

MONROE TOWNSHIP BOARD OF EDUCATION

423 Buckelew Avenue
Monroe Township, New Jersey 08831
(732) 521-1500
Fax (732) 521-1628

WAYNE HOLLIDAY
Business Administrator/
Board Secretary

AGENDA
PUBLIC MEETING
MONDAY JUNE 22, 2009
7:00 P.M.
HIGH SCHOOL

(PLEASE TURN OFF ALL CELL PHONES AND PAGERS DURING THE MEETING)

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL:

BOARD MEMBERS

Ms. Amy Antelis, Board President
Ms. Kathy Kolupanowich, Board Vice President
Mr. Marvin I. Braverman
Mr. Ken Chiarella
Mr. Lew Kaufman
Mr. Mark Klein
Mr. John Leary
Ms. Kathy Leonard
Mr. Ira Tessler

JAMESBURG BOARD MEMBER REPRESENTATIVE

Ms. Patrice Faraone

STUDENT BOARD MEMBERS

Ms. Melissa Bonamici
Ms. Nidhi Bhatt

4. STATEMENT (BOARD PRESIDENT)

In accordance with the provisions of the New Jersey Open Public Meetings Law, the Monroe Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted June 19, 2009:

1. At all Schools,
2. Home News Tribune,
3. Cranbury Press, and
4. Filed with the Clerk of the Municipality.

5. STUDENT PRESENTATION – DARE TO DREAM

Student Joseph Williams

6. STUDENT BOARD MEMBERS' REPORT

7. PUBLIC FORUM *

8. SUPERINTENDENT'S REPORT/RECOMMENDATIONS

I. Enrollment

	<u>6/30/09</u>	<u>5/31/09</u>	<u>Increase/ Decrease-</u>	<u>6/30/08</u>	<u>Difference</u>
Applegarth School	812	811	+1	767	+45
Barclay Brook School	524	523	+1	725	-201
Brookside School	686	683	+3	972	-286
Mill Lake School	664	664	0	668	- 4
Oak Tree	685	687	-2	0	+685
Woodland School	506	506	0	487	+19
Monroe High School	<u>1544</u>	<u>1544</u>	<u>0</u>	<u>1523</u>	<u>+21</u>
Total Elementary & Secondary	5421	5418	+3	5142	+279

Board Agenda – June 22, 2009

I. Enrollment (continued)

<u>School</u>	Monroe			Jamesburg		
	<u>May</u>	<u>June</u>	<u>Difference</u>	<u>May</u>	<u>June</u>	<u>Difference</u>
Academy Learning Center	13	14	Plus 1			
Bridge Academy	2	2				
Bright Beginnings	1	1				
Cambridge	1	1				
Center School	2	2				
Childrens Center of Monm.	1	1				
Collier	2	2				
CPC Lower	1	1				
CPC Upper	4	4		2	2	
East Mountain	1	1				
Eden	2	2				
Harbor School	2	2				
KIVA	1	1		1	1	
New Roads Parlin	5	6	Plus 1	1	1	
Kidspeach	1	1				
Mercer Elementary	2	2				
Mercer Cty Jr./Sr.	1	1				
Mercer Cty Reg. Day	3	3				
Midland	4	4		1	1	
Millstone WW/Plainsboro	1	1				
New Brunswick				1	1	
NuView	1	1				
Palisades Learning Center				1	1	
Princeton Child Dev Instit	1	1				
Piscataway Reg. Day	1	1				
Raritan Valley Academy				1	1	
Rugby	1	1				
Schroth School	1	1				
Spotswood High School				1	1	
UMDNJ	1	1		1	1	
Total	56	58		10	10	

II. Home Instruction

Stu. #	Rea.	Gr	Teachers	Sch.	Start Date	End Date	Hours Per/ wk
1.	Med	11	Drust, Goulding	HS	9-4-08		4
2.	Med	9	Hommer, Butler, Gonzalez, Olszewski	HS	9-9-08		10
3.	CST	12	Valendo, Fletcher	OD	9-9-08		10
4.	504	K	Kravit	ML	9-9-08		5
5.	504	6	Previtera	OT	9-9-08		5
6.	Med	8	Weiner, Firestine, Chang	A	10-6-08		10
7.	CST	11	Abruzzee, Riggi, Mackenzie	HS	11-5-08		10
8.	504	11	Drust, Cleary	HS	9-5-08		10
9.	504	11	Donovan, Goldstein	HS	12-2-08		10
10.	CST	12	Friedman, Weiner	OD	11-1-08		10
11.	Med	7	Dansin, Consiglio, Crocket, Viszoki	A	11-18-08		5
12.	CST	12	Valendo	OD	11-11-08		10
13.	Med	11	New Hope Foundation	HS	12-4-08		10
14.	CST	9	Ongaro, Quindes	HS	11-12-08		10
15.	Med	11	Fennessy, Ogin, Abruzzee, Armstrong	HS	1-29-09		10
16.	SUS	10	Roche, Chase, Quest	HS	2-3-09		6
17.	IEP	7	Burd, Rusnak	A	2-6-09		10
18.	Med	K	Robert Wood Hosp	ML	2-4-09		5
19.	Med	8	Elias, Weiner, Tromba	A	2-18-09		5
20.	CST	10	Lustgarten, Ballard	HS	3-5-09		10
21.	Med	11	Rosenberg, Abruzzee, Roche, Orgin	HS	3-4-09		10
22.	Med	9	Rego	HS	2-16-09		10
23.	CST	9	Fleisig	OD	2-17-09		10
24.	Med	8	Chang	A	3-18-09		5
25.	504	12	Ogin	HS	3-24-09		10
26.	Med	3	Fleming	ML	3-13-09		5
27.	Med	11	Tolboom, Rose	HS	3-18-09		10
28.	504	12	Stapenski, Varacallo, Kelly	HS	3-19-09		10
29.	Med	3	Howroyd	OT	3-17-09		5
30.	Med	11	Education Inc.	OD	2-25-09		10
31.	Med	10	Professional Ed. Svc	OD	3-6-09		10
32.	CST	7	Tromba, Rusnak, Fatovic	A	3-24-09		10
33.	504	11	Riggi, Drust	HS	3-26-09		10
34.	Med	9	Latwis, Gold, Wall	HS	3-6-09		10

Board Agenda – June 22, 2009

35.	504	6	Gorham	WD	4-1-09		5
36.		10	Ballard, Miller, McDonald	HS			10
37.	Med	4	Mills, Huey-Colucci	BS	4-20-09	5-11-09	5
38.	Med	7	Weiner, Stoller, Cundari	A	4-22-09		5
39.	SUS	11	Latwis	HS	5-7-09	5-12-09	10
40.	SUS	11	Kelly	HS	4-29-09	4-30-09	2
41.	SUS	9	Lyons	HS	5-12-09	5-23-09	2
42.	Med	10	Educational Inc.	HS	4-29-09		10
43.	Med	12	Professional ed Ser.	HS			
44.	SUS	10	Lobello, Stecchini	HS	5-14-09	5-26-09	12
45.	Med	6	Dale	WD	5-13-09	5-28-09	5
46.	SUS	6	Previtera	OT	5-13-09	5-14-09	6
47.	Med	12	Bergen Cty Sp Svc	HS			
48.	SUS	10	Ballard, Mix, Romano	HS	5-26-09	6-8-09	10
49.	CST	11	Farrell, Latwis	HS	5-29-09		8
50.	Med	11	Kelly	HS	5-15-09		10
51.	Med	7	UMDNJ	A	5-20-09	5-27-09	12
52.	Med	1	Children's Hosp PA	ML	5-28-09		10
53.	Med	12	Stecchini, Rose, Mackenzie, Latwis	HS	4-14-09		10
54.	SUS	9	Grimaldi	HS	6-18-09	6-19-09	2
55.	CST	9	Stecchini, Farrell, Rose	HS	6-12-09		20
56.	SUS	12	Lyons, Latwis, Schweighardt, Armstrong, Mackenzie	HS	6-10-09		10
57.	SUS	10	Basile, Farrell, Lustgarten, Ballard	HS	6-8-09		10
58.	SUS	11	Mackenzie, Latwis	HS	6-15-09		10

III. Fire Drills

Applegarth School ----- June 1 and 13, 2009
 Barclay Brook School----- June 15 and 19, 2009
 Brookside School ----- June 16 and 19, 2009
 Mill Lake School ----- June 8 and 10, 2009
 Monroe Twp. H.S.-----June 8 and 17, 2009
 Oak Tree School ----- June 16 and 19, 2009
 Woodland School ----- June 8 and 16, 2009

Lockdown

Mill Lake -----June 15, 2009

IV. Personnel

The Superintendent will recommend that the Board approve the personnel report following discussion in Executive Session.

V. Board Action

- A. It is recommended that the Board approve the attached list of requests for Field Trips.
- B. It is recommended that the Board approve the attached list of Student Teacher placements.
- C. It is recommended that the Board approve the attached list of requests for Staff Professional Development.
- D. It is recommended that the Board approve the Report of Pupil Suspensions for the month of June 2009.
- E. It is recommended that the Board approve the current list of substitute personnel through the 2009-2010 school year with the exception of those whom chose not to remain on the list.
- F. It is recommended that the Board acknowledge and approve an employment title change for Mr. Jeff Gorman from Assistant Superintendent of Curriculum and Instruction to Assistant Superintendent for Schools effective July 1, 2009.
- G. It is recommended that the Board approve the revised job descriptions/titles:

Supervisor of Instruction/Guidance
Supervisor of Instruction/Applied Arts & Careers
Supervisor of Instruction/Language Arts/World Languages/Media
Supervisor of Instruction/Science and Social Studies
K-12 Technology Teacher
Special Education Teacher
Network Operations Manager
Transportation Secretary
Driver
Special Education Paraprofessional
School Traffic Safety Paraprofessional
Cafeteria/Playground Paraprofessional
Classroom Paraprofessional
Transportation Paraprofessional
Media Coordinator
Clerk/Dispatcher

H. It is recommended that the Board approve the following new job descriptions:

Athletic Trainer
Buildings and Grounds Supervisor
Structured Learning Experience (SLE) Coordinator
Workstation Specialist

I. It is recommended that the Board approve the creation of the following additions to the master schedule at the High School for the 2009-2010 school year due to the increased enrollments:

3 sections of Computers in Business
2 sections of Transportation Technology
1 section of Computer Graphic Design I
1 section of Digital Photography

J. It is recommended that the Board approve the following students to attend out of district programs:

Student No.	School	Dates of Attendance	Cost
82612	New Roads School	5/26/09-	\$203.10
85546	Academy Learning Center	6/8/09-	\$230.00

K. **2008-2009 Violence/Substance Abuse/Estimated Violence/Vandalism Costs**
previously reported for the period 7/1/08 through 6/22/09:\$0

<u>Date</u>	<u>School</u>	<u>Incident</u>	<u>Cost to District</u>
6/3/09	MTHS	suspected use confirmed	
6/4/09	MTHS	suspected use not confirmed	
6/8/09	Applegarth	suspected use confirmed	
6/8/09	MTHS	fight	
6/10/09	MTHS	simple assault	
6/17/09	MTHS	fight	

9. BUSINESS ADMINISTRATOR'S REPORT/RECOMMENDATIONS

BOARD ACTION

A. BILL LIST

It is recommended that the bills totaling \$7,361,259.15 for May 2009 be ratified by the Board. The bills have been reviewed by the Chairperson of the Finance Committee and certified by the Board Secretary.

B. BILL LIST – NEW HIGH SCHOOL (BOND SERIES 2004)

It is recommended that the bills totaling \$2,938,884.02 for May 2009 be ratified by the Board. The bills have been reviewed by the Chairperson of the Finance Committee and certified by the Board Secretary.

C. BILL LIST – NEW ELEMENTARY SCHOOL (BOND SERIES 2006)

It is recommended that the bills totaling \$175,378.99 for May 2009 be ratified by the Board. The bills have been reviewed by the Chairperson of the Finance Committee and certified by the Board Secretary.

D. BILL LIST – NEW HIGH SCHOOL (BOND SERIES 2008)

It is recommended that the bills totaling \$1,953,482.03 for May 2009 be ratified by the Board. The bills have been reviewed by the Chairperson of the Finance Committee and certified by the Board Secretary.

E. SECRETARY'S FINANCIAL & CASH REPORT

In accordance with N.J.A.C. 6A:23-2-11 (c) 4, Be It Resolved that the Board of Education hereby certifies that it is in receipt of the Financial Reports for May 2009, which indicates that no major accounts or funds have been over expended and that sufficient funds are available to meet the district's financial obligations for the fiscal year in accordance with N.J.A.C.6A:23-2.11(b). In accordance with N.J.A.C.6A:2.11(c)3, Be It Further Resolved that the Board Secretary certifies that the May 2009 Secretary's Report indicates that no line item account has encumbrances and expenditures which in total exceed the line item appropriation in accordance with N.J.A.C. 6A:23-2.11(a).

F. TRANSFER #10

It is recommended that members of the Board of Education approve Transfer #10 as presented for fiscal year 2008/09. A copy is attached hereto.

G. PROFESSIONAL APPOINTMENTS

1. It is recommended that members of the Board of Education approve PayServ Inc. to provide payroll and staff attendance processing services for fiscal year 2009/10 for the fees listed below:

Per Check Charge	\$ 1.32
Delivery per payroll	\$ 10.00
Agency System per payroll	\$ 75.00
Human Resources System Technical Support per payroll	\$ 47.50
Human Resources System Usage License per payroll	\$140.00
Direct Deposit per payroll	\$ 40.00
Internet Payroll	\$173.00

2. It is recommended that members of the Board of Education approve 1st Response Remediation to provide indoor air quality services, if needed.

3. It is recommended that members of the Board of Education appoint Backstage Lighting and Rigging to provide theatrical technical assistance for Performing Arts Center events for the 2009/10 fiscal year at the following rates:

Senior Technical Coordinator	\$45.00 - \$55.00/hr.
Coordinator	\$33.00 - \$45.00/hr.
Senior Assistant	\$26.00 - \$43.00/hr.

4. It is recommended that members of the Board of Education approve the Township of Monroe, Department of Police to provide special police services at various school functions for fiscal year 2009/10. The fee for these special police services is approximately \$84.00 per hour or a greater amount per hour on a holiday.

5. It is recommended that members of the Board of Education appoint Ms. Jodi Liebov as a certified speech and language specialist for the MT SEPA summer program at the rate of \$132.74 per day for approximately 25 days.

6. It is recommended that members of the Board of Education approve The Children's Hospital of Philadelphia to provide home instruction for a student who has been hospitalized at the rate of \$44.46 per hour.

7. It is recommended that members of the Board of Education approve Professional Education Services, Inc. to provide educational instruction services for a student while a client at Princeton House at the rate of \$49.85 per hour.

8. It is recommended that members of the Board of Education approve Carolyn Faughnan to provide physical therapy for the 2009/10 fiscal year, beginning with the extended school year program, at the rate of \$65.00 per hour.
9. It is recommended that members of the Board of Education approve Dr. Lorraine Licata, School Psychologist to complete psychological evaluations during the 2009/2010 fiscal year at the rate of \$365.00 per evaluation.
10. It is recommended that members of the Board of Education approve Rose Larkin, LDTC to complete educational evaluations during the 2009/2010 fiscal year at the rate of \$365.00 per evaluation.
11. It is recommended that members of the Board of Education approve Dr. Frederique Delhayé to complete psychiatric evaluations during the 2009/2010 fiscal year at the rate of \$350.00 per evaluation.
12. It is recommended that members of the Board of Education approve Pediatric Workshop to provide physical therapy during the 2009/2010 fiscal year at the rate of \$80.00 for 40 minute treatment sessions and \$42.00 for 20 minute treatment sessions.
13. It is recommended that members of the Board of Education approve Neurology Specialists of Monmouth County to complete neurological evaluations at the rate of \$300.00 per evaluation during the 2009/2010 fiscal year.
14. It is recommended that members of the Board of Education approve Alexander Road Associates to complete psychiatric evaluations during the 2009/2010 fiscal year at the rate of \$450.00 per evaluation.
15. It is recommended that members of the Board of Education approve Homecare for Children, Inc. to provide private nursing services for Student #79109 as per the IEP at the rate of \$65.00 per hour during the 2009/2010 fiscal year.

16. It is recommended that members of the Board of Education approve Therapeutic Rehabilitation Services, LLC. to provide occupational therapy at that rate of \$34.00 for 20 minute treatment sessions and \$68.00 for 40 minute treatment sessions from July 1, 2009 through August 31, 2009 and for \$36.00 for 20 minute treatment sessions and \$72.00 for 40 minute treatment sessions from September 1, 2009 through June 30, 2010.

17. It is recommended that members of the Board of Education approve Christine Afonso to provide occupational therapy during the 2009/2010 fiscal year at the rate of \$65.00 per hour.

18. It is recommended that members of the Board of Education approve Lisa Dougherty to provide occupational therapy during the 2009/2010 fiscal year at the rate of \$65.00 per hour.

19. It is recommended that members of the Board of Education approve Dynamic Therapeutic Services to provide speech and language therapy during the 2009/2010 fiscal year at the rate of \$95.00 per hour.

20. It is recommended that members of the Board of Education approve Susanna Dicker to provide evaluations at the rate of \$400.00 per evaluation and occupational therapy at the rate of \$65.00 per hour during the 2009/2010 fiscal year.

H. CHANGE FUNDS

It is recommended that members of the Board of Education formally close for fiscal year 2008/09 the following Change Funds:

Athletics \$300.
and
Cafeteria \$963.

I. CHART OF ACCOUNTS

It is recommended that members of the Board of Education approve the final Chart of Accounts for 2008/09.

J. HEALTH CARE CONTRACTS

It is recommended that members of the Board of Education approve the following finalized medical, prescription, and dental health care premiums for 2008/09 as per the contract. The premiums are:

Carrier: Horizon Blue Cross Blue Shield of New Jersey Traditional – Category - Medical

Monthly Premiums	
Single	Family
\$435.46	\$1,120.85

Carrier: Horizon Blue Cross Blue Shield of New Jersey/HMO-Category - Medical

Monthly Premiums	
Single	Family
\$433.82	\$1,116.68

Carrier: Horizon Blue Cross Blue Shield of New Jersey/PPO – Category - Medical

Monthly Premiums	
Single	Family
\$404.98	\$1,042.39

Carrier: Horizon Blue Cross Blue Shield of New Jersey – Category - Prescription

Monthly Premiums	
Single	Family
\$136.31	\$317.23

Carrier: Horizon Blue Cross Blue Shield of New Jersey Traditional – Category – Dental

Monthly Premiums	
Single	Family
\$31.38	\$97.55

K. PETTY CASH

It is recommended that members of the Board of Education formally close for fiscal year 2008/09 the following petty cash account:

Transportation/Maintenance \$500.

L. SPECIAL REVENUE FUNDS

It is recommended that members of the Board of Education formally approve all grant applications and accept all 2008/09 funds for the following special revenue programs:

1. Title I, Part A: Improving Basic Programs Operated by Local Education Agencies;
2. Title II, Part A: Teacher and Principal Training and Recruiting Fund;
3. Title IV, Part A: Safe and Drug-Free Schools and Communities;
4. Title II, Part D: Enhancing Education through Technology;
5. Title III, Part A: Grants and Subgrants for English Language Acquisition and Language Enhancement;
6. IDEA Part B/Basic;
7. IDEA Part B/Preschool;

8. Title I, Part A: School Improvement;
9. Teaching American History Grant;
10. New Jersey Agricultural Society Grant;
11. Environmental Awareness Grants (2); and
12. Bristol Myers Squibb Grant.

M. RESOLUTION AWARDING CONTRACT FOR EXTRAORDINARY UNSPECIFIABLE SERVICES FOR WEB BASED VOICE BROADCASTING

WHEREAS, N.J.S.A. 18A:18A-5 (a) (2) provides that a board of education may award a contract for unspcifiable services without competitive bidding, provided that the board shall in each instance state supporting reasons for its action in the resolution awarding the contract; and

WHEREAS, the Monroe Township Board of Education requires the need for specialized services to provide strategic voice broadcasting; and

WHEREAS, the Monroe Township Board of Education has received information from Global Connect, 5218 Atlantic Avenue, Mays Landing, New Jersey 08330 which would fill the needs of the Monroe Township School System, and

WHEREAS, it is difficult to create specifications for such a contract for strategic voice broadcasting and said service would appear to come within the realm for extraordinary unspcifiable services; and

NOW, THEREFORE, BE IT RESOLVED by the Monroe Township Board of Education that it hereby awards a contract to Global Connect.

N. INTERGRATED PEST MANAGEMENT PLAN

It is recommended that members of the Board of Education acknowledge that an integrated pest management plan is on file at each building within the school system. It is further recommended that members of the Board of Education appoint Jerry Tague, Director of Facilities and Robert Lempfert, Night Custodial Maintenance Supervisor as the integrated pest management coordinators for the district.

O. NCLB CONSOLIDATED FORMULA GRANT

It is recommended that members of the Board of Education accept the Fiscal Year 2009 Notification of Grant Award, NCLB Consolidated FORMULA Grant.

P. NJ SchoolJobs

It is recommended that members of the Board of Education approve the renewal of a subscription for “Unlimited Advertising” on NJSchoolJobs.com for fiscal year 2009/10 for a fee of \$1,700.

Q. ONLINE APPLICATION FOR EMPLOYMENT SYSTEM

It is recommended that members of the Board of Education approve an agreement between General ASP Inc. and the Monroe Township Board of Education for fiscal year 2009/10 in regard to General ASP providing and maintaining the “Online Application for Employment” system. The fee for this service is \$2,500. for the time frame of 8/3/2009 – 8/3/2010.

R. PEER REVIEW OPINION LETTER

It is recommended that members of the Board of Education acknowledge receipt of the required “Peer Review Opinion Letter” issued by the auditing firm of Davie, Kaplan, Chapman, Braverman for the auditing firm of Samuel Klein and Company. Whereas, Gerard Stankiewicz of the auditing firm of Samuel Klein and Company, as appointed by members of the Board of Education, will be performing the audit for fiscal year 2008/09.

S. TRAVEL AND REIMBURSEMENT

In accordance with the resolution adopted by members of the Board of Education on March 26, 2008, entitled: “ADOPTION OF THE 2008/09 ANNUAL SCHOOL BUDGET”, members of the Board of Education established the school district travel maximum for the 2008/09 school year at the sum of \$163,800. Therefore, it is recommended that members of the Board of Education acknowledge that as of May 15, 2009, \$136,505.50 has been spent.

T. STUDENT FROM JAMESBURG FOR EXTENDED SCHOOL-YEAR PROGRAM

It is recommended that Members of the Board of Education approve a request from the Jamesburg Board of Education for a Jamesburg elementary student to attend Monroe Township’s extended school-year program. Tuition will be established if members of the Monroe Township Board of Education approve this recommendation. The tuition rate will be presented at the July 15, 2009 Public Board of Education meeting.

U. SALE OF DISTRICT COMPUTER HARDWARE AND MAINTENANCE VEHICLES

It is recommended that members of the Board of Education authorize Business Administrator/Board Secretary Wayne Holliday to advertise for and to accept sealed bids for the sale of the following district computer hardware and maintenance vehicles. Please refer to attached documents for a listing of computer hardware and maintenance vehicles.

V. NEW HIGH SCHOOL PRIMARY ELECTRICAL SERVICE

It is recommended that Members of the Board of Education approve Change Order No. 1 to the contract between the Monroe Township Board of Education and Tru-Val Electric Corporation in the amount of \$ 69,466.20 for Tru-Val Electric to install the primary electric service in lieu of utility company Jersey Central Power & Light.

The above action authorizes the Business Administrator to sign and administer contracts and/or purchase orders.

WAYNE HOLLIDAY
Prepared by

JUNE 22, 2009
Meeting Date

10. BOARD PRESIDENT'S REPORT

11. COMMITTEE REPORTS

12. OTHER BOARD OF EDUCATION BUSINESS

13. CLOSED SESSION – RESOLUTION

Be It Resolved, that the Board of Education of the Township of Monroe hereby moves to go into Closed Session, in accordance with Sunshine Law, Chapter 231 of the Public Laws of 1975 (N.J.S.A. 10:4-6 through 10:4-21), to discuss the following subjects:

1. Negotiations – Contract negotiations between Monroe Township Education Association/Monroe Township Board of Education
2. Contract Negotiations as related to Legal Services

The discussion conducted in closed session can be disclosed to the public at such time as the matters have been resolved.

14. PUBLIC FORUM *

15. NEXT PUBLIC BOARD OF EDUCATION MEETING – JULY 15, 2009, 7:00 P.M.

16. ADJOURNMENT

* Public discussion is confined to this portion of the agenda unless permission is granted by the Board President prior to the start of the meeting or when the Board is considering a special agenda item that the Board deems appropriate for public participation. Anyone wishing to address the Board is requested to stand and state his/her name and address.