

**CALIFON BOARD OF EDUCATION
REGULAR MEETING MINUTES**

**June 16, 2021
7:00 p.m. Library**

***I. CALL TO ORDER – OPENING STATEMENT**

This meeting is called to order at 7:01 p.m. with the following opening statement read by Mr. Keiser:

“I would like to announce and have placed in the minutes that adequate notice of this meeting of the Califon Board of Education has been provided in accordance with the Open Public Meetings Act. Proper notice of this Regular Meeting was provided to Hunterdon County Democrat and Hunterdon Review. A copy of this notice has also been posted on the public bulletin board in the Municipal Building and filed with the Borough Clerk. The agenda of this meeting has been posted at the Califon School and on the district’s website.

***II. THE PLEDGE OF ALLEGIANCE**

All who were in attendance pledged the flag led by Corrina Reaves.

***III. ROLL CALL**

Mr. Christopher Keiser - President	Present
Mr. Michael Reaves - Vice President	Present
Ms. Rebecca Kipp-Newbold	Present
Ms. Rita Lemley	Present
Mr. Netz Sacro	Present

Also present

Dr. Michele Cone, Superintendent	Present
Ms. Cheryl Zarra, Board Secretary	Present
Ms. Gwen Thornton, NJSBA	Present

***IV. PUBLIC COMMENT (resolutions only; time limits: 3 min. /person)**

AT THIS TIME, COMMENT IS INVITED ON RESOLUTIONS ON TONIGHT’S AGENDA ONLY. PLEASE RESPECT THE 3 MINUTE SPEAKING RULE AS PER BOARD OF EDUCATION BYLAW #0167 AND BOARD MEETING PUBLIC COMMENT GUIDELINES POSTED ON THE SCHOOL WEBSITE SO THAT BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER.

None.

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***V. APPROVAL OF MINUTES**

1. Motion by Mr. Keiser and Seconded by Mr. Reaves to approve the following minutes:

- May 12, 2021 Regular Session

Motion approved on unanimous roll call vote.

***VI. WRITTEN COMMUNICATIONS**

Anne Cusack - in person teaching at Califon School.

***VII. CHIEF SCHOOL ADMINISTRATOR'S REPORT**

Dr. Cone shared the following updates:

- HIB Report- 2 Unfounded
- Enrollment 92
- Updates - Dr. Cone thanked the following:
 - Califon Fire Department for Field Day wet down and rides home for Kindergarten and First Grade.
 - PTA for snacks/water on Field Day and the ice cream social.
 - Staff and parents for all of their hard work and support this past year.
 - Board members for their support

Ms. Gwen Thronton provided a presentation of the Strategic Plan. She thanked all who completed the survey and provided copies to the Board. A benchmark will take place in a year to see if adjustments are needed.

1. Motion made by Mr. Reaves and Seconded by Ms. Lemley to approve the Strategic Plan as presented.

Motion approved on unanimous roll call vote.

2. Motion made by Ms. Kipp-Newbold and Seconded by Mr. Reaves to approve the HIB report from the Chief School Administrator as presented.

Motion approved on unanimous roll call vote.

Dr. Cone presented the Safe Return Plan for the 2021-2022 school year. The document will be posted on the school website.

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3. Motion made by Mr. Keiser and seconded by Ms. Lemley to approve the Safe Return Plan for the 2021-2022 school year as presented.

Motion approved on unanimous roll call vote.

Dr. Cone then presented Student Achievement for the 2020-2021 school year. A baseline was set using Linkit for instruction and benchmarks were taken for Sept/Oce, Jan/Feb and May/June. English Language Arts and Math for grades K-8 showed growth in the 2020-21 school year. Data will be posted on the school website.

***VIII. BOARD COMMITTEE REPORTS**

Curriculum & Instruction Committee: Met and discussed items for approval on the agenda.

Policy & Legislation Committee: Met and discussed the Safe Return Plan.

Finance, Facilities, & Transportation Committee: Met and discussed Health Insurance, Enrollment and Tuition Students.

Personnel Committee: Met and discussed items for approval on the agenda.

Negotiations Committee: Did not meet

Long Range Planning, Shared Services: Did not meet

***IX. CONSENT AGENDA**

Matters listed within the consent agenda have been referred to members of the Board of Education and/or its standing committees, for reading and study and will be enacted with one motion. The Personnel items on the consent agenda are recommended by the Superintendent. If separate discussion is desired, the item may be removed from the consent agenda by Board action.

Motion made by Mrs. Kipp-Newbold and Seconded by Mr. Keiser to discuss the Consent Agenda.

Motion approved on unanimous roll call vote.

- Ms. Lemley asked for an explanation of the ESSER II Grant.
 - Dr. Cone explained each category.

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- Mr. Keiser asked for clarification on the room use and waiver forms.
 - Ms. Zarra explained each category for room use and waiver.
- Mr. Reaves asked for clarification of personnel motions #2 and #3.
 - Ms. Zarra noted they cover two different school years.
- Mr. Keiser thanked Ms. DeAngelo for her time with Califon and wishes her well.
- Mr. Keiser welcomed Mr. Bruton to Califon School as the new PE/Health teacher.

Motion made by Mr. Keiser and Seconded by Mr. Reaves to approve the consent agenda.

Motion approved on unanimous roll call vote.

Finance/Facilities/Transportation/Personnel/Curriculum and Instruction/Policy

Finance:

1. Motion to approve the bills list dated May 13, 2021 through June 16, 2021 in the amount of \$381,822.76.
2. Motion to accept, certify and file the Treasurer's and Board Secretary report for May 2021 and note that sufficient funds are available to meet the district's financial obligation and that no major account has been over-expended in accordance with N.J.A.C 6A:23A:16.20.
3. Motion to approve the transfers for May 2021.
4. Motion to approve the submission of the 2021-2022 Extraordinary Aid, IDEA and ESEA grant applications.
5. Motion to accept the CRRSA ESSER II Grant award in the following amounts:

Learning Acceleration:	\$25,000
Mental Health:	\$45,000
Non-Title I:	\$24,316
6. Motion to approve the 2021-2022 milk program price at \$0.25.
7. **WHEREAS**, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

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WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Califon Board of Education wishes to deposit anticipated current year surplus into the following reserve accounts at year end:

Capital Reserve – Not to exceed \$100,000
Maintenance Reserve - Not to exceed \$100,000
Total reserve deposit not to exceed \$200,000

8. **WHEREAS**, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b) has increased the bid threshold amount for school districts which do not have a Qualified Purchasing Agent , from \$29,000 to \$32,000, effective July 1, 2020;

WHEREAS, the Califon Board of Education would like to take advantage of the maximum statutory bid threshold amount of \$32,000 for school districts who do not have a qualified purchasing agent;

NOW, THEREFORE BE IT RESOLVED that the Califon Board of Education, establishes and sets the bid threshold amount of \$32,000 for the Board of Education, and further authorizes Cheryl Zarra to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate the newly established bid threshold amount.

9. Motion to approve School Alliance Insurance Fund (SAIF) as the District's 2021-2022 insurance carrier.

WHEREAS, a number of school boards in the State of New Jersey have joined together to form the SCHOOLS HEALTH INSURANCE FUND hereafter referred to as "SHIF", as permitted N.J.S.A. 18A:18B-1 et seq., and;

WHEREAS, the SHIF has received approval by the Commissioner of the Department of Banking and Insurance on August 10, 2015;

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a school board joint insurance fund;

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WHEREAS, the governing body of Califon Board of Education, hereinafter referred to as "SCHOOL BOARD" has determined that membership in the SHIF is in the best interest of said SCHOOL BOARD.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the SCHOOL BOARD hereby agrees as follows:

- i. SCHOOL BOARD shall become a member of the SHIF for the period outlined in the SCHOOL BOARD's Indemnity and Trust Agreement.
- ii. SCHOOL BOARD will participate in the following type (s) of coverage (s):
 - a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the SHIF's Bylaws, and the SHIF's Plan of Risk Management.
- iii. SCHOOL BOARD accepts and approves the SHIF's Bylaws and agrees to be bound by the terms thereof.
- iv. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.
- v. SCHOOL BOARD agrees to commit to the four principles of the SHIF which are:
 - a.) A long term philosophy on rates.
 - b.) A willingness to work with bargaining units to achieve plan design changes.
 - c.) Professional management with stability and commitment.
 - d.) Rating structure based on actuarial numbers.

BE IT FURTHER RESOLVED that the governing body of the SCHOOL BOARD is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the SHIF as required by the SHIF's Bylaws, and to deliver these documents to the SHIF's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the SCHOOL BOARD by the SHIF.
- ii. Receipt by the SHIF of a Resolution from the SCHOOL BOARD accepting SCHOOL BOARD's SHIF assessment.
- iii. Approval by the Commissioner of the New Jersey Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.

10. Motion to approve the submission of the McKinney -Vento Education of Homeless Children and Youth Program LEA intent to Collaborate form.
11. Motion to approve Integrity Consulting Group as Health Insurance Broker for Califon Board of Education for the 2021-2022 school year.

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12. Motion to approve the attached list of 2020-2021 contracts to be renewed, awarded, or to expire during the school year - P.L. 2015, c. 47 Pursuant to PL 2015, Chapter 47 the Califon Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education, as attached. These contracts 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 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.
13. Motion to approve the following professional service contracts for the 2021-2022 school year.

Architect of Record	SSP Architectural Group	Rates on file in the business office
Auditor	Ardito & Co.	Rates on file in the business office
CST Services	Tewksbury Township BOE	Rates on file in the business office
Health Insurance Broker	Integrity Consulting Group	Rates on file in the business office
Health Insurance Coverage	School Health Insurance Fund	Rates on file in the business office
Instant Alert Telephone Svc.	Intrado Interactive Svcs. Copr.	\$795
Legal Services	Schenk, Price, Smith & King, LLP	Rates on file in the business office
Payroll Processing	R & L Payroll Services, Inc	\$230 per process plus related payroll processing services
Policy Management	Strauss Esmay	\$4,685
Public School Services	Hunterdon County ESC	As needed - Rates on file in the business office
School Physician	Hunterdon Family Medicine at Hickory Run	\$500
Student Accident/Liability Insurance Broker	Balken Risk Management	N/A
Student Data Mgmt Software	Genesis	\$3,775
Technology Services	Hunterdon County ESC	Rates on file in the business office

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14. Motion to accept Preschool/PreK students for the 2021/2022 school year and to approve tuition contracts for the following students:

Student ID#	Contract Amount
670439	\$5,500
670442	\$5,500
670443	\$5,500
670470	\$5,500
670471	\$5,500
670472	\$5,500
670473	\$5,500

15. Motion to accept K-8 tuition students for the 2021/2022 school year and to approve tuition contracts for the following students:

Student ID#	Contract Amount
670457	\$7,000
670458	\$3,900
670459	\$6,500
670460	\$7,000
670461	\$3,900
670462	\$6,500
670463	\$7,000
670468	\$6,500
670469	\$6,500

Transportation:

Facilities:

1. Motion to approve documentation of mandated Security/Fire/Emergency and Evacuation Drills

Date of Drill	Type of Drill
June 3, 2021	Security Drill
June 7, 2021	Fire Drill -Phase One
June 8, 2021	Fire Drill - Phase Two

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2. Motion to approve the district's summer hours as follows for administration and administrative staff 8:30 am - 1:30 pm, 4 days per week Monday -Thursday, closed Fridays beginning June 28 through August 13, 2021
3. Motion to approve the submission of the application for alternate method of compliance for providing toilet rooms, two (2) applications for the dual use of educational space and three (3) applications for change of use of educational space to the New Jersey Department of Education for the 2021-2022 school year.
4. Motion to approve the *School Security Statement of Assurance* for the 2020-2021 school year. Pursuant to 18A:41-1, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs.

Personnel:

1. Motion to approve the completion of the 2020/21 Qualitative and Quantitative Merit Goals as submitted by Dr. Michele Cone for the 2020/21 school year and to submit both the merit goals and supporting evidence to the Hunterdon County Superintendent for final approval and payment.
2. Motion to approve Victoria Terribile as a long term substitute at substitute rate beginning May 17, 2021 to the end of the 2020-2021 school year.
3. Motion to approve Victoria Terribile as substitute teacher for the 2021-2022 school year.
4. Motion to amend prior Personnel Motion #4 from the February 17, 2021 Board of Education meeting to adjust the end date of FMLA for Kelly Mitzak to be on or about November 16, 2021.

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5. Motion to approve the following for the 2021-2022 school year:

Name	Position	Hrs/Days	Rate
Mallory Bartow	Summer Custodian	5 hrs/day M-Th July 2 – August 13	\$15/hr
Tristan Downey	Summer Custodian	5 hrs/day M-Th July 2 – August 13	\$15/hr
Max Mazuca	Summer Custodian	5 hrs/day T- F July 2 - August 13	His approved custodial hourly rate

6. Motion to approve the following stipend positions and rates for the 2021-2022 school year:

Position	Stipend
Webmaster	\$2,000
Media Coordinator (2)	\$500 each
HIB Specialist	\$1,000
Google Administrator	\$500

7. Motion to approve Linda Patterson as Homeless Liaison for the 2021-22 school year - no compensation.
8. Motion to approve Linda Patterson as Affirmative Action Officer for the 2021-22 school year - no compensation.
9. Motion to approve Business Administrator contract effective July 1, 2021 – June 30, 2022 as approved by the Interim Executive County Superintendent.
10. Motion to approve the 2020-2022 Negotiated Agreement ratified by the Califon Board of Education and the Califon Education Association.

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11. Motion to approve tenured certificated personnel for the 2020-2021 school year based on the 2020-2022 Negotiated Agreement recently ratified/approved by the Califon Board of Education and the Califon Education Association.

Name	FTE	Level	Step	Compensation
Blondina, Bryce	1	MA	7	\$60,936
DeAngelo, AnnMarie	1	BA	8-9	\$59,243
DeMarco, Alison	1	MA	17	\$71,015
Heuneman, Robin	.56	BA	18	\$38,943.52
Heyduke, Marie	1	MA	10-11	\$63,801
Hoitsma, Kyle	1	BA	8-9	\$59,243
Kooger, Lisa	1	BA	20	\$74,629
Maginnis, Isabel	.5	BA +30	20	\$37,967
Medea, MaryJane	1	BA	8-9	\$59,243
Mitzak, Kelly	1	BA	8-9	\$59,243
Montesion, Lori	1	BA +45	20	\$76,561
Patterson, Linda	1	BA +15	17	\$69,139
Ryan-Firko, Jessica	1	BA	13	\$62,109

12. Motion to approve non-tenured certificated personnel for the 2020-2021 school year based on the 2020-2022 Negotiated Agreement recently ratified/approved by the Califon Board of Education and the Califon Education Association.

Name	FTE	Level	Step	Compensation
Charleston, Kristen	.4	MA	10-11	\$25,520.40
DiDonato, Amanda	1	MA	1	\$55,664
Knipe, Lindsey	.4	BA	1	\$21,015.60
Maginnis, Luke	1	MA	4	\$57,295
Ippolito, Peggy	.5	BA	12-13	\$31,054.50
O'Brien, Tracey	1	BA	7	\$57,811
Sullivan, Christine	.2	MA	14	\$13,334.20

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13. Motion to approve tenured staff guide move salary increases effective January 2021 based on the 2020-2022 Negotiated Agreement recently ratified/approved by the Califon Board of Education and the Califon Education Association.

Name	From	Compensation	To	Compensation
Alison DeMarco	Step 16 MA +15	\$70,185	Step 17 MA +15	\$72,264
AnnMarie DeAngelo	Step 7 BA +15	\$58,542	Step 8 BA+15	\$60,492

14. Motion to approve non-certificated staff members at the compensation listed for the 2020-2021 school year.

Name	Position	Compensation
Susan French-Gonzalez	Executive Secretary to the Chief School Administrator and Student Data Manager	\$43,250
Edward Newhauser	Head Custodian	\$52,005
Ed Belenguer	Part-time Custodian - 4hrs/day	\$18.25/hr
Mallory Bartow	Instructional Aide	\$19,811
Tristan Downey	Instructional Aide	\$19,811

15. Motion to approve a guide move for Alison DeMarco from Step 17 MA+15 to Step 18 MA+30 for the 2021-2022 school year.

16. Motion to reappoint tenured certificated personnel for the 2021-2022 school year.

Name	FTE	Level	Step	Compensation
Blondina, Bryce	1	MA	8	\$63,067
DeAngelo, AnnMarie	1	MA	9-10	\$64,500
DeMarco, Alison	1	MA +30	18	\$75,864
Heuneman, Robin	.56	BA	19	\$40,374.32
Heyduke, Marie	1	MA	11-12	\$65,933
Hoitsma, Kyle	1	BA	9-10	\$61,375
Kooger, Lisa	1	BA	20	\$75,330
Maginnis, Isabel	.5	BA +30	20	\$38,317.50
Medea, MaryJane	1	BA	9-10	\$61,375
Mitzak, Kelly	1	BA	9-10	\$61,375

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Montesion, Lori	1	BA +45	20	\$77,262
Patterson, Linda	1	BA +15	18	\$71,490
Ryan-Firko, Jessica	1	BA	14	\$64,245

17. Motion to reappoint non-tenured certificated personnel for the 2021-2022 school year as listed on attachment: 21-22 All Staff Reappointments.

Name	FTE	Level	Step	Compensation
Charleston, Kristen	.4	MA	11-12	\$26,373.20
DiDonato, Amanda	1	MA	2	\$57,179
Knipe, Lindsey	.4	BA	2	\$21,621.60
Ippolito, Peggy	.5	BA	13	\$32,122.50
O'Brien, Tracey	1	BA	8	\$59,942
Sullivan, Christine	.2	MA +30	15	\$14,263.20

18. Motion to accept with regret the resignation of Ann Marie DeAngelo, Science teacher effective July 1, 2021.
19. Motion to approve Michael Bruton, for the position of PE/Health Teacher and Athletic Director, effective August 30, 2021 through June 30, 2022 at Step 9 BA +45 \$ 64,500.00.

Curriculum and Instruction

1. Motion to accept the Health Report for May 2021.
2. Motion to approve the Califon Public School District Professional Development Plan the 2021- 2022 school year.
3. Motion to approve the members of the Califon SCIP Committee - no compensation:

Faculty
Alison DeMarco
Mary Jane Medea
Tracy O'Brien
Kelly Mitzak

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4. Motion to approve the Califon School Response to Intervention Committee-
no compensation:

Faculty
Bryce Blondina
Alison DeMarco
Tracey O'Brien
Linda Patterson

5. Motion to approve the submission, by the Superintendent, of the
Statement of Assurance for the proposed Comprehensive Equity Plan for a
period of three school years: 2019-20, 2020-21 and 2021-22.
6. Motion to approve the following staff members for curriculum revision for the
2021-2022 school year. \$40. for 10 hours

Name	Compensation
Bryce Blondina	\$40. per hour for 10 hours per teacher
Marie Heyduke	\$40. per hour for 10 hours per teacher
Lisa Kooger	\$40. per hour for 10 hours per teacher
Peggy Ippolito	\$40. per hour for 10 hours per teacher
Lindsey Knipe	\$40. per hour for 10 hours per teacher
Alison DeMarco	\$40. per hour for 10 hours per teacher

7. Motion to approve the following entities to deliver services for the 2020-2021
school year:

Provider	Service	Amount
HCESC	Public School Services *as needed	Per 2021-2022 Rate Sheet

8. Internet Protection Act

Motion to state that the Califon School District is in compliance with the
Internet Protection Act and that a filtering device is in place on all district
computers with internet connections.

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9. Motion to approve Califon Fire Company Firetruck ride.

Grade	Date
First	June 16
Kindergarten	June 17

POLICY

***X. OLD BUSINESS**

None

***XI. NEW BUSINESS**

1. Motion made by Mr. Reaves and Seconded by Ms. Lemley to approve the appointments for the 2021-22 school year as listed.

- | | |
|-------------------------------------|----------------------------------|
| A. Public Agency Compliance Officer | Business Administrator |
| B. Architect of Record | SSP Architectural Group |
| C. Attorney of Record | Schenck, Price, Smith & King LLP |
| D. Insurance Agent of Record | Balken Risk Management |
| E. Affirmative Action Officer | School Nurse |
| F. Attendance Officer | Chief School Administrator |
| G. 504 Coordinator | School Nurse |
| H. Auditor | Ardito & Co |
| I. RTK Contact Person | Head Custodian |
| J. AHERA Representative | Head Custodian |
| K. Air Quality Control Officer | Head Custodian |
| L. Medical/School Physician | Hickory Run Family Practice |
| M. Anti Bullying Specialist | School Nurse |
| N. District Bullying Coordinator: | Chief School Administrator |
| O. Custodian of School Records | Business Administrator |
| P. Board Secretary | Business Administrator |

Motion approved with unanimous roll call vote

Public Comment:

- Cathay Smith - asked for clarification on tuition students.
 - Dr. Cone noted that the tuition students were both returning students and new interest for K-8. She also indicated that Preschool was full with a waitlist.

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***XII. EXECUTIVE SESSION**

WHEREAS, Section 6 of the Open Public Meetings Act, Chapter 231, P.L. 1975 (R. S.10:4-13), permits the exclusion of the public from a meeting or portion of a meeting of this public body in certain circumstances, and

WHEREAS, the Board must consider (see check below), which is/are exempt from public discussion pursuant to the Act;

- 1. Matter which by express provision of law is rendered confidential
- 2. Release of information which would impair receipt of federal funds
- 3. Individual Privacy/Student Matters
- 4. Collective Bargaining/Negotiations
- 5. Real estate matters
- 6. Disclosure could impair public safety
- 7. Pending/Anticipated litigation/Contract negotiation
- 8. Terms and conditions of employment, specifically Superintendent Evaluation.
- 9. Deliberations involving imposition of specific civil penalty

NOW THEREFORE BE IT RESOLVED that the Board of Education adjourn to executive session at 7:48p.m. to discuss the above-mentioned matters to the exclusion of all others. Matters discussed may or may not be made public this evening. Resulting action may or may not be taken following re-entry into regular session.

Motion made by Mr. Keiser, Seconded by Mr. Reaves to adjourn to executive session with full board consent via roll call vote.

***XIII. RECONVENE**

Motion made by Mr. Reave, seconded by Mr. Keier to end the executive session at 7:57 pm and reconvene the public session with full board consent via roll call vote.

***XIV. ADJOURNMENT**

Motion made by Mr. Reaves, seconded by Mrs. Kipp-Newbold to adjourn the meeting at 7:58 pm with full board consent via roll call vote.

Respectfully submitted



Cheryl Zarra
Board Secretary