

**BOARD OF EDUCATION  
Ellicottville Central School**

**Reorganizational Meeting  
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**Sht. No. 1688  
July 6, 2010**

**OFFICIAL MINUTES**

**Members Present:** Linda McAndrew, Mary Ellen Campbell, Steve Crowley, Connie Hellwig,  
Roger Spell, James Wiley

**Members Absent:** Lynn Eddy

**Staff Present:** Melissa Sawicki, Sharon Morton

**Staff Absent:** Mark Ward, Robert Miller, Connie Poulin

**Others Present:** None

**Call to order of meeting**

President McAndrew called the reorganizational meeting of July 6, 2010 of the Ellicottville Central School District Board of Education to order at 7:35 p.m. The pledge to the flag of the United States was recited.

**Roll Call**

Lynn Eddy - absent

**Changes, Additions and Deletions to the Agenda**

35a. Approval of A-la-Carte Lunch Prices

**Statements and questions from the audience**

None

**Selection of Meeting Chairman (temporary)**

Board Member Steve Crowley opened the floor to nominations for President and Vice-President (Board of Education).

- (a) President
- (b) Vice-President

Motion by Campbell, seconded by Spell the following resolution was offered:

RESOLVED, that Linda McAndrew be elected President of the Board of Education of the Ellicottville Central School District for the 2010-2011 school year.

**Yes - 6  
No - 0  
Carried**

President McAndrew resumed charge of the meeting.

Motion by Crowley, seconded by Wiley the following resolution was offered:

RESOLVED, that Mary Ellen Campbell be elected Vice-President of the Board of Education of the Ellicottville Central School District for the 2010-2011 school year.

**Yes - 6  
No - 0  
Carried**

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The Oath Office was administered to Mrs. McAndrew (Board President), Mrs. Campbell (Board Vice-President).

Motion by Campbell, second by Wiley to appoint the following board officers for the 2010/2011 school year:

Appointment of Board Officers:

District Clerk – Melissa Sawicki	\$3,500
Deputy District Clerk & Deputy District Treasurer – Mark Ward	no stipend
Treasurer – Sharon Morton	

**Yes - 6  
No - 0  
Carried**

The Oath of Office was administered to Sharon Morton (District Treasurer) and Melissa Sawicki (District Clerk).

Motion by Crowley, seconded by Wiley the following resolution was offered:  
RESOLVED, that Sharon Morton be and is hereby appointed Treasurer of this District to serve at the pleasure of the Board of Education during the 2010/2011 school year at a salary of \$53,519.69.

**Yes - 6  
No - 0  
Carried**

Motion by Wiley, seconded by Ward to approve the following:

Tax Collector - Marjorie Halloran	\$5,662
District Claims Auditor – Sherry Dunkleman	@ \$24 per hour
Physicians - Dr. Arun Patel	annual salary \$12,500
Attorneys - Peters & Ploetz and Hodgson & Russ	
MS/High School Classroom & Activity Funds Comptroller - Robert Miller	
MS/High School Classroom & Activity Funds Treasurer – Marjorie Halloran	
Attendance Officer- Diana Golley, School Nurse	
Consulting Dentist - Dr. Stephen Illig	
District External Auditor – Buffamante, Whipple & Buttafaro CPA	
District Internal Auditor – Management Advisory Group	
Records Access Officer – Melissa Sawicki	
Asbestos LEA Designee – Mark Duerr	
Purchasing Agent – Sharon Morton	
Records Management Officer – Melissa Sawicki	
Depository of Funds & Investments (All Accounts) – Five Star Bank, M&T Bank, HSBC Bank and CCB.	
Deputy Claims Auditor - Karen Fitzpatrick	@ \$20 per hour

**Yes - 6  
No - 0  
Carried**

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Motion by Hellwig, seconded by Spell the following resolution was offered:

RESOLVED, that the following Banks and/or Trustee Companies be and are hereby designated as the official Depositories for the funds & investments shown during the 2010/2011 school year:

Bank or Trust Company Fund

M&T Bank	HSBC Bank
Five Star Bank	CCB

**Yes - 6  
No - 0  
Carried**

Motion by Crowley, seconded by Campbell to approve the following:

Official Newspaper – Times Herald  
Title IX 504 ADA Compliance Officer – Dr. Kevin Eagan  
Chief Information Officer – Mark Ward  
Sexual Harassment Officers – Robert Miller and Connie Poulin

**Yes - 6  
No - 0  
Carried**

Motion by Hellwig, seconded by Wiley to approve the following:

RESOLVED, that the regular meetings of the Ellicottville Central School Board of Education shall be held on the following days at 7:30 p.m. in the Ellicottville Central High School Library. The 2010-2011 Board of Education Meeting Calendar is as follows:

2010-2011 Ellicottville Central School Board of Education Scheduled Meetings

- |     |                            |         |                                 |
|-----|----------------------------|---------|---------------------------------|
| 1.  | Tuesday July 6, 2010       | 7:30 pm | (Reorganizational Meeting)      |
| 2.  | Tuesday July 27, 2010      | 7:30 pm | (Regular Meeting)               |
| 3.  | Tuesday August 10, 2010    | 7:30 pm | (Regular Meeting)               |
| 4.  | Tuesday August 24, 2010    | 7:30 pm | (Regular Meeting)               |
| 5.  | Tuesday September 7, 2010  | 7:30 pm | (Regular Meeting)               |
| 6.  | Tuesday September 21, 2010 | 7:30 pm | (Regular Meeting)               |
| 7.  | Tuesday October 5, 2010    | 7:30 pm | (Regular Meeting)               |
| 8.  | Tuesday October 19, 2010   | 7:30 pm | (Regular Meeting)               |
| 9.  | Tuesday November 9, 2010   | 7:30 pm | (Regular Meeting)               |
| 10. | Tuesday December 7, 2010   | 7:30 pm | (Regular Meeting)               |
| 11. | Tuesday January 11, 2011   | 7:30 pm | (Regular Meeting)               |
| 12. | Tuesday January 25, 2011   | 7:30 pm | (Regular Meeting)               |
| 13. | Tuesday February 8, 2011   | 7:30 pm | (Regular Meeting)               |
| 14. | Tuesday February 22, 2011  | 7:30 pm | (Regular Meeting)               |
| 15. | Tuesday March 8, 2011      | 7:30 pm | (Budget Worksession)            |
| 16. | Tuesday March 22, 2011     | 7:30 pm | (Budget Worksession)            |
| 17. | Tuesday March 29, 2011     | 7:30 pm | *(Regular Meeting)*             |
| 18. | Tuesday April 26, 2011     | 7:30 pm | (Regular Meeting)               |
| 19. | Tuesday May 10, 2011       | 7:30 pm | (Budget Hearing)                |
| 20. | Tuesday May 17, 2011       | 7:30 pm | (Regular Meeting - Budget Vote) |
| 21. | Tuesday June 7, 2011       | 7:30 pm | (Regular Meeting)               |
| 22. | Tuesday June 28, 2011      | 7:30 pm | (Regular Meeting)               |
| 23. | Tuesday July 5, 2011       | 7:30 pm | (Reorganizational Meeting)      |

\*Last day to ok budget for 2011/2012 school year

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RESOLVED, the Treasurer is authorized to make payments of wages of all personnel of the school district in accordance with the agreed and contracted amounts deducting there from any obligation required by law or agreement. The Superintendent of Schools is authorized and directed to certify payrolls for the Board of Education.

RESOLVED, the Superintendent of Schools is authorized to approve staff personal days, professional or visitation days and travel as indicated in contractual agreements and as provided for in the budget during the 2010-2011 school year.

RESOLVED, that the Superintendent of Schools, be authorized to approve the travel and other business expenses of teaching and non-teaching personnel under adopted Board policy including advanced payments and reimbursements.

RESOLVED, The Superintendent of Schools shall be authorized to approve travel and other related expenses including advanced payments and reimbursements for board members attending conferences or conventions.

RESOLVED, a petty cash fund be established as outlined below  
District Office - \$100 (Melissa Sawicki - custodian)

RESOLVED, the Treasurer and Superintendent are authorized to sign all checks from all accounts including payroll checks.

RESOLVED, the Treasurer is authorized to use a facsimile signature, to wit, to use a check writer.

RESOLVED, the District Treasurer is authorized to make necessary budget transfers up to \$2,000 with the approval of the Superintendent of Schools as authorized by New York State Department of Audit and Control regulations and recommended by the New York State Commissioner of Education guidelines and brief explanation for any item over \$2,000.00.

RESOLVED, that the Superintendent is hereby authorized to make necessary budget transfers up to \$100,000 as authorized by New York State Department of Audit and Control regulations and recommended by the New York State Commissioner of Education guidelines and brief explanation for any item over \$100,000, with Board approval.

RESOLVED, that the Superintendent of Schools, or his designee, be authorized to apply for, accept and administer Federal Funds.

RESOLVED, that the Vice-President will have the authority to act on behalf of the President, including signatory powers in the absence of the President.

RESOLVED, the Business Administrator is authorized to purchase bonds required by law for the Treasurer and Tax Collector (in the amount of \$1,000,000).

RESOLVED, the District Treasurer is authorized to invest such portion of district monies as she may determine in U.S. Treasury Securities to be held to maturity and maturing in one year, in special time deposit accounts, in certificates of deposits issued by a bank or trust company, or Repurchase Agreements, provided, however, that such investments shall be payable within such time as the proceeds shall be needed to meet expenditures for which such money was obtained and, further, that such transaction meets all the requirements outlined in Education Law 1723-A.

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BE IT ALSO RESOLVED, that the District Treasurer must require any bank or trust company, which has district, deposits over \$100,000 to provide state approved securities as collateral on aggregate deposits in excess of \$100,000.

Such collateral must be held in a collateral account at an independent third party bank with the account registered in the name of the Ellicottville Central School Board of Education. All transactions from this account are to be controlled by the District Treasurer to insure continued adequate collateralization.

RESOLVED, that the automobile mileage reimbursement rate be set at the current Internal Revenue Service rate per mile, effective with the 2010-2011 school year.

RESOLVED, that all policies, rules, regulations standard practices and procedures heretofore existing in this district in 2009/2010 unless specifically amended or changed are continued in full effect for the 2010/2011 school year.

RESOLVED, that the School Physician, or his designee, be authorized at their discretion to provide influenza inoculations for school district personnel choosing to receive same.

RESOLVED, that the Superintendent of Schools be authorized to require employees to submit to a medical examination to determine his/her fitness to continue employment, and to make such arrangements as are necessary to effectuate this resolution.

RESOLVED, that the Superintendent of Schools be authorized to act as the representative of the school district and to sign all applications in conjunction with any and all Federal and State aid projects, BOCES Contracts and Agreements as well as local agency contracts with Board approval.

RESOLVED, that the Treasurer be authorized to pay invoices or billings offering discounts and to pay billings for retirement, federal and state taxes, scholarships, liability and health insurance, employee voluntary deductions, and other invoice or billings the Business Administrator deems necessary to be in the best interest of the District.

Resolved that the current list of certified hearing officers from the State Education Department's web-based Impartial Hearing Officer Reporting System, who are identified as available to serve in this District, and the list as amended from time-to-time by the State Education Department and posted on the web-based IHO reporting System as the District's list of impartial hearing officers. BE IT ALSO RESOLVED that the District Clerk and Superintendent or Superintendent's designee shall select certified hearing officers from the State Education Department's web-based Impartial Hearing Officer Reporting System, who are available to serve in the District from the list of Impartial Hearing Officers who are certified by the Commissioner of Education of New York State; and document the rotational selection process and engage in the ministerial acts necessary to determine the first available impartial hearing officer for selection in each particular case. The State Education Department's then-current published list on the web-based Impartial Hearing Officer Reporting System will constitute the District's list of the names and statement of the qualifications of each Hearing Officer.

BE IT ALSO RESOLVED that when an Impartial Hearing Officer must be appointed at a time when the Board of Education is not in session or between board meetings, the Board President or Vice-President are authorized to appoint the first available hearing officer to serve in a particular case. In the event that neither the Board President nor Vice President is available to make such an appointment, any member of the Board may appoint the first available hearing officer to serve on a particular case. Board member appointment of an Impartial Hearing Officer to conduct a hearing shall be promptly reported to the Board.

RESOLVED: that the BOCES Education Advisory Committee is authorized to act on behalf of local Boards for Vocational Grants.

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BE IT RESOLVED, that the Superintendent of Schools, or his designee, be authorized to apply for, accept, administer and participate in the Free and/or Reduced School Lunch and School Breakfast Programs.

RESOLVED, that the Ellicottville Central School District amends its Free and Reduced Price Breakfast and Lunch Policy effective 9/1/10 to meet the family income standards for determining the eligibility of students to receive free and reduced price meals under the National School Lunch Program as established by the United States Secretary of Agriculture. Further, RESOLVED: the Ellicottville Central School District adopts the maximum scale for free and reduced price lunches as established by the New York State Education Department.

RESOLVED, that the School Lunch Prices for the 2010-2011 school year be set as follows: Grades K-4 at \$1.15 for a complete lunch and Grades 5-12 at \$1.40 for a complete lunch. Reduced Lunch Price for all levels will now be \$.25 per mandate. Adult lunch price \$3.24 (for a complete lunch).

RESOLVED, that the School Breakfast Prices for the 2010-2011 school year be set as follows: Grades K-4 \$.70 for a complete breakfast and Grades 5-12 at \$.85 for a complete breakfast. Reduced Breakfast Price for all levels will now be \$.25 per mandate. Adult breakfast price is \$1.40 (for a complete breakfast).

RESOLVED that the price of half-pints of milk for the 2010-2011 school year be \$.40 per carton.

RESOLVED that the A-la-Carte lunch prices are approved as follows:

	<u>Students</u>	<u>Staff</u>
Milk	\$0.40	\$0.55
Class A Lunch	\$1.40/\$1.15	\$3.24
2nd Lunch	\$1.75/\$1.50	\$3.24
Class A Breakfast	\$0.85/\$0.85	\$1.40
2nd Breakfast	\$1.00/\$1.00	\$1.40
Entrée	\$1.40/\$1.00	\$1.90
Pizza	\$1.40/\$1.00	\$1.90
Subs	\$1.50/\$1.00	\$3.24
Chef Salad	\$1.25/\$1.00	\$3.24
PB&J Sandwich	\$0.85/\$0.70	\$1.35
Meat/Egg Salad Sandwich	\$1.00/\$0.85	\$1.50
Hot Dog	\$1.00/\$1.00	\$1.50
Sides (Fries, Noodles, Potato)	\$.85/\$0.75	\$1.08
Soup	\$0.60/\$0.60	\$1.08
Chile	\$1.00/\$0.75	\$1.46
Dessert	\$0.60/\$0.60	\$1.08
Chips	\$0.75	\$0.81
Rice Krispy Treats	\$0.75	\$0.81
Poptarts	\$0.75	\$0.81
Ice Cream	\$0.75	\$0.81
Bottled Drinks	\$1.25	\$1.25
Juice	\$0.40/\$0.40	\$0.55
Fresh Fruit	\$0.60/\$0.60	\$1.08
Bagel	\$0.75/\$0.75	\$1.08
Cereal	\$0.50/\$0.50	\$1.08
Toast	\$0.50/\$0.50	\$1.08
Breakfast Sandwich/Burrito	\$0.85/\$0.85	\$1.25
Breakfast Pizza	\$0.85/\$0.85	\$1.25
French Toast/Pancakes	\$0.85/\$0.85	\$1.25
L.A.Cinnamon Bread	\$0.85/\$0.85	\$1.25
Cinnamon Roll	\$0.75/\$0.75	\$1.25



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Appointment of School Safety/Health Team Members:

Mark Ward	Superintendent
Robert Miller	MS/HS Principal
Connie Poulin	Elementary Principal/Director of Curriculum
Diana Golley	School Nurse
David Pelton	Transportation Supervisor
Mark Duerr	Maintenance Supervisor
Tim Bergan	Physical Education Teacher
Mary Neilon	MS/HS Physical Education Teacher
Vicky Williams	Cafeteria Manager
Kevin Eagan	School Psychologist
James Mehnert	Utica National Insurance Co.
Tammy Eddy	Guidance Counselor
Melissa Sawicki	Superintendent's Secretary
Debra Simpson	Elementary Teacher
Mary Ellen Campbell	Board Member
Connie Hellwig	Board Member

**Yes - 6  
No - 0  
Carried**

Motion by Crowley, seconded by Spell to approve the following resolutions. Steve Crowley amended his motion to include tabling the following two resolutions until the August 10, 2010 board meeting: ***Approval of Substitutes for the 2010-2011 school year and Approval of Bus Drivers for the 2010-2011 school year:***

Business Office authorized to pay claims, RESOLVED: that according to Education Law 1724, paragraph 3, the Business Office is authorized to make payment in advance of audit of claims for utilities, postage, freight, and express charges.

District Treasurer authorized to invest, RESOLVED: that the School District Treasurer is hereby authorized to invest portions of district monies she may determine, in special time deposit accounts, or in certificates of deposit issued by a bond or trust company provided however, that such investments shall be payable within such time as the proceeds shall be needed to meet expenditures for which such money was obtained and further that such transaction meet all the requirements outlined in Education Law 1723-A.

District Treasurer authorized to pay substitutes, RESOLVED: that the District Treasurer is hereby authorized, on the approval of the Superintendent, to pay substitute employees during the 2009/2010 school year the following rates:

<u>Teacher</u>	\$65.00 (Non-Certified)
	\$85.00 (Certified)
*Long Term Subs	\$125.00 per day *More than 10 Consecutive Days
Teacher Aides	\$7.25 per hour
Secretaries	\$7.25 per hour
Kitchen Workers	\$7.25 per hour
Bus Drivers	\$19.44 per trip
Custodial Workers	\$7.25 per hour
Substitute School Nurse	\$80.00 per day

Support Staff hourly rates and salaries approved, RESOLVED: that the 2010/2011 support staff hourly rates and salaries are approved (see attached).



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Required Staff Memberships, RESOLVED: that Guidance Counselors, Tamara Eddy and Daniel LaCroix, are required to keep current on recent changes in guidance, acquire new information, and develop advanced skills in the area of guidance as part of her official duties as guidance counselors. The Board of Education has determined that membership, at the Districts expense, in the New York State School Counselor's Association and the Cattaraugus/Allegany County School Counselor's Association is a necessary requirement for a counselor to fulfill their official duties.

RESOLVED: that the 6-12 Principal, Robert Miller is required to keep current on recent changes in the administration of secondary schools and to acquire new information and develop advanced skills in the area of school administration and management as part of his official duties as a school administrator. The Board of Education has determined that membership at District expense in the School Administrators Association of New York State and the Cattaraugus/Allegany County Secondary Principal's Association is a necessary requirement for him to fulfill his official duties. Therefore, be it further RESOLVED, that the 6-12 Principal is required as part of his official duties to be a member of the School Administrators Association of New York State and the Cattaraugus/Allegany Secondary Principal's Association.

RESOLVED: that the Superintendent, Mark Ward, is hereby required to keep current on recent changes in school law, school finances, school management, and school curriculum as part of his official duties as Superintendent of Schools. The Board of Education has determined that membership in the Cattaraugus/Allegany County Council of School Superintendents and the New York State Council of School Superintendents is important for the Superintendent to fulfill his official duties. Therefore, be it further RESOLVED, that the Superintendent of Schools, as part of his official duties, may at the districts expense be a member of the New York State Council of School Superintendents and the Cattaraugus/Allegany County Council of School District Superintendents.

RESOLVED: that Elementary Principal, Connie Poulin, is required to keep current on recent changes in the administration of elementary schools and to acquire new information and develop advanced skills in the area of school administration and management as part of her official duties as a school administrator. The Board of Education has determined that membership at the Districts expense in the School Administrators Association of New York State and the Cattaraugus/Allegany County Elementary Principal's Association. Therefore, be it further RESOLVED, that the elementary principal is required as part of her official duties to be a member of the School Administrators Association of New York State and the Cattaraugus/Allegany County Elementary Principal's Association.

Robert Miller appointed DEO "designated school official", RESOLVED: that Mr. Robert Miller, 6-12 Principal is hereby appointed the DEO "designated school official" at ECS for the 2010-2011 school year. The Designated Educational Official receives court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings.

Approval of District Investment Policy (annual approval), RESOLVED: that the Ellicottville Central School District hereby approves its policy on District Investments.

Approval of Title IX/Section 504/ADA Compliance Officer, RESOLVED: that Dr. Kevin Eagan, School Psychologist is hereby appointed as the Title IX/Section 504/ADA Compliance Officer for the Ellicottville Central School District for the 2010/2011 school year.

Approval of Liaison for Homeless Children & Youth Designee, RESOLVED: that Tina Barrett is hereby appointed as the Liaison for Homeless Children and Youth for the Ellicottville Central School District for the 2010/2011 school year.

Approval of Chemical Hygiene Officer for District, RESOLVED: that Mark Duerr, Senior Maintenance Mechanic, is hereby appointed as the Chemical Hygiene Officer for the Ellicottville Central School District for the 2010/2011 school year.

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Approval of Official Bank Signatories, RESOLVED: that Mark Ward, Superintendent and Sharon Morton, District Treasurer are hereby appointed as the Official Bank Signatories for the Ellicottville Central School District for the 2010/2011 school year.

Approval of Certifier of Payroll, RESOLVED: that Mark Ward, Superintendent is hereby appointed as the certifier of payroll for the Ellicottville Central School District for the 2010/2011 school year.

Approval of School Pesticide Representative, RESOLVED: that Mark Duerr is hereby appointed as the School Pesticide representative for the Ellicottville Central School District for the 2010/2011 school year.

Approval of Insurance Advisor, RESOLVED: that Utica Mutual Insurance Company is hereby appointed as the Insurance Advisor for the Ellicottville Central School District for the 2010/2011 school year.

Approval of Athletic Director, RESOLVED: that Karl Schwartz is hereby appointed the Athletic Director at Ellicottville Central School for the 2010/2011 school year at a salary of \$12,000.

Approval of Substitute Caller, RESOLVED: that Jackie Paddock is hereby appointed the substitute caller for the 2010/2011 school year at a salary of \$1,568..

Approval of Kevin Eagan to the position of acting CSE Chairperson on an as needed interim/temporary basis in the event of the absence of the official CSE Chairperson. Dr. Eagan when in this capacity will assume all responsibilities of the position.

Approval of Pamela Illig as the district's copyright officer for the 2010/2011 school year. RESOLVED: that Pamela Illig is hereby appointed the district's copyright officer for the 2010/2011 school year.

Approval of Mark Ward, Superintendent as the Purchasing Agent for the district in the event the District Treasurer is unable to fully complete such duties. RESOLVED: that Mark Ward, Superintendent is hereby appointed the Purchasing Agent for the district in the event the District Treasurer is unable to fully complete such duties.

Approval of temporary/acting 504 Chairperson, RESOLVED: that Justine Stephan is hereby appointed to the position of acting 504 Chairperson on an as needed interim/temporary basis in the event of the absence of the official 504 Chairperson. Justine Stephan in this capacity will assume all responsibilities of the position.

Approval authorizing Director of Special Education to sign CSE/CPSE recommendations on behalf of the Board of Education, RESOLVED: that Justine Stephan is hereby authorized to sign CSE/CPSE recommendations on behalf of the Board of Education.

**Yes - 6  
No - 0  
Carried**

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**Reports and Presentations**  
None

**Communications, Commendations**  
None

**Executive Session**

Motion by Crowley, second by Campbell to enter into executive session at 8:10 pm to discuss the superintendent's evaluation and personnel issues.

**Yes - 6  
No - 0  
Carried**

Motion by Hellwig, second by Crowley to come out of executive session and return to the regular meeting at 9:58 p.m.

**Yes - 6  
No - 0  
Carried**

**Adjournment of Meeting:**

Motion by Wiley, second by Spell to adjourn the reorganizational meeting of July 6, 2010 at 9:59 p.m.

**Yes - 6  
No - 0  
Carried**

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District Clerk