

BERLIN TOWNSHIP PUBLIC SCHOOLS

West Berlin, New Jersey 08091

October 23, 2014

Action Meeting Minutes

“Educating Today for Tomorrow’s Success”

1. Call Meeting to Order

I, Mary Williams, President, call this meeting to order under the Open Public Meetings Act at 7:31pm. Motion carried, voice vote, all present voting “yes”.

This is to advise the general public and to instruct that it be recorded in the Minutes, that in compliance with Chapter 231 of the Public Laws of 1975, entitled the “Open Public Meetings Act,” the Berlin Township Board of Education on January 2, 2014, caused to be posted at the Business Office of the Board of Education located at 225 Grove Avenue, West Berlin, New Jersey and advertised in the Courier Post on January 10, 2014 and the Central Record the week of January 13, 2014 a meeting notice setting forth the time, date and location of this meeting.

2. Pledge of Allegiance

3. Roll Call

Mr. Jeffrey Souza	<u>present</u>
Mrs. Cynthia Mozee	<u>present</u>
Mrs. Jocelyn Lewis	<u>present</u>
Mrs. Melanie Middleman	<u>absent</u>
Mr. Keith Jones	<u>absent</u>
Mr. Cecil Rodrigues	<u>arrived at 7:40pm</u>
Mr. Brian Davis	<u>present</u>
Mrs. Deanna Reilly, Vice President	<u>present</u>
Mrs. Mary Williams, President	<u>present</u>
Dr. Edythe B. Austermuhl, Superintendent	<u>present</u>
Mrs. Megan Stoddart, Business Administrator	<u>present</u>
Charles Rizzi, Esq., Board Solicitor	<u>present</u>

4. Approval of Minutes

Motion by Deanna Reilly seconded by Cynthia Mozee RECOMMEND that the Board of Education approve the minutes of the September 25, 2014 meeting as presented in duplicated form and dispense with the reading of the same. Motion carried, voice vote, all present voting “yes”.

5. Executive Session – In N/A

Motion by _____seconded by _____ to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: _____.

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Resolution for Executive Session:

Whereas Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and whereas this public body is of the opinion that such circumstances presently exist. Now, therefore, be it resolved by the Berlin Township Board of Education, County of Camden, State of New Jersey, as follows:

1. The public shall be excluded from discussion and action upon hereafter specified subject matters. They are:
 - a. Any matter which by express provision of federal law or state statute or rule of court shall be rendered confidential.
 - b. Matters dealing with Federal Funding.
 - c. Discussion of any materials, the disclosure of which would constitute an unwarranted invasion of individual privacy.
 - d. Matters dealing with collective bargaining.
 - e. Matters dealing with the sale or purchase of public land.
 - f. Discussion of any pending or anticipated litigation or contract negotiation.

6. Executive Session – Close

Motion by _____ seconded by _____ to come out of Executive Session. Time out: _____.

7. Presentations

Positive Behavioral Supports is a school-wide systematic approach to discipline and behavioral support in our schools. It is an evidence-based framework for providing a broad range of systematic and individualized strategies for achieving academic and behavioral outcomes while preventing problem behavior. PBS focuses on teaching then reinforcing positive behaviors as well as, changing the environment such that using positive behaviors becomes more effective than using negative behaviors. Schools utilizing PBS have the following in place:

- More than 80% of students can tell you what is expected of them & can give behavioral examples because they have been taught, actively supervised, practiced, & acknowledged.
- Positive adult-to-student interactions exceed negative.
- Administrators are active participants.
- Data & team-based action planning & implementation.
- Function based behavior support is a foundation for addressing problem behavior.
- Full continuum of behavior support is available to all students.

The following students are being recognized from our John F. Kennedy Elementary School as Students of the Month for the month of September:

*Cara Chojnacki, Fernanda Olea-Araujo, Christian Gollotto, Jacob Sullivan,
Vance Updegraff, Samuel Boykin, Daysia McCaully, Natalia Handfield,
Matthew Carden, II, Samantha Barrile*

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The following students are being recognized from our Dwight D. Eisenhower Middle School as Students of the Month for the month of September:

Benjamin Boykin, James Thomas, III, Janet Lara-Guerrero, Travon Whyte, MaKayla Johnson, Anthony Podwats, Kayla Van Elsland, Logan Brown, Ciarra Robinson, Caitlyn Garrity

The district would like to recognize the donation of twenty \$50 giftcards for selected staff at Dwight D. Eisenhower Middle School from the Walmart Corporation, these gift cards are to be used for classroom supplies. In addition, Walmart also presented a cake for the staff at the October staff meeting. Accepting on behalf of Walmart are:

Ms. Helena Lee, Ms. Heike Miller, Ms. Stacey Karas

- a. Motion by Brian Davis seconded by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, accept the donation by the Berlin Township Walmart Store of twenty \$50 giftcards for selected staff at Dwight D. Eisenhower Middle School to be used for classroom supplies. Motion carried, voice vote, all present voting “yes”.

Recognition of district Principals:

*Mrs. Marilyn Bright – Dwight D. Eisenhower Middle School
Mr. Michael Murphy – John F. Kennedy Elementary School*

8. Public Comments – Open

Recognition of Citizens – for agenda items only

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed on the published agenda and limited in length to 5 minutes.

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Motion by Jeffrey Souza seconded by Deanna Reilly to open the meeting to the public for the discussion of agenda items only. Time in: 7:43pm. Motion carried, voice vote, all present voting “yes”.

Public in Attendance as follows:

Sharon McDonoug, Barbara Updegraff

9. Public Comments - Closed

Motion by Cecil Rodrigues seconded by Brian Davis to go close the meeting to the public. Time closed: 7:43pm. Motion carried, voice vote, all present voting “yes”.

10. Superintendent’s Report

A. Review District Mission Statement

DISTRICT MISSION STATEMENT

The slogan of the Berlin Township School District of “Educating Today for Tomorrow’s Success” is meant to focus the educational community on the broad goal of giving ALL of our children the necessary skills to be successful in all future endeavors. Student achievement is the major priority; the district prides itself on its creative approach to learning and its emphasis upon helping each student to discover his or her potential. Teachers use a variety of teaching methods to reach students with a wide range of abilities. Student engagement as volunteers in the learning process is our primary focus. It is our responsibility to create structures and systems where students are totally engaged in the instruction, which will then leads to deeper learning and understanding.

The Berlin Township School District commits itself to all children by creating a standards-based school district in which all students receive the very best educational opportunities possible. Each and every student will surpass the New Jersey Core Curriculum Content Standards. To achieve this, the members of the district will focus on:

- Establishing high standards of excellence for both staff and students
- Communicating openly and frequently within the district and with the community to foster a trusting relationship
- Ensuring a safe and orderly environment for staff and students
- Recognizing that a school district serves as a role model and has the responsibility to encourage high quality character behavior

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B. Review District & Board of Education Goals

DISTRICT & BOARD OF EDUCATION GOALS
2014-2015

- Continue to supervise the revision and implementation of all district curricula, over the 3-year period (2013-2016) as per the 2013 QSAC findings in order to improve student growth and achievement.
- Identify key instructional strategy deficiencies with administrative staff and explore ways to implement improvement activities.
- Work with the Board of Education and district staff to identify and implement improved communication between the Board of Education, School Staff and the community.

BOARD GOALS

1. Review and revise, as needed, Board Policies as found in the 6000 section of the District Policy Manual.
2. Develop and implement practices that will promote inter-district participation with Pine Hill and Clementon School Districts at both the Board and District staff levels.
3. Work with the District Staff to identify and implement improvements in communication between the Board of Education, Staff and Community members.

C. Harassment, Intimidation and Bullying (HIB) Incident Report - N/A

Date Reported to Superintendent	School	Case Number	Result	Action

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D. Board Affirmation of Harassment, Intimidation and Bullying Investigation

Decisions

Motion by _____ seconded by _____

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the Superintendent’s decisions associated with the harassment, intimidation and bully (HIB) incidents (Case # _ to ____) reported on _____.

E. Field Trips:

Grade	Teacher	Place	Date	Cost to Student	Cost to District
PreK	Virelli, Wolf, DiLeo, Wanko	West Berlin Fire Station	11/19/14	\$0.00	2 buses, 2 drivers
5	Bright	Sahara Sams	12/05/14	\$0.00	2 buses, 2 drivers
4-8	Deaner, Friedman	Berlin Twp Library	Monthly (how to use library)	\$0.00	Walking

F. Safety and Security – JFK

Type of Drill	Date and Time	Location of Drill	Route #'s	Drill Supervisor
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Fire - 9/26
 Lockdown – shelter in place – 9/16
 Bus Evacuation – 9/29 – 9:00am

G. Safety and Security – DDE

Type of Drill	Date and Time	Location of Drill	Route #'s	Drill Supervisor
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Fire – 9/12 – 1:30pm
 Lockdown – shelter in place – 9/16 – 9:00am
 Bus Evacuation – 9/25 – 2:15pm

H. Monthly Reports Uploaded to Portal for Review

- a. Coordinator of Special Services
- b. Supervisor of Buildings and Grounds
Approve Use of Facilities

Motion by Jeffrey Souza seconded by Brian Davis
 RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the use of facilities as listed below:

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Organization	Facility	Date and Time	Event
BTAA	DDE Gym	Month of November- various evening dates	Basketball Clinic

Motion carried, voice vote, all present voting “yes”.

- c. Technology Coordinator
- d. Supervisor of Curriculum and Instruction
- e. JFK Principal
- f. DDE Principal

I. Discussion Items:

Policy	Name	Regulations	Name
5120	Assessment of Individual Needs	5113	Attendance Regulation Update
3542.1	Local Wellness, Nutrition for NJBA review		
6142.4	Physical Education and Health		

- a. Motion by Jeffrey Souza seconded by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the second reading of Policy 5120 – Assessment of Individual Needs, 3542.1 – Local Wellness, Nutrition for NJBA review, 6142.4 – Physical Education and Health, Regulation – 5113 – Attendance Regulation Update. Motion carried, roll call vote, all present voting “yes”.

- J. Motion by Brian Davis seconded by Cynthia Mozee
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the 2014-2015 Nursing Plan for submission to the County Office of Education. *This document was scanned and uploaded to the portal for review and is included in the agenda meeting documents.* Motion carried, roll call vote, all present voting “yes”.

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- K. Motion by Deanna Reilly seconded by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the submission of the 2014-2015 QSAC Statement of Assurance as per NJ Department of Education guidelines. *This document was scanned and uploaded to the portal for review and is included in the agenda meeting documents.*
Motion carried, roll call vote, all present voting “yes”.

- L. Motion by Cynthia Mozee seconded by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the October listing of Source 4 Teachers staff for substitutes. . *This document was scanned and uploaded to the portal for review and is on file with the school business administrator.*
Motion carried, roll call vote, all present voting “yes”.

11. Personnel

- a. Motion by Jeffrey Souza second by Deanna Reilly and adopted by all members present voting “yes” in a roll call to approve certification hiring of staff in accordance with criminal history requirements as noted below:

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Sharon McDonough	P/T Ed Asst DDE	Step 1, \$12,752 – pro-rated	10/16/14
Patricia DiMaria	P/T Ed Asst JFK	Step 3, \$13,152 – pro-rated	10/09/14

Motion carried, roll call vote, all present voting “yes”.

- b. Motion by Deanna Reilly second by Cecil Rodrigues and adopted by all members present voting “yes” in a roll call to approve the following ADVANCE volunteers:

Diane Lamoureux, Meghan McCarthy, Taylor Cohen, Robert DeWitt, Alice Shoester, Christi Cieslak, Jennifer Jennings, David Belisky, Cheri Belisky, Christie Conn, Deana Rozanski, Kathy Trader

Motion carried, roll call vote, all present voting “yes”.

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- c. Motion by Jeffrey Souza second by Deanna Reilly and adopted by all members present voting “yes” in a roll call to approve the following assignments:

Name	Position	Stipend
John Kelly	Boys’ Basketball Coach	\$2,000
Patricia Hockham	Girls’ Basketball Coach	\$1,750
Heidi Farlow	Boys’ & Girls’ Asst Basketball Coach	\$ 900
Robin Schaffer	Security Personnel, home games	\$20/hr
Walter Miller	Security Personnel, home games	\$20/hr

Motion carried, roll call vote, all present voting “yes”.

- d. Motion by Brian Davis second by Jeffrey Souza and adopted by all members present voting “yes” in a roll call to approve the resignation, with regret, of staff member, Gina Pretko, effective October 10, 2014. Ms. Pretko has been employed as an Educational Assistant in the district since September, 2011. Motion carried, roll call vote, all present voting “yes”.

- e. Motion by Deanna Reilly second by Jeffrey Souza and adopted by all members present voting “yes” in a roll call to approve the student teacher assignment for Taylor Cohen from Albright College. Ms. Janet Jennison at JFK will be the cooperating teacher for Ms. Cohen. Assignment is from December 20, 2014 to January 23, 2015. Motion carried, roll call vote, all present voting “yes”.

- f. Motion by Jeffery Souza seconded by Cynthia Mozee RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the tuition reimbursement vouchers being presented totaling \$4,778.50 for the following staff members:

*Jessica German, Lindsay Wanko, Carissa Cavallaro, Denise Smithen,
Cheryl Johnson, Jennifer Edwards, Laura Burke, Marisa McAleavey,
Ilana Gorelik, Bonnie Dasher*

The detail tuition reimbursement document was scanned and uploaded to the portal for review and is included in the agenda meeting documents.

Motion carried, roll call vote, all present voting “yes”.

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- g. Motion by Cecil Rodrigues seconded by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the leave of absence request for employee number 01458 for the dates including 10/28/14 through 11/5/14. These dates are being requested to be without pay. Motion carried, roll call vote, all present voting “yes”.

12. Curriculum and Instruction

N/A

13. Business and Finance

Financial Report – Period Ending August 2014

Motion by Brian Davis, seconded by Deanna Reilly
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the following resolution:

Board Secretary Financial, Revenue and Treasurer’s Reports

- A. Board Secretary’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of August 2014. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A-16.10 (c) 3 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.
- B. Treasurer’s Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of August 2014. The Treasurer’s and Secretary’s report are in agreement for the month of August 2014.
- C. Board Secretary in accordance with N.J.A.C. 6A:23A -16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
- D. Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4, we certify that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate District officials, that to the best of our knowledge no major accounts or funds have been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

Megan Stoddart, Business Administrator

Date

Motion carried, roll call vote, all present voting “yes”.

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E. Motion by Cynthia Mozee seconded by Jeffrey Souza to approve the travel/professional development for the following staff members:

Name	Cost	Location	Date of Travel	Expense
P. Sebastiano	\$0.00	Scholastic Workshop, Voorhees	09/30/14	\$0.00
S. DeCaro	\$0.00	Discovery Education Workshop	10/03/14	\$0.00
E. Hoff	\$0.00	Atlantic County AVA – Streaming Asst Teaching Students w/ Visual Impairments Mercer County, NJ	10/16/14	\$0.00
P. Hockman	\$0.00	Teaching Students w/ Visual Impairments Mercer County, NJ	10/16/14	\$0.00
R. Iannuzzi	\$0.00	Research strategies for low vision students Dept of Human Serv, West Windsor, NJ	10/16/14	\$0.00
K. Braidwood	\$0.00	NJSBA Convention – CST & Sp Ed	10/30/14	\$0.00
D. Bottley	\$0.00	School Improvement Panel Training Collingswood, NJ Comm Center	11/05/14	\$0.00
M Bright	\$0.00	School Improvement Panel Training Collingswood Comm, NJ Center	11/05/14	\$0.00
E. Lindner	\$60.00	NJ Assoc for Jazz Education Newark, NJ	11/14/14	\$?????
R. Rollins	\$0.00	Transition from Early Intervention to Preschool LRC – South, NJ	11/24/14	\$0.00
N. Hessel	\$229.00	RTI Practical Strategies for Intervening w/ Students Cherry Hill, NJ	12/05/14	\$0.00
D. Micale	\$229.00	RTI Practical Strategies for Intervening w/ Students Cherry Hill, NJ	12/05/14	\$0.00
C. Garton	\$229.00	RTI Practical Strategies for Intervening w/ Students Cherry Hill, NJ	12/05/14	\$0.00
B. Reilly	\$229.00	Dealing with Unmotivated Students Cherry Hill, NJ	12/08/14	\$0.00
D. Iacovelli	\$149.00	Strategies to Better Meet Needs of Students EIRC, Sewell, NJ	12/15/14	\$0.00
B. Dasher	\$149.00	Strategies to Better Meet Needs of Students EIRC, Sewell, NJ	12/15/14	\$0.00
E. Hoff	\$149.00	Strategies to Better Meet Needs of Students EIRC, Sewell, NJ	12/15/14	\$0.00
S. Childs	\$239.00	Strategies to Help Special Needs Students Cherry Hill, NJ	12/16/14	\$0.00
K. Beers	\$235.00	Practical Strategies for Using iPads Voorhees, NJ	12/16/14	\$0.00
D. Alessandrine	\$242.00	SDE Conference for Kindergarten Tchrs. Atlantic City, NJ	02/23/15	\$0.00
N. Sims	\$242.00	SDE Conference for Kindergarten Tchrs. Atlantic City, NJ	02/23/15	\$0.00

Motion carried, roll call vote, all present voting “yes”.

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F. Motion by Jeffrey Souza second by Brian Davis
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve payment of bills:

Batch number 54 Amount \$ 409,302.09

Batch number 55 Amount \$27,925.83

Motion carried, roll call vote, all present voting “yes”.

G. Motion by Deanna Reilly second by Jeffrey Souza
RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, approve the anticipated expenses for Edythe Austermuhl for the AASA National Conference on Education, San Diego, CA for the period of February 26 – 28, 2015:

Conference registration:	\$675
Hotel: (4 nights \$245/night)	\$1102.89
Airfare: Round trip from Phil/to San Diego	\$550
Total Expenses Anticipated	\$2227.89

Motion carried, roll call vote, all present voting “yes”.

14. Old Business

Band Director : job description

Joint training meeting with Clementon School District
November 3, 2014 at 6:30pm

SGO’s for 2013-2014

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15. New Business

Committee Updates

Negotiations

NJSBA

CCESC

Pine Hill Bd of Ed

CCSBA

Goal Action Plans

- District

- Board

- a. Motion by Jeffery Souza second by Brian Davis

RECOMMEND that the Board of Education, on the recommendation of the Superintendent and School Business Administrator, to review and approve 2014-2015 district goals action plan.

Motion carried, roll call vote, all present voting “yes”.

50th Anniversary Celebration for JFK

Presentation by Administrators

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16. Public Comments – Open – N/A

Recognition of Citizens – for subjects not appearing on agenda

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed and limited in length to 5 minutes.

Motion by _____ seconded by _____ to open the meeting to the public for the discussion of subjects. Time in: _____.

17. Public Comments - Closed

Motion by _____ seconded by _____ to go close the meeting to the public. Time closed: _____.

18. Executive Session – In – N/A

Motion by _____ seconded by _____ to go into Executive Session to discuss: personnel, legal, contractual and negotiation issues. Time in: _____.

Resolution for Executive Session:

Whereas Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and whereas this public body is of the opinion that such circumstances presently exist. Now, therefore, be it resolved by the Berlin Township Board of Education, County of Camden, State of New Jersey, as follows:

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 - c. Discussion of any materials, the disclosure of which would constitute an unwarranted invasion of individual privacy.
 - d. Matters dealing with collective bargaining.
 - e. Matters dealing with the sale or purchase of public land.
 - f. Discussion of any pending or anticipated litigation or contract negotiation.

19. Executive Session – Close

Motion by _____ seconded by _____ to come out of Executive Session. Time out: ____.

20. Adjournment

Motion by Brian Davis seconded by Cynthia Mozee to adjourn the meeting. Meeting adjourned: 9:23pm. Motion carried, voice vote, all present voting “yes”.

Respectfully submitted,

Megan Stoddart, Business Administrator