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**HEMPFIELD SCHOOL DISTRICT
200 CHURCH STREET
LANDISVILLE, PENNSYLVANIA 17538**

**AGENDA
REGULAR MEETING
FEBRUARY 12, 2019
ADMINISTRATION BUILDING, PUBLIC BOARD ROOM, 7:00 PM**

The mission of the Hempfield School District community is to provide safe environments and responsive programs that inspire all students to become lifelong learners and contributing citizens in a global society.

Executive Session – 5:30 pm

- I. Call to Order**

- II. Pledge of Allegiance**

- III. Approval of the Agenda incorporating Additions/Deletions**

- IV. Approval of the Minutes of the Committee Meeting held on January 8, 2019, the Regular Meeting held on January 15, 2019, and the Joint School Board Meeting held on January 28, 2019**

- V. Residents' Request to Address the Board (5-minute limit)**

We provide a time of public comment for residents and taxpayers to bring their thoughts to the Board, but it is not a time for exchange between the Board, administration, and speaker. Residents and taxpayers who are interested in making public comment must sign in with the Communications Director prior to the start of the meeting.

VI. Superintendent's Report – Announcements/Discussion

A. Hempfield High School Student Council Report

President..... Andrew Jordan
Vice President..... Katie White
Secretary Tusha Pham
Treasurer Brandon Koehnke

B. Bond Refinancing Presentation

C. Calendar of Events

February 12, 2019	5:30 pm, Executive Session, 7:00 pm, Regular Meeting Administration Building, Public Board Room
February 14, 2019	11:00 am, Board Policy Committee Meeting Landisville Education Center, Technology Training Room
February 19, 2019	4:30 pm, Buildings and Grounds Committee Meeting Administration Building, Public Board Room
February 21, 2019 (rescheduled)	4:30 pm, Extracurricular Committee Meeting Administration Building, Board Conference Room
February 27, 2019	4:30 pm, Finance Committee Meeting Administration Building, Board Conference Room
February 28, 2019	7:30 pm, HHS Musical Senior Citizens' Preview Hempfield High School, Performing Arts Center
March 1, 2019	7:30 pm, HHS Musical "Mary Poppins" Hempfield High School, Performing Arts Center
March 2, 2019	2:30 pm & 7:30 pm, HHS Musical "Mary Poppins" Hempfield High School, Performing Arts Center
March 3, 2019	2:30 pm, HHS Musical "Mary Poppins" Hempfield High School, Performing Arts Center
March 5, 2019	TBD, Executive Session, 7:00 pm, Committee Meeting Administration Building, Public Board Room
March 12, 2019	TBD, Executive Session, 7:00 pm, Regular Meeting Administration Building, Public Board Room

D. Other

VII. President's Report

VIII. Representative / Adjunct Reports

A. Lancaster County Career & Technology Center - Mr. Keener/Mr. Smiley

B. IU 13 - Mr. Merris

- C. Hempfield Area Recreation Commission - Mr. Aloisi/Mr. Daecher
- D. Curriculum Liaison - Mr. Maurer/Ms. Johnston
- E. Safety and Security - Mr. Otto
- F. PSBA Liaison - Mr. Donato/Mr. Merris

IX. Standing Committee Reports

- A. Buildings and Grounds - Mr. Otto/Mr. Donato/Mr. Forry/Mr. Merris
- B. Finance - Mr. Maurer/Mr. Aloisi/Ms. Johnston/Mr. Keener (reference attachment)
- C. Extracurricular - Mr. Forry/Mr. Merris/Mr. Smiley
- D. Board Policy - Mr. Smiley/Mr. Donato/Ms. Johnston/Mr. Keener
- E. Technology - Mr. Maurer/Mr. Donato

X. Action Items

- A. Personnel Items
 - 1. Retirements
 - a. Approval to accept the resignation, due to retirement, of Catherine M. Babin, Full-time Library Aide, Hempfield High School, effective at the conclusion of the 2018-2019 school year
 - b. Approval to accept the resignation, due to retirement, of Debra A. Bechtold, Grade 1 Teacher, East Petersburg Elementary School, effective at the conclusion of the 2018-2019 school year
 - c. Approval to accept the resignation, due to retirement, of Dorothy M. Carpenter, Grade 6 Teacher, Mountville Elementary School, effective at the conclusion of the 2018-2019 school year
 - d. Approval to accept the resignation, due to retirement, of JoAnn H. Cenekofsky, Grade 3 Teacher, Rohrerstown Elementary School, effective at the conclusion of the 2018-2019 school year

- e. Approval to accept the resignation, due to retirement, of Mary Herr, Gifted Teacher, Centerville Elementary School/East Petersburg Elementary School, effective February 1, 2019
 - f. Approval to accept the resignation, due to retirement, of Kelly A. Hutchinson, Spanish Teacher, Centerville Middle School, effective at the conclusion of the 2018-2019 school year
 - g. Approval to accept the resignation, due to retirement, of Eileen F. Little, Gifted Coordinator, Hempfield School District, effective at the conclusion of the 2018-2019 school year
 - h. Approval to accept the resignation, due to retirement, of Allen B. Mellinger, Social Studies Teacher, Hempfield High School, effective at the conclusion of the 2018-2019 school year
 - i. Approval to accept the resignation, due to retirement, of Barbara A. Miller, Science Teacher, Hempfield High School, effective at the conclusion of the 2018-2019 school year
 - j. Approval to accept the resignation, due to retirement, of Sherry O. Ober, Part-time (.5) Music Teacher - Elementary Instrumental Band, Rohrerstown Elementary School/ Mountville Elementary School/East Petersburg Elementary School, effective at the conclusion of the 2018-2019 school year
 - k. Approval to accept the resignation, due to retirement, of Wanda J. Richie, Secondary English Language Arts Supervisor, Hempfield School District, effective at the conclusion of the 2018-2019 school year
 - l. Approval to accept the resignation, due to retirement, of Karen E. Zutell, Special Education Teacher, Hempfield High School, effective at the conclusion of the 2018-2019 school year
2. Resignations
- a. Approval to accept the resignation of Cindy S. Dillon, Part-time English as a Second Language Aide, Landisville Intermediate Center, effective February 5, 2019
 - b. Approval to accept the resignation of Karlton K. Kohr, Full-time Custodian, Landisville Education Center, effective February 6, 2019
 - c. Approval to accept the resignation of Lisa R. Peters, Part-time Elementary Building Aide, Landisville Primary Center, effective February 1, 2019
 - d. Approval to accept the resignation of Tyler Pobursky, Full-time Personal Care Assistant, Hempfield High School, effective February 8, 2019
 - e. Approval to accept the resignation of James S. Wardrop, Full-time Custodian, Centerville Elementary School, effective January 18, 2019

- f. Approval to accept the resignation of Kristie M. Beatty, from the extracurricular position of Ticket Sales Director, effective at the conclusion of the 2018-2019 Hempfield High School Musical
- g. Approval to accept the resignation of Casey S. Douglas, from the extracurricular position of Junior High Boys Soccer Assistant Coach, effective January 22, 2019
- h. Approval to accept the resignation of Michael T. Resh, Jr., from the extracurricular position of Junior High Boys Soccer Head Coach, effective January 22, 2019

3. Leaves of Absences

- a. Approval to grant a Leave of Absence to Laura M. Brill, English Teacher, Hempfield High School, effective from April 15, 2019 to June 7, 2019
- b. Approval to grant a Leave of Absence to Tiffany S. Eberly, School Psychologist, Hempfield High School, effective from January 3, 2019 to June 7, 2019
- c. Approval to grant a Leave of Absence to Ronita F. Horning, Science Teacher, Hempfield High School, effective from April 1, 2019 to June 7, 2019
- d. Approval to grant a Special Sick Leave of Absence to Sharon A. Keith, Custodian, Hempfield High School, effective January 7, 2019
- e. Approval to grant a Leave of Absence to Courtney R. Ott, Speech and Language Teacher, Rohrerstown Elementary School, effective from August 16, 2019 to June 5, 2020
- f. Approval to grant a Special Sick Leave of Absence to Eleanore Strassmann, Food Services Employee, Hempfield High School, effective January 30, 2019
- g. Approval to grant a Special Sick Leave of Absence to Laurie M. Wanner, Grade 2 Teacher, Farmdale Elementary School, effective January 22, 2019

4. Employments/Appointments

- a. Approval to employ Terri L. Keeley as a Certified Part-time (.7) Employee with a temporary contract, effective February 5, 2019, provisionally according to federal and state law regulations. Ms. Keeley will be placed on Step 1, Master's Degree, in accordance with the Collective Bargaining Agreement. Ms. Keeley is a graduate of Bob Jones University, holds a Master's Degree from Kutztown University and is certified in Mathematics 7-12 and Business-Computer-Information Technology PK-12.
(REPLACEMENT)
Assignment: Part-time (.7) Mathematics Teacher, Hempfield High School/Landisville Middle School

- b. Approval to employ Caroline Norelli as a Certified Part-time (.5) Employee with a temporary contract, effective date to be determined, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam. Ms. Norelli will be placed on Step 1, Master's Degree, in accordance with the Collective Bargaining Agreement. Ms. Norelli is a graduate of Misericordia University, holds a Master's Degree from Misericordia University, and is certified as a School Speech and Language Pathologist PK-12. (REPLACEMENT)
Assignment: Part-time (.5) Speech and Language Teacher, Centerville Elementary School/Farmdale Elementary School
- c. Approval to employ Beth A. Seyfert as a Part-time After-School Reference Librarian, Hempfield High School, effective February 13, 2019, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2018-2019 (REPLACEMENT)
- d. Approval to appoint Joan L. Johnson** to act as a mentor for a portion of the 2018-2019 school year, compensated in accordance with the Collective Bargaining Agreement
- e. Approval to appoint Jennifer M. Norton** to act as a mentor for the second half of the 2018-2019 school year, compensated in accordance with the Collective Bargaining Agreement
- f. Approval to employ Vanese K. Dougherty as a Part-time English as a Second Language Aide, Landisville Intermediate Center, effective date to be determined, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam, compensated in accordance with the Salary Rate Ranges for 2018-2019 (REPLACEMENT)
- g. Approval to employ Nicole M. Gilman as a Part-time Food Services Employee - Lead, Centerville Elementary School, effective January 29, 2019, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2018-2019 (REPLACEMENT)
- h. Approval to employ Deborah M. Grier as a Part-time Elementary Building Aide, Mountville Elementary School, effective February 19, 2019, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2018-2019 (REPLACEMENT)
- *
i. Approval to employ Patricia A. Reasner as a Part-time Elementary Building Aide, East Petersburg Elementary School, effective February 19, 2019, provisionally according to federal and state law regulations and receipt of a satisfactory physical exam, compensated in accordance with the Salary Rate Ranges for 2018-2019 (REPLACEMENT)
- j. Approval to employ Dianne Spangler as a Part-time General Food Services Employee, Rohrerstown Elementary School, effective February 11, 2019, provisionally according to federal and state law regulations, compensated in accordance with the Salary Rate Ranges for 2018-2019 (REPLACEMENT)

- k. Approval to employ Ashley M. Tshudy as a Part-time Personal Care Assistant, Centerville Elementary School, effective date to be determined, provisionally according to federal and state law regulations, receipt of all clearances, and a satisfactory physical exam, compensated in accordance with the Salary Rate Ranges for 2018-2019 (REPLACEMENT)

5. Transfers

- a. Approval to transfer Abigail Durdock from Full-time Custodian, Hempfield High School to Substitute Custodian, Hempfield School District, effective January 23, 2019
- b. Approval to transfer Renee D. Henry from Floating Food Services Manager, Mountville Elementary School to Food Services Manager, Centerville Elementary School, effective January 22, 2019
- c. Approval to transfer Tiffany E. Lonkowski from Full-time Food Services Manager, Centerville Elementary School to Floating Food Services Manager, Hempfield High School, effective January 28, 2019
- d. Approval to transfer Andria L. Miller from Certified Part-time (.5) Speech and Language Teacher, Landisville Middle School to Certified Full-time Speech and Language Teacher, Landisville Middle School/Hempfield School District, effective February 13, 2019
- e. Approval to transfer Amanda T. Raymond from Part-time Personal Care Assistant, Centerville Elementary School to Full-time Personal Care Assistant, Landisville Primary Center, effective January 29, 2019
- f. Approval to transfer Mariah Wright from Full-time Custodian, District-Wide to Full-time Custodian, Hempfield High School, effective February 13, 2019

6. Substitute Positions

- a. Approval to employ Garry W. Fuhrman as a Long-term Substitute Teacher, effective for the second semester of the 2018-2019 school year, provisionally according to federal and state law regulations and a satisfactory physical exam. Mr. Fuhrman will be placed on Step 1, Bachelor's Degree, in accordance with the Collective Bargaining Agreement. Mr. Fuhrman is a graduate of Millersville University and is certified in Special Education K-12 and Elementary K-6. (REPLACEMENT)
Assignment: Long-term Substitute Emotional Support Teacher, Landisville Education Center
- b. Approval to employ Megan L. Eshleman as a Long-term Substitute Teacher, effective for the second semester of the 2018-2019 school year, provisionally according to federal and state law regulations and a satisfactory physical exam. Ms. Eshleman will be placed on Step 1, Bachelor's Degree, in accordance with the Collective Bargaining Agreement. Ms. Eshleman is a graduate of Millersville University, holds a Master's Degree from Millersville University, and is certified in Elementary K-6. (REPLACEMENT)
Assignment: Long-term Substitute Grade 6 Teacher, Mountville Elementary School

- c. Approval to employ the following individuals as PA Certified Substitute Teachers, provisionally according to federal and state law regulations, compensated at the current substitute rate:
 - 1.) Maddison P. Burkhardteffective January 29, 2019
 - 2.) Tyler Diernbacheffective February 12, 2019
 - 3.) Laura R. Donalleffective January 29, 2019
 - 4.) Kristin Hellman.....effective January 29, 2019
 - 5.)**Michelle McGlauflin (CES only)effective January 29, 2019
 - 6.) Brandon R. Smitheffective January 22, 2019

- d. Approval to employ the following individuals as Hempfield Emergency Substitute Teachers, provisionally according to federal and state law regulations, compensated at the current substitute rate:
 - 1.)**Julie Lynn Miller (LEC only)effective February 5, 2019
 - 2.)**Kelsey E. Nolan (MES only)effective February 5, 2019

- e. Approval to employ the following individuals as IU 13 Emergency Substitute Teachers, provisionally according to federal and state law regulations, compensated at the current substitute rate:
 - 1.) Elizabeth Ammoneffective February 12, 2019
 - 2.) Stacy Knighteffective February 12, 2019
 - 3.) William Saadeheffective February 5, 2019

- f. Approval to employ the following individuals as Substitute After-School Reference Librarians, effective February 13, 2019, compensated in accordance with the current curriculum/professional development rate:
 - 1.)**Amanda C. Deck
 - 2.)**Kristin C. Douglas
 - 3.)**Laura E. Heverling

- g. Approval to employ Katrina Crockett as a Substitute General Food Services Employee - Cashier, effective March 1, 2019, compensated at the current substitute rate

- h. Approval to employ Cindy Dillon as a Substitute English as a Second Language Aide, effective February 12, 2019 for the 2018-2019 school year, compensated at the current substitute rate

- i. Approval to employ Jennifer B. Ericson as a Substitute Clerical Aide, effective January 22, 2019 for the 2018-2019 school year, compensated at the current substitute rate

- j. Approval to employ Lisa R. Peters as a Substitute Elementary Building Aide, effective February 12, 2019, compensated at the current substitute rate

7. Extracurricular Positions

- a. Approval to employ the following individuals to extracurricular positions for the 2019-2020 fall sports season, provisionally according to federal and state law regulations and receipt of all clearances, compensated in accordance with the Collective Bargaining Agreement:

- 1.) **L. Curtis Rogers, III.....Cross Country Varsity Head Coach
- 2.) Jeffrey Bradley.....Cross Country Varsity Assistant Coach
- 3.) **Stephen M. HaldemanCross Country Junior High Head Coach
- 4.) **Lenny J. GroftCross Country Junior High Assistant Coach
- 5.) Tesla AtkinsField Hockey Varsity Head Coach
- 6.) **Sara BrooksField Hockey Varsity Assistant Coach
- 7.) **Ashlee EbersoleField Hockey Varsity Assistant Coach
- 8.) **Jessica WiseField Hockey Junior High Head Coach
- 9.) **Sarah HuntField Hockey Junior High Assistant Coach
- 10.) **Ronald S. ZeiberFootball Varsity Head Coach
- 11.) Aron Basile.....Football Varsity Assistant Coach
- 12.) **George EagerFootball Varsity Assistant Coach
- 13.) **Mark D. Harman.....Football Varsity Assistant Coach
- 14.) **Edwin A. HeiseyFootball Varsity Assistant Coach
- 15.) **Robert J. ShippFootball Varsity Assistant Coach
- 16.) **Matthew Wagaman.....Football Junior High/Freshman Head Coach
- 17.) **Kenneth L. Smith, Jr.....Football Junior High/Freshman Assistant Coach
- 18.) Jon A. ChronisterGolf Varsity Head Coach
- 19.) **Mark N. AshleyBoys Soccer Varsity Head Coach
- 20.) Kevin Mahan.....Boys Soccer Varsity Assistant Coach (Split 50/50)
- 21.) Kyle ZookBoys Soccer Varsity Assistant Coach (Split 50/50)
- 22.) George Nimo.....Boys Soccer Varsity Assistant Coach
- 23.) **Jason R. MackeyGirls Soccer Varsity Head Coach
- 24.) Walter Bulat.....Girls Soccer Varsity Assistant Coach
- 25.) Laura E. Valentini.....Girls Soccer Varsity Assistant Coach
- 26.) ** Michael PollisGirls Soccer Junior High Head Coach
- 27.) ** Lee HawleyGirls Soccer Junior High Assistant Coach
- 28.) **Melinda R. Bell.....Girls Tennis Varsity Head Coach
- 29.) Andrew OlreeGirls Volleyball Varsity Head Coach
- 30.) Mathew Donaldson.....Girls Volleyball Varsity Assistant Coach

- b. Approval to appoint the following individuals to extracurricular volunteer positions for the 2018-2019 spring sports season, provisionally according to federal and state law regulations and receipt of all clearances:

- 1.) Tanner KennedyBaseball Volunteer Coach
- 2.) Alex MatthewBaseball Volunteer Coach
- 3.) Stephen O'NeillBaseball Volunteer Coach
- 4.) Guy Horning.....Boys Lacrosse Volunteer Coach
- 5.) Matt Clements.....Boys Lacrosse Volunteer Coach
- 6.) Hannah Corcoran.....Girls Lacrosse Volunteer Coach
- 7.) ** Joann LangioneGirls Lacrosse Volunteer Coach
- 8.) Megan SantiagoGirls Lacrosse Volunteer Coach
- 9.) Noelle SmithGirls Lacrosse Volunteer Coach

- 10.) Megan Ranck.....Softball Volunteer Coach
- 11.) Victor A. Fissella Boys Tennis Volunteer Coach
- 12.) Odette Newton Boys Tennis Volunteer Coach
- 13.) Alec Martin.....Track and Field Volunteer Coach
- 14.) Gary Dimm Boys Volleyball Volunteer Coach
- 15.) Steven Griffiths Boys Volleyball Volunteer Coach
- 16.) Gary Vogel.....Boys Volleyball Volunteer Coach
- 17.) Karren Wonders Boys Volleyball Volunteer Coach
- 18.) Tim Zellers.....Boys Volleyball Volunteer Coach

**Denotes current Hempfield Employee

B. Financial Items

- * 1. Approval of Financial Report and Check Register for the month of January 2019 (reference attachments)
- * 2. Approval of the Food Services Financial Report and Check Register for the month of January 2019 (reference attachments)
- 3. Approval to pay invoices from the Capital Reserve Fund - \$2,480.00 (reference attachment)
- 4. Approval of the following contracts (reference attachments):
 - a. Dagostino Electronic Services, Inc. for maintenance renewal for high school Polycom Unit used for videoconferencing
 - b. En-Net for the filing of E-rate Form 471 for internal network connections
 - c. Ipswitch, Inc. for network monitoring software service agreement
 - d. Lancaster-Lebanon Intermediate Unit 13 to assist with Business Office support for the Union contract negotiations
 - e. New Story for tuition agreement for one student that transferred during the 2018-2019 school year
 - f. Pure Water Technology of Central PA, Inc. for rental agreement for a water cooler to be placed in the Buchanan Counseling Office
 - g. Refreshing Mountain Camp, Inc. for students to visit Refreshing Mountain Camp
- 5. Approval of budget transfers (reference attachment)
- 6. Resolution approving the 2019-2020 Preliminary Budget and Authorizing Referendum Exception and Notice of Final Budget (reference attachment)
- 7. Hempfield School District Resolution to refinance Series 2015 Floating Rate Note and 2013, 2014, and 2014A bonds and issue General Obligation Bonds, Series A of 2019 and Series AA of 2019 (reference attachment)

C. Buildings and Grounds Item

1. Approval of Proposal from Crabtree, Rohrbaugh & Associates Architect Firm for the District's Feasibility Study for a total cost of \$7,500, plus reimbursable expenses. Authorization for Administration to sign contracts pending solicitor review. This firm has submitted the following consultant to support these studies:

Mechanical, Electrical, and Plumbing Engineering: Moore Engineering
Civil Engineering: ELA Group
Structural Engineering: Barry Isett & Associates

2. Authorization for Administration to sign an agreement with DecisionInsite for independent ten-year enrollment projections and attendance area recommendations for grades K-8 for the 2020-2021 school year, pending solicitor review. The cost for the one-year service is not to exceed \$14,313. There may be additional hourly fees and travel expenses, depending on the scope and in-person participation of future meetings.

D. Other Action Items

1. Approval of second reading of the following board policy (reference attachments):

Policy #701.1Naming Policy
Policy #706.1Disposal Policy

2. Approval to grant tenure to the following contracted employees who have completed at least three years of satisfactory teaching service, effective at the beginning the 2018-2019 school year, unless otherwise noted:

- a. Eric W. Bentley
- b. Shawnte M. Bridges
- c. Ruth E. Costanzo
- d. Allison M. DeArment (effective date is September 26, 2018)
- e. Troy W. Deveney
- f. Alexandra E. Diamantoni
- g. Emily K. Dulak
- h. Mark A. Enoch
- i. Jesse F. Everhart
- j. Alli J. Fremer
- k. Sarah E. Hunt
- l. Jacob M. Melusky
- m. Andria L. Miller
- n. Katelyn M. Moore
- o. Ashley L. Moyer
- p. Jennifer M. Norton (effective date is January 23, 2018)
- q. Paige A. Null
- r. Heather M. Rojahn
- s. Robyn D. Scheick
- t. Natalie L. Stoudt

3. Approval of the Agreement with UPMC Pinnacle, Market Street Sports Group and Hempfield School District for sponsorship of a scoreboard sign in Georgelis Law Firm Stadium. This is a one-year renewal agreement from January 2019 to January 2020 for \$5,000. (reference attachment)

4. Approval of the Amended and Restated Intergovernmental Cooperative Agreement for the Hempfield Area Recreation Commission and Program (reference attachment)
5. Approval to participate in the collaborative procurement agreement being offered through the Lancaster-Lebanon Intermediate Unit 13, beginning on July 1, 2020 and ending on June 30, 2023 (reference attachment)
6. Approval of the expulsion of student #2022655 from Hempfield School District for the remainder of the 2018-2019 school year and the first semester of the 2019-2020 school year, effective January 16, 2019. During the term of expulsion, the student agrees to complete coursework through the Landisville Education Center and abide by the program's rules, as described in the written agreement with the student and student's parents to accept such punishment and waive the right to a school board hearing.
7. Approval of the expulsion of student #2022398 from Hempfield School District for the remainder of the 2018-2019 school year and the first semester of the 2019-2020 school year, effective January 23, 2019. During the term of expulsion, the student agrees to complete coursework through the Landisville Education Center and abide by the program's rules, as described in the written agreement with the student and student's parents to accept such punishment and waive the right to a school board hearing.
8. Approval of the expulsion of student #2019387 from Hempfield School District for the remainder of the 2018-2019 school year and the first semester of the 2019-2020 school year, effective January 25, 2019. During the term of expulsion, the student agrees to complete coursework through the Landisville Education Center and abide by the program's rules, as described in the written agreement with the student and student's parents to accept such punishment and waive the right to a school board hearing.

XI. Adjournment

XII. Executive Session (if needed)

*** New Item or Change**