

**Rochelle Park Board of Education
 Regular Meeting-7:30 P.M.
 October 14, 2013**

- I. Call to Order and Flag**
- II. Roll Call**

Board Member	Present	Absent
Mr. Robert J Esposito, Vice President		
Mr. Sam Allos		
Mrs. Teresa Cravello		
Mrs. Maria Lauerman		
Mrs. Dimitria Leakas		
Mr. Mark Scully		
Mrs. Patricia Dee Bilka, President		

Others present:

- Bert Ammerman, Interim Superintendent
- Christina Werner, Board Administrator/Board Secretary
- Ellen Kobylarz, Board Recording Secretary

III. Open Public Meetings Act, Chapter 231,P.L.1975 Announcement-by Board President

In accordance with the requirements of the Open Public Meetings Act, I wish to announce that”
 “The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meeting of bodies at which any business affecting their interests is discussed or acted upon. Notices announcing the date, time and place for this Regular Meeting were sent to all concerned individuals, associations and sent to the, The Record and The Our Town, in accordance with Chapter 231,P.L.1975”

- IV. Superintendent’s Report**
- V. Business Administrator’s Report**
- VI. Public Questions on the Resolutions (Agenda Items Only)**

During this portion of the meeting, the residents are invited to address the Board regarding the agenda items only.

Motion by _____, seconded by _____, to open public comment at ____pm.

Roll Call

JE SA TC ML DL MS PB

Motion by _____, second by _____, to close public comment at ____pm.

Roll Call

JE SA TC ML DL MS PB

VII. Items for Board Action-Resolutions

Note: Resolutions marked with an asterisk are as a result of Executive Session Discussion.

ROUTINE MATTERS RESOLUTIONS R1-R9

POLICY #0168- APPROVALS OF BOARD MINUTES

R1. RESOLVED: that the Rochelle Park Board of Education approves the minutes of the following meetings:

**September 9, 2013 Caucus Meeting & Executive Session
September 16, 2013 Regular Meeting**

Motion by _____, second by _____,
Roll Call

JE SA TC ML DL MS PB

POLICY#5200 ATTENDANCE

R2. RESOLVED: that the Board of Education approves the attendance report for the month of September 2013 as listed:

<u>Enrollment</u>	<u>Left</u>	<u>Entered</u>
Midland School	459	
Hackensack H.S.	144	
Academies/Technical Schools	<u>17</u>	
Totals	620	

<u>Pupil Attendance</u>		<u>Teacher Attendance</u>	
Possible Days	8257	Possible Days	1000
Days Present	8038.5	Days Present	989
Days Absent	218.5	Days Absent	11
% Present	97%	% Present	98%
% Absent	3%	% Absent	2%

Motion by _____, second by _____,
Roll Call

JE SA TC ML DL MS PB

POLICY #8420 EMERGENCY & CRISIS SITUATIONS

R3. RESOLVED: that the Rochelle Park Board of Education approves the following Fire and Security drills held in the month of September 2013 for the Rochelle Park School District.

**Fire Drill September 19, 2013
Security Drill September 3, 2013**

Motion by _____, second by _____,
Roll Call

JE SA TC ML DL MS PB

POLICY #5512.01 HARRASSMENT INTIMIDATION AND BULLYING

R4. RESOLVED: that the Rochelle Park Board of Education approves the following HIB Report for September 2013 on behalf of the Rochelle Park School District.

September 2013

Reported Cases: 1
Number of Cases open: 0
Number of Cases closed: 1
Number of Incidents determined to be HIB: 0

Motion by _____, second by _____,
Roll Call

JE SA TC ML DL MS PB

POLICY# 8461 REPORTING VIOLENCE AND VANDALISM

R5. RESOLVED: that the Board of Education accepts the report and acknowledges the public presentation by the Superintendent of the 2012-2013 Midland School #1 Violence and Vandalism data submitted under the Electronic Violence and Vandalism Reporting System (EVVRS).

Motion by _____, second by _____,
Roll Call

JE SA TC ML DL MS PB

POLICY #5307 NURSING SERVICES PLAN

R6. RESOLVED: that on the recommendation of the Superintendent, the Board of Education approves the Nursing Service Plan for the 2013/2014 school year.

Motion by _____, second by _____,
Roll Call

JE SA TC ML DL MS PB

POLICY #2340- FIELD TRIPS

R7. RESOLVED: on the recommendation of the Superintendent, the Board of Education approves the following field trip request:

Mrs. Roskowinski, Mr. Stack and Mrs. Hamilton to accompany the 4th grade students to the Sterling Hill Mine in Ogdensburg NJ on June 2, 2014 at a cost of \$27.00 per student to be paid by the parent/guardian.

Mrs. Sobeck, Mrs. Shean Mrs. Coffey, Mrs. Cella, Mrs. Gomez and Ms. Samelian to accompany the Kindergarten students to the Rochelle Park Fire house on October 18, 2013 at no cost.

Motion by _____, second by _____,
Roll Call

JE SA TC ML DL MS PB

R8. RESOLVED: on the recommendation of the Superintendent, that the Rochelle Park Board of Education does hereby adopt the 2013-2014 board and district goals.

Motion _____ 2nd _____
Roll Call

JE SA TC ML DL MS PB

POLICY #8210 - SCHOOL YEAR

R9. RESOLVED: on the recommendation of the Superintendent, that the Board of Education approves a School Calendar change, whereby changing October 21, 2013 from a full day of school to a half day dismissal.

Motion by _____ seconded by _____
Roll Call

JE SA TC ML DL MS PB

PERSONNEL RESOLUTIONS P1-P6

POLICY #4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS

***P1. RESOLVED,** that upon the recommendation of the Superintendent, the Rochelle Park Board of Education appoint Benucha Maguire to the position of Cafeteria/Playground Aide pending completion of Criminal History Check for the remainder of the 2013-2014 school year at a rate of \$11.62 per hour.

Motion by _____ seconded by _____
Roll Call

JE SA TC ML DL MS PB

***P2. RESOLVED,** that upon the recommendation of the Superintendent, the Rochelle Park Board of Education appoint Suzanne Rychlak to the position of Cafeteria/Playground Aide pending completion of Criminal History Check for the remainder of the 2013-2014 school year at a rate of \$11.62 per hour.

Motion by _____ seconded by _____
Roll Call

JE SA TC ML DL MS PB

***P3. RESOLVED,** that upon the recommendation of the Superintendent, the Rochelle Park Board of Education appoint Myrna Poidomani to the position of Classroom Aide for the remainder of the 2013-2014 school year at a salary to be determined by the settlement of the master contract for the 2013-2014 school year.

Motion by _____ seconded by _____
Roll Call

JE SA TC ML DL MS PB

POLICY #3240 – PROFESSIONAL DEVELOPMENT

***P4. RESOLVED:** on the recommendation of the Superintendent, that the Board of Education approves the participation of the persons named at the following workshops/conferences:

Cara Hurd to attend “Best Practices for the Practical Implementation of the Anti-Bulling Bill of rights”, in Parsippany on October 18, 2013 at no cost to the district for registration.

Sheryl Meyers to attend “School Health Challenges in Somerset NJ on October 16, 2013 at a cost of \$195.00 for registration.

Cara Hurd to attend “ Content and Instructional Look-fors in the Common Core Classroom on October 21, 2013 at no cost to the district for registration.

Ellen Lender to attend “ Understanding School Refusal Behaviors and the Impact of Social Anxiety” on December 5, 2013 at no cost the district for registration.

Motion by _____seconded by _____

Roll Call

JE SA TC ML DL MS PB

POLICY #4150 – LEAVES

***P5. RESOLVED:** that the Board of Education does hereby approve the request of Vanessa Aiello to go on maternity leave effective on or about February 18, 2014 until her period of disability ends at which time Mrs. Aiello will utilize her Family Leave Act. Mrs. Aiello is further requesting an unpaid maternity leave for the remainder of the 2013-2014 school year as well as the 2014-2015 school year.

Motion by _____seconded by _____

Roll Call

JE SA TC ML DL MS PB

***P6. RESOLVED:** upon the recommendation of the Superintendent, that the Rochelle Park Board of Education approves the following compensation for reasons stated.

Michelle Sarver- \$500.00 Master Schedule

Motion by _____, second by _____,

Roll Call

JE SA TC ML DL MS PB

FINANCE AND INSURANCE-RESOLUTIONS F1-F15

Upon the recommendation of the Business Administrator to the Superintendent:

POLICY #6421 PURCHASES BUDGETED

F1. RESOLVED; that the Rochelle Park Board of Education approves the October Bills list ending October 14, 2013 as approved by the Finance Committee, attached and listed below:

A. Capital Outlay Current Fund 12 **ATTACHMENT 1**
\$25,589.72

B. Regular Bills-Fund 10 & 11	\$346,442.28
C. Regular Bills-Fund 20	\$8,402.79
D. Debt Service-Fund 40	00
E. Food Service-Fund 50	\$8,041.46
F. Enterprise-Fund 51	\$1,660.00
Total Disbursements	\$390,136.25

Motion by_____, seconded by_____
Roll Call

JE SA TC DL ML MS PB

F2. RESOLVED; that the Rochelle Park Board of Education approves the September Bills list as approved by the Finance Committee, attached and listed below:

ATTACHMENT 1

A. Capital Outlay Current Fund 12	
B. Regular Bills-Fund 10 & 11	
C. Regular Bills-Fund 20	
D. Debt Service-Fund 40	\$817.50
E. Food Service-Fund 50	
F. Enterprise-Fund 51	
Total Disbursements	\$817.50

Motion by_____, seconded by_____
Roll Call

JE SA TC DL ML MS PB

Monthly Budgetary Line Item Status Certifications

F3. RESOLVED: that the Board Secretary for the Rochelle Park Board of Education certifies that pursuant to NJAC 6A:23-2.11 (c) 3, as of September 30, 2013 that no line item account has

encumbrances and expenditures, which in total exceed the line item appropriation in violation of NJAC 6A:23-2.11(a); and

Further Be It Resolved, that the Rochelle Park Board of Education certifies that pursuant to NJAC 6A:23-2-11 (c) 4 that after review of the board secretary's and treasurer's monthly financial reports and the advice of district officials, we have no reason to doubt that no major account or fund has been over-expended in violation of NJAC 6A:23-2.11 (b).

Motion by_____, seconded by_____
Roll Call

JE SA TC DL ML MS PB

Board Secretary and Treasurer's Reports

F4. RESOLVED: that the Rochelle Park Board of Education accept the Board Secretary and Treasurer of School Monies Financial Reports for the month of July 2013.

ATTACHMENT 2 & 3

Motion by_____, seconded by_____
Roll Call

JE SA TC DL ML MS PB

Approve Transportation Services Agreement with Englewood Public Schools 2013-2014 SY

F5. RESOLVED: that the Rochelle Park Board of Education approves the 2013-2014 Transportation Services Agreement with Englewood Public Schools as per the attached.

ATTACHMENT 4

Motion by_____, seconded by_____
Roll Call

JE SA TC DL ML MS PB

Approve Joint Transportation Agreement with Englewood Public Schools 2013-2014 SY

F6. RESOLVED: that the Rochelle Park Board of Education approves the 2013-2014 Joint Transportation Agreement with Englewood Public Schools for five Choice School students attending Dwight Morrow High School in the amount of \$4,420.00 as per the attached.

ATTACHMENT 5

Motion by_____, seconded by_____
Roll Call

JE SA TC DL ML MS PB

Accept Proposal for Professional Services – Award Professional Services Contract Environetics Group Architects PC

F7. RESOLUTION

WHEREAS, at its meeting on January 7, 2013, the Rochelle Park Board of Education (hereinafter referred to as the “Board”) appointed Environetics Group Architects (hereinafter referred to as the “Architect”) as Architect of Record; and

WHEREAS, at its meeting on January 21, 2013, the Board appointed the Architect to develop an Energy Savings Improvement Plan; and

WHEREAS, the Board desires to appoint the Architect to provide architectural services in connection with the proposed renovations and additions to Rochelle Park Midland School (hereinafter referred to as the “project”) including the preparation of plans and specifications, an initial capital project application for the project and to submit same for approval to the Department of Education and all other governmental authorities with jurisdiction over this project; and

WHEREAS, the Board intends to fund the capital project through a bond referendum which will be submitted to the voters for approval; and

WHEREAS, the Board shall seek funding for the Project through the New Jersey Schools Development Authority (hereinafter referred to as the “SDA”); and

WHEREAS, the Architect has submitted a proposal for pre-referendum and post-referendum architectural services in connection with said capital project, as described in the Agreement which is attached hereto and made a part hereof; and

WHEREAS, the Architect has completed and submitted a Business Entity Disclosure Certification which certifies that the Architect has not made any reportable contributions to a political or candidate committee in the County of Bergen, Township of Rochelle Park and Rochelle Park Board of Education in the

previous one (1) year, and that the contract will prohibit the Architect from making any reportable contributions through the term of the contract.

NOW, THEREFORE, BE IT RESOLVED that a contract for such services shall be awarded Environetics Group Architects for the following reasons:

1. The fee structure proposed is advantageous to the Board, price and other factors considered.
2. The experience and resources necessary to perform the contract have been demonstrated.
3. The reputation and professional responsibility of the Architect are satisfactory.

BE IT FURTHER RESOLVED that:

1. The Board hereby authorizes the Architect to prepare plans and specifications in connection with the proposed renovations and additions to Rochelle Park Midland School pursuant to the terms of the Agreement between the Board and the Architect, which is attached hereto and made a part hereof.

2. The Architect is hereby authorized to revise the Long Range Facilities Plan to include the renovations and additions to Rochelle Park Midland School and to prepare the schematic plans and an initial capital project application for the project and to submit same and such other information as may be required, to the Department of Education for approval in accordance with the requirements of the Educational Facilities Construction and Financing Act, N.J.S.A. 18A:7G-1 et seq. (P.L. 2000, c. 72, effective July 18, 2000) and the implementing regulations, N.J.A.C. 6A:26-1 et seq. and to all other governmental authorities with jurisdiction over this project.

3. The Board hereby approves the agreement between the Board and the Architect for pre-referendum and post-referendum services and the Board hereby approves the addendum between the Board and the Architect for the development of an Energy Savings Improvement Plan which agreement and addendum are attached hereto and made a part hereof. The Board President and the School Business Administrator/Board Secretary are hereby authorized to execute the agreement and addendum and any and all other documents necessary to effectuate the terms of this Resolution.

4. The Board President, the Superintendent of Schools, the School Business Administrator/Board Secretary, the Architect, the Board Attorney, Bond Counsel and other appropriate representatives of the Board (hereinafter referred to as "Board Representatives") are hereby authorized to take all steps necessary to implement this Resolution.

5. The Business Disclosure Form shall be placed on file with this Resolution and a Notice of Award shall be published in the official newspaper of the Board.

Motion by_____, seconded by_____
Roll Call

JE SA TC DL ML MS PB

F8. RESOLVED that the Rochelle Park Board of Education approves the Addendum to Standard Form of Agreement between Rochelle Park Board of Education and Environetics Group Architects PC to Develop an Energy Savings Improvement Plan.

ADDENDUM TO STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT

WHEREAS, at its meeting on January 21, 2013, the Rochelle Park Board of Education (hereinafter referred to as the "Board") appointed the firm of Environetics Group Architects (hereinafter referred to as the "Architect") to develop an Energy Savings Improvement Plan; and WHEREAS, the Board and the Architect are parties to an Agreement dated October 8, 2013; and WHEREAS, the parties are desirous of amending the agreement to reflect that the Architect shall develop an Energy Savings Improvement Plan as described in the Architect's proposal dated May 2, 2013, for a fee not to exceed Four Thousand Dollars (\$4,000), exclusive of reimbursable expenses, upon the same terms and conditions as the aforementioned agreement;

NOW, THEREFORE, THE PARTIES AGREE as follows:

- 1. The Agreement dated October 8, 2013 is hereby amended to reflect that the Architect shall develop an Energy Savings Improvement Plan as more particularly described in the Architect's proposal dated May 2, 2013, which proposal is attached hereto, made a part hereof and incorporated herein by reference for a fee not to exceed Four Thousand Dollars (\$4,000), exclusive of reimbursable expenses. Said amount shall be payable on a monthly basis, as services are rendered and as detailed in the invoices presented to the Board.**
- 2. Services of additional consultants shall be invoiced at 1.10 times the actual cost.**
- 3. All other terms and conditions contained in the parties' Agreement dated October 8, 2013, as amended shall remain in full force and effect.**

Motion by_____, seconded by_____
Roll Call

JE SA TC DL ML MS PB

F9. RESOLVED that the Rochelle Park Board of Education approves a contract with Good Earth Landscape Contractors for the snow plowing of the school parking lot per contract on file in the Business Office. This contract is for the remainder of the 2013/2014 school year.

Plowing: Per Push

1" to 3" (inches): \$ 300.00

3.1" to 6" (inches): \$ 415.00

6.1" to 9" (inches): \$ 545.00

9.1" to 12" (inches):\$ 695.00

Motion by _____seconded by _____
Roll Call

JE SA TC DL ML MS PB

POLICY#6660- STUDENT ACTIVITY FUND

F10. RESOLVED: that the Rochelle Park Board of Education accept the Student Activity Fund Financial Reports for the month of September 2013.

ATTACHMENT 6

Motion by _____, seconded by _____
Roll Call

JE SA TC DL ML MS PB

POLICY#7410 MAINTENANCE AND REPAIR

F11. Annual Approval of the Comprehensive Maintenance Plan

WHEREAS: The Department of Education requires New Jersey School Districts to submit-three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities and

WHEREAS: The required maintenance activities as listed in the attached document for the various school facilities of the Rochelle Park School District are consistent with these requirements, and

WHEREAS: all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED: that the Rochelle Park Board of Education authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan for the Rochelle Park School District, as presented, in compliance with Department of Education requirements.

ATTACHMENT 7

Motion by _____seconded by _____
Roll Call

JE SA TC DL ML MS PB

POLICY#6830-AUDIT-ANNUAL COMPREHENSIVE FINANCIAL REPORT (CAFR)

F12. RESOLVED: that the Rochelle Park Board of Education accepts the Annual Comprehensive Financial Report for the fiscal year 2012-2013 as audited and prepared by Nisivoccia LLP of Mt. Arlington New Jersey, in compliance with code requirements; and

BE IT FURTHER RESOLVED: that the Board approves the 2012-2013 Audit and CAFR as presented, and direct the Business Administrator/Board Secretary to send a certified copy of this resolution to the Bergen County Superintendent of Schools.

ATTACHMENT 8

Motion by _____ seconded by _____

Roll Call

JE SA TC DL ML MS PB

F13. RESOLVED: that the Board approves/accepts the 2012-2013 School Audit Recommendations and the School Audit Corrective Action Plan.

ATTACHMENT 9

Motion by _____, seconded by _____

Roll Call

JE SA TC DL ML MS PB

POLICY #7510 USE OF FACILITIES

F14. RESOLVED, that the Rochelle Park Board of Education approves the application for use of school facilities made by the following groups/organizations listed below. The Board reserves the right to schedule school activities at any time.

Group/Organization	Use Purpose/Room	Date	Rental Fee
Midland School Class of 2014	Auditorium-2:30-3:30	December 11, 2013	None
Boy Scouts of America	Classroom	October 8, 22, November 5, 19, December 3, 17, January 14, 28, February 11 ,25, March 11, 25, April 18, 22, May 6, 20, June 5,	None
Township of Rochelle Park - Basketball	Auditorium- 6:30 -8:00 PM Youth 7:00-9:00 PM Adults	Youth- Monday & Wednesday Dec 9-March 27, 2014 Adult- Thursday January 2- March 27, 2014	None

Motion by _____ seconded by _____

Roll Call

JE SA TC DL ML MS PB

F15. APPROVAL TO APPOINT BUSINESS ADMINISTRATOR AS QUALIFIED PURCHASING AGENT FOR THE PERIOD OF OCTOBER 1, 2013 THROUGH THE JANUARY 2014 REORGANIZATION MEETING. EFFECTIVE 4/26/2010 PURSUANT TO N.J.S.A. 18A:18A-3a and N.J.A.C. 5:34-5 et seq.

WHEREAS, the recent changes to the Public School Contracts Law gave boards of education the ability to increase their bid threshold up to \$36,000; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Christine M. Werner possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services and dated December 9, 2004 in accordance with N.J.A.C. 5:34-5 et seq; and

WHEREAS, Rochelle Park Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3,

NOW THEREFORE BE IT RESOLVED, that the governing body of the Rochelle Park Board of Education, in the County of Bergen, in the State of New Jersey, hereby increases its bid threshold to \$36,000; and

BE IT FURTHER RESOLVED, that the governing body hereby appoints Christine M. Werner as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and

BE IT FURTHER RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Christine M. Werner's certification to the Director of the Division of Local Government Services

Motion by _____, seconded by _____

Roll Call

JE SA TC DL ML MS PB

F16. RESOLVED, that the Rochelle Park Board of Education approves the October 2013, payroll in the amount of \$480,966.31.

Motion by _____, seconded by _____
 Roll Call

JE SA TC DL ML MS PB

IX. Reports-Community Action Items

2013 School Year

Committees	Chairperson	Co-Chairperson
Finance	Mrs. Bilka	Mr. Esposito
Education	Mrs. Lauerman	Mrs. Leakas
Transportation	Mr. Scully	Mrs. Cravello
Building & Grounds	Mr. Esposito	Mr. Allos
Community & School Activities	Mr. Scully	Mr. Esposito
Legislation	Mrs. Bilka	Mrs. Cravello
Policy	Mr. Allos	Mrs. Lauerman
Board/Staff Relations	Mrs. Lauerman	Mrs. Leakas
Ad-Hoc Committees		
Negotiating	Mrs. Bilka	Mr. Allos, Mrs. Cravello, Alt Mrs. Leakas
Liaisons		
Joint Boards Coordination	Mrs. Cravello	Mrs. Leakas, Alternate
Bergen County School Boards	Mrs. Lauerman	Mrs. Cravello, Alternate
New Jersey School Boards	Mrs. Leakas	Mr. Scully, Alternative
Municipal Alliance Liaison	Mr. Allos	Mrs. Cravello, Alternate

VIII. Open to the Public (Any Item)

During this portion of the meeting, the residents are invited to address the Board with any questions, comments or concerns that may be in respect to the operation of their school.

Motion by _____, seconded by _____, to open public comment at _____pm.
 Roll Call

JE SA TC ML DL MS PB

Motion by _____, seconded by _____, to close public comment at _____pm.
 Roll Call

JE SA TC ML DL MS PB

X. Announcements

The next Caucus and Regular Meetings will be held on Monday, November 11, 2013 at 6:30 PM in the Media Center.

XI. Executive Session Announcement (if Needed)

WHEREAS, the Rochelle Park Board of Education (hereinafter referred to as the "Board") will convene in Executive Session to discuss confidential matters which include:

NOW HEREOFRE BE IT RESOLVED, the Board shall move into Executive Session to discuss the above referenced matter(s).

BE IT FURTHER RESOLVED, that the minutes of the executive session will provide as much information as possible without violating any applicable privilege or confidentiality so that the public can understand what was discussed and when available what the Board decision was...

BE IT FURTHER RESOLVED, that the minutes of the executive session will be released to the public in an appropriately redacted form with in a reasonable period of time after the privilege or confidentiality is no longer applicable to such minutes.

BE IT FURTHER RESOLVED, that the redacted portion of the executive session minutes will not be released until such time as the privilege or confidentiality is no longer applicable.

Motion by _____, seconded by _____, to open Executive Session at _____pm.
Roll Call

JE SA TC ML DL MS PB

Motion by _____, seconded by _____, to close Executive Session at _____pm.
Roll Call

JE SA TC ML DL MS PB

Motion by _____, seconded by _____, to resume Regular Meeting Agenda at _____pm.
Roll Call

JE SA TC ML DL MS PB

XII. Adjournment

Motion by _____, seconded by _____, to adjourn meeting at _____pm.
Roll Call

JE SA TC ML DL MS PB