

MINEOLA UNION FREE SCHOOL DISTRICT  
MINEOLA, NY

**Reorganization/Workshop Meeting Agenda**

*The Mission of the Mineola Union Free School District is to inspire each student to be a life-long learner, pursue excellence, exhibit strength of character and contribute positively to a global society.*

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**Board Goals – 2013- 2014**

- To be determined
- 

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**DATE: July 2, 2013**

**LOCATION: Willis Avenue School**

**OPEN MEETING**

**7:00 p.m. 2<sup>nd</sup> Floor Staff Lounge**

**Board Members**

Arthur Barnett  
William Hornberger  
Christine Napolitano  
Patricia Navarra  
To Be Announced

**Central Office**

Dr. Michael Nagler, Superintendent of Schools  
Jack Waters, Asst. Supt. for Finance & Operations  
Patricia Burns, Asst. Supt. for Curr. & Instr. & Assessment  
Andrea Paggi, District Clerk

**A. Call to Order**

**B. Appointment of Temporary Chair**

A motion was made to appoint \_\_\_\_\_, Temporary Chair of this meeting until a Board President is nominated and voted on by the Board of Education.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**No:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Passed:** \_\_\_\_\_

- C. Pledge of Allegiance**
- D. Reading of Mission Statement**
- E. Moment of Silent Meditation**

- F. **Oath of Office**
- Patricia Navarra, Board of Education Trustee

G. **Appointment of Board of Education Trustee**

**RESOLUTION # 1 – BE IT RESOLVED** that the Board of Education approves the appointment of Nicole Matzer as Board of Education Trustee from July 1, 2013 – May 20, 2014.

**Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Passed:** \_\_\_\_\_

- Oath of Office**
- Nicole Matzer, Board of Education Trustee

H. **Nomination of Board Positions and Oath of Office**

1. Board President \_\_\_\_\_
2. Board Vice President \_\_\_\_\_

**Motion:** \_\_\_\_\_  
**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Passed:** \_\_\_\_\_

I. **New York State Regulation §315.4**

1. **STANDARD WORK DAY AND REPORTING RESOLUTION**

**RESOLUTION #2 - BE IT RESOLVED**, that the Mineola Union Free School District hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees’

Retirement system based on the record of activities maintained and submitted by these officials to the clerk of this body:

TITLE	NAME	STANDARD WORK DAY	TERM BEGINS/ENDS	PARTICIPATES IN EMPLOYER'S TIME KEEPING SYSTEM (Y/N)	DAYS/MONTH (Based on Record of Activities)
District Treasurer	Donna Squicciarino	7	7/1/13- 6/30/14	Y	5

**Motion:** \_\_\_\_\_  
**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**No:** \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Passed:** \_\_\_\_\_

**J. Consensus Agenda**

**RESOLUTION # 3 – BE IT RESOLVED** that the Board of Education approve the consensus agenda J.1.a. through J.22. as presented.

**Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**No:** \_\_\_\_\_

**Passed:** \_\_\_\_\_

**1. Oath of Office**

- a. The Oath of Office was administered to Dr. Michael Nagler as Superintendent of Schools by the District Legal Counsel.
- b. That the Board of Education approves the following appointments of officers for the **2013-2014** school year and directs they are administered the Oath of Office:

Sharon Macken  
 Donna Squicciarino

Chief Information Officer  
 District Treasurer and Registrar for  
 Coupons and Bonds

- c. That the Board of Education appoints Andrea Paggi as District Clerk for the **2013-2014** school year and directs that she is administered the Oath of Office:

## **2. Board Appointed Officers**

That the Board of Education appoints the following individuals to serve in the designated positions for the **2013-2014** school year:

Harris Beach, PLLC	Legal General Counselor (#1337)
Ingerman Smith	Labor Counsel (#1337)
Dr. Marino, Winthrop Pediatrics Assoc.	District Medical Inspector (#1338)
Donna Squicciarino	Treasurer (#1332)
Donna Squicciarino	Extra-Class Fund Treasurer (#1336)
Nawrocki Smith LLP	District External Independent Auditor (#1334)
Jack Waters	Records Access/Management Officer (#3310, 5670)
Jack Waters	Delegated Administrator for SEDDAS (Section 2053)
Daniel Romano	Asbestos LEA Designee
Daniel Romano	AHERA Designee
Daniel Romano	Integrated Pest Management Coordinator (#5632)
Jack Waters	District Purchasing Agent
PMA Management Corp.	Workers' Compensation/Self Insurance Administrator
Cullen & Danowski, LLP	Internal Auditor (#1339)
Hawkins, Delafield & Wood	Bond Counsel
Bernard Donegan	Financial Consultant for Borrowing
H2M	Architect of Record
Consultech	Unemployment Specialist
Patricia Burns	Sexual Harassment Compliance Officer (#6121)
Patricia Burns	Title IX Compliance Coordinator
Patricia Burns	Board Designee for Regulation 0110-R
Dan Romano	Health & Safety Officer
Dan Romano	Compliance Coordinator for ADA
Andrea Paggi	Registrar for registering qualified votes

## **3. Designators of Treasurers & Signatories of Extra-class Activity Funds**

That the Board of Education designates the following individuals as designators of Treasurers and signatories of Extra-class Activity Funds and co-signatory thereof as follows for the **2013-2014** school year:

Devra Small, Principal	Hampton Street School
TBD, Principal	Jackson Avenue School
Dr. SueCaryl Fleischmann, Principal	Meadow Drive School
Mr. Matthew Gaven, Principal	Mineola Middle School
Mr. Edward Escobar, Principal	Mineola Senior High School

## **4. Petty Cash Fund Facilitators**

That the Board of Education establishes and designates the following individuals as facilitators of Petty Cash Funds for the **2013-2014** school year:

<u>SCHOOL OR OFFICE</u>	<u>AMOUNT</u>	<u>ADMINISTRATOR</u>
Central Office	\$100.00	Mr. Jack Waters
High School	100.00	Mr. Edward Escobar
Middle School	100.00	Mr. Matthew Gaven
Hampton Street School	100.00	Ms. Devra Small
Jackson Avenue School	100.00	TBD
Meadow Drive School	100.00	Dr. SueCaryl Fleischmann
Transportation Department	100.00	Mr. William Gilberg

**5. Bonding of Employees**

That the Board of Education establish the bonding of the Regular and Acting -- District Treasurers and Internal Claims Auditors, and the Central Treasurers of Extra-class Activity Funds, as well as other officers and employees of the District, be as set forth in the employee blanket bond policy provided by **New York School Insurance Reciprocal (NYSIR)** which should thereupon be approved as to amount and sufficiency of surety (\$250,000) for the **2013-2014** school year.

**6. Banking Resolution**

That the Board of Education adopts the following Banking Resolution (designation of depositories, etc.) for the **2013-2014** school year.

**BANKING RESOLUTION OF THE MINEOLA UNION**  
**FREE SCHOOL DISTRICT**  
**July 1, 2013**

**RESOLVED**, that the JP Morgan Chase Bank, Bank of America, Capital One, Citibank, The Bank of New York, Valley National (formerly State Bank of Long Island), Wachovia Bank, TD Bank, HSBC, and Flushing Commercial Bank to be designated as the depositories of the funds of the said District; that current funds of the District be maintained in each of the said depositories; that the said funds shall be subject to withdrawal only in pursuance of a resolution of this Board of Education and on voucher-order checks signed by the **Treasurer** and **Superintendent of Schools** or **Assistant Superintendent of Finance & Operations**, payable to the order of persons entitled to receive such money in accordance with Section 1720 of the Education Law, except however, that pursuant to said Section 1720 one voucher-order check may be drawn in the total amount of a duly certified payroll for the salaries of regular employed employees and officers legally entitled to be compensated for their services. The proceeds of such voucher-order payroll check shall be credited to a **Payroll Account**, designated as such, in each of the said depositories from which checks shall be signed by the **Treasurer** of the District and **Assistant Superintendent of Finance & Operations** drawn payable to individual employees or officers legally entitled to be compensated for services only.

**FURTHER RESOLVED**, that the Federal Home Loan Bank (FHLB) of Pittsburgh shall be the financial institution to issue Irrevocable Stand-by Letters of Credit to serve as collateral for public deposits placed with TD Bank, NA.

**FURTHER RESOLVED**, that the **Treasurer** and **Assistant Superintendent of Finance & Operations** are hereby further authorized to use either their autographed or facsimile signatures upon such checks to be issued against any or all of the District's accounts provided, however, that such facsimile signatures shall be made by means of a recognized machine or check-signing device to be used for the signing of payroll checks by the **Acting Treasurer**, which **Treasurer** cannot be present, with all the safeguards prescribed by the manufacturer, and that the keys for the machine shall at all times be kept in the custody of such officer.

**FURTHER RESOLVED**, that the said depositories be and they (including their correspondent banks) are hereby requested, authorized and directed to honor all checks, drafts or other orders for the payment of money drawn in this corporation's name on its accounts (including those drawn to the individual order of any person or persons whose name(s) appear thereon as a signer or signers thereof) when bearing the facsimile and/or autograph signature of the following:

DONNA SQUICCIARINO, Treasurer  
MICHAEL NAGLER, Superintendent of Schools  
JOHN WATERS, Assistant Superintendent of Finance & Operations

and said Banks (including their correspondent banks) shall be entitled to honor and to charge this corporation for all such checks, drafts or other orders for the payment of money, regardless of by whom or by what means the actual facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures conform to the facsimile specimens from time to time filed with said banks by the Clerk or other officer of this corporation.

**FURTHER RESOLVED**, that each of the foregoing depositories be designated as depositories for interest-bearing deposits of other funds of said District subject to withdrawal only by appropriate withdrawal orders signed by the **Treasurer** or **Superintendent of Schools** or **Assistant Superintendent of Finance & Operations** and by draft of the depository made payable to the order of this District, which said funds so withdrawn shall be re-deposited by the **Treasurer** or **Superintendent** or **Assistant Superintendent of Finance & Operations** into established checking accounts of the District as aforesaid provided for current funds.

**FURTHER RESOLVED**, that the said banks are hereby authorized to pay any such checks or drafts and also to receive the same for credit or in payment from the payee or any other holder without inquiring as to the circumstances of issue of the disposition of the proceeds thereof and, except in the case of interest-bearing deposits as in the preceding paragraph provided, even if drawn to the individual order of any signing officer or tendered in payment of his individual obligations.

## 7. **Board Member & Administrator Liability**

That the Board of Education adopts the following Public Officer's Law §18:

**BE IT RESOLVED**, that the Board of Education of the Mineola Union Free School District hereby adopts the coverage provided by §18 of the New York State Public Officers Law for the following job titles: School Board Trustee, Administrator, employees and agents working for the Mineola UFSD. The adoption of this provision is intended to supplement and not supplant the protection available to such employees by virtue of already existing statutory provisions or other sources. Such coverage shall include but not be limited to being called to testify as a witness or to answer questions concerning their acts or omissions within the scope of their office, agency or employment before a Grand Jury, the Office of the District Attorney, or other law enforcement official. Nothing herein contained shall be construed to authorize or require defense or indemnification to a member of the board of education, the superintendent of schools, administrator, employee, and/or agent working for the Mineola UFSD who has been identified as a defendant in a pending criminal prosecution, or where such individual or the school district has reason to believe that such individual is a target in a criminal investigation or prosecution by the Office of the District Attorney or other law enforcement entity. This benefit shall not be available to and shall not cover any employee serving in any of the job titles listed herein who is represented for collective bargaining purposes by a duly designated collective bargaining agent unless and until such coverage is negotiated with the collective bargaining agent representing said employee. The Superintendent or his designee shall take steps necessary to obtain insurance protection against the potential liability to the district arising out of the adoption of this provision.

**8. Designation of day, time & place of Board Mtgs for the 2013-2014 school year**

<b><u>Workshops 7:00 p.m.</u></b>		<b><u>Business 7:00 p.m.</u></b>	
Tues. July 2(Reorg.)	Willis Ave.	Thurs. July 18	Willis Ave.
		Thurs. Aug. 8	Willis Ave
Thurs. Aug. 29	Willis Ave	Thurs. Sept. 19	Willis Ave
Thurs. Oct. 3	Willis Ave	Thurs. Oct. 17	Willis Ave
Thurs. Nov. 7	Willis Ave	Thurs. Nov. 21	Willis Ave
Thurs. Dec. 5	Willis Ave	Thurs. Dec. 19	Willis Ave
Thurs. Jan. 16	Willis Ave	Thurs. Jan. 30	Willis Ave
		*Thurs. Feb. 13	Willis Ave
Thurs. Mar. 6	Willis Ave	Thurs. Mar. 20	Willis Ave
Thurs. April 3	Willis Ave	Thurs. April 24**	Willis Ave
<b><u>Thurs. May 8</u></b>	Willis Ave	Thurs. May 22	Willis Ave

(Annual School Budget  
Hearing at 7:00 pm followed  
by monthly workshop)

**Tues. May 20 Jackson Avenue**

(Open Board Meeting  
for results of Annual  
Elec. & Budget Vote at 9:15 pm)

Thurs. June 5 Willis Ave      Thurs. June 19 Willis Ave

**Reorganization/Workshop**

Tues. July 1 Willis Ave

\*There is only one meeting in February (Business).

\*\*This meeting date combines the Business Meeting with the Annual BOCES vote that mandates all Boards of Education to meet on this date to vote on BOCES candidates and its Operating Budget.

Board meetings will be held in the Staff Lounge on the second floor of the Willis Avenue School unless otherwise stated. All meetings are open to the public.

**9. Designation of voting delegate and alternate to NYSSBA and N-SSBA**

That the Board of Education designates one (1) Board Member and an alternate to represent the Mineola School District at the NYSSBA and N-SSBA Conventions, with expenses.

Voting Delegate \_\_\_\_\_  
Alternate \_\_\_\_\_

**10. Board Membership in following Associations**

That the Board of Education designates the following Associations for Board Membership:

New York State School Boards Association  
Nassau/Suffolk School Boards Association  
Nassau Citizens Budget Committee

**11. Authorization for Board Members to Attend Meetings and Conventions**

That the Board of Education authorizes the expenditure of funds for Board of Education Members to attend meetings and conventions of the following:

New York State School Boards Association  
Nassau/Suffolk School Boards Association  
American Association of School Administrators  
Association for Supervision and Curriculum Development  
Nassau Citizens Budget Committee  
Nassau/Suffolk Bar Association  
S.C.O.P.E.

**12. Board of Education Representation on Committees**

<b>COMMITTEE</b>	<b>BOARD REPRESENTATIVE(S)</b>
BOCES Representative	_____
District Council (SEPTA)	_____
Finance Committee	_____
Health & Safety Council	_____
Policy & Regulations Review	_____

**13. Bid Opening Authorization**

That the Board of Education approves authorization to **Mr. Jack Waters and Maureen Judge** to open bids at stipulated bid opening times, properly prepared and received in the Business Office for the **2013-2014** school year.

**14. Investments**

That the Board of Education authorizes **Ms. Donna Squicciarino and Mr. Jack Waters** to invest district funds on behalf of the Mineola UFSD for the **2013-2014** school year.

**15. District 2013-2014 Organizational Chart**

That the Board of Education accepts the Mineola Union Free School District Organizational Chart for **2013-2014** (Attached).

**16. Establishment of Travel Mileage Reimbursement Rate for Approved Travel**

That the Board of Education approves the travel mileage reimbursement rate for approved travel at a rate of **\$.565** per mile.



**17. Official District Newspaper**

That the Board of Education adopts Mineola's Official Newspaper, The Mineola American for the **2013-2014** school year.

**18. Other Newspapers to be Used When Needed**

That the Board of Education assigns the Williston Times and Newsday as additional publications to be used as needed for the **2013-2014** school year.

**19. Chubb Pollution Liability Insurance Policy**

That the Board of Education awards the renewal of the district's Chubb Pollution Liability Policy including Terrorism coverage to Bollinger Insurance Inc. for the **2013-2014** school year in the amount not to exceed **\$20,000.00**.

**20. School District Insurance**

That the Board of Education renews the policy with New York School Insurance Reciprocal (NYSIR) as the District Insurance Carrier for the **2013 -2014** school year.

**21. Instruction: Professional Development Plan**

That the Board of Education approves the Professional Development Plan for the **2013-2014** school year.

**22. Rates for Substitutes**

That the Board of Education approves the following rates for substitutes:

Teacher Sub	\$100 per diem
Mineola Retiree Teacher Sub	\$125 per diem
Nurse Sub	\$125 per diem
Teacher Aide	\$13.74 per hour
Greeter	\$10.00 per hour
Bus Driver	\$21.81 per hour
Custodian	\$12.25 per hour
Clerical	\$12.32 per hour
Bus Attendant Sub	\$10.75 per hour
Maintainer Sub	\$20.00 per hour

**Workshop Meeting Agenda**

**K. BOE Reports**

**a. Comments from Board of Trustees**

- b. Comments from Board President
- c. Comments from Superintendent

**L. Old Business**

**M. New Business**

**N. Workshop Consensus Agenda**

**RESOLUTION #4** – BE IT RESOLVED that the Board of Education approves Workshop Consensus Agenda items N.1.a. through N.5.a. as presented.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_

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**No:** \_\_\_\_\_

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**Passed:** \_\_\_\_\_

**1. Instruction- Leave of Absence:**

- a. That the Board of Education approves an unpaid FMLA Leave of Absence to Peter Freeman, Supervisor of Fine and Performing Arts, effective July 1, 2013.
- b. That the Board of Education grants a request to Joseph Owens, for a Leave of Absence, starting approximately June 30, 2013.

**2. Instruction- Appointment:**

- a. That the Board of Education approves the appointment of Janet Gonzalez, to the position of Elementary Principal, effective August 5, 2013. AMSA Salary: Step 1, \$154,029. Probationary Period: August 5, 2013 – August 4, 2016.
- b. That the Board of Education approves the appointment of Joseph Owens, to the position of Leave Replacement for Peter Freeman, Supervisor of Fine and Performing Arts, effective July 1, 2013. AMSA Salary: Supervisor, Step 1, \$141,958.

**3. Civil Service- Appointments:**

- a. That the Board of Education approves the appointment of Alyssa Ferrandino to the position of Clerical Sub, effective July 1, 2013. Salary will be \$12.32 per hour.
- b. That the Board of Education approves the appointment of Maryann Ricci to the position of Clerical Sub, effective July 1, 2013. Salary will be \$12.32 per hour.
- c. That the Board of Education approves the appointment of Kyle Sullivan to the position of Custodial sub, effective July 1, 2013. Salary will be \$12.25 per hour.

**4. Civil Service- Resignations:**

- a. That the Board of Education accepts with regret, the letter of resignation for the purpose of retirement from Linda Every, part time Teacher Aide at Meadow Drive School, effective June 28, 2013.
- b. That the Board of Education accepts the removal of Nicole Matzer from the Clerical Sub list.

**5. 2013-2014 Parent Members and Chairpersons for CSE/CPSE & 504 Members**

- a. That the Board of Education approves the following list of parent members and Chairpersons for Committees on Special Education and Subcommittees on Special Education and 504 meetings for the 2013-2014 school year:

**Committee on Pre-School Special Education**

Catherine Maiman-Director of Pupil Personnel Services

Bridget C. McCormick- Psychologist (Alternate Chair)

Child's Parent

Evaluator or Person Qualified to Interpret Evaluations

Professional Appointed by the Nassau County Department of Mental Health

Child's Special Education Teacher

General Education Teacher if the child is participating in the general education program

**Parent Members:**

Erin Bertuccio

Mary Claire Cardinal

AnnMarie Christy

Eileen Conboy

Chester Easton

Dorothy Easton

Brigid Gasiewski

Kelly Melore

Nora Calabrese

Virginia Llanes

Louis Llanes

Nicole Park

Antoinette Salierno

Souaad Khalil

Ruth Gorski

Cliff Datys

Denise Collins

**District Committee on Special Education**

Chairperson/Administrator:

Catherine Maiman-Director of Pupil Personnel Services;  
or Bridget C. McCormick-Psychologist

Child's Parent

Evaluator or Person Qualified to Interpret Evaluations

Child's Special Education Teacher

General Education Teacher if the child is participating in the general education program

**School Psychologists:**

Dr. Sonia Azevedo	Dr. Patricio Romero
Dr. Robert Drago	Vanessa Lealand
Dr. Manuel Romero	Bridget C. McCormick

**Parent Members:**

Fedra Haldane	AnnMarie Christy
Erin Bertuccio	Louis Llanes
Virginia Llanes	Kelly Melore
Mary Claire Cardinal	Eileen Conboy
Nicole Park	Chester Easton
Ruth Gorski	Antoinette Salierno
Dorothy Easton	Denise Collins
Brigid Gasiewski	Christina Duarte
Nora Calabrese	Patricia Aronoff
Hye Hyun Chung	

**School Physician: Dr. Ronald Marino**

**Committee on Special Education Sub-Committees**

Chairperson  
Child's Parent  
Evaluator or Person Qualified to Interpret Evaluations  
Child's Special Education Teacher  
General Education Teacher if the child is participating in the  
General Education Program

**Catherine Maiman and Bridget McCormick may chair all Subcommittees, as needed**

**Jackson Avenue School Chairpersons:** Dr. Manuel Romero-Psychologist; or TBD-Principal

**Hampton Street Chairpersons:** Dr. Robert Drago-Psychologist; or Devra Small-Principal

**Meadow Drive Chairpersons:** Vanessa Lealand-Psychologist; or Dr. SueCaryl Fleischmann-Principal

**Middle School Chairperson:** Dr. Sonia Azevedo-Psychologist; Matthew Gaven-Principal

**High School Chairpersons:** Dr. Patricio Romero-Psychologist; or Larry Puccio-Assistant Principal

**Surrogate Parents:**

Louis Llanes  
Kelly Melore

**Impartial Hearing Officers:**

The list of Impartial Hearing Officers as maintained on the NYSED Impartial Hearing Officers Reporting System Website.

That the Board of Education approves the appointment of the following Chairpersons of the Mineola School District's Section 504 Review Teams for the 2013-2014 school year:

**504 Chairpersons:**

**District-wide:**

Catherine Maiman-Director for Pupil Personnel Services  
Bridget McCormick-Psychologist

**Hampton Street:**

Dr. Robert Drago-Psychologist;  
Devra Small-Principal

**Meadow Drive:**

Vanessa Lealand- Psychologist;  
Dr. SueCaryl Fleischmann-Principal

**Jackson Avenue:**

Dr. Manuel Romero-Psychologist; or TBD-Principal

**Middle School:**

Dr. Sonia Azevedo-Psychologist; or Matthew Gaven

**High School:**

Dr. Patricio Romero-Psychologist; or Larry Puccio-Assistant Principal

**O. Public Comment**

**P. Superintendent's Reports**

- Superintendent of Schools' Report for 7/2/13
- Superintendent's Comments

**Q. Executive Session** Time: \_\_\_\_\_ p.m.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_

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**No:** \_\_\_\_\_

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**Passed:** \_\_\_\_\_

**Returned:** \_\_\_\_\_

**R. Adjournment** Time: \_\_\_\_\_ p.m.

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_

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**No:** \_\_\_\_\_

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**Passed:** \_\_\_\_\_