

BUSINESS MEETING

June 16, 2016

The Business Meeting of the Stafford Township Board of Education was held on June 16, 2016 at 7:30pm at the Stafford Township Arts Center (STAC).

CALL TO ORDER

The Stafford Township's Board of Education is called to order in compliance with the Open Public Meeting Act Law - 1975 Chapter 231 (P.L. 1975-231C). This meeting was advertised in the Atlantic City Press, Asbury Park Press, and the Beacon. Notice has been posted in the office of the Stafford Township Clerk and all school buildings.

ROLL CALL

Michael Benson	Member
Wendy Cotter	Member
Kevin Leonard	Member
Deborah Lyons	Member
Tammy Nicolini	Member
Beth Sicoli	Member (Arrived 7:34pm)
Sean Wasacz	Member
Richard Czajkowski	Vice President
Michael Hemenway	President

ALSO PRESENT

George J. Chidiac	Superintendent
Daniel Smith	Business Administrator/Board of Education Secretary
Laura Benson, Esq.	Board Attorney

FLAG SALUTE

A. RECOGNITION/PRESENTATIONS

- ~Unsung Hero Award
- ~Intermediate Honors String Ensemble
- ~Intermediate Board Appreciation Broadcast
- ~Ocean County Math League Participants
- ~Special Education Teacher Award
- ~Transportation Recognition

B. SUPERINTENDENT'S EDUCATIONAL REPORT - Attachment

- ~Vandalism and Violence Report
- ~HIB Report

C. CLOSED SESSION

None

D. APPROVAL OF MINUTES OF PREVIOUS MEETING(S)

*NOTE: If a board member was absent (listed below), they are to abstain from the vote on that item/meeting.

To approve the minutes of the following meeting(s):

1. May 19, 2016 Committee of the Whole – 2 absences (T. Nicolini, S. Wasacz)
2. May 19, 2016 Business Meeting – 2 absences (T. Nicolini, S. Wasacz)
3. May 19, 2016 Closed Session – 2 absences (T. Nicolini, S. Wasacz)

A motion was made by Kevin Leonard and seconded by Michael Benson to approve Approval of Minutes of Previous Meeting(s) item(s) #1-3. Roll call vote: seven (7) members present voted yes; motion passed. Tammy Nicolini and Sean Wasacz abstained.

E. COMMUNICATION FROM THE PUBLIC (AGENDA ITEMS ONLY)

None

F. CORRESPONDENCE TO AND FROM THE BOARD

Two notes were read from Marla Czumble and Jennifer Eismann, each thanking the Board for recognition on their retirement.

G. BOARD BUSINESS

1. There were no incidents of harassment, intimidation, and bullying.
2. To affirm the determination of the Superintendent regarding harassment, intimidation, and bullying incident investigation – #11 Intermediate.
3. BE IT RESOLVED by the Stafford Township Board of Education to approve the following resolution:

WHEREAS, the Oxycocus Elementary School building built in 1951, currently houses all the Administrative offices of the Stafford Township School District;

WHEREAS, the buildings age and continuous repair costs has brought the Board of Education to a crossroads: either continue to repair and refurbish the building or completely vacate the property and seek an alternative location for the Administrative office needs; and

WHEREAS, the decision of the Board of Education regarding the Oxycocus Elementary School building has both immediate and long-term fiscal implications to the school budget and Capital Reserves; and

WHEREAS, decisions are required to effectively plan for the needs of both the Stafford Township School District, and all the taxpayers of Stafford Township.

NOW, THEREFOR, BE IT RESOLVED, by the Stafford Township Board of Education. County of Ocean, State of New Jersey, as follows:

1. The Board of Education believes it is in the best interest of the District and the taxpayers to keep and maintain the Oxycocus Elementary School building; and
 2. The Board of Education looked to proceed with all necessary and most cost effective building repairs in order to continue to occupy the Oxycocus Elementary School building for the Board of Education purposes.
4. BE IT HEREBY RESOLVED that the Stafford Board of Education authorizes the School Business Administrator in conjunction with Fraytek Veisz Hopkins Duthie PC Architects/Planners to issue a Request for Bid for the previously approved ROD Grant: **REMOVED**

School:	Oxycocus Elementary School
Project Description:	EIFS Repair/Replacement
DOE Project Number:	5020-050-14-1001
SDA Project Number:	5020-050-14-G2KW
Grant Number:	G5-5704
Total Project Cost:	\$229,200
Grant Amount:	\$91,680
Local Share Amount:	\$137,520

5. To appoint (new Supervisor of Special Services) as the 504 Officer and Homeless Liaison through December 2016. (replaces Stephanie Bush)
6. To appoint (new Secretary) as Attendance/Truant Secretary through December 2016. (replaces Carmel LaRosa)
7. To appoint (new Supervisor of Special Services) as SEMI Coordinator through December 2016 (replaces Stephanie Bush).

8. To appoint Stephanie Bush as Discretionary Grants Coordinator through December 2016. (replaces Jenny Ulbricht)
9. To authorize the (new Supervisor of Special Services) to apply for the IDEA Grant through December 2016. (replaces Stephanie Bush)
10. To authorize Stephanie Bush to apply for all discretionary grants through December 2016. (replaces Jenny Ulbricht)
11. To appoint Stephanie Bush as ESL Coordinator through December 2016. (replaces Lori Coyne)
12. To appoint Lori Coyne as Child Nutrition/Wellness Coordinator through December 2016. (replaces Carl Krushinski)
13. To approve (new Supervisor of Special Services) as Compliance Officer/Committee Coordinator under P.L. 94-142 Sec. 504 NJ Rehabilitation Act 1973 through December 2016. (replaces Stephanie Bush)
14. BE IT RESOLVED by the Stafford Township Board of Education to approve the following Resolution for the submission of the attached Energy Savings Improvement Plan to Third Party Auditor and BPU as follows:

WHEREAS, the Stafford Township Board of Education (“Board”) is desirous of being in compliance with the requirement of PL 2012, Chapter 55 “Energy Savings Improvement Plan (ESIP)”, and

WHEREAS, the Board utilized the competitive contracting process to select Johnson Controls, Inc. as its Energy Services Company (ESCO); and

WHEREAS, the Board on March 15, 2016 directed Johnson Controls, Inc. to proceed with development of an Energy Savings Improvement Plan; and

WHEREAS, Johnson Controls, Inc. submitted a draft of the Energy Savings Plan (ESP) to the Board on March 15, 2016; and

WHEREAS, the Board engaged DLB Engineering to review the ESIP as submitted by Johnson Controls, Inc.

NOW THEREFORE, BE IT RESOLVED THAT, the Stafford Township Board of Education hereby: Approves Johnson Controls submission of the Investment Grade Energy Audit (IGEA) and draft Energy Savings Plan (ESP) to the New Jersey Board of Public Utilities and DLB Engineering following final approval; and

BE IT FURTHER RESOLVED that formal acceptance of the ESIP will take place once it has been fully approved by DLB Engineering and the Board of Public Utilities.

15. To approve the first and only reading of the attached 2016-2017 handbooks/manuals:
 - a. Purchasing Manual
 - b. Transportation Department Operations Manual
 - c. Bus Rules Handbook
 - d. Custodian and Building Mechanic Procedure Manual
 - e. Substitute Custodial Handbook
 - f. Non-Affiliated Employee Handbook
 - g. Staff Training Manual
 - h. Substitute Teacher Handbook
 - i. Substitute Instructional Support Staff Handbook
 - j. Substitute Training Manual

16. To approve the Security Drill Statement of Assurance pursuant to 18A:41-1, all requirements have been met relating to the practicing of school security drills.

17. To approve the Memorandum of Agreement between Stafford Township Board of Education and Stafford Township Administrators Association for the period of July 1, 2013 to June 30, 2016.

18. To approve to apply for the United Against Bullying Grant.

A motion was made by Beth Sicoli and seconded by Richard Czajkowski to approve Board Business item(s) #1-2, 5-18. Roll call vote: nine (9) members present voted yes; motion passed. Item #3 – Roll call vote: eight (8) members present voted yes; motion passed. Kevin Leonard voted No.

NEW BUSINESS

FINANCE/INSURANCE/TRANSPORTATION

The Committee of the Whole has reviewed the following action items, has consulted with the superintendent, school business administrator/board secretary and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2015-2018 board/district goals. In addition, we further certify that we have reviewed the attached bill list and are satisfied that curriculum related expenditures are directly related to the results of assessment data and that professional development expenditures are directly related to professional development plans.

1. To approve for payment of bills listed on the Bill Resolution dated, June 16, 2016 totaling \$3,337,143.55.

2. To accept the Treasurer’s Report for the month of April 2016 with a cash balance of \$5,693,326.80.
3. To accept the Secretary’s Report for the month of April 2016 with a cash balance of \$5,693,326.80.
4. Certification of Overexpenditures:

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Daniel Smith, Board of Education Secretary, certify that as of April 2016 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

Board of Education Secretary

Date

Board Resolution:

Through the adoption of this resolution, we, the Stafford Township Board of Education, pursuant to N.J.A.C. 6A:23-2.11(c)4, certify that as of April 2016, after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the business administrator and other appropriate district officials, that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b)4 I-VI and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

5. To approve the attached line item transfers.
6. To approve the attached list of donations.
7. To approve the attached 2017-2018 Budget Calendar.
8. To approve the attached proposal from Fraytak Veisz Hopkins Duthie PC of Trenton, NJ to provide architectural services for the Exterior Insulating & Finish System Replacement Project (Gymnasium Exterior Wall Repair) at the Oxycocus Elementary School with relation to the recently approved ROD grant application in the amount of \$14,500 plus reimbursement for reproduction of final documents for regulatory review, bidding and construction. **REMOVED**

School:	Oxycocus Elementary School
Project Description:	EIFS Repair/Replacement
DOE Project Number:	5020-050-14-1001
SDA Project Number:	5020-050-14-G2KW

Grant Number:	G5-5704
Total Project Cost:	\$229,200
Grant Amount:	\$91,680

9. To approve the attached proposal from Remington & Vernick Engineers (Engineer of Record) to provide Pre-Referendum Professional Services – Phase 1 and 2. Phase 1 services shall be provided on a time and material basis for a not-to-exceed fee of \$15,000 and Phase 2 services shall be provided on a time and material basis for a not-to-exceed fee of \$18,000.

10. BE IT RESOLVED by the Stafford Township Board of Education to approve the following Resolution:

Pursuant to PL 2015, Chapter 47 the Stafford Township Board of Education intends to renew, award, or permit to expire the all contracts previously awarded by the Board of Education in the 2015-2016 fiscal year, ending June 30, 2016. Each of the contracts awarded are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18.et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. A listing of all contracts is not attached as all purchase orders issued by the district are considered contracts thus all purchase orders issued during 2015-2016 fall under this certification.

11. To approve the retirement of a 1985 Chevrolet Suburban. This vehicle does not work and the district no longer has use for it. This vehicle will be towed to Brick Recycling.

12. To approve the attached Resolution – Transfer of Current Year Surplus to Capital Reserve.

13. To approve the attached Resolution – Transfer of Current Year Surplus to Maintenance Reserve.

14. To approve the reallocation of the unspent funds from the following projects: Oxycocus Paving \$28,459.29; Ocean Acres Windows \$65,991.65; McKinley/Ocean Acres Security \$24,987.38; and McKinley Renovations \$6058.68 previously allocated from the Capital Reserve to the Capital Project account. These funds will be reallocated to augment the ROD Grant Oxycocus Window Replacement Project.

15. To approve the attached Jointure Agreement with Pinelands Regional Board of Education for the 2016-2017 Extended School Year. Stafford Township Board of Education will transport one student to Southern Regional High School. The term of the Agreement is from July 5, 2016 to August 15, 2016. The cost will be \$154.17 per diem. The total cost for all 24 days is \$3,700.08.

16. To approve the attached Jointure Agreement with Pinelands Regional Board of Education for the 2016-2017 school year. Stafford Township Board of Education will transport one student to Southern Regional High School. The term of the Agreement is from September 6, 2016 to June 9, 2017. The cost will be \$154.17 per diem. The total cost for all 180 days is \$27,750.60.
17. To approve the Transportation Agreement between Stafford Township Board of Education and Southern Regional School District (host) for students attending non-public schools at a rate not to exceed \$884 per student for the 2016-2017 school year.
18. To approve the attached Instructional Services Agreement for Chapters 192/193 between the Stafford Township Board of Education and Monmouth-Ocean Educational Services Commission for the 2016-2017 school year. The Commission will provide Compensatory Education and English as Second Language and Home Instruction Services to eligible non-public school students.
19. To approve the attached Instructional Services Agreement to provide Nonpublic Services under IDEA between the Stafford Township Board of Education and Monmouth-Ocean Educational Services Commission for the 2016-2017 school year. The Commission will administer the proportionate share of IDEA-B funds for non-public school students with disabilities.
20. To approve the attached agreement to provide Nonpublic Nursing Services between the Stafford Township Board of Education and Monmouth-Ocean Educational Services Commission from July 1, 2016 to June 30, 2017. The Commission will provide nursing services to non-public school students.
21. To approve Bayada Home Health Care, Inc. to provide one-to-one nursing services daily for student I.D. #19907 from July 1, 2016 to June 30, 2017 at a rate of \$44/hr LPN and \$54/hr RN. This is for a student that requires a nurse the entire day.
22. To approve student I.D. #21167 to attend Bancroft School from July 5, 2016 to June 30, 2017. The tuition cost is \$60,485.72.
23. To approve two school-aged students, I.D. #01-16 from Beach Haven Borough and I.D. #21195 from Ocean Township (Waretown) to attend the Extended School Year Program from July 5, 2016 to July 28, 2016.

24. To approve the attached Proposal and Statement of Work from NWN Corporation of Mount Laurel, NJ for Wireless LAN and Network Upgrade for Ocean Acres School and McKinley School. The total cost of this proposal is \$64,427. NWN is part of our E-Rate Program.

A motion was made by Kevin Leonard and seconded by Beth Sicoli to approve Finance/Insurance/Transportation item(s) #1-7, 9-24. Roll call vote: nine (9) members present voted yes; motion passed. Michael Benson abstained on check #62647.

I. BUILDINGS/GROUNDS/CAFETERIA

The Buildings/Grounds/Cafeteria Committee has reviewed the following action items, has consulted with the school business administrator/board secretary and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2015-2018 board/district goals.

No action items.

J. CURRICULUM/INSTRUCTION/TECHNOLOGY

The Committee of the Whole has reviewed the following action items, has consulted with the superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2015-2018 board/district goals. In addition, we further certify that we have reviewed the attached professional development request list and are satisfied that each professional development event is directly related to the employee's duties, each event is fiscally prudent (consistent with N.J.S.A. 18A:11-12), that teaching staff requests are aligned to the New Jersey Core Curriculum Content Standards, and that administrator requests are aligned to the Professional Standards for School Leaders.

1. To approve the professional development requests shown on the attached listing.
2. To approve the Three Year Technology Plan – July 1, 2016 – June 30, 2019.

A motion was made by Tammy Nicolini and seconded by Kevin Leonard to approve Curriculum/Instruction/Technology item(s) #1-2. Roll call vote: nine (9) members present voted yes; motion passed.

K. PERSONNEL

The following Personnel items were discussed:

Chairperson of the Personnel Committee – Tammy Nicolini -

Report: The superintendent recommends the board approve/ratify the appointment of the following named individuals who constitute a careful selection and screening of applicants, in accordance with the board/district hiring policies/procedures, and are hereby recommended for an employment contract contingent upon the successful completion of their accredited degree program, New Jersey Department of Education certification requirements, Federal NCLB Highly qualified Teacher requirements, a criminal history clearance and the successful completion of a medical examination as required by the board of education. These initial assignments/appointments may be changed as district needs develop unless otherwise stipulated. The Personnel/Negotiations Committee has reviewed the following action items, has consulted with the superintendent and other appropriate district officials, and hereby certifies that the actions being approved are consistent with the 2015-2018 board/district goals.

1. To approve the attached list of substitutes for the 2016-2017 school year.
2. To approve the following rate increase for substitute teachers:
 - a. NJ Certified Teachers from \$80 per day to \$85 per day
 - b. County Certified Teachers from \$70 per day to \$75 per day
3. To approve a wage increase for the attached list of substitute custodians beginning July 1, 2016.
4. To approve the attached list of personnel for enrichment programs for the 2016-2017 school year.
5. To approve the attached list of personnel for extra-curricular activities for the 2016-2017 school year.
6. To approve the use of the Stronge Leadership Evaluation Rubric for all administrators for the 2016-2017 school year.
7. To approve the use of the Charlotte Danielson Evaluation Rubric for all certified staff members for the 2016-2017 school year.
8. To approve the attached list of personnel for the 2016 Extended School Year, beginning July 5, 2016 and ending August 11, 2016.
9. To approve the attached list of transportation personnel for the 2016 Extended School Year beginning July 5, 2016 and ending August 11, 2016.
10. To approve the rate increase for contracted bus drivers working as bus attendants during the Extended School Year from \$10 per hour to \$17 per hour.

11. To approve the attached list of personnel as Mentors for Novice Teachers for the 2016-2017 school year.
12. To approve the following resignations:
 - a. Marissa Petraccoro, social worker, effective June 30, 2016.
 - b. Lisa DiBernardo, guidance counselor, effective September 30, 2016.
13. To approve the retirement of Maria Ross, LDT-C, effective June 30, 2016.
14. To approve Michael Gyenes as Buildings & Grounds Maintenance Worker, Intermediate School, beginning July 1, 2016 and ending June 30, 2017, Step 3, +Building Mechanic Stipend, of the Stafford Township Board of Education/STEA Agreement. This is a new budgeted position.
15. To approve Robert Smith as Buildings & Grounds Maintenance Worker, Intermediate School, beginning July 1, 2016 and ending June 30, 2017, Step 8, +Building Mechanic Stipend, of the Stafford Township Board of Education/STEA Agreement. This is a new budgeted position.
16. To approve Edwin Rosado as Probationary Substitute Custodian, Oxycocus Elementary School, beginning July 1, 2016 and ending September 30, 2016, Step 3, +Boiler's License Stipend, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
17. To approve as Andres Martinez Probationary Substitute Custodian, Ocean Acres Elementary School, beginning July 1, 2016 and ending September 30, 2016, Step 3, pro-rated, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
18. To approve Laura Samuel, teacher, to provide homebound/home assistance during the 2016-2017 school year, beginning July 1, 2016 and ending June 30, 2017.
19. To approve Shannon Mastrogiovanni and Patricia Smith as Extended Day Program/Summer Camp substitute teachers.
20. To approve the attached list of student teaching/fieldwork placements for the 2016-2017 school year.
21. To approve the change of assignment and/or transfer for the attached list of administrators for the 2016-2017 school year.
22. To approve the transfer and/or change of assignment for the attached list of personnel for the 2016-2017 school year.

23. To approve Kathleen Pierson as Confidential Secretary, Central Office, beginning July 1, 2016 and ending June 30, 2017. This is a replacement position.
24. To approve Stephanie Szczepan as School Psychologist, Intermediate School, beginning September 1, 2016 and ending June 30, 2017, Step 4, MA+30, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
25. To approve Mary Francis Smolens as LDT-C, Intermediate School, beginning September 1, 2016 and ending June 30, 2017, Step 8, MA, of the Stafford Township Board of Education/STEA Agreement. This is a replacement position.
26. To approve Chelsey Friggle as Speech Correction/Speech Language Specialist, McKinley Avenue Elementary School, beginning September 1, 2016 and ending June 30, 2017, Step 1 of the Stafford Township Board of Education/STEA Agreement. (Pending Certification) This is a replacement position.
27. To approve Patrick Shaffery as School Safety Officer, District-Wide, beginning September 1, 2016 and ending June 30, 2017. This is a new budgeted position.
28. To approve Lee Evans as School Safety Officer, District-Wide, beginning September 1, 2016 and ending June 30, 2017. This is a new budgeted position.
29. To approve Christopher Coughlin as School Safety Officer, District-Wide, beginning September 1, 2016 and ending June 30, 2017. This is a new budgeted position.
30. To approve the following revised job descriptions:
 - a. B-1 Elementary School Principal
 - b. B-2 Director of Curriculum & Instruction
 - c. B-3 12 Month Supervisor of Special Services
 - d. B-14 Director of Personnel
 - e. B-15 Director of Pupil Services
 - f. B-17 Director of Preschool
 - g. B-18 Director of Enrichment, Extended Day, Nurses & State Reports
 - h. B-19 12 Month Supervisor
 - i. C-3 Building Mechanic
 - j. C-4 Custodian
 - k. C-7 School Safety Officer – 10 Months
 - l. C-8 HVAC Technician
31. To rescind job description B-16 – Director of Data & Assessment.

32. To approve the retirement of Richard Lockwood, bus driver, effective June 30, 2016.

33. To approve to hire an additional Learning Disabilities Teacher Consultant (LDTC).

A motion was made by Tammy Nicolini and seconded by Wendy Cotter to approve Personnel item(s) #1-33. Roll call vote: nine (9) members present voted yes; motion passed. Beth Sicoli abstained on item #29.

L. POLICY/LEGISLATIVE

The Committee of the Whole has reviewed the following policies and regulations, has consulted with the board attorney and other appropriate district officials, and hereby certify, pursuant to N.J.S.A. 18A:11-1, that the attached policies and regulations are in compliance with all applicable statutes and administrative code provisions and are consistent with the 2015-2018 board/district goals.

1. To approve the first and only reading of the following revised regulation:

- R7510.0 Use of STAC Facilities

2. To approve to rescind the following policy:

- 2425 Physical Education

3. To approve the second reading of the following new policy and regulation:

- 5330.01 Administration of Medical Marijuana (M)
- R5330.01 Administration of Medical Marijuana (M)

4. To approve the second reading of the following revised bylaws, policies and regulations:

- 0167 Public Participation in Board Meetings
- 0168 Recording Board Meetings
- 2422 Health and Physical Education
- 2431 Athletic Competition (M)
- 5111 Eligibility of Resident/Nonresident Students (M)
- 5310 Health Services (M)
- 8462 Reporting Potentially Missing or Abused Children (M)
- 8550 Outstanding Food Service Charges
- R2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M)
- R5111 Eligibility of Resident/Nonresident Students (M)
- R5310 Health Services (M)

- R8462 Reporting Potentially Missing or Abused Children (M)

A motion was made by Kevin Leonard and seconded by Beth Sicoli to approve Policy/Legislative item(s) #1-4. Roll call vote: nine (9) members present voted yes; motion passed.

M. ADVANCED PLANNING

None

N. COMMUNICATION FROM THE PUBLIC

None

O. BOARD INFORMATIONAL ITEMS

P. CLOSED SESSION

None

ADJOURNMENT

A motion was made by Tammy Nicolini and seconded by Wendy Cotter to adjourn the meeting at 8:08pm. Voice vote: All members present voted yes (9-0); motion passed.

PUBLIC COMMENT NOTICE - STAFFORD TOWNSHIP BOARD OF EDUCATION MEETINGS

The Stafford Township Board of Education welcomes the opportunity to hear what members of the public have to say about matters of public interest. However, we do have specific procedures in place for you to bring your concerns to the proper personnel. We refer to this as the chain of command. For example, if you have a concern involving something within the classroom, we would ask that you first speak to the teacher, and if necessary, the principal. If you have not utilized the chain of command, we would ask that you please do so prior to addressing your concerns in this meeting so that the district personnel are given the opportunity to resolve these matters to your satisfaction. If, after utilizing the chain of command, you feel your concerns have not been addressed, we welcome you to return to the next Board meeting to voice your concern. If you have any questions about the chain of command (or the appropriate person to whom you should address your concern), please feel free to ask any member of the Board at the break or when this meeting concludes. We would also like to make you aware that there are certain matters that the Board can only discuss in closed session. Thus, if your comments touch upon an issue that is only to be discussed in closed session or one where certain notices must be provided prior to the Board conducting any discussions, the Board will not be able to respond to your comments at this time. We will inform you if this is the case when you have finished speaking. Specifically, this situation may arise if you are discussing a particular employee (or employees) of the district or a particular student (or students).

Daniel Smith
School Business Administrator/Board Secretary

DS/km/6-22-2016