

**Fairfield City School District:
Excellence, preparation for life, opportunities for all!**

BOARD OF EDUCATION MEETING AGENDA

JUNE 16, 2011

**REGULAR MEETING 6:30 PM
INTERMEDIATE SCHOOL CAFETERIA**

CALL TO ORDER

ROLL CALL

_____ **Kearns** _____ **Ko** _____ **Morris** _____ **Murray** _____ **Shorter**

PLEDGE OF ALLEGIANCE

PRESENTATIONS/RESOLUTIONS

- A. Building Spotlight on East Elementary School - Hospitals for Healthier Ohioans Grant with Mercy Hospital – Paige Gillespie

COMMUNICATION

This is the portion of the meeting where you, the residents of the Fairfield City School District, are invited to share your thoughts with the Board. Presentations are limited to five (5) minutes each.

SUPERINTENDENT’S RECOMMENDATIONS AND REPORTS

- A. Personnel -- Certificated

1. Resignations

- a. Rachel Bakhit, Intermediate, Music
(effective with the 2011-2012 school year; for personal reasons)
- b. Mary Damon, Middle School, Guidance Counselor
(effective July 1, 2011; for retirement purposes)
- c. Sara Fitzstephens, Senior High, Math
(effective at the end of the 2010-2011 school year; for personal reasons)
- d. Sara Lee, West, 2nd grade, 50% of her contract
(effective with the 2011-2012 school year; for personal reasons)
- e. Cynthia Reichert, Freshman, Intervention Specialist and Class Council Advisor
(effective at the end of the 2010-2011 school year; for personal reasons)
- f. Jami Wallbank, Freshman, Intervention Specialist
(effective at the end of the 2010-2011 school year; for personal reasons)

2. Leaves of Absence
 - a. Jennifer Powell, Kindergarten Center, Kindergarten Teacher (effective .75 day on April 18, 2011; .5 day on April 19, 2011; .5 day on April 25, 2011; and April 26, 2011 through June 1, 2011; for personal medical reasons under the Family Medical Leave Act)
3. Employment
 - a. Erin Felsheim, North, 2nd grade, additional 50% contract (effective with the 2011-2012 school year; this brings her contract to 100% status; for a replacement position)
 - b. Mark Rice, Senior High, Math (recommended for a new one-year limited teaching contract for the 2011-2012 school year, effective August 19, 2011; for a replacement position)
 - c. Extracurricular 2011-12

District

Trisha Lutterbie, Performing Arts Center Manager
Jay Muldoon, Director of Theatre Arts Program
Brenda Stieger, Sports Information Director

Senior High

Jason Austerman, Football, Varsity Assistant
Tim Austing, Weight Room Supervisor Assistant, 33%
Lori Baird, Junior Class Sponsor
Jackie Bender, Instrumental Music Associate, Co-Concert Band Director
Jackie Bender, Marching Band Auxiliary Units
Jackie Bender, Tri-M Advisor
Michael Berkemeier, Volleyball, Head Coach, Girls
Jennifer Biller, Soccer Assistant, Girls
Kevin Botkins, Soccer Assistant, Boys
James Brown, Academic Team Advisor
Brad Bullock, Cross-Country, Varsity Assistant
Davonne Calhoun, Football, Varsity Assistant
Judith Campbell, Impact Team Leader
Judith Campbell, Peer Tutoring Coordinator
Karen Carty, Soccer Assistant, Girls
Mike Chiurco, Football, Varsity Assistant
Eric Cimini, Technical Director, Electronic, 50%
Jeff Clark, Choralier Back-up Band
Jeff Clark, Pure Elegance
Jeff Clark, Vocal Music Director
Allison Curran, Department Head Social Studies
Greg Dodge, Chess Team Coach
Greg Dodge, German Club

Michelle Engel, Tennis, Girls
Kurt Fielden, Golf, Reserve Boys
Nikki Foertmeyer, Department Head Special Education 9-12, 50%
Karen Frey, Junior Class Sponsor
Karen Frey, Spanish Club
Greg Gaston, Academic Team Advisor, 50%
Liz Gladish, Department Head Foreign Language
James Glaser, Technical Director, Stage
James Glaser, Variety Show Director
Caine Grimes, Academic Team Advisor, 50%
Lisa Grosser-Schiering, Department Head Special Education 9-12, 50%
Kari Hansee, Cheer Coach, Football
Kari Hansee, Cheer Coach, Basketball
Amanda Harter, Tennis Assistant, Girls
Luke Hibbard, Graphic Design - Soccer
Luke Hibbard, Graphic Design - Volleyball/Wrestling
Luke Hibbard, Graphic Design - Basketball
Luke Hibbard, Graphic Design - Football/Track
Joel Hippert, Football, Sophomore Assistant
Rodney Hubbard, Weight Room Supervisor, 33%
Rodney Hubbard, Department Head Special Areas
Rodney Hubbard, Indian Spirit Sponsor
Dan Jacobs, Junior State of America Advisor
Mark Jones, Golf, Varsity Boys
Dan Kelley, Football, Varsity Assistant
Jason Krause, Weight Room Supervisor, Assistant, 33%
Richard Laufman, Terrific Science (Rocket Club)
Jason Lawson, Football, Varsity Assistant
Darren Ling, High School Band, Head Director, 50%
Darren Ling, Instrumental Music Associate, Co-Concert Band Director
Darren Ling, Pep Band
David Loper, Basketball, Head Coach, Girls
Trisha Lutterbie, Drama Director Associate
Trisha Lutterbie, Technical Director, Electronic, 50%
Amy Mahaffey, Interact Club Sponsor
Dawn Mann, African American Voices of Youth, 50%
Mikie Masanek, Soccer, Assistant Boys
Mikie Masanek, Weight Room Supervisor, Assistant, 33% (*spring*)
Michael Massie, Drama Club Producer
Michael Massie, Drama Director Associate
Patrick McManus, Soccer Assistant, Girls
MaryEllen Menzer, Golf, Reserve Girls
Jay Muldoon, African American Voices of Youth, 50%
Keith Neumann, Destination Imagination Grades 9-12
Cathy Ogilvie, Swim, Diving, Boys & Girls
Patrick O'Leary, Soccer, Head Coach Girls
Kelli Pater, Sophomore Class Sponsor
Katie Pennell, Marching Band Auxiliary Units

David Pierce, Cross Country, Head Coach
Sherry Randall, Orchestra Director
Adam Reed, Basketball, Sophomore Boys
Chad Reed, Soccer, Head Coach, Boys
Mindy Reed, Drama Director, Assistant
Mindy Reed, French Club
Mindy Reed, Thespian Society
Melanie Riedel, Variety Show Director
Gail Riehl, Golf, Varsity Girls
Charlie Rose, Football, Varsity Assistant
Nina Rose, S.A.D.D. Sponsor
Mike Sedziol, Soccer, Assistant Boys
Corey Simmins, Department Head English
Corey Simmins, National Honor Society Advisor
Julie Staudt, Annual Yearbook
Frank Straub, Football, Sophomore Assistant
Ann Swigart, Senior Class Sponsor
Tricia Thatcher, Annual Yearbook
Tricia Thatcher, National Art Honor Society
Rebecca Thomaswick, Sophomore Class Sponsor
Tom Toman, Department Head Science
Chris Trentman, Department Head Math
Victor Troha, Football, Sophomore Assistant
Tim Viox, Weight Room Supervisor, 67%
Kelly Walker, Vocal Music Associate, Grades 10-12
Greg Whited, Athletic Director, Assistant
Julie Wiencek, Senior Class Sponsor
Julie Wiencek, Activities Director
Jill Wilhelm, Department Head Music
Jill Wilhelm, High School Band, Head Director, 50%
Jill Wilhelm, Marching Band Associate Director
Jill Wilhelm, Tri-M Advisor
David Wray, Marching Band Auxiliary Units

Freshman

Jackie Bender, Band Director, Assistant Co-Director
Todd Berkely, Soccer, Girls
Laurie Burriss, Department Head English
Jeff Clark, Vocal Music Director
Becky Doak, Athletic Director
Celeste Feingold, Agents of Change
Dan Garner, Football
Jena Hartley, Cheer Coach, Football
Jena Hartley, Cheer Coach, Basketball
Everett Hibbard, Football
Colleen Larbes, Yearbook Advisor
Allison Loges, Department Head Social Studies
Caryn May, Department Head Special Education

Carlo Miraldi, Soccer, Boys
Mindy Montgomery, Yearbook Advisor
Sherry Randall, Orchestra Director
Carolyn Smith, Department Head Special Areas
Harvey Stansell, Department Head Science
Chris Trentman, Basketball, Assistant, Boys
Steve Tumbleson, Band Director, Assistant Co-Director
Steve Tumbleson, Jazz Combo Director
Tim Viox, Football

Middle

Jackie Bender, Instrumental Music Assistant Director 7th/8th
Jeff Clark, Vocal Music, 7th/8th, 50%
Judy Darwish, Drug Free School Advisor, 7th/8th, 50%
Anne Dollenmeyer, National Junior Honor Society Advisor
Kelly Dzeich, Drug Free School Advisor, 7th/8th, 50%
Gerald Einsfeld Jr, (JJ), Volleyball, 7th/8th
Jeffrey Ferree, Golf Coach, Girls 7th/8th
Dan Garner, Athletic Director
Aline Hudson, Department Head Math Grade 8
Tom Knueven, Instrumental Music Head Director
Tom Kuueven, Jazz Band Director
Tom Knueven, Select Band Director
Jason Laflin, Cross Country, Girls
Jason Laflin, Leadership Weekend Coordinator
Darren Ling, Select Band, Assistant Director
Ian Lubbers, Chess Club
Kristy Malott, Drama Club Director, 50%
Lisa McMullen, Department Head Math, 7th Grade
Nora Miller, Science Fair Coordinator, 50%
Nora Miller, Yearbook, 8th
Amy Myser, Tennis, Girls 7th/8th
Bridget New, Volleyball, 7th/8th
Ritch Parrish, Yearbook, 8th
Eija Pekkala, Orchestra Director, 50%
Amy Piatt, Department Head Science Grade 8
Amy Piatt, Science Fair Coordinator, 50%
Melissa Price, Department Head Special Education, 7th Grade
Sherry Randall, Orchestra Director, 50%
Katherine Riegel, National Junior Honor Society Advisor
Beth Robson, Department Head Social Studies Grade 8
Beth Robson, Student Council
Laura Siebenburgen, Department Head Science Grade 7
Shawn Starkey, Cross Country, Boys
Shawn Starkey, Department Head Special Areas
Wendy Starkey, Volleyball 7th/8th
Kelly Walker, Drama Club Director, 50%
Kelly Walker, Vocal Music, 7th/8th, 50%

Angela White, Department Head Special Education Grade 8
Lisa Whited, Department Head Social Studies Grade 7

Intermediate

Jeff Clark, Vocal Music, Grade 6, 50%
Allison Cline, Department Head Science
Robbin Conroy, Vocal Music, Grade 6, 50%
Ashley Dean, Cheerleader Coach, 6th Grade
Lisa Gundler, Department Head Special Areas
Lisa Gundler, Intramural Director
Lisa Gundler, Intramural Track 5th/6th
Marian Kent, Student Council 5th/6th, 50%
Erika Klaber, Orchestra Director 50%
Laura Krabbe, Department Head Special Education Grade 6
Darren Ling, Instrumental Music Associate 6th
Linda Murdock, Student Council 5th/6th, 50%
Katie Pennell, Instrumental Music Associate 6th
Colleen Silverberg, Intramural Bowling 5th/6th
Gary Smith, Intramural Bowling, 5th/6th
Jen Steelman, Intramural Volleyball, 5th/6th
Steve Tumbleson, Instrumental Music Associate 6th

Central

Lois Allen, Unit Leader Special Areas
Laurie Gage, Student Council, 50%
Phyllis Gibbemeyer, Unit Leader Special Education
Dena McGhee, Unit Leader Grade 3
Joyce Schweikert, Special Elementary Choral Group
Karen Smith, Unit Leader Grade 4
Shelly Smith, Student Council, 50%

East

Joyce Arnold, Unit Leader Special Areas
Christa Dickman, Unit Leader Grade 3
Stephanie Giessler, Unit Leader Grade 1
Sonia Newbright, Unit leader Special Education
Karen Russell, Unit Leader Grade 2
Chris Stover, Special Elementary Choral Group
Susan Ventling, Unit Leader Grade 4

North

Dawn Bruestle, Special Elementary Choral Group
Janet Corris, Unit Leader Grade 3
Christine Herman, Unit Leader Special Education
Barb Hopkins, Unit Leader Grade 2
Erin Knox, Student Council
Melissa McCabe, Unit Leader Grade 1
Kim Northgard, Unit Leader Grade 4

Marsha Reynolds, Unit Leader Special Areas

South

Beth Baltzell, Unit Leader Grade 3
Beckie Hauer, Unit Leader Grade 1
Michelle Hilbert, Unit Leader Grade 4
Susan Kneipp, Unit Leader Special Education
Joyce Schweikert, Special Elementary Choral Group
Patricia Webber, Unit Leader Grade 2
Kendra Zoller, Unit Leader Special Areas

West

Doug Bruestle, Special Elementary Choral Group
Doug Bruestle, Unit Leader Special Areas
Teresa Elash, Unit Leader 4th Grade
Laura Griffin, Elem. Drama Club Advisor
Elizabeth Marquette, Student Council
Elizabeth Marquette, Unit Leader 2nd Grade
Angie Persiani, Unit Leader 3rd Grade
Valerie Theile, Unit Leader Special Ed.
Erin Young, Unit Leader 1st Grade

d. Home Instructors 2010-11

Pat Effler
Josh Erb
Lauren Fournier
Anne Henry
Angie Laux
Amy Myser
Jennifer Skirvin
Valerie Theile
Amy Touassi

(Periodically the district has students who qualify for home instruction by placement on an IEP developed through the Special Services Department. It is recommended that the above noted person(s) be employed as Home Instructors at the rate of \$24.34 per hour, effective for the 2010-2011 school year.)

e. Summer School

Begley, Ira
Blower, Melissa
Ewen, Zach
Fournier, Lauren
Gibbemeyer, Phyllis
Gundler, Lisa
Jones, Mike
Laux, Angie

Lutterbie, Trisha
 Massie, Michael
 Moore, Beth
 Mosure, Chris
 Roberts, Trisha
 Steelman, Jen
 Thomaswick, Rebecca
 Touassi, Amy
 Williams, Regina

(The above noted persons are recommended for employment as summer school teachers as needed at the rate of \$24.34 per hour from June 7, 2011 through August 20, 2011. For those candidates not already employed by the Board, recommendations are contingent upon presentation of all required documents.)

f. Volunteers

Ian Lubbers, Freshman Soccer, Boys
 David Moser, Freshman Soccer, Boys

(The above-noted persons are recommended for approval as volunteer coaches for the 2011-2012 school year in district athletic programs. Board approval of volunteers is a requirement of the Ohio High School Athletic Association. Recommendation is contingent upon submission of all required documents.)

(All employment is contingent upon satisfactory submission of all required documents.)

Motion to accept the recommendations: _____; **2nd** _____

(Two minutes per speaker, not to exceed 10 minutes total time for public comments prior to board vote)

_____ **Kearns** _____ **Ko** _____ **Morris** _____ **Murray** _____ **Shorter**

President declares motion _____.

B. Personnel -- Classified

1. Resignations

- a. Amy Fijas, Freshman, Educational Assistant
(effective the end of the 2010 – 2011 school year, for personal reasons)
- b. Mary Kay McWhorter, District Maintenance, Crossing Guard
(effective the end of the day June 30, 2011; for retirement purposes)
- c. Michael Napier, Sr. High, Educational Assistant
(effective the end of the 2010 – 2011 school year; for personal reasons)

2. Leave of Absence

- a. Robert Johnson, District Maintenance, HVAC Technician
(effective July 12 through August 15, 2011; extension of personal medical leave)

(All employment is contingent upon satisfactory submission of all required documents.)

Motion to accept the recommendations: _____; **2nd** _____

(Two minutes per speaker, not to exceed 10 minutes total time for public comments prior to board vote)

_____ **Kearns** _____ **Ko** _____ **Morris** _____ **Murray** _____ **Shorter**

President declares motion _____.

C. Other Items for Board Action

- 1. Recommend acceptance of the "Building Pride" Master Facilities Plan. (The details of this plan were presented to the Board on June 2, 2011.)

Motion to accept the recommendation: _____; **2nd** _____

(Two minutes per speaker, not to exceed 10 minutes total time for public comments prior to board vote)

_____ **Kearns** _____ **Ko** _____ **Morris** _____ **Murray** _____ **Shorter**

President declares motion _____.

- 2. Recommend approval of the master contract with the Fairfield Classroom Teachers Association effective June 30, 2011 through June 29, 2014. (The details of this agreement were previously shared with the Board.)

Motion to accept the recommendation: _____; **2nd** _____

(Two minutes per speaker, not to exceed 10 minutes total time for public comments prior to board vote)

_____ **Kearns** _____ **Ko** _____ **Morris** _____ **Murray** _____ **Shorter**

President declares motion _____.

- 3. Recommend approval to award the door/hardware replacement and repair for exterior furnace rooms at Fairfield Middle School to Kramer and Feldman, Inc. at a cost of \$55,362.00.

4. Recommend approval to award the purchase of three (3) double deck gas convection ovens and two (2) heated cabinets (mobile) for Fairfield Senior High School to TriMark, SS Kemp at a cost of \$34,945.00.

(The two purchases listed above are to be funded from Permanent Improvement monies.)

Motion to accept the recommendation: _____ ; **2nd** _____

(Two minutes per speaker, not to exceed 10 minutes total time for public comments prior to board vote)

_____ **Kearns** _____ **Ko** _____ **Morris** _____ **Murray** _____ **Shorter**

President declares motion _____ .

D. Items for Board Discussion

1. Revised job description for Director of School and Community Relations – Paul Otten
2. Update on the development of an Equity Action Plan, 2011-2015 – Paul Otten
3. District financial update – Nancy Lane

TREASURER’S RECOMMENDATIONS AND REPORTS

- A. Recommend approval of the minutes of the following meetings:
 May 19, 2011 – Regular Meeting
 June 2, 2011 – Work Session
- B. Recommend approval of the financial reports for the month of May 2011.
- C. Recommend approval of the 2010-2011 Amended Appropriations Resolution.
- D. Recommend approval of the disposal of the following fixed assets:

<u>Tag Number</u>	<u>Description</u>	<u>Location</u>
08072	Computer	East Elementary
08965	Computer	East Elementary
08968	Computer	East Elementary
09193	Computer	East Elementary
09194	Computer	East Elementary
10214	Laptop computer	East Elementary
11563	Laptop computer	East Elementary
11578	Laptop computer	East Elementary
13537	Laptop computer	East Elementary
14837	Laptop computer	East Elementary
16157	Laptop computer	East Elementary
17496	Computer	High School

08946	Computer	Intermediate School
09036	Computer	Intermediate School
09515	Laptop computer	Intermediate School
09534	Computer	Intermediate School
09536	Computer	Intermediate School
09547	Laptop computer	Intermediate School
09560	Computer	Intermediate School
09584	Computer	Intermediate School
09586	Computer	Intermediate School
09590	Computer	Intermediate School
09593	Computer	Intermediate School
09594	Computer	Intermediate School
09596	Computer	Intermediate School
09605	Computer	Intermediate School
09617	Computer	Intermediate School
09620	Computer	Intermediate School
09621	Computer	Intermediate School
09628	Computer	Intermediate School
09637	Computer	Intermediate School
09679	Computer	Intermediate School
09707	Computer	Intermediate School
09832	Computer	Intermediate School
09833	Computer	Intermediate School
10031	Laptop computer	Intermediate School
11494	Laptop computer	Intermediate School
11497	Laptop computer	Intermediate School
11498	Laptop computer	Intermediate School
11502	Laptop computer	Intermediate School
11503	Laptop computer	Intermediate School
11504	Laptop computer	Intermediate School
11506	Laptop computer	Intermediate School
11508	Laptop computer	Intermediate School
11509	Laptop computer	Intermediate School
11510	Laptop computer	Intermediate School
11513	Laptop computer	Intermediate School
11516	Laptop computer	Intermediate School
11519	Laptop computer	Intermediate School
11520	Laptop computer	Intermediate School
11521	Laptop computer	Intermediate School
11524	Laptop computer	Intermediate School
11526	Laptop computer	Intermediate School
11527	Laptop computer	Intermediate School
11557	Laptop computer	Intermediate School
11923	Laptop computer	Intermediate School
13518	Laptop computer	Intermediate School
13519	Laptop computer	Intermediate School
13521	Laptop computer	Intermediate School
13522	Laptop computer	Intermediate School

13523	Laptop computer	Intermediate School
13527	Laptop computer	Intermediate School
13530	Laptop computer	Intermediate School
13536	Laptop computer	Intermediate School
14052	Computer	Intermediate School
14871	Laptop computer	Intermediate School
15095	Laptop computer	Intermediate School
15105	Laptop computer	Intermediate School
15106	Laptop computer	Intermediate School
15109	Laptop computer	Intermediate School
15584	Computer	Intermediate School
15586	Computer	Intermediate School
16266	Computer monitor	Intermediate School
16269	Computer monitor	Intermediate School
16282	Battery backup	Intermediate School
16283	Battery backup	Intermediate School
16609	Computer	Intermediate School
16611	Computer	Intermediate School
17187	Computer	Intermediate School
18408	Computer	Intermediate School
18409	Computer	Intermediate School
18410	Computer	Intermediate School
18416	Computer	Intermediate School
18417	Computer	Intermediate School
18419	Computer	Intermediate School
19798	Computer monitor	Intermediate School
19800	Battery backup	Intermediate School
20446	Cell phone	Intermediate School
21316	Computer	Intermediate School
21320	Computer	Intermediate School
21327	Computer	Intermediate School
UV311001N58	Laptop computer	Intermediate School
18054	Printer	Kindergarten Center
15082	Bioimpedence device	North Elementary
18770	Printer	Sacred Heart
12415	Filmstrip projector	South Elementary
12416	Filmstrip projector	South Elementary
13078	Filmstrip projector	South Elementary
60015	Filmstrip projector	South Elementary
60021	Filmstrip projector	South Elementary
60038	Filmstrip projector	South Elementary
60111	Filmstrip projector	South Elementary
60124	Filmstrip projector	South Elementary
60182	Filmstrip projector	South Elementary
60184	Filmstrip projector	South Elementary
835964	Filmstrip projector	South Elementary
1346893	Filmstrip projector	South Elementary
1612892	Filmstrip projector	South Elementary

11922	Laptop computer	Special Services
11709	Printer	Welcome Center

E. Recommend approval of the following donations:

1. A donation of \$200 from Scott and Melissa Frazier to Fairfield Intermediate School.
2. A donation of a flute valued at \$250 from Mary Krekeler to Fairfield Intermediate School.
3. A donation of \$6,836 from Fairfield South Elementary PTC to Fairfield South Elementary School to be used for the purchase of four Smart Response Systems.
4. A donation of \$200 from Rose Hill Funeral Home, LLC to Fairfield High School Students Against Destructive Decisions Youth Summit.
5. A donation of \$800 from Elizabeth and William Sweeney, Jr. to Fairfield High School for the purchase of cheerleading uniforms.
6. A donation of \$400 from O'Brien Supply Company to Fairfield High School to be used for the annual fishing trip for special needs students.
7. A donation of two used trombones valued at \$400 from Connie Hendel to Fairfield Intermediate School.

Total donations for 2011: \$55,436.40

F. Recommend approval to authorize the Treasurer to pay invoices against the following purchase order that has not been processed in accordance with Section 5705.41(D):

1. Purchase order #3106354 – Cintas Corporation - \$4,605.00

Motion to accept the recommendations: _____; 2nd _____

(Two minutes per speaker, not to exceed 10 minutes total time for public comments prior to board vote)

_____ **Kearns** _____ **Ko** _____ **Morris** _____ **Murray** _____ **Shorter**

President declares motion _____.

COMMITTEE REPORTS

A. Butler Tech – Dan Murray

B. Fairfield Planning Commission – Mark Morris

ANNOUNCEMENTS

June 22, 2011 - "Summer Music Games" Drum Corps Show, 7:00 PM, Fairfield Stadium

June 29, 2011 - Special Board meeting, 6:30 PM, Intermediate School 2nd Floor Cafeteria

July 11, 2011 - Regular board meeting, 5:00 PM, Intermediate School 2nd Floor Cafeteria

BOARD MEMBER COMMENTS

RECESS TO EXECUTIVE SESSION TO DISCUSS

The appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employees 121.22 (G) (1)

Court Action 121.22 (G) (3) – Pending or Imminent Litigation

Collective Bargaining 121.22 (G) (4)

Motion to convene executive session: _____ ; **2nd** _____

_____ **Kearns** _____ **Ko** _____ **Morris** _____ **Murray** _____ **Shorter**

President declares motion _____ .

President convenes executive session at _____ **P.M.**

President resumes regular meeting at _____ **P.M.**

ADJOURNMENT

Motion to adjourn: _____ ; **2nd** _____

_____ **Kearns** _____ **Ko** _____ **Morris** _____ **Murray** _____ **Shorter**

President declares motion _____ .

President adjourns meeting at _____ **P.M.**