

**Rochelle Park Board of Education  
Regular Meeting Minutes – 7:00 P.M.  
February 15, 2018**

- I. Call to Order and Flag Salute**
- II. Roll Call**

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>
Mr. Matt Trawinski, Vice President	X	
Mr. Scott Kral	X	
Mrs. Dimitria Leakas	X	
Mrs. Geraldine Minichetti	X	
Mr. Gerard Sorrentino	X	
Ms. Layla Wuthrick	X	
Mrs. Teresa Judge Cravello, President	X	

Others present:

- Dr. Geoffrey Zoeller Jr., Superintendent of Schools
- Mr. Brian Cannici, Principal
- Mrs. Ellen Kobylarz, Board Secretary

**III. Open Public Meetings Act, Chapter 231, P. L. 1975 Announcement – by Board President**

In accordance with the requirements of the Open Public Meetings Act, I wish to announce that: “The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meeting of bodies at which any business affecting their interests is discussed or acted upon. Notices announcing the date, time and place for this Regular Meeting were sent to all concerned individuals, associations and sent to the The Record and The Our Town, in accordance with Chapter 231, P.L. 1975.”

**IV. Reports- Board Committee Reports**

**2018 School Year**

Personnel/Negotiations Mr. Sorrentino- Nothing to report

Business, Finance, and Transportation Mrs. Judge Cravello- Discussed how the new governor’s state of the state address affects the school budget process in relationship to the district receiving the state aid figures in order to complete a budget.

Curriculum, Instruction, Assessment, and Technology Mrs. Leakas - Thanked Mrs. Fletcher for covering in Mrs. Hurd’s absence during her leave.

Special Education Mrs. Wuthrick – Nothing to report

School & Community Relations Mrs. Minichetti – The Board will be meeting with a group from the RPEA on the 22<sup>nd</sup>. Mrs. Minichetti deferred to President Judge Cravello regarding the famers market, who stated a meeting would be set up with Mr. Warren to go over particulars.

Policy/ Legislative Mr. Kral – nothing to report

Building/Grounds/Safety Mr. Trawinski- the committee met, they walked around the third floor to see the flooring, and had a discussion regarding the fire alarm system. President Judge Cravello asked Mr. Cannici in the wake of the recent incident in Florida could he give a brief overview of our security in the building. Mr. Cannici stated there is a DARE program in the school so you may see police officers going into the building to conduct classes or just to walk the building. We

are required by law to have security drills each month. The main office now has a security window and you have to be buzzed into the building. Other measures cannot be discussed. *President Judge Cravello thanked Mr. Cannici, Dr. Zoeller, the teachers for keeping the students as safe as they can.*

There was some further discussion by Mr. Trawinski on the budget for the projects that still need to be done, mainly the flooring project. *Dr. Zoeller explained that once the board gives the go ahead then bid specks can be drawn up and that's when you would get a budget.* There was also a discussion regarding the back parking area and the school parking lot needing to be patched. Joint Boards- Dimitria Leakas- reported on upcoming events at the High School March 27<sup>th</sup> is the PTSA fashion Show, the BOE meeting was going to be held on the 6<sup>th</sup> of March. NJ/BC School Boards- Geraldine Minichetti -Nothing to report Municipality-Teresa Judge Cravello- talks will continue with regard to the Farmers Market.

**V. Open Public Forum** (Pursuant to Board Policy 0167 – Public Participation in Board Meetings)

During this portion of the meeting, district residents and staff are invited to address the Board of Education on any topics specifically addressed in this agenda or on any other questions, comments, or concerns that may be in respect to the operation of their schools. The Board requests that individuals sign the speakers' list giving name and address, and asks that all remarks be directed to the Board as a whole (not to individuals). The public is reminded that their remarks are being recorded.

The Board wishes to remind all attendees at its meetings that while it subscribes without reservation to the principle of keeping the community completely informed, it cannot respond to or discuss personnel matters. If a matter concerning a district staff member is of interest or concern to a resident, the matter should be referred to the Building Principal, Superintendent of Schools, or the Board of Education, either by telephone, letter, or email.

Each speaker's statement will be limited to five (5) minutes in duration. The Public Forum will be limited to thirty (30) minutes in duration.

Motion by Mr. Trawinski, seconded by Mrs. Leakas, to open public comment at 7:30 P.M.

Roll Call 7-0

Motion Carried

Mrs. Verhasselt Forest Pl- Asked about the signs on William Street in the area of the parking lot. There was a brief discussion regarding the township ordinance and the signs on William Street.

Mrs. Verhasselt Forest Pl- inquired as to what the district pays Hackensack per student now.

*Mrs. Leakas answered in the area of \$15,076.00*

Mrs. Verhasselt asked have we ever tried to get it down to a lower amount. She added that about 8-9 years ago they asked for an audit but it didn't go anywhere.

*Dr. Zoeller stated we are in contract negotiations now and he can't discuss it at this time.*

Mrs. Abraham Forest Pl- brought up conflicts within the school calendar and BOE meetings.

It was decided to cancel the caucus meeting in March due to the conflict with the play, noting that conflicts can't be helped sometimes.

Mrs. Reardon PTO wanted to mention that they are looking for volunteers for upcoming events. Reminded parents that children must be accompanied by an adult for the Family game night, the cook-off is being postponed till the spring. Asked again about sending flyers home with the students, and hopes to start a project that will spotlight a teacher a month, adding that Mrs. Lala will be in charge of that.

Mr. Scully Oldis St. - inquired about two policies Bylaw 0146 and 9140 asked if they are both current and being enforced. He would also like to see a presentation done on the contract with Hackensack once it is settled.

Mr. Allos Parkway- questioned the tabling of a resolution regarding the architect and if there were any open projects at this time.

Dr. Zoeller responded by stating any previously approved projects are being completed. There is a process the district has to follow and the next step would be to do an RFP.

A discussion ensued regarding the process.

Motion by Mrs. Leakas, seconded by Mr. Kral, to close public comment at 7:59 P.M.

Roll Call 7-0

Motion Carried

VI. Items for Board Action - Resolutions

**Note: Resolutions marked with an asterisk are as a result of Executive Session Discussion.**

**ROUTINE MATTERS R1-R11**

**POLICY #0168 – APPROVAL OF BOARD MINUTES**

**R1. RESOLVED, that the Rochelle Park Board of Education approves the minutes of the following meetings:**

- A. January 5, 2018 Re-Organization & Exec.**
- B. January 5, 2018 Regular Meeting & Exec.**

**POLICY #5200 - ATTENDANCE**

**R2. RESOLVED: that the Board of Education approves the attendance report for the month of January 2018 as listed:**

<u>Enrollment</u>		<u>Left</u>	<u>Entered</u>
Midland School	483		2-1 <sup>st</sup> . Graders
Hackensack H.S.	138		1-2 <sup>nd</sup> Grader
Academies /Tech	<u>17</u>		
<b>Total</b>	<b>638</b>		

  

<u>Pupil Attendance</u>		<u>Teacher Attendance</u>	
Possible Days	9650	Possible Days	1166
Days Present	9030.5	Days Present	1127
Days Absent	619.5	Days Absent	39
% Present	93.5	% Present	98.6
% Absent	6.5	% Absent	3.4

**Policy #8420 – EMERGENCY & CRISIS SITUATIONS**

**R3. RESOLVED: that the Rochelle Park Board of Education approves the following Fire and Security drills held in the month of January of 2018 for the Rochelle Park School District.**

- Fire Drill – January 31, 2018**
- Security Drill- January 24, 2018**

**Policy #5512.01 – HARASSMENT- INTIMIDATION AND BULLYING**

**R4. RESOLVED:** that the Rochelle Park Board of Education approves the following HIB, Incident and Suspension Report for January 2018 on behalf of the Rochelle Park School District.

**January 2018**

Reported Cases: 3  
Number of Cases open: 0  
Number of Cases closed: 3  
Number of Incidents determined to be HIB: 3

**POLICY #2340 – FIELD TRIPS**

**R5. RESOLVED:** on the recommendation of the Superintendent, the Board of Education approve the following field trip request:

Mrs. Cahill, Mrs. Gutkowski, Mrs. Roman to accompany the second graders to “Henry and Mudge” in Montclair on May 17, 2018 at a cost the parents of \$21.00.

Mrs. Cherello, Mr. Calabro and Ms. Sherry to accompany the 5<sup>th</sup> graders to “Medieval times” in Lyndhurst on April 27, 2018 at a cost to the parents of \$45.00.

**POLICY #0130 BYLAWS & POLICIES**

**R6. RESOLVED:** on the recommendation of the Superintendent, the Board of Education approves a second reading and adoption of the following Bylaws:

# 0164 Conduct of Board Meeting  
#0167 Public Participation in Board Meetings

*Mrs. Leakas questioned when there is only one meeting in a month for example August will the public portion be increased.*

*President Judge Cravello stated we as a board can extend it for 15 minute intervals if needed.*

**R7. Upon the recommendation of the Superintendent the Board of Education approves the sidebar agreement with the Rochelle Park Education Association dated February 15, 2018 (attached).**

**R8. Upon the recommendation of the Superintendent and following the discussion of the findings at the February 8, 2018 caucus meeting, the Board of Education acknowledges receipt of the Office of Fiscal Accountability and Compliance report and approves the corrective action plan to address those findings (attached).**

*Dr. Zoeller going beyond the report the plan is that we will have an oversight committee to see that things run smoothly. Mrs. Carney will be the faculty liaison to that committee.*

**POLICY #5120 NEEDS ASSESSMENT-PUPILS**

**R9. RESOLVED:** that on the recommendation of the Superintendent, the Board of Education approves the following special education placements and related services for the 2017-2018 school year.

CASE # 00000088  
CLASSIFICATION: Preschool Disabled  
PLACEMENT: Washington South- Bergen County Special Services  
EFFECTIVE: 12/11/17

TUITION: \$81,000.00  
TRANSPORTATION: Region V  
RELATED SERVICES: Aide \$4,800.00  
ESY- Estimated tuition from last year \$7,500.00

**POLICY#6160 GRANTS FROM PRIVATE SOURCES**

**R10. RESOLVED** that on the recommendation of the Superintendent, the Board of Education accepts a State House Express award in the amount of \$350.00 from Rutgers Eagleton Institute to offset the cost of the 8<sup>th</sup> Grade Trenton Trip.

**R11. RESOLVED** that on the recommendation of the Superintendent, the Board of Education accepts a State House Express award in the amount of \$700.00 from Target Field Trip Grants to offset the cost of the 6<sup>th</sup> Grade Field Trip.

**ROUTINE MATTERS RESOLUTIONS R1-R11**

Motion by Mrs. Minichetti, second by Mrs. Leakas,  
Roll Call 7-0  
Motions Carried

**PERSONNEL P1-P9**

**POLICY #3240 – PROFESSIONAL DEVELOPMENT**

**\*P1. RESOLVED:** on the recommendation of the Superintendent, that the Board of Education approves the participation of the persons named at the following workshops/conferences:

**Suk Nam to attend “Anti-Bullying Specialists for Counselors Bundle” in Monroe on January 17, February 21, and May 16, 2018 at a cost of \$450.00 for all three workshops.**

**Bernadette Holzman, Krista Fuchs, Nancy Gomez, Sue Antista, Claudette Geoffroy to attend “Inter-Regional Workshop for Paraprofessionals” on January 15, 2018. There is no cost for the workshop;**

**Joseph DeGrazio to attend NJSBGA Expo on March 12-14, 2018 at a cost of \$200.00 for registration in Atlantic City.**

**Cara Serpineto, Allison Hilla, Kaitlyn Gallagher, Kristen Colucci and Stephanie Fernandez, Sue Carney to attend Google 1 Boot Camp on March 26-27, 2018 in Paramus at a cost of \$250.00 per registration.**

**Christine Raimondi and Maria Leccese to attend NJTESOL/NJBE Spring Conference in New Brunswick on May 31, 2018 at a cost of \$234 per registration paid with Title III funds.**

**Kristen Gonzalez to attend the North Jersey Genesis User Group Meeting on February 8, 2018 in Fair Lawn. There is no cost to the district for registration.**

**Laurel Barriento to attend BELS Meeting and Database Vendor Day in Paramus at no cost to the district.**

**Kaileigh Zander to attend “Apraxia of Speech K-LP methods” in Saddle Brook on March 16, 2018 at a cost of \$199.00 for registration.**

**Maria Leccese to attend “Help your Struggling Math Students: What works to increase Learning and Motivation in Math” on March 26, 2018 in West Orange at a cost of \$249.00 for registration.**

**Meaghan Mallon to attend “Buehler Challenger Center” on February 21, 2018 at no cost to the district for training.**

**Briana Gomez to attend “Who Stole the Chocolate” on March 9, 2018 in Montclair at a cost of \$150.00 for registration.**

**Liz Nam to attend “2018 Mandatory District Test Coordinator Training” on March 6, 2018 at no cost to the district for registration.**

*Dr. Zoeller is extremely pleased that the staff is going out for training and he appreciates the time and effort that the teachers are putting in. He encourages the Board to continue to support these types of trainings in the budget for next year.*

**POLICY#4111- HIRING CERTIFIED PERSONNEL**

**P2. RESOLVED:** that on the recommendation of the Superintendent, the Board of Education approves the following faculty crossovers as of February 1, 2018 in accordance with the 2017-2018 contract.

Daniela Barbieri BA+30 to MA Step 5

Kristen Colucci MA+15 to MA +30 Step15

**P3. RESOLVED,** upon the recommendation of the Superintendent, the Board appoint Angela Jacobus as the Coordinator of the 2018 Summer Enrichment program. Salary will be subject to Board approval once the final scope of the program is determined.

**P4. RESOLVED,** that the Board hereby ratifies and reaffirms their approval of the Superintendent’s mentoring activities in accordance with the provisions of his Employment Agreement and directs that if his activities require his absence for a full day or a substantial part of a work day that he must use personal or vacation days. However, on days when the Superintendent’s absence is during his lunch time, before his work day begins or after it ends, or he adjusts his work day schedule so that he is working a full day, he shall not be required to use personal or vacation days.

**P5. RESOLVED:** Upon the recommendation of the Superintendent, that the Rochelle Park Board of Education approves Mrs. Gutkowski for a family leave beginning March 2, 2018 to March 16, 2018.

**P6. RESOLVED:** Upon the recommendation of the Superintendent that the Board of Education extend the appointment of Josephine Hong to the position of Leave Replacement Teacher (no benefits) until March 31, 2018 on BA+30 Step 1 at a pro-rated salary of \$54,388.00.

**P7. RESOLVED:** Upon the recommendation of the Superintendent that the Board of Education: (1) adds Brianna Gomez and Jessica DiCori to the list of Home instructors, stipend per the 2017-2018 contract between the RPBOE and RPEA; and (2) appoints Francine Hamilton and Brianna Gomez to share a position of Home Instruction Tutor for an elementary student – 10 hours a week spread across 3 visits at an hourly rate of \$32.00 per the 2017-2018 contract for no longer than 60 days.

**POLICY #4211 HIRING- NON-CERTIFIED PERSONNEL**

**P8. RESOLVED:** on the recommendation of the Superintendent, that the Board of Education approve Kerija Skutte to be added to the list of substitute teachers for the 2017-2018 school year at a rate of \$85.00 per day:

**P9. RESOLVED:** on the recommendation of the Superintendent, that the Board of Education approve Bernadette Holzman, Krista Fuchs, Nancy Gomez and Sue Antista, for 5.5 hours (\$108.90 per person) for attendance at a workshop held on Martin Luther King day which under their contract is a non-work day and therefore they would normally not receive compensation for. Claudette Geoffroy for 2.5 hours (\$49.50) for her attendance at the same workshop as previously stated.

**PERSONNEL RESOLUTIONS P1-P9**

Motion by Mr. Sorrentino, seconded by Mrs. Leakas  
Roll Call 7-0  
Motions Carried

**FINANCE F1-F14**

**FINANCE AND INSURANCE**

**Upon the recommendation of the Business Administrator to the Superintendent:**

**POLICY #6421 – PAYMENT OF GOODS AND SERVICES**

**F1. RESOLVED,** that the Rochelle Park Board of Education approve the January 2018 Bill List as approved, attached and listed below:

	<b>Amount</b>
10 – General Fund	\$ 1,140,070.13
20 – Federal Grant	\$ 10,349.20
30 – Referendum Account	\$ .00
60 – Cafeteria	\$ 23,128.05
61 – Afterschool Program	\$ 16,223.38
<b>TOTAL ALL BILLS</b>	<b>\$ 1,189,770.76</b>

**ATTACHMENT**

**F2. RESOLVED,** that the Rochelle Park Board of Education approve the February 2018 Bill List as approved, attached and listed below:

	<b>Amount</b>
10 – General Fund	\$ 476,299.99
20 – Federal Grant	\$ 5,562.18
30 – Referendum Account	\$ 20,120.30
60 – Cafeteria	\$ 11,749.12
61 – Afterschool Program	\$ 1,451.72
<b>TOTAL ALL BILLS</b>	<b>\$ 515,183.31</b>

**ATTACHMENT**

**POLICY #6510 – PAYROLL AUTHORIZATION**

**F3. RESOLVED:** that the Rochelle Park Board of Education approves the December 2017 payroll

Payroll  
Month December

Fund	Gross Payroll	Employer Share of Social Security	Employer DCRP Contribution	Total Payroll Expense
Fund 10	502,548.63	7,955.54	614.54	511,118.71
Fund 20	-	-		-
Fund 61	17,370.15	1,328.82		18,698.97
				-
Total	\$519,918.78	\$9,284.36	\$614.54	529,817.68

**Monthly Budgetary Line Item Status Certifications**

**F4. Resolved,** that the Board Secretary for the Rochelle Park Board of Education certifies that pursuant to NJAC 6A:23-2.11 (c) 3, as of December 30, 2017 that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of NJAC 6A:23-2.11(a); and

**Further Be It Resolved,** that the Rochelle Park Board of Education certifies that pursuant to NJAC 6A:23-2-11 (c) 4 that after review of the board secretary’s and treasurer’s monthly financial reports and the advice of district officials, we have no reason to doubt that no major account or fund has been over-expended in violation of NJAC 6A:23-2.11 (b).

**Treasurer’s Report**

**F5. Resolved,** that the Rochelle Park Board of Education accept the School Treasurer’s Financial Report for the month of December 2017.

**ATTACHMENT**

**F6. RESOLVED:** that the Rochelle Park Board of Education authorize a check run for the month of February 2018 with the amounts to be approved at the March meeting.

**F7. RESOLVED,** that the Rochelle Park Board of Education accepts the Board Secretary’s Report for the month of December 2017.

**ATTACHMENT**

**F8. RESOLVED,** that the Rochelle Park Board of Education approve January Aid in Lieu payments of \$28,126.65

**F9. Approval to designate Increase in State Aid – “that the board approve the designation of \$15,776 of revised state aid as legally restricted “Assigned Fund Balance – designated for Subsequent Year’s Expenditures” for use in 2018-2019.**



**F10. Approval of Waiver** - "that the Board approve the following resolution, to waive the district's participation in the Special Education Medicaid Initiative (SEMI) Program, as follows;

**WHEREAS**, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for 2018-2019, and

**WHEREAS**, the Rochelle Park Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students.

**NOW, THEREFORE BE IT RESOLVED**, that the Rochelle Park Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Bergen an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2018-2019 school year."

**POLICY #6350 – CONTRACTS**

**F11. RESOLVED: that the Rochelle Park Board of Education approves the contract with Professional Education Services Inc. to provide services to a student on home instruction from December 28, 2017 for a period of four to six weeks for a maximum of (30) thirty days, at \$32.00 per hour, two hours per day.**

**F12. Motion: that upon the recommendation of the Superintendent, approval be given to the following resolution:**

**WHEREAS**, Vanore electric was awarded the bid for the Electrical Service Upgrade Project at the Midland School; and

**WHEREAS**, Vanore electric has submitted the following change order proposal which has been approved by the architect: Change Order Proposal #001 in the amount of \$8,363.80.

The Total Contract value will not change by this Change Order.

**WHEREAS**, Environetics Architects has verified these changes;

**NOW THEREFORE BE IT RESOLVED** that the Board approves this change order and the contract amount is revised to reflect this change.

**Transfers**

**F13. RESOLVED**, that the Rochelle Park Board of Education approves the line item transfers for December 2017. Attached

**F14. RESOLVED**, that the Rochelle Park Board of Education approves the application for use of school facilities made by the following groups/organizations listed below. The Board reserves the right to schedule school activities at any time.

<b>Group/Organization</b>	<b>Use/Purpose/Room</b>	<b>Dates</b>	<b>Rental Fee</b>
Midland School PTO	Multi-Purpose Room Cultural Arts Program	April 27, 2018	NONE
M/RP Girls Softball *pending insurance. Midland Lions games/practices have	Field- Weeknights 6PM Sat/Sun 9AM-1PM.	3/17/18-7/31/18	NONE

<b>priority</b>			
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All dates/times are subject to cancellation in the event of inclement weather by the Superintendent of Schools.

*Dr. Zoeller asked for permission from the board to give him authorization to approve facility use for a group that send in a request but could not be finalized prior to the meeting. The board agreed, subject to approval at the next Board meeting.*

**FINANCE RESOLUTIONS F1-F14**

Motion by Mr. Kral, second by Ms. Wuthrick,  
Roll Call 7-0  
Motions Carried

**VII. Open Public Forum** (Pursuant to Board Policy 0167 – Public Participation in Board Meetings)

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Motion by Mr. Kral, seconded by Mrs. Minichetti, to open public comment at 8:09 P.M.

Roll Call 7-0

Motion Carried

Mrs. Abraham Forest Pl. – asked for clarification on if a teacher can't be in negotiations, can a person on the zoning board be on the board at the same time, and is that a conflict.

*Dr. Zoeller clarified that a person can't hold a position on the township council and be a board member, but that does not apply to an elected-appointed positions.*

Mrs. Abraham read a passage from bylaw 0142 regarding conflict of interest.

*Dr. Zoeller explained that a person on the board of education that owns a business, that business cannot do business with the board of education.*

There was some further discussion regarding overseeing of projects, conflicts of interest and the role of board members.

Motion by Mr. Kral, seconded by Mr. Trawinski, to close public comment at 8:27 P.M.

Roll Call 7-0

Motion Carried

**VIII. Announcements**

**The Board will meet on February 22, 2018 for a Special Executive Session with the R.P.E.A. The next caucus meeting will be held on March 8, 2018 at 7:00 P.M. in the Media Center. The Board decided to cancel the March 8<sup>th</sup> meeting due to an internal conflict with another activity. Therefore, the next meeting will be held on March 15, 2018.**

**IX. Executive Session Announcement (if needed)**

WHEREAS, the Rochelle Park Board of Education (hereinafter referred to as the “Board”) will convene in Executive Session to discuss confidential matters which include:

Personnel

NOW THEREFORE BE IT RESOLVED, the Board shall move into Executive Session to discuss the above referenced matter(s).

BE IT FURTHER RESOLVED, that the minutes of the executive session will provide as much information as possible without violating any applicable privilege or confidentiality so that the public can understand what was discussed and when available what the Board decision was.

BE IT FURTHER RESOLVED that the minutes of the executive session will be released to the public in an appropriately redacted form within a reasonable period of time after the privilege or confidentiality is no longer applicable to such minutes.

BE IT FURTHER RESOLVED, that the redacted portion of the executive session minutes will not be released until such time as the privilege or confidentiality is no longer applicable.

Motion by Mrs. Leakas, seconded by Mr. Kral, to open Executive Session at 8:32 P.M.

Roll Call 7-0

Motion Carried

Motion by Mrs. Leakas, seconded by Mr. Sorrentino, to close Executive Session and resume the Regular Meeting at 10:12 P.M.

Roll Call 7-0

Motion Carried

**X. Adjournment**

Motion by Mr. Kral, seconded by Ms. Wuthrick, to adjourn meeting at 10:13 P.M.

Roll Call 7-0

Motion Carried