

**CLINTON TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION**

AGENDA

**Regular Meeting December 19, 2016 at 7:30 PM
Clinton Township Middle School Auditorium**

CALL TO ORDER: _____ called the meeting to order at _____ pm.

PUBLICATION OF NOTICE:

In accordance with the provisions of the New Jersey Open Public Meetings Act, Chapter 231, Laws of 1975, adequate notice of this meeting was provided through the annual public notice on January 7, 2016.

- a. Faxing to three newspapers designated by the Board – Hunterdon County Democrat, Hunterdon Review and Express Times
- b. Posting on the District Website, the main bulletin board in the Administration Offices and in each Clinton Township School
- c. Faxing to the Clerk of Clinton Township

ROLL CALL

| | Present | Absent | Time of Arrival after meeting has been called to order |
|------------------------|----------------|---------------|---------------------------------------------------------------|
| Mrs. Maria Grant | | | |
| Mrs. Rachel McLaughlin | | | |
| Mrs. Gina Hand | | | |
| Mrs. Maria McHugh | | | |
| Mrs. Alissa Olawski | | | |
| Mr. John Patuto | | | |
| Mrs. Yehara Raddalgoda | | | |
| Mr. Kevin Sturges | | | |
| Mrs. Susan Vanderoef | | | |

Present: *District Administrators:*
_____ Dr. Gina Villani, Superintendent of Schools
_____ Mr. Anthony Juskiewicz, Business Administrator/Board Secretary

Also Present: _____ Vito Gagliardi, Esq., Board Attorney

PLEDGE OF ALLEGIANCE: _____ led the Board in the Pledge of Allegiance.

PROCESS GUARDIAN: _____ was appointed Process Guardian.

PRESIDENT’S COMMENTS/REPORT

REPORT OF THE SUPERINTENDENT OF SCHOOLS

Action Items 17-SU-010

Dr. Villani will present the following to the Board of Education:

1. Enrollment Report - 1,334
2. Suspension Report -
 - (2) - (1) day in-school suspensions - CTMS
 - (1) - (1) day out-of-school suspension - CTMS
3. HIB Report
4. Monthly Report

Action 17-SU-010:

***BE IT RESOLVED** that the Board of Education accepts the enrollment, suspension and HIB reports of the Superintendent as presented.*

Board of Education Roll Call Vote

| | Mrs. Hand | Mrs. McHugh | Mrs. McLaughlin | Mrs. Olawski | Mr. Patuto | Mrs. Raddalgoda | Mr. Sturges | Mrs. Vanderoeff | Mrs. Grant |
|----------------|--------------|----------------|--------------------|-----------------|---------------|--------------------|----------------|--------------------|---------------|
| Motion | | | | | | | | | |
| Aye | | | | | | | | | |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | | | | | | | | |

PUBLIC COMMENTS – AGENDA ITEMS ONLY

PLEASE RESPECT THE 3-MINUTE SPEAKING RULE AS PER BOARD OF EDUCATION BYLAW #9322 SO THAT THE BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER.

FIRST RECOGNITION OF THE PUBLIC

PLEASE RESPECT THE 3-MINUTE SPEAKING RULE AS PER BOARD OF EDUCATION BYLAW #9322 SO THAT THE BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER.

REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

Action Items 17-BA-015 through 17-BA-018

Informational:

- The Board of Education's Reorganization meeting is scheduled for Wednesday, January 4, 2017 at 7:30 p.m. in the Auditorium of Clinton Township Middle School.
- The date of the Board of Education's next regular meeting is tentatively scheduled for Monday, January 23, 2017 at 7:30 p.m., in the Auditorium of Clinton Township Middle School.
- The Board will be switching Internet service providers beginning July 1st and will save approximately \$3,000 per month utilizing our cooperative pricing from MRESC.

Action 17-BA-015:

***BE IT RESOLVED** that the Board of Education hereby approves the following Board Meeting minutes and Executive Session minutes for:*

Minutes

November 21, 2016

Executive Session

November 21, 2016

Action 17-BA-016:

***BE IT RESOLVED** that the Board of Education hereby approves the Board Secretary and Treasurer's Reports for the period ending November 30, 2016.*

Action 17-BA-017:

***BE IT RESOLVED** that the Board of Education hereby approves the line item transfers for the period ending November 30, 2016.*

Action 17-BA-018:

***BE IT RESOLVED** that the Board Secretary, pursuant to N.J.A.C. 6A: 23A-16.10 (c) 3 does hereby certify that as of the date of these reports, no line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of N.J.A.C. 6A: 23A-16.10 (a);*

***BE IT FURTHER RESOLVED** that the Superintendent of Schools recommends that the Clinton Township Board of Education accept the monthly financial reports of the Secretary and Treasurer of School Monies for the month(s) of November 30, 2016; and further recommends, in compliance with N.J.A.C. 6A: 23A-16.10 (c) 4, that the Board of Education certifies that no major account has been over-expended in violation of N.J.A.C. 6A: 23A-16.10 (b), and that as of this report sufficient funds are available to meet the district's financial obligations for the remainder of the year.*

Board of Education Roll Call Vote

| | Mrs. Hand | Mrs. McHugh | Mrs. McLaughlin | Mrs. Olawski | Mr. Patuto | Mrs. Raddalgoda | Mr. Sturges | Mrs. Vanderoef | Mrs. Grant |
|---------|--------------|----------------|--------------------|-----------------|---------------|--------------------|----------------|-------------------|---------------|
| Motion | | | | | | | | | |
| Aye | | | | | | | | | |
| Nay | | | | | | | | | |
| Abstain | | | | | | | | | |
| Absent | | | | | | | | | |

COMMITTEE REPORTS

FACILITIES/FINANCE:

John Patuto - Chair; Maria Grant, Maria McHugh & Alissa Olawski

Action Items 17-FF-122 through 17-FF-141

Action 17-FF-122:

***BE IT RESOLVED** that the Board of Education hereby approves the payment of bills in the amount of \$2,543,924.63 for the period ending November 30, 2016.*

Action 17-FF-123:

***BE IT RESOLVED** that the Board of Education hereby approves the following requests for employee/board member travel in accordance with the School District Accountability Act and Board of Education Policy #9250 "Expenses and Reimbursements." Only overnight stays are eligible for meal reimbursement. Mileage, meals, and lodging reimbursements shall be in accordance with NJ Statute, Code and NJ Department of Treasury Guidelines. Where more than five individuals from the district are to attend the same out-of-state conference, the school district shall obtain the prior written approval of the Executive County Superintendent, OMB Mileage Reimbursement Rate: \$0.31.*

AGENDA
12/19/16

| Employee/School | Program Title/Location | Date | Cost | Mileage | Lodging/ Meals |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------|----------------|---------------------------------------------------------------------------|
| Alice Steinheimer Joanne Hinkle Dr. Deborah Grefe | Childhood Summit: Bridging the Gap in Early Learning Monroe, NJ | 1/23/2017 | \$400 for a group of three | OMB | N/A |
| Carole Frey | High Functioning Autism - Proven and Practical Interventions for Challenging Behaviors Edison, NJ | 1/26/2017 | \$199.99 | OMB | N/A |
| Timothy Jaw | Techspo 2017 Atlantic City, NJ | 1/26/2017 - 1/27/2017 | \$450.00 | OMB | \$91/ night lodging \$64/day meals \$15 Tolls \$10 Parking |
| Jean Kinkead | Making the best of Apps, Digital Tools & Cutting Edge Strategies Allentown, PA | 1/31/2017 | \$245.00 | OMB | N/A |
| Christina Giordano | Anti-Bullying Specialist Certificate Program Mt. Laurel, NJ | 1/25, 1/26, 1/27/17 plus 2 online courses | \$450.00 | OMB | N/A |
| Christina Giordano | Section 504 in New Jersey Princeton, NJ | 2/7/2017 | \$199.99 | OMB | N/A |
| Kerri Siedenburg | NJ Council for Exceptional Children Mahwah, NJ | 3/13/2017 | \$115.00 | OMB | N/A |
| Mary Guidi | NJCEC Spring 2017 Conference Mahwah, NJ | 3/13/2017 | \$105.00 | OMB | N/A |
| Laura Jaw | Introduction to Responsive Classroom Training Online Course | N/A | \$625.00 | N/A | N/A |
| Laura Jaw | Responsive Classroom Practices Online Course | 1/17/2017 - 2/18/2017 | \$200.00 | N/A | N/A |

Action 17-FF -124:

BE IT RESOLVED that the Board of Education hereby acknowledges the following requests for graduate course approval, in accordance with the Negotiated Agreement:

| <i>Employee</i> | <i>Program Title</i> | <i>Location</i> | <i>Date</i> |
|--------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------|--------------------|
| <i>Kimberly Braun Dorothy Daniello Justine Henry</i> | <i>Social Issues for Children with Special Needs</i> | <i>Centenary University</i> | <i>Spring 2017</i> |
| <i>Nicole Fuentes</i> | <i>Diagnosis & Correction of Reading and Writing Difficulties II</i> | <i>Centenary University</i> | <i>Spring 2017</i> |
| <i>Carolyn Giordano</i> | <i>Curriculum Design & Development</i> | <i>Rider University</i> | <i>Spring 2017</i> |
| <i>Jennifer Sandorse</i> | <i>Curriculum- Program Evaluation & Student Assessment</i> | <i>Fairleigh Dickinson University</i> | <i>Spring 2017</i> |

Action 17-FF-125:

BE IT RESOLVED that the Board of Education hereby amends prior action 17-FF-058 (September 26, 2016) to reflect the following change: Alice Steinheimer to attend NJPSA/FEA Leadership Academy Series 3, Cohort 2 in Monroe Township on January 17, 2017 as a makeup date to the originally scheduled November 1, 2016 date.

Action 17-FF-126:

BE IT RESOLVED that the Board of Education hereby approves a membership with New Jersey Educational Computing Cooperative for Bronze Level Membership in the amount of \$825.00 for the 2016-2017 school year.

Action 17-FF-127:

BE IT RESOLVED that the Board of Education hereby approves a contract with Artome for the PMG Arts Fest (sale of framed student art work) on April 26, 2017.

Action 17-FF-128:

BE IT RESOLVED that the Board of Education hereby approves the following payment applications for the exterior envelope improvements at various schools as follows:

Payment Application #

2

Payee

Spartan Construction, Inc.

Amount

\$88,706.25

Action 17-FF-129:

BE IT RESOLVED that the Board of Education hereby approves the following payment applications for the WWTP Phase II Improvement Project as follows:

| <u>Payment Application #</u> | <u>Payee</u> | <u>Amount</u> |
|------------------------------|------------------------|---------------|
| 4 | Ray Palmer, Associates | \$24,304.00. |

Action 17-FF-130:

BE IT RESOLVED that the Board of Education hereby approves an increase in the 2016/17 budget to appropriate \$17,225.00 from Capital Reserve to Account 12-000-400-450-000-000 for the following projects:

| | |
|------------------------|-------------|
| Harrington Contractors | \$17,225.00 |
|------------------------|-------------|

Action 17-FF-131:

BE IT RESOLVED that the Board of Education hereby accepts the CAFR Comprehensive Annual Financial Report for the 2015/2016 school year from Bedard, Kurowicki & Co, CPA's, PC.

Action 17-FF-132:

BE IT RESOLVED that the Board of Education hereby approves the Corrective Action Plan with four audit recommendations as follows:

Comprehensive Annual Financial Report for the school year 2015-2016 as prepared by the district's auditing firm of William Colantano & Co.

The following Corrective Action Plan addresses the finding/recommendation as submitted by William Colantano & Co.

Finding: 2016-001 Procedures should be implemented to ensure that IDEA Basic federal grant is not reimbursed for more than the amount expended.

Recommendation: 2016-001 The Business Administrator will ensure that the purchase order will only be encumbered and reimbursed when the invoice is received for services rendered. The entire grant amount will not be encumbered and applied for reimbursement.

Finding: 2016-002 When total change orders increase an awarded contract price by more than 20 percent, the procedures of N.J.A.C. 5:30-11.9 must be followed to determine if a new contract shall be executed in accordance with the Local Public Contracts Law.

Recommendation: 2016-002 *The Business Administrator will ensure that in the future any bid award amount will not exceed the 20% threshold according to Local Public Contracts Law.*

Finding: 2016-003 *The District should submit their Certification of Compliance with Federal and State Law Respecting the Reporting of Compensation for Certain Employees (E-Cert) in a timely manner.*

Recommendation: 2016-003 *The Business Administrator will ensure that Certification of Compliance with Federal and State Law Respecting the Reporting of Compensation for Certain Employees (E-Cert) will be submitted in a timely manner by placing a reminder in his Google calendar each year as a reminder on March 10th.*

Finding: 2016-004 *The District should review their open purchase order list at year-end and make the appropriate cancellations.*

Recommendation: 2016-004 *The Business Administrator will ensure that all open purchase orders will be closely reviewed at the end of each school year to appropriately close any unwarranted purchase orders with balance.*

Completion: *December 20, 2016*

Action 17-FF-133:

BE IT RESOLVED *that the Board of Education hereby approves a contract with The Ann Robinowitz Education Center, part of the Newgrange School of Princeton, to provide one day of Wilson Language Training on January 11, 2017 for grade two teachers in the amount of \$2,292.18.*

Action 17-FF-134:

BE IT RESOLVED *that the Board of Education hereby approves Hunterdon Medical Center to administer a Neuro-Developmental Assessment for SID #2404662874 during the 2016/2017 school year for a fee of \$927.00.*

Action 17-FF-135:

BE IT RESOLVED *that the Board of Education hereby approves Travis Tallman, CCC-SLP; ATP of the New Jersey Institute for Disabilities/Lakeview School to administer an Augmentative Communication Assessment for SID #8496865066 during the 2016/2017 School year for a total fee of \$1,150.00.*

PERSONNEL/NEGOTIATIONS:

Personnel: Susan Vanderoef – Chair; Maria Grant, Gina Hand & Alissa Olawski

Negotiations: Maria Grant- Chair; Alissa Olawski, John Patuto & Gina Hand

Action Items 17-PN-101 through 17-PN-125

PLEASE NOTE THAT ALL STAFF APPOINTMENTS ARE AT THE RECOMMENDATION OF THE SUPERINTENDENT OF SCHOOLS AND THAT ALL SALARIES ARE PRO-RATED TO THE EFFECTIVE DATE OF EMPLOYMENT AND WITHIN THE CURRENT SCHOOL BUDGET.

Action 17-PN-101:

BE IT RESOLVED that the Board of Education hereby approves Student Teacher, Emily Filus, for 30 observation hours between December 20, 2016 and January 20, 2017 and March 13-17, 2017 at Spruce Run and Patrick McGaheran Schools, with the staff members below, per student teaching requirements for Bloomsburg University.

*Spruce Run School: Lorraine Dul, Carol Russoniello, Lina Staropoli
Patrick McGaheran School: Dawn Napoli*

Action 17-PN-102:

BE IT RESOLVED that the Board of Education hereby approves Courtney Hauck and Kathleen Collins (substitute) as Teaching Assistants to SID #4075464321 during Cheerleading/basketball season at the Clinton Township Middle School, beginning November 17, 2016 until February 15, 2017 at a rate of \$18.00 per hour; not to exceed 100 hrs total.

Action 17-PN-103:

BE IT RESOLVED that the Board of Education hereby amends prior action 17-PN-084 (October 24, 2016) to reflect a change in end date for Kaitlyn Vona to provide 1 hour a week of Speech Language services to SID #7415091886 from December 9, 2016 to January 31, 2017.

Action 17-PN-104:

BE IT RESOLVED that the Board of Education hereby amends prior action 17-PN-085 (October 24, 2016) to reflect a change in end date for Elise Pozensky-Cohen to provide up to 4 hours total of Home Parent Training for SID #7415091886 from December 9, 2016 to January 31, 2017.

Action 17-PN-105:

BE IT RESOLVED that the Board of Education hereby amends prior action 17-PN-088 (October 24, 2016) to reflect a change in end date for Angela Caruso to provide home instruction to SID #7415091886 from December 9, 2016 to January 31, 2017.

Action 17-PN-106:

BE IT RESOLVED that the Board of Education hereby amends prior action 17-PN-097 (November 21, 2016) to reflect a change in end date for **Karen Sinagra** to provide up to one hour of Occupational Therapy services to SID #7415091886 from December 16, 2016 to January 31, 2017.

Action 17-PN-107:

BE IT RESOLVED that the Board of Education hereby approves **Vicki Stamets** to provide a total of 15 hours of home instruction to SID #9049535042 beginning December 20, 2016 until January 19, 2017 at a rate of \$28.62 per hour.

Action 17-PN-108:

BE IT RESOLVED that the Board of Education hereby approves the following Drama Club chaperones for the 2017 Spring Drama Production at \$26.50 per hour for 1.5 hours per rehearsal, beginning December 5, 2016 to March 18, 2017. One chaperone allowed per rehearsal.

Dean Greco
Kristen Prall
Carolyn Giordano
Elizabeth Tracey
Rich Tarriff

Action 17-PN-109:

BE IT RESOLVED that the Board of Education hereby approves **Mary Claire Spadone** as a substitute Clinton Township Middle School Ski Club chaperone for the 2016/17 school year, to be paid at a rate of \$150 per ski trip attended (stipend to be funded from the activity itself).

Action 17-PN-110:

BE IT RESOLVED that the Board of Education hereby accepts with regret the retirement of **Patricia Buongiorno**, CTMS Secretary, effective July 1, 2017.

Action 17-PN-111:

BE IT RESOLVED that the Board of Education hereby accepts with regret the retirement of **Richard Hoffman**, RVS Custodian, effective July 1, 2017.

Action 17-PN-112:

***BE IT RESOLVED** that the Board of Education hereby accepts with regret the retirement of **Lynne DiLeo**, PMG Nurse, effective July 1, 2017.*

Action 17-PN-113:

***BE IT RESOLVED** that the Board of Education hereby accepts the resignation of **Christine Quinn**, RVS Lunch Aide, effective November 18, 2016.*

Action 17-PN-114:

***BE IT RESOLVED** that the Board of Education hereby amends prior motion 17-PN-094 (November 21, 2016) to reflect a change of the end date for **Julie Snee**, SRS Teacher – Grade 1, from returning on November 30, 2016 to returning December 6, 2016.*

Action 17-PN-115:

***BE IT RESOLVED** that the Board of Education hereby approves the request for Disability Leave of Absence for **Annette Guenther**, SRS Secretary, for the period beginning November 1, 2016 through November 25, 2016.*

Action 17-PN-116:

***BE IT RESOLVED** that the Board of Education hereby approves the request for Disability Leave of Absence for **Darla Dorflinger**, SRS Nurse Assistant, for the period beginning November 28, 2016 through February 28, 2017.*

Action 17-PN-117:

***BE IT RESOLVED** that the Board of Education hereby approves the request for Disability Leave of Absence for **Joan Slagus**, SRS Occupational Therapist, for the period beginning January 5, 2017 through January 13, 2017.*

Action 17-PN-118:

***BE IT RESOLVED** that the Board of Education hereby approves the request for Disability/Maternity Leave of Absence for **Christine Quense**, RVS Teacher – Grade 4, for the period beginning April 24, 2017 through May 28, 2017, and Child Rearing Leave beginning May 29, 2017 through June 30, 2017.*

Action 17-PN-119:

BE IT RESOLVED that the Board of Education hereby approves the request for a Family Leave of Absence for **Kathleen Pilla**, SRS Teacher – Grade 1, for the period beginning January 3, 2017 through February 10, 2017.

Action 17-PN-120:

BE IT RESOLVED that the Board of Education hereby approves the request for a Disability Leave of Absence for **Debra Krupp**, Human Resources Coordinator, for the period beginning February 13, 2017 through March 20, 2017.

Action 17-PN-121:

BE IT RESOLVED that the Board of Education hereby approves the request for Disability/Maternity Leave of Absence for **Jill Selbo Gross**, CTMS Teacher – Grade 8 Social Studies, for the period beginning May 11, 2017 through June 18, 2017, and Child Rearing Leave beginning June 19, 2017 through June 30, 2017.

Action 17-PN-122:

BE IT RESOLVED that the Board of Education hereby approves **Alina Chauvette** as a Substitute Health Office Aide at \$9.50 per hour for the 2016/2017 school year, effective December 7, 2016.

Action 17-PN-123:

BE IT RESOLVED that the Board of Education hereby approves the use of 74 sick days from the Sick Leave Bank, as specified in Article XII Leaves and Absences, paragraph 5 of the Clinton Township Education Association contract, to employee SMID #49943491.

Action 17-PN-124:

BE IT RESOLVED that the Board of Education hereby approves the use of 24 sick days from the Sick Leave Bank, as specified in Article XII Leaves and Absences, paragraph 5 of the Clinton Township Education Association contract, to employee SMID #61731220.

Action 17-PN-125:

BE IT RESOLVED that the Board of Education hereby approves **Roberta Grambor** to provide supplemental reading instruction for students SID #8560794584 and SID #6908454343, not to exceed 12 hours, between January 3, 2017 and February 28, 2017 at her hourly rate of pay of \$65.25 per hour.

FEASIBILITY OF SCHOOL CLOSING

Maria Grant – Chair; Susan Vanderoef, Yehara Raddalgoda & Rachel McLaughlin

OLD BUSINESS

NEW BUSINESS

SECOND RECOGNITION OF THE PUBLIC

PLEASE RESPECT THE 3-MINUTE SPEAKING RULE AS PER BOARD OF EDUCATION BYLAW #9322 SO THAT THE BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER.

EXECUTIVE SESSION:

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

***WHEREAS**, the Clinton Township Board of Education has determined that the following issues are permitted by N.J.S.A. 10: 4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session.*

***WHEREAS**, any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting. Subject to the balancing the public’s interest and the employee’s privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 NJ 478, the employee(s) and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is personnel, and*

***WHEREAS**, any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body. The collective bargaining contract discussed is between the Clinton Township Board of Education and the Clinton Township Administration Association, and*

***WHEREAS**, any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. The nature of the matter, described as specifically as possible without undermining the need for confidentiality is attorney-client privilege, personnel and negotiations;*

***WHEREAS**, the length of the Executive Session is estimated to be thirty (30) minutes after which the meeting shall reconvene and proceed with business.*

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

***BE IT FURTHER RESOLVED** that the Board hereby declares that its discussion of the aforementioned subject will be made public at such time as the reason for confidentiality no longer exists.*

Action may be taken upon return.

Time:

(_____ Moved; _____ Seconded; _____ Ayes; _____ Nays; _____ Abstain)

***BE IT RESOLVED** that the Board of Education hereby approves reconvening the regular Board meeting.*

Time:

(_____ Moved; _____ Seconded; _____ Ayes; _____ Nays; _____ Abstain)

ADJOURNMENT

Action 17-AJ-006:

***BE IT RESOLVED** that the Board of Education hereby adjourns this meeting.*

Time:

(_____ Moved; _____ Seconded; _____ Ayes; _____ Nays)