyer & Ritter

   Minutes
   
   NOTE: This action item followed the first opportunity for public comment per the motion to amend the Agenda.
Mr. Wildasin, principal with Boyer & Ritter, acknowledged that he and Jacklyn Davidson, CPA and Manager, were responsible for overseeing the conduct of the audit.

He summarized these three areas of the audit:

- **Financial Statements** - A clean and unqualified/unmodified opinion, which is the highest level from a CPA firm and the gold standard of expectation.
- **Compliance with Federal or State Funding for IDEA** - Also a clean and unqualified/unmodified opinion.
- **Internal Controls Over Compliance** - There are no material weaknesses or deficiencies for processes and systems to ensure ongoing success for new rules/regulations that keep changing.

Overall, the audit went as smoothly as possible and they are here earlier than normal, which is usually December. He thanked the Business Office for the full and unfettered access to records.

Mr. Blevins added that prior to this board meeting, without Administration in the room, board members met with auditors and had an open discussion, which was also very complimentary in regards to the accuracy of our records.

*Mr. Lytle moved and Mr. Pantano seconded the Acceptance of the 2019-20 Independent Auditors’ Report/Financial Statements.*

**By roll call vote, the motion passed unanimously...**

Ayes: Steven C. Bentzel, Ronald J. Blevins, Sue A. Heistand, Sarah B. Hostler, Steven A. Kopelic, William A. Lytle, Anthony J. Pantano, Hilary S. Trout and Scott A. Wingard

(ATTACHED)

**b. DASD 2020-21 Calendar Revision (for K-6) - Dr. Doll / Dr. Heffler**

Minutes

*NOTE: This action item was addressed during the Superintendent’s Report.*

(ATTACHED)

**9. INFORMATION ITEM(S):**

**a. Finance and Buildings and Capital Projects Committee Report: 11/12 Meetings - Mr. Lytle / Mr. Blevins**

Minutes

Mr. Lytle called attention to closing out last year, projections for the current year budget, and the process of setting parameters for the next school year. Administration is also starting the RFP process for audit services which will go out on December 1, 2020.

Mr. Blevins mentioned the updates on Bond Fund and the Loganville-Springfield construction project, noting that a problem with one sub-contractor is being ironed out and we expect occupancy in mid- to late-December.

(ATTACHED)

**b. Policy Committee Report: 11/16 Meeting & Proposed Policies - Mr. Bentzel / Dr. Heffler**

Minutes

He reported that all committee members were present and that Dr. Heffler grouped the policies by subject: Title IX, compulsory age/attendance, controlled substances, early graduation for student pathways, and trauma-informed training for board members and teachers. The committee also looked at nepotism for short-term contracts and volunteers, among other policies, and discussed legislative advocacy related to testing.

Questions may be directed to Mr. Bentzel or Dr. Heffler prior to action at the December 10th Board Meeting.
(Note: Action was postponed until the January 21st meeting after an inquiry from Mr. Blevins in regards to a 30-day public review).

(INFO-ACTION - Policy Meeting Minutes 11.16.20.pdf attached)


c. PSBA Liaison Report - Mr. Bentzel


November 13 Legislative Report: [https://www.votervoice.net/frames/PSBA/newsletters/38153](https://www.votervoice.net/frames/PSBA/newsletters/38153)

Minutes

He called attention to the passing of three bills since his mention of them at the last meeting related to the publication of board emails, broadband expansion and protection for student assault victims.

PSBA also adopted its 2021 Legislative Platform with these four priorities: meaningful charter school reform; a fair, predictable and equitable funding formula; appropriate retirement funding; and the mental health of students. Mr. Bentzel, Mrs. Hostler and Mr. Wingard attended the virtual Delegate Assembly through Zoom on November 7, 2020.

d. LIU Board Report: 11/3 Meeting - Mrs. Heistand

Minutes

She called attention to the vote on the LIU Business Plan for departments to show how they will increase revenue to help reduce (or even eliminate) the district contribution to the general fund of the LIU Budget.

At the next LIU Board Meeting, there will be a vote on the provider for the on-site health clinics to be located at the York Learning Center and the New Oxford Administrative Building.

(INFO - LIU Board Report 2020-11-03 Dawns.pdf attached)

e. York Adams Tax Bureau Report: 10/26 Meeting - Mr. Wingard

Minutes

He reviewed the details provided in his attached report.

In response to Mr. Blevins' inquiry, he affirmed that out of Earned Income Tax (EIT), Local Services Tax (LST) and the MBP Tax collections, only EIT impacts our District.

(INFO - York Adams Tax Bureau Oct 26 2020 notes submitted to the Board.pdf attached)

f. York County School of Technology JOC Report: 9/24 & 10/22 Meetings - Mr. Lytle

Minutes

He was absent from the last DASD board meeting so he provided two reports this evening.

In regards to the YCST 2021-22 Budget, they'll vote on it at their next meeting before sending it out to member districts, and he spoke with Dr. Doll about his concern with the 3.59% increase.

Their full-time enrollment includes 136 Dallastown students, and they're at full capacity with 1,700 students and a waiting list.

Mr. Lytle also acknowledged the need for YSCT to work on a multi-year strategic plan for career pathways, etc.

Dr. Doll pointed out that this is his first year as superintendent and that he is looking at every line item increase. There are growth areas for the YCST Budget and our District will have to define what impact we can maintain as he and Mr. Rohrbaugh contemplate what we'll be spending.
10. CALENDAR OF BOARD EVENTS:

Most meetings are open to the public and located at 700 New School Lane, Dallastown, PA 17313. Closed meetings are noted with an asterisk (*).

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>MEETING/EVENT</th>
<th>LOCATION</th>
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<tr>
<td>Thursday, December 3</td>
<td>6:00 p.m.</td>
<td>Human Resources Committee*</td>
<td>AD Board Room</td>
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<tr>
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<td>7:00-7:15 p.m.</td>
<td>Organization Meeting</td>
<td>Zoom Webinar</td>
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<td></td>
<td>7:15 p.m.</td>
<td>Finance followed by Buildings &amp; Grounds Committee</td>
<td>Zoom Webinar</td>
</tr>
<tr>
<td>Thursday, December 10</td>
<td>7:30 p.m.</td>
<td>Board Meeting</td>
<td>Zoom Webinar</td>
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</tbody>
</table>

Link to full list, last updated 10/29/2020: Meeting Dates through Aug. 2021

Minutes
They are listed for the public.

11. CONFERENCE REQUESTS: N/A

12. BOARD COMMENTS / CORRESPONDENCE

Minutes

Mrs. Hostler loved serving the holiday meal at Ore Valley and she commended Chartwells. She also shared her appreciation for how Dr. Doll and Dr. Heffler are looking at individual buildings versus the district as a whole in regards to COVID-19 closures. She also asked for an update on technology distribution at the next meeting - Is everyone getting what they need?

Mr. Lytle served at Loganville-Springfield's cafeteria; Mrs. Trout served at Leaders Heights, and Mr. Blevins served at the Intermediate School. He was impressed by their politeness and the staff organization/cooperation/management of the short windows of time to accommodate the number of students and turn over the room between groups. Mr. Bentzel noted the inquisitive students when he served the holiday meal at Dallastown Elementary.

13. COMMENTS FROM THE PUBLIC

The School Board and Administration welcome comments from the public.

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- At the School Board President's discretion, additional time may be allowed or deferred until the end of the meeting in order to move the meeting forward.

Minutes
There were no public comments.

14. ADJOURNMENT

Minutes
The meeting adjourned at 10:36 p.m.

Respectfully submitted,

Lisa M. Kirby, Board Secretary