

**BOARD OF EDUCATION MEETING**  
**AUDUBON HIGH SCHOOL MEDIA CENTER**

**WEDNESDAY, MARCH 16, 2016**

**7:00 P.M.**

**AGENDA**

1. Call meeting to order.
2. Sunshine Law Statement by presiding officer.

"In accordance with the provisions of the Open Public Meetings Law, the Audubon Board of Education transmitted notice of this meeting, scheduled at 7:00 p.m., in the Audubon High Media Center for Board Meeting to the *Retrospect* newspapers, filed with the Borough Clerk and posted copies on the Edgewood Avenue at the main entrance (between Chestnut and Pine Streets) and the Pine Street entrance to the high school."

**PRIVATE:**

**AUTHORIZING EXECUTIVE SESSION**

**Date: March 16, 2016**

**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 **Audubon 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 **Audubon 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 **Audubon Board of Education** will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12(b):

Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public

Any matter in which the release of information would impair a right to receive funds from the federal government;

Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publically;

Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body

\_\_\_\_\_ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

\_\_\_\_\_ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

\_\_\_\_\_ Any investigations of violations or possible violations of the law;

\_\_\_\_\_ 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;

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 at a public; Specifically the evaluation of the Superintendent

\_\_\_\_\_ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

**WHEREAS**, the length of the Executive Session is undetermined; however, the **Audubon 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 and the **Audubon Board of Education** will proceed with business.

**NOW, THEREFORE, BE IT RESOLVED**, that the **Audubon Board of Education** will go into Executive Session for only the above stated reasons;

**BE IT FURTHER RESOLVED** that the **Audubon Board of Education** hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the **Audubon 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 **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.

1. Call meeting to order
2. Salute to the Flag

***THE AUDUBON SPOTLIGHT PROGRAM RECOGNIZES THE FOLLOWING STUDENTS AS STUDENTS OF THE MONTH FOR FEBRUARY***

**Senior Class**

Danielle Nicklas  
Quitay Long (kwa-tay)

**Junior Class**

Alexa Westenberger  
Jason Morphew

**Sophomore Class**

Madison Coleman  
Javon Skates

**Freshman Class**

Kailey Berman  
Mark Colavito

**Grade Eight**

Bethany Oliveri  
Luca Rupertus

**Grade Seven**

Rebekah Barnhardt  
Kenneth Wallace

**REPORT:** Student Council Representative: **Cassidy Chambers**

**RECESS:**

**APPROVAL OF BOARD MINUTES:**

1. Motion to approve the following minutes: February 17, 2016

**PUBLIC PARTICIPATION:** (Agenda Items Only)

The board welcomes participation of interested organizations and individuals and will schedule time as appropriate for the public to speak. The board reserves the right to limit public discussion. Public discussion of a topic will be limited to fifteen minutes, and individual speakers will be limited to five minutes. Reference Bylaws #0167 of the Audubon Public Schools Board of Education Policy Manual.

All motions are voted on by all members unless otherwise marked with an +.

**- PRESENTATIONS**

- Looping – Haviland Avenue School  
Dr. Carleene Slowik  
First Grade Teachers
- 2016-2017 Budget  
Mr. Steven Crispin  
Mr. Robert Delengowski

**FINANCE:**

1. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of January 2016. 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.
2. Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of January 2016. The Treasurer's Report and Secretary's report are in agreement for the month of January 2016.
3. 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.
4. 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.
5. Motion to approve the voiding of the following payroll checks issued in 2014 and 2015:  
  
Check #133966, Check #134092, Check #134098, CK# 134456
6. Motion to approve the tentative school budget for the 2016-2017 school year for submission to the Camden County Executive Superintendent. (*Specific information for the budget will be provided at the board meeting.*)
7. **Motion to approve bills payable in the amount of \$525,180.91**

**PROGRAM:** (All motions are upon Superintendent's recommendation:)

1. Motion to approve the Audubon High School graduation requirements with changes as follows:

Graduation requirements are at the state level; students can now meet their graduation requirements by passing a number of different standardized assessment to include PARCC, SAT, PSAT, Accuplacer and ASVAB (Armed Services Vocational Aptitude Battery)

2. Motion to approve the Comprehensive Equity Plan for school years 2016-2017 through 2018-2019.
3. Motion to approve the 2016-2017 district calendar.

**DISCUSSION:**

- Budget Hearing Date: May 4, 2016 – 7:00 pm

**PERSONNEL:**

1. Motion to accept, with best wishes, the letter of resignation from Pennie Bigelow, learning disabilities teacher consultant, effective May 2, 2016.
2. + Motion to accept, with best wishes, the letter of resignation from Daniella Maniscalco, part time aide at Haviland Avenue School, effective March 22, 2016.
3. + Motion to approve a request for a maternity leave of absence from Jill Greway, part time administrative assistant at Mansion Avenue School, effective May 2, 2016 through June 30, 2016 as follows:  
  
Paid Leave of Absence: May 2, 2016 through May 25, 2016 (17 sick days)  
Family Medical Leave Act: May 2, 2016 through June 30, 2016  
Unpaid Leave of Absence: May 26, 2016 through June 30, 2016
4. + Motion to approve a maternity leave of absence request from Stefani Clune, instructional aide at Mansion Avenue School effective April 4, 2016 through June 16, 2016 or the last day for students as follows:  
  
Paid Leave of Absence: April 4, 2016 through April 22, 2016 (13 sick days; 2 personal days)  
Family Medical Leave Act: April 4, 2016 through May 19, 2016  
Unpaid Leave of Absence: April 25, 2016 through June 16, 2016  
NJ Family Leave Act (for the purpose of child rearing): May 20, 2016 through June 16, 2016
5. + Motion to approve a request from Christie Cochran, part-time special education teacher at Mansion Avenue School, to extend an unpaid leave of absence from the original date of March 18, 2016 to April 29, 2016.
6. + Motion to approve a request from Karen Bowers, teacher – Haviland Avenue School, for an unpaid leave of absence as follows: *(This does not establish past practice.)*  
  
Unpaid Leave of Absence: April 18, 2016 and April 19, 2016 – 2 days
7. + Motion to approve Charlene Fitzmaurice to continue as part-time long term substitute special education teacher at Mansion Avenue School through April 29, 2016, originally approved through March 18, 2016.
8. Motion to approve Dana Zipkin, current district substitute, as part-time, long-term substitute instructional aide at Mansion Avenue School, at Step 1, \$13.63 per hour for 29.5 hours per week, not to include benefits, effective March 23, 2016 through June 16, 2016 or the last day for students.
9. Motion to approve a change in employment status for Joan Jackson, secretary to the vice principal at the high school, from a 10 month position to a 12 month position at Step 15, as per the secretarial salary guide of the AEA negotiated agreement, effective July 1, 2016.
10. **Motion to approve a change in employment status and job assignment for Luanne Cross as listed:**  
  
**From part-time communications clerk to full-time 12 month secretary in the high school guidance office at Step 2, as per the secretarial 12 month salary guide, effective July 1, 2016 through June 30, 2017.**

11. **Motion to approve Marc Steinberg as long term substitute English teacher at the high school at the Step 1, BA per diem rate of \$247.50, not to include benefits, on an emergent basis, effective April 4, 2016 through June 17, 2016 or the last day for teachers; also to include two teacher overlap days on March 22, and 23, 2016 at the district substitute rate of \$80.00 per day**

12. + Motion to modify the current hours for Lisa Terlingo, library aide/traffic facilitator at Haviland Avenue School, effective as listed:

From: 29.5 hours per week plus an additional 20 minutes each day per week to serve as traffic facilitator  
 To: 29.5 hours per week

13. Motion to approve a change in employment status for Michele Marchiano, Community Education and KEYS Supervisor as listed:

From: Part-Time Community Education/KEYS Supervisor  
 To: Full Time Community Education/KEYS Supervisor

Ten month position at Step 11 (prorated) as per the AEA negotiated agreement's secretarial salary guide effective April 1, 2016 through June 30, 2016.

14. + Motion to approve the voluntary temporary changes in the schedules and teaching assignments for the following staff members:

Staff Member	School	Current Assignment	New Assignment	Effective Date
Shannon Horan	MAS	Part Time Special Education Teacher (72%)	Full Time Long-Term Substitute Teacher – Grade 4	Retroactive to February 25, 2016 through to approximately April 19, 2016
Brenda Gifford	MAS	Part Time BSI Teacher (50%)	Part Time Long-Term Special Education Teacher (72%)	Retroactive to February 25, 2016 through to approximately April 19, 2016

15. + Motion to approve Michele Pignotti, current district substitute teacher, as part-time, long term substitute BSI teacher at Mansion Avenue School at the Step 1, BA per diem rate (50%), not to include benefits, effective retroactive to February 25, 2016 through to at least April 19, 2016.

16. Motion to approve the following as substitute teachers and educational services personnel and home instruction tutors for the 2015-2016 school year, on an emergent basis, pending completion of all district and state requirements:

Robert Spaeth	Substitute Teacher
Rebecca Gilbert	Substitute Teacher
Dominic Pucci	Substitute Teacher
Charlene Fitzmaurice	Substitute Teacher
Ellen Decker	Substitute Teacher
Stephanie Fishwick	Substitute Nurse
Kayla Haloupek	Substitute Guidance Counselor

17. Motion to approve the following requests to attend workshops/conferences for the 2015-2016 school year:

School	Cost	Staff Member	Date of Conference	Name of Conference
HS	\$299.00	Kelly Reising	May 9, 2016	Lawfully Managing Student Records without Violating Privacy

18. + Motion to approve the following requests to attend workshops/conferences for the 2015-2016 school year:

School	Cost	Staff Member	Date of Conference	Name of Conference
MAS	\$595.00	Lisa McGilloway	May 5-6, 2016	Strengthen Your RTI Program

HAS	\$239.00	Alycia Colucci	May 11, 2016	Guided Math – Practical Strategies to Differentiate Math Instruction Using Small Group Learning Centers
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19. + Motion to approve the following Rutgers University student to complete a summer 2016 practicum effective May 16, 2016 through May 26, 2016 as follows:

<b>Student</b>	<b>Cooperating Teacher</b>	<b>Grade</b>
Brittany Scott	Alycia Colucci	2

20. Motion to approve the following Rutgers University student to complete a summer 2016 practicum effective May 16, 2016 through May 26, 2016 as follows:

<b>Student</b>	<b>Cooperating Teacher</b>	<b>Subject</b>
Connor Camerieri	Dan Rowan	English

21. Motion to approve the following Philadelphia College of Osteopathic Medicine student to complete her practicum at Mansion Avenue School as listed:

<b>Student</b>	<b>Practicum</b>	<b>Dates</b>	<b>Supervising Staff Member</b>
Denise Marshall-Tucker	Psychology Masters Program	Effective retroactive to March 7, 2016 for four to six weeks	Jillian Matysik

22. + Motion to approve the following Camden County College students to complete observation requirements as follows through May 2016:

<b>Student</b>	<b>Observation Hours</b>	<b>Cooperating Teacher</b>
Olivia Smith	1 hour	Kelly Skala
Mickayla Gregory	15 hours	Courtney Baglivo

23. Motion to approve/rescind the following volunteer coaches for the 2016 spring sports season:

APPROVE:

Baseball                      Robert Panico  
    Kevin Terifay

RESCIND: (Effective Immediately)

Softball                      Kelsi Carle  
 Track and Field            Dominic Caruso  
    Daryl White  
 Weight Room                Daniel Boyle

24. + Motion to approve the following staff members as advisers for the 5<sup>th</sup> Grade Historical Theater Club for the 2015-2016 school year with stipends as listed:

Elizabeth McCurdy        \$1000.00  
 Kristen Rosenberg        \$1000.00

25. Motion to approve the following staff member as adviser for the Percussion Ensemble for the 2015-2016 school year with stipend as listed:

Ron Latham                \$2000.00

26. Motion to approve Scott LaPayover to work 30 hours during the 2016 summer to approve the health history questionnaires and the physical evaluation forms at a rate of \$30.00 per hour.

27. Motion to approve Lillian Mierkowski for up to 80 hours during the 2016 summer at her per diem hourly rate for the following:
- Assist with athletic physicals process; maintain physical data base
  - Gather information obtained from the on-line registrations for fall sports as required by NJSIAA and the State of New Jersey
  - Record physical forms turned in and process their approval as provided by the Athletic Trainer including contacting the parents when physical information is incomplete
  - Record the academic eligibility report from the guidance department.
  - Generate the mailing of the *Meet the Coaches* letter
  - Maintain the physical data base previously updated by the school nurse

**28. Motion to approve the following extracurricular contract for the remainder of the 2016-2017 school year with compensation as per the AEA negotiated agreement:**

**Sharon Selby**

**Substitute Detention Proctor**

**NEGOTIATIONS:**

1. Motion to approve the contract between the Audubon Board of Education and the Audubon Administrators Association for the period of July 1, 2015 through June 30, 2018.

**STUDENTS:**

1. Motion to approve the following field trip requests for the 2015-2016 school year:

**4/4/2016 High School:** Ms. Wolgamot, one chaperone and 48 students to Whitesbog Village. Purpose: Reinforce and dive into ecology topics covered in curriculum. Departure: 8:30 am. Return: 2:30 pm. School bus. **Total Cost: \$186.15 (Paid by Students)**

**4/5/2016 Haviland Avenue:** Kindergarten teachers, five chaperones and 53 students to the Philadelphia Zoo. Purpose: To visit the zoo and compare with the movie *Zootopia*. Departure: 8:30 am. Return: 2:00 pm. School bus. **Total Cost: \$275.90 (Paid by Students)**

**4/12/2016 Haviland Avenue:** Kindergarten teachers, five chaperones and 54 students to the Philadelphia Zoo. Purpose: To visit the zoo and compare with the movie *Zootopia*. Departure: 8:30 am. Return: 2:00 pm. School bus. **Total Cost: \$275.90 (Paid by Students)**

**5/11/16 High School:** Ms. Kirkbride, six chaperones and 125 students to Lincoln Financial Field, Citizens Bank Park, Well Fargo Center. Purpose: Sports and Entertainment Marketing - Exclusive tour of behind the scenes of stadiums, press box, players' locker rooms, media rooms and suites. Departure: 8:30 am. Return: 2:30 pm. School bus. **Total Cost: \$360.00 (Paid by Students)**

**5/12/16 Haviland Avenue:** Ms. McNellis, Ms. Shreeves, two chaperones and 25 students to Storybook Land. Purpose: Fairytales, Nursery Rhymes – Children's Literature. Departure: 8:30 am. Return: 2:20 pm. School bus. **Total Cost: \$216.15 (Paid by Students)**

**5/17/16 High School:** Ms. D'Aprile, four chaperones and 50 students to the Philadelphia Art Museum and El Vez Restaurant. Purpose: To appreciate Spanish Art and a Spanish lunch. Departure: 9:15 am. Return: 2:30 pm. School bus. **Total Cost: \$183.65 (Paid by Students)**

**5/25/16 High School:** Ms. Scotto, four chaperones, and 20 students to Panorama Philadelphia. Purpose: Etiquette Program. Departure: 10:30 am. Return: 1:30 pm. School bus. **Total Cost: \$103.78 (Paid by ABOE – Alumni Grant/AEF Alliance)**

**6/7/16 High School:** Ms. DiFilipo, one chaperone and 23 students to Hershey Park. Purpose: Student Council end of year trip. Departure: 8:00 am. Return: 8:00 pm. School bus. **Total Cost: \$292.73 (Paid by ABOE)**

**6/7/16 High School:** Mr. Stubbs and 9 students (Yearbook Staff) to Hershey Park. Purpose: Yearbook staff end of year appreciation activity. Departure: 8:00 am. Return: 8:00 pm. School bus. **Total Cost: \$292.73 (Paid by ABOE)**

**6/7/16 High School:** Mr. Tiedeken and 22 students (EMS students) to Hershey Park. Purpose: To observe stage setups, and systems operations within the park and advance club participation, camaraderie and membership. Departure: 8:00 am. Return: 8:00 pm. School bus. **Total Cost: \$292.73 (Paid by ABOE)**

2. Motion to approve a request for senior privilege for student ID#01772 for the remainder of the 2015-2016 school year.
3. Motion to affirm that the Audubon Board of Education is in receipt of the district Harassment, Intimidation and Bullying monthly report as presented by the superintendent, and is in agreement with all actions taken in regard to the incidents reported at the February 2016 meeting of the Board of Education.
4. Motion to approve the following change in an out-of-district placement for the remainder of the 2015-2016 school year:

STUDENT ID#	PLACEMENT	DATES
#00959	From Daytop Village to Bankbridge Regional High School	Effective retroactive to March 1, 2016 (Tuition and Transportation costs – Mount Ephraim)

5. +. Motion to approve homebound instruction for the following students:

STUDENT ID#	DATE
01201	Extension through June 2016
44567	Effective retroactive to February 10, 2016 through April 7, 2016
42804	Effective retroactive to January 11, 2016 through January 26, 2016
01996	Effective retroactive to March 14, 2016 through to at least April 8, 2016

6. Motion to approve homebound instruction for the following students:

STUDENT ID#	DATE
01252	Extension through March 25, 2016
44407	Effective retroactive through February 9, 2016 through TBD
42556	Effective retroactive to February 9, 2016 through April 8, 2016
00903	Effective retroactive to January 28, 2016 through March 24, 2016
44609	Effective retroactive to January 4, 2016 through February 5, 2016

7. Motion to approve a request from a staff member for children to continue attend Audubon Public Schools in accordance with the Audubon Board of Education Policy #5111 – Non Residents, with the provision the staff member is currently employed by Audubon Public Schools.
8. Board consideration of the HIB appeal presented at the February 17, 2016 meeting of the board of education.

**BUILDINGS AND GROUNDS:**

1. Motion to approve the following facility requests for the 2015-2016 school year:

AHS Auditorium – Mansion Ave. School, Talent Show, Friday, April 29, 2016, from 4pm to 8:30pm.  
Contact: Melissa McCloskey



AHS B102 – Fairleigh Dickinson University classes, April 13 to June 29, 2016 from 6:15-9:30pm.  
 Contact: Donna Ganley

AHS B102 – Fairleigh Dickinson University classes, April 12 to June 28, 2016 from 6:15 to 9:30pm.  
 Contact: Donna Ganley

High School Baseball Field – Audubon Blue Sox baseball, practice and games, 9am to 12pm.  
 Contact: Jim Rossell

**- INFORMATION: Mansion Avenue School**

February 17, 2016 Lockdown Drill  
 February 22, 2016 Fire Drill

**Haviland Avenue School:**

February 10, 2016 Fire Drill  
 February 25, 2016 Lockdown Drill

**Audubon High School:**

February 4, 2016 Fire Drill  
 February 10, 2016 Lockdown Drill

**REPORTS:**

1. HIB District Report:

<b>BULLYING INCIDENTS REPORT</b>			
<b>SCHOOL</b>	<b>Confirmed HIB</b>	<b>Non-HIB</b>	<b>Total</b>
HS	0	0	0
HAS	0	0	0
MAS Incident#1110 Incident#1118	0	2	2

2. Superintendent's Report

**BOARD COMMITTEES:**

1. Committee Reports

- A. Buildings and Grounds: **Mrs. Davis, Chairperson**, Mr. Lee, Mrs. Osinski, Mr. Yacovelli, Alternate: Mr. Blumenstein
- B. Community Relations: **Mrs. Osinski, Chairperson**, Mrs. DiVietro, Mrs. Greenwood, Mr. Blumenstein, Alternate: Mr. Lee
- C. Curriculum: **Mr. Lee, Chairperson**, Mrs. Davis, Mr. Blumenstein, Ms. DiVietro, Alternate: Mrs. Cox
- D. Finance: **Mr. Yacovelli, Chairperson**, Mr. Lee, Mrs. Cox, Mr. Blumenstein, Alternate: Mrs. Osinski
- E. Negotiations: **Ms. Brown, Chairperson**, Mr. Yacovelli, Mr. Lee
- F. Policy: **Mrs. Cox, Chairperson**, Mrs. Davis, Mr. Ryan, Ms. Brown, Alternate: Mrs. DiVietro
- G. Scholarship: **Ms. Brown, Chairperson**, Mr. Lee, Mrs. Davis, Mrs. DiVietro, Alternate: Mrs. Greenwood
- H. School Services: **Mr. Yacovelli**, Mrs. Greenwood, Mr. Ryan, Mrs. Osinski, Alternate: Mrs. DiVietro
- I. CCEESC Rep. Rotation: **Ms. Brown**
- J. CCSBA Rep. Rotation: **Mr. Blumenstein**
- K. AEF Representative: **Ms. Brown**

- L. State/Federal Programs: **Mr. Crispin**
- M. Affirmative Action Officer: **Mr. Delengowski**
- N. Public Agency Compliance Officer: **Mr. Delengowski**

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**PUBLIC PARTICIPATION:** (Open Discussion)

**PRIVATE:** (Executive Session if Necessary)

### **ADJOURNMENT**

1. Motion to adjourn meeting at approximately \_\_\_\_\_ pm.