

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
DECEMBER 15, 2012
MINUTES**

BOARD DIRECTORS IN ATTENDANCE:

Jeff Potts	Leona Adams	Sheila Koler
Kim Gillis	Ron Rasmussen	

STAFF MEMBERS IN ATTENDANCE:

Steve Waunch	Joline Dixon	Barb Sevey
Sandra Clark		

OTHERS IN ATTENDANCE:

Willis Muncey	Tom Ator	Rachel Rasmussen
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SPECIAL GUEST: Lynn Trantow – WSSDA

Chairperson Jeff Potts called the special board meeting of the Loon Lake School Board of Directors to order at 9:08 a.m. and led the pledge of allegiance followed by a moment of silence for the victims of the tragedy in Newton, CT.

Lynn went over the agenda items that she would cover during this workshop: Roles and Responsibilities of the Board, Board Protocol, Board to Board relation, Board to Superintendent relation, significant changes in culture, job boundaries and the visibility of the board.

The board and Mr. Waunch introduced themselves and told her the reason they became a board director.

The first practice was “I see myself as a board director....”

Leona – sees her herself as fair and consistent with forward thinking

Jeff – accountability, fiscal responsibility, problem solver

Ron – advocate for kids....safety, etc.

At this time, Lynn interjected here with – “the chain of command” She gave her example of the football field with the Board setting up the goal with Mr. Waunch as the quarterback with his job to do the action.

Continued

Sheila – younger member on board – always learning, excited about making possibilities happen

Kim – open minded and frustrated

The next practice was “How do people at large view you...”

Leona – recall

Ron – invisible

Sheila – invisible

Jeff – invisible
Sheila – not mindless – I am approachable
Steve – open to the school and community
Kim – surrounded by thieves and druggies – turning them in

“How would you like to be seen...”

Ron – the school community is threatened by us – I am a team player
Sheila – team player, as a good listener, what is best for the children, staff and community
 Want the staff to believe that she respects them from the bus driver, to food service, to the Educators
Kim – protector of the children and community, hold nothing back for their safety, problem solver
Leona – decision maker, research, knowledgeable and forward thinking
Jeff – listener, team player, caring and processing
Steve – cohesiveness of the staff, board, students, community

“How does the school community see you...”

Ron – the whole board is a threat
Sheila – just not sure, most people value my opinion
Kim – used to think I was a friend and a helper, but I believe they think I am a follower and a troublemaker – I do not feel welcomed anymore
Leona – making changes is difficult for everyone, staff does not support us
 Lynn said “that is a trust issue.”
Jeff – micro-managers, going beyond what we as a board should be doing
Steve – safe, kind, loving place for the students, providing things that are necessary such as staff development

Next practice – Board Protocol - written exclusively for the Loon Lake School
Expectations of the Board

“Why this team exists...”

Ron – Make decisions that represent the community
Sheila – policy governance
Kim - children advocate
Leona – Ensure materials and experiences are available and up to date
Jeff – Best possible learning environment, educational accountability, Ensure safety of children and staff

Ask your community “What do they need from the board.”

Lynn said: Board Goals should be **Sustainable, Measureable, Accountable, Relevant and Timebound (SMART Goals)**

Expectations of our community

- a. Personal things you want
 1. clarification on role
 2. information to make good decision
 3. accurate and current data (be specific)
 4. necessary – what is relevant?

All goals discussed in open session
Monthly reports concerning common core standards, TPEP
Respect – Be heard
Satisfaction
Celebrations – see more community at the meeting

Board was reminded by Lynn that the board meetings are the directors' meetings not the public – although they are held in the public - they are not the public's meetings

“Behaviors you want from others...”

Lynn “Golden Rule” – do unto others and you would want other to do unto you

Integrity
Respect
Value
Agree to disagree
Bring experience
Kindness
Self-discipline
Courage
Uphold decisions (stands behind the decision made by the majority)
Reciprocity

“Behaviors you model as a board member...”

Lynn - know your role
 Don't make decision before the meeting
 Openness always no surprises
 Stamina
 Honesty
 Preparedness
 Confidentiality
 Trust
 Ethical
 Professional

Lynn mentioned another great workshop would be one on Roberts' Rules of Order

The meeting was adjourned for a brief break.

Reconvened

“What do you need from the board...”

Steve – Goals to be accomplished
 Goals appropriate for the superintendent
 Policy set by board – procedure met by superintendent
 Timeline set by board – clear definitions

Lynn gave the following diagram

Board Set Goal with timeline
Superintendent – Action within timeline
Superintendent – response back to the Board

Steve – Openness, Honesty, Share their vision so it can become a goal good communication
Lynn gave the Board “Best Practices of Board”

Understanding school district roles
Board – Strategic
Superintendent - Tactical - coordinating - operational

Board is the visionaries – setting the goals
Not the educational leaders

Leadership Team Roles
Board - Governs and guides
Superintendent – Manages

Board decides - WHAT
Superintendent - decides HOW

Board - requests
Superintendent – gives

Board – consider the issues
Superintendent – provide recommendations

Board – creates, review, adopt
Superintendent – enforce, revise plans – implement

Board – Monitor progress
Superintendent – Reports progress

Board – Approves what is to be evaluated
Superintendent – supervises and evaluates the staff

Board – represents public interests
Superintendent – acts in the interest of the public

Weakness in Board when they lack vision and direction – always remain focused.

Lynn recommended getting a copy of the Washington School Board standards for Open Public Meetings

The meeting was adjourned at 1:40 p.m.

Suggestions or comments from Lynn:

Meet the board night Hold ½ hour before the regular board meeting - One director in each room such as: Transportation – Kim; Social Media – Leona, At large questions – Steve

Appreciation Lunch for Staff

Celebrations

Thank you(s)

Meet hour before a board meeting to plan the Loon Lake School's protocol and develop hand out for board meeting attendees

Board should set Personal board goals

Board should set Regular board goals

Board should set Goals for the Superintendent

Board at a school event needs to be recognized that they are in attendance and should not sit together

At no time, should any three board members be together

“You can have the right people on the right bus, but they are not in the right seats.”

“In a hospital, the board is not in the operating room.”

Board Chairperson

Secretary to the Board

Date

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
DECEMBER 10, 2012
MINUTES**

BOARD MEMBERS IN ATTENDANCE:

Jeff Potts	Leona Adams	Ron Rasmussen
Kim Gillis	Sheila Koler	

STAFF MEMBERS IN ATTENDANCE:

Steve Waunch

CHAIRPERSON JEFF POTTS CALLED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 6:38 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

Chairperson Jeff Potts adjourned the special meeting of the Loon Lake School Board of Directors into Executive Session for the purpose of evaluating the performance of a public employee at 6:40 p.m. for one hour. The meeting was reconvened at 7:40 p.m. The meeting was again adjourned into Executive Session at 7:40 p.m. for 30 minutes. The meeting was reconvened at 8:23 p.m.

Kim Gillis moved to adjourn the special meeting. Leona Adams seconded the motion. The motion carried.

CHAIRPERSON JEFF POTTS ADJOURNED THE SPECIAL MEETING AT 8:47 P.M.

Chairperson

Secretary to the Board

Date

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
SPECIAL MEETING
DECEMBER 4, 2012
MINUTES**

BOARD MEMBERS PRESENT:

Leona Adams Kim Gillis Ron Rasmussen

STAFF MEMBERS PRESENT:

Steve Waunch

See attached Sign-in Sheet for all others in attendance.

Vice-chairperson Leona Adams called the special meeting of the Loon Lake School Board of Directors at 6:41 p.m. and led the pledge of allegiance.

Leona Adams read the Guidelines for Public Comments.

Vice-chairperson Leona Adams adjourned the special meeting of the Loon Lake School Board of Directors into Executive Session at 6:43 p.m. for the purpose of evaluating a public employee for 45 minutes. The meeting was reconvened at 7:30 p.m.

The meeting was opened for public comment. Leona Adams mentioned that according to the guidelines that each comment would be held to three minutes each. See the attached sheet for the list of people that spoke. The community was thanked by the board for their comments and were encouraged to attend the Saturday WSSDA workshop that begins at 9:00 a.m. and will be followed by the regularly scheduled board meeting at 1:30 p.m.

Vice-chairperson Leona Adams adjourned the special meeting of the Loon Lake School Board of Directors into Executive Session at 8:43 p.m. with no decision to be made. The meeting was reconvened at 10:00 p.m.

Another special meeting will be called that will be adjourned immediately into Executive Session for the purpose of evaluating the performance of a public employee. It was decided to hold it on Friday, December 7, 2012 at 6:30 p.m. if the other two board members could attend. There will be one more scheduled after the December 7th meeting but before the December 15, 2012.

Kim Gillis moved to adjourn the special meeting of the Loon Lake School Board of Directors. Ron Rasmussen seconded the motion. The motion carried.

VICE-CHAIRPERSON LEONA ADAMS ADJOURNED THE SPECIAL MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 10:10 P.M.

CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
NOVEMBER 27, 2012
MINUTES**

BOARD MEMBERS PRESENT:

Jeff Potts	Sheila Koler	Leona Adams
Kim Gillis	Ron Rasmussen	

STAFF MEMBERS PRESENT:

Steve Waunch	Barb Sevey	Joline Dixon
Sandra Clark	Teresa Simmons	

OTHERS PRESENT:

Tiffany Adams

CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Chairperson Jeff Potts called the regular meeting of the Loon Lake School Board of Directors to order at 6:30 p.m. and led the pledge of allegiance.

CONSENT AGENDA: Leona Adams moved to accept the consent agenda containing the October 23, 2012 Minutes, the General Fund Warrants No. 102087 through 102160 in the amount of \$78,037.33; Capital Projects Warrant No. 102189 in the amount of \$207,546.97; November payroll as presented. Kim Gillis seconded the motion. Discussion followed. Gravel has been brought in for the playground. It was suggested the parking lot of the Homelink be grated before the winter sets in. Avista has replaced the area light by the bus garage. The light on the bus garage door needs to be replaced. Leona Adams abstained from voting on Warrant No. 102122. The motion carried

CHANGES TO THE AGENDA: None

REPORTS: Facilities None Board: Ron Rasmussen and Sheila Koler commented on the WSSDA Conference that they recently attended. He encourages all new board members to attend the "Boot Camp" training that WSSDA hosts during their annual conference. Leona Adams enjoyed her three days at the conference. Kim Gillis mentioned that she liked the article that Deedee Schroeder had placed in the Loon Lake Times. Superintendent: Enrollment - 102 FTE in the elementary school 129 with 101 FTE. No hires or discharges. The October 2012 Financial Statement was discussed. On Saturday, December 15 from 9-1 p.m., the Board will have a Board Workshop with WSSDA – a special training on the rights and responsibilities of a board. The regular board meeting for December will follow at 1:30 p.m. The public will be invited to attend both meetings. Asphalt replacement – there may be another way to repair and /or replace the asphalt – maybe through chip sealing. Committee Updates – Discipline Committee Meeting of November 15, 2012 Minutes are included for review. Next Discipline Committee Meeting will be on January 17, 2013 at 6:00 p.m.

OLD BUSINESS: Sandra Clark showed the board the web-site that she has been working on completing for the school district. The board thanked her for her time and effort.

NEW BUSINESS: Leona Adams moved to Board Resolution #119 to transfer funds from the General Fund to the Debt Service for the VL Transport building payment; Resolution #120 to cancel warrants no. 101925 and 101826; Resolution #121 to transfer funds from General Fund to Capital Projects for the Deer Park High School remodel. Sheila Koler seconded the motion. The motion carried.

ANNOUNCEMENTS FOR THE PUBLIC:

1. Elves' Gift Express – December 5 – 7
2. Christmas Extravaganza – December 6 Book Fair; Elves' Gift Express; Santa Visit; Meal sponsored by the School Climate Committee 5-7:00 p.m.
3. Winter Program – Monday, December 17 A Very Merry Charlie Brown Christmas
4. Vacation begins on Tuesday, December 18 at 3:25 p.m.

EXECUTIVE SESSION: Chairperson Jeff Potts adjourned the regular session of the Loon Lake School Board of Directors into Executive Session for the purpose of evaluating a public employee at 7:13 p.m. for 10 minutes. The Board expected a motion. The meeting was reconvened at 7:30 p.m.

Ron Rasmussen moved to not renew the contract for Steve Waunch as superintendent for the 2013-14 school year. Kim Gillis seconded the motion. Discussion followed. Comments from the Board, the staff and community were given. Sheila Koler moved to table the motion and revisit the motion on December 15 at the regular meeting of the Loon Lake School Board of Directors. Kim Gillis seconded the motion. The board was polled - Kim Gillis – aye, Sheila Koler – aye, Jeff Potts – aye; Ron Rasmussen – Nay; Leona Adams – Nay.

ADJOURNMENT: Kim Gillis moved to adjourn the regular meeting of the Loon Lake School Board of Directors. Ron Rasmussen seconded the motion. The motion carried. **CHAIRPERSON JEFF POTTS ADJOURNED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 7:55 P.M.**

BOARD CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
REGULAR MEETING
OCTOBER 23, 2012
MINUTES**

BOARD MEMBERS PRESENT:

Jeff Potts Ron Rasmussen Sheila Koler Leona Adams

STAFF MEMBERS PRESENT:

Steve Waunch Joline Dixon Sandra Clark Barb Sevey

OTHERS PRESENT:

Julie Scott Rachel Rasmussen

CALL TO ORDER: Chairperson Jeff Potts called the regular meeting of the Loon Lake School Board of Directors to order at 6:30 p.m. and led the pledge of allegiance.

CONSENT AGENDA: Leona Adams moved to accept the Consent Agenda containing the Warrants Numbers 101974-102051 in the amount of \$102,703.02; the October payroll as presented and the September 25, 2012 Minutes. Ron Rasmussen seconded the motion. Leona Adams abstained from voting on #102008. Discussion followed. The motion carried. It was mentioned that the Minutes of August 30, 2012 need to be changed to reflect the following change to the motion made regarding the lockers to read "the lockers to be used as intended and be allowed access to."

REPORTS: Facilities: Tom Tesch is currently replacing the sprinkler system pipe as needed. Discussion followed. **Board:** Leona Adams reminded the Board about the WSSDA web-site that has the Board training manuals on it. The WSSDA Conference is scheduled for November 13-17 in Spokane. WSSDA Training suggested dates were discussed by the Board. The Board would like Mr. Waunch to contact Lynn Trantow of WSSDA and give her the date of December 15, 2012 from 9-1 p.m. for the requested Board training session. **Superintendent:** Enrollment is steady at 105 in the elementary and 98.5 FTE in the Homelink. We did budget for 215 FTE so there will be less revenues received than budgeted for. Hires/Discharges: Vanessa Gilbert has been hired as the Special Education teacher. The August Financial Statement was discussed. There was some discussion about the Summer Food Program and the revenue that has not been received for the meals served. The refrigerator truck needs to be repaired. The track around the back that was discussed before will be tabled indefinitely because of budget cuts. The parking lot repair will remain – several companies will be asked to submit a bid for the repair and/or replacement of the asphalt. The electronic sign will be tabled indefinitely because of budget cuts. Committee Updates – The discipline committee met and will be sending home minutes to the parents and advising parents and community of the next meet that is set for Thursday, November 15 at 6:00 p.m.

OLD BUSINESS: Leona Adams read for the 2nd time and moved to accept Revised Board Policies #3122, 3413, 3415, 3420 and 3419 as presented. Sheila Koler seconded the motion. The motion carried.

NEW BUSINESS: Web-site presentation from two different companies will be viewed by Steve Waunch. Gravel is needed on the playground. Dennis Dixon has spread the gravel for us after the gravel has been brought in and then Tom will complete the project. Steve will call Loon Lake Sand and Gravel and

Dawson Trucking for prices. **Leona Adams moved to** accept Resolution #118 to transfer from General Fund to the TVF an amount of \$21,550.00. Ron Rasmussen seconded the motion. The motion carried. **Sheila Koler moved to** the addendum to the Homelink Instructional Materials as presented. Leona Adams seconded the motion. The motion carried. Steve Waunch presented the 2012-13 Minimum Basic Ed Requirements. It was discussed and approved. **Leona Adams moved to** approve hiring of Vanessa Gilbert as the special education teacher. Ron Rasmussen seconded the motion. The motion carried. Steve Waunch discussed the current transportation issue with Chewelah School District. After much discussion, it was decided that one of the Chewelah buses could come to All Seasons as a general pick up for the students who attend Chewelah. Steve Waunch will notify the superintendent.

ANNOUNCEMENTS: "Respect" Assembly on October 26. The Halloween Carnival will be held on October 31 from 1-3 p.m. hosted by the CPO. The Veterans' Day Assembly will be held on Thursday, November 9, at 2:45 p.m. and we will retire a flag. The next board meeting will be held on Tuesday, November 27, 2012 at 6:30 p.m. The articles from the Deer Park Gazette were sent to the board for them to read.

EXECUTIVE SESSION: Chairperson Jeff Potts adjourned the regular meeting of the Loon Lake School Board of Directors into an Executive Session for the purpose of evaluating school personnel at 8:25 p.m. for 15 minutes. The meeting was reconvened at 8:28 p.m.

ADJOURNMENT: Leona Adams moved to adjourn the regular meeting of the Loon Lake School Board of Directors. Sheila Koler seconded the motion. The motion carried. **Chairperson Jeff Potts adjourned the regular meeting of the Loon Lake School Board of Directors at 8:28 p.m.**

Chairperson

Secretary to the Board

Date

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
REGULAR MEETING
SEPTEMBER 25, 2012
MINUTES**

BOARD MEMBERS IN ATTENDANCE:

**Jeff Potts Leona Adams Ron Rasmussen
Kim Gillis**

STAFF MEMBERS IN ATTENDANCE:

**Joline Dixon Carla Carter Sandra Clark
Barb Sevey**

OTHERS IN ATTENDANCE:

Mandy McElfish Rachel Rasmussen

CALL TO ORDER: CHAIRPERSON JEFF POTTS CALLED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 6:31 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

CONSENT AGENDA: Leona Adams moved to accept the Consent Agenda containing General Fund and Warrants #101885 through 101941 in the amount of \$108,814.17; Payroll in the amount of \$97,113.26 and the Minutes from the August 30, 2012 regular Board Meeting. Kim Gillis seconded the motion. Leona Adams abstained from voting on #101912. Discussion followed. There were changes to the Minutes – the last motion – add “act in Steve Waunch’s behalf to have a conversation with the employee. “ Also change that Leona Adams seconded the motion to approve the Resolution #117 to Cancel General Fund Warrant.

CHANGES TO THE AGENDA: Add Executive Session to evaluate the performance of a public employee.

REPORTS: Facilities: None Board: WSSDA Conference November 14-17 in Spokane. Superintendent: Enrollment FTE is 193.5 with 105.0 students in the elementary. Hires/Discharges – Sandra Clark has been recommended by the hiring committee for the two hour per day classified position. **Leona Adams moved to** accept Sandra Clark in the new position. Ron Rasmussen seconded the motion. The motion carried. The motion carried. Leona Adams will be on the hiring committee for the special education teacher position. The August Financial Statement was reviewed. WSSDA Leadership will be tabled until Steve Waunch returns. The Discipline Committee will meet on Thursday, October 11, at 6:30 p.m. A letter will be sent home to all parents.

OLD BUSINESS: None Website will be placed on the next agenda.

NEW BUSINESS: Ron Rasmussen moved to approve the Homelink Certified contracts as presented. Kim Gillis seconded the motion. The motion carried. **Ron Rasmussen moved to** accept the LAP Music/Art Certified contract with the provision that is documentation of the face to face meeting as requested from the August 2012 meeting. Kim Gillis seconded the motion. The motion carried. Revised Board Policies #3122 Excused and Unexcused absences; #3413 Immunizations, etc.; #3416 Medication, etc; #3420 Anaphylaxis; #3419 Self-Administration, etc. were read for the 1st time.

ANNOUNCEMENTS: Leona Adams requested that the WA State Flag be added to the pole. There was discussion about the vandalism to the rope for the flags and the alignment of the poles. The Playground needs to have gravel added – this item will be placed under Old Business for the October meeting. Leona Adams suggested the board host a Thanksgiving Dinner for the members of the community. There was more discussion regarding the two board/staff workshops. Carla Carter read a letter from the staff requesting only one board/staff workshop to include both the classified and staff. There was discussion that the board would rather that it wasn't social but more formal with an agenda to follow. After much discussion, Ron Rasmussen suggested that there should only be one workshop to go along with the wishes of the staff. There will be two agendas for the workshop – one for the classified and one for the certified. The meeting will be held on Tuesday, October 23, 2012 at 5:00 p.m. with the regular meeting beginning at 6:30 p.m. A letter will be sent to the staff regarding the changes, etc. The Open House/BBQ was well attended. There have been several Class Field Trips including the one to the fair. CPO mentioned that they had some new parents sign up for the organization.

EXECUTIVE SESSION: Chairperson Jeff Potts adjourned the regular meeting of the Loon Lake School Board of Directors regular meeting into Executive Session at 8:00 p.m. for five minutes to evaluate the performance of a public employee. The meeting was reconvened at 8:25 p.m. with no action taken.

ADJOURNMENT: Ron Rasmussen moved to adjourn the regular meeting of the Loon Lake School Board of Directors. Leona Adams seconded the motion. The motion carried. Chairperson Jeff Potts adjourned the regular meeting of the Loon Lake School Board of Directors at 8:25 p.m.

Chairperson

Secretary to the Board of Directors

Date

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
REGULAR MEETING
AUGUST 30, 2012
MINUTES**

BOARD MEMBERS IN ATTENDANCE:

Jeff Potts	Leona Adams	Ron Rasmussen
Sheila Koler	Kim Gillis	

STAFF MEMBERS IN ATTENDANCE:

Joline Dixon	Barb Sevey	Stephanie Cashion
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OTHERS IN ATTENDANCE:

Sandra Clark

CALL TO ORDER: Chairperson Jeff Potts called the regular meeting of the Loon Lake School Board of Directors to order at 6:35 p.m. and led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA: Leona Adams moved to accept the Consent Agenda containing the August Accounts Payable Warrants No. 101808 through 101849 in the amount of \$42,458.06; the July 24, 2012 Special Meeting Minutes, the July 17, 2012 Regular Board Meeting Minutes, the August payroll as presented. Sheila Koler seconded the motion. Leona Adams abstained from voting on #101832. There was general discussion. The motion carried.

CHANGES TO THE AGENDA: None Joline Dixon asked the Board a question regarding the Special Meeting Minutes of July 24, 2012. She wondered why there was a need two separate Board/Staff Workshops – one for the certified and then later one for the classified. Her comment was that the district had worked very hard over the years to make the staff all one team. Discussion followed.

REPORTS: Facilities: Summer Cleaning – continues. The carpets have been repaired in the Kindergarten, 4th and Library classrooms. **Board:** The enrollment was discussed – Valley’s enrollment is also down a little. **Superintendent:** Enrollment was discussed. There will be an advertisement for the 1st grade teaching position. The July financial statement was presented. The Department of Ecology reimbursement of \$25,000 was discussed. There was a question about the bus that was retired and if it all of the depreciation was received before it was taken off the books. The board will get an email regarding this on Friday after speaking to Steve Templeton, VL Transportation Supervisor. Steve Waunch had asked the Board to refrain from voting on anything that would impact the district financially until he returns. The track, sign and paving the parking lot were tabled until Steve’s return.

OLD BUSINESS: Leona Adams read for the 2nd time and moved to accept the Revised Board Policies 1400 Special Meetings, etc. , 1420 agenda and 2220 calendar. Kim Gillis seconded the motion. The motion carried.

NEW BUSINESS: Ron Rasmussen moved to accept Resolution No. 117 to cancel warrant no. 101749 in the amount of \$472.08 payable to Facility Maintenance Solutions. Leona Adams seconded the motion. The motion carried. There were no harassment incidences to report for the 2011-12 school year. The September Board Meeting will be changed to Tuesday, September 25, 2012 at 6:30 p.m.

NEW BUSINESS (continued): **Ron Rasmussen moved to** accept the Addendum to the Homelink Approved Instructional Materials List. Kim Gillis seconded the motion. The list was reviewed. The motion carried. The District did not received an Americorps grant for the 2012-13 school year.

ANNOUNCEMENTS FOR THE PUBLIC: School begins on Tuesday, September 4. The School is going to the fair on September 13. The Open House/BBQ is scheduled for Thursday, September 20, 2012. There CPO reported that they were able to purchase quite a few awesome items for the Elves' Gift Express.

EXECUTIVE SESSION: Jeff Potts adjourned the regular meeting of the Loon Lake School Board of Directors at 7:40 p.m. to evaluate the performance of a public employee. The meeting was reconvened at 8:10 p.m.

Leona Adams moved to allow the students access to their lockers in the morning before breakfast and this would keep the hallways from being obstructed. Kim Gillis seconded the motion. Discussion followed. It was recommended that the hallways be monitored by staff. The motion carried. **Leona Adams moved to** contact Steve Waunch to discuss with the lawyer the need to offer a provisional contract to an employee and then Steve Waunch is to contact Jeff Potts with the update so that he can act in Steve Waunch's behalf to have a conversation with the employee. Kim Gillis seconded the motion. The motion carried.

ADJOURNMENT: Leona Adams moved to adjourn the regular meeting of the Loon Lake School Board of Directors. Ron Rasmussen seconded the motion. The motion carried. **Chairperson Jeff Potts adjourned the regular meeting of the Loon Lake School Board of Directors at 8:25 p.m.**

Chairperson

Secretary to the Board

Date

LOON LAKE SCHOOL
BOARD OF DIRECTORS
REGULAR MEETING
JULY 17, 2012
MINUTES

BOARD MEMBERS IN ATTENDANCE:

Jeff Potts Leona Adams Kim Gillis
Ron Rasmussen

STAFF MEMBERS IN ATTENDANCE:

Barb Sevey Joline Dixon Steve Waunch

OTHERS IN ATTENDANCE:

Matt Cox Robin Cox

CALL TO ORDER: CHAIRPERSON JEFF POTTS CALLED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 6:30 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

APPROVAL OF CONSENT AGENDA: Kim Gillis moved to accept the Consent Agenda containing the July General Fund Accounts Payable Vouchers #101734 through 101771 in the amount of \$25,502.84; the June 19, 2012 Regular Meeting Minutes, the July payroll as presented. Leona Adams seconded the motion. Leona Adams abstained from voting on Voucher #101735 and #101758. The motion carried.

CHANGES TO THE AGENDA: Move D of the Superintendent Report – Paideia High School Presentation to the first order of discussion.

Matt Cox presented the end of the year report for Paideia and answered questions from the floor regarding the program for next year. The Board thanked him for his presentation.

The regular order of business continued.

Chairperson Jeff Potts adjourned the regular meeting into an Executive Session to evaluate the performance of a school employee at 6:56 p.m. the meeting was reconvened at 7:09 p.m. with no action taken.

REPORTS: Facilities: The carpets are scheduled to be repaired in the next two weeks by Carpet One. **Board:** Kim Gillis completed her F-1. Ron Rasmussen still needs to complete his. **Superintendent:** There has been no increase or decrease in enrollment as of this date. Hires or discharges – Shawn Konzal has been hired by the Summer Food Program as a substitute.

*******CHAIRPERSON JEFF POTTS ADJOURNED THE REGULAR ORDER OF BUSINESS OF THE JULY 17, 2012 MEETING FOR THE PURPOSE OF APPROVING THE GENERAL FUND, CAPITAL PROJECTS, DEBT SERVICE, ASB AND THE TRANSPORTATION VEHICLE FUND THE FOR THE 2012-13 SCHOOL YEAR AT 7:15 P.M. Steve Waunch presented the 2012-13 budgets to the board. Discussion followed. Leona Adams read and moved to approve Board Resolution #116 to accept the budgets as presented. Ron**

Rasmussen seconded the motion. The motion carried. The regular meeting was reconvened at 7:24 p.m.*****

OLD BUSINESS: Revised Board Policies #5202 Federal Motor Carrier Safety Administration Mandated Drug and Alcohol Testing Program, #6220 Bid Requirements, #4040 Public Access to District Records were read for the 2nd time. **Ron Rasmussen moved to** accept the Revised Board Policies. Kim Gillis seconded the motion. The motion carried.

NEW BUSINESS: The August Board Meeting has been changed to Thursday, August 30, 2012 at 6:30 p.m. in the school's library. Board Policies #1400 Special Meetings, etc., 1420 Agenda and 2220 Calendar were read for the 1st time. **Leona Adams moved to** purchase a water cooler for the lunchroom. Kim Gillis seconded the motion. The motion carried. There will be a special meeting on Tuesday, July 24, 2012 at 5:30 p.m. The purpose of the special meeting is to form the committee for the recent board goals that were approved.

ANNOUNCEMENTS FOR THE PUBLIC: Shawn Burns placed 1st at the Cheney Rodeo and 1st in Moses Lake for his 8 second ride.

ADJOURNMENT: **Leona Adams moved to adjourn the meeting. Kim Gillis seconded the motion. The motion carried. The meeting was adjourned at 7:50 p.m.**

BOARD CHAIRPERSON

SECRETARY TO THE BOARD

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
REGULAR MEETING
JUNE 19, 2012
MIUTES**

BOARD MEMBERS PRESENT:

Leona Adams Ron Rasmussen Kim Gillis Sheila Koler

STAFF MEMBERS PRESENT:

Steve Waunch Joline Dixon Barb Sevey

OTHERS PRESENT:

Rachel Rasmussen Julie Scott Sandra Clark

CALL TO ORDER: VICE-PRESIDENT LEONA ADAMS CALLED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 6:30 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

CONSENT AGENDA: Ron Rasmussen moved to accept the Consent Agenda containing the Minutes of the May 22, 2012, the June GF A/P Voucher #101616 through #101694 in the amount of \$52,382.20; Voucher #101615 in the amount of \$6,532.84 and payroll in the amount of \$111,501.46. Kim Gillis seconded the motion. Leona Adams abstained from #101658. Discussion followed. The motion carried.

CHANGES TO THE AGENDA: None

REPORTS: Facilities: Drain in the freezer has been repaired.

The district is currently looking for a freezer door replacement. It was determined that the slicer in the kitchen area is not a meat slicer. **Board:** Summer Food program going well. **Superintendent:** Enrollment presented – may lose some more children before the beginning of September. Discharges or Hires – the summer food program personnel has been hired – new to the district Mike Schuler, driver. Financial Statement presented and discussed.

OLD BUSINESS: Kim Gillis moved to approve the revised Loon Lake School Board Goals as presented. Sheila Koler seconded the motion. Discussion followed-current discipline program will be looked at by a committee. The motion carried. **Sheila Koler moved to** approve the Revised Homelink Instructional Material List as presented. Ron Rasmussen seconded the motion. The motion carried.

NEW BUSINESS: Kim Gillis moved to accept Revised Board Policy 0100 – Commitment to Planning; 0300 Planning Processing; 0500 – Components of the District’s Plan; 0700 Plan Evaluation; 1810 Annual Governance Goals and Objectives; 1820 Board Self-Assessment; 2022 – Electronic Resources; 5110 Recruitment and Selection of Staff. Sheila Koler seconded the motion. Discussion followed. The motion carried. Revised BP 5202 Federal Motor Carrier Safety Administration Mandated Drug and Alcohol Testing Program; 6220 Bid Requirements; 4040 Public Access to District Records were read for the 1st time. The 2012-13 Teacher contracts and superintendent contracts were presented. **Sheila Koler moved** to accept the 2012-13 teacher and superintendent contracts. Ron Rasmussen seconded the motion. The motion carried. The 2011-12 End-of-the-Year Homelink Program Report was presented.

ANNOUNCEMENTS FOR THE PUBLIC: School is out. Summer Food Program has begun. There is a whooping cough epidemic in the area and there is a free immunization for adults given at the clinic.

EXECUTIVE SESSION: Vice-Chairperson Leona Adams adjourned the regular meeting of the Loon Lake School Board of Directors at 8:03 into Executive Session for 20 minutes to evaluate the performance of a public employee. The meeting was reconvened at 9:25 p.m. with no action taken.

ADJOURNMENT: VICE-CHAIRPERSON LEONA ADAMS ADJOURNED THE REGULAR MEETING OF THE LOON LAKE SCHOOL DISTRICT BOARD OF DIRECTORS AT 9:25 P.M.

Secretary to the Board

Chairperson

Date

LOON LAKE SCHOOL DISTRICT #183
BOARD OF DIRECTORS
REGULAR MEETING
MAY 22, 2012

THE LOON LAKE SCHOOL BOARD OF DIRECTORS GOAL SETTING MEETING WAS CALLED TO ORDER AT 6:08 P.M. Jeff Potts led the pledge of allegiance. Board Members in attendance: Jeff Potts, Ron Rasmussen, Kim Gillis, Leona Adams. Staff members present: Steve Waunch, Keri Hodgson, Kristi Eddy, Barb Sevey, Carla Carter, Stephanie Cashion, Joline Dixon, Others Present: Mandy McElfish, Sandra Clark and Rachel Rasmussen. The Board Goals that were proposed at the April 24, 2012 meeting. The Community Goal Setting Goals were also reviewed. Jeff Potts read the RCW 28A.400.110 Principal to assure appropriate student discipline – Building discipline standards – Classes to improve classroom management skills and reminded the board that the discipline program review should be handled by the certified staff. The parents will be notified of the time for the review meeting. There were other suggestions to add to parent/community suggestions. The meeting was adjourned at 7:22 p.m.

Board Members Present:

Jeff Potts Kim Gillis Leona Adams Ron Rasmussen

Staff Members Present:

Steve Waunch Barb Sevey Joline Dixon

Others Present:

Mandy McElfish Sandra Clark Rachel Rasmussen

Call to order: Jeff Potts called the regular meeting of the Loon Lake School Board of Directors at 7:30 p.m. **Leona Adams moved to** accept the Consent Agenda containing May General Fund Vouchers and Capital Project Voucher. Kim Gillis seconded the motion. Discussion followed. Leona Adams abstained from voting on #101535 and Jeff Potts abstained from voting on #101549. The motion carried.

Changes to the Agenda: None

Reports: Facilities: A request was made by the summer food program to fix the meat slicer in the kitchen so that it can be used this summer. The carpet in Mrs. Dyck's room and Mrs. Carter's room needs to be repaired and the urinal in the main boy's bathroom runs a lot of the time. **Board:** F-1's still to be filled out by Kim Gillis and Ron Rasmussen. WSSDA Fall Conference to be held in Spokane this year. The board requested Sheila Koler be contacted about her new schedule and if she can make the board meetings that are scheduled. **Superintendent:** Enrollment presented. No District hires or discharges. Next year's classes might be: K-1 combination, 2, 3, 4-5 combination and 5-6 combination.

Homelink’s enrollment may increase. The April Financial Statement was presented. A reminder that \$14,812.59 will be transferred from the GF to the DS fund to pay for the semi-annual payment for the V-L transport building project (Resolution was already approved in November 2011 allowing this transfer in the spring also.)

OLD BUSINESS: Revised Board Policy 0100 – Commitment to Planning; 0300 Plan Processing; 0500 – Components of the District’s Plan; 0700 Plan Evaluation; 1810- Annual Governance Goals and Objectives; 1820- Board Self-Assessment; 2022 - Electronic Resources; 5110 Recruitment and Selection of Staff were read for the 1st time. Board Goals were discussed and tabled.

NEW BUSINESS: **Leona Adams moved to** accept Resolution #114 to transfer \$40,000 from the GF to Capital Projects for one year. Ron Rasmussen seconded the motion. This transfer helps pay the semi-annual payment to Deer Park School District for the Deer Park High School Remodel Project. Discussion followed. The motion carried. The 6th Grade end-of-the-year trip was presented to the board. **Kim Gillis moved to** accept Resolution #115 to cancel warrant #101394. Leona Adams seconded the motion. The motion carried. **Ron Rasmussen moved to** accept the Homelink Instructional Materials List that was presented. Leona Adams seconded the motion. The motion carried. Leona Adams asked about the staff members that received RIF notices.

Announcements for the Public:

- May 24 – Spring Luncheon
- May 31 – End-of-the-Month and Year Assembly 2:15
- June 1 – Jump Start Graduation 6:30
- June 8 – Kindergarten Graduation 6:30
- June 12 – 6th Grade Graduation
- June 13 – Picnic
- May 31 – Book Fair ends

Adjournment: Leona Adams moved to adjourn the regular meeting. Kim Gillis seconded the motion. The motion carried. **CHAIRPERSON JEFF POTTS ADJOURNED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 8:35 P.M.**

CHAIRPERSON

VICE-CHAIRPERSON

DATE

**LOON LAKE SCHOOL DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
APRIL 24, 2012
MINUTES**

The Loon Lake School Board of Directors met to discuss their yearly goals. In attendance were: Jeff Potts, Leona Adams, Ron Rasmussen, Kim Gillis. Others present: Steve Waunch, Joline Dixon, Sandra Clark, Andrew Clark, Barb Sevey. The Goal Setting will continue on Tuesday, May 22, 2012 at 6:00 p.m. The Preliminary Goals are attached to these Minutes.

BOARD MEMBERS PRESENT:

Jeff Potts	Leona Adams	Ron Rasmussen
Kim Gillis		

STAFF MEMBERS PRESENT:

Joline Dixon	Steve Waunch	Barb Sevey
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OTHERS PRESENT:

Sandra Clark	Andrew Clark
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CALL TO ORDER: CHAIRPERSON JEFF POTTS CALLED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 6:45 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

CONSENT AGENDA: Leona Adams moved to accept the Consent Agenda containing the March 27, 2012 Minutes, the April Accounts Payable in the amount of \$69,096.39 and the March and April payroll as presented. Kim Gillis seconded the motion. Leona Adams abstained from voting on #10416. Discussion followed. The motion carried.

CHANGES TO THE AGENDA: Add " e" under New Business: Transportation – bussing issue

REPORTS: Facilities: Tom Tesch worked on the evaporator getting it ready for air conditioning system. There will be a new lock added to the time-out room door in Special Education. The security cameras for the Homelink Building and the Bus Garage have been installed and are up and working. **Board:** None **Superintendent:** Steve Waunch presented the April enrollment figures but mentioned that he believes that there will be a reduction in enrollment for the 2012-2013 school year. There were no District Hires or Discharges in April except Tim Coleston has been added as a substitute custodian for the Homelink Department and Mr. Waunch mention that April Ensminger, a former Loon Lake School student, is our 3rd grade student teacher for the spring quarter. The March 2012 Financial Statement was presented.

OLD BUSINESS: None

NEW BUSINESS: The approval of the Board Goals was tabled until the May meeting. The 1st reading of revised Board Policies 0100 – Commitment to Planning; #0300 Planning Processing, #0500 Components of the District's Plan, #0700 Plan Evaluation, #1810 Annual Governance Goals and Objective, #1820 Board Self-Assessment, #2022 Electronic Resources, #5110 Recruitment and Selection of Staff was tabled until the May 2012 meeting. **Ron Rasmussen moved to** accept Resolution #113 to transfer

\$25,000 from the GF to the TVF fund for the down payment of the new bus. Kim Gillis seconded the motion. The motion carried. **Leona Adams moved to** accept Resolution #112 allowing the pay back of the loan from the General Fund to the Capital Projects Fund. Ron Rasmussen seconded the motion. The motion carried. Transportation Issue – there have been several issues that have come to the attention of the Transportation Department over the past month, one of these issues is transporting children in K-6 to another school. The Board would like to see the Board Policy that discusses this policy. The policy will be sent to each member before the May meeting. No action.

ANNOUNCEMENTS: May 22, 2012, the next Board meeting with the continuation of the Goal Setting Meeting at 6:00 p.m. On May 17, 2012, the Community/Parent/Staff and Board Goal Setting Meeting and Dinner will be held at 5:30 p.m. with childcare provided. Andrew Clark thanked the Board for allowing him to come to meetings that helped earn a couple of Boy Scout Merit Badges.

ADJOURNMENT: Ron Rasmussen moved to adjourn the regular meeting of the Loon Lake School Board of Directors. Kim Gillis seconded the motion. The motion carried. **CHAIRPERSON JEFF POTTS ADJOURNED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 7:34 P.M.**

LOON LAKE SCHOOL DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING
MARCH 20, 2012
MINUTES

BOARD MEMBERS PRESENT:

Jeff Potts Ron Rasmussen Leona Adams
Sheila Koler

STAFF MEMBERS PRESENT:

Barb Sevey Joline Dixon Steve Waunch

OTHERS IN ATTENDANCE:

Sandra Clark Andrew Clark

CALL TO ORDER AND THE PLEDGE OF ALLEGIANCE: Chairperson Jeff Potts called the regular meeting of the Loon Lake School Board of Directors to order at 6:30 p.m. and led the pledge of allegiance.

CONSENT AGENDA: Leona Adams moved to accept the Consent Agenda containing the February 28, 2012 Minutes of the Regular Meeting of the Loon Lake School Board of Directors; the March 2012 General Fund Accounts Payable in the amount of \$38,769.75. The March payroll will be presented at the April 2012 meeting. Ron Rasmussen seconded the motion. The Avista bill was discussed. The new security cameras for the Homelink and Bus Garage Buildings were purchased. Leona Adams abstained from voting on #101295. The motion carried.

CHANGES TO THE AGENDA: None

REPORTS: Facilities: Security Cameras will be installed at the Homelink and Bus Garage Buildings as soon as possible. Security Cameras will be installed at the Homelink and Bus Garage Buildings as soon as possible. Board: The Board was reminded that the F-1s for the Public Disclosure Commission are due by the middle of April. Superintendent: Enrollment – 112 Elementary 127 Homelink. Hires and Discharges – Sandra Clark has been hired as a para-educator substitutes. There may be some district retirements this year. The February Financial Statement was presented. The CPO Levy flyer was shown to the Board. The Board was given a copy of the past board goals that were set and achieved for review. The Board is asking for teacher input on the goals. Each board member will prepare their own goals for discussion at the April 24 Goal Setting meeting at 5:30 p.m. followed by the regular meeting of the Loon Lake School Board of Directors at 6:30 p.m.

OLD BUSINESS: Leona Adams read and moved to adopt the Revised Board Policies #1240 Committee; #1610 Conflict of Interest; #2106 Program Compliance, #3122 Excused and Unexcused Absences; #3140 Release of Resident Students #5201 Drug Free School, Community and Workplace and #6210 Purchasing: Authorization and Control. Sheila Koler seconded the motion. The motion carried.

NEW BUSINESS: Steve Waunch presented the TVF 2011-12 Budget Extension Resolution. The interest rate on the bus purchase from Sovereign Bank is 2.75%. Ron Rasmussen moved to accept The Resolution #111 2011-12 TVF Budget Extension and to proceed with the financing with Sovereign Bank for the purchase of the bus. Leona Adams seconded the motion. The motion carried.

ANNOUNCEMENTS FOR THE PUBLIC:

1. Spring Break April 2-6
2. MSP Testing begins the 1st week of May
3. Dr. Seuss Night was held on Tuesday, March 13 – well attended
4. Spirit Day – March 21 – Wear your PJs
5. Homelink Funding may not change this year
6. Levy Article has been placed in the Loon Lake Times

ADJOURNMENT: Sheila Koler moved to adjourn the regular meeting of the Loon Lake School Board of Directors. Ron Rasmussen seconded the motion. The motion carried. **CHAIRPERSON JEFF POTTS ADJOURNED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS AT 7:18 P.M.**

CHAIRPERSON

VICECHAIRPERSON

DATE

**LOON LAKE SCHOOL
BOARD OF DIRECTORS
REGULAR MEETING
FEBRUARY 28, 2012
MINUTES**

BOARD MEMBERS PRESENT:

Jeff Potts	Kim Gillis	Leona Adams
Ron Rasmussen		

STAFF MEMBERS PRESENT:

Joline Dixon	Barb Sevey	Steve Waunch
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OTHERS PRESENT:

Gene Webb	Andrew Clark	Sandra Clark
Rachel Rasmussen		

CALL TO ORDER: CHAIRPERSON JEFF POTTS CALLED THE REGULAR MEETING OF THE LOON LAKE SCHOOL BOARD OF DIRECTORS TO ORDER AT 6:34 P.M. AND LED THE PLEDGE OF ALLEGIANCE.

CONSENT AGENDA: Leona Adams moved to accept the Consent Agenda containing the February Accounts Payable in the amount of \$39,177.45 and the January and February payroll as presented; the Minutes of the January 17, 2012 Minutes. Kim Gillis seconded the motion. It was noted that Board Member Ron Rasmussen was present at the January meeting – he will be added. Leona Adams abstained from voting on #101194. The motion carried.

CHANGES TO THE AGENDA: None

REPORTS: Facilities: The Spring System over the 2nd grade classroom had problems and caused a pretty good leak. Tom Tesch, Maintenance, has been working on repairing this. **Board:** March WSSDA Meeting to be held in Hunters. The Board may look into hosting it here, but there is quite a bit of cost and staff involved in making it happen. Kim Gillis mentioned that there has been a few thefts around the bus garage, both personal and district. All buses are now being parked at VL Transport. It was recommended that security cameras be installed on the grounds around the Homelink Building and the Bus Garage. Steve Waunch will speak to Tom Tesch about adding a bell system to the doors at the Homelink Building and also adding a motion light to the Homelink Building. **Superintendent:** Enrollment - 112 Homelink – 127 No District Hires or discharges to report. January 2012 Financial Statement was reviewed. Spring Levy- recommendation from the Levy Committee to run the levy at the same amount for four years. Copies of the dibels scores were given to each board member and discussed. Leona Adams attended an Early Learning Convention and informed the school of some changes that will be made in the Kindergarten program in the next two years.

OLD BUSINESS: Steve Waunch swore in Jeff Potts and Kim Gillis as Loon Lake School Board of Directors.

NEW BUSINESS: Board Policies #1240 Committee; #1610 Conflict of Interest; #2106 Program Compliance #3122 Excused and Unexcused Absences; #3140 Release of Resident Students' #52-1 Drug-Free School, Community and Workplace' BP #6210 Purchasing: Authorization and Control.

Leona Adams read and moved to accept Resolution #110 to cancel miscellaneous warrants as presented. Ron Rasmussen seconded the motion. The motion carried. **Ron Rasmussen read and moved to** accept Resolution #111 to hold the Levy Election on April 17 in the amount of \$226,000.00. Kim Gillis seconded the motion. The motion carried.

ANNOUNCEMENTS FOR THE PUBLIC: The Board will approve the purchase of the new bus at the March meeting. The winter skiing and bowling program is going along just fine. Andrew Clark, 6th Grade Student and Boy Scout, will be doing some service for the community here at the school. Dr. Seuss Night is scheduled for March 13 at 5:30 p.m. with Green Eggs and Ham being served for dinner. The Board thanked the public for attending. The next meeting is scheduled for Tuesday, March 20.

ADJOURNMENT: Leona Adams moved to adjourn the regular meeting of the Loon Lake School District Board of Directors. Ron Rasmussen seconded the motion. The motion carried. **CHAIRPERSON JEFF POTTS ADJOURNED THE REGULAR MEETING OF THE LOON LAKE SCHOOL DISTRICT BOARD OF DIRECTORS AT 7:55 P.M.**

CHAIRPERSON

VICE-CHAIRPERSON

DATE