

**SPECIAL MEETING  
EAST HARTFORD BOARD OF EDUCATION**

**MONDAY,  
MAY 21, 2007**

A Special Meeting of the East Hartford Board of Education was held on Monday, May 21, 2007, at the Connecticut International Baccalaureate Academy, 857 Forbes Street, East Hartford, CT. The meeting was called to order at 5:11 P.M. by Chairperson Hilde Mayranen-O'Brien.

**PRESENT** Chairperson Hilde Mayranen-O'Brien, Robert Damaschi,  
Ram Aberasturia, Prescille Yamamoto, Marcus Oladell, IV,  
Dorese Roberts, Cynthia Reik, Karen Howe

**ALSO PRESENT** Dr. Marion H. Martinez, Superintendent of Schools  
Christopher Wethje, Director of Human Resources

**ABSENT** Hank Pawlowski, Jr.

**MOTION** By Prescille Yamamoto  
Seconded by Marcus Oladell  
To adjourn to Executive Session 5:13 P.M. to interview  
candidates for the Assistant Principal position at East Hartford  
High School.  
Motion unanimously carried.

Recorded by:  
Christopher Wethje

The Special Board meeting reconvened at 6:25 P.M.

**PRESENT** Chairperson Hilde Mayranen-O'Brien, Hank Pawlowski, Jr.,  
Robert Damaschi, Ram Aberasturia, Prescille Yamamoto, Marcus  
Oladell, IV, Dorese Roberts, Cynthia Reik, Karen Howe

**ALSO PRESENT** Dr. Marion H. Martinez, Superintendent of Schools  
Debbie Kaprove, Assistant Superintendent of Schools  
Paul Mainuli, Director of Business Services  
Jody Lefkowitz, Director of Pupil Personnel  
Al Costa, Director of Facilities  
Chris Wethje, Director of Human Resources  
Matthew Larson, Student Representative  
Kelly Rivera, Student Representative

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**MOTION** By Prescille Yamamoto  
Seconded by Ram Aberasturia  
To appoint Michelle Marion as Assistant Principal of East Hartford High School at Step 1 effective May 22, 2007.  
Motion carried. Abstain: Dorese Roberts

**APPROVAL OF MINUTES**

**MOTION** By Robert Damaschi  
Seconded by Prescille Yamamoto  
To approve the Minutes of the Special Meeting of May 2, 2007, as corrected: Page 1: second to last Motion: ...did commit **an** expellable offense.  
Motion unanimously carried.

**MOTION** By Robert Damaschi  
Seconded by Prescille Yamamoto  
To approve the Minutes of the Regular Meeting of May 7, 2007, as corrected:  
Page 4: Chairman/Superintendent's Reports – re: (1) re: loss of Ashley Gilbert: **Dr. Martinez and the entire Board thanked Craig Jordan and Principal Matt Ryan;**(2) Quest Brunch: **Also in attendance was Chairperson Mayranen-O'Brien**  
(3) re: Future Planning, school uniforms: ...**Chairperson Mayranen-O'Brien noted we will need additional input;**  
Page 8: Re: Policy 3451 – **Motion made by Hank Pawlowski, Jr.**  
Motion defeated. **Remove Abstain: Dorese Roberts ;**  
Page 10: Re: Bid Waiver for CREC: **Mr. Aberasturia stated he is In favor as long as no one else could provide the services.**  
Motion unanimously carried.

**MOTION** By Robert Damaschi  
Seconded by Prescille Yamamoto  
To approve the Minutes of the Special Meeting of May 9, 2007 (4:10 P.M.)  
Motion carried. Nay: Ram Aberasturia

**MOTION** By Prescille Yamamoto  
Seconded by Robert Damaschi  
To approve the Minutes of the special Meeting of May 9, 2007 (4:49 P.M.)  
Motion carried. Nay: Ram Aberasturia; Abstain: Dorese Roberts

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**WRITTEN COMMUNICATIONS TO THE BOARD**

- Invitation from the Patriotic Commission to the Memorial Day events on May 27<sup>th</sup>, 6:00 P.M. and Parade on May 28<sup>th</sup>, 10:30 A.M. Call Peg Burns for further information;
- Flag Day essay contest will be held at CIBA. Presentation to the winners will take place at the June 4<sup>th</sup> Board meeting;
- Letter received from Al Carter, Manchester Community College, GMR/Plenary Facilitator, thanking Dr. Martinez for her outstanding contributions to the 2007 Plenary Session;
- EH Summer Youth Festival is presently doing auditions for the performance of Cinderella to be held July 26-28 at EHMS; further information can be obtained from Karen Howe.

**STUDENT REPRESENTATIVES REPORT**

**Matthew Larson and Kelly Rivera**

- Student Council elections were recently held;
- All-Town Spring Concert will be held tomorrow; Band concert will be held on Wednesday;
- EHHS Marching Band will be performing in the Memorial Day Parade;
- Senior Picnic and Senior Prom will be coming up soon.

**PUBLIC PARTICIPATION** - None

**INFORMATIONAL REPORTS**

**Human Resources/Appointments/No Action Required**

Mr. Wethje noted there are no new hires to report.

**Recognition of History Day Contest Winners:**

**Christopher Testa, Christina Zaleta, EHHS Juniors**

**(Debbie Kaprove, Assistant Superintendent)**

EHHS Juniors, Christopher Testa and Christina Zaleta were recognized by the Board for their participation in the National History Day competition in achieving second place.

**Recognition of EHHS students who participated in the Yale University Mock Trial Competition**

**(Jim Agnew for Todd Szed, EHHS)**

**(Debbie Kaprove, Assistant Superintendent)**

The following students were recognized by the Board for their outstanding performance at the Yale competition: Mike Kurker, Nicole Wallace and Molly Callahan.

**Update on National Robotics Championship trip to Atlanta**

**(Chuck Nystrom, Robotics Team Leader, EHHS)**

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Mr. Nystrom gave an update on the Robotics Team's recent trip to Atlanta. They had a very successful year. Mr. Nystrom noted on May 8<sup>th</sup> two students were featured momentarily on MSNBC.

**Proposed Pre-K/K-12 Science Curriculum  
(Melissa Gavarrino, Science Department Head)  
(Debbie Kaprove, Assistant Superintendent)**

Ms. Kaprove noted the Board has been given information regarding the proposed pre-K/K-12 science program. She suggested the Board look through the information regarding guidelines and tasks, and, hopefully, the curriculum will be approved at the next Board meeting.

As noted in the materials, teachers are supplied with all materials provided by the State, as well as materials the district has supplied. ELL support materials are also included. Schools will be accountable for analyzing data.

**Report on Allergy Protocol  
(Jenn Daley, Nursing Supervisor)**

This report has been deferred. Chairperson Mayranen-O'Brien stated expiration dates should be checked on all medications. More information will follow.

**Report on Load Curtailment Payment Program  
(Al Costa, Director of Facilities)**

Mr. Costa noted that the district has received \$32,275 to date representing savings from January 2007 through March 2007. We will receive an additional \$46,671 by the end of this fiscal year. These monies are the result of the district being in the Connecticut Energy Efficiency Fund – Load Curtailment Program.

Mr. Costa noted he has met with staff regarding standard operating procedures in the event of an emergency. These procedures would ensure the network system and computers would remain on line.

**COMMITTEE REPORTS  
Chairperson/Superintendent's Reports**

**Chairperson Mayranen-O'Brien:**

- Chairperson Mayranen-O'Brien thanked Dr. Martinez and Ram Aberasturia for attending the Adult Education graduation. Mr. Aberasturia also thanked Dr. Martinez for recognizing student's achievements individually; and Pat Perrone for planning the event. The following were graduated:

**Credit Diploma Graduates**

Christopher Alex  
Tanisha L. Armstrong  
Chayra Castillo-Vazquez

**GED Graduates**

Phillip F. Bresson  
Alton Douglas  
Dawn Edgerly

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**Credit Diploma Graduates**

Maria Cruz  
Shaun M. DeVoe  
Paul M. Edinger  
Jason Gonzalez  
Sugen Goulbourne  
Jacqueline D. Holmes  
Brian K. Howell  
Leigha F. McCallister  
Andrew J. O'Brien  
Damaris Perez  
Hector Perez  
Nariandat Roopnarine  
Johanna Valentin  
Jason C. Williams

**GED Graduates**

Latasha M. Frederick  
Diane Jordan  
Victoria Mills  
Brenda Templin

**Dr. Martinez**

- Thanked everyone involved for participating in the PanCan Walk at CIBA. Over \$5,000 was raised for pancreatic cancer research in memory of Michael Abelon.
- David Flanagan sent a memo that Jorge Lamierez coached the NCAA Championship at Ohio State.

**Special Committee Reports**

**Policy & Audit, Prescille Yamamoto** – meeting scheduled for June 12th, 5:00 P.M.;

**Curriculum – Cynthia Reik** – meeting scheduled for June 4<sup>th</sup>, 5:30 P.M.;

**Facilities – Hank Pawlowski, Jr.** – meeting scheduled for May 30<sup>th</sup>, 6:30 P.M.;

**Finance & Audit – Robert Damaschi** – meeting scheduled for June 6<sup>th</sup>, 6:00 P.M.;

**Future Planning – Karen Howe** – we will be looking at two areas at next meeting:

(1) Re: Safety Task Force – name not appropriate – title will now be Community Forum for Positive Change. We are planning for a Forum in October; (2) looking at the Student Dress Code – possibility of uniform dress code; i.e., khakis (black/navy) or skirts; polo shirts, etc.

**PERSONNEL**

**MOTION**

By Robert Damaschi

Seconded by Prescille Yamamoto

To approve one **Retirement**:

1. Gail G. Evans, Secretary, effective 7/2/07

To approve five **Resignations**:

1. Suzanne J. Fox, Teacher, effective 6/29/07;
2. Leslie E. Poulos, Teacher, effective 6/29/07;
3. Michelle C. Hasel, Teacher, effective 6/29/07;
4. Danielle Flores, Teacher, effective 6/30/07;
5. Mary Hawk, Assistant Principal, effective 6/30/07

Motion unanimously carried.

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**OLD AND UNFINISHED BUSINESS**

**To Remove from Table and Approve Revised 2007-08 Board of Education Business Calendar**

**(Dr. Marion H. Martinez, Superintendent)**

**MOTION** By Prescille Yamamoto  
Seconded by Ram Aberasturia  
To remove from table and approve revised 2007-08 Board of Education Business Calendar  
Motion unanimously carried.

**NEW BUSINESS**

**Approve \$500 Stipends – Elementary School for Science Embedded Task Coordinators**

**(Debbie Kaprove, Assistant Superintendent)**

**(Melissa Gavarrino, Science Department Head)**

**MOTION** By Ram Aberasturia  
Seconded by Karen Howe  
To approve \$500 Stipends – Elementary School for Science Embedded Task Coordinators  
Motion unanimously carried.

**Review and Approve Carl Perkins Grant**

**(Michelle Hacker, Department Head, Vocational/Business Education)**

**MOTION** By Robert Damaschi  
Seconded by Ram Aberasturia  
To approve the July 1, 2007-June 30, 2008  
Carl D. Perkins Grant Application.  
Motion unanimously carried.

**Approve Request of Non-Certified Staff Member's Use of Employee Sick Bank**

**(Christopher Wethje, Director of Human Resources)**

**MOTION** By Ram Aberasturia  
Seconded by Prescille Yamamoto  
To approve request of Non-Certified Staff Member's Use of Employee Sick Bank  
Motion unanimously carried.

**Approve Selection of Vendor for Residency Requirements Software – Bid Waiver**

**(Paul Mainuli, Director of Business Services)**

**MOTION** By Robert Damaschi  
Seconded by Karen Howe  
To approve selection of Pitney Bowes for the lease of the Residency Requirements Software Solutions  
Motion unanimously carried.

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Dr. Martinez stated the purchase of this software will be helpful to Central Registration to verify residency of potential students before actually registering. Mr. Aberasturia asked (1) how often is data updated. Stan Staron, Purchasing Agent, noted it is updated by the Post Office simultaneously as data is inputted; (2) is this the only vendor. Mr. Staron stated it is the only vendor at this time.

**Approve Bid 1574-07 Classroom Furniture  
(Paul Mainuli, Director of Business Services)**

**MOTION** By Robert Damaschi  
Seconded by Karen Howe  
To approve Bid 1574-07 Classroom Furniture and award to Robert H. Lord, of Manchester, CT and to award remaining items to respective low bidders on an individual basis.  
Motion unanimously carried.

In response to a question regarding checking inventory, Mr. Mainuli noted we are looking at bar codes for anything new coming into the district. This will be brought to the Finance & Audit Committee in June.

**Approve Bid 1575-07 Art Equipment  
(Paul Mainuli, Director of Business Services)**

**MOTION** By Robert Damaschi  
Seconded by Prescille Yamamoto  
To approve Bid 1575-07 Art Equipment and award contracts to lowest bidders, as noted in memo by Emil Kopcha dated April 24, 2007.  
Motion unanimously carried.

**Approve Bid 1572-07 Riso Machine  
(Paul Mainuli, Director of Business Services)**

**MOTION** By Robert Damaschi  
Seconded by Marcus Oladell, IV  
To approve Bid 1572-07 and award bid to the lowest Responsible vendor - RISO Company  
Motion unanimously carried.

**Approve Purchase of Computers from Western States Contract Alliance Purchasing Consortium**

**(Paul Mainuli, Director of Business Services)**

**MOTION** By Robert Damaschi  
Seconded by Prescille Yamamoto  
To approve purchase of computers from Western States Contract Alliance Purchasing Consortium  
Motion unanimously carried.

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Mr. Mainuli noted in the future we may be able to use other consortiums. This will be discussed at a future Finance & Audit Committee.

**Approve Student Planning/Agenda Books**

**(Deb Kaprove, Assistant Superintendent)**

**MOTION**

By Robert Damaschi

Seconded by Prescille Yamamoto

To approve student planning/agenda books for the 2007-08 school year and purchase from Premier: A School Specialty Company.

Motion carried. Nay: Ram Aberasturia

Ms. Roberts noted she was not in favor of purchasing these planning/agenda books at first but realized it is a good organizational tool.

**Approve Application for Readiness and Emergency Management for Schools Grant under the U.S. Department of Education's Office of Innovation & Improvement – CFDA Number 84.184.E**

**(Joseph Sikora, Director of Security)**

**(Paul Mainuli, Director of Business Services)**

**MOTION**

By Prescille Yamamoto

Seconded by Marcus Oladell, IV

To approve submission to the U.S. Department of Education's Office of Innovation & Improvement an Application for Readiness and Emergency Management for Schools Grant.

Motion unanimously carried.

Mr. Mainuli noted we have not applied for this particular grant in the past.

(Ms. Howe excused herself from meeting at 8:10 P.M.)

**MOTION**

By Prescille Yamamoto

Seconded by Cynthia Reik

To approve tabling the following Policies for First Read. If any questions, please contact Prescille Yamamoto, Chairperson, Policy & Audit Committee:

**To Table for First Read Policy 3513.1 – Energy Conservation**

**(Prescille Yamamoto, Chair, Policy & Audit Committee)**

**To Table for First Read Policy 3516.2 – Recycling Program**

**(Prescille Yamamoto, Chair, Policy & Audit Committee)**



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To Table for First Read Policy 3523.3 – School Facilities – Playground Equipment  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

To Table for First Read Policy 3541.312 – Transportation – Day Care Centers  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

To Table for First Read Policy 4111.3 – Plan for Minority Staff Recruitment  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

To Table for First Read Policy 4112.6/4212.6 – Personnel Records  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

To Table for First Read Policy 4112.61/4212.61 – Use and Disclosure of Employee Medical Information (HIPAA)  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

To Table for First Read Policy 4112.8/4212.8 - Nepotism  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

To Table for First Read Policy 4114/4214- Transfer/Reassignment  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

To Table for First Read Policy 4115 – Evaluation/Supervision  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

To Table for First Read Policy 4117.4 – Administrative Leave/Suspension/Dismissal  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

To Table for First Read Policy 4118.112/4218.112 – Sex Discrimination and Sexual Harassment in the Workplace  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

To Table for First Read Policy 4118.14/4218.14 - Disabilities  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

To Table for First Read Policy 4118.24/4218.24 – Staff/Student Non-Fraternization  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

To Table for First Read Policy 4131 – Staff Development  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

To Table for First Read Policy 4148/4248 – Employee Protection  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

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**To Table for First Read Policy 4152.3/4252.3 – Long-Term Leaves**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 4217.4 – Dismissal/Suspension**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 4222 – Teacher Aides/Paraprofessionals**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 4222.1 – Title 1 Paraprofessionals**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**MOTION** By Hank Pawlowski, Jr.  
Seconded by Robert Damaschi  
To **Table the following policies for first read until July 2<sup>nd</sup>.**  
Motion carried. Nay: Prescille Yamamoto

**To Table for First Read Policy 7000 – Planning for Educational Facilities and Capital Improvement Plan**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7010 – Goals and Objectives**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7100 - Planning**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7110 – Long Range Planning**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7113.1 – Retirement of Buildings**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7114.2 – Temporary School Facilities**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7115 – Developing Educational Specifications**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7144 – Public Presentation/Public Approval**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7211 – Architect Selection**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

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**To Table for First Read Policy 7221 – Construction of Physical Facilities**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7230 – Design and Process**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7230.1 – Energy Conserving Construction**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

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**To Table for First Read Policy 7230.2 – Indoor Air Quality**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7230.3 - Acoustics**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7300 – Financial Planning**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7330 – Determination of Costs**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7410 – Project Bids and Quotations**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7453 – Clerk of-the-Works**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7500 – Occupying: Certificate of Occupancy**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7523 – Inspection by Board of Education**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7530 – Community Orientation and Board of Education Acceptance**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7540 – Assembling and Preserving Documents**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

**To Table for First Read Policy 7552 – Names on Building Plaques**  
(Prescille Yamamoto, Chair, Policy & Audit Committee)

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Discussion took place regarding submitting Regulations with Policies to the Board. Dr. Martinez stated she recalls the Board wanted the Regulations and Policies brought together to the Board and if the Board had questions on any Regulation to contact her.

Discussion took place regarding Policy & Audit Committee deleting policies without full Board approval. Mr. Wethje stated memos have come out to Board members stating policies would be deleted. Chairperson Mayranen-O'Brien stated we will look into this matter further.

**INTERNAL BOARD BUSINESS**

**Representative Reports**

**Early Childhood Programs – Prescille Yamamoto** – Policy Committee met on May 3<sup>rd</sup>; next meeting will be June 7<sup>th</sup>;

**East Hartford/Glastonbury Magnet School Building Committee – Hank Pawlowski, Jr.** Everything is on target with our timetable. Will be meeting tomorrow evening, 5:30 P.M.

**PUBLIC PARTICIPATION** – None

**QUESTIONS/CONCERNS BY BOARD MEMBERS**

**Ram Aberasturia** – (1) commended Mr. Mainuli for being able to secure grant funding. He further asked why our grantwriter wasn't able to bring that grant forward; (2) would like a discussion regarding hiring practices.

**TOPICS FOR FUTURE AGENDAS**

- **Chairperson suggested a self evaluation meeting;**
- **Chairperson noted the Fine Arts Commission is holding a musical program on Wednesday, June 6<sup>th</sup>, 7:00 P.M. at EHHS;**
- **Mr. Aberasturia – re: Policy & Audit – elimination of policies**

**MOTION**

By Ram Aberasturia

Seconded by Prescille Yamamoto

To recess to Executive Session ( 9:00 P.M.) to discuss the following:

1. Discussion with possible action regarding request for leave of absence for a paraprofessional.
2. Discussion with possible action regarding request for sick leave without pay for a certified staff member.

Motion unanimously carried.

Recorded by:  
Donna Fitzgerald

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The Special Board meeting reconvened at 9:03 P.M.

**MOTION** By Prescille Yamamoto  
Seconded By Ram Aberasturia  
To Approve leave of absence request for Debra Dagon,  
paraprofessional at Norris Elementary School through June 19, 2007.  
Motion unanimously carried.  
Absent: Karen Howe

**MOTION** By Prescille Yamamoto  
Seconded By Cynthia Reik  
To deny a request for sick leave without pay for Kate Patla.  
Motion carried. Nay: Hank Pawlowski, Dorese Roberts,  
Ram Aberasturia  
Absent: Karen Howe

**MOTION** By Prescille Yamamoto  
Seconded By Ram Aberasturia  
To adjourn the Special Board meeting at 9:07 P.M.  
Motion unanimously carried.

Recorded by:  
Christopher Wethje