

BOE - Meeting 1/7/19

**MEETING**

**1/7/19**

**BOARD PLANNING CALENDAR 2018-2019**

July 23, 2018	BOE Meeting; Personnel Exit Report; EVVRS Period 2 Report
August 27, 2018	BOE Meeting; District Goals and Objectives Discussion
September 11, 2018*^^	BOE Meeting;
September 24, 2018	BOE Meeting; Adoption of 2018-2019 BOE District Goals and Objectives
October 8, 2018	BOE Meeting; Student Achievement Report-PARCC
October 22, 2018	BOE Meeting;
October 23-25, 2018	NJSBA Convention
November 12, 2018	BOE Meeting
November 26, 2018	BOE Meeting;
December 10, 2018	BOE Meeting;
January 7, 2019	BOE Reorganization meeting; BOE Meeting
January 28, 2019^^@	BOE Meeting; Mid-Year Staff Review; State of Schools
February 11, 2019#@	BOE Meeting; Budget Discussion; Student Recognition
February 25, 2019@	BOE Meeting; Budget Presentation;
March 11, 2019@	BOE Meeting; Budget Discussion;
March 25, 2019@	BOE Meeting; Budget Discussion/Preliminary Adoption
April 8, 2019@	BOE Meeting;
April 29, 2019@	BOE Meeting; Public Budget Hearing
May 13, 2019^^@	BOE Meeting; End of Year Staff Review
May 29, 2019*@	BOE Meeting;
June 10, 2019#@	BOE Meeting; Student and Staff recognition
June 24, 2019@	BOE Meeting; CSA Evaluation; Board Self - Evaluation

\*Other than a Monday

^^ Executive Session – 6:00pm

#Public portion -6:00 pm, No Exec Session

@ To be Board Approved

## **MEETING**

### **MILLSTONE TOWNSHIP SCHOOL DISTRICT**

#### **VISION STATEMENT**

We envision a unique, inclusive learning community at the forefront of education.

Parents, staff and students will model and promote individuality, integrity, respect, and civic and social responsibility.

Through an engaging, innovative curriculum, we will challenge students to become independent, self-directed learners who are adaptive problem solvers inspired to impact and thrive in an evolving society.

In realizing this vision, we will establish our community as an exemplary leader in education.

#### **BOARD GOALS 2018-2019**

1. Explore the expansion of high school choices to provide specialized educational opportunities (courses of study) for all Millstone students in accordance with applicable law.
2. Evaluate the timing and need for a new District Strategic Plan and take appropriate next steps as needed.
3. Review the District's current use and integration of technology, and identify potential areas of need in light of implementing personalized, digital learning strategies.
4. Review current practices relating to MPAC/Community Education programs and implement such changes as may be necessary to ensure financial sustainability.
5. Continue to review and assess the district's safety and security plans, policies, procedures and practices to ensure efficiency, relevance, and effectiveness.

#### **DISTRICT GOALS 2018-2019**

1. Continue to identify and implement best instructional practices to personalize instruction and meet the individualized needs of all students.
2. Review and assess the district's progress toward goals established in the Strategic Plan and determine future course of action.
3. Utilize the "Future Ready Schools" evaluation tools to assess the district's plans and practices on implementation of personalized, research-based digital learning strategies.
4. Implement specifically targeted social-emotional learning initiatives to further promote a positive school climate, increase academic success, and prepare students to solve problems, manage emotions, and better communicate.

**MEETING**  
Millstone Township Public Schools  
**Millstone Township, New Jersey**

AGENDA: For the meeting of the Board of Education, Monday, January 7, 2019 at  
7:00 P.M., in the Millstone Middle Media Center

I. CALL TO ORDER

A. Sunshine Law Statement – Presiding Officer’s Statement

In compliance with the Open Public Meetings Law of New Jersey, P.L. 1975, CH. 231, adequate notice of this meeting was provided on August 30, 2018 by sending notification to the:

1. Asbury Park Press
2. Trenton Times
3. Posting at each district school
4. Township Clerk

B. Pledge of Allegiance

C. Announcement of Election Results: Bernard S. Biesiada,  
Business Administrator/Board Secretary

<b>Full Three Year Term</b>	<b># of Votes</b>
Billy Hanson	1780
John Saxton	1720
Christine Reese	1839
John Sico, Jr.	1192

D. Oath of Office administered by Bernard S. Biesiada, Business/Board Secretary, to newly-elected members of the Millstone Township Board of Education.

E. Roll Call

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II. ELECTION

- A. Election of President of the Board of Education  
*Board Secretary presides over the meeting for the purpose of conducting an election for the Office of Board President.*

Nominating Motions

\_\_\_\_\_, nominated by \_\_\_\_\_  
 \_\_\_\_\_, nominated by \_\_\_\_\_  
 \_\_\_\_\_, nominated by \_\_\_\_\_

Consent of the Nominees

*Board Secretary asks for consent of the nominees.*

"Do you \_\_\_\_\_ consent to having your name placed in nomination for the office of Board President?"

Closing of the Nominations

Request the nominations be closed.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Vote on the Nominations

Resolved, that \_\_\_\_\_ having been properly nominated, be elected as President of the Millstone Township Board of Education for the 2019 calendar year.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

PRESENTATION OF GAVEL TO THE PRESIDENT

- B. Election of Vice President of the Board of Education

Board President presides from here on.

Nominating Motions

\_\_\_\_\_, nominated by \_\_\_\_\_

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\_\_\_\_\_, nominated by \_\_\_\_\_  
\_\_\_\_\_, nominated by \_\_\_\_\_

Consent of the Nominees

*Board President asks for consent of the nominees.*

"Do you \_\_\_\_\_ consent to having your name placed in nomination for the office of Board Vice-President?"

Closing of the Nominations

Request the nominations be closed.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Vote on the Nominations

Resolved, that \_\_\_\_\_ having been properly nominated, be elected as Vice-President of the Millstone Township Board of Education for the 2019 calendar year.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

- C. Resolved to appoint \_\_\_\_\_ as the delegate to the New Jersey School Boards Association.
- D. Resolved to appoint \_\_\_\_\_ as the high school representative to the Upper Freehold Regional Board of Education pursuant to Chapter 8, P.L. 1995.

III. RESOLVED TO ADOPT THE NEW JERSEY SCHOOL BOARD MEMBER CODE OF ETHICS

**CODE OF ETHICS**

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

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- c. I will confine my Board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
- e. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
- f. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

#### IV. PUBLIC COMMENTS ON AGENDA ITEMS AS PER BOARD BYLAW 0167

- A. To permit the fair and orderly expression of comments we ask that:
  1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
  2. Each statement made by a participant shall be limited to five minutes duration;
  3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
  4. All statements shall be directed to the presiding officer; no participant may address or question board members individually;
    - a. No colloquy between a participant and respondent shall extend the five minute time limit provided herein;
  5. The presiding officer may:
    - a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant;
    - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;
    - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;

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- d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

V. BOARD BUSINESS

- A. RESOLVED that the Millstone Township Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Millstone Township Middle School Media Center, 5 Dawson Court, Millstone Township, New Jersey 08535, at 7:00 p.m., as set forth below unless indicated otherwise:

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be normal conduct of business of the Board of Education and any other items brought to the board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the Asbury Park Press and Trenton Times as official newspapers to receive meetings;

and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Millstone Township Board of Education Administration Office, each district school, office of the Township Clerk and posted on the District website.

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

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- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than five (5) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that individuals or organizations desiring notification of Board meetings shall request such notification through the Board Secretary’s Office and be charged an annual fee of \$25.00, paid in advance.

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:

January 28, 2019	June 24, 2019
February 11, 2019	July 29, 2019
February 25, 2019	August 26, 2019
March 11, 2019	September 9, 2019
March 25, 2019	September 23, 2019
April 8, 2019	October 14, 2019
April 29, 2019	October 28, 2019
May 13, 2019	November 18, 2019
May 29, 2019	December 16, 2019
June 10, 2019	

Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.

- B. RESOLVED that the Board adopt Robert’s Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2018-2019 school year.



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- C. RESOLVED that the Board adopt all of the existing Board Policies and Regulations.
  
- D. RESOLVED that the Board adopt the following Doctrine of Necessity:

WHEREAS, the School Ethics Act, N.J.S.A. 18AA:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set for the in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the

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resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

VI. REPORT OF BOARD SECRETARY

Mr. Biesiada

- A. Business Administrator/Board Secretary Report
- B. That the Board approve the minutes from the Board of Education meeting of December 19, 2018.
- C. Old Business
- D. New Business

VII. ADMINISTRATORS REPORTS

Dr. Huss

- A. Superintendent's Report
  - 1. District Highlights
  - 2. HIB Report

On the recommendation of the Superintendent of Schools, the Board consider the following proposed motion:

That the Board approve the HIB Report for the month of December, 2018.

VIII.. PERSONNEL

- A. Action Items  
On the recommendation of the Superintendent of Schools, the Board consider the following proposed motions:

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1. That the Board approve the following appointment according to the procedures set forth in NJSA 18A67 et seq for the following personnel. Approval pending statutory requirements:

<b>Name</b>	<b>Position</b>	<b>Salary/Stipend</b>	<b>Effective</b>	<b>Account#</b>
a.Gina Morrone	Social Studies; Middle School	(fr) BA+30, Step 9, \$63,385; prorated  (to) MA+30, Step 9, \$68,285; prorated	February 1, 2019- June 30, 2019	11-130-100-101-040-01-0
b.Danielle Welch	Social Studies; Middle School	(fr)BA, Step 14, \$68,060; prorated  (to) MA, Step 14, \$71,560; prorated	February 1, 2019- June 30, 2019	11-130-100-101-040-01-0
c.Donald Harring	Night Custodian; Middle School	Step 1; \$37, 211; prorated	January 16, 2019- June 30, 2019	11-000-262-100-040-00-0
d.Lindsay Perine	Interim Guidance Counselor; Middle School	MA,, Step 1; \$61,085; prorated	January 16, 2019- June 30, 2019	11-000-218-104-040-00-0

2. That the Board approve the following Professional Development for the 2018-2019 School Year:

<b>Date Submitted</b>	<b>Name</b>	<b>Workshop/Location</b>	<b>Date</b>	<b>Total Cost</b>
a.December 11, 2018	Nicole Meyrick	MC3 Winter Summit	January 11, 2019	<b>\$ 11.16</b>

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b.December 11, 2018	Kelly Rossetto	MC3 Winter Summit	January 11, 2019	<b>\$ 11.16</b>
c.December 11, 2018	Linda Nuzzi	Teaching Poetry to Transform Thinking About Writing/New Brunswick, NJ	January 15, 2019	<b>\$ 166.56</b>
d.December 12, 2018	Kelsey Plunkett	Teaching Poetry to Transform Thinking About Writing/New Brunswick, NJ	January 15, 2019	<b>\$ 166.56</b>
e.December 14, 2018	Ivy MacDonald	Strategies and Structures for Teaching Reading and Writing/Livingston, NJ	February 28, 2019	<b>\$ 227.32</b>
f.December 11, 2018	Gina Morrone	MC3 Winter Summit	January 11, 2019	<b>\$ 11.16</b>
g.December 11, 2018	Suzanne Guidry	MC3 Winter Summit	January 11, 2019	<b>\$ 0.00</b>
h.December 17, 2018	Nancy Osterberg	MC3 Winter Summit	January 11, 2019	<b>\$ 0.00</b>
i.December 18, 2018	Christianna White	Strategies & Structures for Teaching Reading and Writing/Livingston, NJ	February 28, 2019	<b>\$ 227.32</b>
j.December 19, 2018	Evan Norwood	NJASPERD Annual Convention/Long Branch, NJ	February 25, 26 & 27, 2019	<b>\$ 375.00</b>
k.January 2, 2019	Suzanne Guidry	MC3 RTI Articulation/ Fair Haven, NJ	February 6, 2019	<b>\$ 0.00</b>
l.January 3, 2019	Rachel Mueller	Guided Math; Princeton, NJ	February 27, 2019	<b>\$ 281.52</b>
<b>TOTAL</b>				<b>\$1,477.76</b>

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3. That the Board ratify the following leave:

<b>Name</b>	<b>Position</b>	<b>Leave</b>	<b>Effective</b>
a. Michael Miller	Instructional Aide, Middle School	Unpaid	December 21, 2018 January 2,3,4, 2019
b. Beth Topinka	STEM Teacher/ Elem/Primary Schools	FMLA	December 17, 2018

4. That the Board rescind the following leave:

<b>Name</b>	<b>Position</b>	<b>Leave</b>	<b>Effective</b>
Beth Topinka	STEM Teacher/ Elem/Primary Schools	FMLA	December 7, 14, 21, 2018

5. That the Board approve the following leave:

<b>Name</b>	<b>Position</b>	<b>Leave</b>	<b>Effective</b>
a. Patricia Lorton	Special Education, Elementary School	FMLA	Intermittently 2018-2019 School Year
b. Patricia Prevosti	Special Education, Middle School	Unpaid	April 18, 2019
c. Gail Pluchino	Instructional Aide, Primary School	Unpaid	May 23, 2019

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6. That the Board approve the following substitute for the 2018-2019 School Year:

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective</b>
a. Stephanie Lombardo	Substitute Instructional Aide	\$62/day	2018-2019 School Year
	Substitute Secretary-Clerk/Typist	\$77/day	
	Substitute Teacher	\$92.50/day	
b. Christina Pagiazitis	Substitute Teacher	\$92.50/day	2018-2019 School Year
c. Amanda Panariello	Substitute Teacher	\$92.50/day	2018-2019 School Year
d. Jaime Pfisterer	Substitute Instructional Aide	\$62/day	2018-2019 School Year

7. That the Board ratify the following substitutes for the 2018-2019 School Year:

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective</b>
a. Claudia Skeba	Substitute Instructional Aide	\$62/day	2018-2019 School Year
b. Tommaso Iadevaia	Substitute Custodian	\$15/hour	2018-2109 School Year

8. That the Board *ratify* the following appointment according to the procedures set forth in NJSA 18A:67 et seq for the following personnel. Approval pending statutory requirements:

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<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective</b>	<b>Account #</b>
Susan Dowd	Home Instruction Program	\$37.43/hour up to 10 hours/wk	December 11, 2018- December 30, 2018	11-150-100-101-000-00-C

9. That the Board approve the following college/university student teacher for the 2018-2019 School Year:

<b>University</b>	<b>Student</b>	<b>Dates</b>	<b>Cooperating Teacher</b>	<b>School</b>
TCNJ	Kelly Przgoda	March 11, 2019- May 10, 2019	Christine Angellella	Primary

B. Old Business

C. New Business

**IX. CURRICULUM & INSTRUCTION**

A. Action Items

On the recommendation of the Superintendent of Schools, the Board consider the following proposed motions:

1. That the Board approve the following dates for the Extended School Year:
  - a. July 1, 2019-August 8, 2019, Monday-Thursday, 8:30am-130pm
2. That the Board approve the following field trip site for the 2018-2019 school year:
  - a. Robert J. Novins Planetarium, Toms River, NJ; Primary School, 1st Grade

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b. Oasis Farm, Robbinsville, NJ; Primary School, Preschool

B. Old Business

C. New Business

X. POLICY

A. Action Items

B. Old Business

C. New Business

XII. UFRSD REPRESENTATIVE REPORT

A. UFRSD Agenda for January 2, 2019

B. UF Representative Report for January 2, 2019

XII. OPERATIONS

A. Action Items (Budgeted)

1. That the Board accept the September 2018 cafeteria financial report as follows

<b>SEPTEMBER</b>	<b>Income</b>	<b>Expenses</b>	<b>Net Income/Loss</b>
Month	\$ 27,653.49	\$ 36,705.16	\$ (9,051.67)
Year to Date	\$ 27,653.49	\$ 36,705.16	\$ (9,051.67)



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2. That the Board accept the October 2018 cafeteria financial report as follows:

<b>OCTOBER</b>	<b>Income</b>	<b>Expenses</b>	<b>Net Income/Loss</b>
Month	\$ 55,708.49	\$46,182.45	\$ 9,526.04
Year to Date	\$83,361.97	\$82,887.61	\$ 474.36

3. That the Board accept the November 2018 cafeteria financial report as follows:

<b>NOVEMBER</b>	<b>Income</b>	<b>Expenses</b>	<b>Net Income/Loss</b>
Month	\$ 42,760.97	\$ 37,855.63	\$ 4,905.35
Year to Date	\$126,122.95	\$120,743.24	\$ 5,379.71

4. That the Board ratify the attached transportation jointure with the Sayreville Board of Education for the 2018-2019 school year.
5. That the Board ratify the attached transportation jointure with the Camden Board of Education for the 2018-2019 school year.
6. That the Board ratify the attached transportation jointure with the Newark Board of Education for the 2018-2019 school year.
7. That the Board ratify the attached transportation jointure with the Gloucester City Board of Education for the 2018-2019 school year.
8. That the Board approve the attached tuition contract for student M.L. for the 2018-2019 school year.
9. That the Board reject the proposal from NCS Pearson, Inc, in the amount of \$29,596 which was the only proposal received in regards to RFP #18-19 02 "Trainers in the Development of Mathematics Assessment

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System and Coaching within the system and take no further action at this time.

- 10. That the board of education award a contract in the amount of \$18,750 to Genesis Educational Services, Inc for the 2019-2020 school year.

The following responses were received and after a thorough review by district administration the proposal from Genesis received the highest score on the matrix contained in the RFP along with the lowest cost.

Genesis Educational Services, Inc.  
Year 1 \$18,750 and \$17,250 annual thereafter

PowerSchool Group, LLC  
Year 1 \$49,015 and \$17,460 annual thereafter.

**B. Action Items (Un-Budgeted)**

- 1. That the Board accept the following donation:

<b>NAME</b>	<b>DONATION</b>	<b>VALUE</b>	<b>USE</b>
a. Sharon Qutub	7 used books	\$43.56	Middle School Library

- 2. That the Board approved the following items for discard:

<b>ITEM</b>	<b>REASON</b>	<b>LOCATION</b>
37 Algebra I books	Out of Date	Middle School

**C. Old Business**

**D. New Business**

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XIII. EXECUTIVE SESSION

WHEREAS, Chapter 231, PL. 1975, also known as the Open Public Meetings Act, authorizes a public body to meet in executive private session under certain limited circumstances, and,

WHEREAS, said law requires the Board to adopt a resolution at a public meeting before it can meet in such an executive or private session, NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE MILLSTONE TOWNSHIP SCHOOL DISTRICT:

- A. That it does hereby determine that it is necessary to meet in executive session on January 7, 2019, to discuss matters involving:
  - 1. Legal
- B. That the matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion would take place at a public meeting.

XIV. NOTEWORTHY DATES:

January 21, 2019

Schools Closed; Martin Luther King, Jr. Day

XV. ADJOURNMENT