

**FILLMORE CENTRAL SCHOOL DISTRICT**  
**PO Box 177, 104 West Main St.**  
**Fillmore, NY 14735**

**Reorganizational Meeting Agenda**

***Monday, July 15, 2019 @ 6:30 pm***  
***Conference Room – C117***

**FUTURE MEETINGS**

**August 15, 2019**  
**(Pending Approval)**

**Board Meeting – 6:30 PM**

**September 19, 2019**  
**(Pending Approval)**

**Board Meeting – 6:30 PM**

Meeting called to order at 6:35 pm by Marcus Dean.

PLEDGE OF ALLEGIANCE

**BOARD MEMBERS:**

Marcus Dean  
Paul Cronk  
Faith Roeske  
Sara Hatch  
Matt Hopkins  
Susan Abbott

**ADMINISTRATION:**

Michael Dodge, Superintendent  
Chelsey Aylor, Principal  
Joseph Butler, Business Manager  
Betsy Hardy, Director of Technology - Absent  
Annie West, Director of Special Education

**1. PRELIMINARY MATTERS/PUBLIC COMMENT - NONE**

**2. PROGRAMS/PRESENTATIONS - NONE**

**3. ADMINISTRATION OF OATH TO NEWLY ELECTED BOARD MEMBERS**

Newly elected Board of Education member Marcus Dean took the Oath of Faithful Performance.

**4. ELECTION OF OFFICERS**

4.1 Motion S. Hatch, second F. Roeske to elect Marcus Dean as Board president.

5 Aye 0 Nay Motion Carried

4.2 Motion M. Hopkins, second F. Roeske to elect Paul Cronk as Board Vice President.

5 Aye 0 Nay Motion Carried

**5. ADMINISTER OATH OF FAITHFUL PERFORMANCE IN OFFICE TO THE PRESIDENT, VICE-PRESIDENT and SUPERINTENDENT.**

- Newly elected Board President Marcus Dean took the Oath of Faithful Performance.
- Newly elected Board Vice President Paul Cronk took the Oath of Faithful Performance.
- District Superintendent Michael Dodge took the Oath of Faithful Performance

**6. APPOINTMENT OF OFFICERS**

6.1 Motion F. Roeske, second P. Cronk to appoint Susan Abbott as District Clerk.

5 Aye 0 Nay Motion Carried

6.2 Motion S. Hatch, second M. Hopkins to appoint Brenda Nolan as District Treasurer.

5 Aye 0 Nay Motion Carried

6.3 Motion P. Cronk, second F. Roeske to appoint Lynette Folts as Deputy Treasurer.

5 Aye 0 Nay Motion Carried

6.4 Motion S. Hatch, second P. Cronk to appoint Susan Bodnar as Tax Collector.

5 Aye 0 Nay Motion Carried

6.5 Motion F. Roeske, second S. Hatch to appoint Heidi Rose as Claims Auditor.

5 Aye 0 Nay Motion Carried

6.6 Motion M. Hopkins, second P. Cronk to appoint Michelle Harding as Deputy Claims Auditor.

5 Aye 0 Nay Motion Carried

**7. OTHER APPOINTMENTS**

7.1 Motion P. Cronk, second F. Roeske to appoint Dr. Douglas Mayhle as School Physician.

5 Aye 0 Nay Motion Carried

7.2 Motion S. Hatch, second M. Hopkins to appoint Richardson and Pullen, P.C. as School Attorney.

5 Aye 0 Nay Motion Carried

7.3 Motion F. Roeske, second P. Cronk to appoint Brenda Nolan as Official Bank Signatory.

5 Aye 0 Nay Motion Carried

7.4 Motion M. Hopkins, second S. Hatch to appoint Joseph Butler as Extra-Curricular Treasurer.

5 Aye 0 Nay Motion Carried

7.5 Motion F. Roeske, second M. Hopkins to appoint Lynette Folts as Extra-Curricular Accountant.

5 Aye 0 Nay Motion Carried

7.6 Motion P. Cronk, second S. Hatch to appoint Joseph Butler as Purchasing Agent.

5 Aye 0 Nay Motion Carried

7.7 Motion M. Hopkins, second P. Cronk to appoint Michael Dodge as Deputy Purchasing Agent.

5 Aye 0 Nay Motion Carried

7.8 Motion S. Hatch, second F. Roeske to appoint Michael Dodge as Payroll Authorization Agent.

5 Aye 0 Nay Motion Carried

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- 7.9 Motion P. Cronk, second S. Hatch to appoint Joseph Butler as Records Management Officer.  
5 Aye 0 Nay Motion Carried
- 7.10 Motion M. Hopkins, second F. Roeske to appoint R.A. Mercer as District External (Independent) Auditor.  
5 Aye 0 Nay Motion Carried
- 7.11 Motion S. Hatch, second P. Cronk to appoint Marcia Wright as District Internal Auditor.  
5 Aye 0 Nay Motion Carried
- 7.12 Motion M. Hopkins, second P. Cronk to appoint Chelsey Aylor as District Compliance Officer.  
5 Aye 0 Nay Motion Carried
- 7.13 Motion F. Roeske, second P. Cronk to appoint Kassandra Bailey as Homeless Liaison.  
5 Aye 0 Nay Motion Carried
- 7.14 Motion M. Hopkins, second S. Hatch to appoint Susan Abbott as FOIL Officer.  
5 Aye 0 Nay Motion Carried
- 7.15 Motion P. Cronk, second S. Hatch to appoint Fred Reed as Asbestos (LEA) Designee.  
5 Aye 0 Nay Motion Carried
- 7.16 Motion M. Hopkins, second F. Roeske to appoint Fred Reed as School Pesticide Officer.  
5 Aye 0 Nay Motion Carried
- 7.17 Motion P. Cronk, second S. Hatch to appoint Rachel Coon as Chemical Hygiene Officer.  
5 Aye 0 Nay Motion Carried
- 7.18 Motion F. Roeske, second P. Cronk to appoint Chelsey Aylor as Copyright Officer.  
5 Aye 0 Nay Motion Carried

7.19 Motion S. Hatch, second M. Hopkins to appoint Heidi Stroud (PreK-6), and Bill Kelley (Grades 7-12) as DASA Co-Coordinators:

5 Aye 0 Nay Motion Carried

7.20 Motion P. Cronk, second F. Roeske to appoint Chelsey Aylor as Civil Rights Compliance Officer.

5 Aye 0 Nay Motion Carried

7.21 Motion M. Hopkins, second F. Roeske to appoint Chelsey Aylor as Title IX Coordinator.

5 Aye 0 Nay Motion Carried

7.22 Motion P. Cronk, second S. Hatch to allow Michael Dodge, Superintendent, to be able to execute contracts on behalf of the District with BOCES.

5 Aye 0 Nay Motion Carried

7.23 Motion S. Hatch, second F. Roeske to appoint Betsy Hardy as Data Protection Officer.

5 Aye 0 Nay Motion Carried

7.24 Motion P.Cronk, second M. Hopkins to appoint Anne West as ESL Coordinator.

5 Aye 0 Nay Motion Carried

7.25 Motion F. Roeske, second P. Cronk to appoint Betsy Hardy as Chief Information Officer.

5 Aye 0 Nay Motion Carried

7.26 Motion S. Hatch, second M. Hopkins to appoint Betsy Hardy as District Data Coordinator.

5 Aye 0 Nay Motion Carried

**8. DESIGNATIONS**

8.1 Motion S. Hatch, second P. Cronk to appoint the following bank(s) as the official depository of funds:

Community Bank NA  
Chase Investment  
NY Class Investment

5 Aye 0 Nay Motion Carried

- 8.2 Motion M. Hopkins, second S. Hatch to designate the following newspaper as the official newspaper of the district:

Olean Times Herald

5 Aye 0 Nay Motion Carried

- 8.3 Motion F. Roeske, second P. Cronk to approve the following as regular meeting dates of the Fillmore Central School District Board of Education, tentatively scheduled on the third Thursday of each month at 6:30 PM.

|                    |                   |
|--------------------|-------------------|
| August 15, 2019    | February 20, 2020 |
| September 19, 2019 | March 19, 2020    |
| October 17, 2019   | April 16, 2020    |
| November 21, 2019  | May 21, 2020      |
| December 19, 2019  | June 18, 2020     |
| January 16, 2020   |                   |

5 Aye 0 Nay Motion Carried

**9. AUTHORIZATIONS**

- 9.1 Motion S. Hatch, second P. Cronk to appoint Michael Dodge as Payroll Certification Agent.

5 Aye 0 Nay Motion Carried

- 9.2 Motion F. Roeske, second M. Hopkins to appoint Chelsey Aylor as Designated Educational Official (DEO).

5 Aye 0 Nay Motion Carried

- 9.3 Motion P. Cronk, second S. Hatch to appoint Priscilla Beardsley as the Reviewing and Verification Official for the Federal Child Nutrition Program.

5 Aye 0 Nay Motion Carried

- 9.4 Motion F. Roeske, second M. Hopkins to appoint Joseph Butler as Hearing Official for the Federal Child Nutrition Program.

5 Aye 0 Nay Motion Carried

- 9.5 Motion P. Cronk, second F. Roeske to appoint the District Superintendent as authorized to approve all conferences, conventions, and workshop attendance for staff with expenses.

5 Aye 0 Nay Motion Carried

- 9.6 Motion M. Hopkins, second F. Roeske to appoint the District Superintendent as authorized to apply for Grant in Aid (State and Federal) as appropriate.

5 Aye 0 Nay Motion Carried

- 9.7 Motion P. Cronk, second M. Hopkins to appoint the District Superintendent as authorized to approve budget transfers up to \$100,000 within limits prescribed by Commissioner's Regulation Section 170.2 and Board guidelines.

5 Aye 0 Nay Motion Carried

**10. OTHER ITEMS**

- 10.1 Motion S. Hatch, second F. Roeske to approve the mileage allowance for 2019-2020 as being the established IRS rate as amended from time to time.

5 Aye 0 Nay Motion Carried

- The Board had asked about the free breakfast/lunch program that the school now qualifies for. Mr. Dodge shared that every student will receive a free breakfast and lunch each day. For the high school there will now be a breakfast cart both upstairs and downstairs while the kindergarten will eat breakfast in the cafeteria and grades 1-6 will have their breakfast in their classroom. Mr. Dodge stated that Miss Bailey has worked hard to get the numbers up so that the school would qualify for the program and be able to provide these meals every student.

- 10.2 Motion P. Cronk, second M. Hopkins to approve School Breakfast and Lunch Prices for 2019-2020 as follows:

|                      |    |      |
|----------------------|----|------|
| Student Breakfast    | \$ | 1.10 |
| Student Lunch (K-6)  | \$ | 1.80 |
| Student Lunch (7-12) | \$ | 1.95 |

5 Aye 0 Nay Motion Carried

- 10.3 Motion M. Hopkins, second F. Roeske to approve of the 2019-2020 Teacher Mentoring program.

5 Aye 0 Nay Motion Carried

- 10.4 Motion F. Roeske, second S. Hatch to approve the 2016-2019 Professional Development Plan.

5 Aye 0 Nay Motion Carried

- 10.5 The next regular meeting is scheduled for August 21, 2019 at 6:30 pm.

## 11. DISCUSSION/WORK SESSION:

### 11.1 Administrators' Reports:

#### Mrs. Aylor, Elementary Principal

- Mrs. Aylor discussed the book grant that she had applied for earlier this year. Fillmore was not awarded the grant for \$15,000 but we were awarded \$10,000 in credits to buy books for our students.

#### Mrs. Hardy, Director of Technology

- Mrs. Hardy was absent from the meeting but shared her good news in the dropbox.

#### Mrs. West, CSE Chair

- Mrs. West shared that the new 12:1:1 teacher came to school on June 26<sup>th</sup> for moving-up day so that she could meet with her students.
- Mrs. West said that she will be going with Ms. Harrington to visit the students who were not here for moving up day.

### 11.2 Superintendent's Report: Mr. Dodge

- Mr. Dodge talked about the sink hole that appeared in the side parking lot last week. He is going to have the architects take core samples around it when they are here to do samples of the new parking lot.
- Mr. Dodge gave an update on the progress of the turf repair.
- Mr. Dodge stated that he will be meeting with Kinley soon to start the process of refinishing the sidewalks.
- Mr. Dodge said he will be attending a meeting in Centerville on July 17<sup>th</sup> regarding the windmills proposed for Centerville and surrounding towns.
- Mr. Dodge talked about the new greeter position. Civil service is sending out canvas letters to the people who have taken the civil service typist exam. He also shared where the greeter will be located until after the building project is completed.
- Mr. Dodge stated that there were 2 applicants for the Driver/Mechanic position. He will be meeting with Mr. Potter to discuss the applicants.
- Mr. Dodge shared that the new CSE Chair will be working through BOCES.
- Mr. Dodge stated that the Capital Improvement Project is on track with meetings every few weeks. Mr. Dodge also said we will be looking to hire a Clerk of the Works to work part-time starting in October and then become full-time in March of 2020.
- Mr. Dodge said that the regent's analysis is not complete yet so the results will be presented at the August meeting.
- Mr. Dodge shared that he is looking into a stipend for the archery advisor. Mr. Dodge has asked Mrs. Newman to come up with the length of the season and the number of contest they will be competing in. Mr. Dodge also shared that he has been in contact with a gentleman from the Freedom Rod & Gun club to set up a few dates this summer for the students interested in trap shooting.
- Mr. Dodge talked about the Commissioner of Education resigning.
- Mr. Dodge asked the Board if they had made a decision on a new laptop. They reviewed the choices and had a few questions before they make a decision.

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- Mr. Dodge talked about the restructuring of Mrs. Aylor's and Mrs. West's positions. Mrs. Aylor will now be the PreK-12 Principal/Director of Instruction and Mrs. West will be the Director of Special Education/ Curriculum Coordinator.
- Mr. Dodge shared that the Assistant Principal job had been posted and that they are in the process of reviewing applications. The deadline is Friday, July 19<sup>th</sup>.

### 11.3 Work Session

- Mrs. Aylor discussed the updates to the 2019-2020 Elementary Handbook. The changes she has made are in red.
- Mrs. Aylor shared the 2019-2020 Code of Conduct which had no changes.
- Mrs. Aylor discussed the updates to the 2019-2020 Athletic Policy. The changes she has made are in red.
- Mr. Dodge shared that there will be a resolution to approve the Head Lice Policy.
- Mr. Dodge discussed the New Immunization Policy that the lawyers had sent. There will be a resolution to approve the policy.

## 12. BUSINESS/FINANCE

### 12.1 Business Administrator's Report

- Mr. Butler shared the Treasurer's report and stated that the business office is still in the process of closing out the fiscal year.
- Mr. Butler stated that the Cooperative Bid that will be voted on later in the meeting is the annual bid for electricity.
- Mr. Butler shared that the new auditors would like to meet with the board during the August meeting.
- Mr. Butler talked about the bus bans that will be coming in August to finance the new busses.
- Mr. Butler shared that minimum wage will be going up again at the end of the year so next month he will have a resolution to increase the sub pay rates.

### 12.2 Motion P. Cronk, second M. Hopkins to accept the Treasurer's Reports.

5 - Aye 0 - Nay Motion Carried

## 13. EXECUTIVE SESSION

### 13.1 Motion by F. Roeske, seconded by M. Hopkins for the board to enter into Executive Session at 7:51 pm to discuss matters leading to the appointment and possible employment of personnel along with a labor relations matter consistent with purposes specified in the open meeting law.

5 - Aye 0 - Nay Motion Carried

### 13.2 Motion by P. Cronk, seconded by S. Hatch for the board to move out of Executive Session at 8:32 pm and regular meeting resumed.

5 - Aye 0 - Nay Motion Carried

\*\*Mr. Hopkins left the meeting at 8:32 pm\*\*

**14. CONSENT VOTE**

14.1 The Board of Education accepts and approves of:

14.1.1 The Board of Education accepts and approves of the Board Meeting Minutes of the June 24th meeting.

14.1.2 The Board of Education approves the recommendations developed by the CSE/CPSE for special education programs and services from June 24 to July 15, 2019, the BOE hereby approves said recommendations.

14.1.3 The Superintendent recommends the Board of Education approve the 2019-20 Elementary Handbook.

14.1.4 The Superintendent recommends the Board of Education approve the 2019-20 Code of Conduct.

14.1.5 The Superintendent recommends the Board of Education approve the 2019-20 Athletic Policy.

14.1.6 The Board of Education moves to add addendums 16.7, 16.8 and 18.7 to this meeting agenda.

Motion by S. Hatch

Seconded F. Roeske

4 Aye 0 Nay Hopkins absent

Motion Carried

**15. OLD BUSINESS - NONE**

**16. NEW BUSINESS**

16.1 Motion by P. Cronk, second by S. Hatch to appoint the Chief School Officer as the delegate, and the School Business Official as the alternate delegate, to the Board of Directors of the Allegany Cattaraugus Schools Medical Health Plan for the 2019-20 fiscal year.

4 Aye 0 Nay Hopkins absent

Motion Carried

16.2 Motion S. Hatch, second F. Roeske to accept the Retainer Agreement between Fillmore Central School and Richardson, Pullen and Buck, P.C. Attorneys at Law for the 2019-2020 fiscal year.

4 Aye 0 Nay Hopkins absent

Motion Carried

16.3 Motion P. Cronk, second F. Roeske to approve a contract between Fillmore Central School and Spectrum Creative Arts to provide music therapy services for three of our students during the 2019-2020 school year.

4 Aye 0 Nay Hopkins absent

Motion Carried

- 16.4 Motion S. Hatch, second P. Cronk to approve the Girls Varsity Soccer Trip to Rochester August 28-30. During this overnight trip, the District will provide transportation through the use of a school van or suburban excursion.

4 Aye 0 Nay Hopkins absent Motion Carried

- 16.5 Motion P.Cronk, second S. Hatch to approve the following Cooperative Bid Coordination Resolution:

WHEREAS, The Board of Education, Fillmore Central School District of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase of supply of electricity. And...

WHEREAS, The Board of Education, Fillmore Central School District of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The Board of Education, Fillmore Central School District of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education, Fillmore Central School District of New York State and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The Board of Education, Fillmore Central School District of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That The Board of Education Fillmore Central School District of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services... And...

BE IT FURTHER RESOLVED, That The Board of Education Fillmore Central School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That The Business Manager, on behalf of the Board of Education, Fillmore Central School District of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for

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supply of electricity and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

4 Aye 0 Nay Hopkins absent Motion Carried

16.6 Motion S. Hatch, second P. Cronk to approve the new immunization policy.

4 Aye 0 Nay Hopkins absent Motion Carried

16.7 Motion F. Roeske, second S. Hatch to approve the new typist position (Greeter).

4 Aye 0 Nay Hopkins absent Motion Carried

16.8 Motion F. Roeske, second P. Cronk to approve the new lice policy.

4 Aye 0 Nay Hopkins absent Motion Carried

**17. EXECUTIVE SESSION - NONE**

**18. PERSONNEL**

18.1 Motion P. Cronk, second S. Hatch to approve the resignation of Donna Johnson, Food Service Helper, effective June 30, 2019.

4 Aye 0 Nay Hopkins absent Motion Carried

18.2 Motion S. Hatch, second P. Cronk to approve the appointment of Samantha Hirsch to the tenure position of Elementary Special Education teacher. Salary will be in accordance with the starting teacher salary listed in the teacher contract. Following approval of this resolution her tenure period will begin on August 26, 2019 and continue until August 26, 2023.

4 Aye 0 Nay Hopkins absent Motion Carried

18.3 Upon the recommendation of the Superintendent and on motion of P. Cronk and seconded by F. Roeske, Chelsea Aylor, who holds New York State certification as a School District Leader area; was conditionally appointed as a school administrator to the Administrative tenure area for a probationary period of four (4) years, to commence on August 31, 2015 and to end on August 31, 2019 and who was previously assigned to PreK-4 Principal/Director of Curriculum & Instruction and CIO is hereby assigned to PreK-12 Principal/Director of Curriculum & Instruction effective July 1, 2019. Ms. Aylor will continue in the Administrative tenure area. The Board further approves Five Thousand Dollars (\$5,000) per year to be added to Ms. Aylor's

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annual base salary effective July 1, 2019 as compensation for additional duties and responsibilities of her new assignment. In accordance with New York State Education Law, eligibility for tenure at the end of the probationary period is dependent on Ms. Aylor receiving APPR ratings of Effective or Highly Effective in 3 of 4 preceding years and no Ineffective composite or overall rating in the final year.

4 Aye 0 Nay Hopkins absent Motion Carried

18.4 Upon the recommendation of the Superintendent and on motion of S. Hatch and seconded by P. Cronk, the eleven (11) month position of school administrator currently held by Anne West is hereby increased to a twelve (12) month position.

4 Aye 0 Nay Hopkins absent Motion Carried

18.5 Upon the recommendation of the Superintendent and on motion of F. Roeske and seconded by S. Hatch, Anne West, who holds New York State Certification as a School Building Leader; is pursuing her School District Leader certification; was appointed to the position of an eleven (11) month school administrator in the Administrative tenure area for a probationary period of four (4) years effective August 28, 2017 and to end on August 28, 2021; and who was previously assigned to Director of Special Education is hereby assigned to Director of Special Education/Curriculum Coordinator effective July 1, 2019, a twelve (12) month position. Ms. West will continue in the Administrative tenure area. The Board further approves Five Thousand Dollars (\$5,000) per year to be added to Ms. West's annual salary effective July 1, 2019 as compensation for the change in position from eleven (11) months to twelve (12) months and the additional duties and responsibilities of her assignment.

4 Aye 0 Nay Hopkins absent Motion Carried

18.6 Motion by P. Cronk, second by F. Roeske, to approve the following Non-Instructional Appointment:

| <b>NAME</b>       | <b>POSITION</b> | <b>EFFECTIVE DATE</b> |
|-------------------|-----------------|-----------------------|
| Heather Beardsley | Bus Driver      | 7/15/2019             |

Individual listed is fingerprinted and has full clearance for employment.

4 Aye 0 Nay Hopkins absent Motion Carried

18.7 BE IT RESOLVED, upon the motion of F. Roeske and second of P. Cronk that the Board of Education, in accordance with the Superintendent's July 1, 2018 Contract, hereby authorizes the Board President to execute the Amendment to the Superintendent's Contract setting forth modified terms and conditions in paragraph 3b, 3c and 6b, as a result of the Superintendent achieving a satisfactory performance evaluation by the Board of Education during the 2018-19 school year.

4 Aye 0 Nay Hopkins absent Motion Carried

**19. ADJOURNMENT**

19.1 Motion F. Roeske, second P. Cronk that the board adjourn the meeting at 8:46 pm.

4 Aye 0 Nay Hopkins absent Motion Carried

Respectively submitted,

Susan Abbott  
District Clerk