

**RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION**

**Regular Public Meeting – 5:30 p.m.**

**Betty McElmon Elementary School Gymnasium**

**Tuesday, May 28 , 2024**

**VISION**

*Our vision for the West Long Branch Public School District is to produce socially responsible students who are lifelong learners equipped with the necessary skills to succeed at the next level of secondary education.*

**MISSION**

*Our mission for the West Long Branch Public School District is to put students first! In collaboration with all stakeholders, we will provide a safe and secure learning environment free from bias, increased academic rigor, cutting edge technology, and state-of-the-art facilities.*

**CALL TO ORDER**

"In accordance with the provisions of the Open Public Meetings Act, the West Long Branch Board of Education has issued notice of this meeting to be publicized by having the date, time and location of the meeting posted at Betty McElmon Elementary, Frank Antonides School and the West Long Branch Public Library and mailed to the Asbury Park Press and The Link, which have been designated as the Board's official newspapers. Notice was also filed with the Borough Clerk and sent to those persons requesting that such notice be mailed to them."

**PLEDGE OF ALLEGIANCE**

**The Pledge of Allegiance will be led by the following students:**

*Charles Curbelo & Alice Silva De Almeida*

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_

Mr. Falgares \_\_\_\_\_

Mrs. Gassman \_\_\_\_\_

Dr. Pringle \_\_\_\_\_

Mrs. Scullion \_\_\_\_\_

Mrs. Sisk \_\_\_\_\_

Mrs. Skellinger \_\_\_\_\_

Mrs. Tabakman-Plancher \_\_\_\_\_

Mr. Waters \_\_\_\_\_

**STATEMENT TO THE PUBLIC**

*Oftentimes it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases a unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, only then, is it placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.*

**PRESENTATIONS AND REPORTS:**

- **2023 – 2024 Teachers of the Year:**  
 BME: Mrs. Christina Andreasi  
 FAS: Mrs. Kathleen Beyers

**Educational Services Professional of the Year:**

BME: Mrs. Linda Steel

- **Monthly Budgetary Line Item Status Certification:**  
 The Board Secretary, Corey Lowell, certifies that no line item 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.

*Corey Lowell*  
School Business Admin/Bd. Sec.

**PUBLIC COMMENTS:**

Anyone wishing to address the Board regarding items that are on the agenda or non-agenda items, please state your name and address. The Board will not, during the public portion of this meeting, discuss matters involving employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific or prospective or current employee and/or students.

**APPROVAL OF MINUTES**

April 30, 2024	Regular Public Meeting
April 30, 2024	Executive Session

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

All in favor? AYES: ( ) NOES: ( ) ABSTENTIONS: ( )

**BUILDING AND GROUNDS RESOLUTIONS 1-3**

Upon the recommendation of the Superintendent:

1. Move to approve the use of the FAS & BME field by the West Long Branch Police Department for the NJ State Police helicopter to land for the LEAD graduation on June 7, 2024 at 11:00 a.m.
2. Move to approve the use of the FAS Gym by the WLB Sports Association for Mid-Monmouth West Long Branch youth boys and girls travel basketball games and team practices for children in grades K-8 from July 1, 2024 through August 29, 2024 for the following days and times (Certificate of Insurance on file):

Mondays through Thursdays 5:00 p.m. to 8:00 p.m.

- BE IT RESOLVED the West Long Branch Board of Education approve the amendment of the 2019 Long-Range Facilities Plan to address the five-year reporting requirements and to be consistent with proposed school facilities projects. Further, the Board authorizes Spiegle Architectural Group Inc., to make the submission of the Department of Education on behalf of the district.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mr. Falgares \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_  
 Dr. Pringle \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Sisk \_\_\_\_\_  
 Mrs. Skellinger \_\_\_\_\_ Mrs. Tabakman-Plancher \_\_\_\_\_ Mr. Waters \_\_\_\_\_

**CURRICULUM AND INSTRUCTION RESOLUTIONS 1-4**

Upon the recommendation of the Superintendent:

- Move to revise class trip(s)/academic event(s) as per attached Appendix A.
- Move to approve, as per IDEA and N.J.A.C. 6:28, the following placement of eight (8) Special Education students who have severe academic, medical, and/or behavioral difficulties and require an extended year program (ESY) and/or school-year program as listed in their I.E.P.'s. **(IDEA and State Extraordinary Aid funds are used to supplement these tuition costs).**

<b><u>Public School Placement</u></b>	<b><u>\$ Per Student</u></b>
Midtown Elementary School, Neptune, NJ 24 Days ESY 1 student SID #8638324635 July 1, 2024 – August 2, 2024 Transportation through MOESC bid process	\$8,333.00
Summerfield School, Neptune, NJ 180 Days Fall Program 1 student SID #8638324653 September 5, 2024 – June 18, 2025 Transportation through MOESC bid process	\$62,500.00
The Shore Center 23 Days ESY Program 1 Student SID #1074795610 July 1, 2024 – August 8, 2024	\$8,500.00
The Shore Center 180 Days The Fall Program 1 Student SID #1074795610 September 6, 2024 – June 16, 2025 Transportation through MOESC bid process	\$98,000.00

<u>Private School Placement</u>	<u>\$ Per Student</u>
The Laurel School – Princeton, NJ 171 Day Program 1 student SID #2030984574 September 5, 2024 – June 13, 2025 Transportation through MOESC bid process	\$52,000.00
Children’s Center - Neptune, NJ 217 Days (full day program) 1 student SID #7959193860 July 1, 2024 – June 13, 2025 Transportation at parent expense	\$84,839.06
Harbor School – Eatontown, NJ 210 Days ESY (full day program) 1 student SID #5969246672 July 5, 2024 – June 14, 2025 Transportation provided by parent contract	\$88,302.90 cost of aide TBD
Harbor School – Eatontown, NJ 210 Days ESY (full day program) 1 student SID #2529898247 July 5, 2024 – June 14, 2025 Transportation through MOESC bid process	\$88,302.90 cost of nurse TBD

3. Move to approve Mrs. Jennifer Maurer, Certified Level II Dyslexia therapist to continue to provide instructional services for SID #1412475699 as per the IEP effective July 5, 2024 through August 23, 2024 at \$100.00 per session not to exceed \$10,500.
4. Move to retroactively approve Home Instruction for SID #9083611959 retroactive from May 1, 2024 until July 24, 2024. Integrated Care Concepts and Consultation, LLC is enrolled in Partial Hospitalization Program (PHP) for approximately 12 weeks. Educational time is 2 hours per day for a total of 10 hours per week. Integrated Care’s fee is \$42 per hour not to exceed \$5,040.00.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mr. Falgares \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_  
 Dr. Pringle \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Sisk \_\_\_\_\_  
 Mrs. Skellinger \_\_\_\_\_ Mrs. Tabakman-Plancher \_\_\_\_\_ Mr. Waters \_\_\_\_\_

**FINANCE RESOLUTIONS 1-8**

Upon the recommendation of the Superintendent:

1. BE IT RESOLVED that the Bills and Claims List for May 2024, be approved and

Bills & Claims Fund 10	\$269,803.48
Bills & Claims Fund 20	\$ 60,944.64
Bills & Claims Fund 60	\$ 2,616.32

2. BE IT RESOLVED that the following financial reports be approved:

- Report of the Board Secretary/Treasurer Dated:
  - o April 30, 2024
- That the listed budget transfer(s) be authorized in accordance with N.J.S.A. 18A:22-8.1:
  - o April 2024 (attached)

3. BE IT RESOLVED, that the Board of Education approve the firm of Cannone & Co. be awarded a professional services contract to provide auditing services to the West Long Branch School District at a cost of \$19,900 for the 2024-2025 school year.

4. Move to amend the total amount allocated to Atlantic Behavior Analysis to provide BCBA services as requested by the district through June 30, 2024, for \$15,032.50 from ARP account #20-491-200-300-000 for 2023-2024.

5. BE IT RESOLVED that the West Long Branch Board of Education approve a parental transportation contract with R.W. o/b/o SID #8001725 to the Harbor School from July 8, 2024 to August 16, 2024 at a total contract cost of \$1,140.

6. BE IT RESOLVED that the West Long Branch Board of Education approve a parental transportation contract with R.W. o/b/o SID #8001725 to the Harbor School from September 2024 to June 2025 at a total contract cost of \$8,000.

7. BE IT RESOLVED that the West Long Branch Board of Education approve a parental transportation contract with C.C o/b/o SID #8002206 to the Allenwood School from June 24, 2024 to July 18, 2024 at a total contract cost of \$2,280.

8. BE IT RESOLVED that the West Long Branch Board of Education approve a parental transportation contract with C.C. o/b/o SID #8002206 to the Allenwood School from September 2024 to June 2025 at a total contract cost of \$10,920.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**ROLL CALL**

Mrs. Cavanaugh _____	Mr. Falgares _____	Mrs. Gassman _____
Dr. Pringle _____	Mrs. Scullion _____	Mrs. Sisk _____
Mrs. Skellinger _____	Mrs. Tabakman-Plancher _____	Mr. Waters _____

**PERSONNEL RESOLUTIONS 1-22**

Upon the recommendation of the Superintendent:

1. Move to approve a paid leave of absence for employee #5000606/4041 for the period from June 4, 2024 to June 21, 2024, in accordance with the Family and Medical Leave Act of 1993, 29 U.S.C. §2601 et seq. The employee shall utilize 14 accrued, unused sick days.
2. Move to approve the employment of Colleen DeFilippis as a Preschool Instructional Coach from September 1, 2024 through June 30, 2025 at the salary of \$ 74,655\*, MA Step K. Mrs. DeFilippis possesses a Standard Certificate of Early Childhood Teacher and Teacher of Students with Disabilities.  
*(\*rate subject to the completion of negotiations between the WLBOE and the WLBEA)*
3. Move to approve the employment of the following employees for Co-Curricular Activity and Coaching Compensations for the 2024-2025 school year: *(\*rate subject to the completion of negotiations between the WLBOE and the WLBEA)* (\*\*pending review of Criminal History and other applicable documents.)

Girls Basketball Coach (share \$3,855*)	Carissa Hurst**	\$1,927.50*
	Al Roma	\$1,927.50*

4. Move to amend account numbers for the following 2024 Summer Program:

STAFF	POSITION	ACCOUNT # (OLD)	ACCOUNT # (NEW)
Wengiel, Tylar	PreK-8 ESY Teacher	11-422-100-101	20-489-100-100-000
Carr-Hamilton, Jackie	PreK-8 ESY Aide	11-422-100-106	20-489-100-100-000
Ferraro, Carlie	PreK-8 ESY Aide	11-422-100-106	20-489-100-100-000
Yaccarino, Anastassia	ESY Nurse	11-422-100-101	20-489-100-100-000

5. Move to approve the employment of the following staff members for the 2024 Summer Programs:

STAFF	POSITION	ACCOUNT #	RATE of PAY (Per Hour)	NOT TO EXCEED
Joyce, Maria**	Title I Elementary Teacher	20-231-100-101-050	\$48*	\$3,696
Korkokios, Francesca**	PreK-8 ESY Aide	20-489-100-100-000	\$17	\$1,190
Villano, Amanda**	PreK-8 ESY Aide	20-489-100-100-000	\$17	\$1,190
Carr-Hamilton, Jackie**	Substitute Teacher	20-231-100-101-050	\$48*	-
Korkokios, Francesca**	Substitute Teacher	20-231-100-101-050	\$48*	-
Villano, Amanda**	Substitute Teacher	20-231-100-101-050	\$48*	-

(\*\*pending review of Criminal History and other applicable documents)

6. Move to approve the following Child Study Team members to be appointed to work during the summer of 2024 at the per diem rate not to exceed 10 days:  
 (\*rate subject to the completion of negotiations between the WLBOE and the WLBEA)

Lori Engelken, School Social Worker - \$410.35\* per diem  
 Monica Peter, Consulting School Psychologist - \$400.00 per diem

7. Move to approve the following employees to provide nursing services to Student ID#5969246672 during the student’s ESY program and for the 2024-2025 school year from July 5, 2025 through June 21, 2025 as per the IEP:

Rita Richardella RN \$54/hour  
 Annette Case RN \$54/hour  
 Corrine Sullivan RN \$55/hour (longevity)

8. Move to approve all West Long Branch certificated staff to attend virtual and in person IEP meetings during July and August 2024 as required at the cost of \$48.00 per hour\*. (\*rate subject to the completion of negotiations between the WLBOE and the WLBEA)
9. Move to approve the following Part-time District Information Technology Assistant from May 29, 2024 to June 30, 2025 with rate of pay: (\*\*pending review of Criminal History and other applicable documents.)

Fabian Rojas Gutierrez**	\$22 per hour
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10. Move to accept the resignation of Anastassia Yaccarino, School Nurse, effective August 9, 2024, with regrets.

11. Move to approve the following personnel for the 2024-2025 school year with rates of pay:

Bronner, Nancy	Aide - FT	\$25,171
Carter, Suzanne	Aide - FT	\$22,176
Drach, Jennifer	Aide - FT	\$25,171
Ferraro, Carlie	Aide - FT	\$20,390
Hennelly, Eileen	Aide - FT	\$20,390
Kiernan, Michele	Aide - FT	\$22,176
Rosamilia, Lynne	Aide - FT	\$29,952
Scuderi, Lisa	Aide - PT	\$16,720
Steel, Linda	Aide - PT	\$19,759
Vega, Angie	Aide - FT	\$20,390
Wolfson, Jeana	Aide - FT	\$23,962

12. Move to approve the following personnel for the 2024-2025 school year with rates of pay:

Bacon, Carol	Lunch Monitor	\$42 per diem
Boresen, Jean-Marie	Lunch Monitor	\$42 per diem
Caraballo, Patricia	Lunch Monitor	\$42 per diem
Ciaglia, Rose	Lunch Monitor	\$42 per diem
Cosentino, Frances	Lunch Monitor	\$42 per diem
Dondero, Jennifer	Lunch Monitor	\$42 per diem
Fleischer, Margaret	Lunch Monitor	\$42 per diem
Huhn, Karen	Lunch Monitor	\$42 per diem
Keeshen, Katie	Lunch Monitor	\$42 per diem
Oliveras, Darlene	Lunch Monitor	\$42 per diem
Pragosa, Lianne	Lunch Monitor	\$42 per diem
Russo, Jeanette	Lunch Monitor	\$42 per diem

13. Move to approve the following Security Monitors for the 2024-2025 school year with rates of pay:

Chaparro, Ramon	\$33,280
Gomez, Edwing	\$31,200

14. Move to approve the following Substitute Security Monitors for the 2024-2025 school year at a per diem rate of \$122 as follows:

Robert Korn

Al Roma



Regular Public Meeting May 28, 2024

15. Move to approve the following District Information Technology Coordinator for the 2024-2025 school year with rate of pay:

Marvel, Scott	\$105,423
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16. Move to approve the following District Data Manager Coordinator for the 2024-2025 school year with rate of pay:

Ferraro, Carmela	\$47,885
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17. Move to approve the following Confidential Administrative Assistant for the 2024-2025 school year with rate of pay:

Grimm, Susan	Administrative Asst. to Superintendent and Business Administrator	\$63,983
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18. Move to approve the following Substitute Nurses for the 2024-2025 school year at a per diem rate of \$185 as follows:

James Cagliostro      Annette Case      Toni Roma

19. Move to approve the following Substitute Clerks for the 2024-2025 school year at an hourly rate of \$17.50 as follows:

Jennifer Dondero      Lianne Pragosa  
Erin Henry  
Cynthia Klein

20. Move to approve the following Substitute Lunch Aides for the 2024-2025 school year at a per diem rate of \$38 as follows:

Jennie Aurilio      Katrina Koval  
Kimberly Clementi      Janice Pasquariello  
Angela Graniero      Marisa Russomanno  
Erin Henry      Catherine Soya

21. BE IT RESOLVED, that the Board of Education approve the Shared Service Agreement with the Shore Regional Board of Education to provide Data Manager services at a cost to Shore Regional High School of \$9,000 beginning July 1, 2024 and continuing through June 30, 2025.

22. Move to approve that Carmela Ferraro be given up to an additional 10 days at her per diem rate of \$239.43 for summer work in 2024.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**ROLL CALL**

Mrs. Cavanaugh _____	Mr. Falgares _____	Mrs. Gassman _____
Dr. Pringle _____	Mrs. Scullion _____	Mrs. Sisk _____
Mrs. Skellinger _____	Mrs. Tabakman-Plancher _____	Mr. Waters _____

**POLICY RESOLUTIONS 1-3**

Upon the recommendation of the Superintendent:

1. Move to accept the below policies/regulations submitted for second reading:

**Adopt/Revise/Abolish**

- P 1140 Educational Equity Policies/Affirmative Action (M) (Revised)
- P 1330 Evaluation of the School Business Administrator (M) (New)
- R 1330 Evaluation of the School Business Administrator (M) (New)
- P 1523 Comprehensive Equity Plan (M) (Revised)
- P 1530 Equal Employment Opportunities (M) (Revised)
- R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)
- P 1550 Equal Employment/Anti-Discrimination Practices (M) (Revised)
- R 2200 Curriculum Content (M) (Revised)
- P 2260 Equity in School and Classroom Practices (M) (Revised)
- R 2260 Equity in School and Classroom Practices Complaint Procedure (M) (Revised)
- P 2411 Guidance Counseling (M) (Revised)
- P 3211 Code of Ethics (Revised)
- P 4230 Outside Activities (Revised)
- P 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
- R 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
- R 5440 Honoring Student Achievement (Revised)
- P 5570 Sportsmanship (Revised)
- P 5750 Equitable Educational Opportunity (M) (Revised)
- P 5755 Equity in Educational Programs and Services (M) (Abolished)
- P 5842 Equal Access of Student Organizations (Revised)
- P & R 7610 Vandalism (Revised)
- P 9323 Notification of Juvenile Offender Case Disposition (Revised)
- P & R 2423 Bilingual Education (M) (Revised)
- P & R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)

2. Move to approve the job description for the following position:

Behaviorist / Board Certified Behavior Analyst (BCBA)

3. Move to approve the WLB 2024-2025 Athletic Teams Guide.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mr. Falgares \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_  
 Dr. Pringle \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Sisk \_\_\_\_\_  
 Mrs. Skellinger \_\_\_\_\_ Mrs. Tabakman-Plancher \_\_\_\_\_ Mr. Waters \_\_\_\_\_

**SUPERINTENDENT’S MONTHLY REPORTS 1-6**

Upon the recommendation of the Superintendent:

1. Enrollment report for the month of April 2024:

<i><b>ENROLLMENT DATA</b></i>	
Pre-Kindergarten	43
Kindergarten	63
1	58
2	69
3	54
4	52
<b>BETTY MCELMON ELEMENTARY TOTAL</b>	<b>339</b>
5	61
6	61
7	42
8	60
<b>FRANK ANTONIDES SCHOOL TOTAL</b>	<b>224</b>
<b>OUT OF DISTRICT STUDENTS</b>	<b>9</b>
<b>DISTRICT ENROLLMENT</b>	<b>570</b>

2. Move to approve the following report of the Fire and Evacuation drills conducted during the month of April 2024:

School:	Betty McElmon Elementary	Frank Antonides School
Date	1. 15th 10:00 AM – 10:15 AM FIRE DRILL	1. 15th 10:00 AM – 10:15 AM FIRE DRILL
	2. 26th 1:20 PM - 1:35 PM EVACUATION DRILL - NON FIRE	2. 26th 1:20 PM - 1:35 PM EVACUATION DRILL - NON FIRE
	3. 29th 9:15 AM - 10:00 AM BUS EVACUATION DRILL	3. 29th 9:15 AM - 10:00 AM BUS EVACUATION DRILL

3. Move to approve the following Pupil Attendance Report for the month of April 2024:

<u>STUDENT ATTENDANCE</u>	<u># OF DAYS POSSIBLE</u>	<u># OF DAYS ABSENT</u>	<u>PERCENT ATTENDANCE</u>
Betty McElmon Elementary	5517	362	93.44%
Frank Antonides School	3687	244	93.38%

4. Move to approve the following Staff Attendance Report for the month of April 2024:

<u>STAFF ATTENDANCE</u>	<u>TOTAL # OF DAYS</u>	<u># OF DAYS ABSENT</u>	<u>%</u>	<u>LONG TERM LEAVE DAYS ABSENT</u>	<u>MINUS LONG TERM LEAVE %</u>
BME	521	60.5	88.38	34	94.94
FAS	575.5	36.5	94.03	0	94.03

5. Move to approve the following HIB Report(s):

	<u>Reported Incidents</u>	<u>Confirmed Incidents</u>	<u>Unconfirmed Incidents</u>
Betty McElmon Elementary	1	0	1 (263738_BME_04102024)
Frank Antonides School	2	0	2 (263040_FAS_03222024) (263773_FAS_04112024)
<b>TOTALS</b>	3	0	3

6. BE IT RESOLVED that the Board of Education acknowledges receipt and review of the 2022-2023 Official HIB Grade Report from the NJDOE.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**ROLL CALL**

Mrs. Cavanaugh \_\_\_\_\_ Mr. Falgares \_\_\_\_\_ Mrs. Gassman \_\_\_\_\_  
 Dr. Pringle \_\_\_\_\_ Mrs. Scullion \_\_\_\_\_ Mrs. Sisk \_\_\_\_\_  
 Mrs. Skellinger \_\_\_\_\_ Mrs. Tabakman-Plancher \_\_\_\_\_ Mr. Waters \_\_\_\_\_

**DISCUSSION ITEMS:**

NJSBA Legislative Delegate/ MCSBA                      Mary Gassman  
 Foundation    Meaghan Cavanaugh  
 PTA    Christine Skellinger

<b>SEPAG</b>	<b>Michael Falgares/Mary Gassman</b>
<b>Borough of West Long Branch Liaison</b>	<b>Mary Gassman</b>
<b>Business Administrator/Board Secretary</b>	<b>Corey Lowell</b>
<b>Superintendent Comments</b>	<b>Christina Egan</b>

**EXECUTIVE SESSION**

In compliance with the "Sunshine Law" N.J.S.A. 10:4-6, et seq., the Board of Education must go into closed session in order to discuss subjects exempted from the public portion of our meeting.

The discussion to be held in closed session will be about: **Student Matters**

**MOTION TO OPEN EXECUTIVE SESSION** Time: \_\_\_\_\_

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

All in favor? AYES: ( ) NOES: ( ) ABSTENTIONS: ( )

**MOTION TO ADJOURN EXECUTIVE SESSION** Time: \_\_\_\_\_

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

All in favor? AYES: ( ) NOES: ( ) ABSTENTIONS: ( )

**MOTION TO ADJOURN** Time: \_\_\_\_\_

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

All in favor? AYES: ( ) NOES: ( ) ABSTENTIONS: ( )

