1. 2:05 PM: Meeting called to order by Ms. Swingley.

2. All recited the Pledge of Allegiance.

3. **Agenda approval** – Jim motioned to approve agenda, seconded by Cathy, approved

   Boards moved into executive Session pursuant OAR 192.660 (2)(a).
   At 6:08 boards returned to Public Session

4. **Reference Check Training**: Steve Kelley passed out the reference check forms. A few questions were added and he led the boards through the form and how to use it.

5. **Discuss Contract Parameters/Sample Contract**: Troy reported he along with Diane worked over some sample contract from Holly Hill at ESD.

6. **Announcements**: None

7. **Adjournment**: 6:30PM

Submitted by Jim Docherty
For Pauline Montgomery-Borg, DCCS Board Secretary