

APPROVED

KANSAS STATE BOARD OF EDUCATION MEETING MINUTES November 12, 2008

CALL TO ORDER

Chairman Wagnon called the meeting to order at 9:00 a.m. on Wednesday, November 12, 2008, in the Board Room of the State Board of Education Building, 120 SE 10th Avenue in Topeka, Kansas.

ROLL CALL

Members present were:

Steve Abrams	Jana Shaver
John Bacon	Bill Wagnon
Sally Cauble	Janet Waugh
Sue Gamble	Ken Willard
Kathy Martin	

All in attendance stood for the Pledge of Allegiance.

APPROVAL OF AGENDA

Chairman Wagnon noted that Board members had been provided a new item to add to the Consent Agenda. Added as item 15 m., was a request to authorize the Commissioner to approve a one year contract with the Character Education Partnership. He asked for any other changes to the agenda. There being none, Mrs. Gamble moved, with a second by Mr. Bacon, that the agenda be approved as amended. The motion carried 9-0, with Mrs. Rupe absent.

APPROVAL OF THE MINUTES

Chairman Wagnon asked for approval of the October minutes. Mrs. Shaver moved, with a second by Mrs. Martin, that the minutes be approved as submitted. The motion carried.

COMMISSIONER'S REPORT

The Commissioner reviewed a proposed charge to the mathematics and reading standards writing committees. Mrs. Gamble moved, with a second by Mrs. Shaver that the Board adopt the charge as direction to the committees. After a discussion about the need for the Board's approval of the charge the motion carried on a vote 8-1, with Dr. Abrams voting "no". The approved charge to the mathematics and reading committees follows:

- Integrate the core academic areas of reading and mathematics with career-technical education program standards that focus on the 16 career clusters.
- Use the profiles of the 21st century learner and the 21st century learning environment to provide both the strategic coherence and the structural integrity that is necessary to maintain a focus on the state education framework as articulated in the State Board goal.
- Begin the process with the content areas of mathematics and reading with the career clusters of architecture and construction, finance, and human services and marketing.
- Work in four phases:
 - Phase I - Content Development and/or Review: Standards committees will be convened for the content and career cluster areas to focus on the instructional content of each set of standards. The committees will be charged with reviewing the content of the standards with specific attention paid to national and international benchmarks, research on promising practice and the measurability of indicators. This work will then undergo validation studies by both business and industry and/or content standards specialists.

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- Phase II - Crosswalk and Refinement: The committees will conduct multiple crosswalks of their standards documents with the profiles of the 21st century learner, refining the standards as deemed necessary. A task force responsible for the coordination of academic and technical integration will begin the process of reconciling the various crosswalks and develop a draft of integrated standards. These documents will again be validated.
- Phase III - Standards Approval: The committees will use the recommendations and refinements received from the task forces, review the assessment design, revise the articulation across all standards to create a final draft to present to the various business and industry bodies for endorsements, and to the State Board for approval and adoption.
- Phase IV - Integration and New Product: The standards committees and other groups will begin using the integrated standards to revise existing resources and create new products required by state and federal regulation. Additionally, a new system of formative and interim assessment and other instructional resources will be developed.

Also approved as part of the Commissioner's proposal, was that current state assessments in reading and mathematics be maintained until the Elementary and Secondary Education Act (NCLB) has been reauthorized.

Dr. Posny also reported on the new security policy being instituted at KSDE. As of November 17, 2008, new security procedures will begin at KSDE. Visitors will be asked to enter through the 10th Street door (front door) and sign-in with the receptionist. Visitor Badges will be issued and should be returned to the receptionist prior to exiting the building. The west door will be accessible by staff members with security badges or by any individuals with a disability. Disabled individuals may enter the west door by pressing the red button on the intercom located to the right of the door and communicating with the receptionist. Meetings scheduled in the satellite room will not be affected by the new security policy. Security ID's were issued to all Board members for use at the December meeting.

KANSAS STATE HIGH SCHOOL ACTIVITY ASSOCIATION ANNUAL REPORT

Gary Musselman, Executive Director of the Kansas State High School Activities Association (KSHSAA) presented the Association's annual report to the Board as required by state statute. He also passed out copies of the results of the "Loss of Instructional Time Survey" conducted every two years. State statute also requires that KSHSAA deliver to the Board office certain documents every year, including KSHSAA Handbook for the current school year, and the Audit Report; KSHSAA Directory of Member Schools; KSHSAA Journals; Minutes of Board of Directors, Executive Board and Appeal Board meetings; and Synopsis of Major Changes by the Board for the prior school year. Mrs. Gamble asked if the KSHSAA could see about providing the Board office with those items electronically.

CITIZENS' OPEN FORUM

Chairman Wagnon opened the Citizens' Open Forum at 9:41 a.m. Those addressing the Board were: Shari Wilson, representing Kansas Association for Conservation and Environmental Education (KACEE), Kansas City; and Kevin Riemann, KNEA, Topeka.

The Board took a break from 9:47 until 11:00 a.m. Mr. Bacon left at 11:00 a.m.

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UPDATE ON 2008 HOUSE RESOLUTION 6021 ON DYSLEXIA

Colleen Riley, Director of Special Education at the Department of Education, provided the Board with an update on activities related to the Dyslexia Resolution which was passed during the last legislative session. The dyslexia resolution urges the State Board of Education to study dyslexia to 1) ensure that early screening or testing will identify children with a reading disability, including dyslexia; 2) review the current reading diagnostic assessments used at the pre-Kindergarten level through grade 12 to ensure that reading problems, including dyslexia, are identified and analyzed; 3) review teacher preparation courses to ensure that knowledge of a scientifically-based reading instructional component to instruct children with disabilities, including dyslexia, is addressed; 4) ensure that research-based programs of instruction are designed and implemented to address the needs of children with reading problems, including dyslexia; and 5) report to the Kansas Legislature at the beginning of the 2009 Legislative Session on the progress made in achieving these objectives. Ms. Riley presented information on requirements and safeguards already in place through existing law and regulation, as well as elements of various ongoing programs that address many of the issues cited in the resolution. She also outlined additional activities that have been initiated or are planned to ensure the continuation of best practices in the area.

UPDATES ON BOARD GOAL INITIATIVES

Teaching in Kansas Commission (TKC)

Susan Helbert, Teacher Education and Licensure, gave an update on activities of the Teaching in Kansas Commission. She mentioned that regulatory recommendations will center on the development of a teacher leader license, as well as a review of all teacher preparation standards, including leadership standards and programs. Mrs. Helbert also reported that the TKC's final report and recommendations will be presented to the Board at the December meeting. Mrs. Martin asked that the Teaching in Kansas Commission's proposed teacher leadership recommendations be included in the Commission's final report in December.

Kansas Educational Leadership Commission (KELC)

The Board also heard from Howard Shuler and Larry Wheelles on the work of KELC. They also showed Board members how to access information about the Commission on the KSDE website.

SPECIAL EDUCATION SECLUSION REPORT

Colleen Riley reviewed for the Board seclusion room use data collected for the first quarter of the 2008-2009 school year. Of note, 196 out of 1389 public schools reported having seclusion rooms and 67 schools reported using them during the first quarter. Approximately 203 special education students or 0.3% of students with disabilities were secluded during the reporting period. Ms. Riley also provided data on the length of time and the number of times during one day students were put into seclusion. She reported that the Department will continue to focus on prevention efforts by providing training and resources to educators across the state to decrease the use of seclusion and restraint. A new web-based reporting system will help identify areas of concern and student level seclusion data will be used to link Multi-Tiered System of Support (MTSS) and Positive Behavior Supports efforts to improve student outcomes. Dr. Abrams asked for data regarding the size of schools using seclusion rooms and was also interested in the effectiveness of their use. Mr. Willard asked if there were any urban schools using them.

The Board did not recess for lunch, but had a working lunch and continued with the agenda.

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EXECUTIVE SESSION

Mrs. Waugh moved, with a second by Mrs. Gamble, that the Kansas State Board of Education recess into Executive Session at 11:55 a.m. for a period of thirty minutes for the purpose of discussing personnel matters of nonelected personnel so the privacy, confidentiality and other rights of such personnel not be violated, and that the open meeting of the Board resume in the Board room at 12:25 p.m. The motion carried 8-0, with Mr. Bacon and Mrs. Rupe absent. The open meeting resumed at 12:25 p.m. Mrs. Shaver moved, with a second by Mrs. Cauble, that the executive session be extended an additional twenty minutes and that the open meeting of the Board resume in the Board room at 12:45 p.m. The motion carried. The open meeting resumed at 12:45 p.m.

The Board took a break until 1:00 p.m.

UPDATE ON MTSS – JUNCTION CITY HIGH SCHOOL

Representatives of Junction City High School gave a presentation on the use of career academies within the school based on the 16 career clusters as a way to engage every student. They also reported on the success they have had at the high school as a pilot site for MTSS in 2007 and with its continued use. Though scores in math and reading have been climbing at the high school over the past six years, the school received the 2008 Standard of Excellence building wide in both reading and math.

Also discussed were the difficulties the Junction City High School will have when the new method of calculating graduation for NCLB goes into effect. The high transience rate of the military population in Junction City will make it extremely difficult for the school to make AYP in the future.

21ST CENTURY LEARNER AND ENVIRONMENT PROFILES

Matt Copeland, Education Program Consultant, Standards & Assessment Services Team, reported to the Board on the Profile of the 21st Century Learner and the Profile of the 21st Century Learning Environment. The profiles were created to help educators re-design their schools in order to equip students with the skills they need to become successful citizens and workers in the 21st century. The profiles have been created to stimulate and shape growth in Kansas education. Organized into 15 unifying themes, the two profiles will begin to shape the review of content area standards, integration of academic and technical education around the 16 career clusters, and development of a new generation of assessments. Copies of a document describing the Profiles of the 21st Century Learner and the 21st Century Learning Environment were provided to Board members. Chairman Wagnon declared it was the most important document he had received in his twelve years of service on the State Board.

LEGISLATIVE MATTERS

Discussion of the State Board's 2009 Legislative Package

Deputy Commissioner Dennis suggested that Board go down the list of legislative proposals the Board had been considering for the past few months and make decisions on what was to be included in its legislative package.

Dr. Wagnon moved, with a second by Mrs. Martin, that the State Board request an amendment to state law that would raise the contribution limit from political committees or persons to state board candidates for each primary and general election making the dollar amount equal to that allowed in state senate races. The motion carried. Mrs. Gamble suggested that the chairman of the appropriate legislative committee be asked to request the bill in order for it to get legislative attention. It was decided that the bill draft that had already be prepared be forward to the appropriate committee chair with a letter asking for the bill's introduction.

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Mrs. Cauble moved, with a second by Mrs. Martin, that the Board request that the position of state board member on the ballot be moved to immediately follow other statewide offices and before state senators and representatives. The motion carried.

There were three options for Board consideration regarding a recommendation that the state adopt a multi-year school funding plan based on the CPI-U (Consumer Price Index-Urban). There was consensus that the ability to budget ahead was helpful for schools. Dr. Abrams and Mr. Willard were concerned about the supportability and success of any plans that were longer than two-years because of the fiscal climate in the state. Mrs. Gamble noted that a two-year funding cycle would align with the election cycle with the possibility of putting even a two-year plan at risk because of legislators running for re-election. Mrs. Gamble moved, with a second by Mrs. Shaver, that the Board recommend that the state adopt a three-year funding plan tied to the CPI-U beginning in 2010-11. The motion carried 6-2, with Dr. Abrams and Mr. Willard voting "no".

Regarding approval of a legislative policy issue concerning health insurance for USD employees to be submitted to the 2009 Kansas Legislature for action, four options had been presented. In the discussion that followed after Mr. Dennis had reviewed the various options, Dr. Abrams suggested and then made a motion for a fifth option which would be to recommend a legislative interim study. Further discussion ensued. Mr. Willard pointed out that there were other options to consider that didn't use the state health plan that should be looked at as well, including district paying high deductible for employees, allowing the employees lower premiums, with saving put into a health savings account. Dr. Abrams moved, with a second by Mrs. Gamble, that the Board request a legislative study of all aspects of health insurance for schools – what the costs might be to the individual districts, large and small, rural and urban, as well as the individual teacher. The motion carried 7-0, with Mr. Willard having to leave at 2:30 p.m. before the discussion was concluded.

At the request of Dr. Wagon an option for board consideration of a request for a legislative study of year-round school was included in the issues for inclusion in the legislative package. Mrs. Gamble suggested the issue would probably appear less volatile if the request was for a study of how districts are using time to meet the needs of all students. She noted that with extended day and extended year programs, many schools were already moving in that direction for students who needed the extra attention. Mrs. Cauble mentioned that the legislature had passed a provision that would allow year-round school several years ago. Mr. Dennis confirmed it and indicated that the school finance formula had been set up to manage that type of school schedule. Another issue that arose in the discussion was Dr. Wagon's desire to see that schools move away from looking at time and concentrate instead on student outcomes. Mrs. Gamble moved, with a second by Mrs. Cauble, that the State Board request a study of the use of school time to meet the needs of all students. The motion carried 7-0.

Mr. Dennis reviewed for the Board state general fund projections for FY 2009 and FY 2010. Because of the projection for reduced receipts, Mr. Dennis indicated the 2009 legislative session will be the toughest in memory.

Mr. Dennis also reviewed the impact on school funding. He noted that an increase in LOB, KPERS and special education funding will require a reduction in the base state aid per pupil. Mr. Dennis then shared the FY 2010 budget recommendations from the Division of Budget. He indicated the Department would have to absorb a cut of \$791,492 for FY 2010, with an increase in shrinkage from 5.6% to 8%.

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CONSENT AGENDA

Mrs. Gamble moved, with a second by Mrs. Shaver, that the consent agenda be approved as presented. The motion carried.

In the consent agenda, the State Board:

- Received the monthly personnel report.
- Confirmed the appointments of Andrea Hall to the position of Quality Assurance Technician on the Information Technology team effective October 19, 2008, at an annual salary of \$49,649.60.
- Approved school construction plans for USD 250, Pittsburg (4); USD 400, Smokey Valley; USD 335, North Jackson County; USD 385, Andover; USD 232, De Soto (2); and USD 410, Durham-Hillsboro-Lehigh.
- Received the FY 2009 first quarter reports from the Kansas State School for Deaf and the Kansas State School for the Blind.
- Accepted the recommendations of the Licensure Review Committee in cases 2546, 2547, 2548, 2549, 2550, 2551, 2556, 2559, 2561, 2562, 2564, and 2566.
- Approved requests for waivers for individuals to serve outside their area of endorsement in districts as follows: *Adaptive Special Education*: Kate Duff and Darcie Wooge, USD 230; Antoinette Karjala, USD 243; Rachel Rausher, Sherri Sittner, Steven Fink, Dennis Engels, Tedd Blankenship, Rita Suder, Janet Scherdin, Dana Olsen, Andrea Harris, Jeremy Dettmer, Melissa Smith, Tandra Johnson, Demitrice Elie, Jamie Caywood, Niki Smith, Rosanne Skelley, Kevin Loss, Florence Marson, Corby Milleson, Lynne Rahm, Theresa Cook, Elizabeth Masters, Cory Brack, Kristin Williams, William Collins, Jason Crippen, and Janet Mitchamore, USD 259; Raymond Roberts, USD 260; James Morris, Joshua Kelly, Sherry White, Katie Mattison, Pamela Kennedy, and Perry Warden, USD 261; Diana Boley, USD 273; Jeffrey Jarred, USD 282; Bonnie Bowyer, Nicholas Hofmeier, Dedra Adcock, Brian Stoddard, and Debra Buchman, USD 290; Carla Gish, Mary Isaacson, Kathleen Schmidtberger, Travis Peterson, Heather O'Neal, Emily Braun, Nissa Spangenberg-Smith, Cynthia Munk, Priscilla Iverson, Wendy Ewing, Cynthia Biehler, Marvis Bruckner, Amy Riffel, and Dawne Darling, USD 305; Michelle Sloan and Lisa Mechels, USD 320; Margaret Heiman, and Brian King, USD 336; Rachelle Hutchinson, USD 341; Jared Martin, Denise Scheibmeir, and Hazel Wood, USD 368; Andrea Moomaw, and Tammi Buhrlé, USD 407; Rebecca Armontrout, USD 409; Alaina Sill, USD 480; Nicole Cook, Robin Wiebe, Carla Emerson, and Mary Peach, USD 489; Tracy Lewis, Brenda Riggs, Zeldá Tovar, Julie Muench, Christine Reichenberger, Brent Ruggles, Lisa Urdak, Travis Wyss, Steven Siebuhr, Kevin Ethington, and Sharlet Martinez, USD 490; Michelle Seidner, Jayme Lisher, Alison Cropp, Karin Thompson, and Constance Hill, USD 497; Joshua Messer, Scott Ellis, Venita DeCoster, Amanda Leonard, Jeremy Wire, Jill Hammer, Brian Harris, and Amanda Riebel, D0 603; Melissa Fink, Richard McCall, Donna Beachell, and Karen Larson, D0 605; Jennifer Duncan, Karen Sprouse, Lanae Carnes, and Tonya Trout, D0 607; Margaret Houtz, Jennifer Richardson, Jacob Lenherr, Michael McGuire, and Jodi Watkins, D0 608; Diane Ehling, D0 610; Krista Kragh, Amy Williams, Ann Cress, Carol Hadorn, Adam Hinkle, Christine Gable, Valynn Christi, Ruth Youngers, Morgan Nance, and Dru Warren, D0 618; Crystal Moore, D0 619; Heather Berckefeldt, Heather Gardner Roff, Amy Mader, Michelle Dusang, Alison Geitz, and Jennifer Johnson, D0 620; Michelle

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Wiltfong, D0 636; Shannon Perry, D0 637; Holly Tetreault, Erickia Grant, Antonio Droge, Matthew Rippee, Daniel Eigenberg, Scott Slade, Maria Ramon-Vichareli, Neal Herl, Kimberly Daniels, Jennifer Makar, Lisa Urban, Barbara Miller, and Cristina Robb, D0711; and Susan Crough, D0 718; *Early Childhood Spec Education*: Stefanie Childs, USD 490; Leah Watkins, D0 615; Elizabeth Phillips, USD 230; and Lynann Hageman, D0 605; *Early Childhood/Pre-School*: Kiley Nelson, USD 261; Ann Smith, USD 409; and Amy Milliman, USD 465; *English as a Second Language*: Kristen Bickimer, USD 233; Jamie Shaw, USD 253; and Tana Ruder, USD 259; *English Language Arts*: Linda Renken, D0 609; *Family and Consumer Science*: Jennifer Schmidt, USD 252; and Heather Campbell, USD 439; *Functional Special Education*: Ashley Fox, USD 261; Mary Sneeringer, USD 263; Carrie Strycker, D0 607; Jennifer McFadden and Shawna De Smith, D0 618; *General Social Studies Topics*: Roger Holthaus, USD 380; *Gifted*: Summer Brown, USD 233; Manishkumar Raval and Daniel Blaha, USD 259; Rex Boley and Ashley Gilpin, USD 305; Kyle Johnson, USD 345; Jacquelyn Cork, USD 368; Rebecca Summers and Joann Crouse-Burns, USD 490; Devin Heath, USD 497; Daniel Brune, D0 608; Jennifer Ballinger, D0 618; Elizabeth Gilbert, D0 637; and Tamra Miller, D0 711; *History and Government (SPED/ESL)*: Megan McGuire, USD 252; *Library Media Specialist*: April Karber, Lori Warren, Alison Reynolds, Alaina Wirtz, Nicole Thomsen, Lucinda Pierce, Paula Walker, and Lauree Moore, USD 259; Georgia Sweetwood, Rachel Schneeberger, and Dianna Thompson, USD 470; *Math*: Leslie Dougan, USD 259; *Physical Education in the MS*: Matthew Crist, USD 467; *Production Technology*: William Luthi, USD 240; *Visual Impaired*: Susan Barber, D0 605; Susan Spoon, D0 619; and Andrea Regier, D0 718.

- Approved in-service education plans for Mulvane USD 263, Geary County USD 475, and South Central Kansas Education Service Center 628.
- Approved the renewal of an application for Accreditation Regulation Waiver (K.A.R.) 91-34-34--Athletic Practice from Cimarron Jr/Sr High School, USD 102.
- Approved recommendations for additional funding of the Reading First grants for 2008-09: USD 250, Pittsburg, \$13,144; USD 253, Emporia, \$6,572; USD 259, Wichita, \$46,004; USD 260, Derby, \$13,144; USD 305, Salina, \$13,144; USD 457, Garden City, \$26,298; USD 470, Arkansas City, \$13,144; USD 497, Lawrence, \$32,860; USD 500, Kansas City, \$19,716; USD 501, Topeka, \$52,576; USD 503, Parsons \$19,716; and USD 512, Shawnee Mission, \$13,144.
- Issued orders authorizing USD 248, Girard, and USD 443, Dodge City, to hold elections on the question of issuing bonds in excess of the districts' general bond debt limitation.

Contracts Approved

Authorized the *Superintendent of the Kansas State School for the Blind (KSSB)* to enter into a contract with Providence Medical Center for Occupational/Physical Therapist Services in an amount not to exceed \$36,000.

Authorized the *Commissioner of Education* to enter into

- A contract with Dr. Renee' Patrick to provide statistical support for data interpretation, analysis, and reporting with expanded responsibilities for providing more in-depth statistical modeling for comparison research and follow-up on 2005-06 Kindergarten results, in an amount not to exceed \$25,000; and

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- a one year contract with the Character Education Partnership for training workshops for 7 Kansas service centers, in an amount not to exceed \$21,728.

BOARD REPORTS

Board Chairman

Chairman Wagnon reported on the recent P-20 Council planning meeting. He indicated the Council would be meeting again January 20th. At the January meeting the Council will begin its work looking at articulation between K-12 and post-secondary education.

Legislative Coordinator

Mrs. Gamble reported that she had met with the Speaker of the House on the Board's legislative package. During their talk the difficulties the Legislature would face during the next session had been reiterated. Mrs. Gamble reported that she had been told the funding already set aside for schools in the three-year funding plan that had passed two years ago would be all there was for schools for FY 2010.

Other Board Member Reports

Mrs. Martin shared pictures she had taken at the recent NASBE meeting several of the Board members had attended and at Mrs. Shaver's home when the Board had met in Independence. She also gave a brief report on events and study committee presentations at the NASBE meeting. She noted that Dr. Abrams, Dr. Wagnon and herself had served on committees.

Dr. Abrams passed out copies of Strategic Exploration Exercise utilizing Joel Barker's Implication Wheel. The issue that had been explored was the possible implications of mandated individual career plan of study for all students in 8th grade and above. Dr. Abrams reported that Dr. Mike Cook, Executive Director of ESSDACK and brought together approximately two dozen individuals for the exercise. He also further explained the document and expressed his hope the Board would take advantage of using an implications wheel to look at proposed policy for the integration of academics and career and technical education. He also noted that it could prove useful for other issues as well.

Mrs. Shaver reported on a visit to Erie, USD 101, for the presentation by AT&T of a grant of \$50,000/year for three years for project-based learning. She indicated that about half of the grant money would be used for professional development. Mrs. Shaver reported that she had arrived early for the presentation and had the opportunity to watch and visit with students engaged in their projects. She reported she had been very impressed that the students knew what academic standard they are trying to meet through the projects they were working on.

Mrs. Cauble reported that she had been asked to serve on the NASBE Governmental Affairs Committee. She indicated she would be happy to serve if she the Commissioner decides to reappoint her to IMEC because the meetings are back-to back.

Board Attorney's Report

Mr. Biles provided additional information regarding the activities reported in his monthly report. Dr. Abrams moved, with a second by Mrs. Waugh, that the Board pay Mr. Biles' fees for services and expenses for October as presented. The motion carried.

Requests for Future Agenda Items

There were no requests for future agenda items.

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The Board secretary reported details for the upcoming reception for outgoing board members. Mrs. Waugh asked if she would include past Board members on the invitation list.

Commissioner Posny reminded returning Board members of the orientation session for them with new Board members on December 8th, the day before the December meeting. She noted that they would be receiving a letter with a questionnaire that should be returned by December 1st, so that she will have time to analyze the information as it will be used at the orientation session.

OTHER BUSINESS

Mrs. Cauble inquired about the formation of a forum where education issues related to foster children, Children in Need of Care, and other at-risk students could be coordinated.

BOARD TRAVEL

Dr. Wagnon asked to add to his request a meeting of the design team he was serving on as part of his work on the Kansas Education Leadership Commission in Andover December 5th. Mr. Bacon, before he left, had asked the Board secretary to add the November 22nd Kansas Teacher of the Year awards banquet to his travel. Mrs. Shaver moved, with a second by Mrs. Cauble, that the travel requests be approved as amended. The motion carried 7-0.

ADJOURNMENT

There being no further business, Chairman Wagnon adjourned the meeting at 4:18 p.m.

Bill Wagnon, Chairman

Penny Plamann, Secretary