

Rockaway Borough Board of Education

REGULAR MEETING AGENDA

Tuesday, October 13, 2020: 6:30 PM

Thomas Jefferson School Cafeteria, 95 East Main Street, Rockaway, NJ 07866 AND

Zoom Meeting: Meeting ID: 859 6320 7615 Passcode: wsyS0X

VIDEO ZOOM: <https://us02web.zoom.us/j/85963207615?pwd=KzhGckNjMUcwQy80SENFwUtJdHlqQT09>

Telephone Only: Dial by your location +1 929 205 6099 US (New York) Meeting ID: 859 6320 7615 Passcode: 072031

PLEASE NOTE: The Board will meet in-person in the Cafeteria at TJ, however, due to COVID-19 “social distancing” protocols, **seating will be limited to the first 24 audience members.** Therefore, the best method to view/hear/participate in this meeting is via ZOOM. To submit a statement during the “Public Comment” portions of the meeting, please send via email to BY 6:30pm: wstepka@rockboro.org and please be certain to include your name and address. Mr. Stepka will then read it during the meeting.

ROCKAWAY BOROUGH SCHOOLS' MISSION STATEMENT:

The mission of the Rockaway Borough School District, a caring and diverse community, is to propel the success of each student by creating an environment that fosters self-confidence and encourages creativity through quality instruction and educational opportunities aligned with the New Jersey Student Learning Standards.

1. Call to Order:

The meeting will be called to order at approximately 6:30 p.m., by Mrs. Christa Smith, Board President, by reading the following announcement:

“In accordance with the Open Public Meeting Act, The Rockaway Borough Board of Education has provided adequate notice of this meeting to the public by having the time, date and place of this advertised in The Citizen newspaper on Wednesday January 15 @ 5:00 am, posted on our website and at town hall. Official Board actions will be taken at this meeting.”

2. Board Member Roll Call:

Mrs. Linda McGovern, VP

Elected 2017 Board Member to 1st Term (Full 3-year term runs to Dec. 31, 2020)

Mrs. Alexis Piombino

Elected 2018 Board Member to 1st Term (Full 3-year term runs to Dec. 31, 2021)

Mrs. Christa Smith, President

Elected 2019 Board Member to 7th Term (Full 3-year term runs to Dec. 31, 2022)

Mr. Jeffrey Tobias

Elected 2017 Board Member to 1st Term (Full 3-year term runs to Dec. 31, 2020)

Mrs. Karen Walter

Elected 2018 Board Member to 1st Term (Full 3-year term runs to Dec. 31, 2021)

Mrs. Phyllis Alpaugh, Superintendent of Schools

Appointed 2017 Chief School Administrator & Non-Voting Board Member (CSA/Supt)

Mr. William Stepka, SBA/Bd. Sec.

Appointed 2017 School District Business Administrator (BA) & Secretary of the Board

Mr. Stepka Declares: a Board Quorum or All Present

“Now, please join us for the Pledge of Allegiance . . .”

3. Workshop/Agenda Review Session: 6:30-7:30 approx.

The Board will review the monthly Principal & Supervisor reports and then review and discuss recommendations for approval listed on the Agenda, plus any other item(s) brought before it for consideration.

- | | |
|--|-----------------------------|
| A. <u>Principals' & Supervisors' Monthly Reports:</u> | <u>Presented By:</u> |
| 1. Lincoln Principal's Report: | Ms. Dachisen |
| 2. Thomas Jefferson Principal's Report: | Mr. Waxman |
| 3. Curriculum & Instruction Supervisor's Report: | Mrs. Argenziano |
| 4. Building & Grounds Supervisor's Report: | Mr. Klein |
| 5. Technology Supervisor's Report: | Mr. Reyes |
| B. <u>Other Items for Review & Discussion:</u> | |
| 1. Agenda resolutions & recommendations for approval. | |
| 2. Incumbent Board members running for re-election: Mrs. McGovern & Mr. Tobias | |

4. Motion to Adjourn Workshop and Enter Exec Session I: 7:30-8:00 approx.

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing: 1) a student HIB decision, 2) a legal matter pertaining to a construction contract now in effect and 3) personnel issues pertaining to requested leaves of absences by staff members; the natures of which will be made public when the need for confidentiality no longer exists.

Moved by:***Seconded by:******Voice Vote:*****Motion to Adjourn Exec Session:*****Moved by:******Seconded by:******Voice Vote:*****5. Public Comment No. 1 on Agenda Items ONLY**

- A. Please refer to rules governing comments under: Public Comment #2.

***Please be respectful of the Board, Administration, Staff, Students,
and all other Audience Members in attendance. Thank you.***

PLEASE STATE YOUR NAME & ADDRESS, THANK YOU!

To our virtual ZOOM attendees: To submit a statement send (for Agenda items only) it via email to: wstepka@rockboro.org BY 6:30 PM and be certain to include your name and address. If acceptable for Agenda Items Only, Mr. Stepka will then read it aloud to the Board sometime during this time.

6. Facilities Renovation Referendum II: Status Update #14

A. Ref Milestones:

- 1) **October 2, 2018:** Referendum I Fails overwhelmingly with 3 separate questions totaling \$19M.
- 2) **Sept 24, 2019:** Referendum II Passes 1Q at \$12.5M: YES: 649 NO: 442, Approved by 207 votes.
- 3) **Oct/Nov/Dec 2019:**
 - a) "Arch/Admin Team" formed: Supt, BA, Sup of B&G, B&G Asst, and Architects, and will meet at least monthly throughout the entire schedule, and more if/as needed. All Board members are ad-hoc members and invited to attend as desired, with no more than two (2) attending at any one time. The Board also reserves the ongoing right to request all participants involved in the referendum to attend night Board meetings, when deemed necessary and appropriate by the Board and/or the Supt & BA.
 - b) BA & Financial Advisors consult to establish optimum time & method to market bonds.
 - c) Architect to conduct school field site surveys, soil borings, test pits, utility mark outs, and related work to confirm details of projects to be undertaken.
 - d) Board approves the services of Construction Attorney, at an hourly rate, to be utilized as needed.
 - e) Board approves "Reimbursement Resolution" to pay for upcoming "soft costs" before Bonds are sold.
- 4) **Dec/Jan/Feb 2020:**
 - a) Architect, in conjunction with A-Team, to prepare the bid specifications.
 - b) Final review of Architect's Bid Documents/Packets conducted by Board's Construction Attorney & BA. Applied to and received Local Finance Board approval for issuance of school district debt (Jan 8)
 - c) BA to advertise the bids "on the street" for at least 10 calendar days.
 - d) Roof Bids Advertised Fri, Jan 10, 2020.
 - e) Lavs & TJ Vestibule Bids Advertised Fri, Jan 17, 2020.
 - f) Contractor Walk thru meetings; Wed, Jan 22, 2 & 3 pm for Roof & Lav/Vestibule Bids.
 - g) BA formally received, publicly opened, and read aloud all bid prices by each contractor who submitted bids on Thursday, February 13, Open Roof Bids (11a) & Lav/Vestibule Bids (11:30a).
 - h) Bond Sale took place on Wednesday, February 19, 2020; all bonds sold within hours.
 - i) BA informed the Department of Education of debt service payments required for the 2020-21 school year and beyond to secure state funding dollars as previously agreed to. Debt service payments begin approximately 6 months after closing on the sale and will continue for 20 years, to be paid to MCIA on November 1 and May 1 of every year going forward for 20 years.
 - j) Board awarded Roofing & Lavs/Vestibule Contracts at Feb 25th meeting.
 - k) BA secures "builders' risk" insurance policy for Board for Roof & Lava Vestibule Contracts.
 - l) Lincoln Heating System & Unit Vent (HVAC) Project moved to summer of 2021.
- 5) **March/April 2020:**
 - a) Bond Sale Closed on March 11, 2020. District received \$12,480,000 in cash (full amount approved by voters, all bond closing costs paid by "premium" paid for bonds by investors - approx \$175K).
 - b) BA to transfer idle funds into allowable investment programs to maximize interest yield.
 - c) Lincoln New Addition/Fire Escape Bid advertised Friday, March 20.
 - d) Lincoln New Addition/Fire Escape Pre-Bid Meeting with contractors: Wednesday, April 1 @ 3:30pm.
- 6) **April/May 2020:**
 - a) Lincoln Interior Improv. & Asbestos Abatement Bid Advertisement: Friday, April 24.
 - b) Lincoln Interior Improv. & Asbestos Abatement Pre-Bid Meeting: Tue, April 28 @ 3:30pm.
 - c) Lincoln Addition/Fire Escape Bid Opening: Wed, April 29 @ 11am, Board Office.
 - d) Lincoln HVAC Asbestos Abatement Bid Opening: Tue, May 19 @ 11am, Board Office.

7) May/June 2020:

- a) Award contract for Lincoln New Addition/Fire Escape: Wed, May 6 BOE Meeting.
- b) Award contract for Lincoln Interior Improvements/Asbestos Abatement: Tue, June 2 Special BOE Meeting.

8) Summer of 2020:

- a) Projects to be undertaken:
 - i) Lincoln School: Asbestos abatement for unit vents, gym ceiling replacement, new roof, new classroom floor tiles & ceiling tiles & cafeteria ceiling repair & abatement, and new interior LED lighting, plaster repair.
 - ii) Lincoln Addition: Move trailer, begin construction of 3 classroom addition with a new main office (to be cordoned off and will continue throughout the upcoming 20-21 school year).
 - iii) Thomas Jefferson: Renovate existing restrooms for boys, girls and staff, install new security vestibule in the main entrance, replace selected roofs.

9) Winter 2020/Spring 2021:

- a) Repeat all Bid Specifications, advertisement, review and award procedures as stated above for remaining projects to be done in the summer of 2021. (Milestones 4, 5, and 6).
- b) BA to increase "Builders Risk" insurance plan coverage as driven by awarded contract costs.

10) Summer of 2021:

- a) Projects to be undertaken:
 - i) Lincoln School: Demo, remove & install new boilers, pumps, piping, classroom unit ventilators, restroom renovations, an electrical panel upgrade, IT closet moved.
 - ii) Lincoln Addition: August 1, 2021 Completion of 3 new classroom additions including new main office and security vestibule; furnish & occupy during the month of August to be ready for the 1st day of school & final removal of trailers after 14 years!
 - iii) Thomas Jefferson: Demo, remove & install new boilers, pumps, piping (removal of asbestos as needed), classroom unit ventilators, hot water heater replacement, electrical panel upgrade, cafeteria & gym rooftop unit ventilator replacement, copper piping replacement, and asbestos tile removal & install new VCT.

11) August 31, 2021:

- a) Physical completion of ALL Projects and then, during the fall, the Architect completes "punch list items" and contractors are issued final payments. 9/1/21: Lincoln Addition Opening Ceremonies!
- b) Fall of 2021: final projects punch lists completed and final contractor payments by 11/15/21.

B. Update on latest Referendum Items progress report:

1. Lincoln Addition: slab poured Tuesday and block walls to begin next week.
2. Lincoln Fire Escape replacement: rescheduled for replacement next summer.
3. Lincoln Interior Improvements: 99 & 44/100% completed. At this time, students have happily and successfully returned to the school on Monday, October 5, 2020.
4. Lincoln Restroom Upgrades: Working on scope of work, to do summer of 2021.
5. Lincoln Interior Improvements II: Working on scope of work, to do summer of 2021.
6. Lincoln HVAC Replacement/Upgrades: Specifications almost complete, will bid Nov/Dec.
7. TJ HVAC Replacement/Upgrades: Specifications almost complete, will bid Nov/Dec.

7. Superintendent's Report - Mrs. Alpaugh, Supt.

- A.** Legislative Report: November 3, Election Day/Gov's Executive Order: Virtual Day.
B. Upcoming Events:
C. Special Reports:
D. Enrollment Report:

Grade Level & School	Students June 30, 2019	Students Sept 30, 2020	Diff	Sections (Classes)	Average Class Size
Preschool - Lincoln	26	12	-14	2	7
Kindergarten - Lincoln	63	51	-12	3	17
Grade 1 - Lincoln	58	64	6	3	21
Grade 2 - Lincoln	45	57	12	3	19
Grade 3 - Lincoln	62	44	-18	3	15
Total Lincoln School:	254	228	-26	14	16
Grade 4 - TJ	53	60	7	3	20
Grade 5 - TJ	53	51	2	3	17
Grade 6 - TJ	51	52	1	3	17
Grade 7 - TJ	74	52	-22	3	17
Grade 8 - TJ	69	68	-1	3	23
Total Thomas Jefferson:	300	283	-17	15	19
Special Ed Out-of-District:	3	3	0	-	-
Resident Students:	557	514	-43	29	17
Charter/Choice Schs Out:	5	5	0	-	-
Spec. Ed Tuition Incoming:	3	3	0	-	-
Total Students:	565	522	-43	-	-

8. District Business Admin./Board Secretary's Report - Mr. Stepka, BA

- A.** Board Correspondence: Received(R)/Sent(S) since our last meeting:
 1. There has been none since our last meeting.
B. Financial Status Update:
 1. Audit Status: 2019-20.
 2. State aid for 2020-21 final confirmation, **3.** State of the Budget: September.

9. Meeting Minutes

- A.** Be it resolved, based upon the recommendation of the Business Administrator/Board Secretary, that the following Meeting Minutes be approved and accepted:
 1. July 21, 2020 Regular & Executive Session.

10. Finance/Budget

- A.** Be it resolved, based upon the recommendation of the BA, to approve the manifest of Payrolls and Bills & Claims List, which is on file in the Business Administrator's Office:
1. Bills & Claims List: September 23 to Oct 13: \$928,453.31
- B.** Be it resolved, based upon the recommendation of the BA, to approve and accept the Budgetary Transfers Report for the months of August & September.
- C.** Be it resolved, based upon the recommendation of the BA, to approve and accept the Board Secretary's Financial Report for the month of August.
I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of August 31, 2020, no budgetary line item has been over-expended in violation of NJAC 6:23-2.11(a). William Stepka, RSBA- Business Administrator/Board Secretary
- D.** Be it resolved, based upon the recommendation of the BA, to approve and accept the Treasurer of School Monies Financial Report for the month of August.
- E.** Be it resolved, based upon the recommendation of the BA, to approve and accept \$29,752 in Federal Coronavirus Relief Fund Grant to aid the district in protecting students and staff in fighting this pandemic.
- F.** Be it resolved, based upon the recommendation of the BA, to approve a renewal to our participation in the New Jersey Schools Insurance Group, ERIC West, beginning July 1, 2020 to June 30, 2023.
- G.** Be it resolved, based upon the recommendation of the BA, to approve a service contract with Swing Education, Inc., of San Mateo, CA, to provide substitute teachers and other professionals, when requested and if available (as needed), to be paid at our current daily (or half day) rates, plus a 35% contractual service fee, effective October 1, 202 to June 30, 2021.
- H.** Be it resolved, based upon the recommendation of the BA, to approve a Joint Transportation Agreement for School Field Trips (ID#: RB-2021), as needed, with the Morris Hills Regional High School District, for \$65.80 per hour, with a 2 hour minimum, for the 2020-21 school year.

11. Referendum Action Items

- A.** Be it resolved, based upon the recommendations of the BA, to approve the following "Progress Payments" to the following contractors for work completed for the Referendum Projects, a copy of which is on file in the Business Administrator's Office:

1. FCI/Falak Inc., Lincoln Interior Improv.	Pay Ap#: 3A	\$151,995.00 (pd 9/29)
2. FCI/Falak Inc., Lincoln Interior Improv.	Pay Ap#: 3B	\$151,995.12 (remaining \$107,652)
3. APS Contracting, Inc., Lincoln Addition	Pay Ap#: 4	\$89,199.60 (remaining \$2,162,656)
4. Parette Somjen Architects, All Projects	July-Sept Work	\$101,703.00

- B.** Be it resolved, based upon the recommendation of the BA & Architect, to approve the following Change Order for Academy Construction Inc. as follows:

TJ Security Vestibule & B/G Restroom Renovations	
Previous Remaining General Allowance:	\$19,300.90
Change Order #4: Justifications	
COR-9: Installation of new firestopping of TJ B/G lavatories chase.	\$940.08
Final Remaining General Allowance:	\$18,360.82
Since this is the final change order submitted, the final contract amount is \$420,639.18.	

12. Personnel

- A.** Be it resolved, based upon the recommendation of the Supt, to approve the attached list of Staff Member **Professional Development Workshops & Travel Expenditure Requests** that have been deemed related to and within the scope of the employee's current job responsibilities and will enhance the efficient delivery of student instruction and/or furthers the efficient operation of the school district. Reimbursements listed are in accordance with guidelines established by the Dept. of Treasury, BOE Policy, and in accordance with NJAC 6A:23B-1.1. (If listed at the end of agenda.)
- B.** Be it resolved, based upon the recommendation of the Superintendent, to approve **James Kadus** as the Maternity Leave Replacement Kindergarten Teacher at Lincoln School beginning on or about November 17, 2020 through on or about April 12, 2021. Mr. Kadus will be placed on Step BA-1 at an annual salary rate of \$51,675, (to be prorated from start date), pending Criminal History background check required by P.L. 1986 c.116 and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018, c.5.
- C.** Be it resolved, based upon the recommendation of the Superintendent, to retroactively approve a childcare leave of absence request, as confirmed eligible for under the Families First CoronaVirus Response Act, for **Michael Leahey**, 7th Grade teacher at TJ, effective September 11 to November 30, 2020. Mr. Leahey will return to his active teaching duties on December 1, 2020 for the rest of the school year.
- D.** Be it resolved, based upon the recommendation of the Superintendent, to retroactively approve a childcare leave of absence request, as confirmed eligible for under the Families First CoronaVirus Response Act, for **Sharon Lowry**, a paraprofessional at Lincoln School, effective September 21, and then an intermittent childcare leave of absence, as also confirmed eligible for under the Families First CoronaVirus Response Act, on Mondays, Tuesdays and Thursdays, effective October 5 and continuing to December 11, during this intermittent leave period, she has agreed to physically work in the district on Wednesdays and Fridays, from 8:15am to 1:00pm at her current hourly rate. Mrs. Lowry will return to her active paraprofessional duties at 5 day, 5.75 hours per day work week on December 14, 2020 for the rest of the school year.

- E.** Be it resolved, based upon the recommendation of the Superintendent, to retroactively approve an unpaid leave of absence request, for personal reasons, for **Elizabeth Hartwig**, paraprofessional at Lincoln School, effective September 21 through the end of this school year. Mrs. Hartwig has agreed to inform her principal by August 1, 2021 regarding her availability to return for the 2021-2022 school year.
- F.** Be it resolved, based upon the recommendation of the Superintendent, to regretfully accept the resignation of **Eileen Garbarini**, a paraprofessional at Lincoln School, effective Thursday, October 29, 2020.
- G.** Be it resolved, based upon the recommendation of the Superintendent, to approve the continued part-time/temporary/as needed, employment of **Anthony VanSader** and **Justin Sungail** for up to 8 hours per day, to focus on continuous COVID cleaning of all district buildings, at their current rate of \$12.50 per hour, until such time their services are deemed not needed.
- H.** Be it resolved, based upon the recommendation of the Superintendent, to eliminate the Administrative Position of Supervisor of Curriculum & Instruction and also abolish the Job Description of Supervisor of Curriculum & Instruction, effective immediately.
- I.** Be it resolved, based upon the recommendation of the Superintendent, to establish the Administrative Position of and approve the Job Description of Director of Curriculum, Instruction & Assessment, effective immediately.
- J.** Be it resolved, based upon the recommendation of the Superintendent, to appoint **Jamie Argenzanio** to the Administrative Position of Director of Curriculum, Instruction & Assessment, effective immediately.
- K.** Be it resolved, based upon the recommendation of the Supt, to approve the following Extra Curricular advisors for the 2020-21 school year:

Program	Advisor
Art Club	Cecilia Isenberg
Cube Club	Joe Corbo
National Junior Honor Society	Cynthia O'Brien & Daniele Ferrone (shared stipend)
Newspaper	Michael Jones (TJ)
SGO	Amy De Felice
Yearbook	Cynthia O'Brien
8th Grade Class Advisor	Amy DeFelice & Daniele Ferone (shared stipend)
Athletic Coordinator	To be discussed at Workshop Session

13. Curriculum & Instruction/Students

- A. Be it resolved, to approve the Superintendent’s Harassment, Intimidation and Bullying decision dated 10/1/20 for incident number TJ 2020 21-01.
- B. Be it resolved, based upon the recommendation of the Supt to approve 30 hours of Virtual Observation time for **Omar Lisojo** with Thomas Jefferson School teacher, Kellianne Fowler (4th grade). Mr. Lisojo is a student at Montclair State University and his observation time is a prerequisite for his entrance into the Teacher Education Program.
- C. Be it resolved, based upon the recommendation of the Supt to approve a 35 hour Internship for **Rachel Weidanz** with Lincoln School teacher, Courtney Conway (Kindergarten). Ms. Weidanz is a student at Montclair State University and this internship is required for her Teacher Education Program.

14. Building & Grounds/Technology

- A. Be it resolved, based upon the recommendation of the Supt, to graciously accept and acknowledge, in accordance with Policy & Regulation #7230, the donation of 150 Sponge Shield Clear Masks, with an approximate value of \$600, from 1800Shields, of Beverly Hills, CA, to be utilized by our staff members.
- B. Be it resolved, based upon the recommendation of the BA, to approve and accept the Annual Health & Safety Evaluation of Lincoln & TJ School Buildings Checklist for the 2020-2021 school year.
- C. Be it resolved, based upon the recommendation of the BA, to approve and accept the Annual Facilities Comprehensive Maintenance Plan & M-1 Worksheet for the 2020-21 school year.

15. Policy

- A. Be it resolved to approve the **FIRST** reading of the following new and updated policies and regulations:

P	1620	Administrative Employment Contract	Mandated/Revised
P	2431	Athletic Competition	Mandated/Revised
R	2431.1	Emergency Procedures for Sports and Other Activities	Mandated/Revised
P	2464	Gifted and Talented Students	Mandated
P	5330.05	Seizure Action Plan	Mandated/New
R	5330.05	Seizure Action Plan	Mandated/New

P	6440	Cooperative Purchasing	Mandated/Revised
P	6470.01	Electronic Funds Transfer and Claimant Certification	Mandated/New
R	6470.01	Electronic Funds Transfer and Claimant Certification	Mandated/New
P	7440	School District Security	Mandated/Revised
R	7440	School District Security	Mandated/Revised
P	7450	Property inventory	Mandated
P	7510	Use of School Facilities	Mandated/Revised
R	7510	Use of School Facilities	Mandated/Revised
P	8420	Emergency and Crisis Situations	Mandated/Revised
P	8561	Procurement Procedures for School Nutrition Programs	Mandated

B. Be it resolved, to accept the Superintendent’s recommendation to approve the following persons to be named to the DEAC (District Evaluation Advisory Committee) for the 2020-21 school year:

Committee Member	Position/Title
Phyllis Alpaugh	Superintendent of Schools
Jamie Argenziano	Supervisor of Curriculum and Instruction
Carol Coulther	Lincoln Elementary Special Education Teacher
Milissa Dachisen	Lincoln Elementary Principal
Daniele Ferrone	Thomas Jefferson Math Teacher
Jerelyn Hurley	ESL Teacher/RBEA Co- President
Michael Klein	Supervisor of Buildings and Grounds
Cristin Lee	Parent
Linda McGovern	Board of Education Member
Sherry Rich	Thomas Jefferson 4th Grade Teacher
David Waxman	Thomas Jefferson Principal

16. Consent Agenda

A. Move and Vote on all Agenda Resolutions & Recommendations in One Motion:

<u>Roll Call Vote:</u>	<u>Moved & Seconded By:</u>	<u>Yeas</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Absent</u>
Mrs. McGovern:					
Mrs. Piombino:					
Mr. Tobias:					
Mrs. Walter:					
Mrs. Smith:					

Mr. Stepka declares all Resolutions & Recommendations are hereby _____.

17. Old Business

- A. Review of PreSchool Parent Paid Tuition.

18. New Business

- A. Use of only electronic report cards.
- B. Review of substitute teacher daily rate.
- C. Virtual NJ School Boards Convention update.

19. Public Comment No. 2 (Agenda & Non-Agenda Items to be Heard)

Please be respectful of the Board, Administration, Staff, Students, and all other Audience Members in attendance.

Public participation shall be governed by Policy #0167:

- A. *All participants must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable;*
- B. *In the event it appears the public comment portion of the meeting **may exceed 45 minutes**, the presiding officer may limit each statement made by a participant to not less than **three minutes' duration**;*
- C. *No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;*
- D. *All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member; The presiding officer may: Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy; Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory; Request any person to leave the meeting when that person does not observe reasonable decorum; Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting; Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.*

