



ACTION

MT. HOOD COMMUNITY COLLEGE DISTRICT BOARD OF EDUCATION

DATE: *December 19, 2018*

ITEM TITLE: 4.1b

CONTACT PERSON: *Laurie Popp, Executive Assistant to the Board of Education*

SUBJECT: APPROVAL OF MINUTES – NOVEMBER 28, 2018 Regular Session #969 Meeting Minutes

Board Meeting Minutes – Session #969

A meeting of the Mt. Hood Community College District Board of Education was held on November 28, 2018, with an Executive Session at 6:30 pm, followed a Regular Session at 6:45 pm in the Board Room at Mt. Hood Community College, 26000 S.E. Stark Street, Gresham, Oregon.

1.0 CALL TO ORDER/DECLARATION OF A QUORUM

Board Members in attendance: Diane McKeel (Chair), Jim Zordich (Vice Chair), Tamie Arnold, Kenney Polson, Annette Mattson

A meeting of the MHCC District Board was called to order at 6:50 pm. McKeel declared a quorum was present.

2.0 APPROVAL OF THE AGENDA

2.1 Agenda Approval

Zordich moved to approve the agenda. The motion was seconded by Polson and passed unanimously.

2.2 Correspondence

Skari recognized the Board for receiving the 2018 Board of Trustees Excellence Award from Phi Theta Kappa International. Skari noted that part of the nomination submitted by Beth Sammons included some examples of how the board supports Phi Theta Kappa and Rho Theta. They were impressed by how the Board has stepped up and covers one-third of the international dues for our students, which is actually creating access for this program. As a result, Rho Theta has the lowest dues in the region. The board members each received a medallion from Phi Theta Kappa and they gathered for a group photo wearing their medallions to commemorate the award recognition.

Skari stated the Board received a letter from the Mayor of Gresham congratulating them on the award and recognizing the work the Board does for East County and their commitment to student success at Mt. Hood Community College. Mayor Bemis thanked the Board for tirelessly working to ensure our students have a top-notch post-secondary school within our community.

McKeel, Arnold, and Mattson, all attended the ACCT Conference and were honored to accept the award at the Awards Luncheon.

3.0 PUBLIC INPUT

There was 1 public input presented.

- Michael McAfee – provided a handout to board members regarding weapons on PCC property. He would like to request a policy change with the Mt. Hood Community College for the safety and security of our community. He would like to request that the Mt. Hood Community College Board of Education adopt policy that is aligned with Oregon law, specifically ORS 166.370. This allows legally licensed citizens to carry concealed hand guns on campus. Many community colleges in Oregon, including Portland Community College, have already adopted policy allowing legally licensed citizens to carry hand guns on campus. The handout he distributed is a copy of the PCC policy from their website regarding weapons on PCC property.

4.0 INFORMATION/REPORTS

4.1 Special Report: K-12 Partnership Highlights

John Hamblin, Executive Dean for Student Development, presented on K-12 Partnerships. Highlighted in the report are recruitment efforts at our local high schools that create a more customized experience for the school and potential students. Additionally these departments are providing multiple language sessions to support our diverse student population within our district.

Additional items that were covered in the presentation included: TRIO ETS (Educational Talent Search), which provides college support to seven district

middle and high schools for 501 first generation and low income students; AVID (Advancement Via Individual Determination), which partners with four local high schools with AVID programs and helps to support a college-going culture with substantial holistic support for students; AES (Accessible Educational Services), formerly Disability Services, has built relationships with our local district high schools to ease the burden of transition for students needing accommodations; and lastly our Middle College program which builds a solid bridge to college for high achieving students, and is currently serving 150 students and growing rapidly.

Arnold asked why the AVID program does not include David Douglas, Corbett, and Centennial. Hamblin stated they are not an AVID school.

Hamblin shared that students coming to MHCC from a K-12 environment who are on an Individualized Education Plan (IEP), the IEP does not come with them to MHCC. Sometimes they find out about an IEP when they receive a conduct report for behavioral issues in the classroom. They are having outreach conversations and building partnerships with schools and counselors who work with students needing support and accommodations for transitioning to college.

Polson asked if there was a reason why the IPE's are not coming to MHCC. Hamblin responded that when students apply for admission to the college, they take a college placement test and the high school transcripts are not sent to MHCC. It is not the same as college transcripts. The student educational record belongs to the school district and is rarely transferred on. Sometimes the student does not want the IEP to follow them to college as they want to leave that behind them.

Zordich asked if that is a concern of the student or is it a concern of the parent. Hamblin responded he believes it is a concern of all three, the student, the parent, and the school.

Polson stated the AVID program is designed for students who plan to come to college, and some students who are on an IPE are not involved in the AVID program. He suggested the college partner with the school district and counselor to get the information on the IEP transferred here. Hamblin shared that is what they are currently working on with the high schools, to work with the counselors and school districts to have that partnership.

Polson asked if the students have been identified, as many times they do not offer that information and we do not ask them for that information. Hamblin shared the partnership is to help with the navigation and involves working with the school counselor to provide a warm handoff for the student, so they receive the support and services they need.

Arnold asked for clarification regarding students who have IEPs in high school, and although the IEPs are not shared, the information is shared because of the partnerships. Whether the student chooses to ask for accommodation is up to the student. Hamblin stated it is really the advocacy for the student and the relationship with the counselor.

Middle College is a rapidly growing program. Samantha Piers-VanderPloeg runs the Adult High School program and shared that junior and seniors are able to do dual-credit, take college courses during high school to earn college credits. They are getting the college experience early and the advisor works with the student for their college planning and career planning. It is a great partnership with the high school.

Arnold asked who pays the fees. Piers-VanderPloeg stated that most schools have agreed to pay up to 12 credits and they also pay a certain amount for books. If the amount does not cover all the costs the student is required to pay the remaining fees.

Mattson asked if the school district still receives their funding from the state. Piers-VanderPloeg responded yes. The student is not eligible for financial aid if they do not have a high school diploma or GED. She shared that more and more schools want to partner with us. The students are working towards a full associate degree. Some earn it during high school and some matriculate to MHCC after high school to complete the associate degree.

McKeel asked about access for students and if there are barriers or challenges. Piers-VanderPloeg responded there can be language barriers so they are doing a lot of outreach. Arnold shared an example of transportation as a barrier from personal experience with a family member.

College Now was discussed and the annual report will be sent to all board members. The program is for students in high school who are able to take college credit courses taught by their high school teachers. It is open to all students and free to all students. The report shows the highlights of the program, which provides a great resource to high school students in our district. The impact is substantial saving nearly \$4.5M to students taking these free credits while in high school. The program has over 30 articulated partner high schools.

Polson asked if this is only offered to high schools in our district. Hamblin referred to the report that shows we have articulated with over 30 high schools and they are located all across the state.

Arnold asked if there is any financial benefit to the college. Hamblin responded yes we collect the SFT (Student Full-Time) reimbursement from the state. We do not receive tuition for it.

Lastly, the college has adopted a local 4th grade class at Alder Elementary School. The program provides the college an opportunity to visit the school on College Day in the fall and for the 4th grade class to visit the college in the spring. Photos of the event were shared, including Dr. Skari and members of President's Cabinet and our recruitment team in attendance.

4.2 Quarterly Financial Update (1st Quarter)

Jennifer DeMent presented an updated 3-year Fiscal Forecast to board members. The scenario contains new information from the Governor's Budget. There are 5 columns of numbers. The first column is from last fiscal year, the next column is a working number for current year, and the next 3 columns are 3 years out of estimates on what those numbers will look like. The top section is for revenue. Last year revenue was just over \$65 million and this year we are at \$66 million. That is our working number and then you can see the projected number out. Expenditures come next, broken out by expenditure type. Then we get to our operating results. Last year we brought in just over \$964,000 more than what we spent. This year we are projected to have a \$4 million operating deficit. The next section is our ending fund balance. Last year we ended with just over \$10.6 million or 16 percent of expenditures. Our board policy requires a minimum of 5 percent. If we don't make any changes we will spend more money than we bring in and will deplete those reserves. Last year we ended up with more money and spent less than we thought we would. This is due to enrollment declines last year that resulted in reduced revenue and reduced costs. We had a 2 percent decline in overall enrollment and our tuition bearing enrollment declined 3.7 percent. The difference is our College Now program and our apprenticeship programs that we turn to the State for reimbursement but we do not charge tuition on. That has helped retain our share of state support funds. The enrollment decline resulted in about \$1.1 million less in tuition fee revenue last year than what we had budgeted for. The statewide trend for community college full-time equivalent enrollment fell 3.6 percent so we were in line with the statewide trend.

On the expenditures side, estimated rate increases did not materialize or were off-set by efficiencies that were put into place. Tuition waivers were significantly underspent. \$1.2 million was budgeted and we spent \$953,000. We underspent by about 31 percent. Some of the tuition waivers are contractually required, such as staff waivers, and it is difficult to estimate how many tuition waivers there will be. For the current year, tuition and fees were down for summer and fall terms. Summer is a bit insignificant, but fall term was down 5 percent. The combined revenue loss for that is about \$550,000 in tuition because we

budgeted flat enrollment. If we forecast that enrollment will continue to be down 5 percent for the remainder of the year, the overall revenue loss is \$1.3 million in tuition revenue. What is also reflected here is the reduction in associated instructional costs. We are seeing some reductions in our part-time instruction, so there is some off-set in the amount budgeted for our part-time faculty line item.

We grand-fathered in the tuition pledge for students that were already qualified. Many of those students are still here. We are estimating a total \$700,000 in pledge discounts this year. Fall term was about \$400,000 in discounts.

We budgeted to begin this year with \$7.1 million. We started with \$10.6 million. The balance from last year rolled forward to this year so we started out with more funds than we thought we would have. Next year is a new biennium. It usually means we ask you to go thru the budget process without knowing how much money we will get from the state. The first scenario shown is based on continuing at the same state funding level as what we currently have, and a \$3.00 per credit tuition increase. If we get the same amount of funding and get a \$3.00 tuition increase, we can get through next year but there isn't enough money left for future years. One of the factors affecting next year is the 3.9 percent increase in PERS rates. The PERS rate changes every biennium. Next July, rates are increasing an average of 3.9 percent. Jennifer shared projections based on proposed increases to the state support fund. State support is only about 40 percent of our revenue. All of our revenue sources have to increase by the same rate our expenditures increase. Oregon Community College Association (OCCA) put together a budget request at \$646.7 million, which is 12 percent more than the Department of Administrative Services (DAS) funding request.

DeMent entered different numbers in the forecast tool to show various scenarios. The Governor's proposed budget, received today, is presented as a base budget, down 4.8 percent from the current biennium. There is an investment package of \$103 million. If we were to get the base budget and the investment package, our funding would be \$645.6 million, which is really close to the OCCA recommended amount. The Governor asks that if we get the funding package, we keep our tuition increases at or below 5 percent. We will not know how much money we will get from the state when we have to increase tuition rates and approve the budget. Jennifer will send the scenarios to board members in print.

Arnold asked what the investment package is. DeMent stated it is \$70 million in CTE funding that may or may not be distributed through the funding formula, and the balance would be distributed through our current distribution formula.

Mattson shared there was a Governor's Conference Call this afternoon and there will be much more information available at the OCCA meeting. Skari distributed a handout to board members from the Governor's call today.

DeMent stated if we go with the Governor's base budget and limit our tuition increase to \$5.00 per credit hour, we will not have enough money to get through the next year. DeMent states we budget with flat funding, we need a tuition increase, and either generate more revenue or identify cost reductions.

DeMent stated over the last biennium, we have had unfunded mandates costing an estimated \$1.7 million a year. We have cut where we could cut, and have made investments in programming, added or expanded programs, and made investments in systems improvements and software upgrades. Currently, we are implementing a new time and attendance system, ready to launch in January. We have had operating deficits in the past and we have gotten through it, but we need to be strategic about our spending. The next steps include a request to staff to start unit planning. The Analytics and Institutional Research (AIR) team have developed a new tool to assign budget requests to plan goals and submit. This presentation will be provided to managers next month. We are looking for a balance of revenue generation and expenditure reductions.

Zordich asked what year our debt service is fully satisfied. DeMent stated the pension bonds are not until 2028. The 2013 issue in 2033.

Mattson stated the DAS budget for current service level is actually higher than what the Governor put in their budget. Greg Hamann and others have been doing work on what true current service level budget is. Mattson shared that during the phone call with the Governor, she indicated the Governor was not happy about the funding base and is working to get additional investments. There will be much more information coming out.

4.3 OCCA Update / ACCT Update

Mattson distributed a handout from John Wykoff, Interim Executive Director at OCCA, with information regarding the October Board Meeting Key Takeaways. Several board members also attended the OCCA Conference. OCCA was also on the Governor's conference call today and it shows the importance of our lobbying efforts. The OCCA Board will be meeting next week and adopting the goals for 2018-2019. The Executive Committee met and drafted those and there will be a discussion next week on Friday. One of the priorities is advocating for a total budget, not just current service levels, but an investment budget to increase the number of CTE in workforce ready graduates. They are advocating for \$787 million. Mattson is proud of the organization that all 17 community colleges are standing together to advocate for all of us. They are doing outreach with business organizations affirming the community college's role as the

resource for workforce education. Promoting the Student Success Center and the strategies to support students, mobilizing board members across Oregon to advocate for our colleges, meeting with legislators, empowering OCCA Board staff. Mattson had a conversation with Denise Frisbee and Cam Preus about the importance of raising the level of OCCA to represent the colleges in professionalism and training the board members, and it's a strong voice for education. When sessions starts, every Monday at 4pm, any board member across the state can call in for a legislative update and can listen in to that phone call.

Arnold added there are opportunities highlighted on page 4 of the handout if anyone is interested in being more involved with OCCA.

McKeel shared highlights from the ACCT conference. She attended the Chairs Academy on board responsibilities. It was a day-long program with presentations and panel discussions on identifying chair and board responsibilities. Panel discussions on successes and challenges experiences by different institutions. Arnold, Skari, and McKeel were on a panel about conducting an effective CEO search. Jill Wakefield, our consultant, was in the session and it went very well. She shared a lot of people asked for more information about the process and it was very interesting and they learned a lot.

Mattson also shared highlights from the ACCT Conference. The theme of the conference was Partnerships: Building Blocks to Student Success. In addition to the opening session, new attendee orientation, closing event and all keynote events, she attended several sessions. These included *Strengthening Working Families, Accelerating Transitions to Meet Attainment and Workforce Goals, Trustees Impact on Student Graduation Rates, Building a Culture of Completion with an Equity Lens, From Silos to Student Success*, a session which included examples of legal precedent regarding free speech activities on campus, as well as the session in which Dr. Skari and Trustees McKeel and Arnold participated.

Arnold shared she is a member of Governance and Bylaws Committee. A self-evaluation was instituted they have implementing it at the board level and are now doing it at the committee level. She attended several great sessions and suggested she could provide a quick overview and share the slides at one of the board work sessions.

Skari shared the best session was passing a property tax bond in a red state. The key was 9 years of continuous polling and community outreach. It spoke to our need to be more intentional about our communications with our community.

4.4 Board Policy Review: By-Laws

McKeel shared it is important to review our policies and make changes and updates where needed. It has been two years since the last review, so it was felt a review was in order as a new director will be welcomed in 2019.

The review will begin with Section 9000: Board By-Laws. A copy of the Board By-Laws was provided in the board notebooks. McKeel asked Zordich to chair the committee and President Skari and her staff will support the work.

Mattson asked if there will be an attorney working with Zordich and the committee on the review. Zordich responded yes.

The board members were asked to provide feedback to Zordich after reviewing the by-laws. It will be discussed at the next Board Work Session on December 12 to formalize the process.

5.0 BUSINESS/ACTION

5.1 Consent Agenda.

Zordich called for a correction and amendment to Section 6.1 Closing Reports of the Meeting Minutes from Regular Session #968, October 17, 2018. Zordich motioned to remove Item A from the Consent Agenda. Mattson seconded the motion. Item A was removed for review and will be put forth for approval at the next board meeting. Zordich moved to approve the Consent Agenda, except for Item A. Mattson seconded the motion and it passed unanimously.

- a. Minutes – Regular Session #968, October 17, 2018 (removed)
- b. Monthly Personnel Report
- c. Monthly Financial Report
- d. Monthly Head Start Report
- e. Head Start Duration Grant Approval

5.2 New Degree Approval

- a) Associate of Science – Computer Science Degree
Pam Wiese, Computer Science Instructor, presented on the Associate of Science – Computer Science degree. The degree we have currently is the ASOT. It was put together by a consortium of computer faculty from community colleges throughout the state. That degree does not allow students to transfer anywhere. Our students earn the degree here, but if they transfer to any other college in the state they still need to take a year of computer science courses. The new program follows the ACM guidelines. Students could transfer and be accepted as juniors at a state university.

Arnold asked for information to help differentiate between the associate transfer degrees and the need for an Associate of Science in Computer Science degree. John Hamblin responded that one big issue in Oregon is maintenance on statewide transfer degrees. The Associate of Science Oregon Transfer (ASOT) in Computer Science is one of the newest and was developed a few years ago. There are several different degrees and for each one of those degrees, the student has to know exactly which institution they are transferring to as the curriculum is different for each university. The maintenance has not been done. This is an alternative to the statewide transfer degrees that are not maintained.

Zordich motioned to approve. Mattson seconded the motion and it was unanimously approved.

b) Associate of Science – Music Degree

Elise Huggins, Interim Dean of Integrated Media/Performing and Visual Arts, and Kevin Lambert, Music Choral Director, presented on the Associate of Science – Music Degree. Huggins stated the idea is to create a pathway for our students. She shared a lot of the students reach a max time frame for financial aid, which means any courses after they reach the max time frame, if they are not part of the degree will not be covered by financial aid. They want to make sure for our students that their degree is fully covered by financial aid. There has been virtually no change to the pathway that the music department outlined. The degree is to address the max time frame issue for financial aid.

Polson asked why it is an Associate of Science in Music instead of an Associate of Art in Music. Lambert stated they have more flexibility for financial aid to have it through the Associate of Science (AS) rather than an Associate of Art (AA). Huggins referenced the work that Instructional Services is doing at the College to maximize degree completion for students. Hamblin stated they do not have control of the Associate of Arts but they do have control of the Associate of Applied Science and the Associate of Science. The AS is more flexible and allows for additional music classes without having additional language requirements in the AA. Hamblin states this maximizes their access to as many of the credits they will need to transfer and be able to receive financial aid funding for those classes.

Mattson motioned to approve the program. Zordich seconded the motion. McKeel, Arnold, Mattson, and Zordich voted to approve, Polson voted to oppose. Motion was carried.

5.3 OSBA Elections

The results of the board vote for OSBA election results are:

- 1) OSBA Board of Directors Position 17 – Michelle Vo (Corbett 39)
- 2) OSBA Board of Directors Position 19 – Paul Anthony (Portland 1J)
- 3) Resolution 1: Adopts the proposed 2019-20 OSBA Legislative Priorities and Policies – Yes
- 4) Resolution 2: Amends OSBA Bylaws relating to composition of the Board of Directors by adding a voting seat for a representative of the Oregon School Board Members of Color Caucus – Yes

Arnold motioned to approve the board vote for OSBA election ballot. Mattson seconded the motion and it was approved unanimously. Motion carried.

6.0 CLOSING REPORTS

6.1 ASG Representatives

Kenneth Mendoza, ASG Legislative Affairs Representative– shared his biggest role in wanting to be in ASG is to make a difference in community outreach and if you have a diverse ASG compared to other community colleges, a lot more students will look into that. He enjoys helping others and wants to help others succeed. Mendoza shared that ASG Student Life and Diversity Resource Center came together and collaborated with Veterans Services. They had 6 veterans come and share their experience with students, and had military uniforms on display for students to see. They also had an alcohol awareness program for students and look forward to the mental health stress event as they get close to finals.

Madison Higgins, ASG Community Affairs Outreach Representative – shared she is excited to work with ASG this year. She shared they just finished their food drive in the food pantry on November 16 and collected 317 pounds of food. They want to thank all those who helped and supported this effort. ASG members visited the Oregon Food Bank and sorted a large amount of food. It was a great opportunity for members to give back to the community and strengthen the partnership with the community. Higgins shared that earlier this year she put together a school supply drive for Hall Elementary. They were able to read to three 1st grade classrooms and were asked to do some mentoring as well.

Board Member Reports

Mattson – She had a wonderful experience visiting an anatomy class and writing composition class. Cheryl Johnson accompanied her on the class visits. She encourages board members to visit classes and see the students.

Zordich – He wants to promote the Alumni event on December 5th. The Foundation has received 100 responses so far and would like to encourage a broader attendance. Skari and Zordich attended the Foundation Board meeting this morning. The Foundation audit has been completed. Zordich spoke about

the Foundation Scholarship Program, a program he has been watching very carefully since he has been on the Board. This year, the Foundation received 673 scholarship applications. Of that, 155 awards were made to a total amount of \$471,000. Some of the students who do receive the awards do not utilize them in full because of other financial resources they receive, so the Foundation has a jump start opportunity which allows a second opportunity for students who were not originally awarded a Foundation scholarship to receive a scholarship. These are students who were in the list for review but did not receive the awards. Zordich also shared that the Foundation Board meeting was held at the Small Business Office in the Rockwood area. Zordich shared that Kedma Ough, Director of Small Business Development Center and STEM Hub, is a dynamic and exuberant person and the success of the Small Business Program is a fantastic part of our community.

Polson – No report

Arnold – she had the opportunity to be Principal for almost a day and went to David Douglas High School. She met with Principal Bier and it was a wonderful experience. She learned a lot about the school. One of the things she found impressive was that the students are not allowed to have their cell phones visible and they are to be kept tucked away. She found the student responses about this policy interesting as the students shared they felt it gave them the opportunity to really connect with other people more. She also got to hear about the experiences of some of students at Mt. Hood and she got to see some of the colleges that were there that day. Overall it was a wonderful experience. She also attended the ACCT Leadership Conference and the OCCA Conference.

McKeel – No report. She wasn't able to attend the Voices of Veterans event but thinks the work the Veterans Services office is doing is incredible and appreciates that work.

Advisory Representatives

Cheryl Johnson – shared that while we do get a large benefit from dual credit program, faculty are not involved at the level they want to be. It is not just faculty at Mt. Hood, as OEA has put out a statement around dual credit and what involvement faculty should have. Johnson read the OEA Joint Statement to board members. She stated that at MHCC, we don't have any involvement with high school faculty beyond the initial approval of the course. Once that happens, the high school faculty are able to teach the course without any communication with the college faculty. She states that is a real problem and they want and ask for more ability to have communication with our high school instructors and to know what is going on in the classrooms to make sure they are meeting our MHCC standards. Johnson shared this is a huge issue for faculty and it is not just at Mt. Hood but it is statewide.

Samantha Piers-VanderPloeg (attended on behalf of Kim Sharer) – shared that November 14 was the National Education Support Professionals Day, and Governor Kate Brown made a proclamation to make it an official day in Oregon. This was a day that public school employees that are Education Support Professionals (ESP) are recognized for the amazing work they do every day. She thanked Dr. Skari for recognizing our employees on that day with an email and a Mt. Hood pin. It meant a lot to our classified employees.

Marilyn Pitts – shared this term has been about looking at the various elements that the colleges bargaining team and the association bargaining team came up with and working to get those things into effect. One thing that is close to happening is we will now be providing a monthly subsidy for health insurance for a small number of part time employees. This will be effective at end of this week for December. Pitts distributed a copy of the latest PFTA Newsletter to board members.

6.2 President's Report

Skari spoke about the Governor's budget and sees this as a challenge to us. She is not fond of cut situations and prefers to focus on revenue. She has been having these conversations with President's Cabinet on how to generate more revenue. She wants to have that conversation with campus and do as much as we can there so hopefully we do not have to look at the other option. This is something Skari is committed to and she will be working with the Board to make sure our student voice and college voice is heard with the Governor and legislators. Skari shared the high note is we can do this. She has faith in the campus community that we can do this.

Skari followed up with Piers-VanderPloeg and also recognized the classified employees for their work. She has a copy of the Proclamation that the Governor signed. Skari passed around a copy of the card that was distributed to staff and gave a special thank you to Lauren Griswold and Felisha Brewer for their work on this. She shared about Barney's Pantry and the Foundation's end-of-the-year campaign. They realized one of the ways to optimize our food pantry is to have a commercial refrigerator. The Foundation committed to the end-of-the-year appeal tied in with Giving Tuesday. The goal was to raise \$10,000 that would be matched by the Foundation. As of yesterday, they were at \$7700. She would like to personally thank the Full-Time Faculty Association for their generous donation of \$1000. Marilyn Pitts asked if the doubling of a donation was still in effect. Zordich shared that was originally part of Giving Tuesday. Skari will follow up with Al Sigala about it.

McKeel asked for Samantha Piers-VanderPloeg to please pass on the Board's appreciation to all the classified employee association staff for the work they do.

There is a change in meeting dates in December and January. The Board Work Session is changed to December 12 at 6pm and moved to the Board Conference Room. The Regular Board Meeting in December will be on December 19. The Board Work Session in January is changed to January 9 at 6pm. The Regular Board Meeting in January will be on January 16.

7.0 ADJOURNMENT

Zordich motioned to adjourn. The motion was seconded by Polson and passed unanimously. Meeting adjourned at 9:13 pm.

Clerk

Board Chair

Minutes recorded by Laurie Popp, Executive Assistant to the Board of Education.