

**LOWER TOWNSHIP BOARD OF EDUCATION
MINUTES
REORGANIZATION MEETING
JANUARY 6, 2022**

Reorganization Meeting convened at 6:00 p.m. in the Carl T. Mitnick School, 905 Seashore Road, Cape May, NJ 08204.

Roll Call:

Roll Call- Board Members present:

Gary Douglass
Patricia Smith
Nichole Koch
Sally Yerk
Charles Utsch
Joseph Thomas
Monica DiVito
Michael Mader

Also in Attendance:

Jeff Samaniego, Superintendent
John Hansen, Board Secretary
Brett Gorman, Board Attorney

Salute to the Flag.

Statement:

Notice of this meeting of the Lower Township Board of Education, listing the Agenda as known, was duly sent to the Cape May County Herald - Times Newspaper, The Press of Atlantic City, posted at the Municipal Building, and a copy thereof delivered to the Township Clerk; in accordance with the Open Public Meetings Act.

District Mission Statement:

"Dedicated to academic excellence, Lower Township Elementary Schools will nurture and challenge all students in a safe and innovative learning community. By encouraging respect and responsibility, students become self-directed, passionate, lifelong learners who will reach their potential. We are dedicated to supporting all students in exceeding the New Jersey Student Learning Standards."

Vision Statement:

Every Student, Every Day, Learning, Teaching, Exploring, Succeeding.

2019-2022 Board Goal:

Expand the knowledge and understanding of Board of Education Policies and its relationships to the effective management of this school district.

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2021-2023 Board Goal:

GOAL:

The Lower Township Board of Education is committed to ensuring that we are providing a safe and supportive environment for our students as well as staff members. We recognize that a healthy workplace environment can have a positive impact on school district programs, ultimately having a positive impact on student achievement.

2019-2021 District Goal:

“To maximize student achievement in our current challenging financial situation.” and
“To decrease the percentage of Below Grade Level students in Reading by 10% annually over the next two years.”

1. Board Attorney administered the Oath of Office to the following Board Members:

Three Year Term

Monica DiVito
Michael Mader
Lindsey Selby

Election of the President

2. Motion to appoint Board Secretary as temporary chair to conduct the election of the president.

Motion: Utsch Second: Koch

All In Favor:

Board Secretary will take nominations for President of the Lower Township Board of Education commencing January 6, 2022 until the next Reorganization Meeting in 2023.

Mrs. Yerk nominated Mr. Douglass to be President of Lower Township Board of Education commencing January 6, 2022 until the next Reorganization Meeting in 2023.

Voting Yes:

Patricia Smith
Nichole Koch
Sally Yerk
Charles Utsch
Joseph Thomas
Monica DiVito
Michael Mader
Lindsey Selby
Gary Douglass

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Election of the Vice President

3. Board President will conduct the nomination of the Vice President.

Mr. Douglass nominated Mrs. Smith to be the Vice President of Lower Township Board of Education commencing January 6, 2022 until the next Reorganization Meeting in 2023.

Mrs. Smith declined the nomination and nominated Mr. Mader to be the Vice President of Lower Township Board of Education commencing January 6, 2022 until the next Reorganization Meeting in 2023.

Voting Yes:

Patricia Smith
Nichole Koch
Sally Yerk
Charles Utsch
Joseph Thomas
Monica DiVito
Michael Mader
Lindsey Selby
Gary Douglass

Code of Ethics

In accordance with N.J.S.A 18A:12-24.1 every Board member will abide by the following Code of Ethics. The Board member will:

1. Uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
2. Make decisions in terms of the educational welfare of children and seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
3. Confine his/her Board action to policy making, planning and appraisal, and help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. Carry out his/her responsibility not to administer the schools, but together with fellow Board members, insure they are well run.
5. Recognize that authority rests with the Board of Education and make no personal promises nor take any private action that may compromise the Board.
6. Refuse to surrender his/her independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. Hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. In all other matters, he/she will provide accurate information and, in concert with fellow Board members, interpret to the staff the aspirations of the community for its school.
8. Vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. Support and protect school personnel in proper performance of their duties.
10. Refer all complaints to the chief administrative officer and act on the complaints at public meetings only after failure of an administrative solution.

R. REORGANIZATION:

- A. Lower Township Elementary School Code of Ethics:

“Each Board Member will sign the Affidavit”

Each member signed.

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1. That the Board approve the following Appointments and Resolutions, for the fiscal year January 4, 2022 until the Reorganization Meeting 2023, as listed below;
 - a. **Board Secretary & Records Custodian** – John Hansen
Assistant Board Secretary & Qualified Purchasing Agent (QPA) – John Hansen
 - b. **ESEA Coordinator** – Sabina Muller
 - c. **Homeless Liaison/DC&P Coordinator** – Julia Sangillo
 - d. **Public Agency Compliance Officer (P.A.C.O.)** – John Hansen
 - e. **Section 504 Compliance Officer** – Debra Keeler
 - f. **Chief Equity/Affirmative Action Officer/Title IX Coordinator** – John Hansen
 - g. **Annuity & Investment Planners & Insurance:**
 - Lincoln Investment
 - Siracusa
 - Equitable Group
 - Franklin Insurance
 - Crest Financial Services
 - Sturdy Financial Services
 - AFLAC
 - AIG
 - Prudential
 - h. **Treasurer** – Lauren Read
 - i. **IPM (Integrated Pest Management) Coordinator** – Gary O’Shea

Motion: Nominating **Mike Mader** representing the Lower Township Board of Education as the Delegate to the New Jersey School Boards Assembly.

Motion: Mader **Second:** Yerk
All Voted In Favor

Motion: Nominating **Monica DiVito** representing the Lower Township Board of Education as the Alternate Delegate to the New Jersey School Boards Assembly:

Motion: **Mader** **Second:** **Smith**
All Voted In Favor

2. "BANK DEPOSITORIES and DIRECT DEPOSIT"

RESOLVED, that as "Sturdy Bank", "The Bank of New York", "First Hope Bank" (Lease) and Sterling National Bank {ESIP} depositories for any and all monies that will be credited from time to time for any and all debt service;

AND, as the above stated bank is the paying agent for such debt service when due;

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THEREFORE, BE IT RESOLVED, that an account in the name of this Board be kept with the "Sturdy Bank", "The Depository Trust Co.", "First Hope Bank" (Lease) and "Sterling National Bank {ESIP}" for the deposit in said bank to the credit of this Board from time to time, of any and all monies for said debt service;

RESOLVED, that the Cash Management Plan presented by Sturdy Bank, be approved for the Sweep Account and the Unemployment Trust Money Market Account, as provided in Board Policy #3300;

RESOLVED, that the following accounts titled, as listed below, in the name of the Board of Education, be kept with the Sturdy Bank for the deposit in said bank, to the credit of the Board from time to time, of any/all monies, checks, drafts, notes, acceptances or other evidence of indebtedness, whether belonging to the Board or otherwise, which may be or hereafter come into its possession, and that the said bank be and is hereby authorized to make payment from the funds on deposit with it open and according to the checks, drafts, notes, or acceptances of this Board signed, effective July 1, 2018.

RESOLVED, in accordance with P.L. 2013 c. 28, that the Board of Education require mandatory direct deposit for all employees for net pay, effective February 1, 2017, in a specific banking institution, based on information provided by the employee.

"BANK DEPOSITORIES"

TYPE	DESCRIPTION	NUMBER	AUTHORIZE SIGNATURE/TRANSFERS
Checking Sturdy General Acct.	Lower Township Board of Education General Acct.	XXXXX0521	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Fiscal Manager
Checking Sturdy Pay Acct.	Lower Township Board of Education Payroll	XXXXX0548	1. Board Treasurer or Board Secretary or Fiscal Manager
Checking Sturdy Agency Acct.	Lower Township Board of Education Agency Acct.	XXXXX9574	1. Board Treasurer or Board Secretary or Fiscal Manager
Money Market Sturdy Trust Acct.	Lower Township Board of Education Unemployment Trust	XXXXX0080	1. Board Treasurer or Board Secretary or Fiscal Manager
Checking Sturdy Cafeteria Acct.	Lower Township Board of Education Cafeteria Fund	XXXXX0556	1. Board Secretary or Fiscal Manager 2. Cafeteria Supervisor
Checking Sturdy Student Activity Acct.	Lower Township Board of Education Student Activity Acct.	XXXXX1326	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Fiscal Manager
Checking Sturdy	Bond Proceeds	XXXXX2696	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or A Fiscal Manager
Checking Day Care Operations	Lower Township Board of Education Day Care Operations	XXXXX3805	1. Board President or Board Vice President 2. Board Treasurer 3. Board Secretary or Fiscal Manager

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3. "PETTY CASH FUND - NEW JERSEY RIGHT TO KNOW/OPRA COPY COST - BOARD OFFICE"

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, has the need to make immediate payments for delivered items of small purchases and provide copies to the public, as requested;

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, maintains a cash on hand, not to exceed \$1,300 (\$500 – Board Office/\$200 Each School);

WHEREAS, all funds will be returned to the current expense budget on June 30, 2022;

THEREFORE, BE IT RESOLVED, that the Board Secretary be responsible for petty cash funds established for the 2022-2023 school year, or until the next Reorganization Meeting;

ALSO, THEREFORE BE IT RESOLVED, that the fees for documentation of New Jersey Right To Know and all Open Public Records Act documents, be consistent with law and Board Policy.

4. "UNEMPLOYMENT CLAIMS AND CHARGES 2022-23"

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, has the need to transfer funds for unemployment claims and charges;

WHEREAS, the payments are made from the unemployment trust account;

THEREFORE, BE IT RESOLVED, that transfer funds for unemployment claims and charges are authorized.

5. "AUTHORIZATION TO ADVERTISE FOR BIDS"

WHEREAS, THE LOWER TOWNSHIP BOARD OF EDUCATION, has the need to advertise for bids according to the "Public School Contracts Law", N.J.S.A. 18A:18A-3(b) and use contracts issued by the State Cooperative Purchasing Bureau;

WHEREAS, the bid threshold has changed to \$40,000.00, effective July 1, 2015;

WHEREAS, the following purchase areas may be advertised for solicitation of bids or state contract use:

PURCHASE AREAS

Photo Copiers	Equipment Lease Agreement
Computer Equipment	Roof Replacement & Repair
Custodial Supplies	Buildings & Grounds Repair
Maintenance Equipment	Electrical & Plumbing
School Supplies	Office Supplies
Copier Paper	Audio Visual Equipment

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Gasoline/Fuel Oil/Natural Gas/Electric
School Transportation Equipment
Asbestos Removal Services

THEREFORE, BE IT RESOLVED, that the Board Secretary be authorized to advertise for bids or utilize the State Cooperative Purchasing Bureau, according to the Public School Contracts Law using the \$44,000.00 bid limit.

MOTION ON FINANCE REORGANIZATION #1-#5

**Motion: Douglass Second: Yerk
All Voted in Favor**

MOTION TO ADJOURN REORGANIZATION MEETING

**Motion: Douglass Second: Yerk
All Voted in Favor**

MOTION TO CONVENE REGULAR MEETING

**Motion: Douglass Second: Utsch
All Voted in Favor**

OPEN MEETING TO THE PUBLIC

PLEASE NOTE: Each speaker shall identify him/herself by giving their name and address and will be allowed to speak once for a period not to exceed four minutes. The public comment portion of all Board Meetings shall not exceed forty minutes in total.

REGULAR MEETING:

1} REPORTS:

A} Board President:

B} Superintendent: Announced that the he was recommending to be in session on Monday, January 10th, 2022. Each board member supported Mr. Samaniego's recommendation.

C} School Business Administrator: Mr. Hansen discussed the upcoming Bond Referendum.

2} Approval of Minutes:

November 23, 2021

Work Session

Regular

Close Session

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Motion: Douglass Second: Yerk

Discussion: None

Voting Yes:

Gary Douglass

Patricia Smith

Sally Yerk

Charles Utsch

Joseph Thomas

Monica DiVito

Michael Mader

Abstained:

Nichole Koch

Lindsey Selby

3} ROUTINE MATTERS:

R-1 Approval of Financial Statements:

Secretary's and custodian's reports for **November 30, 2021**, which are in agreement as certified by the Board Secretary, that no budgetary account has been over expended, in violation of NJAC 6:20-2.12 (a), (d).

R-2 Approval of Transfers: November 24, 2021-January 4, 2022{Backup R-3}

R-3 Approval of Bill List: November 24, 2021-January 4, 2022{Backup R-4}

R-4 Approval of Cafeteria Report: None

R-5 Approval of Travel: None

4} SUGGESTED MOTIONS:

P. Personnel:

The following items are believed to be items of a routine nature and will be moved as a block of action items. Prior to the roll call vote, any member may ask for discussion on any of the items within the block.

1. On the recommendation of the Superintendent, that the following substitute be approved for the 2021-2022 school year, pending receipt of required documentation: (Backup P-1)

SUBSTITUTES NEEDING MORE DOCUMENTATION

SUBSTITUTE CUSTODIAN

Paul Philiposian

SUBSTITUTE BUS DRIVER/BUS AIDE

Edward Bukenya

SUBSTITUTE TEACHER

Lauren Eldredge

SUBSTITUTE SCHOOL NURSE

Gabriela Hernandez

2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve Emma Breder, as Kindergarten Teacher at the David C. Douglass Veterans Memorial School, effective February 1, 2022, pending receipt of required documentation. (Backup P-2)
3. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the following FMLA, pending receipt of required documentation:

<u>Employee</u>	<u>Position</u>	<u>Effective Dates</u>
4580	Teacher	3/21/22 – 11/21/22
5156	Custodian	12/5/21 – 1/9/22

4. On the recommendation of the Superintendent, that the Lower Township Board of Education, as per the Motion on the November 23, 2021 Board Agenda, confirms the appointment of Amanda Sherretta, as a Temporary Preschool Teacher at the David C. Douglass Veterans Memorial School, pending receipt of required documentation. (Backup P-4)
5. On the recommendation of the Superintendent, that the Lower Township Board of Education accept, with regret, the resignation of Amanda Barry, Preschool Teacher at the David C. Douglass Veterans Memorial School, effective February 4, 2022. (Backup P-5)
6. On the recommendation of the Superintendent and School Business Administrator, that the Lower Township Board of Education authorize a sidebar agreement between the Lower Township Education Association and the Lower Township Board of Education. (Backup P-6)
7. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the creation of a Temporary Assistant Principal position and job description, effective 1/15/22 to 6/30/22, split between Charles W. Sandman and Maud Abrams Schools.
8. On the recommendation of the Superintendent, that the Lower Township Board of Education authorize the Superintendent to promote an employee who maintains the appropriate Administrator certificate prior to the January 25, 2022 Board Meeting and fill said vacated position.
9. On the recommendation of the Superintendent, that the Lower Township Board of Education accept the resignation of employee #5861 on January 4, 2022. (Backup P-9)

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H. Harassment, Intimidation & Bullying:

1. The Board affirms the actions taken by the Superintendent and the School Safety Teams, for HIB #1- Maud Abrams 2021-2022. (Backup H-1)

L. Legislative and Internal Policies:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the second reading for the following revisions to existing or new Policies and Regulations: (Backup L-1)

NUMBER	TYPE	TITLE
1648.14 Appendices 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14	Policy Appendices	Safety Plan for Healthcare Settings in School Buildings – COVID-19

2. On the recommendation of the Superintendent, that the Lower Township Board of Education authorize the Superintendent to execute the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for School Year 2021-2022. (Backup L-2)

E. Education:

1. On the recommendation of the Superintendent, that the Lower Township Board of Education approve the recommendation to conclude virtual instruction on January 7, 2022 and return to in-person instruction on January 10th, 2022.

F. Finance and Insurance:

The following items are believed to be items of a routine nature and will be moved as a block of action items. Prior to the roll call vote, any member may ask for discussion on any of the items within the block.

Regular Business:

1. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve student #16716, who returned from Woods School and was placed at CMCSSD, to be further placed at the Yale School.
2. On the recommendation of the Superintendent, that the Lower Township Board of Education approve a Tuition Contract between the Lower Township Board of Education and the Millville Board of Education for student #17602 in the amount of \$18,351.84. (Backup F-2)
3. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the amendment to the Cares Act Grant to reflect the hiring

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of a Temporary Assistant Principal, effective 1/15/22 to 6/30/22, and total grant as amended is as follows:

100-600 Instructional Supplies	\$125,000
200-600 Salaries & Wages	\$ 78,000
200-220 Benefits	\$ 20,462
200-600 Supplies and Materials	<u>\$182,274</u>
Total	\$405,736

4. On the recommendation of the School Business Administrator, that the Lower Township Board of Education approve the Lower Township Elementary School District Budget Calendar for the 2022-2023 school year. (Backup F-4)
5. On the recommendation of the School Business Administrator and Food Service Supervisor, that the Lower Township Board of Education confirms the submittal of the FY 2021 Equipment Assistance Grant Application. (Backup F-5)
6. On the recommendation of the Superintendent, that the Lower Township Board of Education authorizes the Superintendent to execute the Statement of Assurances for the Safe Return Plan.

MOTION ON:

ROUTINE MATTERS: R-1 to R-5

PERSONNEL: P-1 to P-9

HARASSMENT, INTIMIDATION & BULLYING: H-1

LEGISLATIVE: L-1 & L-2

EDUCATION: 1 {added}

FINANCE: F-1 to F-6

Motion: Smith Second: Douglass

Discussion: None

Vote:

Gary Douglass {abstained P-6}

Patricia Smith {abstained P-6}

Nichole Koch

Sally Yerk {abstained P-6}

Charles Utsch

Joseph Thomas

Monica DiVito {P-8 no}

Michael Mader

Lindsey Selby

5} NON-CONSENT AGENDA:

6} COMMITTEE REPORTS:

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Curriculum Committee:

Building & Grounds Committee:

Discussion on Capital Improvements-Bond Referendum-March 8, 2022

Information on Intercoms - Sandman & Mitnick

Finance Committee: January meeting is required to discuss 2022-2023 budget

{Douglass/Yerk/Smith/Mader}

7} OLD/NEW BUSINESS: None

8} OPEN MEETING TO THE PUBLIC: None

9} EXECUTIVE SESSION:

Personnel Matters:

Motion: Utsch Second: Thomas

All voted in Favor:

Motion to return to Open Session:

Motion: Utsch Second: Thomas

All voted in Favor:

NO ACTION WAS BE TAKEN AFTER EXECUTIVE SESSION

8} GOOD TO THE ORDER:

A} Next Board Meeting: Work session: January 25, 2022 @ 6:00 pm

B} Emergency Drill: Month of December – Parent Notification tested
Fire Drills: 12/2/21 - Sandman School, Mitnick School & Memorial School;
12/3/21 – Maud Abrams School

9} ADJOURNMENT

MOTION TO ADJOURN THE MEETING

Motion: Utsch Second: Douglass

All voted in Favor:

Time: 7:15 PM

Respectfully submitted:

John J. Hansen

School Business Administrator/Board Secretary

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LOWER TOWNSHIP BOARD OF EDUCATION
RESOLUTION
AUTHORIZING EXECUTIVE SESSION-1/6/2022

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Lower Township Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in “Executive Session,” i.e. without the public being permitted to attend, and

WHEREAS, the Lower Township Board of Education has determined that 1 issues permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session to be held on January 6, 2022 at 7:00 P.M, and

WHEREAS, the nine (9) 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 discussion as possible without undermining the purpose of the exception shall be written.

“(1) Any matter which, by express provision of Federal law, State statute or rule of court shall be rendered confidential or excluded from public discussion.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is: _____.

“(2) Any matter in which the release of information would impair a right to receive funds from the federal government.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

“(3) Any material 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 publicly.” _____

“(4) Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the

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negotiation of terms and conditions with employees or representatives of employees of the public body”.

“(5) Any matter involving the purchase 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.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

“(6) 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.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

“(7) 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.” The parties to and docket numbers of each item of litigation and/or the parties to each contract discussed are and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is:

“(8) 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 meeting.” Subject to the balancing of the public’s interest and the employee’s privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 N.J. 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality:

Personnel Matters

“(9) 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.” The nature of the matter, described as specifically as possible without undermining the need for confidentiality is:

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WHEREAS, the length of the Executive Session is estimated to be 15 minutes after which the public meeting of the Board shall reconvene and proceed with business.

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

BE IT FURTHER RESOLVED that the Board hereby declares that its discussion of the aforementioned subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure. For each of the above items, the estimated date by which such disclosure can be made and/or the occurrence that needs to take place before disclosure can be made are listed below (attach separate sheet if necessary)

BE IT FURTHER RESOLVED that the Board Secretary, at the present public meeting, shall read aloud enough of this resolution so that members of the public in attendance can understand, as precisely as possible, the nature of the matters that will privately discussed.

BE IT FURTHER RESOLVED that the Board Secretary, on the next business day following this meeting, shall furnish a copy of this resolution to any member of the public who requests one at the fees allowed by N.J.S.A. 47:1A-1 et seq.