RUTHERFORD BOARD OF EDUCATION

WORKSESSION/REGULAR MEETING AUGUST 17, 2015

AGENDA

MEETING CALL TO ORDER AT 7:30 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL

N.J. OPEN PUBLIC MEETINGS LAW

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Rutherford Board of Education has caused notice of this meeting to be published by having the date, time and place posted on the bulletin board outside the Borough Clerk's Office, mailed to the *Herald, South Bergenite,* and the *Record* newspapers, and filed with the Borough Clerk.

MINUTES APPROVAL	July 13, 2015 – Worksession/Regular Meeting	
	July 13, 2015 – Executive Session	
	August 10, 2015 – Special Meeting	

SPECIAL PRESENTATION:

REPORT OF THE SUPERINTENDENT:

Annual District Violence and Vandalism Report

	2014-2015	2014-2015	2013-14	
	(Report Period 1)	(Report Period 2)	(Report Period 1 and 2)	
Violence	2	3	10	
Vandalism	1	2	1	
Weapons	1	0	0	
Substance Abuse	2	1	3	
HIB	7	5	6	

REPORT OF THE PRESIDENT:

MEETING OPEN TO THE PUBLIC: (Agenda Items Only)

NEW BUSINESS (Action to be Taken)

PERSONNEL: Motion by M_____, seconded by M_____ to move the following resignations, retirements, salary adjustments, reassignments, appointments, etc., as recommended by the Superintendent of Schools, pending approval from the State Department of Education, subject to the New Jersey Criminal Background Check and other legal requirements. Vote ____ On roll call all members present voted . 1. Motion by M _____, seconded by M _____ to accept the resignation of JOHN GIORDANO John Giordano, gifted and talented teacher at Lincoln School effective September 1, 2015. Vote ____. ALEXANDRA DEMETRIADES 2. Motion by M _____, seconded by M _____ to accept the resignation of Alexandra Demetriades, leave replacement teacher at Pierrepont School effective September 1, 2015. Vote _____. 3. Motion by M , seconded by M to accept the retirement of BARBARA ABROM Barbara Abrom, basic skills teacher at Washington School effective January 1, 2016. Vote ____. 4. Motion by M , seconded by M to accept the resignation of **KELLY WALSH** Kelly Walsh, teacher assistant at Pierrepont School effective September 1, 2015. Vote ____. 5. Motion by M _____, seconded by M _____ to accept the resignation of JENNIFER NICODEMO Jennifer Nicodemo, clerical assistant at Rutherford High School effective September 1, 2015. Vote _____. 6. Motion by M _____, seconded by M _____ to accept the resignation of MICHAEL RYAN Michael Ryan, basic skills teacher at Union School effective September 30, 2015.

Vote _____.

SALARY LEVEL CHANGES	7. Resolution by M, seconded by BE IT RESOLVED BY THE RUTHERFO approve the following level changes ef additional credits:	ORD BOARD OF EDUCATION to
	Daniel Balaban From: \$56,582 (step 4, level 3)	To: \$59,831 (step 4, level 4)
	James Breheney From: \$51,925 (step 5, level 1)	To: \$57,557 (step 5, level 3)
	Holly Rich From: \$50,951 (step 4, level 1)	To: \$53,442 (step 4, level 2)
	Lynn McShane From: \$69,611 (step 12, level 3)	To: \$72,896 (step 12, level 4)
	On roll call all members present voted	
<u>SUBSTITUTE TEACHER</u>	8. Resolution by M, seconded by BE IT RESOLVED BY THE RUTHERFOR approve the following substitute teach effective September 1, 2015 at the accordance with law:	ORD BOARD OF EDUCATION to ner for the 2015-2016 school year
	Kelly D. Lancaster	
	On roll call all members present voted	·
BRIAN MCGLYNN	9. Resolution by M, seconded by BE IT RESOLVED BY THE RUTHERFO approve Brian McGlynn, Lincoln Scl custodian, for an 8% differential when	ORD BOARD OF EDUCATION to hool Annex/Kindergarten Center
	On roll call all members present voted	
<u>ELIZABETH RIZZI</u>	10. Resolution by M, seconded by BE IT RESOLVED BY THE RUTHERFORD the appointment of Elizabeth Rizzi, School.	BOARD OF EDUCATION to rescind
	On roll call all members present voted	
ELIZABETH RIZZI	11. Resolution by M, seconded by BE IT RESOLVED BY THE RUTHERFO approve Elizabeth Rizzi, as a part-tim School Annex/Kindergarten Center,	ORD BOARD OF EDUCATION to e clerical assistant at the Lincoln

through June 30, 2016 at the hourly rate of \$18.75 for 4 hours per day. This is a new position.

On roll call all members present voted _____.

NICOLE URYNIAK12. Resolution by M ____, seconded by M ____.BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to
approve Nicole Uryniak, as an elementary school teacher at Lincoln
School effective, September 1, 2015 through June 30, 2016 at the
annual salary of \$57,882 (step 8, level 2). This is a replacement position.

On roll call all members present voted _____.

 CHELSEA LEARY
 13. Resolution by M _____, seconded by M _____.

 BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Chelsea Leary, as a social studies teacher at Rutherford High School effective, September 1, 2015 through June 30, 2016 at the annual salary of \$49,098 (step 1, level 1). This is a replacement position.

On roll call all members present voted _____.

 DENYS GARDEAZABAL
 14. Resolution by M _____, seconded by M _____.

 BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Denys Gardeazabal, as a grade 3 teacher at Washington School effective, September 1, 2015 through June 30, 2016 at the annual salary of \$50,084 (step 3, level 1). This is a replacement position.

On roll call all members present voted _____.

<u>JENNIFER TARANTINO</u> 15. Resolution by M _____, seconded by M _____. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Jennifer Tarantino, as a full time teacher assistant at Washington School effective, September 1, 2015 through June 30, 2016 at the hourly rate of \$20.14 (step 4). This is a replacement position.

On roll call all members present voted _____.

<u>COACHING ASSIGNMENTS</u> 16.Resolution by M ____, seconded by M ____. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following coaching assignments for the 2015-2016 school year:

> Jianna Muscio – Volunteer Assistant Girls' Soccer Coach Heather Gearity – Spring Track Assistant – Step 2 \$4974

<u>CHRISTINA RUGLIO</u>	17. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Christina Ruglio, as a kindergarten teacher at the Lincoln Annex/Kindergarten Center, effective September 1, 2015 through June 30, 2016 at the annual salary of \$49,098 (step 1, level 1). This is a replacement position.
	On roll call all members present voted
DANICA SCHMEDING	18. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Danica Schmeding, as the supervisor of STEM at Rutherford High School effective, November 1, 2015 through June 30, 2016 at the annual salary of \$86,850 (step 1, level 3) plus \$869 extra department.

On roll call all members present voted _____.

This is a replacement position.

HALL MONITORS19. Resolution by M _____, seconded by M _____.BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to
approve the following hall monitors at the Lincoln School
Annex/Kindergarten Center effective September 1, 2015 through June
30, 2016 at the hourly rate of \$10.00 (step 1) for 3 hours per day except
where noted:

Joyce Gardella-Hayes – 2 hours Irene Mooneyham Jayne O'Connor

On roll call all members present voted _____.

 BARBARA WITTER-LEMBO
 20. Resolution by M _____, seconded by M _____.

 BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to increase the hours of Barbara Witter-Lembo, lunch monitor at the Lincoln Annex/Kindergarten Center from 3 hours per day to 4 hours per day effective September 1, 2015.

On roll call all members present voted _____.

JACKI MANN21. Resolution by M _____, seconded by M _____.BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to
approve Jacki Mann, as a full time teacher assistant at Pierrepont School
effective, September 1, 2015 through June 30, 2016 at the hourly rate
of \$19.40 (step 2). This is a replacement position.

DONNA RYAN-O'CONNOR	22. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Donna Ryan-O'Connor, as a part-time gifted and talented teacher at Lincoln School effective, September 1, 2015 through June 30, 2016 at the annual salary of \$27,495 (.56) (step 1, level 1). This is a replacement position.
	On roll call all members present voted
HOME INSTRUCTORS	23. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following home instructors at the hourly rate of \$35.00 for the 2015-2016 school year:
	Burcu Demirbulakli Nickol Muller
	On roll call all members present voted
<u>CATHERINE BATRA</u>	24. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to rescind the appointment of Catherine Batra, as a part-time teacher assistant at the Lincoln Annex/Kindergarten Center and to approve Catherine Batra, as a full-time out-of-district teacher assistant effective September 1, 2015 through June 30, 2016 at the hourly rate of \$19.40 (step 2). This is a new position.
	On roll call all members present voted
CARMELA LAFRANCA	25. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Carmela LaFranca, as a part-time special education teacher at Washington School effective, September 1, 2015 through June 30, 2016 at the annual salary of \$28,047 (.56) (step 2, level 1). This is a new position.
	On roll call all members present voted
<u>MORGAN O'BRIEN</u>	26. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Morgan O'Brien, as a long term substitute special education teacher at Washington School effective September 1, 2015 through January 8, 2016 at the per diem rate of \$254.75 (step 4, level 1). This is a replacement position.
	On roll call all members present voted

<u>SAMANTHA BELFI</u>	BE IT RES approve S Annex/Kin 30, 2016 a	tion by M, s SOLVED BY THE amantha Belfi, a dergarten Cente t the hourly rate ement position.	RUTHERF s a part-tin r effective	ORD BO ne teache Septemb	ARD OF er assista er 1, 20	int at the Lii 15 through	ncoln June
	On roll cal	l all members pre	esent voted	l			
<u>KERRY PROCIDA</u>	BE IT RES approve K effective S	tion by M, s SOLVED BY THE erry Procida, as a reptember 1, 201 ep 1). This is a re	RUTHERF a full-time 5 through	ORD BO teacher a June 30, 2	ARD OF ssistant 2016 at t	at Lincoln So	chool
	On roll cal	l all members pre	esent voted	l			
<u>TIFFANY ROSADO</u> <u>TRAVEL REIMBURSE</u>	BE IT RES approve T School effe rate of \$1 position. On roll cal <u>MENTS</u> 30. Resolu BE IT RES	tion by M, s SOLVED BY THE iffany Rosado, a ective Septembe .9.29 (step 1) fo I all members pre tion by M, s SOLVED BY THE he following trav	RUTHERF s part-time r 1, 2015 th r 4.9 hour esent votec seconded b RUTHERF	ORD BO e teacher nrough Ju s per day I M ORD BO	ARD OF assistan ne 30, 20 . This i ARD OF	it at Washir 016 at the h is a replace EDUCATIO	ngton ourly ment N to
Nama	Nome of Activity	Datas	Faa	Tranc	Moolo	Lodainas	Othor
Name Position Cory Ogden Teache		<u>Dates</u> 10/14/15	<u>Fee</u> \$175	none	<u>Meals</u> none	<u>Lodgings</u> none	<u>Other</u> none
Frank Morano Admin.	NJPSA Conf.	10/22-23/1	•	\$34.10		none	
Joseph Kelly Admin.	Affordable Care		\$50	none	none	none	none none
Joseph Kelly Admin.	Ethics Wkshop	10/15/15	\$50 \$50	none	none	none	none
Joseph Kelly Admin.	Treasurer Rpt	12/8/15	\$50 \$50	none	none	none	none
Joseph Kelly Admin.	Negotiations	1/12/16	\$50 \$50	none	none	none	none
Joseph Kelly Admin.	Purchasing	2/11/16	\$50	none	none	none	none
Joseph Kelly Admin.	Audit/Fraud	3/15/16	\$50	none	none	none	none
John Hurley Admin.	NJSBA Conf.	10/27-29/15	\$250	\$95	\$165	\$200	none
Joseph Kelly Admin.	NJSBA Conf.	10/27-29/15	\$250	\$95	\$165	\$200	none
Gary Novosielski Admin.	NJSBA Conf.	10/27-29/15	, \$250	, \$95	, \$165	, \$200	none
Diane Jones Admin.	NJSBA Conf.	10/27-29/15	\$250	\$95	\$165	\$200	none
Keith Chu Admin.	NJSBA Conf.	10/27-29/15	\$250	\$95	\$165	\$200	none

CURRICULUM AND INSTRUCTION:

BCSSSD CONTRACT	1. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to contract with Bergen County Special Services for Hospital Instruction as needed for the 2015-2016 school year at the hourly rate of \$62.00
	On roll call all members present voted
HARASSMENT/INTIMIDATION BULLYING DECISION	2.Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to affirm the Superintendent's decision in HIB investigation #2014-028, for the reasons set forth in the Superintendent's decision to the students' parents, and directs the Business Administrator/Board Secretary to transmit a copy of the Board's decision to the affected students' parents.
	On roll call all members present voted
OUT-OF-DISTRICT PLACEMENTS	3. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the attached list of contracts for tuition provided for out-of- district placements for the 2014-2015 school year/
	On roll call all members present voted
<u>OUT-OF-DISTRICT</u> <u>PLACEMENT</u>	4. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the attached list of contracts for tuition and other services provided for out-of-district placements for the 2015-2016 school year.
	On roll call all members present voted
CURRICULUM GUIDES	5. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revised curriculum guides:
	Art Advanced Placement Art History Art – Grade 8 Ceramics 3
	English Language Arts Effective Communication – Grade 6 Life and Learning Skills – Grade 6 Problem Solving – Grade 6 Gifted & Talented Gifted & Talented Studio Art – Grades 7 & 8

Mock Trial – Grades 7 & 8 Public Speaking – Grades 7 & 8 Writer's Workshop – Grades 7 & 8

Health

Driver Education – Grade 10 Health Education – Kindergarten Health Education – Grade 1 Health Education – Grade 2 Health Education – Grade 3 Health Education – Grade 4 Health Education – Grade 5 Health Education – Grade 6 Health Education – Grade 7 Health Education – Grade 8 Health Education – Grade 9 Health Education – Grade 11 Health Education – Grade 12

Library Media Studies

Library Media Studies – Grades K – 3 Library Media Studies – Grades 4 & 5 Library Media studies – Grade 6 Library Media Studies – Grade 7 Library Media studies – Grade 8 Library Media Studies – Grades 9 – 12

Mathematics

Mathematics 407 Math Lab – Grade 6 Math Lab – Grade 7 Math Lab – Grade 8 Grade 8 – Algebra 1 RTI Math

Physical Education

Physical Education – Grades K – 8 Physical Education – Grades 9 – 12

Science

Science 307 – Physical Science

On roll call all members present voted _____.

DISTRICT AND BOARD GOALS 6. Resolution by M _____, seconded by M _____. BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following District and Board Goals for the 2015-2016 school year:

District Goals

- 1. To develop a uniformed methodology for the Response to Intervention process.
- 2. To finalize a district wide study to determine a more efficient organization of the district schools.
- 3. To standardized the use of benchmark assessments as a means of monitoring student progress and improving student achievement.

Board Goals

- 1. To develop a strategic plan to enable the enhancement and expansion of curriculum and the maintenance and improvement of facilities.
- 2. To successfully negotiate the contract with the REA prior to the current contract end date of June 30, 2016.
- 3. To identify and implement strategies to improve communication and visibility throughout the community.
- 4. To revise the structure of meetings, allow more time for discussion, analysis, and community interaction.

FINANCE:		
APPROVAL OF BILLS	1. Resolution by M, seconded by M	
	BE IT RESOLVED BY THE RUTHERFORD BOARD OF	EDUCATION that the
	bills listed below be approved.	
	Accounts Payable	1,478,721.11
	Offline Check	702,373.68
	Food Service Checks	7217.07
	Payroll Expense	771,466.44
	General Activities	8,206.45
	Total	2,967,984.75
	On roll call vote all members present voted	
<u>SECY/TREAS REPORT</u> JUNE, 2015	2. Resolution by M, seconded BE IT RESOLVED BY THE RUTHERFORD BOARD OF E that it has received and accepts the financial repor Secretary and Treasurer of School Monies for the n June 30, 2015, and certifies that the reports in account or fund is over expended in violation of NJ sufficient funds are available to meet the district' for the remainder of the school year. Summary pages are included in the official minute summary is on file in the office of the Board Secret	ts of the nonth ending dicate that no major IAC 6:20-2.13 and that is financial obligations e book and a detailed
	On roll call all members present voted	

<u>BUDGET</u> <u>TRANSFERS</u>	 3. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve budget line transfers for the period June 1, 2015 through June 30, 2015 as attached. On roll call all members present voted
DISTRICT AUDITOR	4. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve Bowman & Company, LLP, as financial auditor for the district as of June 30, 2015 and for the year then ended, at a cost of \$28,100.
DISTRICT AUDITOR	On roll call all members present voted 5. Resolution by M, seconded by M
PEER REVIEW	BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that it acknowledges receipt and review of the peer review report prepared by Eisner Amper LLP on behalf of Bowman & Company, LLP, dated September 8, 2014.
	On roll call all members present voted
<u>PHOTOCOPIERS</u>	6. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the agreement with CIT Finance, LLC to lease, over a five year term, a photocopier at Sylvan School, effective August 24, 2015 under the terms of State Contract A53090/T-2075, at a total cost of \$102.57per month.
	On roll call all members present voted
<u>MAINTENANCE</u> <u>AGREEMENT</u>	7. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the maintenance agreement with Duplitron Document Imaging for the new photocopier at Sylvan School (approved August 17, 2015) at a cost of \$30.80 per month for the term of the lease.
	On roll call all members present voted
<u>FOOD SERVICES</u> <u>AGREEMENT</u>	8. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION, to approve the agreement between the Rutherford Board of Education and the Carlstadt-East Rutherford Regional Board of Education for food services for the 2015/2016 school year at a cost of \$2.55 per meal, \$0.35 per serving of milk and \$75.00 per day for delivery.

<u>STUDENT LUNCH</u> <u>PRICES</u>	9. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to establish a price of \$3.25 for student lunches and \$0.35 for milk for the 2015/2016 school year.
	On roll call all members present voted
SERVICE CHARGE	10. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to establish a \$2.00 service charge for all student lunch orders for the 2015/2016 school year.
	On roll call all members present voted
<u>CONSULTANT - GRANT</u> <u>WRITING SERVICES</u>	11. Resolution by M, seconded by M BE IT RESOLVED THAT THE RUTHERFORD BOARD OF EDUCATION hereby approves the award of the contract for Grant Writing Services to Bruno Associates, Inc. in the amount of \$40,000 per annum, for the period August 18, 2015 through August 17, 2016.
	On roll call all members present voted
<u>RELEASE OF LIEN</u>	12. Resolution by M, seconded by M WHEREAS, with regard to the matter RUTHERFORD BOARD OF EDUCATION (Plaintiff) vs. JUAN LECEA & FABIOLA LECEA o/b/o A.L. & B.L. (Defendants), a Release of Property from Judgment, which reads in part as follows, has been presented:
	<i>"WHEREAS, judgment was entered in the above entitled action in favor of the Rutherford Board of Education (hereinafter referred to as the "Plaintiff"), by record thereof in the Judgment record, Judgment Number: DJ-011721-2009.</i>
	<i>"WHEREAS, a lien was placed on several properties owned by Defendants, including property known as 21 66th Street, Apt. #6, West New York, New Jersey 07093, Block 0005, Lot 00026. This property was subsequently sold without the Plaintiff's lien being satisfied and is currently owned by Vincent Lista.</i>
	"WHEREAS, in exchange for Five Thousand Dollars (\$5,000), the Plaintiff has agreed to release the lien only on the property referred to above; and
	<i>"THEREFORE, this is your release and authority to enter on the aforesaid record, this release of the lien, of such Judgment from the property referred to above. This release shall not constitute a release of the judgment on any other properties owned by either or both of the Defendants."</i>

	BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION that the terms and conditions established in the Release of Property from Judgment are hereby adopted and approved by the Board; and
	BE IT FURTHER RESOLVED that the Business Administrator/Board Secretary is hereby authorized and directed to execute any documents necessary to effectuate this resolution.
POLICY:	On roll call all members present voted
ADMISSION	1. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Policy #5111 Admissions on <u>second</u> <u>reading</u> . (See attached.)
	On roll call all members present voted
<u>GIFTED AND TALENTED</u>	2. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following revisions to Regulation #R6171.2 Gifted and Talented on <u>second reading</u> . (See attached.)
	On roll call all members present voted
<u>GIFTED AND TALENTED</u> <u>STUDIO ART</u>	3. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following new Regulation #R6171.3 Gifted and Talented Studio Art on <u>second reading</u> . (See attached.)
	On roll call all members present voted
INDEPENDENT EDUCATIONAL EVALUATIONS	4. Resolution by M, seconded by M BE IT RESOLVED BY THE RUTHERFORD BOARD OF EDUCATION to approve the following new Policy Regulation #R6171.4A Independent Educational Evaluations on <u>second reading</u> . (See attached.)
	On roll call all members present voted
BUILDINGS AND GROUNDS:	
OLD BUSINESS:	
Legislative Update	

MEETING OPEN TO THE PUBLIC: (Any Topic)

 EXECUTIVE SESSION:
 Motion by M____, seconded by M____ that an Executive Session be held at _____ P.M. for the purpose of discussing ______. Action may or may not be taken. The Board expects to return within _____ minutes. Vote_____

 The Board returned at _____ P.M.
 ADJOURNMENT:
 Motion by M_____, seconded by M_____ that the meeting be adjourned at _____ P.M.

Vote_____