



**Netcong School District
26 College Road
Netcong, New Jersey 07857**

**REGULAR BOARD MEETING
REORGANIZATION MEETING**

**May 29, 2012
7:00 P.M.
Netcong School Library
AGENDA**

CALL TO ORDER

A. OPEN PUBLIC MEETING ACT PROCLAMATION

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act the Board of Education of the Netcong School District in the County of Morris has caused notice of this meeting to be published by having the date, time and place thereof posted. The notice was mailed to the Daily Record, The West Morris Reporter and those persons or entities requesting notification, and filed with the municipal clerk of the Borough of Netcong.

B. FLAG SALUTE

C. MISSION STATEMENT

Netcong School District, a small caring community, is committed to providing a quality, well-rounded education achieved through the New Jersey Core Curriculum Content Standards which inspires students to ultimately become fulfilled, contributing and productive citizens.

D. ROLL CALL

Mrs. Callahan	_____
Mr. Coladarci	_____
Mrs. Dalesandro	_____
Mr. McQueeney	_____
Mr. Olivo	_____
Mrs. Popelka	_____
Ms. Suflay	_____
Mr. Tranor	_____
Mr. Morton	_____

PETITIONS AND REQUESTS OF THE PUBLIC

Open to the Public: _____ Time: _____

Moved by: _____ Seconded by: _____

Voice Vote: _____ Ayes: _____ Nays: _____ Abstentions: _____

Public is invited to address the Board with any questions, comments or concerns. The Board requests that the individual address the Board, giving name and address, and asks that all remarks be directed to the Chair. The public portion shall be limited to thirty minutes with a five-minute time limit on each participant.

The Board wishes to remind all attendees at its meeting that while it subscribed without reservation to the principle of keeping the public completely informed, by policy it cannot allow public discussion of personnel matters.

If a matter concerning the staff of the Netcong Public School is of interest or concern, the matter would be referred to the Interim Superintendent or the Board of Education, either by telephone or letter.

Close to the Public: _____ Time: _____

Moved by: _____ Seconded by: _____

Voice Vote: _____ Ayes: _____ Nays: _____ Abstentions: _____

EXECUTIVE SESSION

Time: _____

Motion by: _____

Seconded by: _____

RESOLVED, pursuant to N.J.S.A. 10:4-13 and 10:4-12 that the Netcong Board of Education hold a closed Executive Session regarding one or more of the following: legal matters, negotiations, personnel issues, individual student matters, and matters which are attorney-client privileged. It is expected that the discussion undertaken in this closed session can be made public at the time official action is taken.

II. PRESIDENT’S COMMENTS

Introduction of Mr. Kevin Carroll, Chief School Administrator

Moved by: _____

Seconded by: _____

BE IT RESOLVED that the Netcong Board of Education approves the Employment Contract for Mr. Kevin Carroll, Chief School Administrator of the Netcong Public School, for the period July 1, 2012 to June 30, 2016 with the terms and conditions of the contract as presented and as approved by the Morris County Executive Superintendent.

Roll Call:

Mrs. Callahan	Mr. Coladarci	Mrs. Dalesandro	Mr. McQueeney	Mr. Olivo	Mrs. Popelka	Ms. Sufly	Mr. Tranor	Mr. Mort

III. INTERIM SUPERINTENDENT’S COMMENTS

IV. SCHOOL BUSINESS ADMINISTRATOR’S COMMENTS

BOARD CORRESPONDENCE AND MINUTES

Correspondence

Moved by: _____

Seconded by: _____

RESOLVED, the communications mentioned be listed in the minutes and action be taken as noted.

Sender	Subject	Referred to
Kevin Earl	Lateral Step Movement Across the NTA Teachers' Salary Guide Notification	Dr. Dwight Pfennig, Interim Superintendent Mr. Todd Morton, Board President Members, Netcong Board of Education
Tana Ferris	Lateral Step Movement Across the NTA Teachers' Salary Guide Notification	Dr. Dwight Pfennig, Interim Superintendent Mr. Todd Morton, Board President Members, Netcong Board of Education

Voice Vote: _____ Ayes: _____ Nays: _____ Abstentions: _____

Approval of Board Minutes

Moved by: _____

Seconded by: _____

BE IT RESOLVED, that the minutes of the following meeting(s) be approved as submitted:

Date	Meeting
December 13, 2011	Committee of the Whole Meeting
	Executive Session I
	Executive Session II
December 20, 2011	Regular Meeting
	Executive Session I
	Executive Session II
	Executive Session III

Voice Vote: _____ Ayes: _____ Nays: _____ Abstentions: _____

V. OLD BUSINESS

REORGANIZATION

A. FINANCE AND FACILITIES - Robert Olivo

Moved by: _____

Seconded by: _____

BE IT RESOLVED that the resolutions numbered 1 -17 be adopted as presented:

1. **BE IT RESOLVED** that the Netcong Board of Education, upon the recommendation of the Interim Superintendent and Business Administrator, approves the following schedule of meetings until the Board's Reorganization meeting on January 3, 2013. These additional meetings are necessary due to the Board's action to move the annual election to November.

June 12, 2012	Board of Education Committee Meetings
June 26, 2012	Regular Business Meeting
July 2012	No Meeting to be held in July.
August 14, 2012	Board of Education Committee Meetings
August 28, 2012	Regular Business Meeting
September 11, 2012	Board of Education Committee Meetings
September 25, 2012	Regular Business Meeting
October 9, 2012	Board of Education Committee Meetings
October 30, 2012*	Regular Business Meeting
* Represents 5 th Tuesday	
November 13, 2012	Board of Education Committee Meetings
November 27, 2012	Regular Business Meeting
December 11, 2012	Board of Education Committee Meetings
December 18, 2012	Regular Business Meeting

In the event that said schedule is hereafter revised, the Board Secretary is hereby directed to post and direct notice to the Daily Record and The Reporter at least 48 hours before the revised meeting date; to file such notice with the Municipal Clerk of Netcong and mail said notice to those persons requesting the same.

2. **Continuing Action**

BE IT RESOLVED by the Board of Education of Netcong, to accept, ratify and adopt all of the rules, Policies, By-Laws, contracts and actions heretofore made, adopted and entered into by the preceding Boards of Education of the Netcong Public School.

BE IT FURTHER RESOLVED that the Board of Education of Netcong to the extent consistent with State Law, Policies and By-Laws of the Board will be guided by "Robert's Rules of Order as per board policy 0164.

3. Designation of Newspaper

BE IT RESOLVED by the Board of Education of Netcong, in the County of Morris, New Jersey, that the Daily Record and The Reporter are hereby designated as the official newspapers of the Board, effective May 29, 2012 until the next annual Reorganization Meeting of this Board.

4. Bank Accounts and Signature Resolution

BE IT RESOLVED by the Board of Education of Netcong, in the County of Morris, New Jersey, that the following be and are hereby designated as the official depositories of the Board, effective May 29, 2012 until the next Reorganization Meeting of this Board.

Valley National and Wachovia

(facsimile stamps can be used with advance permission)

a.	General Account	Minimum of three Signatures required	Board President Treasurer of School Monies Int. Bus. Administrator/Bd. Sec'y Chief School Administrator
b.	Payroll Agency	One signature required.	Board President Treasurer of School Monies Int. Bus. Administrator/Bd. Sec'y Chief School Administrator
c.	Payroll	One signature required.	Board President Treasurer of School Monies Int. Bus. Administrator/Bd. Sec'y Chief School Administrator
d.	Food Service	One signature required.	Int. Bus. Administrator/Bd. Sec'y Treasurer of School Monies Board President
e.	Student Activities	Two signatures required.	Board President Treasurer of School Monies Int. Bus. Administrator/Bd. Sec'y Chief School Administrator Principal Principal's Secretary
	[This is the only account active at Wachovia]		

MUNICIPAL INVESTORS SERVICE CORPORATION

a.	MBIA Class Account	Board action required.	This account uses electronic transfers, not checks
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BE IT FURTHER RESOLVED that all funds on deposit in the general checking account, payroll agency account, payroll, and food service account at Valley National be withdrawn only on School Warrant of said Board of Education as per signature cards which are approved by the Board of Education.

BE IT FURTHER RESOLVED that all funds on deposit in the student activities account be withdrawn only on School Warrant of said Board of Education as per signature cards which are approved by the Board of Education.

5. Petty Cash for the 2012-2013 School Year

BE IT RESOLVED by the Board of Education of Netcong, in the County of Morris, New Jersey that the Petty Cash Fund be approved at a monthly amount of \$500 with the person responsible to be the Interim Superintendent and Interim Business Administrator/Board Secretary with the maximum expenditure for one purpose to be \$175.00.

6. Investment of District Funds/Transfers

BE IT RESOLVED that the Interim Board Secretary be permitted to invest Board funds at the most advantageous rate in compliance with all state laws and regulations.

BE IT FURTHER RESOLVED that the Board of Education authorizes the Interim Business Administrator/Board Secretary to make telephone and/or electronic transfers by and between school accounts, and to facilitate electronic transactions by and between the Board's agency accounts.

BE IT RESOLVED by the Board of Education that the Interim Business Administrator/Board Secretary, in consultation and agreement from the Chief School Administrator, is hereby designated as the individual to authorize line item changes between Board meetings, effective May 29, 2012 until the next annual Reorganization Meeting of this Board.

7. Appointment of Auditor through June 30, 2012

WHEREAS, there exists a need for the appointment of auditors to perform the annual audit of the financial books and records of the Netcong School District Board of Education, in the County of Morris, New Jersey, for the school year 2011-2012; and

WHEREAS, funds are available in the annual budget for this purpose, and

WHEREAS, the Public School Contracts Law defines auditing and accounting services as Professional services not subject to competitive bidding;

RESOLVED, that the Netcong School District Board of Education, in the County of Morris, New Jersey, appoints VM Associates, Inc. as public school accountant, in accordance with N.J.S.A. 18A:23-1 and Policy 6830, for the 2011-2012 school year at a fee of \$12,500 and for additional services as may be necessary for accounting/auditing purposes in accordance with the following fee schedule:

<u>Fee Schedule:</u>	<u>Rate</u>
- Partner	\$125.00/hour
- Manager	\$100.00/hour
- Senior	\$ 80.00/hour
- Staff	\$ 70.00/hour
- Admin.	\$ 40.00/hour

12. Appointment of Interim Board Secretary through June 30, 2012

BE IT RESOLVED by the Netcong Board of Education to appoint the Interim Superintendent to serve as the Interim Board Secretary, effective May 29, 2012 through June 30, 2012.

13. Appointment of Acting Board Secretary

BE IT RESOLVED by the Board of Education of Netcong, in the County of Morris, New Jersey, that the Board President or designee act as Board Secretary in the absence of the Interim Board Secretary for this Board of Education effective May 29, 2012 until the next annual Reorganization Meeting of this Board.

14. Appointment of Liaison for Affirmative Action on Public Contracts

BE IT RESOLVED by the Board of Education of Netcong, in the County of Morris, New Jersey appoints the Interim Board Secretary to be the liaison for affirmative action on Public Contracts.

15. Authorization to Implement 2012-2013 Budget

BE IT RESOLVED by the Board of Education of Netcong, in the County of Morris, New Jersey, authorizes the Interim Superintendent and Interim Business Administrator to implement the 2012-2013 budget pursuant to applicable local and state policies and regulations.

Adoption of 2012-2013 Budget

BE IT RESOLVED, that the Netcong Board of Education hereby authorizes the Interim Superintendent and the Interim Business Administrator/Board Secretary to implement the school budget pursuant to policies and regulations of the state board and local board in the amounts that follow:

Current Expense	\$4,114,508.00	
Special Revenue	263,000.00	
Debt Service	<u>145,128.00</u>	
TOTAL BUDGET	\$4,522,636.00	and,

BE IT FURTHER RESOLVED, that the following General Fund tax levy and Debt Service Tax levy schedule be approved to support the 2012-2013 budget as follows:

<u>Date Due</u>	<u>General Fund Amount</u>	<u>Debt Service</u>	<u>Total Amount</u>
July 15, 2012	\$226,536.00		\$226,536.00
August 15, 2012	\$226,536.00		\$226,536.00
September 15, 2012	\$226,536.00		\$226,536.00
October 15, 2012	\$226,536.00	\$ 37,563.75	\$262,490.75
November 15, 2012	\$226,536.00		\$226,536.00
December 15, 2012	\$226,536.00		\$226,536.00
Subtotal:	\$1,359,216.00	\$ 37,563.75	\$1,395,170.75

B. PERSONNEL - Frank Tranor, Chairperson

Moved by: _____

Seconded by: _____

BE IT RESOLVED that the resolutions number 1- 12 be adopted as presented:

1. **BE IT RESOLVED** by the Netcong Board of Education to approve Dr. Dwight Pfennig as Affirmative Action Officer, Section 504 Compliance Officer and Title IX Coordinator, effective May 29, 2012 through June 30, 2012.
2. **BE IT RESOLVED** by the Netcong Board of Education to approve the School Nurse, Mrs. Jane Morin, as the School Attendance Officer effective May 29, 2012 until the next Reorganization Meeting of this Board.
3. **BE IT RESOLVED** by the Netcong Board of Education to appoint the Chief School Administrator, as custodian of records for personnel records, and the Interim Business Administrator/Board Secretary, as custodian of records for business and financial records.
4. **BE IT RESOLVED** by the Netcong Board of Education to authorize the Chief School Administrator, to collect and maintain the following types of pupil records as required by N.J.A.C. 6:3-6:1 et seq and Board of Education Policy 5125 "Pupil Records":
 - Personal data identifying each pupil enrolled in the district including pupil's name, address, date of birth, name of parent(s)/guardian(s), citizenship and gender;
 - Recording religious or political affiliation of pupil or parent is prohibitive unless requested by the parent;
 - Daily attendance;
 - Description of pupil progress, including grade level, according to evaluation system used by the district;
 - History and status of physical health per state regulations;
 - Special education records pursuant to relevant rules and laws;
 - All other records required by the New Jersey State Board of Education.
5. **BE IT RESOLVED** by the Netcong Board of Education to approve Mrs. Regina Szarejko and Miss Jacqueline Rich as the Teacher(s) in Charge when the Chief School Administrator and Vice Principal are out of the building at the same time.
6. **BE IT RESOLVED** by the Netcong Board of Education to approve the Chief School Administrator, Vice Principal, School Nurse, and any other member designated by Chief School Administrator, to hereby be designated to transport pupils in an emergency, effective May 29, 2012 until the next annual Reorganization Meeting of this Board.
7. **BE IT RESOLVED** by the Netcong Board of Education to approve the use of the nurse from Byram and Stanhope when our school nurse is unavailable, absent, or an emergency arises or medication is to be given. Further the Netcong School Nurse will reciprocate and cover other schools if said emergencies arise.

G. EDUCATION – Patrick McQueeney, Chairperson

BE IT RESOLVED that the resolutions numbered 1-2 be adopted as presented:

1. **BE IT RESOLVED** by the Netcong Board of Education to approve existing curriculum, courses of study, course guides, instructional materials, handbooks, and textbooks, as available through the Acting Superintendent’s office, currently being used immediately prior to this Reorganization Meeting, and are hereby continued in force as if the Board Year had not changed.

<u>SUBJECT/ COURSE OF STUDY</u>	<u>DATE OF APPROVAL</u>
Science.....	August 2011
Library.....	June 2004
Computer Literacy.....	June 2004
ESL.....	April 2005
Health/Family Life.....	June 2006
Mathematics.....	January 2011
Physical Education.....	June 2006
Social Studies.....	June 2008
Spanish.....	June 2008
Lang. Arts/Reading.....	May 2011
Enrichment/Gifted & Talented.....	June 2007
Four & Five Year Old Kindergarten.....	June 2007
Fine & Performing Arts.....	June 2006
Music.....	June 2006
Career Education and Consumer, Family and Life Skills.....	April 2008

2. **BE IT RESOLVED** by the Netcong Board of Education to approve all policies, rules, regulations, handbooks, and other legislative or regulatory action of this Board, in force immediately prior to this reorganization meeting, are hereby continued in force, as if the Board Year had not changed.

Roll Call:

Mrs. Callahan	Mr. Coladarci	Mrs. Dalesandro	Mr. McQueeney	Mr. Olivo	Mrs. Popelka	Ms. Sufly	Mr. Tranor	Mr. Mor...

[Conclusion of annual organization meeting motions. On to regular business.]

VI. COMMITTEE REPORTS

**A. FINANCE/FACILITIES - Robert Olivo, Chairperson
Joe Coladarci, Member
Bernadette Dalesandro, Member
Todd Morton, Member**

Moved by: _____ Seconded by: _____

BE IT RESOLVED that resolution numbers 1 - 12 be adopted as presented:

1. **BE IT RESOLVED** that the Netcong Board of Education, upon the recommendation of the Interim Superintendent, approves the bills list dated April 29, 2012. (Will be distributed Monday)
2. **BE IT RESOLVED** that the Netcong Board of Education, upon the recommendation of the Interim Superintendent, approves the Maschio Food Service report for the month of April 2012, which shows a monthly income of \$91.87 and a year-to-date income of \$2,484.33. (Attachment #1)
3. **BE IT RESOLVED**, that the Netcong Board of Education, upon the recommendation of the Interim Superintendent and the Business Administrator approves payment to Gianforcaro AEP in the amount of \$300.00 for professional services through April 30, 2012.
4. **BE IT RESOLVED** by the Netcong Board of Education, upon the recommendation of the Interim Superintendent, approves the list of transfers and the monthly transfer report as of May 1, 2012.

May 1, 2012	From:	To:
11-000-262-620-000-000 Custodial Electric	\$26,530	
11-000-100-562-000-000 Spec Ed Tuition to LEAS In-State		\$ 5,510
11-000-100-566-000-000 Spec Ed Tuition Priv Sch Handicapped		\$20,000
11-000-252-339-000-000 Admin Info Tech Other		\$ 900
11-000-252-610-000-000 Admin Info Tech Gen Supplies		\$ 120
TOTAL	\$26,530	\$26,530

(Will be distributed Monday)

5. **BE IT RESOLVED** that the Netcong Board of Education pursuant to N.J.A.C.6A:23-2.11 (c) (4) certify that as of April 30, 2012 after the review of the Secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.11 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

6. **BE IT RESOLVED** that the Netcong Board Secretary pursuant to N.J.A.C.6A:23-2.11(c) (3) certifies that as of May 29, 2012 no budgetary line item accounts have been over expended in violation of N.J.A.C. 6A:23-2.11(c) (3).

Business Administrator

7. **BE IT RESOLVED**, that the Netcong Board of Education, upon the recommendation of the Interim Superintendent, accepts one (1) out of district special education pupil, for the 2012-2013 school year. The sending district is responsible for tuition, Occupational Therapy services, Speech Therapy services, Counseling services* and transportation costs.

Student	Effective Date	Sending District	Program	Tuition Cost
	September 1, 2011 - June 30, 2012	Mine Hill	LLD	\$13,252.00/annual \$73.62/Per Diem

* NPS will provide tuition student with Therapy Services as deemed necessary by the sending district and will be billed in accordance with the hourly rate as follows:

Occupational Therapy Services.....	\$ T.B.D.
Speech Therapy Services.....	\$ 50.44
Counseling Services.....	\$ 60.77

8. **BE IT RESOLVED** that the Netcong Board of Education, upon the recommendation of the Interim Superintendent, authorizes the renewal of the Student Voluntary Accident Insurance Policy underwritten by the QBE Insurance Corporation to be effective July 1, 2012 – June 30, 2013.

(This plan is voluntary. Premiums are the responsibility of a parent.)
(This premium is a \$0.00 increase over the 2010-2011 rates.)

School Time Rate(s):

24-Hour Rate(s):

Plan 3:	Plan 4:	Plan 3:	Plan 4:	Dental:
\$16.00	\$8.00	\$54.00	\$30.00	\$8.00

9. **BE IT RESOLVED** by the Netcong Board of Education, upon the recommendation of the Acting Superintendent, approves the Contract with American Appraisal Associates to provide Property Outsourcing Services for Accounting and Insurance Purposes for the 2012-2013 school year in the amount of \$1,100.00.

10. **BE IT RESOLVED** that the Netcong Board of Education, upon the recommendation of the Interim Superintendent, accepts Food Service Management Proposals as solicited by the School Business Administrator and received on May 25, 2012 as follows:

Food Service Management Company	Proposal– Annual Management Fee	Profit Guarantee
Maschio’s Food Service	\$7,197.00	\$3,387.00
Chartwells Food Service	No Bid	
Aramark Educational Services	No Bid	
Sodexo Education	No Bid	
Nu-Way Concessionaires	No Bid	

FURTHER BE IT RESOLVED that the Netcong Board of Education, upon the recommendation of the Interim Superintendent, approves the contract with Maschio’s Food Services, Inc. to provide food service for the district for the 2012–2013 school year at a ten month fee of \$7,197.00 billed in monthly installments of \$719.70.

C. EDUCATION

**Patrick McQueeney, Chairperson
Robert Olivo, Member
Colleen Suflay, Member
Todd Morton, Member**

Moved by: _____

Seconded by: _____

BE IT RESOLVED that resolutions numbered 1 - 1 be adopted as presented:

1. **BE IT RESOLVED** by the Netcong Board of Education, upon the recommendation of the Interim Superintendent, approves the contract with Applied Behavioral Consulting, LLC, to provide Applied Behavior Analysis services for the Netcong School District at a rate of \$125.00/hour not to exceed 6 hours per month for the period September 1, 2012 – June 30, 2013.

(Attachment #3)

Roll Call:

Mrs. Callahan	Mr. Coladarci	Mrs. Dalesandro	Mr. McQueeney	Mr. Olivo	Mrs. Popelka	Ms. Suflay	Mr. Tranor	Mr. Morton

VII. NEW BUSINESS

VIII. MISCELLANEOUS

Moved by: _____

Seconded by: _____

BE IT RESOLVED that resolution number 1 - 1 be adopted as presented:

1. **BE IT RESOLVED** by the Netcong Board of Education, to approve the **first reading** and adoption of the following Bylaw, Policy and Regulation Revisions:

BYLAW, POLICY AND REGULATION – revisions:

<i>Number</i>	<i>Title</i>
1631	Residency Requirement for Person Holding School District Office, Employment or Position
2431	Athletic Competition
3324	Right of Privacy – Teaching Staff Members
4324	Right of Privacy – Support Staff Members
5117	Interdistrict Public School Choice
5600	Pupil Discipline/Code of Conduct
7510	Use of School Facilities
8613	Waiver of Pupil Transportation
9270	Home Schooling and Equivalent Education

<i>Number</i>	<i>Title</i>
R 5600	Pupil Discipline/Code of Conduct
R 7510	Use of School Facilities
R 9270	Home Schooling and Equivalent Education

Roll Call:

Mrs. Callahan	Mr. Coladarci	Mrs. Dalesandro	Mr. McQueeney	Mr. Olivo	Mrs. Popelka	Ms. Suflay	Mr. Tranor	Mr. Moran

PETITIONS AND REQUESTS OF THE PUBLIC

Open to the Public: _____ Time: _____

Moved by: _____ Seconded by: _____

Voice Vote: Ayes: Nays: Abstentions:

The Public is invited to address the Board with any questions, comments or concerns. The Board requests that the individual address the Board, giving name and address, and asks that all remarks be directed to the Chair. The public portion shall be limited to thirty minutes with a five-minute time limit on each participant.

The Board wishes to remind all attendees at its meeting that while it subscribes without reservation to the principle of keeping the public completely informed, by policy it cannot allow public discussion of personnel matters. If a matter concerning the staff of the Netcong Public School is of interest or concern, the matter should be referred to the Interim Superintendent or the Board of Education, either by telephone or letter.

Close to the Public:

Time: _____

Moved by: _____

Seconded by: _____

Voice Vote: _____ **Ayes:** _____ **Nays:** _____ **Abstentions:** _____

IX. EXECUTIVE SESSION

Time: _____

Motion by: _____

Seconded by: _____

RESOLVED, pursuant to N.J.S.A. 10:4-13 and 10:4-12 that the Netcong Board of Education hold a closed Executive Session regarding one or more of the following: legal matters, negotiations, personnel issues, individual student matters, and matters which are attorney-client privileged. It is expected that the discussion undertaken in this closed session can be made public at the time official action is taken.

X. EXECUTIVE SESSION – A motion is requested to come out of executive session.

Motion by: _____

Seconded by: _____

XI. POSSIBLE MOTIONS FOLLOWING EXECUTIVE SESSION

Motion by: _____

Seconded by: _____

XII. ADJOURNMENT – A motion is requested to adjourn. Time: _____

Motion by: _____

Seconded by: _____