

The Board of Directors of the Cedar Falls Community School District in the County of Black Hawk, State of Iowa, met in regular session pursuant to the laws and rules of said Board at the James L. Robinson Administrative Center, 1002 West First Street, Cedar Falls, Iowa, at 7:00 p.m. The meeting was called to order by the President and the roll being called there were present Deon Senchina in the chair, and the following named Directors: Jim Brown, James Kenyon, Susan Lantz, Jenny Leeper, David Williams and Joyce Coil by iPad tablet teleconference. Others in attendance were: Dr. David Stoakes, Superintendent, Douglas Nefzger, Director of Business Affairs, Dan Conrad, Director of Secondary Education, Dr. Adrian Talbot, Director of Human Resources, and Pam Zeigler, Director of Elementary Education. Also in attendance were: Dale R. Port, Karen Connelly, Sheryl Bewyer, Emily Christensen, Jewell Hays, Erin Gaines, Linda Walther, Nick Hildebrandt, Michael Brocka and Brian Sanderman.

President Senchina called the meeting to order and reported that the business and action to be taken at tonight’s meeting will be focused on student achievement.

President Senchina reported a governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical and only if the governmental body provides public access to the conversation of the meeting to the extent reasonably possible. The place of the meeting is the place in which the communication originates and the minutes of the meeting shall include a statement explaining why the meeting in person was impossible or impractical as pursuant to Iowa Code 21.8. The reason for the meeting being held by electronic means is due to illness.

Item No. 1– Approval of the Following Consent Agenda Items:

Director Kenyon moved and Director Williams seconded the motion the Board approves the following items:

1. The agenda of the December 12, 2011 Board of Education agenda as presented.
2. Approval of the November 28, 2011 Board of Education meeting minutes as presented.
3. Approval of the bills as presented for payment as reviewed by the designated Board member, Dr. Kenyon
4. Approval of Human Resource Report
5. Approval of the following agreements;
 - 2012 Summer Roof Project Engineering
 - Timberline Medicaid Contract Addendum
 - EXPO Alternative Learning Center Program
 - CV Alliance and CBE Group Leadership Education

President Senchina reported that the Board reluctantly approves the consent agenda, which includes the retirement of Superintendent Stoakes effective June 30, 2012.

Human Resource Report

New Contracts - Recommended for Approval

Jacob J. Grafenberg	UNI	Shared 4 th /6 th Grade (.70 FTE)	North Cedar	BA Step (\$13,085)
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Resignations - Recommended for Approval

Betty Luther	Family & Cons Science	Holmes JH	01-13-12	Reason: Retirement
David Stoakes	Superintendent		06-30-12	Reason: Retirement

Coach Resignations – Recommended for Approval

Daniel Hensing	Peet	Head 7 th Basketball Men’s
Daniel Hensing	Holmes	Asst 8 th Basketball Men’s

Directors voting in favor of the motion: Lantz, Brown, Coil, Williams, Leeper, Kenyon and Senchina. Those voting “no” none. Motion carried.

Item No. 2 – Public Hearing on the High School Window Replacement Project

President Senchina reported that she had in her possession an affidavit of publication showing the notice of time and place of the public hearing for the High School Window Replacement project as published in the Waterloo/Cedar Falls Courier on November 25, 2011. The Board will now hold a public hearing on this project. No public comments were offered. Mr. Nefzger reported there were no written comments received. President Senchina then declared the public hearing closed.

Item No. 3 – Secretary’s Monthly Financial Report

Mr. Nefzger reviewed the monthly balances for November 2011 in the general, schoolhouse, student activity, and food service funds. President Senchina reported that the report would be filed subject to audit.

Item No. 4 – Communications

None

Item No. 5 – Southdale and Hansen Phase I Building Project Presentation

Mr. Nefzger introduced Dale Port and Nick Hildebrandt from Structure Architects and Michael Brocka from Modus Engineering. The design team reviewed the plans for the upcoming addition and remodeling to Southdale Elementary, as well as the phase I classroom addition of Hansen Elementary. The design team reviewed the addition and remodeling of classrooms, cafeteria, gymnasium, conversion of the current multipurpose room into the media center, the new front entrance and administrative office for Southdale Elementary. The design team also reviewed the plans for phase I of the Hansen Elementary project, which includes the addition of five classrooms. These classrooms will be designed in preparation of phase II of the Hansen Elementary project, which is the removal of the original 1969 section of the building and includes the addition of new classrooms, gymnasium, cafeteria and administrative offices.

Item No. 6 – Informational Report: Talented and Gifted Program

The talented and gifted department (TAG) of the Cedar Falls Community School District reviewed the TAG program. Presenters included Sheryl Bewyer from Southdale and Cedar Heights Elementary, Erin Gaines from Lincoln and Hansen Elementary, Linda Walther from North Cedar and Orchard Hill Elementary, Jewell Hays from Peet Junior High, Karen Connelly from Holmes Junior High and Tim Kangas from Cedar Falls High School. The team reported the Talented and Gifted program in Iowa was established by Iowa Code 257.44 and Iowa Administrative Code 21.5(12). The team reviewed basic criteria for a selection of students to be included in the TAG program, the EXPLORE program for students in grades 1-4 and the ALPHA program for students in grades 5-12. For the 2011-2012 school year there are currently 357 students in grades 1-4 in the EXPLORE program and 250 students in the ALPHA program in grades 5-12. Presenters reviewed documentation and planning that takes place when working with the students, as well as incorporating the 4R’s, (Rigor, Relevance, Reflection and Relationships) which tie to the Iowa Core 21st century skills requirement. The TAG department staff also reviewed their collaboration with other staff in the professional learning community process, as well as accommodations that the team will make with individual teachers to assist on acceleration and differentiation plans for individual students, as well as assisting and finding materials to enrich individual student experiences at school. The Board thanked the TAG team for their commitment to the students of Cedar Falls Community School District.

Item No. 7 – Approval of High School Window Replacement Project

Mr. Nefzger introduced Michael Brocka from Modus Engineering and Brian Sanderman from Invision Architecture. Mr. Sanderman reviewed the bids for the High School window project. A total of two bids were received and it was his recommendation to the Board to except the low quote from Ford-Metro from Rochester, Minnesota at a base bid cost of \$239,240. Mr. Sanderman also recommended the following:

- Alternate No. 1 addition of roller shades at an additional cost of \$15,890
- Alternate No. 2 Liquidated damages at no extra cost
- Alternate No. 3 Extended window warranty at a cost of \$720. This would extend the warranty on the windows from 5 years to 10 years.

The total cost for this project including the alternates is \$255,850. Mr. Sanderman noted that there are approximately ten windows in the project that the calking around the windows contains asbestos. An asbestos abatement contractor will need to be hired to remove the calking and windows and this cost is not included in this bid. Director Williams moved and Director Lantz seconded the motion to approve the low quote from Ford-Metro at a total cost of \$255,850. Payment for this project will be funded by the physical plant and equipment levy. Directors voting in favor of the motion: Lantz, Brown, Coil, Williams, Leeper, Kenyon, and Senchina. Those voting “no” none. Motion carried.

The Board recessed at 8:45 p.m. and reconvened at 8:50 p.m.

Item No. 8 – Approval of a Change Order Request for the High School Gym Floor Project

Mr. Nefzger reviewed a change order request for the High School gym floor project. The change order is due to the fact that additional light weight concrete is needed to allow for the new gym floor to be at the proper height. The original contract specified replacing up to one and one half inches of old infill with light weight concrete. The total depth needed is closer to three inches. There is also a deduct in the change order for some additional cleaning that was associated with the project, as well as adding five additional volleyball cover plates and a change of lettering design in the finished gym floor. Total amount of all change orders is \$35,769. Director Kenyon moved and Director Brown seconded the motion to approve the change order request in the amount of \$35,769. Directors voting in favor of the motion: Lantz, Brown, Coil, Williams, Leeper, Kenyon, and Senchina. Those voting “no” none. Motion carried.

Item No. 9 – Approval of Board Policies

Dr. Stoakes reviewed the first and final reading of board policies 301.1, 303.1, 304.1, 306.1, 306.2, and 310.1. Director Leeper moved and Director Brown seconded the motion to approve the changes in the following board policies. Directors voting in favor of the motion: Lantz, Brown, Coil, Williams, Leeper, Kenyon, and Senchina. Those voting “no” none. Motion carried.

Policy Title: *Superintendent of Schools* **Code No.** *301.1*

Executive Officer

The superintendent shall be the executive officer of the board and have such powers and duties as may be prescribed by policies adopted by the board or by law. The superintendent may delegate responsibility for the operation of various segments of the school system but is ultimately responsible to the board for the results produced. The board relies on the superintendent for advice and information and for carrying out the official actions of the board.

The basic principle underlying the orderly operation of the school system shall be that policies are adopted by the Board of Education and executed by the superintendent of schools.

I. Functions (Superintendent of Schools as Executive Officer for the Board of Education)

The superintendent shall be the chief executive officer of the Board of Directors and the administrative head of all divisions and departments of the school system. The superintendent shall develop plans to ensure that each organizational component of the district is a logical, integral part of the whole organization having commensurate responsibility, authority and accountability for results within defined limits.

The superintendent shall define and clarify the functions, responsibilities, authority, and relationships of each administrative position. The superintendent shall plan and administer studies to determine the soundness and the adequacy of the organization plan, functions, and procedures of the school district. The superintendent shall formulate recommendations for desirable changes to better accomplish district objectives, direct preparation and publication of administrative position descriptions, and execute necessary action and controls to carry out organization plans in an effective manner.

The superintendent may delegate responsibility for the operation of various segments of the school system but shall be responsible to the Board of Directors for the results produced.

The superintendent shall be responsible for designating the specific instructional and supervisory assignments at the various levels of the school system. The superintendent shall provide opportunities for principals and teachers to discuss instructional problems with members of the central administrative staff and shall develop leadership in providing a variety of evaluative activities for the purposes of assisting teachers toward a better understanding of the needs and abilities of children.

II. Responsibilities

- A. To administer the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board of Directors. Be expected to take the lead in matters of educational policy and to make definite recommendations therein; to keep abreast of the best educational developments and advise the board regarding the changes in policy.
- B. To be the responsible executive head of the entire school system in charge of both educational and business administration in directing the activities of all employees of the school district.
- C. To recommend policies on organization, finance, instruction, school planning, and other functions of the school program.
- D. To recommend the number and type of positions required to provide proper personnel for the operation of the educational system.
- E. To recommend for employment, to assign, and define the duties of all teachers, building level administrators, and central office directors subject to the approval of the Board.
- F. To conduct a continuous study of developments and long range needs of the schools and to keep the public so informed.
- G. To keep the Board of Directors continually informed of the progress and conditions of the schools.
- H. To assume responsibility for such budgetary controls and transfers of funds as authorized by the Board of Directors.
- I. To exercise leadership in directing necessary studies of sites and buildings considering the population trends and the cultural needs of the district to assure timely decisions by the Board of Directors regarding construction and renovation projects.
- J. To visit the sites of proposed new school buildings, to develop concrete statement of needs to be met by new buildings, to supervise the preparation of time schedules for the preparation of plans; to obtain and organize the service of educational specialists for cooperative evaluation of preliminary plans developed by the architect.
- K. To serve as liaison officer between the school district and the state and federal agencies cooperating in financing facilities, equipment and programs.
- L. To assist the directors in appraising the effectiveness and outcome of instruction.
- M. To direct the preparation of an annual budget showing the estimated needs of the ensuing fiscal year and the annual appropriation measure, and to submit them to the board in accordance with the requirements of the law. This responsibility shall be discharged with the involvement and the cooperation of the administration team.

- N. To assume responsibility for the development and implementation of a positive public relations program based on community-district dialogue.
 - O. To assume responsibility and authority for the development of policies related to the administration of the salary schedules and related benefits of the district.
 - P. To be the representative of the Board of Directors to the staff and a representative of the staff to the Board of Directors.
 - Q. To direct the administrative staff in developing and recommending the boundaries of school attendance areas.
 - R. To interpret system-wide instructional policies and plans to directors, principals, teachers, supervisors, and other staff members.
 - S. To keep informed of all statutory and legislative matters pertaining to the schools and to keep the board advised of legislative proposals and their effect upon the local educational program.
 - T. To attend all meetings of the board and its committees, except those concerned with the superintendent's contract status (when the board acts to exclude the superintendent), and be granted the privilege to take part in the deliberations but shall not vote.
 - U. To serve as a representative of the District before regulatory agencies.
- III. Specific enumeration of the duties of the superintendent as detailed in Section II shall not act to limit the broad authority and responsibility of the office of the superintendent.

Policy Title: *Duties and Responsibilities of the Principal* Code No. *303.1*

The principal shall, as part of the administrative team, be directly responsible to either the director of secondary education or the director of elementary education. The principal shall meet licensure qualifications for the position.

The principal has four main areas of responsibility:

- To facilitate the improvement of instruction.
- To provide instructional leadership for staff.
- To promote the best possible teaching and learning conditions for students and staff.
- To function as an integral part of the administrative team in implementing the philosophy and goals of the Cedar Falls Community School District.

The principal's primary responsibility is to facilitate the improvement of instruction.

- I. As the educational leader of the staff, the principal shall:
 - A. Assist all instructional personnel in exploring and understanding the total educational program of the district.
 - B. Direct, supervise, and evaluate the instructional and student support programs and staff of his/her school.
 - C. Utilize effectively the services of special education personnel.
 - D. Interpret the school's program to parents and patrons of the school.
 - E. Encourage positive public relations between school and community.
 - F. Engage in continual professional growth through reading, attendance at professional meetings and seminars, and keeping abreast of current innovations in education.

- II. The principal shall promote the best possible teaching and learning conditions for students and staff. To this end, the principal shall:
 - A. Supervise the operation and maintenance of the building, grounds, and other school property assigned to his/her care.
 - B. Help the beginning teacher adjust to the school, the students, and the community of Cedar Falls.
 - C. Assist student adjustment in interpersonal relationships with adults and other students.

- III. Direct and evaluate the work of all assigned personnel under the policies set forth by the Board of Education.
 - A. Promote involvement in district-wide professional development.
 - B. Plan with staff Professional Development programs that are needed in the individual schools.
 - C. Act as supervising principal and assist in the execution of instructional policies by:
 - 1. Familiarizing himself/herself with existing courses of study and participating in the planning of new and innovative practices in curriculum studies and experiments.
 - 2. Collaborating with teachers to develop courses of study, curriculum functions, and administrative bulletins necessary to carry out their work in the classroom, and by helping teachers secure instructional materials to carry out the prescribed curriculum.
 - 3. Obtaining clearance from the appropriate director before initiating changes in courses of study, pupil reporting or curriculum innovations.
 - 4. Utilizing, when advisable, any administrative or special service personnel for the improvement of instruction.

- IV. The principal shall function as an integral part of the administrative team:
 - A. Be involved in the recruitment and employment of teachers and all other staff members.
 - B. Administer approved requirements of the business office, be held accountable for all school materials and funds under his/her control.
 - C. Direct all pupil accounting for the assigned attendance area.
 - D. Participate in the interpretation and execution of the policies of the Cedar Falls School District as determined by the Board of Directors, the superintendent of schools and directors of elementary and secondary education.
 - E. Work cooperatively with other administrative personnel.
 - F. Coordinate activities with those of other schools in the system.
 - G. Keep accurate school records and make timely statistical and other reports as required by the director of elementary education, the director of secondary education or the business office.
 - H. Assume such other duties and responsibilities as may be assigned by the director of elementary education, the director of secondary education or the superintendent.

Policy Title: Duties & Responsibilities of the Associate Principal Code No. 304.1

Associate principals shall perform such duties as may be assigned by the principal. In the absence of the principal, an associate principal, as determined by the appropriate director, shall assume all duties and responsibilities of the principal.

Policy Title: *Director of Elementary Education* **Code No. *306.1***

General Responsibilities

The director of elementary education will report directly to the superintendent with the specific assignment and responsibility of planning, organizing, and evaluating and executing the elementary education program.

Specific Responsibilities

1. Provide leadership and coordination of the activities of elementary school principals and all other personnel whose efforts primarily and directly affect the elementary pupil services and instructional programs of the district.
2. Develop and coordinate all assigned state and federal programs involving the elementary education program.
3. Organize and assist staff committees in the development and revision of curriculum, direct and assist elementary staff personnel in the appraisal of and recommendation for the study and adoption of elementary textbooks and other instructional materials and for the development of instructional guides and handbooks.
4. Evaluate elementary school principals and assist in the evaluation of elementary teachers and special personnel at the elementary school level. Reading consultants, elementary coordinators, department chairs or supervisors of media, art, music, PE, guidance, talented and gifted coordinator, and district technology coordinator are responsible to the director of elementary education when these personnel are functioning at the elementary school level.
5. Organize and direct staff activities concerned with research and development of the elementary school program.
6. Coordinate and supervise all elementary pupil services and other programs to ensure that these programs and services will become an integral part of the total program.
7. Coordinate and assist in the development of plans and the execution of plans for the continuous evaluation of the effectiveness of the total elementary education program.
8. Serve as central office administrative contact on all questions concerning the administration and supervision of the elementary education program.
9. Provide leadership and assistance in the development of all policy affecting the administration and/or supervision of the elementary schools.
10. Work with the director of human resources in the recruitment and screening of new staff members. The director of elementary education will approve the selection and assignment of all elementary instructional and support personnel, administrative personnel and paraeducators directly involved with the instructional program.
11. Develop and supervise staff development programs for the improvement of elementary instructional services.
12. Plan, direct and delegate responsibility for the elementary summer school program.
13. Make recommendations to the superintendent concerning elementary school programs, teaching positions, teacher loads, number and size of class sections, changes in instructional organizations and attendance areas.
14. Plan with principals and staff members, including teachers, all aspects of elementary school building and remodeling projects.
15. Develop and control the instructional, capital outlay and building maintenance portions of the budget which are related to the elementary school program.
16. Approve all requisitions originating in and for elementary buildings, including work orders which require expenditures which have not been budgeted.
17. Be responsible for compliance with State standards as they are applicable to the elementary schools.
18. Maintain membership and active participation in various civic and professional associations and committees.

19. Assist in a positive public relations program pertinent to the creation and continuation of a good public image.
20. Maintain liaison and active participation with educational leaders in elementary education at state, regional and national levels.
21. Work with the director of secondary education in the coordination and articulation of the K-12 curriculum programs.
22. Serve as a Level I investigator to investigate complaints regarding abuse of elementary students by school employees and volunteers.
23. Maintain responsibility for directing all elementary special education programs.
24. Coordinate district health services.
25. Supervise and coordinate the District Preschool Program in conjunction with community preschool providers.
26. To perform such other duties as may be assigned by the Superintendent of Schools.

Policy Title: *Director of Secondary Education* **Code No. 306.2**

The director of secondary education will report directly to the superintendent with the specific assignment and responsibility of planning, organizing, and executing the secondary education program.

Specific Responsibilities

1. Supervises, coordinates, and evaluates the school system's program of secondary education.
2. Provides leadership and assistance in the development of all policy affecting the administration and/or supervision of the secondary schools.
3. Provides leadership to and coordinates the activities of secondary school principals and all other personnel whose efforts primarily and directly affect the secondary instruction program of the district.
4. Serve as central office administrative contact on all questions concerning the administration and supervision of the secondary education program.
5. Organize and direct staff committees in the development and revision of curriculum, direct and assist secondary staff personnel in the appraisal of and recommendation for the study and adoption of secondary textbooks and other instructional materials and for the development of instructional guides and handbooks.
6. Assesses the certified and other staff needs of the secondary schools and makes recommendations to the superintendent of schools.
7. Works with the human resource director in the recruitment, selection and assignment of secondary school personnel. The director will also assist in the evaluation of secondary personnel.
8. Develops and coordinates all assigned state and federal programs involving the secondary education program.
9. Organizes and directs staff activities concerned with research and development of the secondary school program.
10. Is responsible in the development, coordination and control of the sections of the budget that pertain to secondary education.
11. Assesses the educational needs of each secondary school and makes recommendations accordingly.
12. Recommends selection and assignment of secondary administrative personnel.
13. Evaluates and reviews the performance of secondary school administrative personnel.

14. Makes recommendations to the superintendent concerning individual secondary school schedules, number of teaching positions, teacher load, number and size of class sections, and changes in instructional organization.
15. Shares responsibility with principals for employment of paraeducators and work study persons involved in instruction.
16. Encourages the use of promising innovations in the secondary school program.
17. Responsible for meetings of secondary principals and building curriculum chairpersons.
18. Responsible for the professional development of secondary principals and building curriculum department chairpersons.
19. Assists in the development of educational specifications for remodeling projects or new secondary school construction and reviews plans with the superintendent and architect.
20. Coordinates and supervises all secondary guidance activities, special services, and programs.
21. Assist in the planning, supervision, and implementation of professional development for the improvement of secondary instructional services.
22. Approves all requisitions originating in and for secondary buildings. This includes work orders which require expenditures which have not been budgeted.
23. Assist in the planning and direction of the secondary after-school and summer program.
24. Be responsible for the compliance with State standards as they are applicable to the secondary schools.
25. Maintain membership and active participation in various civic and professional associations and committees.
26. Assist in a positive public relations program pertinent to the creation and continuation of a good public image.
27. Maintain liaison and active participation with educational leaders in secondary education at state, regional, and national levels.
28. Direct the secondary school district Activities Council.
29. Work with the director of elementary education in the coordination and articulation of the K-12 curricular programs.
30. Maintain responsibility for the district's equity education plan and advisory council.
31. Serve as the district's truancy officer, and homeless liaison.
32. Direct the secondary special education programs.
33. Serve as a Level I investigator to investigate complaints regarding abuse of secondary students by school employees and volunteers.
34. Supervise and coordinate the district's alternative education programs.
35. Supervise and evaluate the District Technology Coordinator in cooperation with the Director of Elementary Education.
36. To perform such other duties as may be assigned by the Superintendent of Schools.

Policy Title: *Administrative Team* Code No. 310.1

The administrative team recognizes the need for cooperation, understanding, and mutual support to operate an effective program of education.

Philosophy

The efficient management of a school system must be a team effort. Joint participation by administrators in the management of a school system can only result in a more effective educational program. The degree of cooperation and the quality of input by each member are directly related to the quality of the “product.”

Principles of Team Management

Team management shall be considered primarily as a procedure for achieving better management decisions.

The foundation for an effective team lies in the development of interpersonal communication skills, as well as skills in handling intragroup differences.

The superintendent of schools is recognized as the leader of the administrative team. Other team members include all building administrators and central office administrators.

In order to attain maximum efficiency and effectiveness, the administrative team must be guided by sound management principles:

1. Goals and purposes of the school district must be cooperatively determined and clearly understood by those responsible for carrying out the purposes and achieving the goals.
2. All team members should know their responsibilities and to whom they are responsible.
3. When a responsibility is delegated to a team member, that person should also be given the necessary authority to carry out the responsibilities. All team members should be held accountable for the efficient execution of the responsibilities delegated to them.
4. Each team member should make every effort to understand and respect the role of others, including the right to exercise judgment on matters for which they are responsible.
5. Organizational procedures should be developed that will ensure involvement and encourage close and cooperative relationships among team members. Team members should be allowed to function in a framework that will provide each individual with a feeling of security and that will promote feelings of mutual faith and trust.
6. Decisions to resolve issues or problems should be made as close to the source of the issues or problems as is feasible and is consistent with established district policies and procedures.
7. Team management involves varying degrees of participation and levels of decision-making, from consultation to absolute control over final decisions. Team members to be affected by decisions should be involved in the decision-making process.
8. Individual members of the administrative team should be responsible and accountable for supporting and/or implementing management decisions.
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10. Human Resource policies and practices should provide for the recruitment and selection of competent team members and to provide for their professional development.
11. Maximum efficiency and effectiveness will result only if the functions, assignments, interests, and activities of the district are coordinated.

Item No. 10 – Approval of Increased Allowable Growth for At-risk and Drop-Out Prevention

Mr. Conrad reviewed the application for modified allowable growth for drop-out prevention. Due to a change in the definition of an at-risk student, the number of students that would qualify for funding will decrease for the upcoming 2012-2013 school year. However, the District will still be able to serve approximately the same number of students as it has in the past. The District is requesting a total of \$663,332 of modified allowable growth for at-risk and drop-out prevention. This is \$95,608 more than the request for the previous school year. A tentative tax asking would be approximately 0.11477 more than the previous year. Director Lantz moved and Director Leeper seconded the motion to approve the application for increased allowable growth of \$663,332 for at-risk and drop-out students for the 2012-2013 school year. Directors voting in favor of the motion: Lantz, Brown, Coil, Leeper, Williams, Kenyon, and Senchina. Those voting “no” none. Motion carried.

Item No. 11 – Questions, Comments, and Concerns

President Senchina reported that there will be a board work session at 5:00 p.m. on December 13, 2011.

Item No. 12 – Adjournment

Director Lantz moved and Director Leeper seconded the motion to adjourn. Directors voting in favor of the motion: Brown, Kenyon, Coil, Senchina, Williams, Lantz and Leeper. Those voting “no” none. Motion carried. The meeting was adjourned at 9:23p.m. At the conclusion of the meeting the Board entered into a negotiations strategy session.

Secretary

President