

**JEFFERSON TOWNSHIP BOARD OF EDUCATION**

**Regular Meeting Agenda**

**Monday – September 17, 2007 - 7:00 PM (Closed Session) 8:00 PM (Regular Session)**

**Jefferson Township Middle School Media Center**

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A. \_\_\_\_\_ called the meeting to order at \_\_\_\_\_ PM, and read the Open Meeting Statement.

B. Pledge of Allegiance.

<b>C. ROLL CALL:</b>	<u>Present</u>	<u>Absent</u>
Mr. Anzano	_____	_____
Mrs. Castiglione	_____	_____
Mr. Cerny	_____	_____
Mr. Chamberlain	_____	_____
Mr. Feldmann	_____	_____
Mrs. Hardy	_____	_____
Mrs. Masticola	_____	_____
Mrs. Scott	_____	_____
Mrs. Servedio	_____	_____

**D. CLOSED SESSION**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 17<sup>th</sup> day of September, 2007 at \_\_\_\_\_ PM, as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, any investigations or tactics or techniques to protect persons or public property, litigation, anticipated litigation or contract negotiation and attorney-client matters.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.
3. This resolution shall take effect immediately.

The meeting was called to public session at \_\_\_\_\_ PM.

**E. SUPERINTENDENT'S REPORT**

*Good News and Progress in Our Schools.*

**F. PRESENTATIONS**

**G. COMMENTS FROM THE AUDIENCE (on agenda action items only, if applicable)**

## H. MINUTES OF MEETINGS

**H.1** Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the minutes of the following meetings be approved as submitted:

June 19, 2007 Board Retreat Minutes                      August 20, 2007 Regular Meeting Minutes  
 August 20, 2007 Executive Meeting Minutes (1)    August 20, 2007 Executive Meeting Minutes (2)  
 August 27, 2007 Special Meeting Minutes

## I. FINANCE AND BUILDING NEEDS COMMITTEE

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions I.1 through I.13, as described below:

- I.1** Motion to approve the list of **purchase orders** dated August 31, 2007 in the amount of **\$1,107,234.09.**
- I.2** Motion to approve the **check journal** as of August 31, 2007 in the amount of **\$ 3,445,345.73.**
- I.3** Motion to approve the **transfer** of funds in the 2006-2007 Fiscal Year, dated July 2007 in the amount of **\$ 194.10 .**
- I.4** Motion to accept the **Treasurer and Secretary's Report** dated July 2007 as being in balance.
- I.5** Motion that the Board of Education approve the **certification** by the Board Secretary, pursuant to NJAC 6A:23-2.11(c)3, that as of July 31, 2007 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).
- I.6** Motion to certify, in accordance with NJAC 6A:23-2.11(c) 4, that as of July 31, 2007, after review of the Board Secretary's and Treasurer's **Monthly Financial Reports** and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation of NJAC 6A:23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- I.7** Motion to approve **Food Service Check Journal** for July/August 2007 in the amount of **\$301,433.62.**
- I.8** Motion to approve resolution that **out of district private schools** not be required to apply for and receive from funding from the NJ Child Nutrition Program nor charge for a reduced and/or paid meal for any Jefferson Township Classified Student who is enrolled during the school year 2007-2008.
- I.9** Motion to approve final form of easement and authorize filing and recording of 20-year construction financing easement from the Jefferson Board of Education to the Township of Jefferson for the **Stanlick Sewer Treatment Plant (STP).**
- I.10** Motion to approve a Parental Contract for **Student Transportation (R.B.)** for the 2006-2007 in the amount of \$826, and for the 2007-2008 in the amount of \$859, and reimbursement for liability insurance policy.
- I.11** Motion to authorize Sodexho Food Service to offer a **lunch program** to the Jefferson Child Care & Education Center. (Any profit from this activity would revert to the district.)

**I.12** Motion to accept proposal from **Associated Technology Inc. (ATI)** for mechanical and electrical engineering services at a cost of \$10,000. This fee is based on an immediate notice to proceed and a report being issued by October 31, 2007.

**I.13** Motion to accept and approve the following resolution in accordance with Travel and Work Related Expenses N.J.A.C. 6A:23B:

**WHEREAS**, The employees listed in Attachment A, are attending the named professional development seminar at such identified venues, and

**WHEREAS**, The attendance at stated function was previously approved by the Superintendent, or designee, as work related and within the scope of the work responsibilities of the attendee; and

**WHEREAS**, The attendance at the function was approved as promoting delivery of instruction or furthering efficient operation of the school district; and fiscally prudent, and

**WHEREAS**, The travel and related expenses particular to attendance at this function are in accordance with the state travel guidelines established by the Department of Treasury in NJOMB circular letter; be it

**RESOLVED**, That the Board finds the travel and related expense and the expenses particular to attendance at this previously approved function is necessary/unavoidable, be it

**RESOLVED**, That the expense is justified and therefore reimbursable. *(copy attached)*

**J. PERSONNEL COMMITTEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions J.1 through J.3, as described below:

**J.1** Motion to appoint and submit to the County Superintendent applications for **emergent hiring** and the applicant’s attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. Seq., N.J.S.A. 18A:39-17 et. seq., or N.J.S.A. 18A:6-4.13 et. seq. for those employees listed below:

PERSONNEL								
Name	Nature of Action	Position	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
<b>A. Administrative</b>								
<b>B: Instructional</b>								
Bertha Todd	Appoint	PSAT Proctor		\$35/hr	High School	10/20/07	10/20/07	Not to exceed 4 hours
Karen Lerch	Appoint	PSAT Proctor		\$35/hr	High School	10/20/07	10/20/07	Not to exceed 4 hours
Michael Warholok	Appoint	PSAT Proctor		\$35/hr	High School	10/20/07	10/20/07	Not to exceed 4 hours
Rolf Warncke	Appoint	PSAT Proctor		\$35/hr	High School	10/20/07	10/20/07	Not to exceed 4 hours
Elizabeth Cieri	Appoint	PSAT Proctor		\$35/hr	High School	10/20/07	10/20/07	Not to exceed 4 hours
Mark Schwarz	Appoint	PSAT Proctor		\$35/hr	High School	10/20/07	10/20/07	Not to exceed 4 hours
Claire Brennan	Appoint	PSAT Proctor		\$35/hr	High School	10/20/07	10/20/07	Not to exceed 4 hours
Katherine Kula	Appoint	PSAT Proctor		\$35/hr	High School	10/20/07	10/20/07	Not to exceed 4 hours
Stephanie Shamy	Appoint	PSAT Proctor		\$35/hr	High School	10/20/07	10/20/07	Not to exceed 4 hours
Melanie DeFazio	Resignation	Guidance Counselor			Middle School	10/26/07	10/27/07	
VP	Maternity Leave	School Psychologist			Middle School	11/21/07	3/28/08	Utilizing 25 sick days and 57 un-paid days
TR	Maternity Leave	LDT&C			Middle School	12/21/07	2/29/08	Utilizing 18 sick days and 25 un-paid days

Name	Nature of Action	Position	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
<b>C: Non-Instructional</b>								
Karen McCarthy 11-214-100-106	Appoint	Special Ed Classroom Aide	Step 1	\$17.37 hr	Milton	9/1/07	6/30/08	New One to One AM Aide for Autistic class 3.50hrs/day w/o benefits
Tricia DeBonte 11-214-100-106	Appoint	Special Ed Classroom Aide	Step 1	\$17.37 hr	Milton	9/1/07	6/30/08	New One to One PM Aide for Autistic class 3.50hrs/day w/o benefits
Kimberly Burghoffer 11-204-100-106	Appoint	Special Education Aide	Step 1	\$17.37/hr	High School	9/1/07	6/30/08	One to One AM Aide for CP class 3 hrs/day w/o benefits
Sherry Robinson 11-214-100-106	Appoint	ABA Home based Aide	Step 1	\$17.37/hr	District	9/20/07	6/30/07	Replacing B Park & L Sarinelli, 4-6 hours per week
Babette Stewart	Additional Hours	Special Ed/General Ed Teacher		\$60.77/hr	JTMS/JTHS	7/20/07	8/27/07	2 extra hours for CST meetings
Betty Zimmer	Increase Hours/IEP driven	Special Ed Aide			Stanlick	9/7/07	6/30/08	Increase hours from 3.5 to 3.95 hrs/day w/o benefits per IEP
BS	Medical Leave	Bus Aide			District	9/10/07	10/16/07	Utilizing 23 sick days
GB	Medical Leave	Bus Driver			District	9/4/07	9/24/07	Utilizing 14 sick days
<b>D. Substitutes/Other</b>								
Megan O'Brien	Appoint	Sub Teacher		\$80/diem	District	9/1/07	6/30/08	
Kristen Coakley	Appoint	Sub Teacher		\$80/diem	District	9/1/07	6/30/08	
Craig Wicker	Appoint	Sub Teacher		\$80/diem	District	9/1/07	6/30/08	
Thomas E. Carozza	Appoint	Sub Custodian		\$12.50/hr	District	9/1/07	6/30/08	
<b>E Extra Duty Pay</b>								
Jason Carroll	Appoint	Spring Musical Instrumental	Level 2	\$1,124	High School	9/1/07	6/30/08	
Rebecca Newman	Appoint	Marching Band Drill/Guard Instruction	Level 2	\$2,850	High School	9/1/07	6/30/08	
Jeanne O'Neill	Appoint	Merck Science Day	Level 1	\$561	High School	9/1/07	6/30/08	
Jason Carroll	Appoint	HS County/Area/Region Band	Level 1	\$561	High School	9/1/07	6/30/08	
James Wynne	Appoint	HS County/Area/Region Chorus	Level 1	\$561	High School	9/1/07	6/30/08	
Deborah Newman	Appoint	Youth Leaders for Literacy	Level 1	\$561	High School	9/1/07	6/30/08	
Jennifer Cimaglia	Appoint	Literary Magazine	Level 1	\$561	High School	9/1/07	6/30/08	
Jason Carroll	Appoint	Wind Ensemble	Level 2	\$1,124	High School	9/1/07	6/30/08	
Patricia Vandigriff	Appoint	Book Club Co- Advisor	Level 3	\$1,011.50	High School	9/1/07	6/30/08	
Alice Daken-Stefanski	Appoint	Book Club Co- Advisor	Level 3	\$1,011.50	High School	9/1/07	6/30/08	
Jason Carroll	Appoint	Marching Band Drill Designer	Level 3	\$2,023	High School	9/1/07	6/30/08	
Jason Carroll	Appoint	Marching Band Music Arrangement	Level 3	\$2,023	High School	9/1/07	6/30/08	
Jason Carroll	Appoint	Marching Band Percussion Arrangement	Level 3	\$2,023	High School	9/1/07	6/30/08	
Lauren Kulick	Appoint	Ensemble Night	Level 1	\$449	Middle School	9/1/07	6/30/08	
James Wynne	Appoint	Tri-M Music Honor Society	Level 1	\$561	High School	9/1/07	6/30/08	
Rebecca Newman	Appoint	Marching Band: Summer Camp Drill/Guard Instructor	Level 2	\$1,124	High School	9/1/07	6/30/08	
Justin Kulick	Appoint	Marching Band: Summer Camp Percussion Instructor	Level 1	\$757	High School	9/1/07	6/30/08	
Christina Hardin	Appoint	Math Counts!	Level 1	\$449	Middle School	9/1/07	6/30/08	
David Bresett	Appoint	Spring Intramurals	Level 1	\$449	Middle School	9/1/07	6/30/08	
Pamela Graham	Appoint	American Red Cross	Level 1	\$449	Middle School	9/1/07	6/30/08	
David Bresett	Appoint	Craftsman's Club	Level 1	\$449	Middle School	9/1/07	6/30/08	
Virginia Callaghan	Appoint	Sewing Club	Level 1	\$449	Middle School	9/1/07	6/30/08	
Barbara Francavilla	Appoint	Anti-Bullying Club	Level 1	\$449	Middle School	9/1/07	6/30/08	
Barbara Francavilla	Appoint	Peer Leaders	Level 1	\$449	Middle School	9/1/07	6/30/08	
Jessica Hoertel	Appoint	Fall Intramurals	Level 1	\$449	Middle School	9/1/07	6/30/08	
Sharon Ciliento	Appoint	Fall Intramurals	Level 1	\$449	Middle School	9/1/07	6/30/08	

Name	Nature of Action	Position	Deg/Step	Salary	Loc.	Date Effective	Date Termin.	Discussion
Sharon Ciliento	Appoint	Chess Club (Game)	Level 1	\$449	Middle School	9/1/07	6/30/08	
Lorraine Gastrock	Appoint	Debate Club	Level 1	\$449	Middle School	9/1/07	6/30/08	
Joan Lucas	Appoint	Tri-M Music Honor Society	Level 1	\$449	Middle School	9/1/07	6/30/08	
Lorraine Gastrock	Appoint	Geography Bee	Level 1	\$449	Middle School	9/1/07	6/30/08	
Kathleen D'Ambrosio	Appoint	Winter Intramural	Level 1	\$449	Middle School	9/1/07	6/30/08	
Kathleen D'Ambrosio	Appoint	Law Adventure	Level 2	\$1,124	Middle School	9/1/07	6/30/08	
Karen Riccobono	Salary Correction	Public Relations: Co-Advisor	Level 1	\$400.50	Middle School	9/1/07	6/30/08	Was appointed at \$801 on 7/16/07
Virginia Osborne	Salary Correction	Public Relations: Co-Advisor	Level 1	\$400.50	Middle School	9/1/07	6/30/08	Was appointed at \$801 on 7/16/07
David Bresett	Salary Correction	Elective Team Coordinator	Level 4	\$3,147	Middle School	9/1/07	6/30/08	Was appointed at \$2,585 on 7/16/07
Alice Daken-Stefanski	Appoint	Academic Decathlon/Tutor	Level 1	\$561	High School	9/1/07	6/30/08	
Patricia Vandigriff	Appoint	Academic Decathlon/Tutor	Level 1	\$561	High School	9/1/07	6/30/08	
Nannette Fandino-Diaz	Appoint	Academic Decathlon/Tutor	Level 1	\$561	High School	9/1/07	6/30/08	
Cara Schwimmer	Appoint	Fall Drama	Level 3	\$2,023	High School	9/1/07	6/30/08	
Siobhan Carroll	Appoint	French Honor Society	Level 1	\$561	High School	9/1/07	6/30/08	
Rebecca Neuman	Appoint	Spring Musical Choreographer	Level 1	\$561	High School	9/1/07	6/30/08	

G. Mentoring			
Novice Teacher	Mentoring Teacher	School Assignment	Mentoring Fee
William Koch	Gregory Eck	JTMS	\$110

**J.2** Motion to approve a title change from “Confidential Secretary to the Superintendent” to “Administrative Assistant to the Superintendent” and revised job description.

**J.3** Motion to establish the salaries of Administrative and Support Staff for the 2007/08 School Year as indicated below:

NAME	POSITION	06/07 ADJUSTMENT	07/08 SALARY
	<b>Administrators/Supervisors</b>		
Jeanne Howe	Middle School Principal	N/A	\$117,259
Lynne Stanlick	Director of Transportation & Educational Facilities	\$114,510	\$119,205
Robert Fleming	Technology Coordinator	N/A	\$88,740
Kathleen Mansbery	Instructional Technology Coordinator	N/A	\$109,305
Thomas Vogel	Master Mechanic	\$69,643	\$72,707
June Williams	Transportation Coordinator	\$52,341	\$54,644
George Fernandez	Supervisor Maintenance, Grounds & Custodial Staff	\$67,338	\$70,301
James Schmitt	Assistant Supervisor Buildings and Grounds	N/A	\$53,244
Donna Vander Ploeg	Coordinator of Human Resources	N/A	\$50,112
Patricia McGill	Purchasing Specialist	\$48,233	\$50,355
Theresa Linskey	Assistant Business Administrator	N/A	\$83,280
Richard Gherardi	Network Administrator	N/A	\$78,300
Tracy Shatzel	Confidential Secretary	N/A	\$44,370
Jennifer Renninger	Confidential Secretary	N/A	\$40,716
Sandra Snyder	Administrative Assistant to the Superintendent	\$57,551	\$60,083
Donna Guarino	Confidential Secretary	N/A	\$44,370
Mary Judge	Confidential Secretary	N/A	\$44,370
Christina Riker	Assistant Business Administrator (resigned)	\$71,833	
Elizabeth Hickey	Treasurer of School Monies	\$7,425	\$10,152

**K. EDUCATION, SPECIAL EDUCATION AND TECHNOLOGY COMMITTEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions K.1 through K.7, as described below:

**K.1** Motion for **homebound instruction** and professional services, as indicated below:

Student	School	Tuition	Date
F/5-9	Tomorrow’s Children’s Institute	\$52.00/hour	9/1/07 through 6/30/08

**K.2** Motion for **student placement** and professional services, as indicated below:

Student	School	Tuition	Date
F/10-3	Upper Deerfield Township	\$10,750/year	9/1/07 through 6/30/08
M/9-2	Upper Deerfield Township	\$10,750/year	9/1/07 through 6/30/08
M/8-1	Upper Deerfield Township	\$10,750/year	9/1/07 through 6/30/08
M/8-1	Upper Deerfield Township	\$10,750/year	9/1/07 through 6/30/08

**K.3** Motion to approve tuition **students received**, as shown below, plus related services as needed at \$36.95 per hour for speech:

Student	School	Tuition	Date
F/15.11	Sparta Public Schools ESY	\$1,627.70	7/9/07-8/3/07
F/18.1	Mine Hill Public Schools ESY	\$1,627.70	7/9/07-8/3/07

**K.4** Motion to designate the source of funding for the following individuals as funded from the FY2008 IDIEA Grant:

Name	Location	Position	Salary	Grant Share	FICA/TPAF	Benefits
Patricia Szuskowski	Milton	Preschool	\$46,728	\$25,000	\$6,250	\$752

**IDIEA Part B - Preschool - \$32,502 (includes \$500 for supplies and materials not listed above)**

**K.5** Motion to approve the Update to the **Uniform State Memorandum of Agreement** between Educational and Law Enforcement Officials.

**K.6 Motion to adopt a resolution recognizing the week of October 23 through October 31, 2007 as “National Red Ribbon Week”.**

**WHEREAS,** The Red Ribbon Campaign was started when drug traffickers in Mexico City murdered DEA agent Kiki Camarena in 1985. This began the continuing tradition of displaying Red Ribbons as a symbol of intolerance towards the use of drugs. The mission of the Red Ribbon Campaign is to present a unified and visible commitment towards the creation of a DRUG-FREE AMERICA.

**WHEREAS,** The Department of Human Services estimates approximately 14 million Americans use illegal drugs and 17 million are alcoholics or abusers.

**WHEREAS,** More than half of America’s school age children have tried illegal drugs.

**NOW THEREFORE BE IT RESOLVED,** that the Jefferson Township Board of Education (1) Celebrates the week of October 23-October 31, 2007 as “National Red Ribbon Week”; and (2) Calls upon the law enforcement, State and local officers and interested groups, to observe National Red Ribbon Week with appropriate programs and activities to keep children, families and communities safe, healthy and drug-free, through parent training, networking and sponsoring the National Red Ribbon Campaign.

**K.7 Motion to adopt a resolution recognizing the week of October 21 through October 27, 2007 as “National Character Counts Week”.**

**WHEREAS,** A person’s “character ” is the summation of his or her habits, attitudes and attributes.

**WHEREAS,** Because those qualities are learned, they can also be purposefully taught. And they should be.

**WHEREAS,** Because good character doesn’t happen automatically, and it’s too important to be left to chance. The effectiveness and well-being of individuals, their organizations and their society depend on it.

**NOW THEREFORE BE IT RESOLVED,** that the Jefferson Township Board of Education (1) Recognize the week of October 21-October 27, 2007, as “National Character Counts Week”; and (2) Calls upon the people of the United States, high schools, law enforcement, State and local officials, and interested groups, to observe National Character Counts Week with appropriate programs and activities that promote and teach the six pillars of character and promote good character.

**L. POLICY COMMITTEE**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept the recommendation of the Superintendent to approve and adopt motions L.1 and L.2, as described below:

**L.1 Motion to approve the **First Reading** of the following** *(copy available for review)*

File Code	Document	Title	Description of Action
5330	Policy	Administration of Medication	Replace 5330 Administration of Medication
5330	Regulation	Administration of Medication	New
5512.01	Policy	Harassment, Intimidation, and Bullying	Replace 5512.01 Harassment, Intimidation, and Bullying
5530	Policy	Substance Abuse	Replace 5530 Substance Abuse
5530	Regulation	Substance Abuse	Replace 5530 Substance Abuse
8601	Policy	Pupil Supervision After School Dismissal	New Policy

**L.2 Motion to approve the **Second Reading** and adoption of the following** *(copy available for review)*

File Code	Document	Title	Description of Action
2110	Policy	Philosophy of Education	Replace 2110 Philosophy of Education
2131	Policy	Educational Goals	Abolish
2132	Policy	School District Goals and Objectives	New to replace 2131 Educational Goals
2200	Regulation	Curriculum Content	New Regulation
2230	Regulation	Curriculum Guides	New Regulation
3126	Policy	Induction Program for Provisional Teachers	New Policy
3126	Regulation	Induction Program for Provisional Teachers	New Regulation
3212	Regulation	Attendance	New Regulation
3218	Regulation	Substance Abuse	New Regulation
3221	Regulation	Evaluation of Nontenured Teaching Staff Members	New Regulation
3222	Policy	Evaluation of Tenured Teaching Staff Members	Replace 3222 Evaluation of Tenured Teaching Staff Members
3222	Regulation	Evaluation of Tenured Teaching Staff Members	New Regulation
3223	Policy	Evaluation of Administrators	Replace 3223 Evaluation of Administrators
3223.1	Regulation	Evaluation of Nontenured Administrators	New Regulation
3223.2	Regulation	Evaluation of Tenured Administrators	New Regulation
3231	Policy	Outside Employment of Athletic Coach	New Policy
3233	Policy	Political Activities	Replace 3233 Political Activities
3233	Regulation	Political Activities	New Regulation
3240	Policy	Professional Development	Replace 3240 Professional Growth
3270	Regulation	Lesson Plans and Plan Books	New Regulation
5850	Regulation	Social Events and Class Trips	New Regulation
6220	Policy	Budget Preparation	Replace 6220 Budget Preparation
6220	Regulation	Budget Preparation	New Regulation
7441	Policy	Electronic Surveillance in School Buildings and School Grounds	New Policy
7441	Regulation	Electronic Surveillance in School Buildings and School Grounds	New Regulation

**M. COMMITTEE REPORTS****N. COMMUNICATIONS****O. OLD BUSINESS**



**P. NEW BUSINESS**

**Q. BOARD MEMBER COMMENTS**

**R. COMMENTS FROM THE AUDIENCE**

**S. CLOSED SESSION**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the Jefferson Township Board of Education on this 17<sup>th</sup> day of September, 2007 at \_\_\_\_\_ PM, as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, any investigations or tactics or techniques to protect persons or public property, litigation, anticipated litigation or contract negotiation and attorney-client matters.
2. This matter will be disclosed to the public as soon as the need for confidentiality no longer applies.
3. This resolution shall take effect immediately.

The meeting was called to public session at \_\_\_\_\_ PM.

**T. ADJOURN**