

SOMERDALE PUBLIC SCHOOL DISTRICT

Board of Education  
301 Grace Street  
Somerdale, NJ 08083

**Regular Meeting of the Board of Education**

**August 10, 2017**

**6:30 p.m.**

**AGENDA**

**I. MEETING CALLED TO ORDER/ PLEDGE OF ALLEGIANCE**

**BOE Mission Statement**

The mission of the Somerdale School District, in active partnership with the community and staff, is to provide a safe and supportive environment which offers all students the opportunity to develop academically, socially, physically and emotionally, and to create students who are inquisitive and value learning not, only now, but also in the future.

We aspire to provide a broad range of educational opportunities in a nurturing environment designed to challenge all students to strive for personal excellence, achieve the New Jersey Core Curriculum Standards and become responsible citizens in this rapidly changing world.

**II. SUNSHINE LAW/ROLL CALL**

Sunshine Law:

The Somerdale Board of Education Meeting is called to order. The Board of Education is in compliance with the sunshine regulations. This meeting was appropriately advertised by notifying The Courier Post and The Philadelphia Inquirer, as well as posting notices in Borough Hall, the Somerdale Post Office and the Somerdale Park School.

Our attorney has advised us that we cannot prevent you from making remarks about our employees. He has requested we advise you that our employees are not Public Officials and you are not immune from civil actions they may bring as a result of your remarks whether vocal, by e-mail, or social media such as Facebook, Twitter, etc.

|                |                |
|----------------|----------------|
| James Anderson | Monique Howard |
| Kim Barkoff    | Susan Lowden   |
| Alicia Conte   | Melissa Moore  |
| Colm Fidgeon   | John Phillips  |
|                | James Walsh    |

Also Present:

Dr. Dennis M. Vespe, Superintendent/Principal  
Melissa Engelhardt, Business Administrator/Board Secretary  
Chris Long, Solicitor

- III. **SPEAKER FROM NATIONAL ENERGY PARTNERS** to talk about solar and other capital projects.
- IV. **PUBLIC COMMENTS** on any action items.

NOTATION OF PUBLIC COMMENTS ON AGENDA ITEMS ONLY

The Board President will recognize those individuals in the audience whom wish to comment **on any action items on this Agenda.**

Please respect the following procedures:

1. Be recognized by the Board President.
2. State your full name and address.
3. Identify the resolution/item number on which you wish to comment.
4. Wait to be recognized before you make your comment  
*(Just before the resolution is voted on).*
5. Limit your comments to the specific resolution/items.
6. Limit your comments to (3) minutes per person.

V. **APPROVAL OF MINUTES**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education approve the regular and executive session minutes of the June 8, 2017 and regular session minutes of June 21, 2017 BOE Meeting.

ALL IN FAVOR: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

VI. **REPORTS**

- A. Superintendent’s Report
- B. Business Administrator’s Report

VII. **EXECUTIVE SESSION (if necessary)**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Time: \_\_\_\_\_

**WHEREAS**, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-12 et seq.) requires all meetings of the Somerdale Park School District, Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine types of matters that may lawfully be discussed in Executive Session,” i.e. without the public being permitted to attend; and

**WHEREAS**, the Somerdale Park Public School District, Board of Education has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

**WHEREAS**, the nine exceptions to public meetings set forth in N.J.S.A. 10:4-12(b) are listed below, and next to each exception is a box within which the number of issues to be privately discussed that fall within that exception shall be written, and after each exception is a space where additional information that will disclose as much information about the decision as possible without undermining the purpose of the exception shall be written.

**NOW, THEREFORE, BE IT RESOLVED** that the Somerdale Park Public School District, Board of Education will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

- X   Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such

matter or matters be discussed in public;

X Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer;

**WHEREAS**, the length of the Executive Session is undetermined; however, the Somerdale Park Public School District, Board of Education will make every attempt to estimate the time of the session prior to convening the session after which the public meeting shall reconvene at        pm and the Somerdale Park Public School District, Board of Education will proceed with business.

**NOW, THEREFORE, BE IT RESOLVED**, that the Somerdale Park Public School District, Board of Education will go into Executive Session for only the above stated reasons;

**BE IT FURTHER RESOLVED** that the Somerdale Park Public School District, Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Somerdale Park Public School District, Board of Education attorney advises that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the school district or any other entity with respect to said discussion.

**BE IT FURTHER RESOLVED** that the Somerdale Park Public School District, Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the board secretary to take the appropriate action to effectuate the terms of this resolution.

**BE IT FURTHER RESOLVED** that the Board Secretary on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.

**VIII. RETURN TO PUBLIC SESSION**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Time: \_\_\_\_\_

**IX. NEW BUSINESS**

**BUSINESS AFFAIRS**, John Phillips, Chairperson, James Walsh, Alternate Chairperson, Kim Barkoff, Administrative Liaisons: Dr. Dennis Vespe, Melissa Engelhardt

**A. Finance – Reviews and monitors the school district budget and assumes other fiscal responsibilities**

Report by Finance Committee Chair

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 1-5:

1. Financial Reports:

To approve the Board Secretary and Treasurer’s Reports for May and June 2017 (attachment #1a & 1b).

The Board Secretary’s Report is in accordance with 18A: 17-36 and 18A: 17-9 for the months of May and June 2017. The Board Secretary certifies that no line item account 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.

The Treasurer’s Report is in accordance with 18A:17-36 and 18A:17-9 for the months of May and June 2017. The Treasurer’s Report and Secretary’s report are in agreement for the months of May and June 2017.

Board Secretary in accordance with N.J.A.C. 6A:23A - 16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4 We certify that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

2. To approve the following bill lists (attachment #2):
  - a. June 15, 2017 Payroll Check Journal totaling: \$316,246.29
  - b. June 19, 2017 Payroll Check Journal totaling: \$178,619.49
  - c. June 30, 2017 Payroll Check Journal totaling: \$29,522.67
  - d. Vendor bill list 1 and corresponding check journal totaling: \$134,092.19
  - e. Vendor bill list 2 and corresponding check journal totaling: \$105,102.00
  - f. Vendor bill list 3 and corresponding check journal totaling: \$117.83
  - g. Vendor bill list 4 and corresponding check journal totaling: \$83.18
  - h. Vendor bill list 5 and corresponding check journal totaling: \$30,267.98
  - i. Vendor bill list 6 and corresponding check journal totaling: \$55.14
  - j. Vendor bill list 7 and corresponding check journal totaling: \$43.70
  - k. Vendor bill list 8 and corresponding check journal totaling: \$65,725.52
  - l. Vendor bill list 9 and corresponding check journal totaling: \$50.00
  - m. Vendor bill list 10 and corresponding check journal totaling: \$1,890.00
  - n. Vendor bill list 11 and corresponding check journal totaling: \$350,951.71
  - o. Vendor bill list 12 and corresponding check journal totaling: \$31,386.87
  - p. May & June Joint Purchasing Bull List totaling: \$1,039.49
  - q. May and June Student Activities Bill List totaling: \$2,973.66
  - r. Vendor Bill List 13 and corresponding check journal totaling: \$1,715.00
  - s. Vendor Bill List 14 and corresponding check journal totaling: \$137,650.17
  - t. Vendor Bill List 14 and corresponding check journal totaling: \$3,349.00
3. To approve the Transfers/Adjustments for the month of May and June 2017 (attachment #3a and 3b).
4. To approve contract with Fibertech for internet access from July 1, 2017 to June 30, 2021 in the amount of \$850.00 per month.
5. To approve a contract with Delta Dental for Dental benefits from July 1, 2017 to June 30, 2019 with the following rates:
  - a. One Person: 35.18
  - b. Two People: \$67.54
  - c. Three or more people: \$113.06

ROLL CALL VOTE: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 6-10:

6. To approve Wright Choice and Delta T for Substitute Nursing services for the 2016-2017 school year at a rate of \$51.00 and \$37.50 per hour, respectively.
7. To approve the disposal of Dell Venue tablets due to cracked screens. (Attachment #4)
8. To accept and post approve the 2016/2017 IDEA Grant Award and Application allocating the following expenditures:

IDEA Basic: \$134,295 allocated to 100-300; outsourced classroom paraprofessionals  
\$6,905 allocated to 200-500 other support services

IDEA PreSchool: \$790 allocated to 100-300; outsourced substitute teachers  
\$3,170 allocated to 100-600; classroom supplies

9. To accept and post approve the 2016/2017 NCLB Grant Award and Application allocating following expenditures:

Title I Part A: \$140,235 allocated to 100-300; outsourced classroom paraprofessionals

Title II Part A: \$7,082 allocated to 200-100; PD teacher stipends  
\$3,500 allocated to 200-300; prof/tech support services

10. To accept and approve the 2017/2018 IDEA Grant Award and Application allocating the following expenditures:

IDEA Basic: \$129,684 allocated to 100-300; outsourced classroom paraprofessionals  
\$7,200 allocated to 200-500 other support services

IDEA PreSchool: \$1,860 allocated to 100-300; outsourced substitute teachers  
\$2,036 allocated to 100-600; classroom supplies

ROLL CALL VOTE: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the business administrator approve the following items 11-14:

11. To approve the award of transportation bids and corresponding contracts for 2017/2018 totaling \$171,624.00 as follows:

- a. Route A (Extended School Year) to T&L Transportation in the amount of \$3,684.00
- b. Route B (PreK AM) to First Student in the amount of \$51,480.00
- c. Route C (PreK PM) to First Student in the amount of \$51,480.00
- d. Route D (Spec. Ed Full Day) to T&L Transportation in the amount of \$64,980.00

12. To accept and approve the 2017/2018 ESEA Grant Award and Application allocating following expenditures:

Title I Part A: \$142,342 allocated to 100-300; outsourced classroom paraprofessionals

Title II Part A: \$14,978 allocated to 200-100; PD teacher stipends  
\$3,500 allocated to 200-300; prof/tech support services

Title IV Part A: \$8,000 allocated to 200-500; PD Workshops  
\$2,000 allocated to 200-600; safety and tech supplies

13. To approve the following Bond Resolution:

**RESOLUTION  
SOMERDALE BOARD OF EDUCATION  
RESOLUTION AUTHORIZING THE SUBMISSION OF BOND REFERENDUM QUESTION TO  
THE NEW JERSEY DEPARTMENT OF EDUCATION AND AMEND THE DISTRICT'S LONG  
RANGE FACILITIES PLAN**

**WHEREAS**, the Somerdale Board of Education (“SBOE” and/or “Board”) desires to complete two (2) projects, one of which is for the replacement of a roof and construction of a new parking lot, totaling approximately \$2,788,120.00 and the second for improvements to the playground and the redesign of the current parking lot, totaling approximately \$986,480.00; and

**WHEREAS**, the SBOE intends to fund the projects through bonding after approval of the projects by voters of the District as a bond referendum; and

**WHEREAS**, the SBOE now desires to submit the proposed projects to the New Jersey Department of Education for their approval; and

**WHEREAS**, the District will amend their Long Range Facilities Plan, as required, to be consistent with the proposed projects.

**NOW, THEREFORE, BE IT RESOLVED**, by the Somerdale Board of Education as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
  2. The SBOE's Superintendent, Business Administrator, Board President and/or Board Vice President or their designees are hereby authorized to take any and all action required to submit the two (2) referendum projects to the New Jersey Department of Education.
  3. The SBOE's Superintendent, Business Administrator, Board President and/or Board Vice President or their designees are hereby authorized to take any and all action required to amend the District's Long Range Facilities Plan to be consistent with the proposed project.
14. To approve the following Budget resolution:

**RESOLUTION  
SOMERDALE BOARD OF EDUCATION  
RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2017-2018 SOMERDALE BOARD OF  
EDUCATION BUDGET**

**WHEREAS**, the Somerdale Board of Education (“SBOE” and/or “Board”) has previously approved a budget for the 2017-2018 school year; and

**WHEREAS**, following approval of the 2017-2018 budget, the SBOE received notification of receipt of \$85,951.00 in additional state equalization aid; and

**WHEREAS**, the SBOE desires to increase the 2017-2018 budget following receipt of the additional state equalization aid; and

**WHEREAS**, the \$85,951.00 in additional state equalization aid shall be allocated to the following

areas:

|                      |             |                       |
|----------------------|-------------|-----------------------|
| Classroom Supplies:  | \$8,021.00  | (11-190-100-610)      |
| Transportation:      | \$28,000.00 | (10-000-270-514)      |
| Charter Tuition:     | \$22,000.00 | (10-000-100-561)      |
| ESY Tuition:         | \$4,635.00  | (11-422-100-566)      |
| Fund 12 Equipment:   | \$6,995.00  | (12-000-263-730)      |
| Maintenance Repairs: | \$16,300.00 | (11-000-261-420); and |

**NOW, THEREFORE, BE IT RESOLVED**, by the Somerdale Board of Education as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The 2017-2018 budget of the Somerdale Board of Education shall be increased by the \$85,951.00 received in additional state equalization aid and allocated as follows:

|                      |             |                  |
|----------------------|-------------|------------------|
| Classroom Supplies:  | \$8,021.00  | (11-190-100-610) |
| Transportation:      | \$28,000.00 | (10-000-270-514) |
| Charter Tuition:     | \$22,000.00 | (10-000-100-561) |
| ESY Tuition:         | \$4,635.00  | (11-422-100-566) |
| Fund 12 Equipment:   | \$6,995.00  | (12-000-263-730) |
| Maintenance Repairs: | \$16,300.00 | (11-000-261-420) |

3. The SBOE's Superintendent, Business Administrator, Board President and/or Board Vice President or their designees are hereby authorized to take any and all action required to amend the 2017-2018 Somerdale Board of Education budget as set forth.

ROLL CALL VOTE: YES\_\_\_\_\_ NO\_\_\_\_\_ ABSTAIN\_\_\_\_\_ ABSENT\_\_\_\_\_

**B. Facilities – Reviews the needs and uses of district buildings and grounds**

Report by Facilities Committee Chair

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the business administrator approve the following item for Use of Facilities as per Somerdale Board of Education Policy 7510:

1. To approve the Facilities/Building Use Calendar and Requests by the Somerdale PTA to use the Library, Music Room, Ward Field, Cafetorium and/or Gymnasium for various activities for the 2017-2018 school year. (attachment #1)
2. To approve the Use of Building form by the Somerdale Baseball/Softball League to use Ward Field during August 15, 2017 – November 10, 2017, Monday, Wednesday, Friday from 5:45 pm – 8:15 pm, and Saturday, Sunday from 9:30 am – 8:00 pm. (attachment #2)

ROLL CALL VOTE: YES\_\_\_\_\_ NO\_\_\_\_\_ ABSTAIN\_\_\_\_\_ ABSENT\_\_\_\_\_

**INSTRUCTIONAL**, Dr. Monique Howard, Chairperson, Melissa Moore, Alternate Chairperson, James Anderson, Administrative Liaisons: Dr. Dennis Vespe, Robert Ford

**A. Curriculum – Reviews and evaluates standardized test results as a district and monitors direction of curriculum.**

Report by Curriculum Committee Chair

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1 – 3:

1. To approve disposal of Science Textbooks and Teacher Manuals. (attachment #1)
2. To approve the submission of the 2017-2018 Merit Goals for Dr. Dennis Vespe, Superintendent to the ECS for approval (attachment #2, #3, #4, #5, #6)
3. To approve the District Goals and Strategic Action Plan for the 2017-2018 school year. (attachment #7)
4. **To approve the Somerdale Park alternative education program “Pride Program” pending any changes/recommendations from the Executive County Superintendent for the 17-18 school year.**
5. The following field trips: none at this time

ROLL CALL VOTE: YES\_\_\_\_\_ NO\_\_\_\_\_ ABSTAIN\_\_\_\_\_ ABSENT\_\_\_\_\_

**B. Personnel – Assists in the interviewing process of district administrators and reviews hiring recommendations of the Superintendent. Also, reviews and approves staff policies and job descriptions**

Report by Personnel Committee Chair

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items 1 - 5:

1. To approve Justin O’Neill, 3<sup>rd</sup> Grade Teacher for Curriculum Writing/Articulation Hours during the Summer 2017.
2. To approve Patrick Glatz, Special Education Teacher, to serve as a Homebound Tutor for a 6<sup>th</sup> Grade Student #1023437827 starting May 22, 2017, for 5 hours per week until further notice.
3. To rescind Charlotte Hoch as Summer School Maintenance and Custodial Staff for the Summer 2017 term.
4. To approve Harry Savio, as supplemental Summer School Maintenance and Custodial Staff for the Summer 2017 term at an hourly rate of \$13.95.
5. To approve Laural Henkel for FMLA leave to run concurrently with other paid leave, with a start date of June 28, 2017 and a return date of September 30, 2017. Leave is not eligible for NJ FLA.



ROLL CALL VOTE: YES\_\_\_\_\_ NO\_\_\_\_\_ ABSTAIN\_\_\_\_\_ ABSENT\_\_\_\_\_

**POLICY/COMMUNITY AFFAIRS**, Alicia Conte, Chairperson, James Anderson, Alternate Chairperson, Kim Barkoff, Administrative Liaison: Robert Ford

**A. Policy – Reviews, updates and creates district policies with Superintendent and presents them to the board.**

Report by Policy Committee Chair

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

The following item will be recommended for approval:

- 1. To approve the Somerdale School District’s Mentoring Plan for the 2017-2018 school year. (attachment #1)

Recommend that the Board of Education on the recommendation of the Superintendent approve the following items 1 & 2:

- 2. For First Reading:
  - a. None at this time
- 3. For Second Reading:
  - a. 5511 – Dress and Grooming

ROLL CALL VOTE: YES\_\_\_\_\_ NO\_\_\_\_\_ ABSTAIN\_\_\_\_\_ ABSENT\_\_\_\_\_

**B. Community Affairs – Participation in community events to educate the public on programs the district offers. Also educates the public on the school board policies and responsibilities.**

Report by Community Affairs Committee Chair

A recommendation is requested to approve the following:

- 1. None at this time

ALL IN FAVOR: YES\_\_\_\_\_ NO\_\_\_\_\_ ABSTAIN\_\_\_\_\_ ABSENT\_\_\_\_\_

**BOND REFERENDUM**, Colm Fidgeon, Chairperson, Alicia Conte, Alternate Chair, James Walsh, Administrative Liaison: Dr. Dennis Vespe, Melissa Engelhardt

The Bond Referendum Committee’s function it to meet and develop a framework for moving a referendum forward and to address project and budgetary issues.

Report by Bond Referendum Committee Chair

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommend that the Board of Education on the recommendation of the superintendent, approve the following items:

- 1. None at this time

ROLL CALL VOTE: YES\_\_\_\_\_ NO\_\_\_\_\_ ABSTAIN\_\_\_\_\_ ABSENT\_\_\_\_\_

**X. DISCUSSION ITEM:**

Recommend that the Board of Education on the recommendation of the Superintendent

- 1. Discussion of School Board Members' Code of Ethics:
  - a) I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.

ALL IN FAVOR: YES\_\_\_\_\_ NO\_\_\_\_\_ ABSTAIN\_\_\_\_\_ ABSENT\_\_\_\_\_

**XI. REPORTS:**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

The following item will be recommended for approval:

- 1. Acknowledge and accept the Harassment, Intimidation, and Bullying Report for: \_\_\_\_\_ 2017 - none at this time

ALL IN FAVOR: YES\_\_\_\_\_ NO\_\_\_\_\_ ABSTAIN\_\_\_\_\_ ABSENT\_\_\_\_\_

**XII. OTHER REPORTS:**

- a.) Student Attendance

|                             |            |
|-----------------------------|------------|
| <b>Enrollment June 2017</b> |            |
| Preschool                   | 27         |
| Kindergarten                | 60         |
| 1st Grade                   | 51         |
| 2nd Grade                   | 58         |
| 3rd Grade                   | 52         |
| 4th Grade                   | 51         |
| 5th Grade                   | 45         |
| 6th Grade                   | 47         |
| 7th Grade                   | 55         |
| 8th Grade                   | 56         |
| Out of District             | 3          |
| Home Instruction            | 2          |
| Homeless -Tuition           | 1          |
| Charter Students            | 2          |
| <b>Total June 2017</b>      | <b>510</b> |

- b.) Security/Fire Drill Reports  
**Fire Drill: (non-scheduled)**

**DATE:** 6/14/17 Alarm Sounded: 8:16 am

Building Cleared: 8:18 am  
Returned to Building: 8:42 am  
Alarm Station Used: None (Set off by a sensor in D-wing)  
All Staff in attendance participated in drill  
Number evacuated: Students present –486  
Staff Present: 90  
Special conditions simulated: none at this time  
Problems encountered: None  
Weather: 73 degrees

**Lock Down Drill #2:**

**DATE:** 6/6/17

Alarm Sounded: 10:26 am  
All Staff in attendance participated in drill (90 staff members)  
Problems encountered: None

c.) Health Reports - May 2017

**XIII. PUBLIC COMMENTS (on any item)**

Audience Recognition and Public Comment

The public is reminded that all public complaints against a district employee must be made through a specific grievance process.

A description of this process may be found in BOE policy (File Code 9130). This policy is available upon request in the office of the Board Secretary.

Any individual naming an employee in a complaint before the Board of Education, without the employee's permission, could be cited for violating that employee's civil and contractual rights.

Please respect the following procedures:

1. Be recognized by the Board President.
2. State your full name and address.
3. Wait to be recognized before you make your comment  
(*Just before the resolution is voted on*).
4. Limit your comments to (3) minutes per person.

**XIV. ADJOURNMENT**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ TIME \_\_\_\_\_