ROCKAWAY TOWNSHIP BOARD OF EDUCATION
JANUARY 7, 2026 – MINI REORGANIZATION & REGULAR MEETING

6:00 pm – Public Session — **Copeland Middle School/Cafeteria**
Immediately into Closed Session — **Copeland Middle School/Faculty Room**
7:30 PM – Public Session — **Copeland Middle School/Cafeteria**

Details for how to access the Public Meeting through remote means will be posted on the district website at www.rocktwp.net. The Public is strongly encouraged to participate. Community members can watch the meeting live online. Members of the public are encouraged to attend in person to provide public comment.

VISION
Rockaway Township Schools…Opening minds, openings worlds, so every child's potential becomes a reality and challenges become opportunities for personal success!

MISSION
To nurture a supportive culture embracing individual diversity that will ensure academic, social and emotional success for all.

2025-2026 BOARD GOALS			
GOAL I	GOAL II	GOAL III	GOAL IV
Ensure continued academic excellence by: a. Evaluating consistent practical application of the district-aligned curriculum. b. Analyzing internal and external data points to ensure curriculum consistency and effectiveness.	Maintain a safe and supportive school district culture by: a. Promoting inclusivity, equity, and a culture of mutual respect for all students and staff. b. Providing the resources to support a school environment conducive to social and emotional health and increased cohesive service-learning initiatives.	Promote community outreach and enhanced communications by: a. Bridging the gaps in communication with the Rockaway Township community members. b. Providing guided, expectation-based discourse to facilitate conversations with the individuals who live, work, and learn in Rockaway Township.	Support operational excellence that is sensitive to the growing and changing educational landscape by: a. Evaluating the needs of the district and creating fiscally responsible priorities through the use of the provided financial and operational reports. b. Determining and executing the next steps for investing in operational priorities.

2025-2026 DISTRICT GOALS				
GOAL I	GOAL II	GOAL III	GOAL IV	GOAL V
By June 2026, the district will increase the percentage of students meeting or exceeding expectations on the NJSLA in English Language Arts (ELA) and Mathematics by an additional 5% across all grade levels (4–8) compared to the 2024–2025 performance results.	By the end of each instructional unit during the 2025–2026 school year, 100% of district math teachers will administer the "End of Unit" i-Ready assessment. In ELA, 100% of teachers in grades K–2 will administer the SuperKids Benchmark Assessments, Grade 3 teachers will administer the Magnetic Reading End of Unit Assessment, and teachers in grades 4–8 will administer the Common Assessments outlined in the District Curricula.	Improve the climate and culture in each school by completing the following items: ● Revising the district Culture and Climate Surveys to be more relevant to current needs. ● Decreasing the number of confirmed HIBs. ● Sending nine counselors to Strauss-Esmay HIB training with uniform messaging. ● Sending five district principals to the Strauss-Esmay HIB training with uniform messaging. ● Continuing to review and dissect exemplars of HIBs.	Building principals will collaborate with Instructional Council representatives, PTA leadership, SEPAC, and teachers to coordinate a minimum of five parent presentations a year that reflect the academic programming in their schools and district. ● Teachers will create Engagingpresentations that reflect instructional practices and programing in the district. ● Coordinate topics and events that are aligned with the district curricula. ● Provide parents with a schedule of topics and dates for presentations. ● Survey parents on the effectiveness of presentations.	Continue addressing the district's facility needs through the systematic execution of the district's Long-Range Facilities Plan (LRFP), while incorporating any emergent needs that necessitate amendments to that plan. Create a sustainable cyclical schedule of repair and replacement across the district to ensure buildings remain in their best possible operating condition at all times.

AGENDA

CALL TO ORDER
ATTENDANCE ROLL CALL
ANNOUNCEMENT OF ELECTION RESULTS
OATH OF OFFICE
ATTENDANCE ROLL CALL
PUBLIC ANNOUNCEMENT
PUBLIC NOTICE
CLOSED SESSION
PLEDGE OF ALLEGIANCE
ANNOUNCEMENT OF ELECTION RESULTS
OATH OF OFFICE
REORGANIZATION MEETING ITEMS

I. **COMMUNICATIONS**
II. **APPROVE MINUTES**
III. **SUPERINTENDENT'S REPORT**
IV. **BUSINESS ADMINISTRATOR'S REPORT**
V. **RECOMMENDED ITEMS FOR BOARD ACTION**
   - A. **Personnel**
   - B. **HIB**
   - C. **Education**
   - D. **Finance**

VI. **DISCUSSION ITEMS**
   - A. **Old Business**
   - B. **New Business**

VII. **ADJOURNMENT**

Call to Order
_____ called the meeting to order at _____ pm.

Attendance Roll Call				
Ms. McGeary	**Mrs. Mezik**	**Ms. Richardson**	**Ms. Tourne**	

Others in Attendance				
Dr. Corbett	**Mrs. Slamb**	**Board Attorney**	**Visitors**	**Press**

OATH OF OFFICE *(To be administered by the Board Secretary)*

Attendance Roll Call						
Mrs. Anderson	**Mr. Eory**	**Mrs. Gorman**	**Ms. McGeary**	**Mrs. Mezik**	**Ms. Richardson**	**Ms. Tourne**

PUBLIC ANNOUNCEMENT

The New Jersey "Open Public Meetings Act" was passed to ensure the right of the public to have advance notice and to attend the meetings of public bodies at which any business affecting their interest is discussed and acted upon. In accordance with the provision of the "Act", the Rockaway Township Board of Education has caused notice of the date, time, and place of said meetings to be published in "The Daily Record," "The Star Ledger," and be posted in all schools in the district, in the Municipal Building of the Township and the Township Library.

Does any Board Member wish to object to the conduct of this meeting for the purpose as stated in the public notice?

PUBLIC NOTICE

All documentation and materials considered by the Board of Education as part of this agenda are available for public review and comment. Members of the public are invited to come to the Board of Education building, off Green Pond Road, during the regular business hours of 8:00 am – 4:00 pm, Monday through Friday, if they wish to inspect any of the referenced items.

Pledge of Allegiance	
Motion to waive Pledge until open session by	**Seconded**
Show of hands to waive Pledge	

RESOLVED, that in accordance with the "Open Public Meetings Act" the Rockaway Township Board of Education will meet in closed session to discuss matters involving (personnel, litigation, acquisition of real property, security, negotiations, receipt of governmental funds), the content of said discussions will be disclosed to the public at such time and extent as is required by law.

CLOSED SESSION

Motion to go into closed session by	Seconded
Show of hands to enter closed session	
Closed Session Start at _____ PM	

Motion to adjourn closed session by	Seconded
Show of hands to end closed session	
Closed Session End at _____ PM	

Reconvene at _____PM

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF ELECTION RESULTS (To be administered by the Board Secretary)

Board of Education – Rockaway Township (Vote for 3)		
Mrs. Anderson	32.95%	6,370
Mr. Eory	31.47%	6,085
Mrs. Gorman	34.99%	6,764

Source: Morris County, NJ Clerk – General Elections, November 4, 2025

OATH OF OFFICE (*To be administered by the Board Secretary*)

REORGANIZATION MEETING ITEMS

1. **Election of Officers**

Nomination for Board President

OPEN NOMINATIONS	
Motion to open Nominations by	**Seconded**
Show of hands to open	

1st Presidential Nomination	
_____1st nomination by	

2nd Presidential Nomination	
_____2nd nomination by	

3rd Presidential Nomination	
_____3rd nomination by	

Ask for any additional nominations.

CLOSE NOMINATIONS	
Motion to close Nominations by	**Seconded**
Show of hands to close	

Election of President

(Plurality vote)

Vote on 1st Presidential Nomination						
Vote on the 1st Nomination						
Roll Call						
Mrs. Anderson	**Mr. Eory**	**Mrs. Gorman**	**Ms. McGeary**	**Mrs. Mezik**	**Ms. Richardson**	**Ms. Tourne**

(Plurality vote)

Vote on 2nd Presidential Nomination						
Vote on the 2nd Nomination						
Roll Call						
Mrs. Anderson	**Mr. Eory**	**Mrs. Gorman**	**Ms. McGeary**	**Mrs. Mezik**	**Ms. Richardson**	**Ms. Tourne**

(Plurality vote)

Vote on 3rd Presidential Nomination						
Vote on the 3rd Nomination						
Roll Call						
Mrs. Anderson	**Mr. Eory**	**Mrs. Gorman**	**Ms. McGeary**	**Mrs. Mezik**	**Ms. Richardson**	**Ms. Tourne**

TEMPORARY CHAIR TURNS OVER MEETING TO NEWLY ELECTED PRESIDENT

Nomination for Vice President

OPEN NOMINATIONS	
Motion to open Nominations by	**Seconded**
Show of hands to open	

1st Vice Presidential Nomination	
_____1st nomination by	

2nd Vice Presidential Nomination	
_____2nd nomination by	

3rd Vice Presidential Nomination	
_____3rd nomination by	

Ask for any additional nominations.

CLOSE NOMINATIONS	
Motion to close Nominations by	**Seconded**
Show of hands to close	

Election of Vice-President

(Plurality vote)

Vote on 1st Vice-Presidential Nomination						
Vote on the 1st Nomination						
Roll Call						
Mrs. Anderson	**Mr. Eory**	**Mrs. Gorman**	**Ms. McGeary**	**Mrs. Mezik**	**Ms. Richardson**	**Ms. Tourne**

(Plurality vote)

Vote on 2nd Vice-Presidential Nomination						
Vote on the 2nd Nomination						
Roll Call						
Mrs. Anderson	**Mr. Eory**	**Mrs. Gorman**	**Ms. McGeary**	**Mrs. Mezik**	**Ms. Richardson**	**Ms. Tourne**

(Plurality vote)

Vote on 3rd Vice-Presidential Nomination						
Vote on the 3rd Nomination						
Roll Call						
Mrs. Anderson	**Mr. Eory**	**Mrs. Gorman**	**Ms. McGeary**	**Mrs. Mezik**	**Ms. Richardson**	**Ms. Tourne**

Board Secretary to announce results of election.

Approve Election Results	
Motion to approve Election Results by	**Seconded**

Roll Call for Election Results						
Mrs. Anderson	**Mr. Eory**	**Mrs. Gorman**	**Ms. McGeary**	**Mrs. Mezik**	**Ms. Richardson**	**Ms. Tourne**

Approve Reorganization Resolutions	
Motion to approve Reorganization Resolutions by	**Seconded**

1. **Annual Meetings Notice 2025-2026 and 2026-2027**
   Upon the recommendation of the Superintendent of Schools, the Board approves the Rockaway Township Board of Education Annual Meetings Notice for the remainder of the 2025-2026 school year and the upcoming 2026-2027 school year and to advertise such notice in the Daily Record and Star Ledger (as per attached).

2. **Board Meeting Location**
   Upon the recommendation of the Superintendent of Schools, the Board approves to designate Copeland Middle School as the official meeting place for the Board of Education.

3. **Official Digital Newspaper**
   Upon the recommendation of the Superintendent of Schools, the Board approves to designate the Daily Record and Star Ledger as the official digital newspapers of the Rockaway Township Board of Education for the 2026-2027 school year.

4. **Policy Manual**
   Upon the recommendation of Superintendent of Schools, the Board approves the Motion to reaffirm the adoption of the Board Policy Board Manual effective January 7, 2026.

5. **Code of Ethics**
   Upon the recommendation of the Superintendent of Schools, the Board approves to reaffirm the New Jersey School Board Member Code of Ethics, for the 2026-2027 school year. *Reading of the Code of Ethics by Board Members* (as per attached).

6. **Robert's Rules**
   Upon the recommendation of the Superintendent of Schools, the Board approves to reaffirm the most recently revised use of Robert's Rules for parliamentary procedures for the 2026-2027 school year (as per attached).

Roll Call for Reorganization Resolutions						
Mrs. Anderson	**Mr. Eory**	**Mrs. Gorman**	**Ms. McGeary**	**Mrs. Mezik**	**Ms. Richardson**	**Ms. Tourne**

PUBLIC DISCUSSION

During the course of the board meeting, the Rockaway Township Board of Education offers members of the public an opportunity to address issues regarding the operations of the Rockaway Township Public Schools. The Board reminds those individuals who take this opportunity to identify themselves by name and address and to limit their comments to items listed on the agenda and/or items directly related to the operations of the School District. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking, Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to by the Board. Students and employees have specific rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by the members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in the comments and be aware that they are legally responsible and liable for their comments.

In accordance with Board Policy 0167, public discussion is limited to fifteen (15) minutes with a three (3) minute limit per member of the public. The Board President shall have the right to modify the length of public discussion, as he/she deems appropriate.

Open First Public Comment			
Motion to open public comment by:		**Seconded by:**	
Show of hands to open public comment			

Close First Public Comment			
Motion to close public comment by:		**Seconded by:**	
Show of hands to close public comment			

I. COMMUNICATIONS- The Board did not receive any correspondence since the last regular meeting.

II. APPROVE MINUTES

Approve Minutes			
Motion to approve the minutes by:		**Seconded by:**	

Upon the recommendation of the Superintendent of Schools, the Board approved the minutes of December 10, 2025.

Approve Minutes Roll Call						
Mrs. Anderson	**Mr. Eory**	**Mrs. Gorman**	**Ms. McGeary**	**Mrs. Mezik**	**Ms. Richardson**	**Ms. Tourne**

III. SUPERINTENDENT'S REPORT/HIB UPDATE

IV. BUSINESS ADMINISTRATOR'S REPORT

VII. RECOMMENDED FOR BOARD ACTION

A. Personnel			
Motion to approve Personnel Items by:		**Seconded by:**	

Upon the recommendation of the Superintendent of Schools, the Board approved the following personnel resolutions.

A.	Appointment						
	Position	**Name**	**Salary**	**Location**	**Start Date Eff.**	**Date Term.**	**Discussion**
1.	District Mentor	Demet Bilter	$550.00	BWD	25-26 SY		Stipend
2.	Bus Driver	Noreen Carradini	$39,697.00 prorated	TRANS.	**1/1/26	6/30/26	Salary adjustment due to increase in bus route
3.	Special Education Resource Teacher	Christina Michel	$76,065.00 (MA Step 9) prorated	CMS	2/1/26	6/30/26	(Replacing L Porretta)
4.	Interim Preschool Teacher	Mary Parra	$62,630.00 (BA Step 1) prorated	BWD	**1/5/26	2/27/26	Extended - Preschool with Disabilities
5.	PT Staff Assistant	Iara Vellaro	$22.18/hr. (Step 1)	SB	1/12/26	6/30/26	17.5 hrs./wk., 1:1 per student IEP

B.	Appointments Per Attached Lists						
	Position	**Name**	**Salary**	**Location**	**Start Date Eff.**	**Date Term.**	**Discussion**
1.	Handle with Care Training – Staff Assistants	Per the attached list	Per contracted rate of pay	DIST.	1/19/26	1/19/26	Not to exceed 6 total hours
2.	Professional Development Presenters	Per the attached list	Per the attached list	DIST.	1/19/26	1/19/26	$60.00 per session during the regular school day, inclusive of planning

C.	Leave of Absence						
	Position	**Employee Number**	**Salary**	**Location**	**Start Date Eff.**	**Date Term.**	**Discussion**
1.	Purchasing Secretary	4542		CMS	**12/1/25	12/22/25	With Pay under FMLA Return: 1/5/26
2.	FT Staff Assistant	6468		CMS	**12/18/25	1/16/26	With Pay under FMLA Return: 1/20/26
3.	Kindergarten Teacher	6761		BWD	**12/10/25	1/12/26	With Pay under FMLA Return: 1/13/26

D.	Resignation/Retirement						
	Position	**Name**	**Salary**	**Location**	**Start Date Eff.**	**Date Term.**	**Discussion**
1.	Language Arts Teacher	Dominique Brock		CMS		2/13/26	Resignation
2.	PT Staff Assistant	Rane Wortendyke-Garcia		KDM		1/9/26	Resignation

E.	Substitute Teachers						
	Position	**Name**	**Salary**	**Location**	**Start Date Eff.**	**Level**	**Discussion**
1.	Substitute Teacher – New Hire	Ashley Casper	$175.00 per day	DIST.	25-26 SY	County	

2.	Substitute Teacher – New Hire	Mary Anne Fanning-Lauria	$175.00 per day	DIST.	25-26 SY	State	
3.	Substitute Teacher – New Hire	Thyra Kelly	$175.00 per day	DIST.	25-26 SY	State	
4.	Substitute Teacher – New Hire	Vivian Restrepo	$175.00 per day	DIST.	25-26 SY	County	Pending physical/Mantoux

F.	Upon the recommendation of the Superintendent of Schools, the Board approves the revision of the following previously approved motion under Personnel (Motion A-8, 12-10-25 agenda).						
	Position	**Name**	**Salary**	**Location**	**Start Date Eff.**	**Date Term.**	**Discussion**
1.	PT Staff Assistant	Monica Matias	$22.18/hr. (Step 1)	BWD	1/12/26	6/30/26	Revised start date from 1/5/26

Personnel Items Key		
**on/before effective date*	***concurrent*	****on/after effective date*

Roll Call Vote on Personnel Items						
Mrs. Anderson	**Mr. Eory**	**Mrs. Gorman**	**Ms. McGeary**	**Mrs. Mezik**	**Ms. Richardson**	**Ms. Tourne**

B. HIB Determination			
Motion to approve HIB Determination by:		**Seconded by:**	

HIB Resolution

WHEREAS, the Superintendent of Schools has provided the Board of Education with reports regarding HIB Incidents: #298452 unconfirmed, #298453 unconfirmed, #298625 unconfirmed, #298917 confirmed, #299253 unconfirmed, #299645 unconfirmed, unconfirmed which were conducted following these complaints; and

WHEREAS, the Board of Education was advised of any consequences and/or remedial measures related to these matters as well as the Superintendent's recommendation regarding the results of these investigations; and

THEREFORE, BE IT resolved that the Board of Education votes to affirm the Superintendent's recommendation on HIB cases: #298452 unconfirmed, #298453 unconfirmed, #298625 unconfirmed, #298917 confirmed, #299253 unconfirmed, #299645 unconfirmed.

Roll Call Vote on HIB Determination						
Mrs. Anderson	**Mr. Eory**	**Mrs. Gorman**	**Ms. McGeary**	**Mrs. Mezik**	**Ms. Richardson**	**Ms. Tourne**

HIB Current Investigations:

#299662	#300013	#300014	#300015	#300021
#300255	#300314	#300387	#300533	#300738
#301014				

HIB Incident Summary: (as per attached)

C. Education			
Motion to approve Education recommendations by:		**Seconded by:**	

1. Upon the recommendation of the Superintendent of Schools, the Board approves the following student intern(s) to observe teachers for one or two days, under the supervision of Dustin Bayer, between January 8, 2026-January 31, 2026.

Student Teacher	College/University	Cooperating Teacher/School
Justin Rawlins	The College of New Jersey	Fuchs/Adams/Woods/ CMS

2. Upon the recommendation of the Superintendent of Schools, the Board approves a contract between Jay Cooper, American author of children's books and the Rockaway Township Board of Education, to provide 12 school assemblies on April 13-15, 2026 including one evening assembly on April 15, 2026 for an all-inclusive cost of $6,750.00.

3. Upon the recommendation of the Superintendent of Schools, the Board approves the Field Trip (as per attached).

Board Discussion

In accordance with Board Policy 0167, public discussion is limited to fifteen (15) minutes with a three (3) minute limit per member of the public. The Board President shall have the right to modify the length of public discussion, as he/she deems appropriate.

Open Public Comment on Education items only *(Ask if Necessary)*			
Motion to open public comment by:		**Seconded by:**	
Show of hands to open public comment			

Close Public Comment			
Motion to close public comment by:		**Seconded by:**	
Show of hands to close public comment			

Roll Call Vote on Education items						
Mrs. Anderson	**Mr. Eory**	**Mrs. Gorman**	**Ms. McGeary**	**Mrs. Mezik**	**Ms. Richardson**	**Ms. Tourne**

D. Special Education			
Motion to approve Administration recommendations by:		**Seconded by:**	

1. <u>Itinerant Services Tuition – SY 2025-2026</u>

Upon the recommendation of the Superintendent of Schools the Board authorizes the tuition contract for the itinerant services for the following student for the 2025-2026 school year:

Student #	School/Providing Service	Location of Service	Tuition Rate
# 01004	NJCBVI*	Rockaway, NJ (student's residence)	$1686.00

* New Jersey Commission For The Blind and Visually Impaired

2. <u>Terminate Out of District Placement</u>

Upon the recommendation of the Superintendent of Schools, the Board will terminate the out of district tuition contract for student # 00733 due to the student moving out of Rockaway Township school district (as per attached).

3. <u>CCBH Center for Children's Behavioral Health – Service Agreement</u>

Upon the recommendation of the Superintendent of Schools, the Board approves the contract between Rockaway Township Board of Education and CCHB Center for Children's Behavioral Health, to provide Home Instruction for $99.00 per hour/per student to the District and/or special education students, for the 2025-2026 school year, on an as needed basis (as per attached).

4. <u>Out of District Placement Tuition – for SY 2025-2026</u>

Upon the recommendation of the Superintendent of Schools, the Board concurs with the tuition contract for the following out of district placement student for the 2025-2026 school year:

Student #	School	Location	Tuition Rate
# 00423	The Midland School	North Branch, NJ	**Tuition Rate** $49,743.75 (105 billable days) or Per Diem $473.75 **Extraordinary Services:** $20,475.00 or Per Diem $195.00

5. Out of District 2025-2026 Transportation

Upon the recommendation of the Superintendent of Schools, the Board approves the 2025-2026 school year transportation provided by the Educational Services Commission of Morris County for the following student as per their IEP needs:

Student #	School
# 00423	The Midland School

Board Discussion

In accordance with Board Policy 0167, public discussion is limited to fifteen (15) minutes with a three (3) minute limit per member of the public. The Board President shall have the right to modify the length of public discussion, as he/she deems appropriate.

Open Public Comment on Special Education only *(Ask if Necessary)*			
Motion to open public comment by:		**Seconded by:**	
Show of hands to open public comment			

Close Public Comment			
Motion to close public comment by:		**Seconded by:**	
Show of hands to close public comment			

Roll Call Vote on Special Education items						
Mrs. Anderson	**Mr. Eory**	**Mrs. Gorman**	**Ms. McGeary**	**Mrs. Mezik**	**Ms. Richardson**	**Ms. Tourne**

E. Finance			
Motion to approve Finance recommendations by:		**Seconded by:**	

1. **Auditor's Management Report FY 2025 and Corrective Action Plan**

RESOLVED, that the Board of Education accept the December 10, 2025 Audit Report as presented by the accounting firm of Nisivoccia & Company, LLP, with a copy of the Audit Synopsis to be forwarded to the New Jersey Department of Education, Morris County Office as per State Regulations, and

BE IT FURTHER RESOLVED that the Board of Education approves the summary with *Recommendation 2024-001 Other Special Federal and/or State Projects.*

BE IT FURTHER RESOLVED that the Board of Education approves the Corrective Action Plan in relation to the December 10, 2025 Audit Report *(as per attached)*.

Board Discussion

In accordance with Board Policy 0167, public discussion is limited to fifteen (15) minutes with a three (3) minute limit per member of the public. The Board President shall have the right to modify the length of public discussion, as he/she deems appropriate.

Open Public Comment on Financial items only *(Ask if Necessary)*			
Motion to open public comment by:		**Seconded by:**	
Show of hands to open public comment			

Close Public Comment			
Motion to close public comment by:		**Seconded by:**	
Show of hands to close public comment			

Roll Call Vote on Finance items						
Mrs. Anderson	**Mr. Eory**	**Mrs. Gorman**	**Ms. McGeary**	**Mrs. Mezik**	**Ms. Richardson**	**Ms. Tourne**

In accordance with Board Policy 0167, public discussion is limited to fifteen (15) minutes with a three (3) minute limit per member of the public. The Board President shall have the right to modify the length of public discussion, as he/she deems appropriate.

Open Second Public Comment			
Motion to open public comment by:		**Seconded by:**	
Show of hands to open public comment			

Close Second Public Comment			
Motion to close public comment by:		**Seconded by:**	
Show of hands to close public comment			

VII. DISCUSSION ITEMS

A. Old Business

B. New Business

VIII. ADJOURNMENT

Return to Executive Session *(if needed)*

For the discussion of _____ for approximately _____ minutes.

Motion to go into closed session by:		**Seconded by:**	
Show of hands to enter closed session.			
Closed session starts at _____ pm.			
Motion to adjourn closed session by:		**Seconded by:**	
Show of hands to end closed session.			
Closed sessions ends at _____ pm.			

Meeting Adjournment			
Motion to adjourn meeting by:		**Seconded by:**	
Show of hands to adjourn meeting.			

Meeting adjournment at _____ pm.