

**FREEHOLD TOWNSHIP BOARD OF EDUCATION**  
**September 27, 2016**  
**Regular Meeting Public Agenda**

***The mission of the Freehold Township Schools, in partnership with our community, is to prepare all students to be responsible citizens and life long learners.***

The Freehold Township Board of Education meets, as a whole, on the second and fourth Tuesday of each month. There are three committees of the board that meet before the first board meeting of the month to review issues specific to each committee's charge and a report is presented at the next board meeting. Each committee spends many hours reviewing recommendations and agenda items. Items are placed on this agenda as a recommendation for full board approval by each committee.

- I. Call to Order
- II. Opening Statement
  - "A notice listing the time, date and place of this meeting was posted on the public bulletin board of all Freehold Township Schools, on the entrance door to the Administrative Offices of the Board of Education, on the district website, at the Office of the Freehold Township Clerk and published in the Asbury Park Press on Friday, January 9, 2016 and in the News Transcript on Wednesday, January 13, 2016."
- III. Pledge of Allegiance
- IV. Roll Call
- V. Approval of Minutes
  - Regular Meeting Minutes of September 13, 2016
- VI. Communications
- VII. President's Remarks
- VIII. Administrative Report
  - Bullying Investigation Report
  - Budget Calendar Presentation
  - Honoring Employees Receiving Tenure
  - PARCC Testing Result Report
- IX. Public Participation
- X. Executive Session

**WHEREAS**, pursuant to N.J.S.A. 10:4-12 (b), the Board of Education may exclude the public from that portion of a public meeting at which the board discusses any of the matters described at N.J.S.A. 10:4-12 (b) (1)-(9);

**NOW, THEREFORE, BE IT RESOLVED** that in accordance with the provisions of the Open Public Meeting Act ("Act"), the Board of Education shall conduct a closed session pursuant to the Personnel and Legal exception(s) prescribed by N.J.S.A. 10:4-12 for the purpose of discussing the following matter(s):

         Matters rendered confidential by state or federal law  
  X   Personnel

- \_\_\_\_\_ Discussion of Merit Goals of Central Office Administrators
- \_\_\_\_\_ Appointment of a public official
- \_\_\_\_\_ Matters covered by the attorney-client privilege
- \_\_\_\_\_ Pending or anticipated litigation
- \_\_\_\_\_ Pending or anticipated contract negotiations
- \_\_\_\_\_ Protection of the safety or property of the public
- \_\_\_\_\_ Matters which would constitute an unwarranted invasion of privacy
- \_\_\_\_\_ Matters in which the release of information would impair a right to receive funds from the United States Government
- \_\_\_\_\_ Matters concerning collective negotiations and/or the negotiations of terms and conditions of employment of employees of the Board of Education
- \_\_\_\_\_ Possible imposition of a civil penalty or suspension

It is anticipated that the length of time of this executive session will be 30 minutes, and that action will be taken in public after the executive session.

**BE IT FURTHER RESOLVED** that said discussion may be disclosed to the public when reasons for discussing and acting upon it in closed session no longer exist.

XI. Board Reports and Actions

**A. Personnel/Policies/Communications Committee – Michael Amoroso, Chairperson  
Committee Members: Jason Levy, Michelle Lambert  
Administrative Liaison: Neal Dickstein**

BULLYING INVESTIGATION REPORT

1. The Superintendent recommends approval to accept the bullying investigation reports received from September 9, 2016 through September 23, 2016.

RETIREMENT

2. The Superintendent recommends approval to accept the resignation for retirement purposes of the following staff member:

NAME:	Patricia Baldwin
POSITION:	Speech Language Specialist
POSITION CONTROL #:	3120-026-SPEDSUP-001
ACCOUNT #:	11-000-216-100-10
EFFECTIVE:	December 31, 2016

RESIGNATION

3. The Superintendent recommends approval to accept the resignation of the following staff member:

NAME:	Jenna Minerly
POSITION:	Teacher Assistant - Applegate Elementary School
POSITION CONTROL #:	9100-070-TA-11
ACCOUNT #:	11-213-100-106-10
EFFECTIVE:	October 26, 2016

NEW EMPLOYMENT

4. The Superintendent recommends approval to issue a contract to the following staff members for the 2016-2017 school year. All employments are recommended pending State Department of Education approval of emergent employment for a period not to exceed 3 months pending completion of the criminal history background check as per NJSA 18A:6-7 et seq; 39-17 et seq; 6-4.13 et seq.

NAME: Kofi Wimbush  
 POSITION: Computer Technician  
 SALARY: \$46,000.00  
 ACCOUNT #: 11-000-252-100-10  
 EFFECTIVE: October 10, 2016 through June 30, 2017

NAME: Lisa Grimshaw  
 POSITION: Replacement Teacher – Applegate Elementary School  
 SALARY: \$51,277.00 GUIDE: A STEP: 1  
 ACCOUNT #: 11-120-100-101-10  
 EFFECTIVE: September 28, 2016 through December 15, 2016

NAME: Lucrezia Cannatella  
 POSITION: Van Attendant  
 SALARY: \$9,995.00  
 ACCOUNT #: 11-000-270-107-10  
 EFFECTIVE: September 28, 2016 through June 30, 2017

NAME: Krista Hughes  
 POSITION: Teacher Assistant – Applegate Elem. School  
 SALARY: \$25,739.00 GUIDE: TA STEP: 1  
 ACCOUNT #: 11-213-100-106-10  
 EFFECTIVE: September 28, 2016 through June 30, 2017

#### SALARY ADJUSTMENT

5. The Superintendent recommends ratifying the salary adjustment of the following staff members:

NAME: Jennifer Howard  
 POSITION: Teacher – Applegate Elementary School  
 POSITION CONTROL #: 1001-021-IS-009  
 FROM: \$53,027.00 GUIDE: A STEP: 3  
 TO: \$56,027.00 GUIDE: C STEP: 3  
 ACCOUNT #: 11-213-100-101-10  
 EFFECTIVE: September 1, 2016 through June 30, 2017

NAME: Amelia Snow  
 POSITION: Replacement Teacher – Eisenhower Middle School  
 FROM: \$51,277.00 GUIDE: A STEP: 1  
 TO: \$54,277.00 GUIDE: C STEP: 1  
 ACCOUNT #: 11-213-100-101-10  
 EFFECTIVE: September 26, 2016 through June 30, 2017

#### RESCIND HONORARIA

6. The Superintendent recommends the following honoraria be rescinded:

<b>NAME</b>	<b>ACTIVITY</b>	<b>SCHOOL</b>	<b>AMOUNT</b>
Marisa Marino	Afterschool Basic Skills	LDS	\$4,000.00
Robert Mayer	Business Club	CTB	\$1,000.00
Marianne Meisner	Business Club	CTB	\$1,000.00

#### HONORARIA

7. The Superintendent recommends approval for the following honoraria for the 2016-2017 school year:

<b>NAME</b>	<b>ACTIVITY</b>	<b>SCHOOL</b>	<b>AMOUNT</b>
Marisa Marino	Afterschool Basic Skills	LDS	\$2,000.00*
Leslie Mahon	Afterschool Basic Skills	LDS	\$2,000.00*
Beverly Walsh	Afterschool Basic Skills	JJC	\$1,000.00*
Taylor Potts	Afterschool Basic Skills	JJC	\$1,000.00*
Shannon Murphy	Afterschool Basic Skills	JJC	\$1,000.00*
Erica Peters	Afterschool Basic Skills	JJC	\$1,000.00*
Lisa Glusko	Afterschool Homework Support	JJC	\$2,000.00
Christine Layne	Afterschool Homework Support	JJC	\$2,000.00
Deidre Hegt	Tec-Ed Club	CTB	\$1,000.00
Elizabeth Capone	Freehold Twp Students Care	LDS	\$ 500.00*
Tami Campfield	Freehold Twp Students Care	LDS	\$ 500.00*

\*shared honorarium

#### DISTRICT MENTOR

8. The Superintendent recommends approving the following staff member as a district mentor for the 2016-2017 school year:

Jennifer Cascarelli

#### EXTRA WORK

9. The Superintendent recommends ratifying the following staff member to teach an extra period during the 2016-2017 school year at the district's curriculum rate:

Jessica Perez

#### IDEA FY 2017

10. The Superintendent recommends rescinding the charge of the following 2016-2017 salary amount to the IDEA FY 2017 Grant:

Kelly Sandvik	\$63,027.00	100%	20-250-100-100-40
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#### CERTIFIED SUBSTITUTES

11. The Superintendent recommends approval of the following persons to substitute for the eight schools in the district for the 2016-2017 school year at the established rates for certificated positions. All employments are recommended pending State Department of Education approval of emergent employment for a period not to exceed 3 months pending completion of the criminal history background check as per NJSA 18A:6-7.1 et seq.; 39-17 et seq.; 6-4.13 et seq.

Irena Gazzillo  
 Rebekah Lowe  
 Kyle Buchanan  
 Lily Ann Sciametta  
 Elizabeth Engelhardt  
 Brian Maher

#### SUPPORT STAFF SUBSTITUTES

12. The Superintendent recommends approval of the following persons to substitute for the eight schools in the district for the 2016-2017 school year at the established rates for non-certificated positions. All employments are recommended pending State Department of Education approval of emergent employment for a period not to exceed 3 months pending completion of the criminal history background check as per NJSA 18A:6-7.1 et seq.; 39-17 et seq.; 6-4.13 et seq.

<u>Teacher Assistant</u>	<u>Office Assistant</u>	<u>Lunchroom Assistant</u>
Irena Gazzillo	Irena Gazzillo	Irena Gazzillo
Elizabeth Macri	Elizabeth Macri	Elizabeth Macri
Rebekah Lowe	Rebekah Lowe	Rebekah Lowe
Lily Ann Sciametta	Lily Ann Sciametta	Lily Ann Sciametta

## FIRST READING POLICIES AND REGULATIONS

13. The Superintendent recommends approval of the first reading of:

Policies

1220	Employment of Chief School Administrator
1310	Employment of School Business Administrator/Board Secretary
3111	Creating Positions
3124	Employment Contract
3125	Employment of Teaching Staff Members
3125.2	Employment of Substitute Teachers
5305	Health Services Personnel
5339	Screening for Dyslexia
5350	Student Suicide Prevention

Regulation

2414	Programs and Services for Students in High Poverty and in High Need School Districts
5350	Student Suicide
8600	Pupil Transportation

## ABOLISHED POLICY AND REGULATION

14. The Superintendent recommends approval to abolish the following policy and regulation:

Policy

3244	In-Service Training
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Regulation

3244	In-Service Training
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## MERIT GOALS

15. The following are the quantitative and qualitative goals for Dr. Kasun, Mr. Dickstein, Dr. Haimer and Mr. DeVita for the 2016-2017 school year.

Dr. Ross Kasun

Quantitative Goals

1. Walkthrough (Instructional Rounds)

The Superintendent will use the personalized learning "walkthrough tool" to gather data during fifty (50) separate classroom visits. The data will be pooled, gathered, analyzed and shared to show progress toward personalized learning. Areas of additional professional development and support will also be determined from the data. In addition, the Superintendent will conduct a formal co-observation with each of the eight (8) principals using the Danielson Framework to ensure rating reliability, accuracy and consistency.

Upon documentation of successful completion of the above goal, the Superintendent shall be eligible for a merit bonus of 3.33% of his base salary.

## 2. Student Growth Objectives

90% of our all teaching staff will score effective or highly effective on approved Student Growth Objectives (SGOs).

Through direct and sustained involvement, the Superintendent will meet with each principal to review and approve SGOs. The Superintendent will lead a meeting with the Assistant Superintendent and Curriculum Supervisors to create a list of options with high quality SGOS based upon our curriculum goals and data from the previous year. Prior to the submission of the finalized SGO scores, the Superintendent will monitor the progress and review the data pertaining to the SGOs in three (3) individual meetings with each principal.

Upon documentation of successful completion of the above goal, the Superintendent shall be eligible for a merit bonus of 3.33% of his base salary.

## 3. Strategic Plan Community Event – and (7) PTO meetings

Using feedback and data from our Strategic Planning meetings, the Superintendent will finalize the strategic plan and create a living document to be housed on our website. To promote the strategic plan, the Superintendent will organize and host one (1) community wide event. In addition, the superintendent will make a presentation at (7) PTO meetings to share the goals of the strategic plan and steps to increasing personalized learning.

Upon documentation of successful completion of the above goal, the Superintendent shall be eligible for a merit bonus of 3.33% of his base salary.

### Qualitative Goals

#### 1. Increased Communication and Transparency

Through direct involvement of the Superintendent, to enhance use of social media (Facebook, Twitter, Website, RSS Feeds) to promote our district and provide greater transparency for our school community.  
Evidence of targets toward this goal will be an increased presence on social media.

Upon documentation of successful completion of the above goal, the Superintendent shall be eligible for a merit bonus of 2.5% of his base salary.

#### 2. Enhance efforts to create personalized learning for every student

The Superintendent will promote and provide leadership to staff that enhances our efforts to create a personalized learning approach for each student by developing and implementing comprehensive plan for our district. The Superintendent will lead, guide and turnkey information and professional development. The Superintendent will build upon our the efforts of student centered, minds-on technology infused classroom and create classroom where students are leaders of their learning by providing the professional development and tools to staff, and monitoring the learning environment by the Superintendent's observation of the implementation of lesson plans, while conducting classroom observations.

Upon documentation of successful completion of the above goal, the Superintendent shall be eligible for a merit bonus of 2.5% of his base salary.

Mr. Neal Dickstein

Quantitative

1. Walkthrough (Instructional Rounds)

The Assistant Superintendent will use the personalized learning "walkthrough tool" to gather data during fifty (50) separate classroom visits. The data will be pooled, gathered, analyzed and shared to show progress toward personalized learning. Areas of additional professional development and support will also be determined from the data

Upon documentation of successful completion of the above goal, the Assistant Superintendent shall be eligible for a merit bonus of 2% of his base salary.

Qualitative

1. Ignite

The Assistant Superintendent will lead a committee to implement Ignite, a program for students based upon Google's 20% time. Students involved in this program will explore their own passions and solve real world problems.

Upon documentation of successful completion of the above goal, the Assistant Superintendent shall be eligible for a merit bonus of 2% of his base salary.

Dr. Pamela Haimer

Quantitative

1. Walkthrough (Instructional Rounds)

The Assistant Superintendent will use the personalized learning "walkthrough tool" to gather data during fifty (50) separate classroom visits. The data will be pooled, gathered, analyzed and shared to show progress toward personalized learning. Areas of additional professional development and support will also be determined from the data

Upon documentation of successful completion of the above goal, the Assistant Superintendent shall be eligible for a merit bonus of 2% of her base salary.

Qualitative

1. Create Personalized Learning Walkthrough Tool

The Assistant Superintendent will develop a tool process for collecting and analyzing data pertaining to the teaching techniques, strategies, and practices utilized by staff throughout the district in order to provide effective and meaningful professional development in the target areas and foster the district's Personalized Learning Vision.

Upon documentation of successful completion of the above goal, the Assistant Superintendent shall be eligible for a merit bonus of 2% of her base salary.

Mr. Robert DeVita

Quantitative

1. Electronic Timesheet Implementation

The School Business Administrator will conduct a minimum of 5 training sessions with administration and staff to insure the full implementation of the electronic timesheet module of the new payroll system in order to reduce errors and time spent by staff to process them.

Upon documentation of successful completion of the above goal, the Business Administrator shall be eligible for a merit bonus of 2% of his base salary.

Qualitative

2. Payroll Integration

The School Business Administer will implement a new payroll system that will integrate with the current human resource database. The implementation will include utilization and training of staff on an electronic timesheet module that is a component of the new payroll system.

Upon documentation of successful completion of the above goal, the School Business Administrator shall be eligible for a merit bonus of 2% of his base salary.

**B. Curriculum/Staff Development Committee – Jennifer Patten - Chairperson  
Committee Members: Dan DiBlasio, Staci Triandafellos  
Administrative Liaison: Pam Haimer**

STUDENT TEACHER PLACEMENT

1. The Superintendent recommends approval of the following student teacher and practicum placements for the 2016-2017 school year:

<u>STUDENT</u>	<u>COOPERATING STAFF</u>	<u>DATES</u>
Angela Longette (Georgian Court)	Julianna Giglio	9/28/16 – 12/23/16
Samantha Gigante (Georgian Court)	Melissa Blind	9/28/16 – 12/23/16
Gary Cummings, Jr. (International TEFL Academy)	Elisa Elman	9/28/16 – 11/1/16

COURSE APPROVAL

2. The Superintendent recommends approval of the following course requests for the 2016 Fall Semester and subsequent reimbursement after successful completion:

**STAFF MEMBER**

**COURSE TITLE**

**Georgian Court University**

Erin Fischer

Methods of Research for Leaders in  
Inclusive Schools

Christen Wyrwa

Methods of Research for Leaders in  
Inclusive Schools



**Chicago School of Psychology**

Sarah Strazzella

Advanced Professional Development  
Advanced ABA

**C. Finance/Facilities/Transportation Committee – Kay Holtz - Chairperson  
Committee Member: Edward Hudak, Chris Marion  
Administrative Liaison: Robert DeVita**

CERTIFICATION

- Pursuant to N.J.A.C. 6A:23A-16.10(c)(3), the Board Secretary certifies that as of August 31, 2016, **NO** budgetary line item account has obligations and payments (contractual orders) which in the total exceed the amount appropriated by the Board of Education pursuant to N.J.A.C. 6A:22A-16.10(a), N.J.S.A. 18A:22-8 and 18A:22-8.1.

SECRETARY/TREASURER REPORTS

- The Superintendent recommends acceptance of the Board Secretary’s report for the month of August 2016 and the Treasurer’s report for the month of August 2016.

Pursuant to N.J.A.C. 6A:23A-16.10(c)(4), we certify that as of August 31, 2016, the Board Secretary’s monthly financial report (appropriations section) did not reflect an over expenditure in any of the major accounts or funds, and based on the appropriation balances reflected on this report and the advice of the district officials, we have no reason to doubt that the district has sufficient funds to meet its financial obligations for the remainder of the fiscal year.

BILLS & CLAIMS

- The Superintendent recommends approval of the following list of bills dated September 27, 2016 which have been reviewed and approved by a Board member:

	Machine Print Checks	Hand Checks	Total Bills
Current Expense (General)			
Current Expense	890,076.50	3,680.82	893,757.32
Capital Outlay	58,064.40		58,064.40
Education Job Fund			
Special Revenue	23,724.84		23,724.84
Capital Project			
Debt Service			
Total Bills	971,865.74	3,680.82	975,546.56

TRANSFERS

- The Superintendent recommends approval of the following transfers for the 2016-2017 school year:

<u>Amount</u>	<u>From</u>	<u>To</u>
\$ 16,000	11-240-100-610-09-000 Bilingual Instr. Supplies	11-190-100-610-09-000 Reg. Instr. Supplies
\$ 1,500	11-190-100-610-25-000 Reg. Instr. Supplies	11-190-100-500-25-000 Reg. Instr. Oth. Purch. Services
\$ 5,000	11-000-263-420-60-000 Care/Upkeep Grounds Serv.	11-000-262-610-60-000 Custodial Serv., Supplies

\$ 22,500	11-000-291-250-05-000 Unemployment Comp.	11-000-251-340-05-000 Central Services Purch Tech Serv.
\$288,151	11-000-270-160-10-000 Pupil Transp. Contr. Salaries	11-000-270-107-10-000 Bus Aid Contractual Salaries
\$ 15,000	11-000-270-160-11-000 Pupil Transp. Sub Salaries	11-000-270-107-11-000 Bus Aide Sub Salaries
\$ 6,228	11-000-261-420-05-000 Maintenance Services	12-000-230-730-05-000 General Admin, Equipment
\$ 513	11-000-230-585-01-000 Gen'l Admin. Oth. Purch. Serv.	11-000-230-530-05-000 Communications/Telephone
\$ 1,000	11-000-270-610-50-000 Transp. Gen'l Supply	11-000-291-290-50-000 Oth. Employee Benefits

## APPROVAL OF TRAVEL AND RELATED EXPENSES

5. The Superintendent recommends approval of the following travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23B as follows:

NAME	TITLE	EVENT	DATES	AMOUNT
Colford, Courtney	Guidance Counselor	Student Assistance Coord. School Law Certif.	10/31/16, 11/15/16, & 11/30/16	\$400.00
Puntolillo, Anitra	Teacher	AENJ Conference	10/10/16 - 10/11/16	\$215.00
Coronado, Karen	TIC	Little Bits Day: Intro to Electronics	11/15/16	\$75.00
Segarra, Carla	Media Spec.	Little Bits Day: Intro to Electronics	11/15/16	\$75.00
Lins, Gregory	Counselor	Strauss Esmay HIB Training	11/2/16	\$125.00
Lasky, Clair	School Nurse	Habits of Stress-Resilient People	10/28/16	\$79.00
Kolodziej, Jessica	Teacher	AENJ Conference	10/9-11/16	\$200.00
Mills, Heather	Supervisor	NJ Tiered System of Supports	10/18/16	\$50.00
Feist, Kristina	Psychologist	Special Ed. Law in NJ	10/5/16	\$219.99
Burk, Ellen	Social Worker	Suicide Prevention in School Setting	10/21/16	\$129.00
Rusterholz, Kristen	Teacher	American Graphics Inst.	11/14/16 - 11/15/16	\$595.00
Areman, Catherine	Principal	NJPSA Conf.	10/20/16 - 10/21/16	\$298.00

6. The Superintendent recommends approval to amend the following travel and related expense reimbursement from the February 2, 2016 agenda:

NAME	TITLE	EVENT	DATES	AMOUNT
<b>From:</b> Winters, Rebecca	Principal	NJSPA Annual Conf.	10/20-21/16	\$275.00
<b>To:</b> Millaway, Brad				

DISPOSAL

- 7. The Superintendent recommends approval to dispose of the following pianos at the Catena Elementary School which are no longer used for educational purposes:

Hamilton Piano - Serial Number 194128 (located in the lunch room)  
 Whitney Piano - Serial Number 754476 (located in the Instrumental Music Room)

STATE CONTRACT NUMBER

- 8. The Superintendent recommends approval of the following state contract for the 2016-2017 school year:

T-Number	Title	Vendor	Contract #	CONTRACT PERIOD
<a href="#">T0537 16-x-24043</a>	Heating, Ventilation and Air Conditioning Repair Parts	CAPP	41609	06/01/16 TO: 05/31/19

DONATION

- 9. The Superintendent recommends approval to accept a donation in the amount of \$6,000 from the Marshall W. Errickson PTO to be used for the following honoraria:

Performing Arts Club, 5 <sup>th</sup> Grade	\$1,000
Physical Education Club	\$1,000
Art Club	\$1,000
Computer Coding Club	\$1,000
Science Club	\$1,000
STEAM Club	\$1,000

NJQSAC STATEMENT OF ASSURANCE

- 10. The Superintendent recommends the approval of the NJQSAC Statement of Assurance (SOA) School Year 2016-2017 for submission to the Monmouth County Office of Education.

TRANSPORTATION JOINTURE

- 11. The Superintendent recommends approval to accept a transportation jointure with the Freehold Borough Board of Education to provide transportation services for the 2016-2017 school year, in the amount of \$318,687.

ADDENDUM TO ROOM RENTAL AGREEMENT

- 12. The Superintendent recommends approval of an addendum to the facility rental agreement with the Freehold Borough Board of Education in which they will reimburse the Freehold Township Board of Education \$18,000 for the 2016-2017 school year for nursing services.

XII. Old Business

XIII. New Business

XIV. President’s Remarks

XV. Public Participation

XVI. Executive Session

**WHEREAS**, pursuant to N.J.S.A. 10:4-12 (b), the Board of Education may exclude the public from that portion of a public meeting at which the board discusses any of the matters described at N.J.S.A. 10:4-12 (b) (1)-(9);

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- Matters rendered confidential by state or federal law
- Personnel
- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation
- Pending or anticipated contract negotiations
  - FTAA Contract Negotiations
  - TWU Contract Negotiations
- Protection of the safety or property of the public
- Matters which would constitute an unwarranted invasion of privacy
- Matters in which the release of information would impair a right to receive funds from the United States Government
- Matters concerning collective negotiations and/or the negotiations of terms and conditions of employment of employees of the Board of Education
- Possible imposition of a civil penalty or suspension

It is anticipated that the length of time of this executive session will be 60 minutes, and that action will not be taken in public after the executive session.

**BE IT FURTHER RESOLVED** that said discussion may be disclosed to the public when reasons for discussing and acting upon it in closed session no longer exist.

XVII. Adjournment

On motion of \_\_\_\_\_ and seconded by \_\_\_\_\_, the meeting adjourned at \_\_\_\_\_ p.m.