

HIGHLAND BOARD OF EDUCATION
REGULAR MEETING
June 28, 2021
HIGH SCHOOL MEDIA CENTER
7:00 PM

AGENDA

This meeting is a meeting of the Board of Education in public for the purpose of conducting the school district's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item Hearing of Individuals and/or Delegation Representatives.

- I. Call to Order and Roll Call by the President
- II. Next Regular Meeting - July 19, 2021 - High School Media Center - 7:00 PM
- III. Pledge of Allegiance
- IV. Addition(s), Correction(s) and/or Deletion(s) to the Agenda
- V. Report of the Treasurer

A. Approval of Minutes

It is recommended that the Board of Education approve the minutes of the Regular Meeting held on May 17, 2021, as presented.

B. Approval of Monthly Financial Reports

It is recommended that the Board of Education approve the May 2021 Financial Reports, as presented.

C. Approval of Fiscal Year 2021 Final Amended Appropriations

It is recommended that the Board of Education approve the Fiscal Year 2021 Final Amended Appropriations, as presented.

D. Approval of Fund Transfers

It is recommended that the Board of Education approve the following fund transfers:

<u>From</u>	<u>To</u>	<u>Amount</u>
General Fund (001)	Athletics (300)	\$60,000.00

Reason: To eliminate the deficit fund balance created by significantly reduced gate receipts during the pandemic.

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OHSAA (022)	Athletics (300)	\$5,130.00
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Reason: To liquidate the OHSAA holding fund and reimburse the Athletic Department for tournament related expenses.

E. Approval of Fund Advances

It is recommended that the Board of Education authorize the following fund advances to eliminate temporary negative fund balances at fiscal year-end:

<u>From</u>	<u>To</u>	<u>Not to Exceed Amount</u>
General Fund (001)	School Psych Grant (499)	\$10,000.00
General Fund (001)	IDEA Part B (516)	\$10,000.00
General Fund (001)	Title III LEP (551)	\$5,000.00

F. Approval of 2021-2022 Petty Cash/Change Accounts

It is recommended that the Board of Education approve the 2021-2022 Petty Cash/Change Accounts, as presented in Addendum # I.

G. Approval of Fiscal Procedures

It is recommended that the Board of Education approve the Resolution regarding Fiscal Procedures, as presented in Addendum # II.

H. Approval of Fiscal Year 2022 Temporary Appropriations

It is recommended that the Board of Education approve the Temporary Appropriations for Fiscal Year 2022, as presented.

VI. Board Members' Agenda Items

VII. Hearing of Individuals and/or Delegation Representatives

VIII. Old Business

IX. New Business

X. Superintendent's Agenda

A. Highland Local Schools Music Textbook Adoption 2021-2022

It is recommended that the Board of Education approve the Highland Local Schools Music textbooks, as presented.

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- B. Certification of Standards Governing Types of Foods and Beverages Sold on School Premises

It is recommended that the Board of Education approve the Certification of Standards Governing Types of Foods and Beverages Sold on School Premises, as presented.

[State law in Ohio requires each school district board of education and each chartered nonpublic school board or governing authority to adopt and enforce nutrition standards governing the types of food and beverages available for sale on the premises of its schools.]

- C. Adoption of High School and Middle School Fees for 2021-2022

It is recommended that the Board of Education adopt the High School and Middle School Fees for the 2021-2022 school year, as presented.

- D. Transportation Reimbursement Resolution for 2021-2022

It is recommended that a contract be entered into with those parents/guardians/custodians of pupils for whom local transportation is impractical and through which a payment in lieu of transportation reimbursement is provided, pursuant to ORC 3327. Such reimbursement shall be \$250.00 per student, per school year, unless otherwise specified.

- E. Payment in Lieu of Transportation - Addendum # III

It is recommended that the Board of Education approve the Payment in Lieu of Transportation Resolution, as presented.

- F. Highland Athletic Boosters 2021-2022 Season Passes and Banner Sponsorship

It is recommended that the Board of Education approve the Highland Athletic Boosters 2021-2022 Season Passes and Banner Sponsorship Programs, as presented.

- G. Acceptance of Donations

It is recommended that the Board of Education accept the following donations:

<u>TO</u>	<u>FROM</u>	<u>ITEM/DESCRIPTION</u>
HS Football Program	Eugene & Judith Smith	\$ 100.00
HS Football Program	Horst & Maria Kreuzer	\$ 100.00
HS Football Program	Lorraine Klaus	\$ 150.00
HS Football Program	Anonymous	\$ 20.00
HS Senior Picnic	North Gateway Tire	\$2,000.00
HS Girls Soccer Program	Nicholas Gargano	\$2,000.00
Highland Middle School	Coca-Cola Give	\$ 55.45

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H. Approval of Applications for Use of Facilities/Waiver of Fees

It is recommended that the Board of Education approve the following requests for use of facilities and waive associated fees, as listed:

Granger Elementary

Varsity Softball Field - 5/25, 5/27, 5/28, 6/3, 6/7, 6/8, 6/10, 6/14, 6/15, 6/21, 6/24, 6/28, 7/2, 7/6, 7/9, 7/20, 7/23/2021 - 6:30-8:30 PM - RAH Softball - Mike Oyler

Varsity Softball Field - 6/5/2021, 6/26/2021 - 2:00-4:00 PM - RAH Softball - Mike Oyler

Varsity Softball Field - 6/22/2021 - 6:00-8:00 PM - 10U Travel Softball - Jason Ciocca

Varsity Baseball Field - 6/8, 6/10, 6/14, 6/23, 6/28, 7/8, 7/15/2021 - 6:00-8:00 PM - RAH Baseball - Taylor Speier

Varsity Baseball Field - 6/19/2021, 7/10/2021 - 12:00-2:00 PM - RAH Baseball - Taylor Speier

Soccer Field - 5/29, 6/1, 6/3, 6/5, 6/9, 6/10/2021 - 5:30-7:30 PM - HLC Practice - Nick Lever

Soccer Field - Tuesdays 6/8/2021 - 7/20/2021 - 5:30-7:30 PM - Hummingbird Soccer - Mary Fran Kudla

CONSENT AGENDA – CONTRACTS/AGREEMENTS

It is recommended that the Board of Education approve the following contracts and/or agreements A through P, as presented:

- A. Goodwill Vocational Services Addendum to 2020-2021 Contract
- B. STEPS Education Group Agreement 2021-2022
- C. PEP One-on-One Aide/Interpreter Services Contract
- D. Educational Service Center of Northeast Ohio Admission of Tuition Pupils Agreement 2021-2022
- E. KidsLink School, LLC (4) Student Agreements 2021-2022
- F. Medina County Board of Developmental Disabilities 2021-2022 Contract
- G. The University of Akron College Credit Plus Memorandum of Understanding for the 2021-2022 School Year
- H. Mileage Expense Reimbursement Agreement for 2021-2022

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- I. Nursing Services Agreement with Lynn Mazur
- J. Hometown Ticketing Software Service Agreement
- K. Evolve Academy Agreement with the Medina City School District for 2021-2022
- L. Medina County Juvenile Detention Center Agreement with the Medina City School District for 2021-2022
- M. Beyond Words Service Agreement 2021-2022
- N. Interim Healthcare of Akron Service Agreement 2021-2022
- O. Altimate Care LLC Service Agreement 2021-2022
- P. Educational Service Center of Medina County Service Agreement 2021-2022

CONSENT AGENDA – PERSONNEL

It is recommended that the Board of Education approve the following personnel items A through P, as presented:

- A. Employment - Administration

It is recommended that the Board of Education employ Beth Hall, Sharon Elementary Assistant Principal, on a limited contract of employment, beginning August 1, 2021.

- B. Employment - Certified

It is recommended that the Board of Education employ the following individuals, on one-year limited contracts of employment for the 2021-2022 school year as listed:

1. Kristin Cehlar, Middle School Intervention Specialist, effective 9/1/2021
2. Haley Collis, High School Intervention Specialist, effective 9/1/2021
3. Stephanie DelRoso, High School Intervention Specialist, effective 9/1/2021
4. Samantha Demmerley, Sharon Intervention Specialist, effective 9/1/2021
5. Annemarie Guta, Sharon 2nd Grade Teacher, effective 9/1/2021
6. Julianna Hamad, High School Counselor, effective 8/1/2021
7. Cassandra Jirous, Granger Art Teacher, effective 9/1/2021
8. Britney Raies, Middle School Counselor, effective 8/1/2021
9. Kaitlyn Robinson, Hinckley Kindergarten Teacher, effective 9/1/2021
10. Colleen Ross, High School Math Teacher, effective 9/1/2021
11. Alexis Sopata, Sharon 1st Grade Teacher, effective 9/1/2021
12. Kasey Williams, Granger Kindergarten Teacher, effective 9/1/2021

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C. Employment - Certified

It is recommended that the Board of Education employ Ashley Staats, Middle School Long Term Substitute Counselor, for the 2020-2021 school year, effective 5/27/2021 through 6/17/2021.

D. Resignation - Certified

It is recommended that the Board of Education accept the resignation of Kathryn Medley, Sharon Elementary 1st Grade Teacher, effective 6/18/2021.

E. Extended Time Contracts - Certified 2021-2022 School Year

It is recommended that the Board of Education grant supplemental extended time contracts for the 2021-2022 school year, on a per diem basis, for the following employees, as listed:

1. Julianna Hamad - 20 days
2. Britney Raies - 20 days

F. Employment - Summer Tutors

It is recommended that the Board of Education employ the following individuals as Summer Tutors for 2021, as listed:

- | | |
|------------------|--------------------|
| 1. Brendan Dade | 4. Deborah Patonai |
| 2. Violet Frye | 5. Samantha Taylor |
| 3. Gina Miyamoto | |

G. Employment - Classified

It is recommended that the Board of Education employ the following individuals, on one-year limited contracts of employment for the 2021-2022 school year as listed:

1. Laura Keeling, Hinckley Aide, effective 9/7/2021
2. Brent Myers, High School 3rd Shift Custodian, effective 6/14/2021

H. Resignation - Classified

It is recommended that the Board of Education accept the resignation of the following individuals, as listed:

1. Sherri Bickerton, Middle School Cook, effective 5/27/2021
2. Wendy Howman, High School Cook, effective 6/17/2021
2. Rachel Riha, Special Education Aide, effective 6/19/2021
3. Luke Wagner, Special Education Aide VLA, effective 6/11/2021

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I. Retirement - Classified

It is recommended that the Board of Education accept the resignation of the following individuals for the reason of retirement, as listed:

1. Donna Hood, Hinckley Head Cook, effective 8/31/2021
2. Jacqueline Watt, Bus Driver, effective 8/31/2021

J. Change of Status - Classified

It is recommended that the Board of Education approve a change in status for the following individuals, for the 2021-2022 school year, as listed:

1. Ashley Watts, Granger Aide, from 2.5 hours to 2.25 hours per day
2. Kandice Yatsko, from Middle School Cook, to Granger Aide 5.5 hours per day, effective 9/7/2021
3. Kara DiSanza, from Granger Cook to Hinckley Head Cook 5 hours per day

K. Classified Substitute - 2020-2021 School Year

It is recommended that the Board of Education employ the following individuals on one-year limited contracts of employment, on an "as-needed" basis for the 2020-2021 school year, as listed.

Substitute Aide

Marie Baker

L. Resignation - Exempt

It is recommended that the Board of Education accept the resignation of Scott Brubaker, Systems Technician, effective 6/30/2021.

M. Employment - Co-curricular/Supplemental - 2020-2021

It is recommended that the Board of Education employ the following individuals, on one-year limited supplemental contracts of employment, for the 2020-2021 school year, as listed:

1. Kristine Chierici	Mentor Teacher - 1 yr	\$2,955.00
2. Colleen Hyland	Mentor Teacher - 9 yrs	\$4,269.00
3. Emily Kaplack	Mentor Teacher - 2 yrs	\$2,955.00
4. Bryan Mravec	HS Asst Drama Production - 13 yrs	\$3,393.00
5. Jeremie Pesek	Mentor Teacher - 5 yrs	\$4,269.00
6. Donna Wolford	Mentor Teacher - 6 yrs	\$4,269.00
7. Bernadette Yu	Mentor Teacher - 1 yr	\$2,955.00

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N. Employment – Co-curricular/Supplemental – 2021-2022

It is recommended that the Board of Education employ the following individuals, on one-year limited supplemental contracts of employment, for the 2021-2022 school year, as listed:

1.	Stephanie Abatangelo	HS Peer Leader Advisor - 3 yrs	\$1,687.00
2.	James Addington	Nat'l Testing Proctor	\$ 25.00 per hour
3.	James Addington	Nat'l Testing Administrator	\$ 35.00 per hour
4.	Josh Arbour	HS Asst Golf Coach Girls - 8 yrs	\$5,286.00
5.	Joshua Backo	Nat'l Testing Proctor	\$ 25.00 per hour
6.	Joshua Backo	HS Saturday Detention Monitor	\$ 25.00 per hour
7.	Mary Becker	HS Head Golf Girls ½ time - 14 yrs	\$3,767.50
8.	Lisa Bogdanski	MS After School Detention Monitor	\$ 25.00 per hour
9.	Lisa Bogdanski	Nat'l Testing Proctor	\$ 25.00 per hour
10.	Brittany Bosela	MS 8th Girls Volleyball Coach - 5 yrs	\$5,286.00
11.	Kimberly Bowers	HS Key Club Advisor - 0 yrs	\$1,687.00
12.	Kyle Brooks	Nat'l Testing Proctor	\$ 25.00 per hour
13.	Suzette Burtoft	HS Speech and Debate Coach - 15 yrs	\$7,085.00
14.	Mary Cassidy	Nat'l Testing Proctor	\$ 25.00 per hour
15.	Mary Cassidy	HS Saturday Detention Monitor	\$ 25.00 per hour
16.	Kristine Chierici	HS Science Club Advisor - 12 yrs	\$5,736.00
17.	Kristine Chierici	HS Dept. Chair - Science - 5 yrs	\$3,037.00
18.	Kristine Chierici	Nat'l Testing Proctor	\$ 25.00 per hour
19.	Kim Clendaniel	7th Grade Outdoor Education Planner	\$ 500.00
20.	Carolyn Colbow	Nat'l Testing Proctor	\$ 25.00 per hour
21.	Robb Colbrunn	HS/MS Asst Robotics Advisor - 3 yrs	\$2,587.00
22.	Greg Curtis	HS Asst Musical Production - 0 yrs	\$2,137.00
23.	Maria Davis	Sound & Lighting Tech/Student	\$ 10.00 per hour
24.	Megan Doherty	HS Nat'l Honor Society ½ time - 3 yrs	\$ 843.50
25.	Megan Doherty	HS Saturday Detention Monitor	\$ 25.00 per hour
26.	Tanya Dolata	HS Yearbook Advisor - 11 yrs	\$4,836.00
27.	Tanya Dolata	HS School Paper Advisor - 8 yrs	\$3,037.00
28.	Tanya Dolata	Nat'l Testing Proctor	\$ 25.00 per hour
29.	Emily Dunn	Sound & Lighting Tech/Student	\$ 10.00 per hour
30.	Andrew Dutt	HS Convolutions Advisor - 17 yrs	\$4,836.00
31.	Andrew Dutt	HS Head Golf Coach Boys - 13 yrs	\$7,535.00
32.	Robyn Eastman	MS Bowling Club Advisor - 8 yrs	\$1,687.00
33.	Isabella Eshleman	Sound & Lighting Tech/Student	\$ 10.00 per hour
34.	Andras Fabian	Sound & Lighting Tech/Adult	\$ 20.00 per hour
35.	Bruce Folkerth	HS Dept. Chair - English - 2 yrs	\$2,137.00
36.	Paula Fox	Nat'l Testing Proctor	\$ 25.00 per hour
37.	Charles Franchetti	6th Grade Outdoor Education Planner	\$ 500.00
38.	Rachel Gamin	HS Orchestra Director - 13 yrs	\$6,635.00
39.	Rachel Gamin	HS Asst Musical Production - 12 yrs	\$3,486.00
40.	Robert Gilbert	Nat'l Testing Proctor	\$ 25.00 per hour
41.	Robert Gilbert	Nat'l Testing Administrator	\$ 35.00 per hour
42.	Robert Gilbert	MS Head Cross Country Boys - 6 yrs	\$5,286.00
43.	Tracy Goebel	HS Convolutions Advisor - 8 yrs	\$4,386.00
44.	Tracy Goebel	Nat'l Testing Proctor	\$ 25.00 per hour
45.	Bonnie Gomez	HS Dept. Chair - Social Studies - 2 yrs	\$2,137.00
46.	Denise Grecenuk	ACT Nat'l Testing Administrator	\$ 35.00 per hour
47.	Diane Hamelic	7th Grade Outdoor Education Planner	\$ 500.00
48.	Marianna Hardy	HS Drama Director/Winter - 9 yrs	\$4,386.00

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49.	Marianna Hardy	HS Drama Director/Spring - 10 yrs	\$4,836.00
50.	Marianna Hardy	Sound & Lighting Tech/Adult	\$ 20.00 per hour
51.	Tanya Headrick	HS Asst Speech & Debate Coach - 4 yrs	\$3,486.00
52.	Richard Holland	HS Head Soccer Coach Girls - 4 yrs	\$6,186.00
53.	Kevin Hussey	AP Nat'l Testing Administrator	\$ 35.00 per hour
54.	Christopher Ilg	HS Choir Director - 31 yrs	\$8,435.00
55.	Claudia Johnson	Nat'l Testing Proctor	\$ 25.00 per hour
56.	Brianna Kean	Sound & Lighting Tech/Adult	\$ 20.00 per hour
57.	Bethany Kennedy	SADD Advisor - 4 yrs	\$1,687.00
58.	Gabe Kirik	Sound & Lighting Tech/Adult	\$ 20.00 per hour
59.	Carrie Knapp	Nat'l Testing Proctor	\$ 25.00 per hour
60.	Carrie Knapp	HS Saturday Detention Monitor	\$ 25.00 per hour
61.	Meredith Knapp	Sound & Lighting Tech/Student	\$ 10.00 per hour
62.	Bonnie Kubilus	HS Dept. Chair - Arts - 10 yrs	\$3,486.00
63.	Larry Lambright	HS Asst Football Coach - 19 yrs	\$7,085.00
64.	Kelly Lane	HS Ski Club Advisor - 7 yrs	\$1,687.00
65.	Kelly Lane	HS Peer Leader Advisor - 0 yrs	\$1,687.00
66.	Helen Latkovic	HS Nat'l Honor Society ½ time - 3 yrs	\$ 843.50
67.	Ashley Lenhard	Nat'l Testing Proctor	\$ 25.00 per hour
68.	Andrew Lynden	HS Student Council Advisor - 15 yrs	\$5,736.00
69.	Andrew Lynden	HS Head Cross Country Boys - 12 yrs	\$7,535.00
70.	Andrew Lynden	Nat'l Testing Proctor	\$ 25.00 per hour
71.	Jenna Mack	Nat'l Testing Proctor	\$ 25.00 per hour
72.	Julie Malone	MS Asst Drama/Musical Prod - 8 yrs	\$3,037.00
73.	Julie Malone	HS Asst Musical Production - 5 yrs	\$3,037.00
74.	Melany Malquest	6th Grade Outdoor Education Planner	\$ 500.00
75.	Peter Marinelli	Sound & Lighting Tech/Student	\$ 10.00 per hour
76.	Edward Marquette	HS Band Director - 21 yrs	\$8,435.00
77.	Edward Marquette	HS Jazz Band Director - 20 yrs	\$3,037.00
78.	Edward Marquette	Pep Band Director	\$ 50.00 event
79.	Allison Maxymiv	HS Asst Speech & Debate Coach - 2 yrs	\$3,037.00
80.	Nicholas McFadden	HS Asst Speech & Debate Coach - 2 yrs	\$3,037.00
81.	Tina McKeen	HS Dept. Chair - World Language - 9 yrs	\$3,037.00
82.	Tina McKeen	HS VOFT Advisor - 20 yrs	\$3,037.00
83.	Chris Meyer	HS Asst Football Coach - 13 yrs	\$7,085.00
84.	Evan Micelli	Sound & Lighting Tech/Student	\$ 10.00 per hour
85.	Darla Miller	HS Jr/Sr Class Advisor - 4 yrs	\$3,486.00
86.	Darla Miller	Nat'l Testing Proctor	\$ 25.00 per hour
87.	Emily Miller	MS Musical Director - 16 yrs	\$5,736.00
88.	Emily Miller	MS Choir Director - 15 yrs	\$3,037.00
89.	Emily Miller	HS Musical Production Director - 17 yrs	\$6,186.00
90.	Bryan Mravec	HS Auditorium Manager - 10 yrs	\$8,435.00
91.	Bryan Mravec	HS Asst Musical Production - 14 yrs	\$3,486.00
92.	Bryan Mravec	HS Asst Drama Prod./Black Box - 13 yrs	\$3,486.00
93.	Bryan Mravec	Sound & Lighting Tech/Adult	\$ 20.00 per hour
94.	Bryan Mravec	Nat'l Testing Administrator	\$ 35.00 per hour
95.	Weston Muniak	Nat'l Testing Proctor	\$ 25.00 per hour
96.	Robert Murray	HS Jr/Sr Class Advisor - 4 yrs	\$3,486.00
97.	Robert Murray	Nat'l Testing Proctor	\$ 25.00 per hour
98.	Robert Murray	HS Saturday Detention Monitor	\$ 25.00 per hour
99.	Mandi Myser	Nat'l Testing Proctor	\$ 25.00 per hour
100.	Christopher Pace	HS Asst Speech & Debate Coach - 1 yr	\$3,037.00
101.	Shelby Parker	MS 7th Grade Power of the Pen - 7 yrs	\$1,687.00
102.	Dave Parry	MS Head Cross Country Girls - 13 yrs	\$5,736.00
103.	Jeremie Pesek	MS Ski Club Advisor - 10 yrs	\$3,037.00

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104. Holly Phillips	Nat'l Testing Proctor	\$ 25.00 per hour
105. Holly Phillips	HS Saturday Detention Monitor	\$ 25.00 per hour
106. Mark Raczynski	MS Nat'l Jr Honor Society Advisor - 0 yrs	\$1,687.00
107. Lisa Reynolds	HS Head Tennis Coach Girls - 18 yrs	\$7,535.00
108. Nathan Rudolph	MS Jazz Band - 8 yrs	\$1,687.00
109. Nathan Rudolph	Pep Band Director	\$ 50.00 event
110. Nathan Rudolph	HS Robotics Advisor - 5 yrs	\$5,736.00
111. Bruce Scally	MS Head Football Coach 7th gr - 2 yrs	\$3,936.00
112. Chris Schaefer	HS Asst Boys Soccer Coach - 2 yrs	\$4,836.00
113. Sandra Schilling	MS Chain Links Advisor ½ - 11 yrs	\$2,868.00
114. Susan Schomer	Nat'l Testing Administrator	\$ 35.00 per hour
115. Brent Shaeffer	MS Yearbook Advisor - 5 yrs	\$3,037.00
116. Doug Snelling	HS Head Golf Coach Girls ½ - 11 yrs	\$3,767.50
117. Timothy Snook	Nat'l Testing Proctor	\$ 25.00 per hour
118. Nicole Spangler	HS Dept. Chair - Math - 4 yrs	\$2,587.00
119. Katie Stull	Nat'l Testing Proctor	\$ 25.00 per hour
120. Katie Stull	Nat'l Testing Administrator	\$ 35.00 per hour
121. Craig Tasker	Nat'l Testing Proctor	\$ 25.00 per hour
122. Lisa Tecco	Nat'l Testing Proctor	\$ 25.00 per hour
123. Michael Tipple	MS 8th Grade Power of the Pen - 9 yrs	\$1,687.00
124. Theo Verginis	HS Soccer Boys Asst Coach - Volunteer	N/A
125. Rebecca Watson	MS Chain Links Advisor ½ - 11 yrs	\$2,868.00
126. Todd Winston	HS Asst Football Coach - 3 yrs	\$5,736.00

O. Employment - Extended School Year Program

It is recommended that the Board of Education employ the following individuals, on limited contracts of employment, as Extended School Year Aides, at their hourly rate, on an "as needed" basis, for the 2021-2022 school year, as listed:

1. Marie Baker
2. Alissa Maschke
3. Kelly Milliron

P. Employment - Summer Substitutes

It is recommended that the Board of Education employ Patricia Starkey, on a limited contract of employment, on an "as needed" basis, as a summer substitute custodian, for the period 7/1/2021 through 9/1/2021.

ALL EMPLOYMENT ITEMS ARE CONTINGENT ON SUCCESSFUL COMPLETION OF CRIMINAL BACKGROUND CHECKS AND PROPER CERTIFICATION WHEN APPLICABLE.

XI. Executive Session

- A. To consider the sale of property.
- B. To prepare for, conduct or review negotiations or bargaining sessions with public employees.