

# JASPER-TROUPSBURG CENTRAL SCHOOL DISTRICT

July 11, 2018

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Reorganization Meeting

Members Present –

## Administration -

Michael A. Mead, Superintendent  
Christopher D. Parker, 7-12 Principal  
LeeAnne C. Herold, Elementary Principal

Robert Lemay, President  
Keith Kraus, Vice President  
Andrew Butler  
Jodi M. VanGorden  
Chad C. Groff  
Amy Aldrich  
Jason Hayes

## Others –

Melinda S Morgan, District Clerk  
Stephen Miskell, Business Manager  
Bonnie Williams  
Russ Williams  
Jean Green  
Sue Flint  
Derek Kuch  
Bob Cornish  
Lisa Mills  
Laci Short  
Nancy Wyant

McKayla Mortimer  
Stephanie Potter  
Bill Shea  
Lisa Tracy  
Lorin VanSkiver  
Andy VanSkiver  
Michelle Sullivan  
Kristine Hayes  
Fred Potter  
Tom Price

The meeting was held at the junior/senior high school building and called to order by the District Clerk, Mrs. Morgan, at 6:00 P.M. The Pledge of Allegiance was done.

The oath of office was administered to newly elected board member Jason Hayes by the District Clerk.

A motion was made by Keith Kraus and seconded by Chad Groff and carried to nominate Robert Lemay as President of the Board of Education for the 2018-2019 fiscal year.

The vote was 7-yes, 0-no.

Robert Lemay was declared Board of Education President for the 2018-2019 fiscal year.

A motion was made by Jodi VanGorden and seconded by Amy Aldrich and carried to nominate Keith Kraus as Vice President of the Board of Education for the 2018-2019 fiscal year.

The vote was 7-yes, 0-no.

Keith Kraus was declared Board of Education Vice President for the 2018-2019 fiscal year.

The District Clerk turned the meeting over to President Robert Lemay.

The following appointments were presented for the 2018-2019 fiscal year:

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A motion was made by Keith Kraus seconded by Amy Aldrich and carried to appoint Mr. Michael A. Mead as the Superintendent of Schools.

The vote was 7-yes, 0-no.

A motion was made by Andrew Butler seconded by Chad Groff and carried to appoint Mrs. Melinda S Morgan as District Clerk.

The vote was 7-yes, 0-no.

The oath of office will be administered to the district clerk.

A motion was made by Jodi VanGorden seconded by Keith Kraus and carried to appoint Mrs. Kate Ross as deputy district clerk.

The vote was 7-yes, 0-no.

A motion was made by Chad Groff seconded by Jodi VanGorden and carried to appoint the following attendance officers:

- Mr. Christopher Parker – 7-12
- Ms. LeeAnne Herold – Pre K-6

The vote was 7-yes, 0-no.

A motion was made by Amy Aldrich seconded by Keith Kraus and carried to appoint the following DASA Coordinators:

- Mr. Christopher Parker – 7-12
- Ms. LeeAnne Herold – Pre K-6

The vote was 7-yes, 0-no.

A motion was made by Keith Kraus seconded by Jodi VanGorden and carried to appoint Dr. Daniel Curtin as school physician.

The vote was 7-yes, 0-no.

A motion was made by Chad Groff seconded by Amy Aldrich and carried to appoint Buffamante, Whipple, Buttafaro, and P.C. as the independent auditors.

The vote was 7-yes, 0-no.

A motion was made by Andrew Butler seconded by Keith Kraus and carried to appoint Bernard P. Donegan, Inc. as Financial Advisor.

The vote was 7-yes, 0-no.

A motion was made by Jodi VanGorden seconded by Amy Aldrich and carried to appoint Timothy McGill as bond counsel.

The vote was 7-yes, 0-no.

A motion was made by Jodi VanGorden seconded by Chad Groff and carried to designate Citizens & Northern Bank, JP Morgan Chase Bank, Steuben Trust Company, and Five Star Bank as official depositories for all district funds.

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The vote was 7-yes, 0-no.

A motion was made by Andrew Butler seconded by Keith Kraus and carried to designate the Addison Post and the Hornell Evening Tribune as official newspapers.

The vote was 7-yes, 0-no.

A motion was made by Jodi VanGorden seconded by Keith Kraus and carried to designate the Superintendent of Schools as district payroll certifier.

The vote was 7-yes, 0-no.

A motion was made by Andrew Butler seconded by Chad Groff and carried to appoint Mr. Stephen Miskell as the District Treasurer.

The vote was 7-yes, 0-no.

A motion was made by Keith Kraus seconded by Amy Aldrich and carried to appoint Mr. Michael A. Mead as Deputy District Treasurer.

The vote was 7-yes, 0-no.

A motion was made by Jodi VanGorden seconded by Andrew Butler and carried to designate the District Treasurer or Superintendent (as second signer) as the authorized signers for all district checks.

The vote was 7-yes, 0-no.

A motion was made by Chad Groff seconded by Jodi VanGorden and carried to appoint Mrs. Heather Decker as treasurer of the district extracurricular activity fund.

The vote was 7-yes, 0-no.

A motion was made by Amy Aldrich seconded by Keith Kraus and carried to appoint Mrs. Melinda S Morgan as deputy treasurer of the district extracurricular activity fund.

The vote was 7-yes, 0-no.

A motion was made by Keith Kraus seconded by Chad Groff and carried to appoint Mr. Michael A. Mead, Superintendent, as purchasing agent.

The vote was 7-yes, 0-no.

A motion was made by Andrew Butler seconded by Amy Aldrich and carried to appoint Mrs. Heather Decker as deputy purchasing agent.

The vote was 7-yes, 0-no.

A motion was made by Jodi VanGorden seconded by Amy Aldrich and carried to establish petty cash funds as follows:

High School Cafeteria Office at \$50.00 with Tracie McCarthy as custodian

Elementary School Cafeteria Office at \$25.00 with Colleen Button as custodian

Athletic Director at \$50.00 with Jean Green, Athletic Director, as custodian

The vote was 7-yes, 0-no.

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A motion was made by Chad Groff seconded by Amy Aldrich and carried to individually bond the following employees: District Treasurer, Tax Collector, Extracurricular Activity Fund Treasurer, Deputies, Claims Auditor and all other employees as stated in the district's general liability policy.

The vote was 7-yes, 0-no.

A motion was made by Keith Kraus seconded by Andrew Butler and carried to appoint the Superintendent of Schools and/or District Clerk as receiver of all bids.

The vote was 7-yes, 0-no.

A motion was made by Keith Kraus seconded by Jodi VanGorden and carried to authorize the District Clerk to appoint chairpersons and tellers for all school district voting for the 2018-2019 fiscal year.

The vote was 7-yes, 0-no.

A motion was made by Jodi VanGorden seconded by Amy Aldrich and carried to appoint Hogan, Sarzynski, Lynch, DeWind, & Gregory LLP Attorneys at Law as school attorney.

The vote was 7-yes, 0-no.

A motion was made by Andrew Butler seconded by Chad Groff and carried to establish that the Vice President of the Board will execute all duties of the President in case of his/her absence or disability and that the official bank or depository is so informed.

The vote was 7-yes, 0-no.

A motion was made by Jodi VanGorden seconded by Amy Aldrich and carried to appoint the Board of Education as a whole as warrant reviewers.

The vote was 7-yes, 0-no.

A motion was made by Jodi VanGorden seconded by Amy Aldrich and carried to appoint Robert Lemay, Andrew Butler, and Keith Kraus to the transportation committee.

The vote was 7-yes, 0-no.

A motion was made by Amy Aldrich seconded by Andrew Butler and carried to appoint Keith Kraus, Kelly Brewer, and Jodi VanGorden to the audit committee.

The vote was 7-yes, 0-no.

A motion was made by Jodi VanGorden seconded by Amy Aldrich and carried to approve all existing Board of Education policies:

- Review and reaffirm the following policies:
  - i. Code of Conduct
  - ii. Purchasing
  - iii. Investments
- Adoption of all policies, code of ethics and code of conduct.
- *Resolution:* It is hereby resolved that all policies, code of ethics, code of conduct, regulations and procedures in effect in the Jasper-Troupsburg Central School

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District during the 2017-18 fiscal year shall be carried over into the 2018-19 fiscal year.

The vote was 7-yes, 0-no.

A motion was made by Andrew Butler seconded by Chad Groff and carried to appoint Utica National Insurance Group as liability insurance carriers.

The vote was 7-yes, 0-no.

A motion was made by Jodi VanGorden seconded by Keith Kraus and carried to approve the district's membership in the GST School Boards Association.

The vote was 7-yes, 0-no.

A motion was made by Keith Kraus seconded by Amy Aldrich and carried to appoint Mrs. Melinda Morgan, District Clerk, as records retention officer.

The vote was 7-yes, 0-no.

A motion was made by Amy Aldrich seconded by Chad Groff and carried to designate Mr. Michael A. Mead, Superintendent of Schools, as signer of all federal forms.

The vote was 7-yes, 0-no.

A motion was made by Andrew Butler seconded by Jodi VanGorden and carried to designate Superintendent of Schools to apply for Grants in Aid (State and Federal) as appropriate.

The vote was 7-yes, 0-no.

A motion was made by Keith Kraus seconded by Amy Aldrich and carried to designate Superintendent of Schools to approve budget transfers within limits prescribed by Commissioner's Regulation Section 170.2 and Board guidelines.

The vote was 7-yes, 0-no.

A motion was made by Andrew Butler seconded by Jodi VanGorden and carried to designate Superintendent of Schools to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings.

The vote was 7-yes, 0-no.

A motion was made by Amy Aldrich seconded by Chad Groff and carried to approve the appointment of Mr. Michael A. Mead, Superintendent of Schools, as the Title IX/Section 504/ADA Compliance Officer.

The vote was 7-yes, 0-no.

A motion was made by Keith Kraus seconded by Jodi VanGorden and carried to appoint Mrs. Patricia Gross as the AHERA Local Educational Agency (L.E.A.) designee.

The vote was 7-yes, 0-no.

A motion was made by Andrew Butler seconded by Chad Groff and carried to appoint Ms. LeeAnne Herold as the liaison for Homeless Children and Youth.

The vote was 7-yes, 0-no.

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A motion was made by Keith Kraus seconded by Amy Aldrich and carried to appoint Mrs. Patricia Gross as the school pesticide representative.

The vote was 7-yes, 0-no.

A motion was made by Jodi VanGorden seconded by Chad Groff and carried to appoint Ms. Sheila Leach as claims auditor.

The vote was 7-yes, 0-no.

A motion was made by Jodi VanGorden seconded by Amy Aldrich and carried to appoint TST BOCES as internal auditors.

The vote was 7-yes, 0-no.

A motion was made by Jodi VanGorden seconded by Andrew Butler and carried to approve the following Substitute Teacher Rates:

- Certified Substitutes - \$85 per day with confirmed certification
- Extended certified substitute work
  - a) Days 1-5 = \$85
  - b) Days 6-30 = \$88
  - c) Days 31+ = 1/200<sup>th</sup> of step 1 teacher salary
- Uncertified Substitutes - \$78 per day

The vote was 7-yes, 0-no.

A motion was made by Amy Aldrich seconded by Keith Kraus and carried to approve the following Substitute Staff Rates:

- School Bus Driver Sub - \$13.50 per hour
- School Bus Monitor Sub – minimum wage rate per hour
- All other positions – minimum wage rate per hour

The vote was 7-yes, 0-no.

A motion was made by Andrew Butler seconded by Amy Aldrich and carried that the Board of Education approves that the District mileage reimbursement rate will be the Federal IRS mileage rate.

The vote was 7-yes, 0-no.

*AGENDA CHANGES:* None

*PUBLIC PARTICIPATION* –None

*COMMUNICATIONS* – Jodi VanGorden and Chad Groff received certificates demonstrating that they had completed required new Board of Education member trainings. The Board received a thank you card from the family of Mike Brewer for flowers, cards, thoughts and well-wishes after his passing. The Board received a thank you card from the families of home schooled children for permission to utilize the district facilities on their field day. The JTCS D athletic department shared the end of year athletic awards and categorical winners.

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## *CONSENT AGENDA ITEMS:*

A motion was made by Jodi VanGorden seconded by Amy Aldrich and carried to approve the Consent Agenda Items.

The vote was 7-yes, 0-no.

## *CONSENT AGENDA: MINUTES:*

A motion was made by Keith Kraus seconded by Jodi VanGorden and carried to approve the following consent agenda items for minutes:

- Minutes of the June 6, 2018 Board meeting
- Minutes of the June 6, 2018 Executive meeting

The vote was 7-yes, 0-no.

## *CONSENT AGENDA FINANCE:*

A motion was made by Jodi VanGorden seconded by Chad Groff and carried to approve the following consent agenda items for finance:

- Approval of Warrants
- Approval of Extra-Curricular Accounts

The vote was 7-yes, 0-no.

## *CONSENT AGENDA: PERSONNEL*

A motion was made by Andrew Butler seconded by Jodi VanGorden and carried to approve the following consent agenda items for personnel:

Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves Ms. Sheila Leach as the Internal Claims Auditor for 2018-19 with a stipend in the amount of \$1,250.00 retro-actively effective July 1, 2018.

Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the stipend of \$3,000.00 for Mrs. Kate Ross to provide accounts receivable and accounts payable services for the fiscal year of 2018-19 retro-actively effective July 1, 2018.

Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education creates a full-time cleaner position retro-actively effective July 1, 2018.

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## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education creates a full-time elementary teacher position effective August 1, 2018.

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the appointment of Mr. Ethan T. Walters as a cleaner retro-actively effective July 1, 2018 at Step 1, minimum wage.

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the appointment of Mrs. Mary Sherman as a cleaner retro-actively effective July 1, 2018 at Step 1, minimum wage.

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the appointment of Mrs. Laci O. Short in the tenure area of Elementary Education for the probationary period of August 29, 2018- August 28, 2022.

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the appointment of Ms. McKayla Mortimer in the tenure area of Speech Language Pathologist for the probationary period of August 29, 2018 – August 28, 2022.

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the appointment of Mr. Derek W. Kuch in the tenure area of English 7-12 for the probationary period of August 29, 2018- August 28, 2022 (pending fingerprint and background clearance).

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves Mrs. Nichole Button as a teacher mentor for Ms. Laci Short for the 2018-19 school year.

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves Mrs. Michelle Sullivan as a teacher mentor for Ms. McKayla Mortimer for the 2018-19 school year.

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves Mrs. Amy Stephens as a teacher mentor for Mr. Derek Kuch for the 2018-19 school year.

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## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education accepts the resignation of Mrs. Sue Flint as a 2018 Summer School Teacher Aide.

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the following appointments to extracurricular positions:

- Ms. Alana Nosar -Yearbook Advisor
- Mrs. Patricia Gross -Assistant Yearbook Advisor
- Ms. Nancy Wyant -Spelling Bee Advisor
- Mrs. Danielle Kropp -Freshman Class Co-Advisor (Class of 2021)
- Ms. Penny Newcomb -8<sup>th</sup> Grade Class Co-Advisor (Class of 2023)
- Mrs. Teresa Dennis -7<sup>th</sup> Grade Class Co-Advisor (Class of 2024)

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the recommendation of Ms. Lorin VanSkiver as the fall of 2018 Girls' Varsity Soccer Coach.

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the appointment of Mr. Derek Kuch as the Girls' Modified Soccer Coach for 2018-19.

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the resignation of Mr. Michael S. Davis as the Boys' Varsity Track Coach.

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the resignation of Mr. Aaron Button as the Boys' JV Basketball Coach.

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the recommendation to obtain a School Resource Officer (SRO) for the 2018-19 Academic School Year.

The vote was 7-yes, 0-no.

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## *CONSENT AGENDA: ACTION ITEMS:*

A motion was made by Chad Groff seconded by Andrew Butler and carried to approve the following Consent Agenda items:

- Consideration of Non-Resident Student Requests

### Resolution:

Based upon the recommendations of the Building Principals and Superintendent of Schools, be it resolved that the Board of Education approves the non-resident student requests as presented.

- Approval of Pre-School Services Contract Agreement with Steuben County for July 1, 2018 – June 30, 2019.

### Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the Preschool Contract renewal between Steuben County and the Jasper-Troupsburg CSD for the period of July 1, 2018- June 30, 2019.

- Approval of Second Reading of Revised Policy #5600 for School Food Service Program (Lunch and Breakfast) and Food Service Charging Policy

### Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the second reading for the revised Policy #5660 School Food Service Program (Lunch and Breakfast) and Food Service Charging Policy.

- Approval of Second Reading of the revised Policy #7170 for the Education of Homeless Children and Youth

### Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the second reading for the revised Policy #7170: The Education of Homeless Children and Youth.

- Approval of a Memorandum of Understanding Agreement for 2018-2019 between the Geneseo Migrant Center and the Jasper-Troupsburg CSD for Translation and Interpretation Services.

### Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the Memorandum of Understanding between the Genesee Migrant Center and the Jasper-Troupsburg CSD, retro-actively effective July 1, 2018 through June 30, 2019, for translation and interpretation services.

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- Approval of Lead Evaluators for Teachers for 2018-19 Academic Year
  - Mr. Christopher D. Parker
  - Ms. LeeAnne C. Herold
  - Mr. Michael A. Mead

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves Mr. Christopher D. Parker, Ms. LeeAnne C. Herold, and Mr. Michael A. Mead as lead evaluators for teachers within the Jasper-Troupsburg Central School District for the 2018-19 academic year.

- Approval of Lead Evaluators for Principals for 2018-19 Academic Year
  - Mr. Christopher D. Parker
  - Ms. LeeAnne C. Herold
  - Mr. Michael A. Mead

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves Mr. Christopher D. Parker, Ms. LeeAnne C. Herold, and Mr. Michael A. Mead as lead evaluators for principals within the Jasper-Troupsburg Central School District for the 2018-19 academic year.

- Approval of Steuben-Allegany Health Insurance Consortium Voting Membership
  - Mr. Michael A. Mead, Superintendent, as the primary voting member representing Jasper-Troupsburg CSD within the SA Health Insurance Consortia membership.
  - Mr. Stephen Miskell, Business Manager, as the secondary voting member of the same in the absence of the primary voting member for the 2018-19 fiscal school year.

## Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves Mr. Michael A. Mead, Superintendent of Schools, as the primary voting member representing Jasper-Troupsburg CSD within the SA Health Insurance Consortia membership and Mr. Stephen Miskell, Business Manager, as the secondary voting member of same in the absence of the primary voting member for the 2018-19 fiscal school year.

The vote was 7-yes, 0-no.

## *DISCUSSION ITEMS:*

## *ADMINISTRATIVE REPORTS:*

- Mr. Parker recapped the end of 2017-18 events, provided a status report for Drivers' Education and summer school progress, and he overviewed recent Regents exams results.
- Ms. Herold recapped the end of 2017-18 events, shared that some of the elementary teachers have inquired about participating in voluntary professional development via a

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book study over the summer, and she provided updates for when the Eureka Math trainings, and shared when the Summer School Program with Canisteo-Greenwood CSD will begin.

- Mr. Miskell shared the treasurer reports and provided updates from the Workers' Compensation trainings. Health insurance meetings will be later this month.
  
- Mr. Mead introduced and welcomed the present newly appointed teachers: Ms. Laci Short, Ms. McKayla Mortimer, and Mr. Derek Kuch. He shared news of the award of \$20,000 in Bullet Aid from Senator Thomas O'Mara and Assemblyman Joseph Giglio, provided an update for the pending Capital Project, and provided an update regarding transportation aid, which has been presently denied sharing that Senator O'Mara and Assemblyman Joseph Giglio have co-sponsored a bill in the NYS Legislature to restore transportation aid to the district. He provided information regarding a pending Marching Band trip and he shared a quote to update the lighting system in the high school auditorium. He thanked RISE for being in the district this week assisting community members in their efforts to improve their homes.

## *REVIEW OF OLD ITEMS OR ITEMS TO ADD:*

- Capital Project- Mr. Mead informed the Board that the resurfacing of the parking lot at the elementary building is not state aid able.

*PUBLIC FOLLOW-UP* –Fred Potter thanked the Board for approving the appointment of a School Resource Officer.

A motion was made by Keith Kraus seconded by Jodi VanGorden and carried to leave the regular meeting and go into executive meeting for CPSE, CSE, and 504 Recommendations at 6:26 pm.

The vote was 7-yes, 0-no.

A motion was made by Jodi VanGorden seconded by Amy Aldrich and carried to leave the executive session for CPSE, CSE, and 504 Recommendations and return to the regular meeting at 6:27 pm.

The vote was 7-yes, 0-no.

A motion was made by Chad Groff seconded by Andrew Butler and carried to leave the regular meeting and go into executive session, subject to Board approval, for Personnel and Negotiations to Discuss the Employment History of Specific Personnel for Matters Leading to the Appointment, Employment, Dismissal and/or Removal of Specific Personnel at 6:27 pm.

The vote was 7-yes, 0-no.

A motion was made by Jodi VanGorden seconded by Chad Groff and carried to leave the executive session, subject to Board approval, for Personnel and Negotiations to Discuss the Employment History of Specific Personnel for Matters Leading to the Appointment, Employment, Dismissal and/or Removal of Specific Personnel and return to the regular meeting at 6:46 pm.

The vote was 7-yes, 0-no.

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A motion was made by Amy Aldrich seconded by Andrew Butler and carried to adjourn the meeting at 6:47 pm.

The vote was 7-yes, 0-no.

*Respectfully Submitted,*

*Melinda S Morgan*

*Melinda S Morgan  
District Clerk*