

Board of Education Regular Meeting

Isanti Community School Library

Monday, May 2, 2022 @ 5:30 PM Central

## Isanti Community School

Sherri Henry: Absent

Stacy Johnson: Present

Anita LaPointe: Present

Steve Moose: Present

LindaRae Starlin: Present

Dewayne Wabasha: Absent

Present: 4, Absent: 2.

### I. CALL THE MEETING TO ORDER - ROLL CALL

**Absent:** Sherri Henry, Dewayne Wabasha, **Present:** Stacy Johnson, Anita LaPointe, Steve Moose, LindaRae Starlin. Present: 4, Absent: 2.

### II. PUBLIC COMMENT ON AGENDA ITEMS

### III. BUSINESS AFFAIRS - CONSENT AGENDA

It was moved by Stacy Johnson and seconded by Anita LaPointe to approve the Consent Agenda as presented without 3E and 3F and move them to discuss these items.

Roll call vote: Passed

Sherri Henry: Absent, Dewayne Wabasha: Absent, Stacy Johnson: Yea, Anita LaPointe: Yea, Steve Moose: Yea, LindaRae Starlin: Yea

Yea: 4, Nay: 0, Absent: 2

III.A. Approve minutes of the Work Session on March 4 & 5, 2022 and the rescheduled March 16, 2022 meeting of the whole and regular board meeting. Work Session on April 2, 2022

III.B. Treasurer Report

III.C. Outstanding Payables

III.D. Isanti Community School Board authorizes Dawn Hefner to close the lunch fund account and transfer all funds to the General Fund Account.

III.E. Approve Teacher Contracts

III.E.1. Dena Wronko - Instructional Coach/Elementary Education MA Step 13

It was moved by LindaRae Starlin and seconded by Anita LaPointe to approve the hire of Deana Wronka MA step 13.

Roll call vote: Passed

Sherri Henry: Absent, Dewayne Wabasha: Absent, Stacy Johnson: Nay, Anita LaPointe: Yea, Steve Moose: Yea, LindaRae Starlin: Yea

Yea: 3, Nay: 1, Absent: 2 Stacy Johnson: Nay

III.E.2. Sara Bathke - Special Education/Secondary Education MA Step 1

It was moved by LindaRae Starlin and seconded by Anita LaPointe to hire Sara Bathke at MA step 1.

Roll call vote: Failed

Sherri Henry: Absent, Dewayne Wabasha: Absent, Stacy Johnson: Nay, Steve Moose: Nay, LindaRae Starlin: Nay, Anita LaPointe: Yea

Yea: 1, Nay: 3, Absent: 2 Anita LaPointe: Yea

III.E.3. Miranda Fuhrer - Full Time Substitute BA Step 1

It was moved by Stacy Johnson and seconded by Anita LaPointe to hire Miranda Fuhrer BA step 1.

Roll call vote: Passed

Sherri Henry: Absent, Dewayne Wabasha: Absent, Stacy Johnson: Yea, Anita LaPointe: Yea, Steve Moose: Yea, LindaRae Starlin: Yea

Yea: 4, Nay: 0, Absent: 2

III.E.4. Business Manager Work Agreement - Emily Romkema

It was moved by Anita LaPointe and seconded by LindaRae Starlin to hire Emily Romkema at \$75,000 for Business Manager position.

Roll call vote: Failed

Sherri Henry: Absent, Dewayne Wabasha: Absent, Stacy Johnson: Nay, Anita LaPointe: Nay, Steve Moose: Nay, LindaRae Starlin: Yea

Yea: 1, Nay: 3, Absent: 2 LindaRae Starlin: Yea

III.E.5. Bookkeeper Work Agreement - Dawn Hefner

It was moved by Stacy Johnson and seconded by Anita LaPointe to offer contract for Dawn Hefner as Bookkeeper at \$48,000.

Roll call vote: Passed

Sherri Henry: Absent, Dewayne Wabasha: Absent, Stacy Johnson: Yea, Anita LaPointe: Yea, Steve Moose: Yea, LindaRae Starlin: Yea

Yea: 4, Nay: 0, Absent: 2

III.F. Resignations - Sam Matzke, Tashina Denney, Karley Zoucha, Lisa Jurries, Amber Knight, Kent Adelung, Nancy Crosley

It was moved by Anita LaPointe and seconded by LindaRae Starlin to accept the resignations as presented.

Roll call vote: Passed

Sherri Henry: Absent, Dewayne Wabasha: Absent, Stacy Johnson: Nay, Anita LaPointe: Yea, Steve Moose: Yea, LindaRae Starlin: Yea

Yea: 3, Nay: 1, Absent: 2 Stacy Johnson: Nay

III.G. Approve Review of Policies 3016 Smoking, 3017 Press Release, 3018 Denial of Access to School Property, 3019 Sale or Disposal of School Property, 2020 Copy Right Complaine, 3021 Operation of School Business office, 3022 Volunteers.

#### IV. ACTION ITEMS

IV.A. Pursuing the employment of foreign hires

After discussion, concerns about their understanding and adapting to our community and the cost of \$5500 per person to be hired for our district. No motion was made.

IV.A.1. Cyrine Ignacio, Dynalene Lopez, Cenado Bodanio, Maribel Cepeda

#### V. REPORTS

V.A. Superintendent

V.A.1. Progress Plan Update

V.A.2. Principal

V.B. Committee Reports

#### VI. DISCUSSION ITEMS

VI.A. NASB Superintendent Search

President Steve Moose shared information with the board that NASB has two interim applicants for the Superintendent. After discussion interviews will be May 18, 2022 at 1:00 p.m.

#### VII. COMING EVENTS

#### VIII. ADJOURN

It was moved by Stacy Johnson and seconded by Anita LaPointe to at 8:08 p.m..

Roll call vote: Passed

Sherri Henry: Absent, Dewayne Wabasha: Absent, Stacy Johnson: Yea, Anita LaPointe: Yea, Steve Moose: Yea, LindaRae Starlin: Yea

Yea: 4, Nay: 0, Absent: 2

Board of Education RESCHEDULED Regular Meeting

Isanti Community School -Dakota Conference Room

Wednesday, March 16, 2022 @ 5:30 PM  
Central

## Isanti Community School

Sherri Henry: Absent

Stacy Johnson: Present

Anita LaPointe: Present

Steve Moose: Present

LindaRae Starlin: Present

Dewayne Wabasha: Present

Present: 5, Absent: 1.

### I. CALL THE MEETING TO ORDER - ROLL CALL

**Absent:** Sherri Henry, **Present:** Stacy Johnson, Anita LaPointe, Steve Moose, LindaRae Starlin, Dewayne Wabasha. Present: 5, Absent: 1.

### II. BUSINESS AFFAIRS - CONSENT AGENDA

It was moved by Stacy Johnson and seconded by Dewayne Wabasha to approve the Consent Agenda as presented. Policies 3014 and 3015 will be revisited at a later date.

Roll call vote: Passed

Sherri Henry: Absent, Stacy Johnson: Yea, Anita LaPointe: Yea, Steve Moose: Yea, LindaRae Starlin: Yea, Dewayne Wabasha: Yea

Yea: 5, Nay: 0, Absent: 1

II.A. Approve minutes of the February 14, 2022 meeting of the whole and regular board meeting.

II.B. Treasurer Report

II.C. Outstanding Payables

II.D. Approve Teacher Resignations

II.D.1. Accept the resignation of Emily Oetken

II.E. Approve Teacher Contracts

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II.E.1. Nephthys Justo, MA+9 Step15

II.E.2. Murray McGlone, BA+27 Step 12

II.F. Approve review of Policies 3009 Audit, 3010 Insurance, 3011 Transportation, 3012 School Meal Programs and Meal Charges, 3013 Emergency Closing, 3014 Use of School Property, 3015 Time Away From School Activities, 5001 Compulsory Attendance, 5001.1 Procedures for dealing with excessive absenteeism

### III. ACTION ITEMS

III.A. 2022 - 2023 School Calendar

It was moved by Stacy Johnson and seconded by LindaRae Starlin to to approve the 2022 -2023 changes to school calendar as presented.

Roll call vote: Passed

Sherri Henry: Absent, Stacy Johnson: Yea, Anita LaPointe: Yea, Steve Moose: Yea, LindaRae Starlin: Yea, Dewayne Wabasha: Yea  
Yea: 5, Nay: 0, Absent: 1

### III.B. Summer School Curriculum Lit Camp

It was moved by Stacy Johnson and seconded by Anita LaPointe to approve the purchase of Summer School Curriculum Camp Lit for 6093.10.

Roll call vote: Passed

Sherri Henry: Absent, Stacy Johnson: Yea, Anita LaPointe: Yea, Steve Moose: Yea, LindaRae Starlin: Yea, Dewayne Wabasha: Yea  
Yea: 5, Nay: 0, Absent: 1

### III.C. Erate Project - Network Upgrade

It was moved by Dewayne Wabasha and seconded by Stacy Johnson to approve Network Upgrade Project, utilizing USAC Erate reimbursement and district funds to complete the project.

Roll call vote: Passed

Sherri Henry: Absent, Stacy Johnson: Yea, Anita LaPointe:  
Yea, Steve Moose: Yea, LindaRae Starlin: Yea, Dewayne  
Wabasha: Yea  
Yea: 5, Nay: 0, Absent: 1

#### IV. Superintendent

IV.A. Progress Plan Update

IV.B. Principal

#### V. Committee Reports

#### VI. ADJOURN

It was moved by Stacy Johnson and seconded by Dewayne  
Wabasha to adjourn at 7:11 p.m.

Roll call vote: Passed

Sherri Henry: Absent, Stacy Johnson: Yea, Anita LaPointe:  
Yea, Steve Moose: Yea, LindaRae Starlin: Yea, Dewayne  
Wabasha: Yea  
Yea: 5, Nay: 0, Absent: 1

Board of Education RECHEDULED  
Committee of the Whole Meeting

Isanti Community School -Dakota Conference  
Room

Wednesday, March 16, 2022 @ 5:00 PM  
Central

## Isanti Community School

Sherri Henry: Absent

Stacy Johnson: Present

Anita LaPointe: Present

Steve Moose: Present

LindaRae Starlin: Present

Dewayne Wabasha: Absent

Present: 4, Absent: 2.

Dewayne Wabasha: Present

Present: 5, Absent: 1.

### I. CALL THE MEETING TO ORDER - ROLL CALL

**Absent:** Sherri Henry, Dewayne Wabasha, **Present:** Stacy Johnson, Anita LaPointe, Steve Moose, LindaRae Starlin. Present: 4, Absent: 2.

### II. REPORTS

#### II.A. Administrative Reports

**Present:** Dewayne Wabasha. Present: 5, Absent: 1.

#### II.B. Business Manager Report - Wade Adler

#### II.C. Elementary Principal - Cindy Nagel

II.D. Secondary Principal -Jessica Crossman

III. DISCUSSION ITEMS

III.A. Discussion of Regular Agenda Meeting Items

III.A.1. Board policies 3009, 3010, 3011, 3012, 3013, 3014, and 3015.

III.A.2. 2022 - 2023 School Calendar

III.A.3. Summer School Curriculum Lit Camp

III.A.4. 2022- 2023 Administrative Structure

III.A.5. Teacher Contracts

III.A.5.a. Nephys Justo, MA+9 Step 15

III.A.5.b. Murray McGlone, BA +27 Step 12

III.A.6. Erate Project - Network Upgrade

IV. ADJOURN

It was moved by LindaRae Starlin and seconded by Stacy Johnson to Adjourn at 7:04 p.m.

Roll call vote: Passed

Sherri Henry: Absent, Stacy Johnson: Yea, Anita LaPointe: Yea, Steve Moose: Yea, LindaRae Starlin: Yea, Dewayne Wabasha: Yea

Yea: 5, Nay: 0, Absent: 1

Saturday, March 5, 2022 @ 9:00 AM Central

## Isanti Community School

Sherri Henry: Absent

Stacy Johnson: Absent

Anita LaPointe: Present

Steve Moose: Present

LindaRae Starlin: Present

Dewayne Wabasha: Present

Present: 4, Absent: 2.

Also present Cindy Nagel, Jessica Crossman, Wade Adler, Linda Richards, Ann Mausbach, Ruth Bathke, and Dawn Hefner

### I. CALL THE MEETING TO ORDER - ROLL CALL

**Absent:** Sherri Henry, Stacy Johnson, **Present:** Anita LaPointe, Steve Moose, LindaRae Starlin, Dewayne Wabasha. Present: 4, Absent: 2. Also present Cindy Nagel, Jessica Crossman, Wade Adler, Linda Richards, Ann Mausbach, Ruth Bathke, and Dawn Hefner

### II. Discussion - Administrative Restructuring

### III. ADJOURN

It was moved by Dewayne Wabasha and seconded by Anita LaPointe to Adjourn at 11:23 a.m.

Roll call vote: Passed

Sherri Henry: Absent, Stacy Johnson: Absent, Anita  
LaPointe: Yea, Steve Moose: Yea, LindaRae Starlin: Yea,  
Dewayne Wabasha: Yea  
Yea: 4, Nay: 0, Absent: 2

Friday, March 4, 2022 @ 6:00 PM Central

## Isanti Community School

Sherri Henry: Absent

Stacy Johnson: Absent

Anita LaPointe: Present

Steve Moose: Present

LindaRae Starlin: Present

Dewayne Wabasha: Present

Present: 4, Absent: 2.

Also in attendance are Cindy Nagel, Jessica Crossman, Wade Adler, Linda Richards, Ann Mausbach, Ruth Bathke and Dawn Hefner.

### I. CALL THE MEETING TO ORDER - ROLL CALL

**Absent:** Sherri Henry, Stacy Johnson, **Present:** Anita LaPointe, Steve Moose, LindaRae Starlin, Dewayne Wabasha. Present: 4, Absent: 2. Also in attendance are Cindy Nagel, Jessica Crossman, Wade Adler, Linda Richards, Ann Mausbach, Ruth Bathke and Dawn Hefner.

### II. Work Session-Administrative Restructuring

### III. ADJOURN

It was moved by Anita LaPointe and seconded by LindaRae Starlin to Adjourn at 7:39 pm.

Roll call vote: Passed

Sherri Henry: Absent, Stacy Johnson: Absent, Anita  
LaPointe: Yea, Steve Moose: Yea, LindaRae Starlin: Yea,  
Dewayne Wabasha: Yea  
Yea: 4, Nay: 0, Absent: 2

Saturday, April 2, 2022 @ 9:00 AM Central

## Isanti Community School

Sherri Henry: Absent

Stacy Johnson: Present

Anita LaPointe: Present

Steve Moose: Present

LindaRae Starlin: Present

Dewayne Wabasha: Absent

Present: 4, Absent: 2.

Also in attendance, Jessica Crossman, Cindy Nagel, Linda

Richards, Ann Mauschbach

Dewayne Wabasha: Present

Present: 5, Absent: 1.

Dewayne Wabasha joined meeting at 10:34am

### I. CALL THE MEETING TO ORDER - ROLL CALL

**Absent:** Sherri Henry, Dewayne Wabasha, **Present:** Stacy Johnson, Anita LaPointe, Steve Moose, LindaRae Starlin. Present: 4, Absent: 2. Also in attendance, Jessica Crossman, Cindy Nagel, Linda Richards, Ann Mauschbach

### II. DISCUSSION

II.A. Board Discussion about Interim or permanent selection of a Superintendent of schools.

II.B. Presentation of information to the Board regarding staffing options.

**Present:** Dewayne Wabasha. Present: 5, Absent: 1. Dewayne Wabasha joined meeting at 10:34am

II.C. Business Manager Options

II.D. RFP Board Report

III. ADJOURN

# Santee Community Schools

Vendor Invoice Report April 2022

Ordering Vendor	Invoice Total
Santee Utility Commission	\$1,120.00
CHS	\$11,778.61
Kuchar Electric	\$936.28
Victors Service	\$421.41
Rhyme University	\$883.70
Special Ts And More	\$887.00
Pearson Education	\$48.28
American Indian Higher Education	\$95.00
MAHASKA	\$306.00
Parents as Teachers	\$265.00
Kuchar, Bridget A	\$65.00
American Fence Co of Sioux City,	\$8,133.37
Quill Corporation	\$117.87
Rasmussen Mechanical Services	\$692.72
NE Association Of School Board	\$315.00
Menards-Yankton	\$139.96
Great Plains Communications	\$680.44
Protex Systems Inc	\$202.35
LaPlante, Ruth A	\$80.78
Crofton Journal	\$4.42
Century Business Products Inc	\$979.20
Candlewood Suites-Kearney	\$192.00
Cash-Wa Distributing	\$30,724.87
Educational Service Unit #1	\$62,823.19
Ecolab Pest Elimination	\$163.11
Follett Library Resources	\$362.83
Guardian Security Services	\$2,173.47
Hometown Leasing	\$137.86
Kopetskys Ace Hardware	\$17.99
Kajeet	\$789.01
Omaha World-herald	\$132.55
Oriental Trading Co	\$411.82
Purchase Power	\$178.26
Pearson Education	\$22.08
Pease General Store	\$145.91
Santee Grocery	\$312.26
Stadium Sports_2	\$449.50
Wells Fargo Vendor Fin Serv	\$399.87
McCain, Bailey M	\$49.00

Oetken, Emily T	\$69.16
Education Service Unit 9	\$1,174.20
Carhart Lumber Co	\$79.05
North Central Public Power	\$3,700.43
Norfolk Lodge and Suites	\$520.00
Hansen Locksmithing	\$1,146.50
One Source	\$151.00
Tangeman Plumbing	\$1,458.52
Eakes Office Plus	\$93.68
Eakes Office Plus	\$243.01
Eakes Office Plus	\$991.03
Eakes Office Plus	\$59.80
Eakes Office Plus	\$149.88
South Sioux City Marriot	\$3,704.80
JAMF	\$4,952.00
Menards - Norfolk Location	\$755.89
Menards-Yankton	\$193.01
Amazon Corporate Line	\$93.54
Amazon Corporate Line	\$499.95
Amazon Corporate Line	\$73.10
Amazon Corporate Line	\$123.61
Amazon Corporate Line	\$207.58
Amazon Corporate Line	\$28.07
Amazon Corporate Line	\$543.73
Amazon Corporate Line	\$39.84
Heather Barron-Galvan	\$48.27
Bomgaars	\$152.98

**"Option A"**

**3016**

**Smoking**

**Smoking**

Smoking, including the use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is permitted by non-students on school property only in specifically designated areas.

Adopted on: 09/09/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3017**  
**Press Releases**

Only individuals who have prior administrative approval may issue press releases regarding school-related activities and events. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Adopted on: 09/09/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3018**  
**Denying Access to School Premises or Activities**

The school district shall provide access to the district's buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school grounds. The superintendent of schools or his or her designee (referred to herein as the "administrator") may limit or deny access to school buildings, grounds, and activities to any person who:

1. Disrupts the educational environment;
2. Repeatedly fails or refuses to comply with the visitor protocol adopted by each building;
3. Is unreasonably boisterous;
4. Engages in violence, force, coercion, threats, intimidation, or similar conduct;
5. Causes or attempts to cause damage to school property or to the property of any student or school employee;
6. Causes or attempts to cause personal injury to any student, school employee or other person on school grounds or at a school activity on or off school grounds;
7. Uses vulgar, profane, or demeaning language; or
8. Uses fighting words;
9. Poses a danger to the safety and well being of students.

Upon determining that a person has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the administrator shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The administrator may request assistance from law enforcement authorities to remove an offending person from the school grounds.

The administrator shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises. A person who enters school premises in violation of these conditions shall be deemed to be trespassing. The administrator may summon law enforcement authorities to remove the person and request that criminal proceedings be initiated.

Adopted on: 09/09/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_



**3019**  
**Sale or Disposal of School Property**

In selling school property, whether real or personal, the board of education shall be mindful of its financial obligation to the taxpayers of the school district. The board may sell school property in the manner it deems most appropriate for the particular property (e.g., by taking bids, by auction, or by selling the property for a specified price). The board shall take action at a regular meeting to approve the sale or disposal of property by the statutorily required two-thirds vote of the members before selling or disposing of it.

Adopted on: 09/09/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **3020 Copyright Compliance**

**Restrictions on Use and Permission.** Copyrighted works such as print, audio, video, software, applications, and other documents or media ("works") may be reproduced or used for educational purposes only when the use of the reproduction is a fair use in compliance with state and federal copyright law or when the written permission or license for such use has been obtained from the copyright holder. A staff member who wishes to use any non-original work must obtain the prior written permission of the building principal. Unless the district has obtained a license for use of a work for its intended educational purpose, no principal shall grant permission for a requested use of a copyrighted work unless the principal has reasonable grounds to believe that it is a fair use under applicable copyright law. Only works requested to be used in the course and scope of employment with the district will be permitted.

**Distribution of Copyright Compliance Materials.** The district will make information available to staff and students which describes and promotes compliance with copyright laws.

**Course Materials Subject to Copyright Protection.** The purpose of this provision is to provide notice to all staff, students, and parents that course materials may be subject to copyright protection. No class materials may be used or copied for use outside of the class session or sessions in which the materials are used for educational purposes unless authorized or required by law. No student or staff member may take audio or video recording of any class in which copyrighted materials are used unless authorized or required by law or an applicable educational plan provided under state and federal disability laws. Any such recordings will be kept only long as required to fulfill the purpose of the recording, such as for evaluative purposes, or the applicable retention period required by law.

**Copies for Individuals with Disabilities.** This policy does not restrict district staff members from reproducing or distributing copies of copyrighted works in a specialized format for use by individuals with disabilities to gain access to the work.

**Removal of Unauthorized Copyrighted Works.** Upon obtaining knowledge or awareness of an unauthorized use of copyrighted works, the district will take reasonable steps to remove, deny access to, and stop use of any unauthorized copyrighted work stored in the district's

paper or digital files or programs. This includes but is not limited to administrators accessing staff files and equipment for the purpose of physically removing curricular materials or directing staff members to cease using the materials immediately when there has been no license granted or fair use determination made. The superintendent or superintendent's designee may limit or deny access to district materials and programs to students or staff members who engage in violations of this policy or copyright law. The district may require the student or staff member to obtain training on copyright protections and limitations in order to regain access to any such materials or programs.

**Violations by Students and Staff.** Any staff member who violates this policy will face disciplinary action up to and including the cancellation, nonrenewal, or termination of the employee's employment. Any student who violates this policy may face disciplinary action up to and including expulsion. Individuals who subject the school district to financial penalty for copyright violations may be required to reimburse the district for its costs for such violation.

Adopted on: 09/09/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3021**  
**Operation of School Business Office**

The central office of the school district shall generally be open for business from 8:00 a.m. to 4:30 p.m. every weekday except for New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving and Christmas Day. The office shall generally be open, even on days when school is cancelled due to inclement weather. The Superintendent shall be responsible for ensuring that the central office is appropriately staffed when the district is open for business and shall be responsible for supervising all staff employed in the central office.

Adopted on: 09/09/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **3022 Volunteers**

Volunteers provide valuable assistance to school district staff and enrich the education program. Community members are encouraged to volunteer their services to the district under the conditions set forth below

1. Volunteers must provide the district with directory information including their name, address, and telephone number.
2. Upon request by the district, volunteers must promptly execute a Volunteer Services Agreement.
3. The district may, but is not required to, conduct a criminal background check on any volunteer. A potential volunteer who refuses to undergo a background check will not be permitted to volunteer for the district.
4. Volunteers shall not perform the duties of a teacher as that term is defined in Nebraska statutes or regulations.
5. Volunteers do not have any property right in or to a volunteer assignment. The school district may deny or terminate a volunteer assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

Adopted on: 09/09/19

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_