

WEST WINDSOR-PLAINSBORO REGIONAL SCHOOL DISTRICT

321 Village Road East, P.O. Box 505, West Windsor, NJ 08550-0505

Mission Statement

Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character, and love of learning.

JULY 24, 2018: PUBLIC HEARING ON HARRASMENT INTIMIDATION AND BULLYING AND BOARD OF EDUCATION MEETING

Central Office 321 Village Road East, West Windsor, NJ 08550

ACTION MAY BE TAKEN

6:30 PM Closed Executive Session – Room C110/111 7:30 Public Meeting – Multi-Purpose Room

Board of Education

Anthony Fleres, President Michele Kaish, Vice-President Isaac Cheng Carol Herts Louisa Ho Rachel Juliana Dana Krug Martin Whitfield Yu "Taylor" Zhong

Student Representatives

High School North High School South

Liaison Appointments

New Jersey School Boards Association: Vacancy Plainsboro Township Committee: Rachel Juliana Superintendent's Advisory Council: Dana Krug West Windsor-Plainsboro Education Foundation: Michele Kaish West Windsor Board of Recreation Commissioners: Dana Krug West Windsor Township Council: Martin Whitfield West Windsor-Plainsboro Regional School District PTA-PTSA: Michele Kaish

Administration

David Aderhold, EdD, Superintendent of Schools Christopher Russo, EdD, Assistant Superintendent, Finance/Board Secretary Martin Smith, Assistant Superintendent, Curriculum & Instruction James Earle, Assistant Superintendent, Pupil Services/Planning Charity Fues, Director, Human Resources/Affirmative Action Officer Patrick Duncan, Special Assistant for Labor Relations Gerri Hutner, Director, Communications

I. OPENING/CALL TO ORDER

In accordance with the State's Sunshine Law, adequate notice of this meeting was provided by sending a notice of the time, date, location, and, to the extent known, the agenda of this meeting on January 3, 2018, and on July 20, 2018, to *The Princeton Packet, The Times, The Home News Tribune*, and West Windsor and Plainsboro Public Libraries. Copies of the notice also have been placed in the Board Office and in each of the district schools on January 3, 2018, and on July 20, 2018, and sent to Plainsboro and West Windsor township clerks on January 3, 2018, and on July 20, 2018.

RECESS INTO CLOSED EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session;

NOW THEREFORE BE IT RESOLVED by the West Windsor-Plainsboro Regional School District Board of Education that it is necessary to meet in executive session to discuss certain items involving:

1.	Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:	Personnel Matters
2.	Matters in which the release of information would impair the right to receive government funds, and specifically:	
3.	Matters which, if publicly disclosed, would constitute and unwarranted invasion of individual privacy, and specifically:	
	Matters concerning negotiations, and specifically:	
5.	Matters involving the purchase of real property and/or the investment of public funds, and specifically:	
6.	Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:	
7.	Matters involving anticipated or pending litigation, including matters of attorney client privilege, and specifically:	OCR 02-18-1136
8.	Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:	Personnel Issues as Noted on Agenda
9.	Matters involving quasi-judicial deliberations, and specifically:	HIB Report

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists. BE IT FURTHER RESOLVED that the Board will return to open session to conduct business at the conclusion of the executive session, if necessary.

II. SPECIAL PUBLIC HEARING ON HARASSMENT, INTIMIDATION, AND BULLYING

III. SPECIAL OPPORTUNITY FOR PUBLIC COMMENT ON HARASSMENT, INTIMIDATION, AND BULLYING

Three minutes per speaker to a maximum of ten minutes will be provided for public comments on the two items under harassment, intimidation and bullying report.

IV. APPROVAL OF THE REPORT

To be voted on 07/24/18: Recommend approval of the following resolutions:

- 1. Accept the "January 1, 2018, to June 30, 2018, District Semi-Annual Report of Harassment, Intimidation, and Bullying" as required by the New Jersey State Department of Education under the Anti-Bullying Bill of Rights Act (P.L. 2010, c.122).
- 2. Verify that the School District and School Grade Report issued by the New Jersey Department of Education was reviewed as required by the Anti-Bullying Bill of Rights Act (P.L. 2010, c.122) and that this report was posted on the district's web site pursuant to *N.J.S.A.* 18A:17-46.

V. ADJOURNMENT OF SPECIAL PUBLIC HEARING ON HARASSMENT, INTIMIDATION, AND BULLYING

VI. **PRESENTATIONS/REPORTS**

- A. Board President's Comments
- B. Superintendent's Comments

VII. FIRST OPPORTUNITY FOR PUBLIC COMMENTS

The Board invites thoughts and reactions on agenda items and items of concern from members of our community who are present. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to three minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 60 minutes.

VIII. BOARD OF EDUCATION COMMITTEE REPORTS

- Administration & Facilities Committee
- Curriculum Committee
- Finance

IX. MEETING

A. ADMINISTRATION

To be voted on 07/24/18: Recommend approval of the following resolutions:

Harassment, Intimidation, and Bullying

- Affirm superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated June 18, 2018, for the following case numbers: CMS053118001; GMS060418001; CMS060618001; HSS060418001; GMS052118001; GMS051618001; MRS051918001; MRS061118001; GMS052118002; HSS061118003; CMS061518001; CMS061818001; CMS052318001; HSS061118001; HSS060518001; HSS061118002; and HSN061918001.
- Review superintendent of school's recommendation for disciplinary consequences and/or remedial actions as required by the State of New Jersey under the Anti-Bullying Bill of Rights for a report dated July 19, 2018, for the following case numbers: CMS062018001; GMS062118001; GMS070518001; MRS062118001; MRS062118002; MRS051418001; and HSS051518001.

Administrator Contracts - Merit Goal Submission

- 3. Authorize submission of the 2018-2019 merit goal action plans with appropriate documentation for review and approval by the executive county superintendent for the following:
 - a) David Aderhold, EdD, Superintendent of Schools
 - b) Martin Smith, Assistant Superintendent, Curriculum & Instruction

Nursing Plan - Submission

4. Submit the district's 2018-2019 Nursing Services Plan to the County Superintendent of Schools as required by the State of New Jersey.

Policies and Regulations: Second Reading

5. Second reading of the following policy: Policy 1124 Non-Affiliates Group D.

Special Services-Summer Program Agreements

6. Authorize the execution of agreement with Behavior Therapy Associates, P.A. for students with disabilities to attend the HI-STEP Summer Program at a cost of \$3,700 per student.

Special Services – Consultants/Evaluators

7. Princeton Speech Language and Learning Center, \$600 per evaluation (Selective Mutism).

IDEA Basic and Preschool

8. Submit a grant from the State of New Jersey Department of Education Office of Special Education Programs under its combined Basic and Preschool IDEA of 2004-Part B funds grant program for fiscal year 2019 as follows:

Basic (3-21 year olds) \$1,806,925 (includes \$1,789,781 public programming and \$17,144 non-public programming)
Preschool (3-5 year olds) \$55,270 (includes \$0 of non-public programming).

Merit Goals - Payment Authorization

- 9. Certify the following:
 - a) The Executive County Superintendent has verified that Dr. David Aderhold, superintendent of schools, has achieved his 2017-2018 quantitative/qualitative merit goals numbered 1 through 5, which were submitted on June 27, 2018.
 - b) The West Windsor-Plainsboro Regional School District Board of Education authorizes payment to the superintendent of schools for completion of merit goals 1 through 5.
 - c) The Executive County Superintendent has verified that Gerard Dalton, assistant superintendent for Pupil Services/Planning, has achieved his 2017-2018 quantitative/qualitative merit goals, which were submitted on June 27, 2018.
 - d) The West Windsor-Plainsboro Regional School District Board of Education authorizes payment to the assistant superintendent for Pupil Services/Planning for completion of merit goal 1 and merit goal 2.

Guidance

10. Approve the second year of a three-year agreement with Hobsons to provide Naviance software services for college and career planning for middle schools and highs schools, beginning September 16, 2018, at a cost of \$20,054.76 per year.

B. CURRICULUM AND INSTRUCTION

To be voted on 07/24/18: Recommend approval of the following resolutions:

ESEA Grant

1. Submission of the entitlement grant of \$579,405 for the "Elementary and Secondary Education Act" (ESEA) grant from the State of New Jersey, for the Fiscal Year 2019.

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Evaluation Instruments

- 2. Approve the following:
 - a) Charlotte Danielson Framework for Teaching (2013) as the evaluation instrument for all certificated staff, except administrators.
 - b) New Jersey Principal Evaluation for Professional Learning as the evaluation instrument for administrators.

Professional Development Consultants

- 3. Approve the following:
 - a) Innovative Designs for Education (IDE) to provide five teacher training sessions on learner-active, technology-infused classrooms during the 2018-2019 school year at a total cost of \$12,880.
 - b) Dr. Emily Meixner to provide five one-day workshops throughout the 2018-2019 school year to high school Language Arts teachers regarding engaging all readers in high level literacy work at a cost not to exceed \$1,500 per day.
 - c) Dr. Myriam Met to provide two one-day workshops during the 2018-2019 school year to dual language immersion teachers and aides regarding content instruction in second languages at a cost not to exceed \$2,000 per day plus travel expenses.
 - d) Asia Society Center for Global Education to provide training sessions and instructional resources on global competence during the 2018-2019 school year at a total cost not to exceed \$33,200.

STARTALK Grant Chinese Summer Program

4. Approve the following consultant to provide services in relation to, and funded by, the 2018-19 STARTALK Chinese Summer Program:

Marty Chen, Consultant/Trainer

Technology

- 5. Approve the purchase of an additional 25 Swivl Pro Team Member licenses from July 1, 2018, through June 30, 2019, at a total cost of \$1,250.
- 6. Enter into an agreement with Northwest Evaluation Association (NWEA) to supply a web-based Measures of Academic Progress (MAP) reading fluency assessment for students. The cost of the materials through June 2019 is approximately \$7,775.

Community Education Programs

7. Approve the listing of Community Education Fall 2018 Adult, Youth, and After-School Enrichment programs as follows:

Fall After-School Enrichment

Acrylics Painting Art Sampler Bollywood Dance Chess Clay Creations Crayola World of Design Digital 3D Artwork Dinosaur World w/ LEGO WeDo Drawing Foundations Factory Fun with WEDO Robotics Introduction to Python Programming Jr. Industrial Engineering & Jr. Robotics SimpleMachines Combo KidzArt (class TBD) Kings & Queens Chess Academy Mad Science Mechatronics & Robotics 101 Mindful Movements Mini Maker Labs: Making Toys My First Digital 3D Artwork On the Court Basketball X-perience Science with Bricks Sculpted Jewelry Sockey Speak Up TGA Golf TGA Tennis Theater Games Unicorns, Dragons, Mermaids, and Other Fanciful Creatures Writing for Imagination

Fall Adult and Youth

Better Sleep with Hypnosis CPR Cranbury Little League Baseball Clinic Family Art Nights (Canvas painting & Ornaments) Family Tech Night First Aid Getting Paid to Talk Kaplan Kings & Queens Chess Tournament Lentz & Lentz Lose Weight Through Hypnosis On the Court Basketball On the Court Basketball (special needs programming) **Princeton Review** Stop Smoking with Hypnosis TGA Golf TGA Golf (special needs programming) TGA Tennis TGA Tennis (special needs programming) The Complete Financial Management Workshop

Disposal of Instructional Materials

- 8. Approve the disposal of the following obsolete items in accordance with R7300.1[All items are so worn and/or damaged as to preclude effective use and economical repair or restoration]:
 - a) 1,680 books from the Village School Media Center
 - b) 325 books from the Wicoff Elementary School Media Center

Professional Development

- 9. Approve the following professional development:
 - a) Reading and Writing Project Network training through Columbia University at a cost of approximately \$124,250. [The 2018-2019 contract covers consultant days and travel expenses, which will be paid through 2018 Every Student Succeeds Act Title II grant funds.]
 - b) Reading and Writing Project Network to provide 2018-2019 professional development services for administrators, according to state-mandated professional growth plans, at a cost of approximately \$9,750. [The 2018-2019 contract covers consultant days and travel expenses, which will be paid through 2018 Every Student Succeeds Act Title II grant funds.]
 - c) Teachers College Reading and Writing Project to supply 90 tickets for the attendance by teachers and administrators to professional development workshops at Teachers College at Columbia University during the 2018-2019 school year, at a cost of \$6,300 [paid through 2018 Every Student Succeeds Act Title II grant funds].
 - d) Foundation for Educational Administration (FEA) to provide mentoring management services for new administrators in the district at a cost of \$800 each. The district also agrees to reimburse new administrators for the cost of their mentors at \$1,500 for the first year and \$1,000 for the second year.
 - e) District membership in Teachers as Scholars at Princeton University for the 2018-2019 school year at a cost of \$2,400. [Membership includes 18 professional development days at Teachers as Scholars seminars and one Administrator as Scholars seminar.]

C. FINANCE

To be voted on 07/24/18: Recommend approval of the following resolutions:

Business Services

- 1. Payment of bills as follows:
 - a) Bill List General, June Supplemental for June 29, 2018 (run on 07-16-18) in the amount of \$4,450,722.94.
 - b) Bill List General for July 24, 2018 (run on 7-19-18) in the amount of \$2,729,532.37.
- 2. Budget transfers as follows:
 - a) 2017-2018 school year as shown on the expense account adjustments for June 30, 2018 (run on 7-19-18) (Adjustment Nos. 633-664).
- 3. Accept the following reports this will become a permanent part of the Board Minutes:

A-148 Report of the Secretary to the Board of Education as of May 31, 2018, indicating that no major account is over-expended and the Board secretary certifies that no line item is over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

A-149 Report of the Treasurer of School Monies to the Board of Education as of May 31, 2018.

Capital Projects

Bid Rejections

- 4. Reject the following bids:
 - a) July 11, 2018, bid for Carpet Removal VCT/LVT Carpet Install 2018-2019 school year, Bid #059 Contract No. 1 for a single overall contract from Direct Flooring due to failure to complete acknowledgement of receipt of addenda to the bid documents.
 - b) July 11, 2018, bid for Carpet Removal VCT/LVT Carpet Install 2018-2019 school year, Bid #059 Contract No. 1 for a single overall contract from Commercial Interior Direct. In accordance with *N.J.S.A 18A:18A-22f*. The Board of education decided to use the State authorized contract pursuant to *N.J.S.A. 18A:18A-10*.
 - c) July 17, 2018 bid for Ball Stopper System Installation at High School South (Architects/Planners Project No. 4999-HSS Ball Stopper System), for a single overall contract from William Kohl Construction Corp. in the amount of \$155,240. The bid is rejected in accordance with N.J.S.A 18A:18A-22b., as the bid substantially exceeds the Board of Education's appropriation for the goods or services.

Procurement of Goods and Services

5. Be it resolved by the Board of Education of the West Windsor-Plainsboro Regional School District pursuant to Title 18A: 18A-10, and N.J.A.C. 5:34-7.29(c), on timely basis, to procure goods and services utilizing state contract vendors to meet the needs of the school district who agree to sell goods and services to the Board of Education in accordance with all conditions of the individual state contract that may or may not exceed the bid threshold in the aggregate.

The duration of the contracts between the West Windsor-Plainsboro Regional School District and the referenced State Contract Vendors shall be for the **2018**-**2019** School Year as amended from time to time by the Division of Purchase and Property in the Department of the Treasury, Cooperative Purchasing Program.

Antifreeze & Coolant Bid # 2-SOCCP Contract # CC-0025-17R Co-op:

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Technology

- 6. Approve the following:
 - a) Equipment, licensing, and accessories for district-wide communications and notification systems upgrades from CDWG through the Middlesex County Educational Services Commission Technology Supplies and Services Co-Op #ESCNJ18/19-03 (18/19-03), in the amount of \$861,527.06.
 - b) Installation, configuration, licenses, and integration services for district-wide communications and notification systems upgrades from Millennium Inc., State Contract #T2989/#88740, in the amount of \$1,451,905.14.
 - c) Visitor management system from Raptor Technologies in the amount of \$17,250, including the first-year software fee and ID scanners.
 - d) Registration gateway platform from SRC Solutions, Inc. for student registration that integrates with the district's student information system in the amount of \$59,600.

Equipment Disposal

7. Disposal of obsolete equipment that has met the district's life expectancy. [The age and physical condition of the equipment rendered it ineffective.]

<u>Community Middle School</u> Desks, Student - 47 Table, Science 6x3

<u>Grover Middle School</u> Media Cart

High School North Audio Listening Center, Telex - 4 Camera, VHS Video, Sylvania Camera, VHS Video, Magnavox Cassette Recorder, Eiki - 14 DVD/VCR. Philips DVD/VCR, JVC DVD/VCR, Sony Laser Disc Player, Pioneer - 8 Lectern, Ensign Portable Anchor Printer/Copier, Canon Printer HP Color Inkjet 1200 Printer HP Color Deskjet 950C Printer HP Color Deskjet 970 Cxi Projector, Filmstrip, Dukane – 2 Projector, LCD Hitachi Projector, Overhead, Eiki - 7 Projector, Overhead, Elmo - 4 Radio/CD/Cassette, Aiwa Radio/CD/Cassette, Panasonic - 4 Radio/CD/Cassette, Panasonic - 6 Smart Response PE - 2

Smart Response XE Television 29", Philips Television 31", Sanyo Television 32", Sony TV/Home Theatre, 43", Toshiba TV/Monitor, 19", Magnavox TV/Monitor, 27", Panasonic TV/Monitor, 27", Phillips - 2 TV/Monitor, 32", Sony -2TV/VCR 9", Emerson TV/VCR 13", Panasonic TV/VCR 13", Quasar TV/VCR 13", Symphonic TV/VCR 13", Panasonic VCR, VHS Philips – 2 VCR, VHS Panasonic – 21

Town Center Elementary School Media Rack

Transportation

Bid Awards - Public Routes and Non Public Routes

- Award the June 15, 2018, Bid Number PUB18-2, Student Transportation Contract Multi Contract for the 2018-2019 school year effective July 1, 2018, through June 30, 2019, as follows:
 - a) Student Transportation Contract-Multi Contract Number IR-PUB18-2 to Irvin Raphael Inc.:

		Cost		Aide	
Route	Destination	<u>per Diem</u>	#Days	<u>per Diem</u>	Inc/Dec
TG52A	Thomas Grover Middle School	\$285.00	180	\$ 75.00	\$ 1.95

b) Student Transportation Contract-Multi Contract Number RB-PUB18-2 to Rick Bus Company:

		Cost		Aide	
Route	Destination	per Diem	<u>#Days</u>	<u>per Diem</u>	Inc/Dec
PSA18A	Princeton Day School	\$322.00	179	N/A	\$ 3.00
	Princeton Academy of the				
	Sacred Heart & Stuart Cou	intry			
	Day School.	-			

Quotes - To and From School

9. Award the Student Transportation Contract-Multi Contract Number SEADAY to Good Dove, LLC for the 2018-2019 school year as follows:

		Cost		Aide	
Route	Destination	<u>per Diem</u>	#Days	<u>per Diem</u>	Inc/Dec
SEADAY	Search Day School	\$273.00	38	\$ 75.00	\$ 2.00

10. Award the Student Transportation Contract-Multi Contract Number KCESY to Good Dove, LLC for the 2018-2019 school year as follows:

		Cost		Aide	
Route	Destination	<u>per Diem</u>	<u>#Days</u>	<u>per Diem</u>	Inc/Dec
KCESY	Various	\$ 87.00	7	N/A	\$ 2.00

11. Award the Student Transportation Contract-Multi Contract Number SJESY to Good Dove, LLC for the 2018-2019 school year as follows:

		Cost		Aide	
Route	Destination	per Diem	#Days	per Diem	Inc/Dec
SJESY	Various	\$ 82.00	25	N/A	\$ 1.50

Adjustment - Bid

12. Adjust Number of days on Student Transportation Contract - Multi Contract Number RB-PUB18-1, route number NBHSESY, awarded to Rick Bus Company on June 12, 2018 to 18 days.

Addendum – Cancel Aide

 Cancel aide effective July 1, 2018 for Route NWMK12, Student Transportation Contract Renewal, Multi Contract Number RB-PUB17-3, awarded to Rick Bus Company on June 12, 2018. Adjusted route cost \$343.18 per diem.

Agreements/Jointures

14. Approve 2018-2019 Joint Transportation Agreement; West Windsor-Plainsboro Regional School District Board of Education serving as host district to Trenton Public Schools as follows:

		#Host	#Joiner	
Route	Destination	Students	Students	Revenue
EDEN12-1	Eden School	5	2	\$18,225.18

15. Approve the following agreements/jointures payable by the West Windsor-Plainsboro Regional School District to Trenton Public Schools for the 2018-2019 school year as follows:

Route	Location	<u># Students</u>	Total Expenditure
DDC4	Douglass Center	1	\$23,450.00

Cancellation – Jointure

- Cancel 2018-2019 Joint Transportation Agreement between West Windsor-Plainsboro Regional School District serving as host to Robbinsville Schools approved on June 12, 2018 for route CS12-18A for the 2018-2019 extended school year. Total revenue: \$0.00
- Cancel 2018-2019 Joint Transportation Agreement between West Windsor-Plainsboro Regional School District serving as host to East Windsor Regional School District approved on June 12, 2018 for route EMTN12A for the 2018-2019 extended school year. Total revenue: \$0.00.

Travel and Related Expenses Reimbursement

- 18. As required, pursuant to N.J.S.A. 18A:11-12, Board Policy 6471 requires the Board of Education to approve in advance certain travel expenditures of Board members and school district employees. Travel expenditures incurred by the Board of Education or reimbursed to Board members or employees must comply with the requirements and limitations contained in N.J.S.A. 18A:11-12, the aforementioned Board bylaw and policies, and are subject to the annual limitation on the district's travel expenditures established by the Board of Education. All requests for approval of travel by school district employees that require the approval of the Board of Education have been reviewed and approved by the Superintendent of Schools. To approve the following:
 - a) Travel for staff members to attend Teachers College Reading and Writing Project professional development workshops at Teachers College, Columbia University, New York City during the 2018-2019 school year, at a cost of approximately \$50 per trip [paid through 2018 Every Student Succeeds Act Title II grant funds].
 - b) Three Science teachers and one administrator to participate in the Rider University Science Education and Literacy Center's (SELECT) NGSS assessment professional learning workshop series at Rider University, Lawrenceville, New Jersey, for four sessions during the 2018-2019 school year at a total group cost of \$300, plus mileage.
 - c) One Art teacher to attend an AP Art History Summer Institute at Manhattan College, Riverdale, New York, from July 30, 2018, to August 3, 2018, at a cost of \$950 plus travel expenses.

D. PERSONNEL

To be voted on 7/24/18: Recommend approval of the following resolutions:

Job Descriptions

- 1. Approve the following job descriptions:
 - a) Director of Counseling, Health, and Wellness
 - b) Support Specialist for Systems Job Description
 - c) Support Specialist for Portable Devices Job Description
 - d) Support Specialist for Repair Services Job Description

Personnel

- 2. Personnel Items:
 - A. Administrators
 - B. Certificated Staff
 - C. Non-Certificated Staff
 - D. Substitutes/Other
 - E. Extracurricular/Extra Pay
 - F. Community Education Staff
 - G. Emergent Hiring

X. APPROVAL OF BOARD OF EDUCATION MINUTES

To be voted on 7/24/18:

A. June 26, 2018 Meeting

B. June 26, 2018 Closed Executive Session

XI. BOARD LIAISON REPORTS

XII. NEW BUSINESS

XIII. SECOND OPPORTUNITY FOR PUBLIC COMMENTS

Fifteen minutes will be provided at the end of the meeting for public comments. Each participant is asked to give his or her name and address prior to making a statement, which will be limited to 3 minutes. All statements shall be directed to the presiding officer. This public comment period shall be limited to 15 minutes.

XIV. **ADJOURNMENT**